

**Human Services Committee**  
**Warren County Department of Social Services**

COMMITTEE MEETING AGENDA

September 20, 2021

Committee Members: Supervisors Driscoll, Frasier, Magowan, Shepler, and Smith. *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board.*

- I. Committee meeting called to order by Chair
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
  1. **Personnel Request:**  
Notice of Intent to Fill the position of Caseworker #35 in the Child Protective Services Unit, Grade 16 (Step 2), Base Salary \$45,831, due to resignation effective September 17, 2021.  
**Rationale:** The position is mandated and reimbursed.  
**PLEASE SEE ATTACHMENT #1**
  2. **Request to Amend County Budget:** To increase revenues and expenses in the amount of \$10,894, to reflect the receipt of an allocation from the New York State Office of Children & Family Services, for the Adult Protective Services (APS) Grant. These funds are being made available to states to provide APS with resources related to their response during the Coronavirus Public Health Emergency.  
**PLEASE SEE ATTACHMENT #2**
  3. **Request to Amend County Budget:** to increase revenue and expenses in the amount of \$25,000, to reflect the receipt of TANF (Temporary Assistance for Needy Families) funds from the New York State Office of Children & Family Services, for non-residential domestic violence services for 2021-2022.  
**PLEASE SEE ATTACHMENT #3**
  4. **Request Resolution:**  
-To submit the New York State Office of Children & Family Services Resource Allocation Plan for 2021, as outlined on the attached; and  
-Request Authorization to continue contractual agreements with Warren County Municipalities (Towns and the City of Glens Falls), to reimburse a portion of the costs for recreational programs and associated community youth service providers for outlined programs.  
**Rationale:** These funds are allocated annually to provide youth recreation programs throughout Warren County.  
**PLEASE SEE ATTACHMENT #4**
  5. **Request Resolution:**  
Request Authorization to continue the Agreement with Council For Prevention of Alcohol and Substance Abuse, Inc., for a Youth Court Program, for the term commencing January 1, 2021 and terminating December 31, 2021, for a total amount not to exceed \$60,000.  
**Rationale:** The Youth Court Program improves the County's capacity to support youth development and to deter youth from further involvement in the justice system.  
**PLEASE SEE ATTACHMENT #5**

6. 2022 Departmental Budget-Review

PLEASE SEE ATTACHEMENT #6

IV. Information for Discussion and/or Review

Chris Hanchett, Commissioner

-Commissioner's Report of Activities & Updates; (Previously distributed by Committee Chairman Driscoll)

Julie Montero, Fiscal Manager

-Monthly Reports: Revenue, Expenditures and Overtime.

PLEASE SEE ATTACHMENT #7

V. Referrals/Pending Items: None

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

ATTACHMENTS:

- 1) Request to Fill position of Caseworker #35 due to resignation
- 2) Request to Amend Budget: \$10,894 APS Grant
- 3) Request to Amend Budget: \$25,000 TANF Allocation
- 4) Request Authorization to submit 2021 Resource Allocation Plan; and  
Request Authorization to continue agreements with municipalities-Youth Programs
- 5) Request to continue agreement with Council For Prevention for Youth Court 2021
- 6) BUDGET REVIEW 2022: Social Services and Countryside Adult Home
- 7) Monthly Revenue and Expenditures Reports; Overtime Report

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01  
Title of Position: Caseworker #35 Base Salary of Position: 45,831 Grade: 16  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: Salaries-Regular A6010 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13392/B Williams Date of Vacancy: 09/20/21  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. PA 9/22/21

Human Resources Director has approved this form when initialed. AP 9/22/21

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 9/22/21

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 9/28/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 09/30/2021

## CASEWORKER

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;  
Interviews clients to assess the need for social services;  
Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;  
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;  
Finds, studies and evaluates family homes for the placement of children and adults;  
Recommends foster homes and day care homes for certification;  
Determines whether a child's or an adult's needs can best be met in an institution or foster home;  
Supervises children/adults placed in foster homes or an institution;  
Supervises foster parents in certified homes;  
Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;  
Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;  
Coordinates and develops a treatment plan and goal for the reunion of families;  
Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;  
Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;  
Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;  
Maintains case records;  
Prepares letters and reports as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly, both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis; initiative; tact; good judgment; emotional maturity.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Social Work, Child Family Services, Psychology, Sociology, Criminal Justice, Education, Counseling or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree plus 2 years paid experience involving 1) direct service social casework in a public or private agency or 2 ) as an Examiner, Community Service Worker or child care worker in a social welfare or community services organization.

**SPECIAL REQUIREMENTS:**

- 1. Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- 2. Certain assignments made to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

Amended, Warren County Civil Service: 7/15/10, 2/12/17  
JC: Competitive

**RESOLUTION REQUEST FORM NO. 7**

**ATTACHMENT  
#2**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 9/10/21

- (a) Purpose of Amendment: To increase expenses and revenue based on an allocation received by NYS OCFS, 21-OCFS-14 (Please see attached) Adult Protective Services Grant
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.6010 410 Supplies \$10,894
  
- (c) Revenue Code (with title), and Amount:  
A.6010 4610 Federal Aid Admin \$10,894

10,894

Federal

6010 / 4610



# 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-14 *Revised*

**To:** Local District Commissioners  
Directors of Services  
Adult Protective Supervisors

**Issuing Division/Office:** Child Welfare and Community Services

**Date:** July 7, 2021

**Subject:** Administration for Community Living - Adult Protective Services Grant

**Contact Person(s):** Shelly Aubertine-Fiebich  
Shelly.Aubertine-Fiebich@ocfs.ny.gov 518-402-1639

**Attachments:** Attachment A: *District Allocation Amounts*  
Attachment B: *Attestation of Use of Administration for Community Living – Adult Protective Services Grant*  
Attachment C: *Request for Approval of Equipment Expenditure*  
Attachment D: *List of Tribes and County of Residence*  
Attachment E: *Annual Program Report Template and Instructions*  
Attachment F: *For U.S. Administration for Community Living Grants*

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the Grants to Enhance Adult Protective Services to Respond to COVID-19 administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$5,306,382 to New York State for use from April 1, 2021, through May 31, 2022. The New York State Office of Children and Family Services (OCFS) intends to use \$480,000 of the federal funding to enhance the Adult Protective Services (APS) database, known as ASAP.Net. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

### II. Background

These funds are being made available to states to provide APS with resources related to their response during the Coronavirus Public Health Emergency. The funding is intended

to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19. OCFS recently surveyed the districts to ascertain the current needs and services of vulnerable adults in their LDSS and of their staff. The survey identified the following needs and services: the need for additional/temporary staff, additional personal protection equipment, the use of tele-health services, and tangible services for clients, such as rental assistance, transportation, and food and meal delivery. This information was shared with ACL and was considered in their funding objectives.

### III. Program Implications

LDSSs can only use the funds for the allowable expenditures noted below. LDSSs will be required to sign an attestation (Attachment B) indicating how they will use the funds in accordance with the allowable identified expenditures of the federal grant. LDSSs must also attest that they will not use their allocation to supplant any New York State (NYS) APS funds and that the funds will only be used to supplement existing state and LDSS APS resources. OCFS may reallocate any unspent funds from a LDSS to other LDSSs that have claims that exceed their allocations. Funds can be used from April 1, 2021, through May 31, 2022.

The funds may be used for the following purposes:

- Improving and supporting remote work, such as the purchase of communications and technology hardware, software, or infrastructure, such as:
  - Laptops
  - Smartphones
  - Electronic tablets
  - Wi-Fi hotspots
  - Software to facilitate secure video conferencing and virtual meetings
- Establishing new or improving existing processes for responding to alleged scams and frauds, especially related to COVID-19 vaccine or cure scams.
- Costs associated with community outreach, including:
  - advertising, postage, and printing of brochures and similar educational materials
- Providing goods and services to APS clients related to COVID-19, including:
  - home care
  - food, personal hygiene, over the counter medications
- Acquiring personal protection equipment and supplies, including costs for and associated with COVID-19-related clean-up/sanitation services for an adult to return safely to their home environment
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
  - This funding may be used to pay for bonuses or hazard pay for APS staff, provided that the expenditure is reasonable, allocable, and allowable. When implementing hazard pay or bonuses, a written policy and procedures should be followed. (See 45CFR75.430 for more information on compensation for personal services for federal Health and Human Services awards).
  - The funding through this opportunity must add to the LDSS's current funding levels and not be used to replace funding. This is a one-time funding, and there is no expectation that there will be additional, similar funds available in the future.

- o LDSSs can use these funds to hire temporary staff through a contract with an agency that provides case aid services.
- Training (both remote and in-person) for current and new APS employees on conducting investigations, interviews, and documentation during COVID-19, including additional costs associated with advertising, recruiting, certifying, and providing continuing education.
- Paying for travel related to COVID-19
- Assisting APS clients with securing the least restrictive option for emergency or alternative housing, and with obtaining, providing or coordinating with care transitions as appropriate; these funds can be used to assist an APS client in securing housing services with a Family-Type Home for Adults or assisting an APS client who is residing in a Family-Type Home for Adults for other COVID-19 services/needs.

Any prospective equipment purchases made at or more than \$5,000 must receive prior approval from OCFS and ACL per 45 CFR 75.320(a)(2). Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. Each district is required to forward to OCFS any proposed equipment purchase costing \$5,000 or more using Attachment C.

When submitting equipment purchase requests using Attachment C, the following information is required:

- Identification of and cost of purchase
- Purpose and intended use of the proposed purchase
- Market research completed (i.e., obtaining bids, assessment of lease vs. purchase)
- Efforts to adhere to "Buy American"

Once prior approval is received, districts should then follow their own procurement policies.

#### IV. Annual Reporting Requirements

LDSSs awarded funding will be expected to submit an annual programmatic report, which details how the funds were used in accordance with the federal requirements, and what challenges and successes they encountered in using the funds. A template and instructions are provided in Attachment E.

Additionally, LDSSs with Tribes residing within the LDSS must work collaboratively with the Tribes to provide support to those individuals age 60 or older who have an APS need and have been impacted by COVID-19. A list of the Tribes and the LDSS they reside in is listed in Attachment D.

Completed programmatic reports should be emailed to Shelly Aubertine-Fiebich at [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov) by July 7, 2021.

Attachment B  
Attestation of Use of Administration for Community Living  
Adult Protective Services Grant

This is to certify that Warren department of social service will use the allocation of these funds authorized in the amount of \$ 10,894 to enhance, improve, and expand the LDSS's Adult Protective Services ability to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19, as indicated below. Additionally, we will work collaboratively with any Tribe residing within our district to implement this funding, as warranted.

Such funds will not be used to supplant any other state or local funds and the funds will only be used to supplement existing New York State and district APS resources. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

Plan for use of funds – check all that apply:

- Improving and supporting remote work, such as purchasing of communications and technology hardware, software, or infrastructure (Equipment costing \$5,000 or more needs OCFS approval)
- Establishing new or improving existing processes for responding to alleged scams and frauds, especially related to COVID-19 vaccine or cure scams
- Conducting community outreach
- Providing goods and services to APS clients related to COVID-19
- Acquiring personal protection equipment and supplies
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- Training costs related to COVID-19
- Paying for travel related to or required by COVID-19
- Assisting APS clients with securing the least restrictive option for emergency or alternative housing, and with obtaining, providing, or coordinating with care transitions as appropriate

Name of person completing the form: Julie Pearl Date: 7/7/21  
APS Supervisor

Name of commissioner: Christian Hanchett

Commissioner's signature: Christina Mastromanni Date: 7/8/21  
Deputy Commissioner

Email completed attestations to Shelly Aubertine-Fiebich at [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov) by July 7, 2021.

CEAM

Attachment A  
District Allocation Amounts

District	Allocation	District	Allocation
Albany	\$79,245	Ontario	\$19,640
Allegany	\$15,700	Orange	\$68,082
Broome	\$46,950	Orleans	\$5,611
Cattaraugus	\$8,566	Oswego	\$28,266
Cayuga	\$19,490	Otsego	\$16,356
Chautauqua	\$42,861	Putnam	\$23,221
Chemung	\$27,102	Rensselaer	\$48,592
Chenango	\$3,791	Rockland	\$64,620
Clinton	\$10,059	Saratoga	\$47,846
Columbia	\$20,714	Schenectady	\$30,236
Cortland	\$14,118	Schoharie	\$6,059
Delaware	\$37,847	Schuyler	\$11,611
Dutchess	\$61,605	Seneca	\$5,432
Erie	\$275,732	St. Lawrence	\$34,772
Essex	\$7,731	St. Regis	\$2,328
Franklin	\$10,327	Steuben	\$49,069
Fulton	\$20,416	Suffolk	\$125,330
Genesee	\$14,207	Sullivan	\$27,281
Greene	\$10,178	Tioga	\$14,416
Hamilton	\$1,522	Tompkins	\$24,236
Herkimer	\$21,938	Ulster	\$18,505
Jefferson	\$22,326	Warren	\$10,894
Lewis	\$4,835	Washington	\$15,580
Livingston	\$17,252	Wayne	\$6,537
Madison	\$9,462	Westchester	\$86,916
Monroe	\$130,613	Wyoming	\$5,880
Montgomery	\$11,491	Yates	\$2,597
Nassau	\$85,573		
Niagara	\$65,903	NYC	\$2,778,066
Oneida	\$32,026		
Onondaga	\$118,823	Statewide Total	\$4,826,382

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 9/10/21

- (a) Purpose of Amendment: **To increase expenses and revenue based on an allocation received by NYS OCFS, 21-OCFS-24 (Please see attached) Non-Residential Domestic Violence Services**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 470 Contracts \$25,000**
  
- (c) Revenue Code (with title), and Amount:  
**A.6010 4610 Federal Aid Admin \$25,000**



Office of Children and Family Services

25,000  
Federal  
6010 / 4610

Andrew M. Cuomo  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Commissioner

Local Commissioners Memorandum

Transmittal: 21-OCFS-LCM-24  
To: Local District Commissioners  
Issuing Division/Office: Division of Child Welfare and Community Services  
Division/Office: Division of Administration  
Date: August 11, 2021  
Subject: Temporary Assistance for Needy Families (TANF) Funding for Non-Residential Domestic Violence Services for State Fiscal Year (SFY) 2021-22  
Contact Person(s): See section VI.  
Attachments: Attachment A: SFY 2021-22 TANF Non-Residential Domestic Violence Services Allocations  
Attachment B: SFY 2021-22 TANF Non-Residential Domestic Violence Services Plan and Allocation Attestation  
Attachment C: Federal TANF Funding Guidelines and Claiming Instructions  
Attachment D: Attachment for U.S. Department of Health and Human Services Grants

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local departments of social services (LDSSs) of their allocations for non-residential domestic violence (DV) services administered through the New York State Office of Children and Family Services (OCFS). The enacted budget for State Fiscal Year (SFY) 2021-22 includes a Temporary Assistance for Needy Families (TANF) appropriation of \$3,200,000 for the provision of non-residential DV services. Aside from the methodology change in Section III below and the additional \$200,000 appropriation, there are no notable changes from last year's issuance of this LCM. The allocation for each LDSS is listed in Attachment A of this document. This LCM includes the Attachment for U.S. Department of Health and Human Services Grants, which must be provided to all subrecipients per 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.

**II. Background**

OCFS administers TANF funding for non-residential DV services. In addition to using their TANF appropriations, LDSSs have the option of also dedicating a portion of their Flexible Fund for Family Services (FFFS) allocations to further support non-residential DV services.

**III. Allocation Methodology**

TANF funding for non-residential DV services is allocated to LDSSs based on a proportion of the population served, as reported in the OCFS Domestic Violence Information System (DVIS), for the 20 LDSSs with the largest population served; and granting a \$25,000 floor for the remaining LDSSs. To mitigate the impact of this methodology, no LDSS will receive a reduction of more than 5.0% and no LDSS will receive an increase of more than 26.9% from the prior year. In future years, these thresholds may change. Those counties that did not claim funds in the last three finalized plan years, Non Res DV 14 through 16, will not receive an allocation. Please see Attachment A for a complete list of LDSS allocations.

**IV. Program Implications and Federal TANF Funding Guidelines**

These TANF funds must be used to provide enhanced or expanded core and/or optional non-residential DV services provided by OCFS-approved non-residential DV programs. They can only be used for services provided to families with children and whose income is at or below 200% of the poverty level. The OCFS website has [a list of approved, non-residential DV programs](#).

Each LDSS must complete Attachment B, *TANF SFY 2021-22 Non-Residential Domestic Violence Services Plan and Allocation Attestation*, indicating whether the LDSS intends to access its TANF allocation. If the LDSS intends to use the funds, it must submit a plan for each approved non-residential DV service provider that will receive money from this allocation. The plans must provide a description of the programs and services to be provided with the TANF monies for TANF-eligible victims of DV and their children.

**Note:** Funds cannot be used for medical services, DV hotline services, DV outreach/educational services, or capital expenditures.

Please send the signed and dated Attachment B and plans by October 1, 2021, by electronic mail to Jara Traina at [Jara.Traina@ocfs.ny.gov](mailto:Jara.Traina@ocfs.ny.gov).

As in previous years, these funds must be expended and claimed in accordance with the *Federal TANF Funding Guidelines and Claiming Instructions*. (See Attachment C.)

**V. Claiming Instructions and Periods**

All expenditures from the non-residential DV services allocation must be claimed in accordance with the LDSS's non-residential DV services approved plan.

The expenditures for the approved non-residential DV services projects must be claimed through the RF17 claim package for special project claiming. Administrative and/or contracted costs associated with approved plans should be identified as F17 functional

costs and reported on the Schedule D, LDSS-2347, *DSS Administrative Expenses Allocation and Distribution by Function and Program*, in the F17 column in the RF2A claim package. The individual project costs must also be reported on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs*, using the project label *Non-Res DV 2021 22* from the drop-down menu on the Automated Claiming System (ACS).

Salary and non-salary costs of staff must be charged to the RF17 claim package. LDSS staff whose responsibilities include both non-residential DV services and other tasks or services must be studied over time. Only costs related to non-residential DV services may be charged to the RF17 claim package for non-residential DV services.

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*. Program costs are reported as an 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*. The expenditures should be entered in the RF17 Claim Package based on the guidelines noted in Attachment C.

Total project costs and shares should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*.

Instructions for the Schedule D and RF17 claim package are found in Chapters 7 and 18, respectively, of the *Fiscal Reference Manual*, Volume 3. The manual is available online at <http://otda.state.nyenet/bfdm/finance/>.

Costs are claimed at 100% federal share for clients in receipt of TANF or who are eligible for TANF with incomes at or below 200% of the federal poverty level. Reimbursement is available up to the limit of the allocation. Costs over the allocation will be regular DV services expenditures, which are subject to 95% of 49% state reimbursement net of any available Title XX funds.

Because of federal reporting requirements, LDSSs must report program and administrative costs separately for claiming purposes. The RF17 claim package permits reporting both types of expenditures on the same form.

Under federal TANF regulations, there is a 15% limitation for costs claimed for administrative activities. Under the same regulations, certain activities that were previously considered administrative are now classified as program costs and, therefore, are not subject to the 15% cap. The guidelines on which costs are administrative and which are non-administrative are in Attachment C.

All open RF17 Non-Residential DV projects are shown in the table below with their services periods and final accept dates. Any LDSS that has a remaining *Non-Res DV 17 and 18* allocation should spend down those balances prior to claiming for *Non-Res DV 2021-22* monies. OCFS may reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations.

ATTACHMENT A

SFY 2021-22

TANF NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES ALLOCATIONS

<i>District</i>	Allocation		<i>District</i>	Allocation
Albany	43,042		Ontario	25,000
Allegany	25,000		Orange	31,351
Broome	35,245		Orleans	25,000
Cattaraugus	25,000		Oswego	30,765
Cayuga	25,000		Otsego	25,000
Chautauqua	45,791		Putnam	25,000
Chemung	25,000		Rensselaer	44,940
Chenango	25,000		Rockland	37,907
Clinton	25,000		St. Lawrence	25,000
Columbia	25,000		Saratoga	25,000
Cortland	25,000		Schenectady	44,940
Delaware	25,000		Schoharie	25,000
Dutchess	91,140		Schuyler	25,000
Erie	258,647		Seneca	25,000
Essex	25,000		Steuben	25,000
Franklin	25,000		Suffolk	85,570
Fulton	25,000		Sullivan	25,000
Genesee	25,000		Tioga	41,418
Greene	25,000		Tompkins	25,000
Hamilton	25,000		Ulster	25,000
Herkimer	25,000		Warren	25,000
Jefferson	44,940		Washington	25,000
Lewis	25,000		Wayne	25,000
Livingston	25,000		Westchester	99,050
Madison	25,000		Wyoming	25,000
Monroe	131,258		Yates	32,450
Montgomery	25,000			
Nassau	51,271		Rest of State	2,268,511
Niagara	44,714			
Oneida	69,747		New York City	931,489
Onondaga	79,325			
			Statewide Totals	3,200,000

*RESOLUTION REQUEST FORM NO. 20*

*MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 09/20/21

- (a) Purpose of Request: Requesting authorization to submit the Application for Youth Program Funds to the New York State Office of Children & Family Services as outlined in the attached 2021 Resource Allocation Plan.
- (b) Details: Funds are distributed to the Municipalities for Youth Programs.
- (c) Previous Resolution Number: Reso. 305 of 2017, Reso. 283 of 2018; 384 of 2019
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

# RESOLUTION REQUEST FORM NO. 20

## MISCELLANEOUS

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 9/20/21

- (a) Purpose of Request:  
**Requesting continuation of agreements with the Towns and Municipalities within the County, to reimburse a portion of the costs for recreational programs and associated community youth service providers for outlined programs, for 2021.**
  
- (b) Details:  
**The New York State Office of Children & Family Services provides an allocation to reimburse Warren County costs to the Towns and Municipalities as outlined. Reimbursement is 100% up to this allocation.**
  
- (c) Previous Resolution Number:  
**Resolution No. 305 of 2017; 284 of 2018; 385 of 2019; 2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Expense Code: A.7312 470 Special Delinquency Prevention Contract \$41,979  
Revenue Code: A.7312 3822 Special Delinquency Prevention State Aid \$41,979**

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**RESOURCE ALLOCATION PLAN**

Submitted herewith and incorporated herein is the Resource Allocation Package for Warren County, containing the youth services program and project applications for the 2021 program year. This submission is one of the required components of the Children and Family Services Plan, which was approved by the Office of Children and Family Services (OCFS) on 7/13/2021.

The signing of this plan by the above-named County will qualify the County for State reimbursement for the program year, in accordance with OCFS's allocation of funds appropriated for counties engaged in comprehensive planning for the Children and Family Services Plan, provided that the youth services are rendered in accordance with the Rules and Regulations of OCFS and the Children and Family Services Plan guidelines and OCFS fiscal policies. Subject to the provisions hereof, the amount approved for allocation to the County is \$ 54,727 as delineated in the program summary submitted herewith and incorporated herein.

OCFS will reimburse the County directly for expenditures relating to this Resource Allocation Package. OCFS will reimburse the County for expenditures made in accordance with the approved Program Applications and Budgets for the agencies listed on the program summary submitted herewith. Reimbursement will be made to the County only after the submission of vouchers and supporting documents which conform to applicable federal and State laws, rules, regulations, OCFS fiscal policies, procedures, and requirements, including those established by the Comptroller of the State of New York, and which are acceptable to OCFS as proof of expenditures. The County will submit, upon request, adequate and acceptable documentation to substantiate claims for reimbursement.

The County shall retain the overall responsibility to monitor and ensure the maintenance and availability of complete financial and project records for all programs. Within six weeks of the end of the program period, the County will submit Program Annual Reports on forms supplied by the Office of Children and Family Services.

The County agrees to permit on-site inspections and financial audits during the term of this Resource Allocation Plan and at any time thereafter by authorized representatives of OCFS and the New York State Comptroller, to keep records necessary to assure proper accounting for program funds, and to disclose fully the receipt and disposition of funds received under this Plan. The County agrees to allow OCFS, or its representatives when specifically directed by OCFS, to take possession of all books, records, and documents relating to this Plan provided, however, that OCFS will return to the County such books, records, and documents upon completion of OCFS's official purpose.

Any change or modification in the services to be rendered, or in the program budgets, must be approved in writing by OCFS, which reserves the right to modify the services rendered by the County or the program budgets at its discretion or when such modifications may be required by the State Comptroller.

OCFS may withhold approval for State Aid reimbursement for youth programs included in the Resource Allocation Package when there is noncompliance with this plan and/or the above referenced Rules, Regulations and Guidelines, or when the county does not have a Children and Family Services Plan approved by OCFS. This plan shall be deemed executory to the extent of monies made available to OCFS from the State of New York for Local Assistance programs and no liability on account thereof shall be incurred by OCFS or the State of New York beyond monies made available for such purposes.

The County certifies that a resolution was properly passed by the County Board approving this Resource Allocation

COUNTY CHIEF EXECUTIVE OFFICER:

COUNTY FISCAL OFFICER:

Signature:

Signature:

Date:

Date:

Print Name: Rachel Seeber

Print Name: Michael Swan

Title: Chairperson of the Board

Title: Warren County Treasurer

Address: 1340 State Route 9

Address: 1340 State Route 9

Lake George, NY 12845

Lake George, NY 12845

2021 WARREN COUNTY YOUTH PROGRAMS

New York State Office of Children & Family Services provides state funds for these Warren County Youth Programs in 2021 – Allocation = \$54,727

Youth Development Prevention (YDP)

Municipal Youth Programs

Recreation

Bolton	\$ 1,275
Chester	\$ 2,375
Glens Falls	\$ 3,375
Hague	\$ 1,325
Horicon	\$ 1,375
Johnsburg	\$ 1,435
Lake George	\$ 1,435
Lake Luzerne	\$ 1,625
Queensbury	\$ 3,375
Stony Creek	\$ 1,325
Thurman	\$ 1,375
Warrensburg	<u>\$ 1,775</u>
TOTAL	\$ 22,070

Community Agency Programs (Contracts)

Council for Prevention/Warren County Youth Court	\$ 13,826
Catholic Charities/Youth & Family Counseling	\$ 5,311
Community Maternity Services/Homebased Parent Education	\$ 3,393
Community Action Agency/Alternative Sentencing Program	\$ 2,296
Wait House	<u>\$ 5,000</u>
TOTAL	\$ 29,826

TOTAL Recreation, Services & Contracts \$ 51,896

Youth Bureau Administration

Administration	\$ 2,831
----------------	----------

TOTAL YOUTH DEVELOPMENT PROGRAM \$ 54,727

2021 Final Youth Development Program (YDP) Allocations

St. Lawrence	0.692545471	\$106,456
Saratoga	1.188661691	\$182,718
Schenectady	0.889698068	\$136,762
Schoharie	0.193070768	\$29,678
Schuyler	0.119842234	\$18,422
Seneca	0.261449377	\$40,189
Steuben	0.563022952	\$86,546
Suffolk	8.686897421	\$1,335,323
Sullivan	0.4747805	\$72,982
Tioga	0.303152106	\$46,600
Tompkins	0.82922887	\$127,467
Ulster	0.983308194	\$151,151
Warren	0.356027089	\$54,727
Washington	0.389414308	\$59,860
Wayne	0.569692285	\$87,571
Westchester	5.441533231	\$836,456
Wyoming	0.249375262	\$38,333
Yates	0.185082577	\$28,450
New York City	32.32230965	\$4,968,487
Subtotal		\$15,371,700
Contracts		\$250,000
Total	100	\$15,621,700

**RESOLUTION REQUEST FORM NO. 4**

*Request for Extending, Rescinding or Amending Existing Contract*

DEPARTMENT NAME: Social Services

DATE: 9/20/21

- (a) Purpose of Contract Change: **Request to Renew the Contract with the Council For Prevention of Alcohol & Substance Abuse, Inc., for a Youth Court Program for 2021, for a Total Amount not to exceed \$60,000.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **Resolution No's 183 and 262 of 2017, and 237 of 2018 of 2019**
- (c) Name of Contractor: **Council For Prevention of Alcoholism & Substance Abuse, Inc.**
- (d) Address of Contractor: **10 LaCross St, Hudson Falls, NY 12839**
- (e) Contractor's Contact Person and Telephone Number: **Katherine Chambers 518.746.1527**
- (f) Commencement Date of Extension: **January 1, 2021**
- (g) Termination Date of Extension: **December 31, 2021**
- (h) Payment Provisions:
  - i) lump sum amount **\$60,000.00**
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: **A.7313 470****

Sample: A.1010 470 Legislative Board – Contract Sxx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx

\*as listed in budget and LOGOS

2021 Revenue and Expenditure Projections				Appropriations Requested-2022			
Department Code/Name	2021	2021	2021	Total	Proj Reimb	Total	2022 Projected
	Adopted Budget	Revenue	County Share	2022 Projected Expenses	Rate	2022 Projected Revenue	2022 Projected County Share
6010 - Administration	\$ 10,475,118.00	\$ 7,202,060.00	\$ 3,273,058.00	\$ 11,803,073.00	72.00%	\$ 8,248,212.00	\$ 3,554,861.00
6050 - Public Facility for Children	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 10,000.00	0.00%	\$ -	\$ 10,000.00
6055 - Day Care	\$ 1,000,000.00	\$ 980,000.00	\$ 20,000.00	\$ 1,071,747.00	98.00%	\$ 1,049,684.00	\$ 22,063.00
6070 - Service for Recipients	\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00	100.00%	\$ 350,000.00	\$ -
6100 - MMIS	\$ 11,423,165.00	\$ -	\$ 11,423,165.00	\$ 11,249,062.00	0.00%	\$ -	\$ 11,249,062.00
6101 - Medical Assistance	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	100.00%	\$ -	\$ -
6109 - TANF - ADC	\$ 1,700,000.00	\$ 1,275,000.00	\$ 425,000.00	\$ 1,700,000.00	75.00%	\$ 1,275,000.00	\$ 425,000.00
6119 - Child Care (Foster Care)	\$ 4,500,000.00	\$ 3,510,000.00	\$ 990,000.00	\$ 5,145,000.00	78.00%	\$ 4,013,100.00	\$ 1,131,900.00
6123 - JD - State Detention		\$ -		\$ 10,000.00	0.00%	\$ -	\$ 10,000.00
6129 - State Training School	\$ 125,000.00	\$ -	\$ 125,000.00	\$ -	0.00%	\$ -	\$ -
6140 - Safety Net (HR)	\$ 1,500,000.00	\$ 570,000.00	\$ 930,000.00	\$ 1,500,000.00	38.00%	\$ 570,000.00	\$ 930,000.00
6141 - HEAP	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	100.00%	\$ 30,000.00	\$ -
6142 - Emergency Aid to Adults	\$ 35,000.00	\$ 17,500.00	\$ 17,500.00	\$ 30,000.00	50.00%	\$ 15,000.00	\$ 15,000.00
7311 - Youth Bureau (Alive at 25)	\$ 13,626.00	\$ 5,000.00	\$ 8,626.00	\$ -			\$ -
7312 - Yth Delinquency Prevention	\$ 34,785.00	\$ 34,785.00	\$ -	\$ 105,000.00		\$ 85,896.00	\$ 19,104.00
7313 -Youth Court	\$ 60,000.00	\$ 36,729.00	\$ 23,271.00	\$ -			\$ -
	\$ 31,262,694.00	\$ 14,012,074.00	\$ 17,275,620.00	\$ 33,003,882.00		\$ 15,636,892.00	\$ 17,366,990.00
6030 - Countryside Adult Home	\$ 1,908,982.00	\$ 542,727.00	\$ 587,955.00	\$ 2,061,251.00	50.00%	\$ 581,163.00	\$ 581,163.00
	Private Pay/OFA	\$ 778,300.00		Private Pay/OFA		\$ 898,925.00	
Totals	\$ 33,171,676.00	\$ 15,333,101.00	\$ 17,863,575.00	\$ 35,065,133.00		\$ 17,116,980.00	\$ 17,948,153.00
2021 Proj County Share	\$ 17,863,575.00					Expenses	Revenue
2022 Proj County Share	\$ 17,948,153.00					2021 \$ 33,171,676.00	\$ 15,333,101.00
						2022 \$ 35,065,133.00	\$ 17,116,980.00
				Net Inc to 2022 Budget & Revenue		\$ 1,893,457.00	\$ 1,783,879.00
County Share Increase	\$ 84,578.00					5.7%	11.6%
	0.47%						

ATTACHMENT #6

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR AUGUST 2021

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2021 BUDGETED	AUG 2021 EXP	AUG 2020 EXP	2021 YTD ACTUAL	2020 Prior Year Totals
110 Salaries - Regular	\$6,830,796.00	\$759,886.13	\$727,210.68	\$4,339,602.13	\$6,398,281.74
120 Salaries - Overtime	\$75,222.00	\$11,383.45	\$12,296.70	\$74,548.79	\$115,728.69
130 Salaries - Part Time	\$212,911.00	\$14,687.78	\$10,990.75	\$94,573.43	\$137,807.23
<b>100's PERSONAL SERVICES Total</b>	<b>\$7,118,929.00</b>	<b>\$785,957.36</b>	<b>\$750,498.13</b>	<b>\$4,508,724.35</b>	<b>\$6,651,817.66</b>
200's EQUIPMENT	\$56,396.79	\$374.00	\$7,530.00	\$58,627.91	\$114,338.70
400's CONTRACTUAL	\$22,638,295.00	\$1,837,655.25	\$1,534,125.06	\$12,582,667.27	\$21,497,426.17
800's EMPLOYEE BENEFITS	\$3,516,199.00	\$331,573.17	\$326,856.92	\$2,094,778.44	\$3,291,221.64
<b>TOTALS</b>	<b>\$33,329,819.79</b>	<b>\$2,955,559.78</b>	<b>\$2,619,010.11</b>	<b>\$19,244,797.97</b>	<b>\$31,554,804.17</b>

REVENUES	2021 BUDGETED	AUG 2021 REVENUE	AUG 2020 REVENUE	2021 YTD ACTUAL	2020 Prior Year Totals
	\$15,415,207.00	\$493,769.82	\$634,760.40	\$12,584,507.19	\$14,375,930.87

