



Office of Children and Family Services

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Governor

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Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	20-OCFS-LCM-02
To:	Local District Commissioners
Issuing Division/Office:	Child Welfare and Community Services
Date:	February 26, 2020 Revised
Subject:	NCCAN Funding for Family Assessment Response
Contact Person(s):	See VI.
Attachments:	Attachment A: NCCAN Funds: FAR Biannual Usage Report FFY 2019-20 Attachment for U.S. Department of Health and Human Services Grants

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of \$100,000 in National Center on Child Abuse and Neglect (NCCAN) funds for the improvement of the Family Assessment Response (FAR) program. This LCM also provides information on each district's allocation, how districts may use the funds as well as planning, claiming, and documenting requirements. This LCM includes the *Attachment for U.S. Department of Health and Human Services Grants*, which must be provided to all subrecipients per Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Section 354(a).

II. Background

The primary goals of child protective services are protecting children and preserving families. The FAR is designed to increase, expand, and expedite families' access to appropriate services, including services to meet basic family needs such as food, housing, and utilities. This funding will provide families with access to short-term or one-time goods and/or services to meet their needs to help keep their children safe and to reduce the likelihood of child abuse and neglect.

III. Program Implications

To date, 17 LDSSs in New York State are implementing FAR and will divide the \$100,000 funding as follows:

FFY 2019-20

District	Allocation		District	Allocation
Allegany	\$5,263		St. Lawrence	\$5,263
Columbia	\$5,263		St. Regis	\$5,263
Madison	\$5,263		Suffolk	\$5,263
Nassau	\$5,263		Tioga	\$5,263
Niagara	\$5,263		Tompkins	\$5,263
Onondaga	\$5,263		Ulster	\$5,263
Orange	\$5,263		Washington	\$5,263
Rockland	\$5,263		Westchester	\$5,263
			New York City	\$15,792

The NCCAN funds must be used to provide direct services or goods to families engaging in FAR and are to be used to provide tangible supports for short-term stabilization of families in crisis in need of goods or services they cannot afford. These funds are not to be used to replace existing goods or services that are already provided or obtained by the district for families receiving child protective services. Instead, these funds are to be used to meet important family needs where there are no other free resources available. Examples include: the purchase of cleaning supplies; trash removal; repair or replacement of essential household appliances; fees to get utilities turned back on; car repairs and other transportation assistance that helps family members get to work, have access to medical, educational, mental health, substance abuse or domestic violence services, and/or attend to other appointments and activities in a safe manner.

The funds are available while an ongoing assessment of long-term service needs is undertaken through FAR.

IV. Reporting Requirements

Expenses incurred from October 1, 2019, to September 30, 2020, must be claimed by December 31, 2020. The New York State Office of Children and Family Services (OCFS) requires the attached reporting form be completed by each LDSS (Attachment A) on a biannual basis. The information will be collected to review impact of funding on families engaging in the FAR approach.

The biannual usage report (Attachment A) should be sent to FARNCCANfunds@ocfs.ny.gov by [April 30, 2020, and October 31, 2020.](#)

V. Fiscal and Claiming

Expenditures for the NCCAN FAR 2019-20 project should be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs and reported on the Schedule D, *DSS Administrative Expenses Allocation and Distribution by Function and Program* (LDSS-2347), in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label NCCAN FAR 2019-20 on the LDSS-4975A, *RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs.*

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

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

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100 percent federal share. For each district, the expenditures reported for NCCAN FAR 2019-20 will be reimbursed up to the amount of the district's allocation.

To receive reimbursement, expenditures must be made by November 30, 2020. claims for expenditures of NCCAN FAR 2019-20 for the period October 1, 2019, through September 30, 2020, must be "final accepted" in the Automated Claiming System (ACS) by December 31, 2020.

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

VI. Contacts

Any programmatic questions should be addressed to the appropriate Division of Child Welfare and Community Services' regional office.

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

John.Lockwood@ocfs.ny.gov

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

Amanda.Darling@ocfs.ny.gov

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

Ronni.Fuchs@ocfs.ny.gov

Rochester Regional Office: Christopher Bruno (585) 238-8201

Christopher.Bruno@ocfs.ny.gov

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

Sara.Simon@ocfs.ny.gov

Westchester Regional Office: Thalia Wright (845) 708-2499

Thalia.Wright@ocfs.ny.gov

Any ACS claiming questions should be directed to:

Regions 1-5: Lauren Horn, (518) 474-7549 or otda.sm.Field_Ops.I-IV@otda.ny.gov

Regions 6: Michael Simon, (212) 961-8250 or Michael.Simon@otda.ny.gov

/s/ Lisa Ghartey Ogundimu

Issued by:

Name: Lisa Ghartey Ogundimu

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services

ATTACHMENT A

National Center on Child Abuse and Neglect (NCCAN) Funds
Family Assessment Response
Biannual Usage Report
FFY 2019 – 20

Directions: The biannual usage report (Attachment A) should be sent to FARNCCANfunds@ocfs.ny.gov by April 30, 2020, and October 31, 2020, along with supporting documentation such as copies of receipts or purchase orders.

LDSS:

LDSS Contact (Name):

Purpose Statement: The National Center on Child Abuse and Neglect (NCCAN) funds are intended to provide immediate access to goods and/or services needed to keep children safe, to reduce the likelihood of child abuse and neglect, and to preserve families while FAR reports are open. The purpose of this form is to learn about how your local department of social services (LDSS) made use of these funds over the past year and to assist the New York State Office of Children and Family Services (OCFS) with future planning of funding allocations.

1. How many (number) families were supported through this funding?
2. Please list items or service expenditures of this funding.

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

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, Section 354(a) states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient name	Section III: Program Implications
(ii)	Subrecipient’s unique entity identifier	County LDSS office
(iii)	Federal Award Identification Number (FAIN)	1601NYCA01 1701NYCA01 1801NYNCAN 1901NYNCAN
(iv)	Federal award date to the recipient by the HHS awarding agency	12/7/15 (1601NYCA01) 11/22/16 (1701NYCA01) 11/29/17 (1801NYNCAN) 1/24/19 (1901NYNCAN)
(v)	Subaward period of performance start and end date	Section V: Fiscal and Claiming
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Section III: Program Implications
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity, including the current obligation	Section III: Program Implications
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Section III: Program Implications
(ix)	Federal award project description	Section 1: Purpose
(x)	Name of the HHS awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Administration for Children & Families Section 1: Purpose Section VI: Contacts
(xi)	CFDA number and name	93.669 – Child Abuse and Neglect State Grants
(xii)	Identification of whether the award is Research and Development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75.