



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	21-OCFS-LCM-29
To:	Local District Commissioners
Issuing Division/Office:	Division of Child Care Services Division of Administration
Date:	September 23, 2021
Subject:	Supplemental Child Care Disaster Relief and Recovery Fund Allocations
Contact Person(s):	Please contact the following persons for questions regarding this LCM: <ul style="list-style-type: none"> • Program Questions Robert Korycinski, OCFS Division of Child Care Services 518-408-0763 Robert.Korycinski@ocfs.ny.gov • Claiming Questions <ul style="list-style-type: none"> ○ Regions 1-5 Lauren Horn: 518-474-7549 otda.sm.Field_Ops.I-IV@otda.ny.gov ○ Region 6 (NYC) Michael Simon: 212-961-8250 Michael.Simon@otda.ny.gov
Attachments:	A: <i>New York State Child Care Supplemental Disaster Relief Fund Social Services District Allocations</i> B: <i>Attachment for U.S. Department of Health and Human Services Grants</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise the 18 impacted local departments of social services (LDSSs) of their Supplemental Appropriations for Disaster Relief Act of 2019 allocations, made available because a qualifying disaster took place in their service area in October 2019. This LCM also provides information on which districts were impacted, the allocations to those districts, how districts may use the funds, including planning, claiming and documenting requirements.

II. Background

Supplemental Appropriations for Disaster Relief Act of 2019 (Public Law 116-20) made \$30 million available to state, territory and tribal lead agencies administering the Child Care and Development Fund (CCDF) program for necessary expenses related to the consequences of hurricanes, typhoons, wildfires and earthquakes that occurred in calendar year 2018, and tornadoes and floods that occurred in calendar year 2019. New York State was awarded \$572,917 for necessary expenses related to severe storms, straight-line winds and flooding that occurred October 31, 2019, and led to a disaster declaration in the following counties: Chautauqua, Chenango, Cortland, Erie, Essex, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Madison, Montgomery, Oneida, Oswego, Otsego, Saratoga, Tioga and Warren.

III. Program Implications

A. ALLOCATION INFORMATION

Attachment A provides LDSS allocations for the Child Care Supplemental Disaster Relief (CCSDR) funds. The allocation methodology is based on each impacted LDSS's proportionate share of the New York State Child Care Block Grant (NYSCCBG) allocations for SFY 2021-22.

Allowable activities for CCSDR funds include, but are not limited to the following:

- Renovating, Repairing or Rebuilding Child Care Facilities
- Materials, Supplies, Furnishing, Vehicles and Equipment
- Mental Health Consultation
- Quality Improvement Activities (including provider training)
- Direct Services to Families

The above is not an exhaustive list as these funds may also be used for other allowable CCDF activities that address the needs of the impacted communities and are directly related to the consequences of the natural disaster. These funds may be used for obligations incurred back to November 1, 2019; however, these funds are **NOT** available for costs that are reimbursed by the Federal Emergency Management Agency (FEMA), or under a contract for insurance or by self-insurance.

It is strongly recommended that the LDSS partner with their local Child Care Resource and Referral Agency in this effort.

B. REIMBURSEMENT

Claims for expenditures will be reimbursed up to the amount allocated as referenced in Attachment A. There is no Maintenance of Effort requirement for these funds.

C. REPORTING REQUIREMENTS AND CLAIMING INSTRUCTIONS

Expenses incurred from November 1, 2019, to June 30, 2022, must be claimed by August 15, 2022.

Expenditures for the CCSDR project should be claimed through the RF17 claim package for special project claiming. These costs should be first identified as F17 functional costs and reported 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 in the RF2A claim package. After final accepting the RF2A claim package, the individual project costs must also be reported under the project label CCSDR on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*.

Non-salary administrative costs are reported with the appropriate object of expense(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Salaries, fringe benefits, staff counts, and central services costs are directly entered on the *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A) while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on the CCSDR project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Program costs should be reported as object of expense 37 – Special Project Program Expense on the LDSS-923B, Summary-Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid* (RF-17), as 100% federal share. For each district, the expenditures reported for CCSDR will be reimbursed up to the amount of the district's allocation.

To receive reimbursement, expenditures must be made by June 30, 2022. Claims for expenditures of CCSDR for the period November 1, 2019, through June 30, 2022, must be "final accepted" in the Automated Claiming System (ACS) by August 15, 2022.

Further instructions for completing the time studies, Schedule D, and RF17 claim package are found in Chapters 4, 7 and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRMs are available online at <http://otda.state.nyenet/bfdm/finance/>.

IV. Contracts

Any programmatic questions should be addressed to:

Robert Korycinski
Director of Administrative Operations
Division of Child Care Services
(518) 408-0763
Robert.Korycinski@ocfs.ny.gov

Any ACS claiming questions should be directed to:

Regions 1-5: Lauren Horn, (518)474-7549 or otda.sm.Field_Ops.I-IV@otda.ny.gov
Region 6: Michael Simon, (212)961-8250 or Michael.Simon@otda.ny.gov

/s/ Janice M. Molnar, Ph.D.

Issued by:

Name: Janice M. Molnar, Ph.D.
Title: Deputy Commissioner
Division/Office: Division of Child Care Services

/s/ Derek J. Holtzclaw

Issued by:

Name: Derek J. Holtzclaw
Title: Deputy Commissioner
Division/Office: Division of Administration

ATTACHMENT A

**NEW YORK STATE
CHILD CARE SUPPLEMENTAL DISASTER RELIEF FUNDS
SOCIAL SERVICES DISTRICT ALLOCATIONS**

District	Allocation
Chautauqua	\$40,104
Chenango	\$5,729
Cortland	\$11,458
Erie	\$286,459
Essex	\$5,729
Fulton	\$5,729
Jefferson	\$17,190
Hamilton	\$5,729
Herkimer	\$11,458
Lewis	\$5,729
Madison	\$11,458
Montgomery	\$11,458
Oneida	\$74,479
Oswego	\$22,917
Otsego	\$11,458
Saratoga	\$22,917
Tioga	\$11,458
Warren	\$11,458
Total	\$572,917

ATTACHMENT B**ATTACHMENT FOR U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 352(a) states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient’s unique entity identifier	County LDSS office
(iii)	Federal Award Identification Number (FAIN)	2001NYCCDF
(iv)	Federal Award Date of award to the recipient by the HHS awarding agency	9/17/2020
(v)	Subaward period of Performance start and end date	10/1/2019 to 9/30/2022
(vi)	Amount of Federal Funds Obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A contains the allocation information.
(vii)	Total amount of the Federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A contains the allocation information.
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A contains the allocation information.
(ix)	Federal award project description	Child Care Disaster Funds
(x)	Name of the HHS awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Awarding HHS Agency: Administration for Children and Families Pass-through: NYS Office of Children and Family Services Awarding official contact information: Christopher Felton Grants Management Officer 617-565-2443 MGM_Grantor@grantsolutions.gov
(xi)	CFDA Number and Name	93.489
(xii)	Identification of whether the award is Research and Development (R&D)	N
(xiii)	Indirect cost rate for the Federal award (including if the de minimis rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75. However, please note that administrative costs are capped at 5%.