

**Human Services Committee**  
**Warren County Department of Social Services**  
COMMITTEE MEETING AGENDA  
**October 21, 2025**

*Committee Members: Supervisors DRISCOLL, Bruno, Patchett, Turner, Wild, Strainer and Runyon.*

*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. Approval of minutes of prior Committee meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. **Request:** Request to enter into an agreement with The Open Door Mission, for Code Blue Services, which provide shelter for the Homeless during inclement weather; for the term commencing October 1, 2025 and terminating September 30, 2026, for a total amount not to exceed \$270,757; and Authorizing automatic renewals upon mutual agreement of the parties, or an agreed upon amount based on allocations from the New York Office Temporary and Disability Services.  
**Rationale:** Local Commissioner’s Memorandum [25-LCM-12] from the Division of Housing & Refugee Services pertaining to Code Blue Allocations, reporting and monitoring requirements.  
**Attachment #1**
  2. **Request:** Request to Amend County Budget to increase expenses and revenues to reflect the receipt of the Code Blue allocation, in the amount of \$135,378, from the New York State Office of Temporary & Disability Services (25-LCM-12).  
**Rationale:** This essential service is reimbursed 100%.  
**Attachment #2**
  3. **Request:** Request Authorization to enter into agreements for Foster Care Services for individuals placed into the care and custody of the DSS Commissioner; and authorizing the County to enter into additional contracts with State approved agencies and authorizing the Chair to enter into emergency placement contracts. Foster Care services agreements are often necessary on an as-needed basis.  
**Rationale:** Foster Care Services for children are essential services and costs are based on the New York State approved Maximum State Allowable Rate (MSAR) which is reimbursed by State and Federal funding, and County share depending on the placement case type required.  
**Attachments #3 (a) through (f)**
  4. **Request:** Request for a Transfer of Funds; from Code A.6010 110 Salaries – Regular, to Code A.6010 120 Salaries – Overtime, in the amount of \$20,000.  
**Rationale:** To cover costs through year-end 2025.  
**Attachment #4**

V. Discussion Items:

1. Christina Mastrianni, Commissioner  
-Commissioner's Report of Activities & Updates;  
(Previously submitted and distributed by Committee Chairman Driscoll)
2. Jill Mammone, Fiscal Manager, DSS  
-Monthly Reports: Revenue, Expenditures and Overtime.  
**Attachment #5**

VI. Referrals/Pending Items: NONE

VII. Privilege of the Floor and public comment

VII. Motion to Adjourn

**ATTACHMENTS:**

1. Request to enter into an agreement with The Open Door for Code Blue Services 2025-2026
2. Request to Amend Budget to reflect receipt of State funds for Code Blue
3. Request Authorization to enter into Foster Care Agreements
  - a) Administrative Directive [24-OCFS-ADM-07]
  - b) QRTP's as of 10.01.25
  - c) PPP Programs as of 10.01.25
  - d) Administrative Directive [22-OCFS-ADM-02-R1]
  - e) Administrative Directive [21-OCFS-ADM-04]
  - f) Administrative Directive [21-OCFS-ADM-17 Rvsd]
  - g) Administrative Directive [25-OCFS-ADM-01]
  - h) Administrative Directive [25-OCFS-ADM-10]
4. Request For Transfer of Funds to cover expenses through year-end 2025
5. Monthly Fiscal Reports and Overtime.

***RESOLUTION REQUEST FORM NO. 3***

***Request for New Contract***

**DEPARTMENT NAME:** Social Services

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **For use of Code Blue services for the County's homeless population during inclement weather using funding allocated by OTDA**
- (c) Name of Contractor: **The Open Door Mission**
- (d) Address of Contractor: **226 Warren Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **October 1, 2025**
- (h) Termination Date of Contract: **September 30, 2026, with automatic renewals upon mutual agreement of the parties and no future County share in the expense**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **OTDA 2025-26 allocation \$270,757**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.6010 470 Social Services, Contract****

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

\*as listed in budget and LOGOS



Local Commissioners Memorandum

Section 1

Table with 2 columns: Field (Transmittal, To, Issuing Division/Office, Date, Subject, Contact Person(s), Attachments) and Value (25-LCM-12, Social Services District Commissioners, Division of Housing and Refugee Services, October 2, 2025, Code Blue Allocations, Heather Diamond; (518) 473-3262; heather.diamond@otda.ny.gov, Attachment 1 - Funding Allocations, Attachment 2 - Claiming Instructions, Attachment 3 - Code Blue Annual Report)

Section 2

I. Purpose

This Local Commissioners Memorandum informs social services districts (districts) of their Code Blue Allocations and Code Blue reporting and monitoring requirements. The SFY 2025-26 New York State Budget appropriated \$20 million for districts costs related to implementing emergency measures for the homeless during inclement winter weather (Code Blue).

II. Background

Per 18 NYCRR § 304.1, a Code Blue alert must be called when temperatures are expected to fall below 32°F with wind chill for at least two consecutive hours, based on the local forecast issued by the National Weather Service (http://forecast.weather.gov/)

Code Blue reimbursement is for essential, additional costs that are directly related to the requirements of the Code Blue regulation to provide shelter during inclement weather. Only essential expenditures for services not previously funded prior to the regulations that are directly related to the regulation will be eligible for reimbursement.

Types of costs that are ineligible, include but are not limited to:

- The share of costs for items that are likely to be used outside of Code Blue periods, including cell phones, tablets, and office supplies. User fees for such items should only encompass the Code Blue period.
- Capital expenses including building modifications and repairs, unless specifically necessary for the provision of Code Blue Services. To the extent possible, these costs should be allocated to Code Blue periods and depreciated over the reasonable life of the asset.
- Costs incurred by local government entities as part of their normal scope of duties, such as police patrols and welfare checks.
- Fringe benefit costs that would otherwise be incurred by the district.
- Administrative overhead expenses for service providers that are not directly related to the Code Blue program.

If the costs associated with the regulation are eligible for reimbursement under the guidelines associated with Public Assistance, they should be claimed as Public Assistance on the appropriate claim schedules.

### ***Program Cycle***

Reimbursement for expenditures related to activities in compliance with the regulation will be made available to districts. The program cycle's operational dates for activities undertaken to comply with this regulation are July 1 – June 30. Expenses should be based on what will be incurred for one program cycle.

Districts are expected to assist households in need within their own district. If a district must utilize shelter beds or motel beds in another district, it is expected that the district will provide transportation for households in need of shelter and will advise the neighboring district as to each person who is being placed in a shelter bed or motel bed in that neighboring district when the placement is made. If the household being placed in a neighboring district subsequently wishes to apply for Temporary Assistance or other available public benefits, it will be the responsibility of the placing district to process the application and provide transportation back to the county of origin if needed.

### **III. Program Implications**

Reimbursement for Code Blue expenses is available up to the stated allocations and may be adjusted within the appropriated funding limit. Expenditures must be claimed through the RF17 claim package for special projects per the Claiming Instructions outlined in Attachment 2.

#### **IV. Claiming**

The Code Blue Program Year ends June 30, 2026. Claims for the 2025-2026 program year should be submitted by August 17th, 2026. Please see Attachment 2 for claiming instructions.

#### **V. Monitoring**

Districts and/or their subcontractors, are required to provide OTDA access to program records during the program year as requested. Code Blue programs may be monitored by OTDA at least annually and may include onsite visits. The goal of monitoring is to ensure compliance with the Code Blue regulation. In addition, monitoring enables OTDA to provide technical assistance and to assist the district and/or community partners to meet the overall intent of Code Blue programming. It is the responsibility of the district to monitor all subcontracts.

#### **VI. Reporting**

Districts must report annually how many people were served, what services were provided, and the related expenses incurred through April. The Code Blue Annual Report (Attachment 3) must be submitted to OTDA by August 17, 2026.

Districts are strongly encouraged to track Code Blue placements through a Homeless Management Information System (HMIS) or other electronic system that conforms to HMIS data standards promulgated by HUD.

Questions may be directed to Heather Diamond at [heather.diamond@otda.ny.gov](mailto:heather.diamond@otda.ny.gov) or by telephone at (518) 473-3262.

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#### **Issued By:**

**Name:** Richard Umholtz

**Title:** Deputy Commissioner

**Division/Office:** Housing and Refugee Services (HRS)



**Office of Temporary  
and Disability Assistance**

**KATHY HOCHUL**  
Governor

**BARBARA C. GUINN**  
Commissioner

**RAJNI CHAWLA**  
Executive Deputy Commissioner

**Code Blue  
Funding Allocations  
Attachment 1**

Local Social Services District	Allocation
Albany	\$915,000
Allegany	\$274,000
Broome	\$848,796
Cattaraugus	\$414,000
Cayuga	\$191,169
Chautauqua	\$443,000
Chemung	\$356,807
Chenango	\$218,325
Clinton	\$307,555
Columbia	\$323,077
Cortland	\$323,648
Delaware	\$5,000
Dutchess	\$392,600
Erie	\$645,000
Essex	\$34,000
Franklin	\$60,000
Fulton	\$134,725
Genesee	\$23,579
Greene	\$24,000
Hamilton	\$1,000
Herkimer	\$132,430
Jefferson	\$414,311
Lewis	\$144,465
Livingston	\$300,000
Madison	\$32,000
Monroe	\$1,401,000
Montgomery	\$442,000
Nassau	\$527,995
New York City	\$430,567
Niagara	\$157,000

Local Social Services District	Allocation
Oneida	\$622,405
Onondaga	\$361,535
Ontario	\$62,000
Orange	\$386,000
Orleans	\$115,500
Oswego	\$126,893
Otsego	\$350,700
Putnam	\$213,822
Rensselaer	\$85,000
Rockland	\$470,402
Saratoga	\$426,000
Schenectady	\$601,300
Schoharie	\$421,026
Schuyler	\$179,000
Seneca	\$17,000
St. Lawrence	\$261,000
Steuben	\$435,000
Suffolk	\$330,750
Sullivan	\$267,291
Tioga	\$5,000
Tompkins	\$2,000,000
Ulster	\$966,000
Warren	\$353,000
Washington	\$386,281
Wayne	\$39,032
Westchester	\$460,014
Wyoming	\$10,000
Yates	\$131,000
<b>TOTALS</b>	<b>\$20,000,000</b>



## Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Commissioner

RAJNI CHAWLA  
Executive Deputy Commissioner

### Homelessness During Inclement Weather (Code Blue) Claiming Instructions

Expenditures for the adopted Regulation (§ 304.1 of 18 NYCRR) – Emergency Measures for the Homeless During Inclement Weather project should be claimed through the RF-17 claim package for special project claiming in the Automated Claiming System (ACS) for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 “Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries” and the LDSS-2347 “Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program” (Schedule D). After final accepting the RF-2A, the individual project costs are then reported under the project label **Code Blue SFY2026** on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs” while overhead costs are automatically brought over from the Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this program must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on page 1 of the LDSS-923B “Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.”

Program costs are reported as object of expense code 37 (Special Project Program Expense) on page 2 of the LDSS-923B “Summary - Program 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% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district’s allocation.

Claims for the period July 1, 2025, through June 30, 2026, must be final accepted in ACS by August 17, 2026.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF-17 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 <https://intranet.otda.ny.gov/bfdm/finance/>.

Any claiming questions should be directed to:

Regions 1-5: Justin Gross at: 518-474-7549 or [otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

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

## ***RESOLUTION REQUEST FORM NO. 7***

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

**ATTACHMENT #2**

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

**DEPARTMENT NAME: Social Services**

**DATE: 10/06/2025**

- (a) Purpose of Amendment: **To increase expenses and revenue based on receipt of the 2025-2026 Code Blue allocation from NYS OTDA (25-LCM-12), expenses to be reimbursed 100%**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 470 Contracts \$ 135,378. This represents 50% of the estimated budget amount to be paid to the Open Door for contracted Code Blue services.**
  
- (c) Revenue Code (with title), and Amount: **A.6010 3610 State Aid Admin \$135,378**

***RESOLUTION REQUEST FORM NO. 3***

***Request for New Contract***

**DEPARTMENT NAME:** Social Services

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **To provide foster care services for individuals placed into the custody of the DSS Commissioner and to authorize the County to enter into additional contracts with State approved agencies attached and authorizing the Chair to enter into emergency placement contracts on an as needed basis**
- (c) Name of Contractor: **See attached**
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **See attached**
- (h) Termination Date of Contract: **Continuing unless terminated upon thirty (30) days written notice by either party**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **NYS approved Maximum State Allowable Rate (MSAR) which is reimbursed by New York State and federal funding with some County share depending on the placement case type required**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **Various departmental budget codes****

**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

## FOSTER CARE SERVICES

### QUALIFIED RESIDENTIAL TREATMENT PROGRAM (QRTP): Commencing 7/1/25

House of the Good Shephard  
William George Agency  
Children's Home of Wyoming Conference  
St. Anne's Institute  
LaSalle School  
Vanderheyden House  
Children's Home of Jefferson County  
Children's Home of Poughkeepsie  
Elmcrest  
Northeast Parent and Child Society (Northern Rivers)  
Parsons Child and Family Center (Northern Rivers)  
St. Catherine's Center for Children  
Hillside  
Together for Youth

### VOLUNTARY AGENCY - FOSTER BOARDING HOME (FBH): Commencing 7/1/25

Behavioral Health Services North  
Northeast Parent and Child Society (Northern Rivers)  
Parsons Child and Family Center (Northern Rivers)  
Together For Youth  
St. Catherines Home for Children

### NON-SECURE DETENTION: Commencing 1/1/26

Together for Youth

### ADOPTION SERVICES: Commencing on date services may be needed. (We don't use this program often and in very limited cases).

Family Focus Adoption Services

### QUALIFIED INDIVIDUAL – QI ASSESSMENTS: Automatically renews on an annual basis

Together for Youth  
Linda Wright, MA LMHC

### PRE-DISPOSITIONAL PLACEMENT AGREEMENT: Commencing 7/1/26

Parsons Child and Family Center (Northern Rivers)

### SUPERVISED SETTING PROGRAM (SSP): Commencing 7/1/25

Wait House



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Suzanne Miles-Gustave, Esq.  
Acting Commissioner

## ATTACHMENT #3 (a)

### Administrative Directive

<b>Transmittal:</b>	24-OCFS-ADM-07
<b>To:</b>	Local Departments of Social Services Commissioners Voluntary Authorized Agencies Executive Directors
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services
<b>Date:</b>	March 13, 2024
<b>Subject:</b>	<b>Revised Model Contract for Purchase of Foster Care Services</b>
<b>Suggested Distribution:</b>	Social Services Directors Foster Care Supervisors Child Care Supervisors Legal Staff Out-of-State Voluntary Agencies
<b>Contact Person(s):</b>	See section V.
<b>Attachments:</b>	<i>Agreement for Purchase of Foster Care for Children</i>

#### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
	21-OCFS-ADM-20	18 NYCRR 405.3(d), 427.2, 428.3, and Part 439	Trafficking Victims Prevention and Protection Reauthorization Act of 2022 (P.L 117-348)		

#### I. Purpose

The purpose of this Administrative Directive (ADM) is to notify local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of the most recent revisions made to the New York State Office of Children and Family Services (OCFS) model contract for the purchase of foster care services. The revised model contract for the purchase of foster care services outlined in this ADM replaces and cancels the model contract issued in 21-OCFS-ADM-20.

#### II. Background

New York state regulation 18 NYCRR 405.3(d) requires LDSSs to use the model contract for local purchase of services developed by OCFS. The model contract can be modified to cover additional

weight, sex, ethnicity, race, hair color, and eye color; and endangerment information such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked and other health or risk factors. The LDSS or the VA, as determined by the LDSS, must provide written notice to the family court that placed the child into foster care of the child's absence without consent within 48 hours of the reported absence.

#### **IV. Required Action**

LDSSs must modify their foster care services and maintenance agreement to follow the revised model contract for the purchase of foster care services.

#### **V. Contacts**

Buffalo Regional Office – Amanda Darling (716) 847-3145

[Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

Rochester Regional Office – Chris Bruno (585) 238-8201

[Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@ocfs.ny.gov)

Syracuse Regional Office – Sara Simon (315) 423-1200

[Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

Albany Regional Office – John Lockwood (518) 486-7078

[John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

Westchester Regional Office – Sheletha Chang (845) 708-2499

[Sheletha.Chang@ocfs.ny.gov](mailto:Sheletha.Chang@ocfs.ny.gov)

New York City Regional Office – Ronni Fuchs (212) 383-2427

[Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

Native American Services – Heather LaForme (716) 847-3123

[Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

#### **VI. Effective Date**

Information contained in this release becomes effective immediately upon release.

***/s/ Gail Geohagen-Pratt***

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#### **Issued by:**

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

ATTACHMENT #3 (b)

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
Abbott House	Abbott House Mt. Kisco GH	Group Home	1505	00A00030	WRO	No	Qualified Residential Treatment Program
Abbott House	Abbott House Old Mamaroneck Rd GH	Group Home	2423	00A09551	WRO	No	Qualified Residential Treatment Program
Abbott House	Abbott House Swan Lake Group Home	Group Home	2284	00A09412	WRO	No	Qualified Residential Treatment Program
AWIXA HOME OF LI INC.	AWIXA Benton House	Group Home	20113292	00A09779	WRO	No	Qualified Residential Treatment Program
AWIXA HOME OF LI INC.	Oakdale House	Group Home	20359476	00A10116	WRO	No	Qualified Residential Treatment Program
Baker Hall DBA OLV Human Services (Formerly DBA Baker Victory Services)	OLV Human Services- Michael House	Institution	20958683	00A010335	BRO	No	Qualified Residential Treatment Program
Catholic Guardian Services	CATHOLIC GUARDIAN E.243RD ST. HTP Female GH	Group Home	1566	00A00352	NYCRO	No	Qualified Residential Treatment Program
Catholic Guardian Services	Catholic Guardian Society and Home Bureau GH Independence St	Group Home	1562	00A00347	NYCRO	No	Qualified Residential Treatment Program
Catholic Guardian Services	Misericordia QRTTP	Group Home	21124810	00A00056	NYCRO	No	Qualified Residential Treatment Program
Child and Family Services of Erie	CONNORS CHILDREN'S CENTER	Institution	1579	00A00409	BRO	No	Qualified Residential Treatment Program
Children's Home of Wyoming Conf.	Children's Home Wyoming - Diagnostic	Institution	2330	00A09459	SRO	No	Qualified Residential Treatment Program
Children's Home of Wyoming Conf.	Children's Home Wyoming Conference HTP	Institution	20995884	00A10339	SRO	No	Qualified Residential Treatment Program
Children's Home of Wyoming Conf.	Children's Home of Wyoming Ardsley AOBH	Agency Operating Boarding Home	21122929	00A00049	SRO	No	Qualified Residential Treatment Program
Children's Home of Wyoming Conf.	Children's Home of Wyoming CGH	Group Home	2023	00A09100	SRO	No	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
Children's Home of Wyoming Conf.	Children's Home of Wyoming Grand Blvd Group Home	Group Home	2092	00A09210	SRO	No	Qualified Residential Treatment Program
Children's Home of Wyoming Conf.	Children's Home of Wyoming Sunrise Center for Girls RTA	RTA - Raise the Age	21051546	00R00002	SRO	No	Qualified Residential Treatment Program
Children's Home of Wyoming Conf.	Sunrise HTP QRTP RTA Mirror Program	Institution	21104524	00A37712	SRO	No	Qualified Residential Treatment Program
Children's Village (The)	Aspiration AOBH HTP	Agency Operating Boarding Home	21124606	00A00055	NYCRO	No	Qualified Residential Treatment Program
Children's Village (The)	CV NSP FS/ SED- Smith	Institution	20881013	00A10267	NYCRO	Yes	Qualified Residential Treatment Program
Children's Village (The)	CV NSP PSB SED (Van Horn)	Institution	20881009	00A10265	NYCRO	Yes	Qualified Residential Treatment Program
Children's Village (The)	CV NSP SA (Collins)	Institution	20881008	00A10264	NYCRO	Yes	Qualified Residential Treatment Program
Children's Village (The)	Children's Village HTP (Butler, Johnson, Minturn, Rose)	Institution	20008492	00A09599	NYCRO	No	Qualified Residential Treatment Program
Children's Village (The)	Children's Village RTA SED (Howard, Kendall)	RTA - Raise the Age	21064503	00R00017	NYCRO	No	Qualified Residential Treatment Program
Children's Village (The)	Childrens Village New Direct (Williams, Dwight)	Institution	20008464	00A09598	NYCRO	No	Qualified Residential Treatment Program
Children's Village (The)	HTP RTA mirroring SED (Howard, Kendall)	Institution	21092274	00A30827	NYCRO	No	Qualified Residential Treatment Program
Children's Village (The)	The NEST Diagnostic (Clearview 44)	Institution	21131287	00A00061	NYCRO	No	Qualified Residential Treatment Program
Elmcrest Children's Ctr	Elmcrest Children's Center Cottage 8 HTP Male PSB 11-15	Institution	21071691	00A10392	SRO	No	Qualified Residential Treatment Program
Elmcrest Children's Ctr	Elmcrest Children's Center Cottage 9 HTP Females 12-18	Institution	21071687	00A10380	SRO	No	Qualified Residential Treatment Program
Elmcrest Children's Ctr	Elmcrest Children's Center Skeele AOBH	Agency Operating Boarding Home	21116758	00A00033	SRO	No	Qualified Residential Treatment Program

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
Elmcrest Children's Ctr	Elmcrest Children's Center/ Cottage #2, #3, #7 and #11 DAS-D HTP	Institution	20143304	00A09870	SRO	No	Qualified Residential Treatment Program
Elmcrest Children's Ctr	Euclid ABH	Agency Operating Boarding Home	1611	00A00660	SRO	No	Qualified Residential Treatment Program
Gateway-Longview, Inc.	Gateway-Longview, Inc.	Institution	20195148	00A09918	BRO	No	Qualified Residential Treatment Program
Good Shepherd Svs	Barbara Blum Residence NSP Group Home	Group Home	20897888	00A10273	NYCRO	Yes	Qualified Residential Treatment Program
Good Shepherd Svs	Green House	Group Home	21079590	00A30811	NYCRO	No	Qualified Residential Treatment Program
Good Shepherd Svs	MARIAN HALL - htp	Institution	1828	00A02020	NYCRO	No	Qualified Residential Treatment Program
Good Shepherd Svs	Rose House NSP	Group Home	20921430	00A10318	NYCRO	Yes	Qualified Residential Treatment Program
Green Chimneys Children's Svs	Green Chimneys - HTP Inst.	Institution	20638259	00A10203	WRO	No	Qualified Residential Treatment Program
Heartshare St. Vincent's	Jamaica Healing Home	Group Home	1905	00A02198	NYCRO	No	Qualified Residential Treatment Program
Heartshare St. Vincent's	New Brighton Healing Home	Group Home	2400	00A09528	NYCRO	No	Qualified Residential Treatment Program
Heartshare St. Vincent's	Richmond Hill Healing Home	Group Home	1903	00A02196	NYCRO	No	Qualified Residential Treatment Program
Heartshare St. Vincent's	Wheeler Healing Home	Group Home	2394	00A09522	NYCRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside - Crestwood Campus	Institution	20917071	00A00485	RRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside Children Center Snell Farm RISE Program	Institution	21102984	00A37704	RRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside Children's Center - RISE program DAS	Institution	21091932	00A30824	RRO	No	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
Hillside Children's Center	Hillside Children's Center GROW Program	Institution	20375156	00A10122	SRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside Children's Center- Snell Farm Specialized	Institution	21094386	00A30828	RRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside DAS Blended	Institution	21064397	00A10373	RRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside Monroe Ave DAS	Institution	21041244	00A10348	RRO	No	Qualified Residential Treatment Program
Hillside Children's Center	Hillside Snell Farm RTA	RTA - Raise the Age	21111143	00R00021	RRO	No	Qualified Residential Treatment Program
Homespace Corp.	HomeSpace Next Step Program	Agency Operating Boarding Home	21051025	00A10365	BRO	No	Qualified Residential Treatment Program
Hope for Youth	Amityville HTP GH	Group Home	2390	00A09518	WRO	No	Qualified Residential Treatment Program
Hope for Youth	SEAFORD GROUP HOME	Group Home	1654	00A01002	WRO	No	Qualified Residential Treatment Program
House of the Good Shepherd	HTP QRTP Raise the Age Mirror Program	Institution	21105774	00A37722	SRO	No	Qualified Residential Treatment Program
House of the Good Shepherd	House of the Good Shepherd RTA	RTA - Raise the Age	21056238	00R00012	SRO	No	Qualified Residential Treatment Program
House of the Good Shepherd	House of the Good Shepherd-HTP	Institution	20381378	00A10127	SRO	No	Qualified Residential Treatment Program
Jewish Bd. of Fam&Children Svs	Cedar Knolls House	Group Residence	21054781	00A10367	NYCRO	No	Qualified Residential Treatment Program
Jewish Bd. of Fam&Children Svs	KAPLAN HOUSE	Group Residence	20060687	00A09675	NYCRO	No	Qualified Residential Treatment Program
Jewish Child Care Assn. of NY	Edenwald Center	Institution	1688	00A01139	WRO	No	Qualified Residential Treatment Program
Jewish Child Care Assn. of NY	JCCA Pleasantville START	Institution	2812	00A99814	WRO	No	Qualified Residential Treatment Program
Jewish Child Care Assn. of NY	Pleasantville Cottage School	Institution	1682	00A01132	WRO	No	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
Julia Dyckman Andrus Mem	Andrus Children's Home	Institution	1690	00A01157	WRO	No	Qualified Residential Treatment Program
Julia Dyckman Andrus Mem	Julia Dyckman Andrus Memorial	Institution	21010043	00A10342	WRO	No	Qualified Residential Treatment Program
LaSalle School	La Salle School HTP Institution	Institution	207223024	00A10217	ARO	No	Qualified Residential Treatment Program
Little Flower Children Svs of NY	Little Flower Children and Family Services of New York HTP	Institution	20258181	00A09952	WRO	No	Qualified Residential Treatment Program
Long Island Adol&Fam Svs	Community House Hard to Place Group Home - Centereach	Group Home	2116	00A09236	WRO	No	Qualified Residential Treatment Program
Long Island Adol&Fam Svs	Port Jefferson Station HTP GH	Agency Operating Boarding Home	20084927	00A09705	WRO	No	Qualified Residential Treatment Program
Long Island Adol&Fam Svs	Stony Brook Hard to Place Group Home	Group Home	169714	00A09585	WRO	No	Qualified Residential Treatment Program
Martin DePorres Youth and Family Services Inc. (Formerly Martin DePorres Group Home)	Springfield Gardens AOBH	Agency Operating Boarding Home	2065	00A09175	NYCRO	No	Qualified Residential Treatment Program
MercyFirst	Catherine's House HTP Group Home	Group Home	21104496	00A37713	WRO	No	Qualified Residential Treatment Program
MercyFirst	Harley House HTP Group Home	Group Home	21104778	00A37714	WRO	No	Qualified Residential Treatment Program
MercyFirst	MercyFirst BRIGHTWATERS GROUP HOME	Group Home	20082060	00A09701	WRO	No	Qualified Residential Treatment Program
MercyFirst	MercyFirst RTA Females	RTA - Raise the Age	21057052	00R00014	WRO	No	Qualified Residential Treatment Program
MercyFirst	MercyFirst RTA Males	RTA - Raise the Age	21058271	00R00016	WRO	No	Qualified Residential Treatment Program
Ministry For Hope, Inc.	Montfort Therapeutic Residence	Group Home	20340626	00A10006	WRO	No	Qualified Residential Treatment Program

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
New Directions Youth&Family Svs	Broadway House	Agency Operating Boarding Home	21077548	00A30808	BRO	No	Qualified Residential Treatment Program
New Directions Youth&Family Svs	CHAUTAQUA COUNTY HOME	Agency Operating Boarding Home	20124487	00A09819	BRO	No	Qualified Residential Treatment Program
New Directions Youth&Family Svs	NEW DIRECTIONS RANDOLPH	Institution	1812	00A01820	BRO	No	Qualified Residential Treatment Program
New Directions Youth&Family Svs	NEW DIRECTIONS WYNDHAM LAWN	Institution	20127437	00A02507	BRO	No	Qualified Residential Treatment Program
New Directions Youth&Family Svs	Weston Mills	Agency Operating Boarding Home	20089556	00A09718	BRO	No	Qualified Residential Treatment Program
Northeast Parent&Child Society	Northeast Parent & Child Society Children's Home	Institution	2043	00A09125	ARO	No	Qualified Residential Treatment Program
Northeast Parent&Child Society	Northeast Parent and Child Society Children's Home	Institution	2408	00A09536	ARO	No	Qualified Residential Treatment Program
Northeast Parent&Child Society	Zoller House	Group Home	2041	00A09123	ARO	No	Qualified Residential Treatment Program
Parsons Child and Family Center	Parsons Child & Family Center Delaware Ave GH	Group Home	1939	00A05007	ARO	No	Qualified Residential Treatment Program
Parsons Child and Family Center	Parsons Group Residence	Group Residence	21079785	00A30812	ARO	No	Qualified Residential Treatment Program
Rising Ground, Inc.	162nd Street NSP	Group Home	21112444	00A00003	NYCRO	Yes	Qualified Residential Treatment Program
Rising Ground, Inc.	Brooklyn Scholars 65th St. NSP GR	Group Residence	20934824	00A10331	NYCRO	Yes	Qualified Residential Treatment Program
Rising Ground, Inc.	Rising Ground HTP	Institution	169711	00A09582	WRO	No	Qualified Residential Treatment Program
Rising Ground, Inc.	Rising Ground Thompson House: NSP	Group Home	20898568	00A10274	NYCRO	Yes	Qualified Residential Treatment Program
Rising Ground, Inc.	White Plains Road NSP	Group Home	21112445	00A00002	NYCRO	Yes	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
Saint Anne Inst.	Saint Anne Institute - HTP beds	Institution	20211502	00A09935	ARO	No	Qualified Residential Treatment Program
SCO Family of Services	123-21 Montauk HTP ABH	Agency Operating Boarding Home	20425619	00A10182	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	223-22 103rd Ave. HTP ABH	Agency Operating Boarding Home	20425599	00A10181	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	Madonna Heights Group Residence	Group Residence	20089543	00A09717	WRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 100th Drive HTP AOBH	Agency Operating Boarding Home	21102145	00A37700	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 102nd Ave AOBH	Agency Operating Boarding Home	20911178	00A10293	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 107th Ave HTP ABH	Agency Operating Boarding Home	2496	00A10056	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 113th Avenue HTP	Group Home	2087	00A09204	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 114th Rd. HTP ABH	Agency Operating Boarding Home	2076	00A09189	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 127th Avenue A	Agency Operating Boarding Home	21047243	00A10352	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 127th Avenue B	Agency Operating Boarding Home	21047245	00A10353	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 12TH ST ABH	Agency Operating Boarding Home	2034	00A09111	NYCRO	No	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
SCO Family of Services	SCO 147th Drive AOBH	Agency Operating Boarding Home	20920946	00A10317	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 169th St AOBH	Agency Operating Boarding Home	20396362	00A10138	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 474 New Jersey Ave. AOBH	Agency Operating Boarding Home	20924808	00A10291	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 72 Wilson Ave. HTP ABH	Agency Operating Boarding Home	20661759	00A10206	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO 74 Wilson Ave. htp AOBH	Agency Operating Boarding Home	20552519	00A10196	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO E10TH ST HTP ABH	Agency Operating Boarding Home	2016	00A09092	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO Family of Services Downing Avenue	Institution	2253	00A09381	WRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO HOLLIS COURT ABH	Agency Operating Boarding Home	2495	00A10055	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO NSP DD Cottage #1	Institution	20874786	00A10256	NYCRO	Yes	Qualified Residential Treatment Program
SCO Family of Services	SCO NSP DD Cottage #2	Institution	20874845	00A10258	NYCRO	Yes	Qualified Residential Treatment Program
SCO Family of Services	SCO Park Place	Agency Operating Boarding Home	2464	00A10013	NYCRO	No	Qualified Residential Treatment Program
SCO Family of Services	SCO Sunset Park	Agency Operating Boarding Home	20552521	00A10197	NYCRO	No	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
St. Catherine's Center for Children	BYRON HOUSE	Group Home	1697	00A01202	ARO	No	Qualified Residential Treatment Program
St. Catherine's Center for Children	Copson House	Group Residence	20131972	00A09831	ARO	No	Qualified Residential Treatment Program
St. Catherine's Center for Children	Hubbard House	Group Home	2215	00A09341	ARO	No	Qualified Residential Treatment Program
St. John's Residence for Boys	ST. John's Residence for Boys NSP	Institution	20874446	00A10248	NYCRO	Yes	Qualified Residential Treatment Program
St. John's Residence for Boys	St. John's Residence & School for Boys	Institution	1876	00A02126	NYCRO	No	Qualified Residential Treatment Program
Timothy Hill Children's Ranch	JF Ranch	Group Home	21058659	00A10368	WRO	No	Qualified Residential Treatment Program
Timothy Hill Children's Ranch	Ladybug House	Group Home	21105148	00A37717	WRO	No	Qualified Residential Treatment Program
Timothy Hill Children's Ranch	Wright Apple House HTP Group Home	Group Home	21100834	00A30846	WRO	No	Qualified Residential Treatment Program
Together for Youth	Berkshire Farm Center and Services Youth Rochester Group Home	Group Home	1521	00A00154	RRO	No	Qualified Residential Treatment Program
Together for Youth	Berkshire Farm Gloversville Group Home	Group Home	20708946	00A10215	ARO	No	Qualified Residential Treatment Program
Together for Youth	Berkshire Kinderhoff Group Home	Group Home	2035	00A09112	ARO	No	Qualified Residential Treatment Program
Vanderheyden Hall	Bessey Home HTP Home	Group Home	1913	00A02362	ARO	No	Qualified Residential Treatment Program
Vanderheyden Hall	Rubin Home for boys	Group Home	1912	00A02361	ARO	No	Qualified Residential Treatment Program
Vanderheyden Hall	Vanderheyden CSE HTP beds	Institution	20326766	00A09999	ARO	No	Qualified Residential Treatment Program
Vanderheyden Hall	Vanderheyden Hall HTP	Institution	1911	00A02360	ARO	No	Qualified Residential Treatment Program

QRTP's as of October 1, 2025

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
William George Agency for Children's Services	The William George Agency for Children's Services DAS-Blended	Institution	20230622	00A09947	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	The William George Agency for Children's Services HTP	Institution	2372	00A09500	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	The William George Agency for Children's Services, Inc. SPB	Institution	2424	00A09552	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	William George Agency HTP Intermediate Care DAS-M	Institution	20920132	00A10314	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	William George Agency RTA	RTA - Raise the Age	21051544	00R00001	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	William George Agency YCRP	Institution	20801385	00A10227	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	William George Female HTP Cottage	Institution	20809726	00A10231	SRO	No	Qualified Residential Treatment Program
William George Agency for Children's Services	William George HTP DAS-D	Institution	20412473	00A10166	SRO	No	Qualified Residential Treatment Program

PPP Programs as of October 1, 2025

ATTACHMENT #3 (C)

Agency	Program	Program Type	RID	VID	Region	Close to Home	Family First Type
AWIXA HOME OF LI INC.	PPP - Laurel Drive	Group Home	21105145	00A37716	WRO	No	Pregnant/Parenting Youth
Community Maternity Sys	Heely Center for Young Families PPP	Group Residence	211022884	00A37707	ARO	No	Pregnant/Parenting Youth
Homespace Corp.	Second Chance Home PPP	Group Residence	21104964	00A37715	BRO	No	Pregnant/Parenting Youth
MercyFirst	East Massapequa PPP	Agency Operating Boarding Home	21100006	00A30842	WRO	No	Pregnant/Parenting Youth
MercyFirst	Manning Residence PPP	Agency Operating Boarding Home	21098753	00A30834	NYCRO	No	Pregnant/Parenting Youth
MercyFirst	McAuley Residence PPP	Agency Operating Boarding Home	21098743	00A30833	NYCRO	No	Pregnant/Parenting Youth
MercyFirst	St. Albans Residence PPP	Agency Operating Boarding Home	21098783	00A30835	NYCRO	No	Pregnant/Parenting Youth
New York Foundling (The)	New York Foundling Sr. Ana Aloysia PPP	Agency Operating Boarding Home	21100137	00A30845	NYCRO	No	Pregnant/Parenting Youth
New York Foundling (The)	New York Foundling Sr. Cecilia Schneider PPP	Agency Operating Boarding Home	21122466	00A00046	NYCRO	No	Pregnant/Parenting Youth
New York Foundling (The)	New York Foundling Sr. Marida Joseph PPP	Agency Operating Boarding Home	21122470	00A00048	NYCRO	No	Pregnant/Parenting Youth
New York Foundling (The)	New York Foundling Sr. Mary Irene PPP	Group Home	21100135	00A30843	NYCRO	No	Pregnant/Parenting Youth
New York Foundling (The)	New York Foundling Sr. Rita Nowatzki PPP	Agency Operating Boarding Home	21122469	00A00047	NYCRO	No	Pregnant/Parenting Youth
New York Foundling (The)	New York Foundling Sr. Teresa Vincent PPP	Agency Operating Boarding Home	21100136	00A30844	NYCRO	No	Pregnant/Parenting Youth
SCO Family of Services	SCO Bethany 1 PPP	Group Residence	21103029	00A37708	NYCRO	No	Pregnant/Parenting Youth



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Suzanne Miles-Gustave, Esq.  
Acting Commissioner

## Administrative Directive

<b>Transmittal:</b>	22-OCFS-ADM-02-R1 <i>Revised February 28, 2023</i>
<b>To:</b>	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
<b>Issuing Division/Office:</b>	Division of Youth Development and Partnership for Success Office of Strategic Planning and Policy Development
<b>Date:</b>	<i>Revised (R1): February 28, 2023</i> ; Original publication date: January 24, 2022
<b>Subject:</b>	Supervised Setting Program (SSP) Implementation
<b>Suggested Distribution:</b>	Commissioners of Social Services Directors of Social Services Child Welfare Supervisors Foster Care Supervisors CONNECTIONS Implementation Coordinators LDSS Fiscal Administrators Voluntary Authorized Agency Home Finders Local Department of Social Services Home Finders FAD/Resource Directory Workers
<b>Contact Person(s):</b>	See section VII.
<b>Attachments:</b>	<u><i>Agency Checklist for Supervised Setting Program Operation (OCFS-5560)</i></u> <u><i>Standardized Supervised Setting Readiness Assessment (OCFS-5561)</i></u> <u><i>Supervised Setting Program Approval and Placement Agreement (OCFS-5562)</i></u> <u><i>Community-Site Physical Safety Checklist (OCFS-5563)</i></u> <u><i>Supervised Independent Living Program Fire Inspection Guidelines (OCFS-5564)</i></u> <u><i>Notice of SILP Opening, Transfer, Recertification and/or Closing (OCFS-5565)</i></u> <u><i>Youth Housing Safety Checklist (Pub. 5529)</i></u> <u><i>Youth Housing Safety Tips (Pub. 5530)</i></u> <u><i>Supervised Setting Program Approval Letter</i></u> <u><i>Interstate Compact on the Placement of Children (ICPC) for Supervised Settings</i></u>

### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
15-OCFS-ADM-21 21-OCFS-INF-08	08-OCFS-ADM-07	18 NYCRR 441.21, Part 449, 449.2(b), 449.3(h), 449.7	Social Services Law (SSL) §371(22), §398(10), Social Security Act (SSA) §§472(c)(2)(B), 472(k)(2), 472(k)(2)(C)		Family First Supervised Setting Program (SSP) Job Aid

		Bipartisan Budget Act of 2018 (P.L. 115-123)		
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**R1:** This ADM is revised and reissued on February 28, 2023 to advise authorized agencies certifying or approving supervised settings that Vendor IDs will no longer be requested from the New York State Office of Children and Family Services (OCFS). Rather, Vendor IDs will be system generated by CONNECTIONS. See section V. Systems Implications.

**I. Purpose**

The purpose of this Administrative Directive (ADM) is to inform local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of the newly established Supervised Setting Programs (SSPs) that allow transition aged youth to live independently in a variety of supervised settings. Such settings are Qualified Residential Treatment Program (QRTP) Exceptions (also referred to as specified settings<sup>1</sup>) under the federal Family First Prevention Services Act (FFPSA); therefore, eligible youth in foster care ages 18-21 residing in such settings may be eligible for maintenance under Title IV-E of the Social Security Act (Title IV-E) on and after September 29, 2021.

This ADM sets forth the program standards for each of the three types of SSPs, the requirements to apply to operate an SSP(s), and to certify or approve individual supervised settings in which a youth may reside.

**II. Background**

FFPSA was enacted as part of the federal Bipartisan Budget Act of 2018 (P.L. 115-123) on February 9, 2018. FFPSA reforms federal financing to prioritize family-based foster care, preferably with kin, over residential care by limiting federal reimbursement for certain residential placements. New York State (NYS) fully implemented FFPSA on September 29, 2021, and all requirements of the law are now in effect.

FFPSA prohibits Title IV-E reimbursement beyond 14 days for youth in foster care who are not placed in a foster boarding home unless such setting qualifies as a QRTP. Recognizing that the needs of certain special populations of youth are best met in settings that are neither a foster boarding home nor a QRTP, FFPSA also allows for several placement types to be classified as "QRTP Exceptions," also referred to as specified settings, and remain Title IV-E eligible placement settings. QRTP Exceptions include, but are not limited to,

"in the case of a youth who has attained 18 years of age, an approved supervised setting in which the youth is living independently."<sup>2</sup>

FFPSA guidance, ACYF-CB-PI-18-07, encourages states to be innovative in meeting the needs of older youth in such settings as follows:

<sup>1</sup> Social Security Act (SSA) §472(k)(2).

<sup>2</sup> Social Security Act (SSA) §472(k)(2)(C).

“A title IV-E agency has the discretion to develop a range of supervised independent living settings which can be reasonably interpreted as consistent with the law, including whether or not such settings need to be licensed and any safety protocols that may be needed. For example, a title IV-E agency may determine that when paired with a supervising agency or supervising worker, host homes, college dormitories, shared housing, semi-supervised apartments, supervised apartments or another housing arrangement meet the supervised setting requirement. We encourage the title IV-E agency to be innovative in determining the best living arrangements that could meet an older child’s needs for supervision and support as he/she moves toward independence.”

In accordance with federal guidance, NYS is establishing three types of SSPs, each include their own supervised settings (individual sites or units), as follows:

1. Community-Site SSP

Supervised settings include, but are not limited to,

- apartments,
- room rentals,
- shared housing, and
- living with kin (relative or person with whom the youth has a positive relationship).

*LDSSs and VAs have discretion to expand on this list if the setting meets the standards set forth in 18 NYCRR Part 449 and this ADM.*

2. College-Owned Housing SSP (the term “college-owned” includes colleges, universities, and vocational schools)

Supervised settings are

- dormitories, and
- houses, apartments, or other residential homes owned, operated, or contracted by the college, university, or vocational school.

3. Supervised Independent Living Program (SILP)

Supervised settings are

- Supervised Independent Living Units (1-4<sup>3</sup> bed units).

OCFS previously released 21-OCFS-INF-08 to inform LDSSs and VAs of the continuation of Title IV-E funding for youth placed in Supervised Independent Living Programs (SILPs).

At the time of that release, CONNECTIONS limitations prevented expanding the “supervised setting” designation to other types of SSPs (Community-Site and College-Owned Housing) beyond SILPs. Those CONNECTIONS changes are now in effect to allow for implementation of the other SSP types. All SSP types, including SILPs, must now adhere to the requirements for SSPs set forth in this ADM and 18 NYCRR Part 449.

### III. Program Implications

Supervised settings (as listed above) will be new placement options for older youth in foster care authorized under the newly established SSPs. Supervised settings are QRTP exceptions under

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<sup>3</sup> A waiver pursuant to 18 NYCRR 449.7 is required to operate a SILP unit with a capacity of five.

FFPSA and are therefore Title IV-E eligible placement settings for youth ages 18 and older. Youth with any permanency goal may participate in an SSP.

An SSP is comprised of approved or certified supervised settings. Such supervised settings are the individual housing sites in which a youth may reside while participating in an SSP. LDSSs and VAs approved to operate an SSP must approve, or in the case of SILP units certify, the supervised settings in which the youth will live.

All LDSSs and VAs may apply to OCFS for authorization to operate one or more types of SSP(s). Unlike the other QRTP exceptions, application for SSPs will not be made through the New York State 29-I Voluntary Foster Care Agency (VFCA) Health Facilities Licensure portal (29-I portal) but rather to the appropriate OCFS regional office.

Upon written approval from OCFS, the LDSS or VA may approve youth in foster care ages 16-21 to live independently in an approved or certified supervised setting with supervision and support. Youth ages 16 and 17 are permitted to reside in an approved or certified supervised setting but are not eligible for Title IV-E reimbursement until they are 18 years old in accordance with federal law. However, Title IV-E reimbursement for otherwise Title IV-E eligible youth 16 and 17 years of age residing in a SILP unit on September 29, 2021, remains in effect for the duration of their placement only while residing in the same SILP unit.

**Notes:**

- State law authorizes LDSSs to operate an SSP and approve or certify supervised settings. However, CONNECTIONS, the Welfare Management System (WMS), the Benefits Issuance Control System (BICS), and the Automated Claiming System (ACS) cannot currently recognize supervised settings approved or certified by LDSSs. Therefore, while LDSSs may apply to OCFS for authorization to operate SSPs, there is no mechanism for payment and to reimburse LDSSs for such payments. LDSSs are encouraged to contract with VAs to operate SSPs at this time.
- OCFS will establish a Maximum State Aid Rate (MSAR) for supervised settings. LDSSs will be notified when rates are finalized and posted on the OCFS website at <http://www.ocfs.state.ny.us/main/rates>.

There are three steps that must occur before a youth may reside in a supervised setting:

1. Assess the youth's readiness for the SSP using the attached *Standardized Supervised Setting Readiness Assessment* (OCFS-5561).
2. Approve or certify the individual supervised setting in which the youth seeks to reside, in accordance with 18 NYCRR Part 449.
  - A Community-Site supervised setting must be approved using the *Community-Site Physical Safety Checklist* (OCFS-5563).
  - The *Supervised Independent Living Program Fire Inspection Guidelines* (OCFS-5564) may be used to meet the physical safety inspection requirements for a SILP unit. This form has been updated and is attached to this ADM.
3. The *Supervised Setting Approval and Placement Agreement* (OCFS-5562) must be completed for any youth who is approved or disapproved to reside in a supervised setting.

The above steps do not apply to College-Owned Housing.

The *Standardized Supervised Setting Readiness Assessment* (OCFS-5561), *Community-Site Physical Safety Checklist* (OCFS-5563), and *Supervised Setting Program Approval and Placement Agreement* (OCFS-5562) are new forms that are released with this ADM and are described further below.

See the attached "*Interstate Compact on the Placement of Children (ICPC) for Supervised Settings*" for out-of-state supervised setting placements.

## SSP Types

### 1. Community-Site SSP

Supervised settings include but are not limited to apartments, room rentals, shared housing, and living with kin (relative or person with whom the youth has a positive relationship). Youth may reside in such settings with persons who are not in foster care and/or with other youth in foster care who have been approved for such setting.

#### A. Community-Site Application to OCFS

In accordance with regulations,<sup>4</sup> an application to OCFS seeking authorization to operate any SSP type must include the following:

1. A description of the need for the program and a list of the social services districts interested in using the program
2. A description of the services that will be provided, including a plan setting forth how the services will be provided
3. The population to be served
4. Proposed staffing, including the proposed staff to youth ratio for the program and the procedures for obtaining background checks on prospective employees, volunteers, or consultants
5. A description of how settings will be located and approved
6. A certification that all supervised settings will be operated in compliance with 18 NYCRR Part 449 (included on the attached *Agency Checklist for Supervised Setting Program Operation* (OCFS-5560))
7. Any other information required by OCFS

In addition, in accordance with this ADM, the following information must be included to obtain authorization to operate a Community-Site SSP:

- An estimated number of youth planned to be served in these settings
- The services will be provided by the LDSS or VA and which services are available in the community
- Whether pregnant or parenting youth will be served

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<sup>4</sup> 18 NYCRR 449.2(b).

- How the LDSS or VA will provide sufficient staff to youth ratios for adequate supervision and support to youth, including youth residing in supervised settings located outside of the county with legal custody of the youth or outside of the state
- How staff are qualified to work with transition-age youth in an independent living environment, including their experience and training regarding positive engagement with such youth
- How the youth's input will be included in the process of locating and approving settings

The *Agency Checklist for Supervised Setting Program Operation* (OCFS-5560) must be submitted with the application. OCFS may require additional information after review.

#### B. Community-Site Youth Approval and Input

The Community-Site SSP offers youth the greatest amount of independence with support and limited supervision from the LDSS or VA. Therefore, it is critical that youth wishing to reside in such a setting have the appropriate skills and maturity for this level of independence. The LDSS or VA must evaluate the youth's readiness using the attached *Standardized Supervised Setting Readiness Assessment* (OCFS-5561). The readiness assessment (RA) is completed based on a fully engaged, in-depth and honest conversation with the youth regarding the youth's understanding and level of proficiency in each of the categories listed. It is necessary to fully discuss each component with the youth and to hear the youth's perspective on their own strengths and needs related to living independently in a Community-Site supervised setting. Sufficient time must be reserved for this conversation. The LDSS or VA worker may take into consideration their experiences and history working with the youth.

The financial portion of the RA will determine whether the youth can afford to live in the desired setting. The youth should have the income necessary to cover living expenses, including rent, that exceeds funds provided by the authorized agency. Income should include wages from employment and any other sources that may cover housing and living expenses. If the youth cannot afford the chosen setting, or has yet to locate one, this conversation will help equip them to locate a setting that is within their budget.

Based on the RA, the worker will approve or disapprove the youth for the Community-Site SSP. It may be the case that the youth is approved for the SSP but is not approved for the specific Community-Site supervised setting (i.e., apartment, shared housing) they desire and must therefore choose a different one.

The worker will also indicate in the RA summary whether the youth is approved to receive payments directly. If approved, the authorized agency may provide payment to the youth so that the youth can pay the housing provider (i.e., landlord, homeowner) directly.

Youth may be approved for a Community-Site setting while still needing to develop skills in certain areas. Whether or not the youth is approved, the LDSS or VA worker must discuss with the youth any areas of readiness in which they need improvement and should incorporate such information into the youth's Transition Plan. One or more independent living service(s) must be provided to address such areas. The independent living skill(s) should be added as a goal in the Outcomes and Activities section of the FASP. A copy of the completed RA must be provided to the youth and uploaded into CONNECTIONS.

- Supervised setting selection process

An SSP is intended as an opportunity for transition-age youth to practice normative independent living in preparation for post-foster care life. Choosing where to live is an important normative experience for older teens and young adults. Therefore, youth should be empowered and encouraged to locate their own housing. The worker may provide guidance to the youth during this process, but the youth has the primary responsibility to locate the supervised setting. The worker must evaluate the supervised setting using the *Community-Site Physical Safety Checklist* (OCFS-5563) but should not impose their own viewpoint on the appropriateness of the proposed setting or neighborhood. The youth's housing choice may be based on a variety of factors including wishing to live with a particular friend or relative, or the affordability of a particular neighborhood. This is acceptable if the setting meets standards set forth in regulation and in this ADM.

- Roommate choice

Like housing choice, roommate choice is an important normative experience that respects the youth's autonomy and personal relationships. The worker will ultimately determine the safety and appropriateness of the proposed roommate; however, this decision must be made based on a meaningful conversation with the youth about the impact, positive and/or negative, that the proposed roommate has on the youth's life. The worker may not conduct a Statewide Central Register of Child Abuse and Maltreatment (SCR), Staff Exclusion List (SEL) or criminal history background check on the proposed roommate, as such checks are not legally authorized.

#### C. Community-Site Supervised Setting Approval

The LDSS or VA must use the attached *Community-Site Physical Safety Checklist* (OCFS-5563) to verify that the proposed housing meets the standards listed. If the youth seeks to live in a setting owned by a friend, relative, or fictive kin, then the checklist must be completed in the setting with the youth and the owner of the residence. The checklist can be completed through observation as well as conversation with the youth and owner. The worker should use this opportunity to positively engage with the youth and owner, and to discuss expectations for the youth in the setting including casework contacts that will be taking place. A copy of the completed *Community-Site Physical Safety Checklist* (OCFS-5563) must be provided to the youth and uploaded into CONNECTIONS.

The attached *Youth Housing Safety Checklist* (Pub. 5529) and the *Youth Housing Safety Tips* (Pub. 5530) must be given to youth seeking approval, or who have been approved, for a Community-Site SSP who have not yet chosen a setting. The checklist will help them in their search for a setting that is likely to meet the standards for approval.

The approval of the Community-Site supervised setting must be documented in the FAD stage in CONNECTIONS. See section V. Systems Implications for more detail.

#### D. Community-Site Casework Contacts

Casework contacts must be conducted in accordance with the requirements of 18 NYCRR 441.21. At least one casework contact per month must be a face-to-face contact. In addition, LDSS or VA staff must comply with casework contact requirements for supervised settings set forth in 18 NYCRR 449.3(h).

The LDSS or VA staff must take into consideration the routine, lifestyle, and preferences of the youth in determining when and how to conduct casework contacts that are not in-person. This may include communication that occurs outside of regular business hours and/or on social media

platforms that the youth feels comfortable with. The method of non-in-person casework contact must be discussed and agreed upon at the time the youth is approved for the supervised setting.

## **2. College-Owned Housing**

Supervised settings include any housing setting owned, operated, or contracted by colleges, universities, and vocational schools. This may include but not be limited to dormitories, apartments, and houses.

It is critical that LDSSs and VAs engage all older youth in foster care in awareness and planning for post-secondary educational opportunities, including vocational programs, and any financial aid resources. An LDSS or VA must assist youth in enrolling in post-secondary education regardless of whether they operate a College-Owned Housing SSP.

A College-Owned Housing SSP enables title IV-E reimbursement for eligible youth ages 18 to 21, but under no circumstances is title IV-E eligibility required for youth to enroll in post-secondary education.

Communication with the post-secondary educational institution is critical to reduce challenges that may arise related to a youth residing in a College-Owned supervised setting. The LDSS or VA should discuss with relevant post-secondary educational institution staff their application processes, touring opportunities and other pre-enrollment activities, enrollment process, and financial aid. The LDSS or VA should also discuss the youth's housing needs, including whether the supervised setting will be available to the youth during school breaks and summers. Additionally, the LDSS or VA should discuss the mechanism of payment including the timing of such payments and whether payments will be made to the post-secondary educational institution by the authorized agency or by the youth.

### **A. College-Owned Housing Application to OCFS**

In accordance with regulations,<sup>5</sup> an application to OCFS seeking authorization to operate any SSP type must include the following:

1. A description of the need for the program and a list of the social services districts interested in using the program
2. A description of the services that will be provided, including a plan setting forth how the services will be provided
3. The population to be served
4. Proposed staffing, including the proposed staff to youth ratio for the program and the procedures for obtaining background checks on prospective employees, volunteers, or consultants
5. A description of how settings will be located and approved
6. A certification that all supervised settings will be operated in compliance with 18 NYCRR Part 449 (included on the attached *Agency Checklist for Supervised Setting Program Operation* [OCFS-5560])
7. Any other information required by OCFS

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<sup>5</sup> 18 NYCRR 449.2(b).

In addition, in accordance with this ADM, the following information must be included to obtain authorization to operate a College-Owned Housing SSP:

- The number of youth in care between the ages of 16 and 21 and how the LDSS or VA prepares all youth in care ages 16 and above for post-secondary education
- Protocols for provision of services in a manner appropriate for youth living in College-Owned Housing supervised settings, including those residing outside of the county with legal custody of the youth or outside of the state
- How the LDSS or VA will provide sufficient staff to youth ratios to provide for adequate supervision, including youth residing in College-Owned Housing settings located outside of the county with legal custody of the youth or outside of the state
- Explanation of how staff are qualified to work with transition age youth in an independent living environment, including their experience and training regarding positive engagement with such youth
- How the youth will be engaged regarding their perspective on where they would like to live
- How the LDSS or VA will engage with all types of post-secondary institutions, including vocational programs, two- and four-year programs, private colleges/universities, City University of New York (CUNY) and State University of New York (SUNY) schools regarding application processes, touring and pre-enrollment, enrollment, financial aid, and housing of youth

The *Agency Checklist for Supervised Setting Program Operation* (OCFS-5560) must be submitted with the application. OCFS may require additional information after review.

#### B. College-Owned Housing: Youth Readiness

The LDSS or VA may not disapprove the youth to enroll in a post-secondary educational institution. Additionally, the youth may not be disapproved to reside in a College-Owned Housing supervised setting that meets their needs. If no such setting is available, every effort must be made to accommodate and support a youth in a Community-Site supervised setting or SILP.

The LDSS or VA worker must discuss with youth expectations for College-Owned Housing living, including basic social and safety information. The LDSS or VA must determine whether additional support or services would increase the youth's chance of success while residing in the College-Owned Housing supervised setting. Additionally, the LDSS or VA should assess the youth's readiness to receive payments from the LDSS<sup>6</sup> or VA and pay the post-secondary educational institution directly rather than the LDSS or VA making such payments.

The *Standardized Supervised Setting Readiness Assessment* (OCFS-5561) is not required; however, it is a good tool to use for the above purposes. Additionally, youth who live in dormitories will often later move to an off-campus, non-college owned location. If this occurs, then the RA is required, and having completed it initially will help establish a baseline and assist in future evaluations.

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<sup>6</sup>At the time of this ADM's publication, LDSSs cannot receive reimbursement for supervised settings.

### C. College-Owned Housing Supervised Setting Approval

A physical inspection by the authorized agency is not required because the setting is already subject to approval for safety standards by the post-secondary educational institution. The approval of the College-Owned Housing supervised setting must be documented in the FAD stage in CONNECTIONS by the LDSS or VA. See section V. Systems Implications for more detail.

A physical safety checklist is not required for these settings. However, if a youth attending a college, university, or vocational school is living in non-college owned housing, such as an apartment or off-campus house, then *Community-Site Physical Safety Checklist* (OCFS-5563) is required as these are Community-Site supervised settings.

### D. College-Owned Housing Casework contacts

Casework contacts with the youth must be conducted in accordance with the requirements of 18 NYCRR 441.21. At least one casework contact per month must be a face-to-face contact. In addition, LDSS or VA staff must comply with casework contact requirements for supervised settings set forth in 18 NYCRR 449.3(h).

The LDSS or VA staff must take into consideration the routine, lifestyle, and preferences of the youth in determining when and how to conduct casework contacts that are not in-person. This may include communication that occurs outside of regular business hours and/or on social media platforms that the youth feels comfortable with. The method of non-in-person casework contact must be discussed and agreed upon when it is determined that a youth will be residing in a College-Owned Housing setting.

### E. Academic Breaks

Several options exist for youth during academic recesses such as holidays, winter, spring, and summer breaks, as follows:

- As noted above, the LDSS or VA should discuss with the post-secondary educational institution at the time of enrollment whether the youth will be permitted to reside in the College-Owned Housing supervised setting during academic breaks.
- If residing in the College-Owned Housing supervised setting during the academic recess is not permitted, or if the youth prefers to reside in a non-foster care setting (such as with a friend or relative), the LDSS or VA may approve such setting as a Community-Site supervised setting in accordance with the standards for such settings. Longer academic recesses including winter and summer break are known in advance, and therefore should be planned for accordingly as Community-Site settings.
- If approving the setting in accordance with such Community-Site standards is not feasible (because the setting is short-term and/or not known in advance), and the authorized agency determines the setting is safe and appropriate, then the youth may voluntarily reside temporarily in such setting without it being classified as a supervised setting. While the youth is entitled to be in a foster care setting, this is a normative experience<sup>7</sup> that encourages the youth to remain in foster care and enrolled in the post-secondary educational institution. Therefore, the youth may be appropriately listed as absent from foster care. (see section V. below for more detail.) The determination that the temporary setting is safe and appropriate must be documented in the case record.

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<sup>7</sup> 15-OCFS-ADM-21; *Supporting Normative Experiences for Children, Youth, and Young Adults in Foster Care – Applying a Reasonable and Prudent Parenting Standard.*

- The authorized agency must accommodate a request by the youth to change placements to an appropriate foster care setting if circumstances change.

### 3. **Supervised Independent Living Programs (SILPS)**

SILP supervised settings are SILP units (1-4<sup>8</sup> bed units).

OCFS previously released [21-OCFS-INF-08](#) to inform LDSSs and VAs of the classification of SILPs as supervised settings as of September 29, 2021, and the continuation of Title IV-E funding for such placements. With the release of this ADM, SILPs must now adhere to specific SSP requirements as described below, as well as 18 NYCRR Part 449.

#### A. **SILP Application to OCFS**

The process for applying to OCFS for operation of a SILP has not changed. This ADM and 18 NYCRR Part 449 set forth the requirements for approval and operation of a SILP. LDSSs and VAs currently operating SILPs do not need to reapply for authorization to operate a SILP but should be aware of new regulatory requirements in 18 NYCRR Part 449 for certification of the SILP unit and service provision. OCFS previously released [08-OCFS-ADM-07](#) outlining the process for SILP operation, which is now canceled.

In accordance with regulations,<sup>9</sup> an application to OCFS seeking authorization to operate any SSP type must include the following:

1. A description of the need for the program and a list of the social services districts interested in using the program  
**Note:** it is no longer required to include letters of support from all districts that intend to use the program.
2. A description of the services that will be provided, including a plan setting forth how the services will be provided
3. The population to be served
4. Proposed staffing, including the proposed staff to youth ratio for the program and the procedures for obtaining background checks on prospective employees, volunteers, or consultants
5. A description of how settings will be located and approved
6. A certification that all supervised settings will be operated in compliance 18 NYCRR Part 449 (included on the attached *Agency Checklist for Supervised Setting Program Operation* [OCFS-5560])
7. Any other information required by OCFS

In addition, per this ADM, the following information must be included to obtain authorization to operate a SILP:

- The number of youth in care, between the ages of 16 and 21
- How the LDSS or VA will provide sufficient staff to youth ratios for adequate supervision

<sup>8</sup> A waiver pursuant to 18 NYCRR 449.7 is required to operate a SILP unit with a capacity of five.

<sup>9</sup> 18 NYCRR 449.2(b).

- An explanation of how staff are qualified to work with transition age youth in an independent living environment, including their experience and training regarding positive engagement with such youth

The *Agency Checklist for Supervised Setting Program Operation* (OCFS-5560) must be submitted with the application. OCFS may require additional information after review.

#### B. Certification of a SILP Unit

LDSSs and VAs must continue to certify SILP units in compliance with 18 NYCRR Part 449. The *Supervised Independent Living Program Fire Inspection Guidelines* (OCFS-5564) may be used for this purpose. This form has been updated to reflect regulatory modifications to certain physical facility requirements and is attached to this ADM.

#### C. SILP Youth Readiness and Approval

The LDSS or VA must evaluate the youth's readiness using the attached *Standardized Supervised Setting Readiness Assessment* (OCFS-5561). The RA is completed based on a fully engaged, in-depth and honest conversation with the youth regarding the youth's understanding and level of proficiency in each of the categories listed. It is necessary to fully discuss each component with the youth and to hear the youth's perspective on their own strengths and needs related to living in a SILP unit. Sufficient time must be reserved for this conversation. The LDSS or VA worker may take into consideration their experiences and history working with the youth.

A SILP includes a higher level of supervision and support than that of a Community-Site SSP. Therefore, a SILP may be an appropriate option for youth who do not have the readiness skills for a Community-Site supervised setting. LDSSs and VAs should work with youth in SILPs toward the readiness necessary to live in a Community-Site supervised setting.

Youth may be approved for a SILP while still needing to develop skills in certain areas. Whether or not the youth is approved, the LDSS or VA worker must discuss with the youth any areas of readiness in which they need improvement and should incorporate such information into the youth's Transition Plan. One or more independent living service(s) must be provided to address such areas. The independent living skill(s) should be added as a goal in the Outcomes and Activities section of the FASP. A copy of the completed RA must be provided to the youth and uploaded to CONNECTIONS

#### D. SILP Casework Contacts

Casework contact requirements have not changed. Casework contacts with the youth must be conducted in accordance with the requirements of 18 NYCRR 441.21. In addition, for youth placed in SILPS, LDSS or VA staff must visit and consult with each youth at least twice per week. At least one visit must be held outside of normal business hours. An increased number of visits are required, when necessary, to address the individual health and safety needs of youth residing in a SILP unit.

The LDSS or VA staff must take into consideration the routine, lifestyle, and preferences of the youth in determining when and how to conduct casework contacts that are not in-person. This may include communication that occurs outside of regular business hours and/or on social media platforms that the youth feels comfortable with. The method of non-in person casework contact must be discussed and agreed upon when a youth is approved for a SILP.

## **New SSP Forms**

### **Standardized Supervised Setting Readiness Assessment (OCFS-5561)**

The *Standardized Supervised Setting Readiness Assessment* (OCFS-5561), also referred to as RA, is an important tool to equip youth to critically evaluate and improve skills needed to live independently in a supervised setting. This form is not required for youth to reside in a College-Owned Housing supervised setting, however, can be used to identify needed services and support.

Every LDSS and VA approved to operate a Community-Site SSP or SILP must utilize this form to assess youth readiness, including if a youth moves from one supervised setting to another. The RA contains three sections:

#### 1. Financial

This section calculates the youth's income and expenses to determine whether the youth can afford the costs of living in the proposed SSP. Except for a SILP, the youth should have income necessary to pay for the cost of rent and living expenses that exceeds the funds provided by the authorized agency. For youth seeking to reside in a Community-Site supervised setting or SILP while attending a post-secondary educational institution, such income may include financial aid.

#### 2. Knowledge, Skills and Demonstrated Behavior

This section assesses the youth's ability to live independently based on a range of knowledge, skills, and behaviors. The worker must complete this section based on an in-depth conversation with the youth and on the worker's recent experiences with the youth.

This section will help inform whether the youth has the skills necessary to make payments directly to the housing provider (i.e., post-secondary educational institution, landlord, friend, kin or other individual). If so, the VA may make payments directly to the youth who will in turn pay the housing provider. If payments are made directly to the youth for this purpose, the RA must reflect that the youth has the maturity, responsibility, and financial literacy to make payments for their housing. LDSSs and VAs are encouraged to work with the youth toward readiness to make payments directly as this is a skill they will require when they leave foster care.

#### 3. Summary

Based on an assessment of all readiness indicators, the worker must select whether the youth is ready for a Community-Site SSP, a SILP, or if the youth is not ready for any SSP at this time and the basis for such determination. The worker must use their professional judgement and critical thinking to assess the youth's overall level of responsibility, maturity, and ability to live independently in the supervised setting.

There are certain areas indicated for which the youth must show a reasonable competence to be approved (additional skill development is not necessary). The youth must have a reasonable level of knowledge and skills in all other areas to be approved; however, they may be approved if such skills are still developing.

Any skills in need of development for the youth to be approved for an SSP, or to continue developing while residing in a supervised setting, should be incorporated into the Transition

Plan and as a goal in the Outcomes/Activities block of the FASP. Such areas must be addressed by providing one or more relevant independent living service(s), purchased, or provided directly.

*Community-Site Physical Safety Checklist (OCFS-5563)*

Every LDSS and VA approved to operate a Community-Site SSP must utilize this form to assess whether the setting meets the physical safety standards set forth in 18 NYCRR Part 449. The LDSS or VA must select whether, for each regulatory requirement, the setting meets that standard, does not meet that standard, whether a waiver will be requested, or whether maintenance is needed. A setting may be approved if not all physical requirements are met based on the approval of a waiver or if the issue will be corrected promptly (indicated by selection of the "maintenance needed" box). The youth may reside in the setting while the issue is being corrected if doing so does not pose a health or safety risk to the youth.

This form is to be completed annually and any time there is a change in the youth's placement to another Community-Site supervised setting.

The *Youth Housing Safety Checklist* (Pub. 5529) and the *Youth Housing Safety Tips* (Pub. 5530) must be given to any youth seeking approval or who has been approved for a Community-Site SSP and has not yet chosen a setting. The checklist will help them in their search for a setting that is likely to meet the standards for approval.

*Supervised Setting Approval and Placement Agreement (OCFS-5562)*

The *Supervised Setting Approval and Placement Agreement* (OCFS-5562) reflects the decision of the LDSS or VA to approve or disapprove the youth for the supervised setting based on the *Standardized Supervised Setting Readiness Assessment* (OCFS-5561) and *Community-Site Physical Safety Checklist* (OCFS-5563) (if required).

This form is not required for College-Owned Housing settings; however, it is required if a youth wishes to reside in a Community-Site setting or SILP while enrolling in a post-secondary educational institution. Every effort must be made to support a youth in a Community-Site or SILP if no College-Owned Housing setting is available that meets the youth's needs.

The *Supervised Setting Approval and Placement Agreement* (OCFS-5562) indicates the following:

- The type of setting
- The relationship of the person with whom the youth will reside
- Whether the youth agrees to keep the case planner/worker informed of changes in the living situation
- The youth's readiness and whether skills will be developed while the youth is residing in the setting, or whether skills must be developed for the youth to be approved for the setting
- The results of the physical inspection of the setting, if required, and whether any maintenance is needed
- Whether the youth is parenting, and if so, whether there is a plan for appropriate day care

#### **IV. Required Action**

LDSSs and VAs may apply to OCFS to operate one or more of the SSP types described above (Community-Site, College-Owned Housing, and/or SILP). Unlike the other QRTP exceptions,

application for SSPs will not be made through the New York State 29-I Voluntary Foster Care Agency (VFCA) Health Facilities Licensure portal (29-I portal). Rather, the application will be submitted to the appropriate OCFS regional office and must contain the informational elements described above. The *Agency Checklist for Supervised Setting Program Operation* (OCFS-5560) must be submitted with the application.

OCFS will indicate in its written approval which type(s) of SSP(s) the LDSS or VA is authorized to operate. Upon receiving a letter of approval from OCFS to operate an SSP, an LDSS or VA will have authority to approve or certify individual supervised settings in accordance with standards described in 18 NYCRR Part 449 and section III of this ADM. College-Owned Housing and Community-Site supervised settings are approved, while SILP units are certified.

**For ALL SSP types, LDSSs and VAs must**

- maintain and document required casework contacts as described in section III,
- provide services to youth residing in any supervised setting as required by 18 NYCRR 449.4(c),
- make diligent and ongoing efforts to establish an adult permanency resource and identify and engage kinship supports, and
- enter and maintain supervised setting information in CONNECTIONS (see section IV, below on Systems Implications).

**In addition, LDSSs and VAs must do the following:**

If operating a Community-Site SSP:

- Inform each youth interested in residing in a supervised setting of the following:
  - The youth is primarily responsible for finding their own setting (i.e., apartment, room rental), with guidance if requested.
  - The supervised setting must be physically inspected and approved before any commitments can be made.
  - If a particular setting is not approved, it means that the youth will need to find a more suitable supervised setting, with guidance if requested.
  - Casework contacts are still required as well as the nature and frequency of those contacts.
  - The youth is making a commitment to residing in the approved supervised setting and the potential disruptions that could occur with frequent moves.
- Provide the attached documents titled *Youth Housing Checklist* (Pub. 5529) and the *Youth Housing Safety Tips* (Pub. 5130) to any youth seeking approval or who has been approved for a Community-Site SSP who has not yet chosen a setting. The checklist will help them search for a setting that is likely to meet the standards for approval.
- With the youth, complete the *Standardized Supervised Setting Readiness Assessment* (OCFS-5561) or RA.
  - The RA must also be completed any time a youth moves from one Community-Site supervised setting to another.
  - Any skill development needed for the youth to be approved to reside in a supervised setting, or any continued skill development needed while residing in a supervised setting, must be addressed by providing one or more relevant independent living service(s) to the youth. Areas of readiness in need of development must be documented and should be included in the youth's Transition Plan and in the

Outcomes/Activities block of the FASP. All skills in need of development must be reviewed with the youth.

- If the youth is not approved, the LDSS or VA worker must explain to the youth the reasons why and establish a time to re-assess readiness.
- The RA must be uploaded into CONNECTIONS in the youth's case record and a copy provided to the youth.
- Complete the *Community-Site Physical Safety Checklist* (OCFS-5563) to determine whether the specific supervised setting is approved or disapproved.
  - Complete this checklist annually and any time there is a change in the youth's placement to another Community-Site supervised setting.
  - The checklist must be uploaded into CONNECTIONS in the youth's case record and a copy provided to the youth.
- Complete the *Supervised Setting Approval and Placement Agreement* (OCFS-5562).
  - This form must be uploaded into CONNECTIONS in the youth's case record and a copy provided to the youth.

**if operating a College-Owned Housing SSP:**

- Determine what services and supports the youth would benefit from while living in a College-Owned Housing supervised setting.
  - The RA, although not required, may be used for this purpose.
  - The LDSS or VA may not disapprove the youth to enroll in a post-secondary educational institution.
  - The youth may not be disapproved to reside in a College-Owned Housing supervised setting that meets their needs. If no such setting is available, every effort must be made to accommodate and support a youth in a Community-Site setting or SILP.
  - If the RA is used, it must be uploaded into CONNECTIONS in the youth's case record and a copy provided to the youth.

**If operating a SILP:**

- Complete the RA prior to approving a youth to reside in a SILP unit.
  - The RA must also be completed any time a youth moves from a SILP unit to another SILP unit.
  - Any skill development needed for the youth to be approved to reside in a SILP unit, or any continued skill development needed while residing in a SILP unit, must be addressed by providing one or more relevant independent living service. Areas of readiness must be documented and should be included in the youth's Transition Plan and in the Outcomes/Activities block of the FASP. All skill areas in need of development must be reviewed with the youth.
  - If the youth is not approved for the SILP, the LDSS or VA worker must explain to the youth the reasons why and establish a time to reassess readiness.
  - The RA must be uploaded into CONNECTIONS in the youth's case record and a copy provided to the youth.
- Certify each SILP unit in accordance with 18 NYCRR Part 449.
  - The *Supervised Independent Living Program Fire Inspection Guidelines* (OCFS-5564) may be used for this purpose.
  - Renew the certification of each SILP unit on an annual basis.

- Complete the *Supervised Setting Program Approval and Placement Agreement*.
  - This form must be uploaded into CONNECTIONS in the youth's case record and a copy provided to the youth.
- LDSSs and VAs must notify OCFS within 10 days of the certification of a newly established home or apartment as a supervised independent living unit, any changes to that unit (e.g., program name, program type, capacity, address), and the renewal of certification or closure of an existing supervised independent living unit. The attached *Notice of SILP Opening, Transfer, Recertification, and/or Closing* (OCFS-5565) may be used for this purpose.

## V. Systems Implications

State law authorizes LDSSs to operate an SSP and approve or certify supervised settings. However, CONNECTIONS, the Welfare Management System (WMS), the Benefits Issuance Control System (BICS), and the Automated Claiming System (ACS) cannot currently recognize supervised settings approved or certified by LDSSs. Therefore, while LDSSs may apply to OCFS for authorization to operate SSPs, there is no mechanism for payment and to reimburse LDSSs for such payments.

Youth may be coded as absent during academic recesses when the setting cannot be approved as a Community-Site (as described in section II.) The absence must be recorded on the youths CONNECTIONS Activity Track with an M950 – Begin Absence and a modifier B of SO – Vacation.

As authorized under SSL §398(10), LDSSs and VAs may make care and maintenance payments directly to the youth or to the housing provider (i.e., landlord, homeowner, post-secondary institution).

If an LDSS chooses to operate a supervised setting program, any payment made will be off-line and in accordance with the LDSS's internal process. Such payments are locally funded only and are not to be claimed. LDSSs are encouraged to contract with VAs for supervised settings.

For VA operated SSPs, LDSSs will use the Purchase of Service Code 61 to make payments to VAs.

New Vendor IDs will be system generated within CONNECTIONS for agencies to assign to their approved or certified supervised setting. Any existing SSP-SILP units or SSP-Community Sites will retain their current Vendor IDs.

For new supervised settings, authorized agencies should enter the setting into CONNECTIONS via an F/A Home search and create a Vendor ID as soon as possible to avoid any payment delays.

Authorized agencies are required to enter and maintain changes to individual supervised settings in CONNECTIONS. See the Family First Supervised Setting Program (SSP) Job Aid, which replaces the Supervised Independent Living Program (SILP) Job Aid (July 2020).

## VI. Fiscal Implications

After the authorized agency enters a new supervised setting into CONNECTIONS, the OCFS Rate Setting Unit will enter into CONNECTIONS the appropriate Rate Code for that supervised setting (authorized agencies cannot enter Rate Code information in CONNECTIONS). Once the OCFS Rate Setting Unit assigns a Rate Code to a supervised setting, the applicable rate will be transmitted to BICS to support payment and reimbursement activities for youth placed in such supervised settings.

OCFS will establish MSARs for all supervised settings. Such rates will continue to be “flat rates” that vary by upstate and downstate, program type, and facility size. Rate-related program types issued for SSPs, including SILP programs, are single, double, or triple occupancy. A four-bed mother/child and five-bed mother/child rate will continue to be established for SILP programs. (Note: A waiver pursuant to 18 NYCRR 449.7 is required to operate a SILP unit with a capacity of five.) The Community-Site and SILP Supervised Setting rate is designed to cover social services and case planning activities in addition to basic care and maintenance associated with the Supervised Setting, primarily food, clothing, shelter, and supplies. There are separate rates for College-Owned Housing settings. MSARs are available at the following OCFS internet site: <http://www.ocfs.state.ny.us/main/rates>.

## VII. Contacts

Any questions concerning this release should be directed to the appropriate regional office.

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[Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

Rochester Regional Office – Chris Bruno (585) 238-8192

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New York City Regional Office – Ronni Fuchs (212) 383-4873

[Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

Native American Services – Heather LaForme (716) 847-3123

[Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

Close to Home Oversight – Donte Blackwell (212) 383-7261

[Donte.Blackwell@ocfs.ny.gov](mailto:Donte.Blackwell@ocfs.ny.gov)

## VIII. Effective Date

This policy directive is effective immediately.

**/s/ Nina Aledort, Ph.D., MSW**

**Issued by:**

Name: Nina Aledort, Ph.D., MSW

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success

**/s/ Thomas R. Brooks, Esq.**

**Issued by:**

Name: Thomas R. Brooks, Esq.

Title: Deputy Commissioner

Division/Office: Office of Strategic Planning and Policy Development



# Office of Children and Family Services

Andrew M. Cuomo  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Commissioner

## Administrative Directive

<b>Transmittal:</b>	21-OCFS-ADM-04
<b>To:</b>	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
<b>Issuing Division/Office:</b>	Strategic Planning and Policy Development Child Welfare and Community Services
<b>Date:</b>	March 12, 2021
<b>Subject:</b>	<b>Qualified Residential Treatment Programs (QRTPs) and QRTP Exceptions in New York State</b>
<b>Suggested Distribution:</b>	Directors of Social Services Executive Directors of Voluntary Authorized Agencies Human Resource Directors
<b>Contact Person(s):</b>	See section VII.
<b>Attachments:</b>	Attachment A, OCFS-4992, <i>QRTP Application Attestation</i>

### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
<u>18-OCFS-ADM-18</u> , <u>17-OCFS-ADM-14</u> , <u>15-OCFS-ADM-22</u> , <u>15-OCFS-ADM-21</u> , <u>15-OCFS-ADM-20</u> , <u>12-OCFS-ADM-03</u> , <u>08-OCFS-ADM-07</u>		18 NYCRR 428 18 NYCRR 441	Family First Prevention Services Act (FFPSA) (P.L. 115-123) Article 29-I of the Public Health Law SSL 378-a SSL 424-a Title 1 of Article 6 of the SSL	<u>Article 29-I VFCA Health Facilities License Guidelines</u>	

- A QRTP Exception, which, in NYS, includes the following:
  - An approved setting specializing in providing prenatal, postpartum and/or parenting supports for youth
  - A setting providing high-quality residential care and supportive services to children and youth who have been found to be, or are at risk of becoming, sex trafficking victims
  - In the case of a youth who has attained 18 years of age, an approved supervised setting in which the youth is living independently, including but not limited to a supervised independent living program

### III. Program Implications

The NYS Office of Children and Family Services (OCFS) is utilizing the NYS 29-I Voluntary Foster Care Agency (VFCA) Health Facilities Licensure portal to standardize how VFCAs apply to become QRTPs or QRTP exceptions. Use of this portal will also allow documentation necessary for the proper oversight and monitoring of such programs to be readily accessible to OCFS. By standardizing FFPSA QRTP and QRTP Exception requirements within NYS, OCFS, in partnership with LDSSs and VFCAs, can establish a higher quality of care for children and youth involved in our child welfare system.

#### QRTP

A program seeking a QRTP certification must provide sufficient evidence that it meets the requirements described in the FFPSA and further defined by this ADM and any subsequent policy directives related to QRTPs. For programs seeking QRTP certification, each QRTP applicant must submit relevant written policies and procedures through the NYS 29-I VFCA Health Facilities Licensure portal (29-I portal).

VFCA management will review the resources and funding, including an approved Maximum State Aid Rate (MSAR) for any program for which the VFCA will submit for certification. New programs or programs with an MSAR deemed insufficient by VFCA management to operate the program must submit a budget-based rate request, to include a budget narrative and budget in the forms required by OCFS. A new MSAR or an increase to an existing MSAR must be approved by OCFS.

QRTP certification will be granted to individual congregate care programs that meet all requirements, as determined by an OCFS review of submitted application materials. Any change to the operation or certification of a program that affects the program's capacity to meet any of the FFPSA requirements must be reported to OCFS immediately.

#### QRTP Exceptions:

The three QRTP Exceptions: (1) Prenatal, Post-partum, Parenting (PPP), (2) EMPOWER programs (to serve youth who have experienced or are at-risk of sex trafficking), and (3) Supervised Settings qualify for long-term (more than 14 days) Title IV-E foster care maintenance payments. It is expected that after any program is determined to have met the requirements and has been issued either a PPP, EMPOWER, or Supervised Settings

Additional documentation may be required and would be submitted to the applicable OCFS regional office. Additional information will be forthcoming.

### **Supervised Settings**

Under FFPSA, a Supervised Setting is a residential placement of an older youth in foster care in the community to provide them with a transitional experience in which they may live independently. Supervised Settings QRTP Exceptions include, but are not limited to, the following: Supervised Independent Living Programs (SILPs); college housing, inclusive of dormitories on campus; shared housing with non-foster care youth in the community; and room rentals, including with a relative.

An OCFS policy, *Standards and Procedures for Approval of Supervised Independent Living Programs (08-OCFS-ADM-07)*, provides information on how to apply for the authority to operate a SILP (which will be under the Supervised Settings QRTP Exceptions), and is expected to continue to be the application process for any of the Supervised Settings QRTP Exceptions.

Additional information will be forthcoming, as OCFS must seek statutory changes to include all the above supervised settings as QRTP Exceptions that will meet the federal criteria for Title IV-E reimbursement.

## **IV. Required Action**

### **Applying for QRTP and QRTP Exception Certification**

A VFCA seeking QRTP or QRTP Exception certification for a program licensed to operate within NYS must apply through the 29-I portal.

The 29-I portal is the web-based application system VFCAs use to complete and submit a VFCA 29-I Health Facilities License Application. A VFCA must have an approved VFCA 29-I Health Facilities License Application in order to be authorized by the NYS Department of Health to provide limited health-related services and enable them to contract with and bill Medicaid Managed Care Plans. The process to apply for such authority is distinct and separate from the process to apply for QRTP or QRTP Exception certification. The application process for QRTP and QRTP Exception certification through the 29-I portal is intended to decrease the duplication of effort and offer a streamlined process for applicants. For more information about the VFCA 29-I Health Facilities License, please see the [Article 29-I VFCA Health Facilities License Guidelines](#).

A VFCA with a licensed program seeking QRTP or QRTP Exception certification that does not have access to the 29-I portal should contact [ocfs.sm.VFCA.29I.Health.Facility.License@ocfs.ny.gov](mailto:ocfs.sm.VFCA.29I.Health.Facility.License@ocfs.ny.gov). A VFCA experiencing any difficulty in accessing the 29-I portal should contact its associated OCFS regional office for further guidance.

To apply via the 29-I portal, a VFCA will indicate, by site/program location, if it is applying for QRTP or QRTP Exception certification.

**Required Application Item:** The VFCA must submit all policies and procedures related to the processing of criminal background and SCR checks for all congregate care program employees.

**3. The program must have a trauma-informed treatment model designed to address the needs of children with serious emotional or behavioral disorders.**

OCFS expects any prospective QRTP to meet both (sections **A** and **B** below) of the following nationally recognized standards, regardless of its specific trauma-informed care approach:

**A.** The Substance Abuse and Mental Health Services Administration's (SAMHSA) *Concept of Trauma and Guidance for a Trauma-Informed Approach*.<sup>4</sup>

SAMHSA has outlined a set of six core principles and 10 implementation domains that together offer a framework for implementing a trauma-informed approach.

**Key Core Principles of a Trauma-Informed Approach:**

**Safety:** Throughout the organization, staff and the people they serve, whether children or adults, feel physically and psychologically safe; the physical setting is safe and interpersonal interactions promote a sense of safety. Understanding safety as defined by those served is a high priority.

**Trustworthiness and Transparency:** Organizational operations and decisions are conducted with transparency with the goal of building and maintaining trust with clients and family members, among staff, and others involved in the organization

**Peer Support:** Peer support and mutual self-help are key vehicles for establishing safety and hope, building trust, enhancing collaboration, and utilizing their stories and lived experience to promote recovery and healing. The term "Peers" refers to individuals with lived experiences of trauma, or in the case of children this may be family members of children who have experienced traumatic events and are key caregivers in their recovery. Peers have also been referred to as "trauma survivors."

**Collaboration and Mutuality:** Importance is placed on partnering and the leveling of power differences between staff and clients and among organizational staff from clerical and housekeeping personnel, to professional staff to administrators, demonstrating that healing happens in relationships and in the meaningful sharing of power and decision-making. The organization recognizes that everyone has a role to play in a trauma-informed approach. As one expert stated: "one does not have to be a therapist to be therapeutic."

**Empowerment, Voice and Choice:** Throughout the organization and among the clients served, individuals' strengths and experiences are recognized and built upon. The organization fosters a belief in the primacy of the people served, in resilience, and in the ability of individuals, organizations, and communities to

<sup>4</sup> [https://ncsacw.samhsa.gov/userfiles/files/SAMHSA\\_Trauma.pdf](https://ncsacw.samhsa.gov/userfiles/files/SAMHSA_Trauma.pdf)

- “Emphasize continuity of care and collaboration across child-service systems.  
“Maintain an environment of care for staff that addresses, minimizes, and treats secondary traumatic stress, and that increases staff wellness.”

**Required Application Item:** The Article 29-I license requires VFCA's to have a trauma-informed care policy. If a VFCA previously submitted a trauma-informed care policy for an Article 29-I license and is now applying for QRTP certification, the policy should be reviewed by the VFCA for compliance with this ADM and any additional QRTP guidance and requirements. For purposes of meeting QRTP requirements, OCFS requires each program to describe, in writing, how its trauma-informed care approach impacts specific areas of the following four domains:

1. VFCA Leadership Role in Implementation and Sustainability of Trauma-Informed Care (TIC)
  - Describe how VFCA leadership is involved in implementing the VFCA's model of care.
  - Describe what measures or indicators are included in an organizational assessment that evaluates progress and ongoing status of implementation.
  - Describe how VFCA leadership gathers feedback on these measures or indicators from VFCA staff, children and youth, and other family members (i.e., surveys, interviews, confidentiality, anonymity), and how frequently feedback will be collected.
  - Describe efforts by VFCA leadership to sustain the VFCA's model of care.
  - Describe how VFCA leadership promotes cultural awareness and competency surrounding race, culture, gender and socioeconomic factors.
2. Description of Program and Model of Care
  - Summarize the VFCA's model of care in relation to the above SAMHSA core trauma-informed principles for each of the following areas:
    - Mission statement and program philosophy
    - Key components of daily programming:
      - goals of the program
      - admission criteria
      - staffing patterns, ratios, and supervision of children and youth
      - daily living schedule of activities
      - therapeutic recreation activities
      - supporting the voice and choice of children, youth and families
      - promoting and facilitating peer support
      - case and treatment services, provided to children, youth and families
      - discharge and aftercare planning conducted with children, youth and families
      - informing community providers about the trauma-informed model of care
      - collaborating with community providers around post-discharge services

If the VFCA congregate care program seeking QRTP certification does not have an active Article 29-I license and does not intend to apply for one, it must contact its associated OCFS regional office to coordinate the submission of materials that detail how this requirement is met.

**5. The program must facilitate and document family outreach, including siblings, and document how the family is integrated into the treatment process, including post-discharge.**

In NYS, any congregate care program working with families involved in the NYS child welfare system is required to involve the family and any identified family resources in the treatment process and make diligent efforts toward maintaining familial bonds to the extent that is safe and practicable. As it relates to a QRTP, the term “family” is to mean any relative, fictive kin, or other resources identified by the family, child, LDSS or service providers.

It is required that any ongoing efforts toward family engagement, outreach, maintaining familial bonds and support (e.g., sibling or grandparent visitation), and involvement in the treatment process and service planning be documented regularly in CONNECTIONS (CNNX) via the Family Assessment Service Plan and contemporaneous progress notes.<sup>6</sup>

**Required Application Item:** VFCAs with a program seeking QRTP certification must submit policies and procedures that describe how they facilitate family outreach and include all identified resource family members in the treatment process.

VFCAs and congregate care programs should always endeavor to

- conduct case activities with the needs of the children, youth and/or parent(s) in mind;
- elicit children, youth and/or parent(s)’ understanding and perspective on case circumstances;
- conduct case discussions with transparency, including Adoption and Safe Families Act (ASFA) time frames, permanency options and concurrent planning; and
- demonstrate active involvement of children, youth and family in case planning discussions.

**6. The program must provide discharge planning and family-based aftercare support for at least six months post-discharge from the QRTP.**

**A. Discharge Planning**

Discharge planning must begin on the first day of placement. The discharge plan must be created in conjunction with the child’s permanency team. The discharge plan must be developed with input from health care providers, mental health service providers, other service providers involved with the child, the parent/caretaker, identified kin or fictive kin resources and the child, when appropriate.

<sup>6</sup> 18 CRR-NY 428.3.

- list of local community resources that may benefit the family post-discharge (after-school programs, support groups, food banks, etc.); and/or
- well-being and positive youth development supports.
- Where appropriate,
  - list of names, addresses, and telephone numbers for probation or parole officers; and
  - list of vocational resources, including addresses and telephone numbers.

### **Juvenile Delinquency (JD) Placements:**

All JD youth should be discharged prior to the termination of their placement order with a conditional release plan for community supervision by the program and LDSS. All JD youth placed in a QRTP are required to have a discharge plan developed by their permanency team separate from the conditional release plan, though there may be overlap between the two plans.

#### **B. Family-Based Aftercare Support**

As described in the federal FFPSA, QRTPs are required to provide six months of family-based aftercare support. This aftercare support must be provided in any instance where a child/youth is discharged from a QRTP to a family-like setting, including a relative or foster home placement. Aftercare support is not required when a child/youth is transferred to another QRTP or congregate care setting.

Prior to a child/youth's discharge from a QRTP, the treatment team must identify a primary contact person responsible for engaging the child/youth and family to meet the minimum standard for contacts as outlined below. This may include a health home care manager, QRTP clinical staff (i.e., Article 29-I services), QRTP child care staff, preventive services staff, or any other appropriately trained employee of the VFCA. This individual is responsible for arranging and/or providing services as identified in the child/youth's discharge plan (e.g., counseling).

Prevention services may be utilized to meet the requirement for family-based aftercare support. The QRTP and LDSS must both agree to the use of prevention services as aftercare support prior to the child/youth's discharge from the QRTP, and such services must be provided for a period of at least six months post-discharge.

Ultimately, it is the responsibility of the QRTP to provide and/or arrange the services necessary to meet the identified discharge plan goals for the child/youth and family. This requires the QRTP to provide the services directly or through another service provider. If, at any time, a service provider that is not the QRTP is unable to serve a child/youth or family as part of the required aftercare support, the QRTP must provide the service directly or facilitate the arrangement of another service provider.

The requirement for a QRTP to provide six months of aftercare support does not require the QRTP to provide a duplicate service. In circumstances where a necessary service can be provided by the QRTP or another service provider, the

## V. Systems Implications

Updates and changes are being made to the 29-I portal to accommodate a streamlined application process for QRTPs and QRTP Exceptions. Further details and specific guidance regarding application via the 29-I portal is forthcoming.

Any changes made to CNNX or any other system that may affect QRTPs and/or QRTP Exceptions will be described in a subsequent OCFS publication.

## VI. Additional Information

QRTP or QRTP Exception requirements do not supersede, replace, or invalidate any previous policy directive or requirement as it relates to the care of a child/youth in a congregate care program.

Any congregate care program, including those designated as a QRTP, must demonstrate continued adherence to previously released policies, including, but not limited to:

[18-OCFS-ADM-18](#) - *Educational Stability and Transportation Requirements for Children in Foster Care*

[17-OCFS-ADM-14](#) - *Family Visiting Policy for Children in Foster Care*

[15-OCFS-ADM-22](#) - *Case Planning for Youth in Foster Care 14 Years of Age or Older*

[15-OCFS-ADM-21](#) - *Supporting Normative Experiences for Children, Youth, and Young Adults in Foster Care: Applying a Reasonable and Prudent Parent Standard*

[15-OCFS-ADM-20](#) - *Transition Planning with Youth for a Successful Discharge*

[12-OCFS-ADM-03](#) - *New Requirement Regarding Educational Stability of Foster Children*

## VII. Contacts

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Westchester Regional Office - Sheletha Chang (914) 801-3231  
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New York City Regional Office - Ronni Fuchs (212) 383-1788  
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## Office of Children and Family Services

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### Administrative Directive

<b>Transmittal:</b>	21-OCFS-ADM-17 ( <i>Revised</i> )
<b>To:</b>	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
<b>Issuing Division/Office:</b>	Office of Strategic Planning and Policy Development Division of Child Welfare and Community Services
<b>Date:</b>	October 25, 2022
<b>Subject:</b>	<b>Role and Responsibility of the Qualified Individual in New York State</b>
<b>Suggested Distribution:</b>	Directors of Social Services Legal Staff Finance Staff Child Welfare Supervisors Foster Care Supervisors CONNECTIONS Implementation Coordinators
<b>Contact Person(s):</b>	See section VI.
<b>Attachments:</b>	<u>Attachment A: LDSS Attestation – Qualified Individual Meets Established Criteria</u> <u>Attachment B: Qualified Individual Model Contract</u>

#### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
21-OCFS-ADM-04		14 NYCRR 823.6 18 NYCRR 428.2	42 USC §§672 & 675a; Social Services Law §§371(22) & 409-h; Part L of Chapter 56 of the Laws of 2021		

#### I. Purpose

This Administrative Directive (ADM) is revised to update the qualifications of a Qualified Individual (QI); specifically, the requirement that two years of experience working in child welfare need not be in the capacity of a professional clinician.

OCFS has developed a model contract (Attachment B) for use by all LDSSs, which elects to purchase QI services rather than provide such services directly. The model contract can be modified to cover additional details or to reflect in greater detail the specifications and terms under which payment will be made for services rendered.

### **III. Program Implications**

Effective September 29, 2021, a child placed in a QRTP must be assessed by a QI for appropriateness of placement in a QRTP, and if approved timely, Title IV-E funding may be available for eligible children. The QI's assessment will determine whether the child's needs can be met with family members, in a foster family home, and/or if the child's needs meet the criteria for a QRTP level of care. If the QI's assessment is not completed within 30 days after the placement of a child into a QRTP is made, the Title IV-E agency cannot claim Title IV-E foster care maintenance payment (FCMP) for the duration of the placement in the QRTP.

FFPSA enacted restrictions on Federal Financial Participation (FFP) for children in foster care placed in a federally defined Child Care Institution (CCI).<sup>2</sup> Title IV-E agencies (LDSS or OCFS with care and custody or custody and guardianship of the child) may claim Title IV-E for FCMP paid on behalf of an otherwise Title IV-E-eligible child placed in any CCI for up to two weeks. Title IV-E agencies may claim administrative costs for the duration of the child's placement in a CCI, regardless of whether the CCI is a specified setting.

After two weeks, Title IV-E FCMPs for a child placed in a CCI are only available if that CCI is one of the following specified settings:

- A QRTP, as defined in section 472(k)(4) of the Social Security Act (Act) and subject to additional requirements in section 475A(c) of the Act as described below
- A setting specializing in providing prenatal, postpartum, or parenting supports for youth
- In the case of a youth who has attained 18 years of age, a supervised setting in which the youth is living independently
- A setting providing high-quality residential care and supportive services to a child or youth who has been found to be, or is at risk of becoming, a victim of sex trafficking, in accordance with section 471(a)(9)(C) of the Act

### **IV. Required Action**

LDSSs are required to facilitate the role and function of the QI for FFPSA and corresponding NYS requirements that went into effect on September 29, 2021. LDSSs may elect to contract with individual(s) and/or agencies on the list established from the letter of interest (LOI) issued by OCFS or they may procure the services of the QI independently, including contracting with a voluntary authorized agency (VA) or employing the QI. LDSSs will need to attest, by signing the attestation form provided by OCFS (Attachment A), that individuals who are procured outside of the LOI meet the established criteria. The following is the QI criteria established by OCFS:

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<sup>2</sup> 42 USC §672.

- Indicate if the needs of the child can be met with family members or through placement in a foster family home.
  - Indicate whether a QRTP placement is appropriate or not.
- Develop a list of child-specific short-term and long-term mental and behavioral health goals
- Complete the assessment in collaboration with the LDSS (or OCFS, if the youth is in OCFS custody), QRTP, and family and permanency team to gather information to formulate the final determination
  - Family and permanency team means all appropriate biological family members, relative, and fictive kin of the child as well as professionals (as appropriate) who are a resource to the family of the child, such as teachers, medical or mental health providers who have treated the child, or clergy.
  - If the child is age 14 or older, the team must also include the members of the permanency planning team for the child that are selected by the child in accordance with the Title IV-E case planning requirements SSL section 409-h(1)(b).
- Provide recommendations in writing regarding whether the needs of the child can be met with family members and/or through placement in a foster family home
- If the QI determines that the child's needs cannot be met with family members and/or through placement in a foster family home, the QI must
  - document the reasons why the child's needs cannot be met by the parents/caregivers in the home, or with a relative or fictive kin caregiver in a foster home, or in a non-relative foster family home setting, and why such a placement is not the most effective and appropriate level of care for the child;
    - A shortage or lack of foster family homes ***may not*** constitute circumstances warranting a determination that the needs of the child cannot be met in a foster family home.
  - document which congregate residential setting would provide the most effective and appropriate level of care for the child in the least restrictive environment and be consistent with the short-term and long-term goals specified in the permanency plan;
  - document why the recommended placement in a QRTP is the setting that will provide the most effective and appropriate level of care for the child in the least restrictive environment;
  - document how that placement is consistent with the short-term and long-term mental and behavioral goals as specified in the permanency plan; and
  - provide written reports with recommendations within 30 days of the child's placement in the QRTP.
  - The following must also be documented by the LDSS in the child's case plan:
    - The reasonable and good faith effort to identify and include all the individuals on the child's family and permanency team
    - All contact information for members of the family and permanency team, as well as contact information for other family members and fictive kin who are not part of the family and permanency team

- there is not an alternative setting available that can meet the child's needs in a less restrictive environment; and
- continued placement in the QRTP is in the child's best interests.<sup>3</sup>

### **Title IV-E Reimbursement**

The following provides an overview of the various key decision-making points that pertain to Title IV-E reimbursement. This is based on a child otherwise being deemed Title IV-E eligible.

- Child is placed in a QRTP without a QI assessment:
  - If the assessment by the QI is not completed prior to placement or within 30 days after the placement in the QRTP, there will be no federal reimbursement for any portion of that placement in the QRTP for maintenance costs.
- Child is placed in a QRTP and an assessment is completed within 30 days of placement:
  - If the QI determines that placement in a QRTP is **not** appropriate, the LDSS may claim Title IV-E foster care maintenance payments from the date of placement in the QRTP up to 30 days after an assessment determination is completed. Please note that per the enacted NYS legislation, the child must remain in the QRTP until the 60-day court review and hearing has occurred.
  - If the QI determines that placement in a QRTP is appropriate, the LDSS may claim Title IV-E reimbursement from the date of placement in the QRTP until 60 days from the date of placement in the QRTP, pending outcome of the 60-day court review.
- 60-day court review is NOT completed within 60 days of placement:
  - If the QI determines that placement in the QRTP is appropriate and the judicial review is **not** completed within 60 days of the placement in the QRTP, the LDSS may only claim Title IV-E maintenance costs for the first 60 days of the placement.
- 60-day court review is completed within 60 days of placement:
  - If the QI determines that placement in the QRTP is **not** appropriate and the court orders that the child remain in that placement, the LDSS may **only** claim Title IV-E foster care maintenance payments up to 30 days after assessment determination was completed by the QI.
  - If the QI determines that placement in the QRTP is appropriate and the court approves the determination within the required 60-day time frame, the LDSS may continue to claim Title IV-E reimbursement, so long as the approval for long-term placement in the QRTP has been documented in the child's case record and the child otherwise satisfies other applicable Title IV-E eligibility requirements. Please note that if this approval is not documented in the child's case record, the LDSS may no longer claim Title IV-E reimbursement.

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<sup>3</sup> For Juvenile Delinquent cases, this finding is that continued placement in the QRTP serves the child's needs and best interests or the need for the protection of the community.

For PINS cases, this finding is that it would be contrary to the welfare of the child to be placed in a less restrictive setting and that continued placement in the QRTP is in the child's best interests.

**VII. Effective Date**

Information contained in this ADM and the model contract for the purchase of QI services becomes effective immediately upon release of this ADM.

**/s/ Lisa Gharthey Ogundimu, Esq.**

**Issued by:**

Name: Lisa Gharthey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

**/s/ Thomas R. Brooks, Esq.**

**Issued by:**

Name: Thomas R. Brooks, Esq.

Title: Deputy Commissioner

Division/Office: Office of Strategic Planning and Policy Development

## Business Case Flow for QRTP Referrals and QI Assessment

### Within 1 Business Day of Placement:

- Within 1 business day of the need for a 30-day assessment by a qualified individual (QI), the local department of social services (LDSS) with care and custody or custody and guardianship of the child will complete the *Local Department of Social Services Referral for Qualified Individual Assessment* form (OCFS-5570) and send via an email to the QI to commence the assessment. The referral will include:
  - Date child was placed in foster care
  - Child's name
  - Child's DOB
  - Where child is placed/located
  - Contact name/number for voluntary agency (VA)/foster boarding home (FBH) where child is placed
  - Contact name and number of LDSS caseworker assigned
  - Parent/caretaker contact information
- The LDSS will document the date the referral was sent to the QI in a progress note in CONNECTIONS (CNNX).
- Upon receipt of the referral, the QI will acknowledge receipt of referral and confirm the name of the QI who will be conducting the assessment.
- At the time of confirmation of the QI, the name of the QI and the date by which the assessment must be completed will be established and mutually agreed upon by the LDSS and QI and will be documented by the LDSS in a progress note in CNNX.
- QRTP will commence other required assessments within 30 days, including:
  - Physical and Dental
  - Behavioral Health Assessments (substance abuse, developmental, mental health)
  - Psychosocial Assessment
  - Educational Assessment

### Within 5 Days of Placement

- Within 5 days of the placement, the LDSS will provide the QI with any relevant documents that help to inform the QI's decision-making process. These documents may include but are not limited to: CNNX child welfare history, current mental/medical evaluations, school records, probation reports and progress notes.
- LDSS, in consultation with its legal department, will file a motion to the court to schedule 60-day court review

### Recommended timeframes for completion of 30-day assessment by QI:

#### Day 1 – 15

- The QI reviews the referral and documentation.
- In conjunction with the LDSS, the QI identifies the child's family and permanency team members.

## Business Case Flow for QRTP Referrals and QI Assessment

### Day 20 – 25

- In conjunction with the LDSS, the QI convenes the family and permanency team meeting BY DAY 23 at a time and place convenient for the family.
- By scheduled permanency planning meeting, the QI completes assessment and recommendations regarding the following:
  - Whether the needs of the child can be met with family members or through placement in a foster family home
  - If not, the reasons why the child's needs cannot be met by the family or a foster family home
  - Which placement type would provide the most effective and appropriate level of care for the child in the least restrictive environment and be consistent with the short-term and long-term goals specified in the permanency plan
  - If the recommended placement is a QRTP, why that setting will provide the most effective and appropriate level of care for the child in the least restrictive environment
  - How that placement is consistent with the short-term and long-term goals specified in the permanency plan
  - The child-specific short- and long-term mental and behavioral health goals for the child
- The QI updates CANS/CASII (if needed)
- If QI determines that a QRTP is an inappropriate setting for the child, the LDSS should proactively work with the QRTP within 30 days of the QI's decision to identify an appropriate setting. Please note, per SSL § 409-h the child must remain in the QRTP until the 60-day court review.

### Day 25-30

- The QI completes the *Qualified Individual Report* (OCFS-5571) and the *Qualified Individual Summary Assessment Report* (OCFS-5572).
- The QI submits the completed assessment tool (CANS or CASII), the *Qualified Individual Report* (OCFS-5571), the *Qualified Individual Summary Assessment Report* (OCFS-5572), and documentation to the LDSS.

### Day 30-35

- The QI (or their designee) submits documents (assessment, determination and documentation) to the court WITHIN 5 DAYS OF COMPLETION of the report by the QI.
  - Provides assessment, the *Qualified Individual Report* (OCFS-5571), the *Qualified Individual Summary Assessment Report* (OCFS-5572), determination and documentation to parents, attorneys for child, and attorneys for parents
  - Provides the *Qualified Individual Summary Assessment Report* (OCFS-5572), with confidential information redacted, to the LDSS or OCFS with care and custody or custody and guardianship of the child, as applicable, and to the parties to the proceeding



**Office of Children and Family Services**

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.  
Commissioner

**Administrative Directive**

<b>Transmittal:</b>	25-OCFS-ADM-01
<b>To:</b>	Local Departments of Social Services Commissioners
<b>Issuing Division/Office:</b>	Division of Administration
<b>Date:</b>	January 13, 2025
<b>Subject:</b>	<b>Per Diem Chargeback Rates for OCFS-Operated Facilities and Programs – Calendar Year 2023 Final Rates</b>
<b>Suggested Distribution:</b>	Services Directors Accounting Supervisors
<b>Contact Person(s):</b>	See VI.
<b>Attachments:</b>	Final Calendar Year 2023 – Executive Law Section 529 Per Diem Rates

**Filing References**

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
24-OCFS-ADM-03			Section 529 of Executive Law; Chapters 50 and 53 of the Laws of 2024		

**I. Purpose**

The purpose of this Administrative Directive (ADM) is to publish the final chargeback rates in effect for calendar year (CY) 2023 for care provided to youth placed in facilities and programs operated by the New York State Office of Children and Family Services (OCFS).

All OCFS chargeback rates for CY 2023 obligations are based on final CY 2023 rates for youth in OCFS-operated facilities and programs.

**II. Background**

Executive Law section 529 requires OCFS to charge local departments of social services (LDSSs) 50% of the non-federal share of the cost of care for LDSS youth placed in OCFS facilities. Beginning in 2015 and continuing in each successive year, the New York State operations budget has limited the total amount of local share for OCFS facility costs to \$55 million for services provided in a calendar year. This initiative continues to provide significant fiscal relief to LDSSs.

Chargeback rates for OCFS-operated facilities and programs are determined by the OCFS Bureau of Budget Management (BBM). The rates support care provided to youth in residential programs directly operated by OCFS as well as case management and supervision services provided to youth placed in other OCFS programs. When the rates are determined for each level of care, OCFS issues statements of obligations to LDSSs for care provided to youth during each quarter of the CY. Statements of obligations are based on the applicable rates and care days applied to each youth for which the LDSS is responsible.

Upon the distribution of statements of obligations by OCFS, LDSSs obligations will be recouped by the state as a bottom-line adjustment on the monthly notice of claim settlement.

### **III. Program Implications**

Final rates for CY 2023, as specified in this ADM, have been approved in accordance with section 529 of the Executive Law. These rates will be used as the basis for all obligations for the cost of care for youth placed with OCFS during CY 2023.

### **IV. Payment System**

LDSSs will be notified of the CY 2023 final rates in quarterly statements of obligations for CY 2023. Payments to fulfill each LDSS's CY 2023 obligation will be processed by the Child Welfare Services Settlement System.

### **V. Systems Implications**

The Juvenile Justice Information System allows for the electronic distribution of the chargeback rate obligation statements. If an LDSS wants to make a change in the distribution list, a request must be submitted to [ocfs.sm.bfo.finance@ocfs.ny.gov](mailto:ocfs.sm.bfo.finance@ocfs.ny.gov). Upon request, a copy of the E-bill form will be sent to allow entry of required information for obtaining a new user and LDSS Information Technology clearance.

### **VI. Contacts**

Questions about billing rates, placement data for youths billed, or statements of obligations issues should be directed as follows:

For OCFS rate-setting questions, please call Edward Tang at 518-474-9737 or email [Edward.Tang@ocfs.ny.gov](mailto:Edward.Tang@ocfs.ny.gov).

For placement-related questions about specific youth, please call Kathleen Griffin at 518-474-1831 or email [Kathleen.Griffin@ocfs.ny.gov](mailto:Kathleen.Griffin@ocfs.ny.gov).

### **VII. Effective Date**

This directive is effective as of the date of issuance.

***/s/ Jill Dunkel***

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**Issued by:**

Name: Jill Dunkel

Title: Associate Commissioner for Administration

Division/Office: Division of Administration

**Attachment****Final Calendar Year 2023 – Executive Law Section 529 Per Diem Rates**

<b>Program</b>	<b>Uncapped Per Diem Rates</b>	<b>Capped Per Diem Rates</b>	<b>State Share</b>	<b>County Share</b>
Secure Residential Services	\$ 1,057.96	\$ 814.52	\$ 650.70	\$ 407.26
Limited Secure Residential Services	\$ 1,692.42	\$ 1,303.04	\$ 1,040.90	\$ 651.52
Non-Community Based Residential Services	\$ 2,641.66	\$ 2,035.16	\$ 1,624.08	\$ 1,017.58



**Office of Children  
and Family Services**

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.  
Commissioner

**Administrative Directive**

<b>Transmittal:</b>	25-OCFS-ADM-10
<b>To:</b>	Local Department of Social Services Commissioners Authorized Voluntary Agencies Executive Directors
<b>Issuing Division/Office:</b>	Division of Administration
<b>Date:</b>	August 13, 2025
<b>Subject:</b>	<b>Maximum State Aid Rates for Foster Care Programs and In-State Committee on Special Education Placements – Effective July 1, 2025, Through June 30, 2026</b>
<b>Suggested Distribution:</b>	Services Directors Accounting Supervisors
<b>Contact Person(s):</b>	Karen M. Williams: (518) 486-3748 or <a href="mailto:karen.williams2@ocfs.ny.gov">karen.williams2@ocfs.ny.gov</a>
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>A <i>MSARs for Foster Boarding Home Payments and Adoption Subsidies</i></li> <li>B <i>MSARs for Supervised Setting Programs</i></li> <li>C <i>MSARs for Voluntary Foster Care Agencies</i></li> <li>D <i>In-State CSE Maintenance Rates for SED-Approved Residential Programs Licensed by OCFS</i></li> <li>E <i>In-State CSE Maintenance Rates for SED-Approved Residential Programs Licensed by Other New York State Agencies</i></li> <li>F <i>Maximum State Aid Rates (MSAR) for Foster Care Programs FAQ for Rate Year 2025-26</i></li> </ul>
<b>Attachments Available Online:</b>	Rate Charts are available on the Rate Information page of the OCFS website at the address below, and are updated as needed: <a href="https://ocfs.ny.gov/main/rates">https://ocfs.ny.gov/main/rates</a>

**Filing References**

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
24-OCFS-ADM-11		18 NYCRR Part 427	SSL-398-a EL 4402 EL 4405	Standards of Payment for Foster Care of Children Program Manual	05-OCFS-LCM-18

**I. Purpose**

The purpose of this Administrative Directive (ADM) is to issue the maximum state aid rates (MSARs) for foster care programs and in-state committee on special education (CSE) maintenance rates for State Education Department (SED)-approved residential schools, effective July 1, 2025, through June 30, 2026.

Please note that all published MSARs and CSE maintenance rates remain in effect for payment and reimbursement until modified or deleted by the New York State Office of Children and Family Services (OCFS). Information issued in the annual ADM supersedes all previous guidance documents on MSARs for foster care programs and CSE maintenance rates except for the *Standards of Payment for Foster Care of Children Program Manual*.

Attachment F contains some frequently asked questions regarding MSARs.

## II. Background

MSARs define the reimbursement limits for local departments of social services (LDSSs) in negotiating contracts with authorized foster care providers, pursuant to §398-a of the Social Services Law (SSL) and Title 18 of New York State Codes, Rules and Regulations (NYCRR) Part 427. Pursuant to §398-a (2-a) of the SSL, LDSSs are required to pay no less than 100% of each OCFS-established congregate care rate as well as each administrative/services rate for a therapeutic, special needs, and emergency foster home program.

Chapter 56 of the Laws of 2022 amended §398-a of the SSL by adding subdivision 2-c. Pursuant to the amendment, effective July 1, 2023, LDSSs are required to pay 100% of the OCFS-established MSAR for children in regular, therapeutic, special needs, and emergency foster boarding homes.

CSE maintenance rates, as published by OCFS, must be paid for children placed by local school districts in SED-approved residential schools, pursuant to sections 4402 and 4405 of the Education Law.

## III. Program Implications

A. **MSARs and In-State CSE Maintenance Rates:** The following information applies to all MSARs and in-state CSE maintenance rates, effective July 1, 2025:

1. **MSARs for Group Care Programs:** The following aggregate growth factors were used in the calculation of the group care MSARs:
  - a. **Personal Service (PS):** The calculation of trended costs includes two-year growth factors of 6.1% and the state fiscal year (SFY) 2025-26 Legislative cost-of-living adjustment (TII) of 2.6%.
  - b. **Non-Personal Service (NPS):** The calculation of trended costs includes two-year growth factors of 7.5% and the SFY 2025-26 Legislative TII of 2.6%.
2. **In-State CSE Maintenance Rates:** The in-state CSE maintenance rates for Special Act School Districts and on-campus schools affiliated with Article 81 institutions are comprised of the MSAR effective July 1, 2025, for the institution program, plus the 2025-26 Article 29-I CORE Per Diem Rate established by the New York State Department of Health (DOH). The LDSS where the child is a legal resident is responsible for the 10-month CSE maintenance payment in the first instance. Changes in the Education Law and SSL were brought about by the passage of Chapter 62 of the Laws of 2003. Pursuant to the 2003 amendments, the local school district placing the child will be responsible for the 10-month CSE tuition payment and a portion of the 10-month

CSE maintenance payment. The LDSS is not responsible for either the maintenance or tuition payments for CSE summer school placements.

OCFS policy releases 03-OCFS-LCM-22 and 04-OCFS-ADM-13 specified information regarding the procedures for implementing these statutory amendments.

CSE maintenance rates for children placed by local school districts are not negotiable and must be paid as published.

- a. For a child placed by a CSE into a privately operated residential school or Special Act School District:
  - State share is 0.00%.
  - Local share is 43.152%.
  - The portion chargeable to the child's school district of residence for the 10-month CSE maintenance payment is 56.848%.
  
- b. For a child admitted to a state-operated school for the deaf and blind, not placed by a CSE:
  - State share is 0.00%.
  - Local share is 50.00%.
  - The portion chargeable to the child's school district of residence for the 10-month CSE maintenance payment is 50.00%.

3. **Program Classification Reviews:** Agencies seeking a change in the program classification of a congregate care program should contact OCFS using the contact information listed in this ADM.

4. **Capital Projects for Congregate Care Facilities Operated by Voluntary Authorized Agencies (VAs):** OCFS is continuing its capital rates policies, which would allow OCFS to include in the MSAR an add-on rate to specifically fund an approved capital project for a VA. Two funding mechanisms are potentially available to support these policies:

The Dormitory Authority of the State of New York (DASNY) funding mechanism was authorized under Chapter 472 of the Laws of 2004 to finance capital projects in residential institutions operated by private agencies for which OCFS establishes a maintenance rate. To implement Chapter 472, OCFS issued 05-OCFS-LCM-18, which specified the details of that mechanism and allowed for the submission of applications.

- a. Regarding approved DASNY-financed projects, the LDSS is required to pay the add-on rate as part of the MSAR payment for each child placed in a program that has a DASNY add-on rate and state reimbursement is available, net of any available federal funding, for those costs that exceed the LDSS's foster care block grant allocation. State share is 46.06% and local share is 53.94%. This additional reimbursement is made available to each LDSS for eligible payments at the end of each SFY through the local district settlement process.

- b. The Property Parameter Waiver (PPW) funding mechanism was also implemented in 05-OCFS-LCM-18 to support the same objectives as the DASNY mechanism within the context of existing funding formulas for foster care or CSE maintenance. For PPW proposals, applications may be submitted to OCFS for review.

The instructions for capital project applications are available at <https://ocfs.ny.gov/main/rates> in a section titled "Capital Project Applications for Congregate Care Facilities Operated by Voluntary Agencies."

- 5. **Group Care Administration Parameter Funding:** OCFS is continuing its policy to fully fund the administration parameter for group care settings. The federal Family First Prevention Services Act (FFPSA) of 2018 requires that VAs providing care and maintenance of children placed in group settings must be accredited by a federally recognized agency to be eligible for reimbursement of federal Title IV-E funds. In addition, VAs are required to obtain background checks for all staff working in group settings, including maintenance and administrative staff. This revision to the administrative parameter is intended to assist with these additional costs. The administrative parameter ratios under this policy do not change and remain at 21% of direct care as well as most property costs for programs up to 25 beds and 17% for programs with 26 or more beds.

**B. MSARs for Foster Boarding Home (FBH) Programs:** The following is applicable to all rates associated with FBH programs, effective July 1, 2025:

- 1. **Administrative/Services Rates for the Voluntary Agencies:** The following aggregate growth factors were used in the MSAR calculation of the FBH programs:
  - a. **Personal Service (PS):** The calculation of the trended costs includes two-year growth factors of 6.1% and the SFY 2025-26 Legislative TII of 2.6%.
  - b. **Non-Personal Service (NPS):** The calculation of trended costs includes two-year growth factors of 6.8% and the SFY 2025-26 Legislative TII of 2.6%.
- 2. **Property Cost Transfer Policy:** OCFS is continuing its policy of supporting an offset of a foster boarding home's program property overage with available growth that is not being used in the program's administrative cost center. The offset is calculated by the web-based Statewide Standards of Payment (SSOP) application, which means that the MSAR reflects the application of the available administrative growth to the offset of property expenditures.
- 3. **Payments to Foster Parents:** OCFS policies effective July 1, 2025, regarding MSARs for "pass-through" payments for the foster parent components of the FBH program (including adoption subsidy payments) are as follows:
  - a. **Care and Maintenance Payments to Foster or Adoptive Parents and KinGAP Guardians:** A growth factor of 3.2% was applied to the MSARs for board and care payments to foster or adoptive parents and kinship guardians effective July 1, 2025, through June 30, 2026.

- b. **Payments to Foster Parents for Emergency Payments:** The MSAR for this type of payment continues to be calculated at 200% of the currently effective MSAR for a non-special or non-exceptional child (i.e., 200% of the care and maintenance payment rate that would apply to the child according to age).
  - c. **AIDS Per Diem Add-On:** The \$15 AIDS per diem add-on continues to be effective July 1, 2025, for children with HIV/AIDS placed in regular FBH programs. Please note: the AIDS per diem add-on is specifically for regular FBH programs only and should not be charged for emergency, special medical or therapeutic FBH program care days. The treatment of the \$15 per diem revenue for rate-setting purposes is as follows: revenue from the \$15 AIDS per diem add-on was subtracted from the allowable direct care costs for each FBH program, and the adjusted costs were compared with the direct care parameter to determine the rate base.
  - d. **Finder's Fee for Recruiting New Foster Homes:** OCFS is continuing the policy of allowing LDSSs to pay a voluntary finder's fee of up to \$200 to existing foster parents who recruit new foster parents. For detailed information regarding how to apply this policy, please refer to Chapter 8, Section G, in the *Standards of Payment for Foster Care Children Program Manual* at <https://ocfs.ny.gov/main/rates/assets/docs/SOP-Program-Manual.pdf>.
4. **Rate Stabilization:** OCFS is continuing its rate stabilization policy for programs for which it is the first rate year using historical program expenses. There is a 10% margin of rate variance. This means that the first cost-based rate for a program switching from a budget-based rate may not increase or decrease more than 10% when compared to the prior year's budget-based rate. Rate stabilization requests are NOT allowed for programs not meeting this definition.
  5. **Supervised Setting Programs:** There is a 3.2% one-year growth factor and the 2.6% TII for single occupancy, double occupancy, triple occupancy, four- and five-bed mother/child Supervised Independent Living Programs and college dorm rates, effective July 1, 2025, through June 30, 2026.
  6. **CSE Maintenance Rates for Out-of-State Schools:** Annually, OCFS issues out-of-state CSE maintenance rates for LDSSs based on rate information approved by other states and approved by SED. CSE maintenance rates issued by OCFS must be used by LDSSs as the basis for making CSE maintenance payments for children approved by SED for placement in out-of-state private residential schools. Issuance of and payment responsibilities for these rates are governed by section 4405 of the Education Law. These rates are not negotiable and must be paid as published. A separate ADM is issued by OCFS for out-of-state CSE maintenance rates.

#### IV. Required Action

The rates noted in the attachment accompanying this ADM must be paid by the LDSSs as directed by this ADM for the period July 1, 2025, through June 30, 2026.

The purpose of issuing MSARs is to specify the OCFS-approved maximum reimbursement program rates for federal and state-claiming purposes as well as to provide guidance to LDSSs in their contract negotiations with providers of foster care. MSAR payment requirements, pursuant to §398-a (2-a) of the SSL, prohibit LDSSs from paying less than the MSAR per diem established by OCFS for each MSAR published by OCFS.

**V. System Implications**

Existing procedures for processing MSAR payments and reimbursing claims will continue to be applicable.

**VI. Rate Consultations/Rate Adjustments**

When an LDSS agrees to contract for a rate that is greater than the published MSAR, due to a program intensification, OCFS may be able to assist the LDSS and/or the VA in developing a request to increase the MSAR.

OCFS regulation 18 NYCRR 427.9 allows the LDSS and/or the voluntary foster care agency to request a rate consultation regarding a promulgated MSAR as follows:

- A. **An LDSS requesting a rate consultation** must submit the request in writing. All such requests must be received by OCFS within 30 days of the date a rate is issued (as specified in 18 NYCRR 427.9 and in Chapter 9 of the *Standards of Payment for Foster Care Children Program Manual*). The LDSS must send requests for a rate consultation to:

Karen M. Williams, Principal Accountant  
 Bureau of Budget Management  
 New York State Office of Children and Family Services  
 52 Washington Street, Room 314 S  
 Rensselaer, NY 12144

- B. **A Voluntary Agency (VA) requesting a rate consultation** must use the web-based SSOP application to submit the rate consultation electronically. Pursuant to OCFS regulations, such requests must be received electronically within 30 days of the date a rate is issued.

**VII. Effective Date**

This directive is effective as of July 1, 2025.

***/s/ Jill Dunkel***  
 \_\_\_\_\_  
**Issued by:**  
 Name: Jill Dunkel  
 Title: Deputy Commissioner  
 Division/Office: Division of Administration

**Attachment A**

**Maximum State Aid Rates for Foster Boarding Home Payments and Adoption Subsidies  
2025-26 Rate Year (July 1, 2025, through June 30, 2026)**

**Maximum State Aid Rates for Payments to Foster Parents and for Adoption Subsidies**

	Age 0 – 5		Age 6 – 11		Age 12 and Over	
	Monthly Amount	Per Diem	Monthly Amount	Per Diem	Monthly Amount	Per Diem
Metro *	1,166.47	38.35	1,374.54	45.19	1,395.45	45.88
Upstate	1,014.81	33.36	1,208.95	39.75	1,221.89	40.17

	Monthly Amount	Per Diem
Special Children	2,189.58	71.99
Exceptional Children	3,318.88	109.11
Extraordinary Children	4,038.00	132.76

**Maximum State Aid Rates for Payments to Foster Parents for Emergency Placements**

Maximum State Aid Rate is 200% of the MSAR for a Non-Special or Non-Exceptional Child.

\* Metro includes the following LDSSs: New York City, Nassau, Rockland, Suffolk, and Westchester counties.

**Attachment B**

**Maximum State Aid Rates for Supervised Setting Programs (SSPs)  
2025-26 Rate Year (July 1, 2025, through June 30, 2026)**

**Community Setting Placements and Single Occupancy MSARs**

	Per Diem
Downstate *	\$168.81**
Upstate	\$139.88**

**Double Occupancy MSARs**

	Per Diem
Downstate *	\$166.64**
Upstate	\$139.07**

**Triple Occupancy MSARs**

	Per Diem
Downstate *	\$153.21**
Upstate	\$129.75**

**Four-Bed Mother/Child MSARs**

	Per Diem
Downstate *	\$139.03**
Upstate	\$118.83**

**Five-Bed Mother/Child MSARs**

	Per Diem
Downstate *	\$133.47**
Upstate	\$114.71**

**College Dorm Setting**

	Per Diem
Downstate *	\$72.19**
Upstate	\$45.67**

\* Downstate includes the following LDSSs: New York City, Nassau, Orange, Putnam, Rockland, Suffolk, and Westchester counties.

\*\* Maximum state aid rates are calculated at 75% utilization.

**Attachment C**

**Maximum State Aid Rates for Voluntary Foster Care Agencies  
2025-26 Rate Year (July 1, 2025, through June 30, 2026)**

Rate charts are available on the Rate Information page of the OCFS website, at the address below, and are updated as needed.

**<https://ocfs.ny.gov/main/rates/>**

**Attachment D**

**In-State CSE Maintenance Rates for SED-Approved Residential Programs Licensed by OCFS  
2025-26 Rate Year (July 1, 2025, through June 30, 2026)**

Rate charts are available on the Rate Information page of the OCFS website, at the address below, and are updated as needed.

<https://ocfs.ny.gov/main/rates/>

**Attachment E**

**In-State CSE Maintenance Rates for SED-Approved Residential Programs Licensed  
by Other New York State Agencies  
2025-26 Rate Year (July 1, 2025, through June 30, 2026)**

Rate charts are available on the Rate Information page of the OCFS website, at the address below, and are updated as needed.

**<https://ocfs.ny.gov/main/rates/>**

## Attachment F

### Maximum State Aid Rates (MSAR) for Foster Care Programs FAQ for Rate Year 2025-26

**Q: Why is there no published rate for my agency for the 2025-26 Rate Year?**

A: Agencies that do not submit their financial data in the web-based Statewide Standards of Payment (SSOP) application do not receive a published rate. By default, those agencies will be paid at the previous year's rate.

**Q: Can I review my rates before they are published?**

A: Once the MSAR methodology is approved by the New York State Division of Budget (DOB), the MSARs are then made available to the providers for their review. Providers have 10 days to review the MSAR prior to the rates being published to the Benefits Issuance Control System (BICS) payment system. This is a courtesy review to identify errors in data entry, calculation, etc., before the rates are entered into BICS. It is a longstanding agency practice not dictated by regulation. The rates are posted to the payment system (BICS) after the 10-day review period if no discrepancies are identified.

**Q: After the rates are published, what is the process to “contest” the published rate?**

A: The process to contest the published rate is through a rate consultation, which is governed by 18 NYCRR 427.9, and allows the LDSS and/or the voluntary foster care agency (VA) to request a rate consultation regarding a promulgated MSAR as follows:

1. **An LDSS requesting a rate consultation** must submit the request in writing. All such requests must be received by OCFS within 30 days of the date a rate is issued (as specified in 18 NYCRR 427.9 and in Chapter 9 of the *Standards of Payment for Foster Care Children Program Manual*). The LDSS must send requests for a rate consultation to:

Karen M. Williams, Principal Accountant  
Bureau of Budget Management  
New York State Office of Children and Family Services  
52 Washington Street, Room 314 S  
Rensselaer, NY 12144

2. **A VA requesting a rate consultation** must use the web-based SSOP application to submit the rate consultation electronically. Pursuant to OCFS regulations, such requests must be received electronically within 30 days of the date a rate is issued. The submission in SSOP must specify that a rate consultation is being requested.

**Q: How are rate adjustments determined?**

A: Rate adjustments can be determined in a few ways, depending on the program, the justification for the request, the timeliness of the request, and the type of adjustment requested. Please see the below information numbered 1-4 for more details regarding rate adjustments.

1. The rate consultation process may result in a rate adjustment if any of the following parameters are met: identified errors in reporting, identified errors in the calculation, and program change supported by LDSSs.
2. Rate Intensification: This occurs when an agency identifies a need to intensify program costs. Some examples of items that have been approved for program intensification are:
  - The hiring of additional direct care staff such as child care and social workers.

- Increasing the salaries of direct care staff when their salaries are substantially below the model budget salary standards.
- Funding the cost of property renovations and repairs needed to correct situations that are potentially dangerous to the health and safety of the children in care.

An agency may implement the program intensification without requesting a rate intensification. If eligible MSAR costs increase, those reported costs may impact future MSARs based on the reporting year of those actual costs. No additional steps are necessary, in this case, since the agency is willing to incur the cost for the intensified program without a change to its current MSAR.

An agency may request a rate intensification in advance of incurring the additional costs. This requires the agency to initiate the rate intensification process.

- The agency reaches out to all contracted counties for the specific program.
  - Counties representing 80% or more of the existing census must agree that they are willing to pay for the rate intensification in the current rate year for the request to be granted.
  - The agency speaks with the OCFS Rate Setting Unit and submits the request.
    - Submission includes letters from counties representing 80% of the census, stating that they will support the rate intensification in advance.
    - The agency submits budget estimates that are used to calculate the new rate.
    - Once a new rate is established, it is published statewide and updated in BICS.
3. Rate Stabilization: OCFS is continuing its rate stabilization policy for all programs for which it is the first year using historical program expenses. There is a 10% margin of rate variance. This means that the first cost-based rate for a program switching from a budget-based rate may not increase or decrease more than 10% when compared to the prior year's budget-based rate.

Rate stabilization requests are NOT allowed for programs not meeting this definition.

4. LDSS–Agency Negotiated Rate: Agencies may negotiate rates above the MSAR through individual county contracts. This is an agency and county-specific agreement, which must be documented in the individual county/agency contract. This rate adjustment only applies to the rate negotiated between the agency and the LDSS. This does not adjust the published statewide rate for the program.

**Q: If a program disagrees with the methodology but not the data used in the methodology, what is the program's basis for consultation/rate reviews?**

A: The approved rate setting methodology is not appealable.

**Q: Why isn't the targeted inflationary increase (formerly COLA) added to the base rate each year?**

A: The targeted inflationary increase (formerly COLA) **IS** added to the base rate each year as part of the MSAR methodology. This information is detailed in the agency's MSAR calculation sheet for each program. The targeted inflationary increase (formerly COLA) is displayed at the end of the rate calculation sheet under "MSAR Add-ons" Human Services COLA.

**Q: Are other costs (including child care, social services, child support and food, miscellaneous direct care, fixed property, variable maintenance, utilities, and administration) within the rate methodology adjusted in alignment with the Consumer Price Index (CPI)?**

A: Yes



***RESOLUTION REQUEST FORM NO. 10***

***Request for Transfer of Funds***

**TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**DEPARTMENT NAME:** Social Services

**SIGNED:**

**DATE:** 10/06/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 110	Salaries - Regular	A.6010 120	Salaries- Overtime	\$20,000

**Please state reason for transfers requested:** 2025 budget - to cover costs through year end.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund A - General</b>									
Department <b>6010 - Social Services</b>									
EXPENSE									
120	Salaries - Overtime	75,000.00	.00	75,000.00	7,126.36	.00	66,502.21	8,497.79	89
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$7,126.36	\$0.00	\$66,502.21	\$8,497.79	89%
	Department <b>6010 - Social Services</b> Totals	(\$75,000.00)	\$0.00	(\$75,000.00)	(\$7,126.36)	\$0.00	(\$66,502.21)	(\$8,497.79)	89%
	Fund <b>A - General</b> Totals	\$75,000.00	\$0.00	\$75,000.00	\$7,126.36	\$0.00	\$66,502.21	\$8,497.79	
	Grand Totals	\$75,000.00	\$0.00	\$75,000.00	\$7,126.36	\$0.00	\$66,502.21	\$8,497.79	

**ATTACHMENT #5**

**BUDGET ANALYSIS**

**REVENUE AND EXPENDITURES FOR SEPTEMBER 2025**

FUND(S): A

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

<b>EXPENSES</b>	<b>2025 BUDGET</b>	<b>SEP 2025 EXP</b>	<b>SEP 24 EXP</b>	<b>2025 YTD</b>	<b>2024 Prior Year Totals</b>
110 Salaries - Regular	\$9,937,549.00	\$705,462.28	\$666,828.20	\$6,729,796.46	\$6,283,139.40
120 Salaries - Overtime	\$130,000.00	\$12,019.03	\$10,125.38	\$116,632.10	\$106,698.52
130 Salaries - Part Time	\$381,747.00	\$22,263.63	\$19,071.93	\$230,130.11	\$189,945.85
<b>100's PERSONAL SERVICES Total</b>	<b>\$10,449,296.00</b>	<b>\$739,744.94</b>	<b>\$696,025.51</b>	<b>\$7,076,558.67</b>	<b>\$6,579,783.77</b>
200's EQUIPMENT	\$194,138.46	\$27,475.16	\$37,592.06	\$163,011.15	\$167,677.83
400's CONTRACTUAL	\$30,354,088.00	\$2,409,431.11	\$2,013,573.83	\$20,173,165.39	\$18,894,564.40
800's EMPLOYEE BENEFITS	\$4,518,463.00	\$310,380.02	\$281,784.41	\$3,046,971.25	\$2,718,306.56
<b>TOTALS</b>	<b>\$45,515,985.46</b>	<b>\$3,487,031.23</b>	<b>\$3,028,975.81</b>	<b>\$30,459,706.46</b>	<b>\$28,360,332.56</b>

<b>REVENUE</b>	<b>2025 BUDGETED</b>	<b>SEP 2025 REVENUE</b>	<b>SEP 2024 REVENUE</b>	<b>2025 YTD ACTUAL</b>	<b>2024 Prior YTD</b>
	\$23,787,887.00	\$1,497,029.74	\$1,460,304.71	\$14,616,764.41	\$14,886,661.08

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Account

Include Unposted Transactions

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund A - General</b>									
Department	<b>6140 - Home Relief</b>								
	EXPENSE								
	<i>Contractual Expense Totals</i>	\$1,600,000.00	\$300,000.00	\$1,900,000.00	\$292,095.68	\$0.00	\$1,725,500.23	\$174,499.77	91%
	EXPENSE TOTALS	\$1,600,000.00	\$300,000.00	\$1,900,000.00	\$292,095.68	\$0.00	\$1,725,500.23	\$174,499.77	91%
	Department <b>6140 - Home Relief</b> Totals	(\$1,600,000.00)	(\$300,000.00)	(\$1,900,000.00)	(\$292,095.68)	\$0.00	(\$1,725,500.23)	(\$174,499.77)	91%
Department	<b>6141 - Fuel Crisis Assistance</b>								
	EXPENSE								
	<i>Contractual Expense</i>								
470	Contract	34,363.00	.00	34,363.00	105.00	.00	16,593.64	17,769.36	48
	<i>Contractual Expense Totals</i>	\$34,363.00	\$0.00	\$34,363.00	\$105.00	\$0.00	\$16,593.64	\$17,769.36	48%
	EXPENSE TOTALS	\$34,363.00	\$0.00	\$34,363.00	\$105.00	\$0.00	\$16,593.64	\$17,769.36	48%
	Department <b>6141 - Fuel Crisis Assistance</b> Totals	(\$34,363.00)	\$0.00	(\$34,363.00)	(\$105.00)	\$0.00	(\$16,593.64)	(\$17,769.36)	48%
Department	<b>6142 - Emergency Aid For Adults</b>								
	EXPENSE								
	<i>Contractual Expense</i>								
470	Contract	5,000.00	.00	5,000.00	1,120.33	.00	3,337.06	1,662.94	67
	<i>Contractual Expense Totals</i>	\$5,000.00	\$0.00	\$5,000.00	\$1,120.33	\$0.00	\$3,337.06	\$1,662.94	67%
	EXPENSE TOTALS	\$5,000.00	\$0.00	\$5,000.00	\$1,120.33	\$0.00	\$3,337.06	\$1,662.94	67%
	Department <b>6142 - Emergency Aid For Adults</b> Totals	(\$5,000.00)	\$0.00	(\$5,000.00)	(\$1,120.33)	\$0.00	(\$3,337.06)	(\$1,662.94)	67%
Department	<b>7311 - Youth Bureau</b>								
	EXPENSE								
	<i>Other Benefits</i>								
861	Retirees Hospitalization	7,491.00	.00	7,491.00	624.27	.00	5,618.43	1,872.57	75
	<i>Other Benefits Totals</i>	\$7,491.00	\$0.00	\$7,491.00	\$624.27	\$0.00	\$5,618.43	\$1,872.57	75%
	EXPENSE TOTALS	\$7,491.00	\$0.00	\$7,491.00	\$624.27	\$0.00	\$5,618.43	\$1,872.57	75%
	Department <b>7311 - Youth Bureau</b> Totals	(\$7,491.00)	\$0.00	(\$7,491.00)	(\$624.27)	\$0.00	(\$5,618.43)	(\$1,872.57)	75%
Department	<b>7312 - Special Delinquency Prev.</b>								
	EXPENSE								
	<i>Contractual Expense</i>								
470	Contract	314,913.00	.00	314,913.00	.00	53,250.00	193,126.00	68,537.00	78
	<i>Contractual Expense Totals</i>	\$314,913.00	\$0.00	\$314,913.00	\$0.00	\$53,250.00	\$193,126.00	\$68,537.00	78%
	EXPENSE TOTALS	\$314,913.00	\$0.00	\$314,913.00	\$0.00	\$53,250.00	\$193,126.00	\$68,537.00	78%
	Department <b>7312 - Special Delinquency Prev.</b> Totals	(\$314,913.00)	\$0.00	(\$314,913.00)	\$0.00	(\$53,250.00)	(\$193,126.00)	(\$68,537.00)	78%
	Fund <b>A - General</b> Totals	\$43,586,905.00	\$1,929,080.46	\$45,515,985.46	\$3,487,031.23	\$204,111.24	\$30,459,706.46	\$14,852,167.76	
	Grand Totals	\$43,586,905.00	\$1,929,080.46	\$45,515,985.46	\$3,487,031.23	\$204,111.24	\$30,459,706.46	\$14,852,167.76	

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Account

Include Unposted Transactions

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund A - General</b>									
Department <b>6010 - Social Services</b>									
EXPENSE									
<i>Personal Services</i>									
110	Salaries - Regular	8,660,142.00	.00	8,660,142.00	609,593.42	.00	5,845,079.88	2,815,062.12	67
120	Salaries - Overtime	75,000.00	.00	75,000.00	7,126.36	.00	66,502.21	8,497.79	89
130	Salaries - Part Time	214,229.00	.00	214,229.00	9,086.99	.00	111,749.56	102,479.44	52
<i>Personal Services Totals</i>		<b>\$8,949,371.00</b>	<b>\$0.00</b>	<b>\$8,949,371.00</b>	<b>\$625,806.77</b>	<b>\$0.00</b>	<b>\$6,023,331.65</b>	<b>\$2,926,039.35</b>	<b>67%</b>
<i>Equipment</i>									
210	Furniture/Furnishings	10,000.00	174.95	10,174.95	.00	.00	1,154.70	9,020.25	11
220	Office Equipment	15,000.00	25,190.16	40,190.16	1,648.72	10,879.96	28,997.49	312.71	99
<b>230</b>									
230	Automotive Equipment	.00	44,580.00	44,580.00	7,497.64	.00	44,567.50	12.50	100
230.1	Automotive Equipment - Reserve	.00	17,336.36	17,336.36	17,336.36	.00	17,336.36	.00	100
<b>230 - Totals</b>		<b>\$0.00</b>	<b>\$61,916.36</b>	<b>\$61,916.36</b>	<b>\$24,834.00</b>	<b>\$0.00</b>	<b>\$61,903.86</b>	<b>\$12.50</b>	<b>100%</b>
260	Other Equipment	.00	59.99	59.99	.00	.00	47.99	12.00	80
<i>Equipment Totals</i>		<b>\$25,000.00</b>	<b>\$87,341.46</b>	<b>\$112,341.46</b>	<b>\$26,482.72</b>	<b>\$10,879.96</b>	<b>\$92,104.04</b>	<b>\$9,357.46</b>	<b>92%</b>
<i>Contractual Expense</i>									
410	Supplies	75,000.00	8,006.06	83,006.06	4,826.11	7,293.80	45,122.87	30,589.39	63
411	Rent-Building/Property	1,199,221.00	.00	1,199,221.00	99,935.08	.00	999,350.80	199,870.20	83
418	Ins-General Liability	38,518.00	(920.38)	37,597.62	.00	.00	37,597.48	.14	100
419	Settlements	.00	250,000.00	250,000.00	.00	.00	250,000.00	.00	100
423	Telephone	25,000.00	.00	25,000.00	976.69	.00	13,083.60	11,916.40	52
424	Postage	32,000.00	.00	32,000.00	.00	.00	20,441.63	11,558.37	64
426	Subscriptions	.00	800.00	800.00	.00	.00	568.96	231.04	71
427	Memberships & Dues	7,000.00	.00	7,000.00	.00	.00	5,755.00	1,245.00	82
428	Data Processing & Internet Fees	7,000.00	.00	7,000.00	661.98	588.00	3,878.82	2,533.18	64
432	Special Project Supply	225,000.00	.00	225,000.00	.00	.00	38.00	224,962.00	0
435	Medical Fees	4,500.00	5,900.00	10,400.00	1,454.00	.00	6,753.20	3,646.80	65
436	Advertising Fees	250.00	11,650.00	11,900.00	11,250.00	.00	11,844.86	55.14	100
439	Misc Fees & Expenses	25,000.00	.00	25,000.00	1,703.45	1,000.00	12,461.40	11,538.60	54
440	Legal/Transcript Fees	7,000.00	.00	7,000.00	.00	.00	1,300.50	5,699.50	19
441	Auto-Supplies & Repair	7,000.00	.00	7,000.00	.00	.00	5,692.76	1,307.24	81
442	Automotive - Gas & Oil	17,000.00	.00	17,000.00	.00	.00	8,066.78	8,933.22	47
<b>444</b>									
444	Travel/Education/Conference	18,000.00	8,162.00	26,162.00	127.48	.00	18,028.51	8,133.49	69
444.01	Job Related Courses	.00	4,766.00	4,766.00	2,009.00	.00	4,766.00	.00	100
<b>444 - Totals</b>		<b>\$18,000.00</b>	<b>\$12,928.00</b>	<b>\$30,928.00</b>	<b>\$2,136.48</b>	<b>\$0.00</b>	<b>\$22,794.51</b>	<b>\$8,133.49</b>	<b>74%</b>
469	Other Payments/Contributions	1,500.00	3,100.00	4,600.00	.00	1,001.60	3,546.80	51.60	99
470	Contract	525,000.00	356,099.00	881,099.00	57,293.37	52,331.37	461,899.30	366,868.33	58
471	Administration	126,379.00	126,379.00	252,758.00	11,056.00	.00	146,289.04	106,468.96	58

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25  
 Include Rollup Account and Rollup to Account  
 Include Unposted Transactions

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
<b>Fund A - General</b>									
Department <b>6010 - Social Services</b>									
EXPENSE									
<i>Contractual Expense Totals</i>		\$2,340,368.00	\$773,941.68	\$3,114,309.68	\$191,293.16	\$62,214.77	\$2,056,486.31	\$995,608.60	68%
<i>Employee Benefits</i>									
810	Retirement	1,248,999.00	.00	1,248,999.00	88,591.45	.00	823,093.32	425,905.68	66
830	Social Security	554,874.00	.00	554,874.00	36,279.21	.00	348,796.77	206,077.23	63
831	Medicare Contribution	129,767.00	.00	129,767.00	8,484.70	.00	81,573.57	48,193.43	63
860	Hospitalization	1,527,554.00	(17,100.00)	1,510,454.00	104,129.64	.00	1,041,166.29	469,287.71	69
865	Dental Insurance	23,125.00	.00	23,125.00	1,652.22	.00	16,221.23	6,903.77	70
<i>Employee Benefits Totals</i>		\$3,484,319.00	(\$17,100.00)	\$3,467,219.00	\$239,137.22	\$0.00	\$2,310,851.18	\$1,156,367.82	67%
<i>Other Benefits</i>									
840	Workmen's Compensation	40,510.00	.00	40,510.00	.00	.00	40,510.00	.00	100
850	Unemployment Insurance	10,000.00	17,100.00	27,100.00	.00	.00	8,568.00	18,532.00	32
855	Disability	1,500.00	.00	1,500.00	.00	.00	(233.67)	1,733.67	-16
861	Retirees Hospitalization	298,424.00	.00	298,424.00	23,291.87	.00	215,126.54	83,297.46	72
862	Health Insurance Cost Reimbursement	12,750.00	.00	12,750.00	285.83	.00	6,353.51	6,396.49	50
863	Health Insurance Cost Reimbursement-Retiree	750.00	.00	750.00	.00	.00	.00	750.00	0
<i>Other Benefits Totals</i>		\$363,934.00	\$17,100.00	\$381,034.00	\$23,577.70	\$0.00	\$270,324.38	\$110,709.62	71%
<b>EXPENSE TOTALS</b>		\$15,162,992.00	\$861,283.14	\$16,024,275.14	\$1,106,297.57	\$73,094.73	\$10,753,097.56	\$5,198,082.85	68%
Department <b>6010 - Social Services Totals</b>		(\$15,162,992.00)	(\$861,283.14)	(\$16,024,275.14)	(\$1,106,297.57)	(\$73,094.73)	(\$10,753,097.56)	(\$5,198,082.85)	68%
Department <b>6030 - Countryside Adult Home</b>									
EXPENSE									
<i>Personal Services</i>									
110	Salaries - Regular	1,277,407.00	.00	1,277,407.00	95,868.86	.00	884,716.58	392,690.42	69
120	Salaries - Overtime	55,000.00	.00	55,000.00	4,892.67	.00	50,129.89	4,870.11	91
130	Salaries - Part Time	167,518.00	.00	167,518.00	13,176.64	.00	118,380.55	49,137.45	71
<i>Personal Services Totals</i>		\$1,499,925.00	\$0.00	\$1,499,925.00	\$113,938.17	\$0.00	\$1,053,227.02	\$446,697.98	70%
<i>Equipment</i>									
210	Furniture/Furnishings	5,000.00	12,815.00	17,815.00	.00	5,989.60	11,815.00	10.40	100
<b>220</b>	Office Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
220.1	Office Equipment - Reserve	.00	8,000.00	8,000.00	.00	.00	6,800.60	1,199.40	85
<b>220 - Totals</b>		\$2,000.00	\$8,000.00	\$10,000.00	\$0.00	\$0.00	\$6,800.60	\$3,199.40	68%
<b>230</b>	Automotive Equipment	.00	12,068.27	12,068.27	.00	.00	12,068.27	.00	100
230.1	Automotive Equipment - Reserve	.00	30,113.73	30,113.73	.00	.00	30,113.73	.00	100
<b>230 - Totals</b>		\$0.00	\$42,182.00	\$42,182.00	\$0.00	\$0.00	\$42,182.00	\$0.00	100%
260	Other Equipment	5,000.00	5,800.00	10,800.00	992.44	50.25	10,109.51	640.24	94
270	Lawn & Landscaping	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
<i>Equipment Totals</i>		\$13,000.00	\$68,797.00	\$81,797.00	\$992.44	\$6,039.85	\$70,907.11	\$4,850.04	94%

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Account

Include Unposted Transactions

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund A - General</b>									
Department <b>6030 - Countryside Adult Home</b>									
EXPENSE									
<i>Contractual Expense</i>									
410	Supplies	50,000.00	2,995.50	52,995.50	12,611.09	10,156.70	41,729.68	1,109.12	98
413	Repair & Maint.-Bldg/Property	40,000.00	(9,702.45)	30,297.55	6,357.71	3,757.43	15,056.02	11,484.10	62
415	Electricity	45,000.00	.00	45,000.00	4,187.59	.00	42,285.37	2,714.63	94
416	Oil & Gas-Heating	35,000.00	.00	35,000.00	4,805.14	727.64	22,056.85	12,215.51	65
417	Water/Sewer/Taxes	15,000.00	.00	15,000.00	3,341.80	.00	13,289.77	1,710.23	89
418	Ins-General Liability	16,149.00	(1,008.68)	15,140.32	.00	.00	15,140.32	.00	100
422	Repair/Maint-Equipment	2,500.00	2,665.28	5,165.28	.00	500.00	1,661.63	3,003.65	42
423	Telephone	2,000.00	.00	2,000.00	110.88	.00	1,267.76	732.24	63
424	Postage	150.00	50.00	200.00	107.20	.00	177.29	22.71	89
426	Subscriptions	650.00	.00	650.00	.00	.00	.00	650.00	0
427	Memberships & Dues	1,700.00	(50.00)	1,650.00	.00	.00	1,344.00	306.00	81
428	Data Processing & Internet Fees	3,800.00	.00	3,800.00	255.39	.00	2,038.04	1,761.96	54
434	Allowances	24,000.00	.00	24,000.00	2,900.00	.00	13,900.00	10,100.00	58
435	Medical Fees	500.00	.00	500.00	.00	.00	85.00	415.00	17
436	Advertising Fees	500.00	.00	500.00	.00	.00	.00	500.00	0
437	Consulting Fees	2,500.00	(2,500.00)	.00	.00	.00	.00	.00	+++
439	Misc Fees & Expenses	2,000.00	14,810.50	16,810.50	1,495.00	10,539.75	5,150.75	1,120.00	93
441	Auto-Supplies & Repair	7,000.00	.00	7,000.00	376.41	.00	2,642.54	4,357.46	38
442	Automotive - Gas & Oil	4,000.00	.00	4,000.00	.00	.00	2,145.86	1,854.14	54
444	Travel/Education/Conference	3,500.00	2,737.17	6,237.17	2,658.17	1,659.00	4,578.17	.00	100
445	Foods	250,000.00	3,685.00	253,685.00	35,482.13	28,084.27	177,902.07	47,698.66	81
451	Medical Supply Expense	5,000.00	.00	5,000.00	155.46	2,375.49	1,166.87	1,457.64	71
453	Uniforms & Clothing	200.00	.00	200.00	.00	.00	.00	200.00	0
470	Contract	50,959.00	.00	50,959.00	4,878.51	13,926.38	20,312.96	16,719.66	67
	<i>Contractual Expense Totals</i>	<b>\$562,108.00</b>	<b>\$13,682.32</b>	<b>\$575,790.32</b>	<b>\$79,722.48</b>	<b>\$71,726.66</b>	<b>\$383,930.95</b>	<b>\$120,132.71</b>	<b>79%</b>
<i>Employee Benefits</i>									
810	Retirement	201,328.00	.00	201,328.00	15,968.00	.00	141,179.76	60,148.24	70
830	Social Security	92,997.00	.00	92,997.00	6,676.47	.00	62,010.57	30,986.43	67
831	Medicare Contribution	21,749.00	.00	21,749.00	1,561.46	.00	14,502.51	7,246.49	67
860	Hospitalization	206,498.00	.00	206,498.00	15,296.44	.00	143,888.77	62,609.23	70
865	Dental Insurance	3,456.00	.00	3,456.00	269.88	.00	2,469.40	986.60	71
	<i>Employee Benefits Totals</i>	<b>\$526,028.00</b>	<b>\$0.00</b>	<b>\$526,028.00</b>	<b>\$39,772.25</b>	<b>\$0.00</b>	<b>\$364,051.01</b>	<b>\$161,976.99</b>	<b>69%</b>
<i>Other Benefits</i>									
840	Workmen's Compensation	26,889.00	.00	26,889.00	.00	.00	26,889.00	.00	100
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	1,027.92	7,972.08	11
855	Disability	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
861	Retirees Hospitalization	98,552.00	.00	98,552.00	7,268.58	.00	68,209.33	30,342.67	69

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Account

Include Unposted Transactions

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund A - General</b>									
Department <b>6030 - Countryside Adult Home</b>									
EXPENSE									
<i>Other Benefits</i>									
862	Health Insurance Cost Reimbursement	750.00	.00	750.00	.00	.00	.00	750.00	0
	<i>Other Benefits Totals</i>	\$136,691.00	\$0.00	\$136,691.00	\$7,268.58	\$0.00	\$96,126.25	\$40,564.75	70%
	EXPENSE TOTALS	\$2,737,752.00	\$82,479.32	\$2,820,231.32	\$241,693.92	\$77,766.51	\$1,968,242.34	\$774,222.47	73%
	Department <b>6030 - Countryside Adult Home Totals</b>	(\$2,737,752.00)	(\$82,479.32)	(\$2,820,231.32)	(\$241,693.92)	(\$77,766.51)	(\$1,968,242.34)	(\$774,222.47)	73%
Department <b>6050 - Public Facil. For Children</b>									
EXPENSE									
<i>Contractual Expense</i>									
469	Other Payments/Contributions	175,000.00	(100,000.00)	75,000.00	30,822.55	.00	51,683.54	23,316.46	69
	<i>Contractual Expense Totals</i>	\$175,000.00	(\$100,000.00)	\$75,000.00	\$30,822.55	\$0.00	\$51,683.54	\$23,316.46	69%
	EXPENSE TOTALS	\$175,000.00	(\$100,000.00)	\$75,000.00	\$30,822.55	\$0.00	\$51,683.54	\$23,316.46	69%
	Department <b>6050 - Public Facil. For Children Totals</b>	(\$175,000.00)	\$100,000.00	(\$75,000.00)	(\$30,822.55)	\$0.00	(\$51,683.54)	(\$23,316.46)	69%
Department <b>6055 - Daycare</b>									
EXPENSE									
<i>Contractual Expense</i>									
470	Contract	1,500,000.00	1,025,318.00	2,525,318.00	252,478.17	.00	1,791,489.68	733,828.32	71
	<i>Contractual Expense Totals</i>	\$1,500,000.00	\$1,025,318.00	\$2,525,318.00	\$252,478.17	\$0.00	\$1,791,489.68	\$733,828.32	71%
	EXPENSE TOTALS	\$1,500,000.00	\$1,025,318.00	\$2,525,318.00	\$252,478.17	\$0.00	\$1,791,489.68	\$733,828.32	71%
	Department <b>6055 - Daycare Totals</b>	(\$1,500,000.00)	(\$1,025,318.00)	(\$2,525,318.00)	(\$252,478.17)	\$0.00	(\$1,791,489.68)	(\$733,828.32)	71%
Department <b>6070 - Services for Recipients</b>									
EXPENSE									
<i>Contractual Expense</i>									
470	Contract	327,000.00	.00	327,000.00	24,912.47	.00	196,187.41	130,812.59	60
	<i>Contractual Expense Totals</i>	\$327,000.00	\$0.00	\$327,000.00	\$24,912.47	\$0.00	\$196,187.41	\$130,812.59	60%
	EXPENSE TOTALS	\$327,000.00	\$0.00	\$327,000.00	\$24,912.47	\$0.00	\$196,187.41	\$130,812.59	60%
	Department <b>6070 - Services for Recipients Totals</b>	(\$327,000.00)	\$0.00	(\$327,000.00)	(\$24,912.47)	\$0.00	(\$196,187.41)	(\$130,812.59)	60%
Department <b>6100 - Medicaid</b>									
EXPENSE									
<i>Contractual Expense</i>									
470	Contract	12,220,244.00	.00	12,220,244.00	968,580.00	.00	9,298,239.00	2,922,005.00	76
	<i>Contractual Expense Totals</i>	\$12,220,244.00	\$0.00	\$12,220,244.00	\$968,580.00	\$0.00	\$9,298,239.00	\$2,922,005.00	76%
	EXPENSE TOTALS	\$12,220,244.00	\$0.00	\$12,220,244.00	\$968,580.00	\$0.00	\$9,298,239.00	\$2,922,005.00	76%
	Department <b>6100 - Medicaid Totals</b>	(\$12,220,244.00)	\$0.00	(\$12,220,244.00)	(\$968,580.00)	\$0.00	(\$9,298,239.00)	(\$2,922,005.00)	76%

# Expense Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Account

Include Unposted Transactions

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund <b>A - General</b>									
Department <b>6101 - Medical Assistance</b>									
	EXPENSE								
	Contractual Expense								
470	Contract	500.00	.00	500.00	.00	.00	400.00	100.00	80
	Contractual Expense Totals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$400.00	\$100.00	80%
	EXPENSE TOTALS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$400.00	\$100.00	80%
	Department <b>6101 - Medical Assistance</b> Totals	(\$500.00)	\$0.00	(\$500.00)	\$0.00	\$0.00	(\$400.00)	(\$100.00)	80%
Department <b>6109 - Aid To Dependent Children</b>									
	EXPENSE								
	Contractual Expense								
470	Contract	2,600,000.00	.00	2,600,000.00	222,667.10	.00	1,578,781.75	1,021,218.25	61
	Contractual Expense Totals	\$2,600,000.00	\$0.00	\$2,600,000.00	\$222,667.10	\$0.00	\$1,578,781.75	\$1,021,218.25	61%
	EXPENSE TOTALS	\$2,600,000.00	\$0.00	\$2,600,000.00	\$222,667.10	\$0.00	\$1,578,781.75	\$1,021,218.25	61%
	Department <b>6109 - Aid To Dependent Children</b> Totals	(\$2,600,000.00)	\$0.00	(\$2,600,000.00)	(\$222,667.10)	\$0.00	(\$1,578,781.75)	(\$1,021,218.25)	61%
Department <b>6119 - Child Care</b>									
	EXPENSE								
	Contractual Expense								
470	Contract	6,600,650.00	(368,000.00)	6,232,650.00	406,205.71	.00	2,870,236.45	3,362,413.55	46
	Contractual Expense Totals	\$6,600,650.00	(\$368,000.00)	\$6,232,650.00	\$406,205.71	\$0.00	\$2,870,236.45	\$3,362,413.55	46%
	EXPENSE TOTALS	\$6,600,650.00	(\$368,000.00)	\$6,232,650.00	\$406,205.71	\$0.00	\$2,870,236.45	\$3,362,413.55	46%
	Department <b>6119 - Child Care</b> Totals	(\$6,600,650.00)	\$368,000.00	(\$6,232,650.00)	(\$406,205.71)	\$0.00	(\$2,870,236.45)	(\$3,362,413.55)	46%
Department <b>6123 - Juvenile Delinquent Care</b>									
	EXPENSE								
	Contractual Expense								
470	Contract	1,000.00	128,000.00	129,000.00	(60,571.54)	.00	7,173.37	121,826.63	6
	Contractual Expense Totals	\$1,000.00	\$128,000.00	\$129,000.00	(\$60,571.54)	\$0.00	\$7,173.37	\$121,826.63	6%
	EXPENSE TOTALS	\$1,000.00	\$128,000.00	\$129,000.00	(\$60,571.54)	\$0.00	\$7,173.37	\$121,826.63	6%
	Department <b>6123 - Juvenile Delinquent Care</b> Totals	(\$1,000.00)	(\$128,000.00)	(\$129,000.00)	\$60,571.54	\$0.00	(\$7,173.37)	(\$121,826.63)	6%
Department <b>6129 - State Training School</b>									
	EXPENSE								
	Contractual Expense								
470	Contract	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0
	Contractual Expense Totals	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%
	EXPENSE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%
	Department <b>6129 - State Training School</b> Totals	(\$300,000.00)	\$0.00	(\$300,000.00)	\$0.00	\$0.00	\$0.00	(\$300,000.00)	0%
Department <b>6140 - Home Relief</b>									
	EXPENSE								
	Contractual Expense								
470	Contract	1,600,000.00	300,000.00	1,900,000.00	292,095.68	.00	1,725,500.23	174,499.77	91

WARREN COUNTY  
**Receipts by G/L Distribution Report - Detail**

*A400  
Revenue*

From Date: 09/01/2025 - To Date: 09/30/2025

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount	
Fund: A - General							
Account: 400.00 - State&Federal,Social Services							
				09/09/2025	3	\$0.00	\$232,408.00
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004929	2025-00000467	A 400.00	RF17 F 0625 OTDA BA 076344 WARR	NYS Comptroller		96,452.00	
2025-00004929	2025-00000467	A 400.00	RF 17 S 0625 OTDA BA 076454 WARR	NYS Comptroller		126,749.00	
2025-00004929	2025-00000467	A 400.00	RF 17 S 0625 OCFS BA 076502 WARR	NYS Comptroller		9,207.00	
				09/10/2025	2	\$0.00	\$75,154.00
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004951	2025-00000468	A 400.00	RF 17 F 0625 OCFS WBA 076400 WARR	NYS Comptroller		22,345.00	
2025-00004951	2025-00000468	A 400.00	FFFS FFY25 09/2025 BA 076554 WARR	NYS Comptroller		52,809.00	
				09/30/2025	2	\$0.00	\$999,535.00
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00005524	2025-00000511	A 400.00	RF 2/2A S 0625 BA076653 WARR	NYS Comptroller		320,260.00	
2025-00005524	2025-00000511	A 400.00	RF 2/2A F 0625 BA 076714 WARR	NYS Comptroller		679,275.00	
Account Total: State&Federal,Social Services				7	\$0.00	\$1,307,097.00	
Fund Total: General					\$0.00	\$1,307,097.00	
<b>Grand Total:</b>				7	\$0.00	\$1,307,097.00	

*Local Revenue (August)* + 189,932.74  
**1,497,029.74**

WARREN COUNTY  
**Receipts by G/L Distribution Report - Detail**

*Local  
Revenue*

From Date: 09/01/2025 - To Date: 09/30/2025

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Fund: A - General						
Department: 6010 - Social Services						
Account: 1810 - Administration						
	09/02/2025			1	\$0.00	\$1,041.42
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004804	2025-00000451	A.6010 1810	08/25 Cash Book; Admin Charges	Warren County Social Services		1,041.42
	09/12/2025			1	\$0.00	\$203.68
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004987	2025-00000470	A.6010 1810	08/25 Federal Fee Monies	Warren County Support Collection Unit		203.68
Account Total: Administration				2	\$0.00	\$1,245.10
Account: 1811 - Medical Incentive Earning						
	09/09/2025			1	\$0.00	\$436.35
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004928	2025-00000467	A.6010 1811	08/25 Food Stamp Incentive	Warren County Social Services		436.35
	09/12/2025			1	\$0.00	\$3,889.00
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004987	2025-00000470	A.6010 1811	08/25 Medical Incentive Earning	Warren County Support Collection Unit		3,889.00
Account Total: Medical Incentive Earning				2	\$0.00	\$4,325.35

**WARREN COUNTY**  
**Receipts by G/L Distribution Report - Detail**

From Date: 09/01/2025 - To Date: 09/30/2025

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount	
Department Total: Social Services					\$0.00	\$5,570.45	
Department: 6030 - Countryside Adult Home							
<b>Account: 1830 - Repay - Adult Care, Pub Inst</b>							
	09/02/2025			2	\$0.00	\$76,993.72	
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004801	2025-00000451	A.6030 1830	August 2025; ACH Cash Book	Warren County Social Services		4,706.00	
2025-00004804	2025-00000451	A.6030 1830	08/25 Cash Book; Adult Care	Warren County Social Services		72,287.72	
Account Total: Repay - Adult Care, Pub Inst					2	\$0.00	\$76,993.72
Department Total: Countryside Adult Home					\$0.00	\$76,993.72	
Department: 6055 - Daycare							
<b>Account: 1855 - Repayments of Day Care</b>							
	09/02/2025			1	\$0.00	\$42.00	
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004804	2025-00000451	A.6055 1855	08/25 Cash Book; Repayments of Day Care	Warren County Social Services		42.00	
Account Total: Repayments of Day Care					1	\$0.00	\$42.00
Department Total: Daycare					\$0.00	\$42.00	
Department: 6101 - Medical Assistance							
<b>Account: 1801 - Repay of Medical Assist</b>							
	09/02/2025			1	\$0.00	\$1,579.50	

**WARREN COUNTY**  
**Receipts by G/L Distribution Report - Detail**

From Date: 09/01/2025 - To Date: 09/30/2025

G/L Account Number			G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004804	2025-00000451	A.6101 1801			08/25 Cash Book; Repay of Medical Assistance	Warren County Social Services		1,579.50
			09/12/2025			1	\$0.00	\$1,628.54
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004987	2025-00000470	A.6101 1801			08/25 Repay of Medical Assistance	Warren County Support Collection Unit		1,628.54
Account Total: Repay of Medical Assist						2	\$0.00	\$3,208.04
Department Total: Medical Assistance							\$0.00	\$3,208.04
Department: 6109 - Aid To Dependent Children								
Account: 1809 - Repay of Aid to A.D.C.								
			09/02/2025			1	\$0.00	\$51.00
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004804	2025-00000451	A.6109 1809			08/25 Cash Book; Repay of Aid to A.D.C.	Warren County Social Services		51.00
			09/12/2025			2	\$0.00	\$11,052.56
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004987	2025-00000470	A.6109 1809			08/25 Repay of Aid to A.D.C.	Warren County Support Collection Unit		9,329.82
2025-00004987	2025-00000470	A.6109 1809			08/25 Repay of Aid to EAF	Warren County Support Collection Unit		1,722.74

WARREN COUNTY  
**Receipts by G/L Distribution Report - Detail**

From Date: 09/01/2025 - To Date: 09/30/2025

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount	
Account Total: Repay of Aid to A.D.C.				3	\$0.00	\$11,103.56	
Department Total: Aid To Dependent Children					\$0.00	\$11,103.56	
Department: 6119 - Child Care							
<b>Account: 1819 - Repay of Child Care</b>							
				09/02/2025	1	\$0.00	\$64,179.04
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004804	2025-00000451	A.6119 1819	08/25 Cash Book; Repay of Child Care	Warren County Social Services		64,179.04	
				09/12/2025	1	\$0.00	\$8,383.09
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004987	2025-00000470	A.6119 1819	08/25 Repay of Child Care	Warren County Support Collection Unit		8,383.09	
Account Total: Repay of Child Care				2	\$0.00	\$72,562.13	
Department Total: Child Care					\$0.00	\$72,562.13	
Department: 6140 - Home Relief							
<b>Account: 1840 - Repay of Home Relief</b>							
				09/02/2025	1	\$0.00	\$11,775.57
Receipt Number	Receipt Batch Number	Payment Code	Transaction Description	Received From	Debit Amount	Credit Amount	
2025-00004804	2025-00000451	A.6140 1840	08/25 Cash Book; Repay of Home Relief	Warren County Social Services		11,775.57	
				09/03/2025	1	\$0.00	\$967.00
Receipt Batch							

**WARREN COUNTY**  
**Receipts by G/L Distribution Report - Detail**

From Date: 09/01/2025 - To Date: 09/30/2025

G/L Account Number			G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Receipt Number	Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004831	2025-00000456	A.6140 1840			SSI Interim Funds; Leroy L Ramsey	US Treasury		967.00
			09/08/2025			1	\$0.00	\$1,655.30
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004879	2025-00000466	A.6140 1840			SSI Interim Funds; David N Pierri	Warren County Social Services		1,655.30
			09/09/2025			1	\$0.00	\$23.00
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004915	2025-00000467	A.6140 1840			L. Ramsey SSP	NYS Comptroller		23.00
			09/10/2025			1	\$0.00	\$4,230.00
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004948	2025-00000468	A.6140 1840			09/09 SSI Interim Funds; Jennifer N. Pelletier	US Treasury		4,230.00
			09/12/2025			1	\$0.00	\$1,801.97
Receipt Number	Receipt Batch Number	Payment Code			Transaction Description	Received From	Debit Amount	Credit Amount
2025-00004987	2025-00000470	A.6140 1840			08/25 Repay of Home Relief	Warren County Support Collection Unit		1,801.97
Account Total: Repay of Home Relief						6	\$0.00	\$20,452.84
Department Total: Home Relief							\$0.00	\$20,452.84
Fund Total: General							\$0.00	\$189,932.74

WARREN COUNTY

# Receipts by G/L Distribution Report - Detail

From Date: 09/01/2025 - To Date: 09/30/2025

<u>G/L Account Number</u>	<u>G/L Date</u>	<u>Due To/From Fund</u>	<u>Project</u>	<u>Transactions</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Grand Total:				20	\$0.00	\$189,932.74

Social Services - Overtime Report - Comparison 2024-2025

Week End	2024 OT	2025 OT	Reason	CPS After Hrs/ OnCall	Foster Care	Fraud	Preventive	Child Support	Legal	APS	TA/ Employ	SNAP	Reception	Training	CPS	HEAP	RESOURCES	MISC	COMP
12/29/24	90.42	81.63	CPS-NR, HV,Coverage/Preventive-notes,HV/FC-HV,transport	42.42	6.00		1.43							16.22	4.78				10.78
01/12/25	102.73	78.56	CPS-NR,HV,Coverage/FC-child transport/CS-coverage	25.85	0.72			1.00							2.10				47.89
01/26/25	135.27	101.12	CPS- Home Visits, Field work/FC- Home Visits	33.87	2.51									37.54	5.65				21.55
02/09/25	150.44	119.62	HEAP-backlog/CPS-interviews,field work-assessment/fc-mtgs/visits	24.97	1.75									59.40	4.18	4.00			25.32
02/23/25	98.09	120.31	CPS Interview, assessment ,Home visit, notes	40.69										10.59	10.26				58.77
03/09/25	148.79	117.07	Fieldwork/travel/access order/transport for APS client to medical	49.16	0.33					1.95				23.75	8.69				33.19
03/23/25	139.94	100.93	CPS visit, follow up, assessment/APS transport/fc home visit/prev school	25.92	2.50		1.93			1.17				16.31	6.11				46.99
04/06/25	73.86	183.30	CPS crisis, Home assessment, notes, FC court paperwork, transport,	35.29	5.07									64.29	3.10				75.55
04/20/25	118.02	100.29	FC Prison visit/home visit/CPS RAP Home visit Notes/PREV Removal	28.90	4.35		2.52							6.33	17.45				40.74
05/04/25	98.72	151.03	CPS-home visits?Reports/FC-HV/Preventive-Transport/Training	57.16	1.02		0.87							30.01	14.90				47.07
05/18/25	139.39	181.18	CS-mtg ran late, cps-HV, reports, Assessments/interviews	50.22	1.25		1.05	0.33						19.56	35.31				73.46
06/01/25	105.36	138.65	CPS- Case Notes, home visits, reports	43.20										46.37	23.01				26.07
06/15/25	197.56	100.30	F-s training-scanning, care cntr, coverage, moving, field work, jail visit	37.49	2.50		4.25					0.95		15.50	14.97				24.64
06/29/25	197.62	111.23	Progress notes, safety assess, scanning, transport	64.75	1.00									14.22	10.90				20.36
07/13/25	131.35	104.12	Misc-hearing/APS dr apt/Scanning/legal-prep&catch up/Hv	50.93	0.75				10.30	0.52				18.16	1.60			1.53	20.33
07/27/25	111.07	114.81	scanning/training/FC recruit/HV/Safety assess/Placements Respite	58.40	4.75		2.13							19.97	7.37				22.19
08/10/25	117.74	91.75	scanning/training/cwreview/hommeless placement/plan review HV	31.92			0.42							15.50	4.70				39.21
08/24/25	103.20	116.68	CPS-court case,reportstransport/notesFC-Recruitment/HV/Notes	44.42	6.75		0.45							15.28	7.54				42.24
09/07/25	90.86	107.70	Preventive-Court case/review/CPS-Forensic interview/FC-Recruitment	60.15			1.23							12.32	2.25				31.75
09/21/25	97.54	76.53	CPS-home visit/coverage/safety assessment-FC-prison visit/oncall	42.07	2.17									13.92	7.20				11.17
10/05/25	100.10	81.42	Preventive-family transprot/casework/homeless/home visit	41.66			0.50							2.67	1.10				35.49
10/19/25	145.22																		
11/09/25	137.68																		
11/23/25	132.33																		
12/07/25	80.64																		
12/21/25	79.69																		
YTD	3123.63	2378.23																	
				890.44	43.42	0.00	16.78	1.33	10.30	3.64	0.00	0.95	0.00	457.91	193.17	4.00	0.00	1.53	754.76