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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-134

Date: July 26, 1991

Division: Family & Children  
Services

TO: Local District Commissioners

SUBJECT: FY 91/92 Maximum State Aid Rates (MSAR) for Foster Care  
Programs and Approved Private Schools

ATTACHMENTS: A--NYS Foster Boarding Home Programs 1991/92 Ceilings;  
B--1991/92 Cost-of-Living Adjustments for Historical Costs;  
C--Cost-of-Living Adjustments for the 1991/92 Parameters;  
D--SILP Double Occupancy Rate Budget Cal. for FY 91/92;  
E--SILP Triple Occupancy Rate Budget Cal. for FY 91/92; and  
F--SILP 4-bed Mother/Child Rate Budget Cal. for FY 91/92  
All attachments are available on-line

The purpose of this letter is to advise you of the maximum state aid rates (MSAR) for foster care programs and private schools for the handicapped for the 1991/92 rate year. The promulgated rates have been calculated using the approved reimbursement methodology.

Due to the severe financial situation facing New York State and local governments, there will be no 1991/92 cost-of-living adjustments (COLA) to allowable historic program costs. The two-year COLA trend on historic program costs, therefore, will be limited only to the approved one-year COLA provided in 1990/91. The parameters (standards) used for rate calculation as part of the rate-setting methodology will be based upon aggregate yearly COLA factors trended through June 30, 1992 in order that they remain current.

A. Group Care Rates:

The FY 91/92 changes affecting group care programs are as follows:

1. Cost-of-Living Adjustments (COLA)

a) Personnel Services: - The two-year COLA for all personnel services is 5.5% for both historical costs and parameters. The two-year factor combines 5.5% for 1990/91 with 0% for 1991/92.

b) Other Than Personnel Services (OTPS): - The two-year aggregate COLA for other-than-personnel services historical costs is 4.1%. The two-year factor combines 4.1% for 1990/91 with 0% for 1991/92. The two-year aggregate COLA for parameters containing OTPS expenses is 7.4% (4.1% and 3.2%).

2. CSE Maintenance Rates - The Committee on Special Education (CSE) Maintenance rate for on-campus schools and Special Act School Districts is composed of the 1991/92 institution program's state aid rate plus the 1990/91 medical per diem. The CSE rates will be adjusted automatically when the 1991/92 medical per diem rates are promulgated by the Division of Medical Assistance.

The published CSE rates are 12-month maintenance rates except where noted. As in the past, summer school maintenance costs for children placed by CSEs will be reimbursed by the State Education Department. In those cases, the billing for both maintenance and tuition for summer school will go directly to the placing school districts from the providers. Rates for children placed via the CSE process must be paid as published by the Department.

3. Out-of-State Schools - All rates promulgated by other states will be limited to the lower of either the approved 1990/91 or the approved 1991/92 rate.
4. Program Classification Reviews - Department review of current program classifications will continue. We will focus monitoring efforts on programs which have not been reviewed recently.

B. Foster Boarding Home Rates:

The changes which affect foster boarding home (FBH) programs are as follows:

1. Administrative/Services Rates - The personnel services COLA for FBH staff salaries is 5.5% for two years for both historic costs and parameters. The two-year aggregate COLA for OTPS is 4.6% for historic costs and 8.2% for parameters containing OTPS expenses.
2. AIDS Per Diem - The revenue from the \$15.00 AIDS per diem flat rate has been subtracted from the actual trended FBH program direct care costs. The reduced trended expenditures were then compared with the direct care parameter to determine the rate base. The \$15 AIDS per diem add-on remains in effect.
3. Pass-through to Foster Parents - The maximum state aid rates for foster parents will remain at 1990/91 levels.
4. Clothing Allowance - The maximum clothing allowances for 1991/92 will remain at 1990/91 levels.

5. Diaper Allowance - The maximum diaper allowance for infants from birth through three years will remain at 1990/91 levels.
6. FBH Rate Stabilization - The Department will continue its rate stabilization policy for FBH programs which increased their 1989/90 care days by more than 12%. For those programs which were not held harmless last year, this year's rate will not decrease by more than 5% of last year's rate. For those programs which were held harmless last year, this year's rate will not decrease by more than 10% of last year's rate.

However, rate stabilization rates will be contingent on an agency's willingness to provide current 1991/92 care days and costs. Rate stabilization rates may be adjusted downward to reflect current actual costs. Specific guidelines will be provided directly to those affected agencies.

7. Finder's Fee for New Foster Homes - The Department is continuing the policy of allowing local social services districts to pay a voluntary finder's fee of up to \$200 to foster parents who recruit new foster parents. The policy will continue in effect through June 30, 1992. For detailed information on how to apply this policy please refer to 88 ADM-54 dated December 23, 1988.

C. All Rates:

1. Approved COLA Increases for Parameters Only - Enclosed is a listing (Attachment C) of the approved COLAs for the various subcomponents used to trend the cost center parameters. There is a 0% COLA factor for all personnel services costs for 1991/92.
2. Salary Intensification - The rates include continuation of funds provided last year to enhance salary compensation to child care workers, child care supervisors, social workers and social work supervisors in foster care programs and private schools for the handicapped. Last year's salary enhancement awards (up to 1991/92 Direct Care parameter) will be added to the rate base to establish 1991/92 MSARs. It is the Department's expectation that monies distributed for salary enhancement will be dedicated totally to the support of child care and social workers' salaries and fringes.
3. Rate Stabilization for New Programs - For all new programs for which we are first using their historical program expenses, we will institute a 10% margin of rate variance. No new program rate will be allowed to go up or down by more than 10% of its prior year rate.

D. Supervised Independent Living Programs (SILP):

The FY 91/92 annual fees for service rates for double and triple occupancy and four-bed mother/child SILPS will remain at 1990/91 levels.

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The enclosed chart represents the official promulgation of the maximum state aid rate(s).

We suggest that copies of this information be shared with Child Welfare Staff and Accounting Supervisors. If you have any questions, please contact Joseph Della Rocca, Bureau of Resource Management at 1-800-342-3715, extension 3-1496 or (518) 473-1496.

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Joseph Semidei  
Deputy Commissioner  
Division of Family and  
Children Services

NEW YORK STATE  
FOSTER BOARDING HOME PROGRAMS  
1991/92 CEILINGS

EFFECTIVE JULY 1, 1991 THROUGH JUNE 30, 1992

A. PAYMENTS TO FOSTER PARENTS - FBH

<u>REGION</u>	<u>AGE 0-5</u>	<u>AGE 6-11</u>	<u>AGE 12 &amp; OVER</u>
METRO	\$386	455	526
UPSTATE	353	424	490

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SPECIAL CHILDREN - UP TO \$ 845/MONTH  
EXCEPTIONAL CHILDREN - UP TO \$1,281/MONTH

B. MAXIMUM FBH RATES UPON WHICH ADOPTION SUBSIDY PAYMENTS ARE CALCULATED FOR ADOPTIONS FINALIZED PRIOR TO JULY 1, 1987.

<u>REGION</u>	<u>AGE 0-5</u>	<u>AGE 6-11</u>	<u>AGE 12 &amp; OVER</u>
METRO	\$310	365	423
UPSTATE	284	340	395

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SPECIAL CHILDREN - UP TO \$ 681/MONTH  
EXCEPTIONAL CHILDREN - UP TO \$1,033/MONTH

C. EMERGENCY FOSTER FAMILY BOARDING HOME CARE - CEILING IS 200% OF THE MAXIMUM PAYMENT FOR A NON-SPECIAL OR NON-EXCEPTIONAL CHILD IN THE DISTRICT.

D. ANNUAL CLOTHING REPLACEMENT ALLOWANCE

<u>AGE</u>	<u>YEARLY RATE OF PLACEMENT</u>
0 - 5	\$292
6 - 11	409
12 - 15	634
16 AND OVER	775

1991/92 DIAPER ALLOWANCE

<u>AGE</u>	<u>MONTHLY ALLOWANCE</u>
0 - 3	\$ 45

NOTE: FOR TRENDING OF ALLOWABLE HISTORIC EXPENDITURES

COST-OF-LIVING ADJUSTMENTS FOR THE 1991/92 RATE YEAR

I. GROUP CARE BY COMPONENT	One Year <u>7/1/91-6/30/92</u>	Two Year <u>7/1/91-6/30/92</u>
<u>Child Care</u>	0%	5.5%
<u>Social Services</u>	0	5.5
<u>Child Support and Food</u>	0	4.1
- Child Support PS	0	5.5
<u>Miscellaneous Direct Care</u>	0	3.8
<u>Fixed Property</u>	0	4.7
<u>Variable Maintenance</u>	0	4.7
- Variable Maintenance PS	0	5.5
<u>Utilities</u>	0	4.5
<u>Administration</u>	0	5.1
- Administration PS	0	5.5
II. FOSTER BOARDING HOME BY COMPONENT	One Year <u>7/1/91-6/39/92</u>	Two Year <u>7/1/91-6/30/92</u>
<u>Social Services</u>	0	5.5
<u>Miscellaneous Direct Care</u>	0	5.4
- Miscellaneous Direct Care PS	0	5.5
<u>Property</u>	0	4.4
- Maintenance PS	0	5.5
<u>Administration</u>	0	5.2
- Administration PS	0	5.5

Note: Personnel Services COLAs are based on salary increases granted to New York State employees.

NOTE: FOR ESTABLISHMENT OF FY 1991/92 PARAMETERS ONLY

COST-OF-LIVING ADJUSTMENTS FOR THE 1990/91 RATE YEAR

I. GROUP CARE BY COMPONENT	One Year <u>7/1/91-6/30/92</u>	Two Year <u>7/1/91-6/30/92</u>
<u>Child Care</u>	0%	5.5%
<u>Social Services</u>	0	5.5
<u>Child Support and Food</u>	2.0	6.2
- Child Support PS	0	5.5
<u>Miscellaneous Direct Care</u>	3.2	7.1
<u>Fixed Property</u>	3.5	8.4
<u>Variable Maintenance</u>	1.6	6.3
- Variable Maintenance PS	0	5.5
<u>Utilities</u>	3.9	8.6
<u>Administration</u>	1.1	6.3
- Administration PS	0	5.5
II. FOSTER BOARDING HOME BY COMPONENT	One Year <u>7/1/91-6/30/92</u>	Two Year <u>7/1/91-6/30/92</u>
<u>Social Services</u>	0	5.5
<u>Miscellaneous Direct Care</u>	2.7	8.3
- Miscellaneous Direct Care PS	0	5.5
<u>Property</u>	2.7	7.3
- Maintenance PS	0	5.5
<u>Administration</u>	.8	6.0
- Administration PS	0	5.5

Note: Personnel Services COLAs are based on salary increases granted to New York State employees.

SUPERVISED INDEPENDENT LIVING PROGRAM  
SILP  
DOUBLE OCCUPANCY RATE BUDGET CALCULATION FOR FY 91/92

<u>TYPES OF EXPENSES</u>	<u>DOWNSTATE*</u>		<u>UPSTATE</u>	
	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>
Rent	\$10,379	\$14.22	\$6,920	\$9.48
Food	5,622	7.70	5,622	7.70
Clothing	1,494	2.05	1,494	2.05
Resident Allowance	4,060	5.56	2,435	3.34
Social Worker (1 to 10)	7,106	9.73	6,938	9.50
Supervisor (1 to 4)	2,188	3.00	2,146	2.94
Transportation and Worker	1,021	1.40	1,021	1.40
Telephone	860	1.18	860	1.18
Utilities	1,035	1.42	711	.97
Supplies (Towels, Blankets, etc.)	263	.36	263	.36
Equipment (Pots, Pans, Silverware, etc.)	<u>383</u>	<u>.52</u>	<u>383</u>	<u>.52</u>
SUB TOTAL OF EXPENSES	\$34,411	\$47.14	\$28,793	\$39.44
Depreciation	\$372	\$.51	\$372	\$.51
Finders Fees	842	1.15	842	1.15
Administration at 21%	<u>7,226</u>	<u>9.90</u>	<u>6,047</u>	<u>8.28</u>
GRAND TOTAL	\$42,851**	\$58.70	\$36,054**	\$49.38
Fee for Services Rate		\$78.27 ***		\$65.84 ***

\* Downstate includes NYC, Nassau, Suffolk, Westchester, Rockland, Orange, and Putnam.

\*\* This represents total annual costs per apartment which is shared equally by each resident.

\*\*\* Rates calculated at 75% utilization

SUPERVISED INDEPENDENT LIVING PROGRAM  
SILP  
TRIPLE OCCUPANCY RATE BUDGET CALCULATION FOR FY 91/92

<u>TYPES OF EXPENSES</u>	<u>DOWNSTATE*</u>		<u>UPSTATE</u>	
	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>
Rent	\$12,454	\$11.37	\$8,303	\$7.58
Food	8,420	7.69	8,420	7.69
Clothing	2,242	2.05	2,242	2.05
Resident Allowance	6,091	5.56	3,652	3.34
Social Worker (1 to 10)	10,659	9.73	10,407	9.50
Supervisor (1 to 4)	3,282	3.00	3,219	2.94
Transportation and Worker	1,531	1.40	1,531	1.40
Telephone	989	.90	989	.90
Utilities	1,291	1.18	971	.89
Supplies	394	.36	394	.36
Equipment	<u>514</u>	<u>.47</u>	<u>514</u>	<u>.47</u>
SUB TOTAL OF EXPENSES	\$47,867	\$43.71	\$40,642	\$37.12
Depreciation	\$471	\$.43	\$471	\$.43
Finders Fees	830	.76	\$830	\$.76
Administration at 21%	<u>10,052</u>	<u>9.18</u>	<u>8,535</u>	<u>7.79</u>
GRAND TOTAL	\$59,220 **	\$54.08	\$50,478 **	\$46.10
Fee for Services Rate		\$72.11 ***		\$61.47 ***

\* Downstate includes NYC, Nassau, Suffolk, Westchester, Rockland, Orange, and Putnam.

\*\* This represents total annual costs per apartment which is shared equally by each resident.

\*\*\* Rates calculated at 75% Utilization

SUPERVISED INDEPENDENT LIVING PROGRAM  
SILP  
FOUR BED MOTHER/CHILD RATE BUDGET CALCULATION FOR FY 91/92

<u>TYPES OF EXPENSE</u>	<u>DOWNSTATE*</u>		<u>UPSTATE</u>	
	<u>Annual</u>	<u>Per Day</u>	<u>Annual</u>	<u>Per Day</u>
Rent	\$12,489	\$8.55	\$8,300	\$5.68
Food	11,260	7.71	11,260	7.71
Clothing	2,989	2.05	2,989	2.05
Resident Allowance	6,503	4.45	3,247	2.22
Social Worker (1 to 10)	14,212	9.73	13,876	9.50
Supervisor (1 to 4)	4,376	3.00	4,292	2.94
Transportation	2,059	1.41	2,059	1.41
Telephone	852	.58	852	.58
Utilities	1,295	.89	971	.66
Supplies	526	.36	526	.36
Equipment	<u>574</u>	<u>.39</u>	<u>574</u>	<u>.39</u>
SUB TOTAL OF EXPENSES	\$57,135	\$39.12	\$48,946	\$33.50
Depreciation	\$745	\$.51	\$745	\$.51
Finders Fees	842	.58	842	.58
Administration (21%)	<u>11,998</u>	<u>8.22</u>	<u>10,279</u>	<u>7.04</u>
GRAND TOTAL	\$70,720 **	\$48.43	\$60,812 **	\$41.63
Fee for Services Rate at		\$64.57 ***		\$55.51 ***

\* Downstate includes NYC, Nassau, Suffolk, Westchester, Rockland, Orange, and Putnam.

\*\* This represents total annual costs per apartment which is shared equally by each resident.

\*\*\* Rates calculated at 75% Utilization