



# Office of Children and Family Services

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*Commissioner*

## Local Commissioners Memorandum

<b>Transmittal:</b>	21-OCFS-LCM-15
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Administration, Bureau of Budget Management
<b>Date:</b>	June 8, 2021
<b>Subject:</b>	<b>Raise the Age Public Safety Claiming</b>
<b>Contact Person(s):</b>	See section V.
<b>Attachments:</b>	None

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide localities with claiming instructions for certain Raise the Age (RTA) public safety expenses made in State Fiscal Year (SFY) 2021-22.

There are no notable changes from the prior year's issuance of this LCM.

### II. Background

RTA was enacted by Part WWW of Chapter 59 of the Laws of 2017 and raised the age of criminal responsibility to 18 years of age.

Pursuant to Chapter 53 of the Laws of 2021, SFY 2021-22 appropriation authority is available for reimbursement of eligible RTA claims, provided the provisions of the law and SFY 2021-22 claiming deadlines are met. The appropriation includes a provision that allows the state to reimburse localities that meet eligibility criteria for 100% of the incremental costs for RTA, net of any federal funds. To be eligible for reimbursement, the appropriation requires that a locality submit a SFY 2021-22 Comprehensive Fiscal Plan for RTA to the New York State Office of Children and Family Services (OCFS) and the New York State Division of Criminal Justice Services (DCJS) that identifies anticipated, eligible incremental RTA-related costs. The SFY 2021-22 Comprehensive Fiscal Plan for RTA is then reviewed and approved by the state Division of the Budget (DOB) for an eligible locality to be reimbursed for 100% of its costs. A locality is deemed eligible if it

meets the criteria set forth in State Finance Law §54-m. All claims submitted by an eligible locality, except costs where separate guidance has been provided, such as secure and specialized secure detention for non-provider localities and foster care costs reimbursed within the maximum state aid rate, must have been included in an eligible locality's SFY 2021-22 state-approved Comprehensive Fiscal Plan for RTA. For eligible localities, 100% state reimbursement is available net of any federal funds for services and related expenses included in the locality's SFY 2021-22 state-approved Comprehensive Fiscal Plan for RTA that are provided to RTA-eligible youth.

### III. Program Implications

Localities are eligible to receive reimbursement for RTA public safety expenses included in their SFY 2021-22 DOB-approved Comprehensive Fiscal Plan for RTA. The RTA public safety expenses referenced in this LCM are included in the "All Other – Public Safety"-instrument tab category of the *Final Approved Items – Locality Chart* included in the DOB-approval letter for the SFY 2021-22 Comprehensive Fiscal Plan for RTA for the locality.

### IV. Claiming

DOB-approved "All Other-Public Safety" RTA expenditures must be separately identified and claimed through the RF-17 claim package for special project claiming. The costs must be first identified as F17 functional costs and reported in the RF-2A claim package on the *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries* (LDSS-923) and the Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347) in the F17 column. After final accepting of the RF2A claim package, the individual project costs must also be reported under the project label "RTA Public Safety 2021-22" on the RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A).

Total project costs, including all costs regardless of state reimbursement, must be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid* (RF-17). Please note that associated Central Services costs (previously known as A-87) are not reimbursable from state funds and, therefore, are 100% local share. Local districts' administrative costs are an allowable expense under this project and will be reimbursed at 100% state share up to the district's approved allocation from the SFY 2021-22 DOB-approved Comprehensive Fiscal Plan for RTA. Salary and fringe benefit costs related to the "RTA Public Safety 2022" program may be directly charged to the RF-17 claim package.

To receive reimbursement, claims for eligible "All Other - Public Safety" RTA expenditures for the period April 1, 2021, and March 31, 2022, must be final accepted in the Automated Claiming System (ACS) by June 30, 2022.

Further instructions for completing the Schedule D and RF-17 claim package can be found in Chapters 7 and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRM is available online at <http://otda.state.nyenet/bfdm/finance/>.

**V. Other**

**Fiscal questions regarding the RTA program should be directed to:**

Shonna Clinton, Chief Budgeting Analyst, Bureau of Budget Management,  
(518) 474-1361, [Shonna.Clinton@ocfs.ny.gov](mailto:Shonna.Clinton@ocfs.ny.gov)

**Programmatic questions should be directed to the appropriate regional office,  
Division of Child Welfare and Community Services:**

BRO – Amanda Darling, (716) 847-3145, [Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

RRO – Christopher Bruno, (585) 238-8549, [Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@ocfs.ny.gov)

SRO – Sara Simon, (315) 423-1200, [Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

ARO – John Lockwood (518) 486-7078, [John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

WRO – Sheletha Chang, (914) 801-3231, [Sheletha.Chang@ocfs.ny.gov](mailto:Sheletha.Chang@ocfs.ny.gov)

NYCRO – Ronni Fuchs, (212) 383-1788, [Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

**Automated Claiming System questions should be directed to:**

Regions 1-5: Lauren Horn, (518) 474-7549, [otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

Region 6: Michael Simon, (212) 961-8250, [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

***/s/ Derek J. Holtzclaw***

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**Issued by:**

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Title: Deputy Commissioner for Administration

Division/Office: Division of Administration