



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	21-OCFS-LCM-06
To:	Local Social Services District Commissioners Directors of Services Youth Bureau Directors
Issuing Division/Office:	Child Welfare and Community Services
Date:	March 26, 2021
Subject:	Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update
Contact Person(s):	See "Technical Assistance Contacts" on page 3.
Attachments:	None

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) for the completion of the required 2021 Annual Plan Update for the county Child and Family Services Plan (CFSP). These guidelines are also being shared with county youth bureaus.

II. Background

LDSSs and county youth bureaus are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) local, multiyear plans for the provision of services and the allocation of resources, including the required Persons in Needs of Supervision (PINS) Diversion Plan that is developed by LDSSs and county probation departments, dependent on the designated municipality PINS lead agency. The county planning process is designed to reflect the following principles and objectives:

- Support and acknowledge a local collaborative planning process that includes broad stakeholder involvement.
- Encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements.
- Support a data-driven process that focuses on outcomes for children, youth, families, adults, and communities.

- Support the important respective administrative roles and responsibilities of county youth bureaus and LDSSs.

Each year an Annual Plan Update submission is required for designated sections of the CFSP.

III. Program Implications

The 2021 Annual Plan Update is comprised of the following sections:

- Certification Requirements
 - Signature Page/Attestation
- Strategic Components
 - County Overview: Mission, Demographics, Efforts to Address Disparities,¹ Successes/Achievements, Financial Process, Relationship Between County Outcomes and Title IV-B Federal Goals
 - Program Narrative, Collaborative Resources, Data Sources, Technical Assistance
 - Safety (CPS)/Prevention
 - Permanency (Foster Care, Adoption)/Prevention
 - Permanency/Family First
 - Foster and Adoptive Parent Recruitment and Retention Plan²
 - Youth and Young Adult
 - Runaway and Homeless Youth
 - Adult Services
 - PINS Diversion Services
- Technical Components
 - Child Care
 - Non-Residential Domestic Violence
 - T and U Visa Reporting
 - Program Matrix
 - PINS Pre-dispositional Placement Services

Submission Instructions:

LDSSs are required to submit the CFSP electronically using the County Plan System that can be found on the internet at <https://countyplans.ocfs.ny.gov/>; the site can also be accessed from the OCFS intranet under the CFSP page.

Beginning on March 26, 2021, the system will be available for input of the Annual Plan Update CFSP information. The County Plan System allows for sections of the CFSP to be submitted and approved separately. All sections of the CFSP are expected to have OCFS

¹ The County Overview Section includes one new question addressing child welfare disparities.

² The Foster/Adoptive Parent Recruitment and Retention Plan 18-month update required by LDSS and authorized voluntary agencies (VAs) contracting with a LDSS to operate an adoption or foster boarding home program will now be submitted using the County Plan System. LDSSs that do not operate an adoption or foster boarding home program are not required to complete this section. Note: VAs will receive instructions to access and utilize the site under a separate correspondence.

approval by July 1, 2021. To allow time for OCFS feedback prior to final approval, it is strongly advised that each section be submitted no later than June 1, 2021.

Each LDSS must grant access to all persons locally who will be completing each section of the CFSP. The LDSS commissioner and director of services will receive communication from OCFS when the system opens explaining the process.

IV. Technical Assistance Contacts

Staff from the OCFS regional offices and program areas listed below are available to assist you.

Child Welfare and Community Services (CWCS) Regional Offices:

Albany Regional Office: John Lockwood (518) 486-7078, John.Lockwood@ocfs.ny.gov

Buffalo Regional Office: Amanda Darling (716) 847-3145, Amanda.Darling@ocfs.ny.gov

New York City Regional Office: Ronni Fuchs (212) 383-4873, Ronni.Fuchs@ocfs.ny.gov

Rochester Regional Office: Christopher Bruno (585) 238-8201,
Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office: Sara Simon (315) 423-1200, Sara.Simon@ocfs.ny.gov

Westchester Regional Office: Sheletha Chang (845) 708-2499, Sheletha.Chang@ocfs.ny.gov

Questions on the following content areas may be directed to the following people:

Child Care: Maryellen DeCicco (518) 408-3395, Maryellen.DeCicco@ocfs.ny.gov

Domestic Violence: Deirdre Sherman (518) 402-6775, Deirdre.Sherman@ocfs.ny.gov

Adult Services: Susan Hollander (212) 383-1793, Susan.Hollander@ocfs.ny.gov

Youth and Young Adult: (518) 474-4110, OCFS.sm.YouthBureau@ocfs.ny.gov

PINS: (518) 474-4110, OCFS.sm.PINS@ocfs.ny.gov

Runaway and Homeless Youth: (518) 474-4110, RHY@ocfs.ny.gov

Native American Services: Heather LaForme (716) 847-3123, Heather.LaForme@ocfs.ny.gov

Close to Home and Systems Improvement: Jewel Brown-Gregory (212) 383-1828,
Jewel.Brown-Gregory@ocfs.ny.gov

For technical support on the web-based system, use the following link:
<https://countyplans.ocfs.ny.gov/contact.cfm>.

/s/ Lisa Ghartey-Ogundimu

Issued By:

Name: Lisa Ghartey-Ogundimu

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services