



Schenectady County Legislature

Committee on Rules

Hon. Philip Fields, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: October 4, 2024
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Rules
Honorable Philip Fields, Chair
Tuesday, October 8, 2024 at 7:00p.m.
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
R	53 A RESOLUTION PROCLAIMING OCTOBER 2024 AS BREAST CANCER AWARENESS MONTH	The Committee on Rules	
R	54 A RESOLUTION REGARDING THE DESIGNATION OF A TOURISM PROMOTION AGENCY FOR SCHENECTADY COUNTY	The Committee on Rules	
R	55 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES	The Committee on Rules	
R	56 A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR CHILD CARE SERVICES	The Committee on Rules	

Item	Title	Sponsor	Co-Sponsor
R	57 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS AT THE SCHENECTADY COUNTY PUBLIC DEFENDER'S OFFICE	The Committee on Rules	
R	58 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE FOR THE AGING	The Committee on Rules	
R	59 A RESOLUTION CONFIRMING THE APPOINTMENT OF PERSONS TO THE SCHENECTADY COUNTY ENVIRONMENTAL ADVISORY COUNCIL	The Committee on Rules	

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024
Reference: Rules
Dual Reference:
Initiative: R 53

Title of Proposed Resolution:

A RESOLUTION PROCLAIMING OCTOBER 2024 AS BREAST CANCER AWARENESS MONTH

Purpose and General Idea:

A RESOLUTION PROCLAIMING OCTOBER 2024 AS BREAST CANCER AWARENESS MONTH

Summary of Specific Provisions:

A RESOLUTION PROCLAIMING OCTOBER 2024 AS BREAST CANCER AWARENESS MONTH

Effects Upon Present Law:

None.

Justification:

A RESOLUTION PROCLAIMING OCTOBER 2024 AS BREAST CANCER AWARENESS MONTH

Sponsor: The Committee on Rules

Co-Sponsor:

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024
Reference: Rules
Dual Reference:
Initiative: R 54

Title of Proposed Resolution:

A RESOLUTION REGARDING THE DESIGNATION OF A TOURISM PROMOTION AGENCY FOR SCHENECTADY COUNTY

Purpose and General Idea:

Designates the Schenectady County Tourism and Convention Bureau as Schenectady County's Tourism Promotional Agency (TPA) for a three year period starting in 2025.

Summary of Specific Provisions:

Authorizes the Schenectady County Tourism and Convention Bureau to coordinate and work with the New York State Tourism Matching Funds Program (I Love NY).

Effects Upon Present Law:

None.

Justification:

The Schenectady County Legislature approved the creation and funding of this entity as part of the 2017 budget approval process and the County Manager has recommended continued funding for a three-year period, as part of the 2025 budget, starting in 2025. Schenectady County has a unique opportunity through the Schenectady County Tourism and Convention Bureau to continue to advance tourism, convention sales, and special events in partnership with our local arts, entertainment, and business community.

Sponsor: The Committee on Rules

Co-Sponsor:

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024
Reference: Rules
Dual Reference:
Initiative: R 55

Title of Proposed Resolution:

A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES

Purpose and General Idea:

Authorization to Eliminate and Create Positions at the Department of Social Services

Summary of Specific Provisions:

Authorization to eliminate two (2) positions of Senior Casework (CSEA Grade 15) and create two (2) positions of Senior Casework (Child Welfare) (CSEA Grade 16).

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to support the proposed DSS position changes. This change will replace two vacant Senior Caseworker positions with two Senior Caseworker (Child Welfare) positions.

Increase Expense Code By:

A516010._01738	Senior Caseworker (Child Welfare) (Gr16)	\$35,000
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Decrease Expense Code By:

A516010._01293	Senior Caseworker (Gr15)	\$35,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Brandy Hillard-Bouldin, Commissioner of Social Services indicates, that this change would better accommodate the needs of the Child Welfare unit. The remaining difference between the two positions would be covered by the 2024 vacancies within the Child Welfare budget.

Sponsor: The Committee on Rules

Co-Sponsor:

COUNTY OF SCHENECTADY

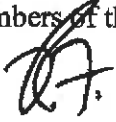


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Brandy Hillard-Bouldin, Commissioner of Social Services
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: October 4, 2024

RE: Authorization to Eliminate and Create Positions at the Department of Social Services

Attached is a memorandum Brandy Hillard-Bouldin, Commissioner of Social Services, requesting authorization to eliminate two (2) positions of Senior Casework (CSEA Grade 15) and create two (2) positions of Senior Casework (Child Welfare) (CSEA Grade 16). As Ms. Hillard-Bouldin indicates, this change better accommodates the needs of the Child Welfare unit than the currently vacant positions which are being eliminated.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance, and Joe McQueen, Director of Human Resources, detail the actions necessary to create the position.

I recommend your approval.

SCHENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard-Bouldin, Commissioner
DATE: September 25, 2024
RE: Change of Position Request

The Department of Social Services is requesting a change in positions to accommodate the needs of the Child Welfare within the 2024 budget. Currently the Department of Social Services has two vacant positions of Senior Caseworker, Grade 15. The Department of Social Services is requesting to reposition both vacancies within the budget to Senior Caseworker (Child Welfare), Grade 16.

This request would reposition the budget lines as follows:

Decrease A516010-_01293 by \$115,782
Increase A516010-_01738 by \$121,856

The remaining difference between the positions of \$6,074 would be covered from 2024 vacancies within Child Welfare.

Thank you in advance for your consideration.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: October 2, 2024
SUBJECT: Budget Amendment – DSS – Position Changes

The Department of Finance provides the following amendment to the 2024 Operating Budget to support the proposed DSS position changes. This change will replace two vacant Senior Caseworker positions with two Senior Caseworker (Child Welfare) positions.

Increase Expense Code By:

A516010_01738	Senior Caseworker (Child Welfare) (Gr16)	\$35,000
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Decrease Expense Code By:

A516010_01293	Senior Caseworker (Gr15)	\$35,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: September 26, 2024

Re: Elimination and Creation of Positions in the Department of Social Services

The Schenectady County Department of Social Services has requested the elimination of two Senior Caseworker positions and the creation of two Senior Caseworker (Child Welfare) positions.

I recommend the creation of the positions Senior Caseworker (Child Welfare) at a CSEA Grade 16.

No additional action is necessary by the Civil Service Commission.

Thank you.

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024

Reference: Rules

Dual Reference:

Initiative: R 56

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES FOR CHILD CARE SERVICES

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Office of Children and Family Services for the NYS Child Care Block Grant.

Summary of Specific Provisions:

Authorizes the acceptance of funding from the NYS Office of Children and Family Services for the NYS Child Care Block Grant in the amount of \$3,340,000. This grant has a performance period starting April 1, 2023, and ending September 30, 2024.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate increased funding from the NYS Child Care Block Grant.

Increase Expense Code By:

A546055.400655	Child Care Block Grant	\$3,978,841
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Increase Revenue Code By:

A46055.4655	Child Care Block Grant	\$4,142,458
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Decrease Use of Fund Balance:

A.599	Appropriated Fund Balance	\$163,617
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

The Department of Social Services intends to allocate this award to eligible clients who require additional funding for ongoing childcare services.

Sponsor: The Committee on Rules

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Brandy Hillard-Bouldin, Commissioner of Social Services
Jaclyn Falotico, Commissioner of Finance

Date: October 4, 2024

RE: Authorization to Accept Funding from the NYS Office of Children and Family Services for the NYS Child Care Block Grant

Attached is a memorandum Brandy Hillard-Bouldin, Commissioner of Social Services, requesting authorization to accept funding from the NYS Office of Children and Family Services for the NYS Child Care Block Grant in the amount of \$3,340,000. These funds can be used from the period starting April 1, 2023 and ending September 30, 2024.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.

SCHEENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard Bouldin, Commissioner
DATE: September 27, 2024
RE: Budget Amendment Request

In accordance with 23-OCFS-LCM-12-R3 Attachments A-C, Schenectady County was awarded an increase of allocations for the New York State Child Care Block Grant (NYSCCBG). This award was issued to allocate additional funds for ongoing Child Care Services. The Department of Social Services is requesting the following adjustment to the following budget lines for FY2024:

Revenue: A46055.4655 - Increase of \$3,340,000
Expense: A546055.400655 Increase of \$3,340,000

Expenditures on budget line A546055.400655 are captured through this funding at a 75% or 100% reimbursement rate dependent upon client eligibility and Federal Cap.

Thank you in advance for your consideration.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: October 2, 2024
SUBJECT: Budget Amendment – DSS – NYS Child Care Block Grant

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate increased funding from the NYS Child Care Block Grant.

Increase Expense Code By:

A546055.400655	Child Care Block Grant	\$3,978,841
----------------	------------------------	-------------

Increase Revenue Code By:

A46055.4655	Child Care Block Grant	\$4,142,458
-------------	------------------------	-------------

Decrease Use of Fund Balance:

A.599	Appropriated Fund Balance	\$163,617
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

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

Local Commissioners Memorandum

Transmittal: 23-OCFS-LCM-12-R3 (*Revised July 1, 2024*)
To: Local Departments of Social Services Commissioners
Issuing Division/Office: Division of Child Care Services
Division of Administration
Date: R3: July 1, 2024; R2: October 16, 2023; R1: August 18, 2023. Original publication date: June 30, 2023
Subject: New York State Child Care Block Grant Allocations April 1, 2023-September 30, 2024
Contact Person(s): Program Questions
o Child Care Assistance Policy Unit, OCFS Division of Child Care Services
ocfs.sm.districtsupport.subsidy@ocfs.ny.gov
Claiming Questions
o Regions 1-5 Justin Gross: 518-408-4970
otda.sm.Field_Ops.I-IV@otda.ny.gov
o Region 6 (NYC) Michael Simon: 212-961-8250
Michael.Simon@otda.ny.gov
WMS/Services Questions
o Service Portal: <https://nysitsm2.service-now.com/sp>
o 1-844-891-1786, fixit@its.ny.gov
Chat: <https://chat.its.ny.gov>
Attachments: Attachment A (**Revised**): *New York State Child Care Block Grant Social Services District Allocations 4/1/2023-9/30/2024*
Attachment B (**Revised**): *New York State Child Care Block Grant Total Funding Available 10/1/2022-9/30/2023*
Attachment C (**Revised**): *New York State Child Care Block Grant Total Funding Available 10/1/2023-9/30/2024*
Attachment D, *New York State Child Care Block Grant Maintenance of Effort Level*
Attachment E, *Attachment for U.S. Department of Health and Human Services Grants*

R3: This Local Commissioners Memorandum (LCM) was revised and reissued on July 1, 2024, to reflect the addition of \$3.5M, which has been added to the allocations for the period April 1, 2023, through September 30, 2024. Changes are reflected in Attachments A, B, and C.

R2: This LCM was revised and reissued on October 16, 2023, to reflect the addition of \$32M, which were added to the allocations for the period April 1, 2023, through September 30, 2024. Changes are reflected in Attachments A, B, and C.

R1: This LCM was revised and reissued on August 18, 2023, to reflect the addition of \$18.9M, which were added to the allocations for the period April 1, 2023, through September 30, 2024. Changes are reflected in Attachments A, B, and C.

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) of their allocations and maintenance of effort (MOE) levels for the New York State Child Care Block Grant (NYSCCBG) Child Care Assistance Program (CCAP) for the period April 1, 2023, through September 30, 2024.

II. Background

In order for an LDSS to participate in the NYSCCBG CCAP, the commissioner of the LDSS must agree to comply with the program requirements of the NYSCCBG as set forth in Title 5-C of Article 6 of the Social Services Law; Title 18 of the New York State Code of Rules and Regulations (18 NYCRR) Parts 358, 404, 405, 407, 415, and 628; and New York State Office of Children and Family Services (OCFS) policy directives, including Administrative Directives (ADMs), LCMs, and Informational Letters (INFs). Title 5-C of Article 6 of the Social Services Law, section 410-x(4), requires OCFS to establish in regulation the applicable market-related payment rates that will establish the ceilings for state and federal reimbursement for payments made under the NYSCCBG. The amount to be paid or allowed for child care assistance funded under the NYSCCBG shall be the actual cost of care but no more than the applicable market rate established in regulations. LDSSs must pay the applicable market rate unless the actual cost of care is less, in which case LDSSs must pay the actual cost of care. The LDSS also must agree to comply with the requirements for the federal Child Care and Development Fund (CCDF). LDSSs provide such legal assurances as part of the submission of their Child and Family Services Plans.

III. Program Implications

A. ALLOCATION INFORMATION

Attachment A provides LDSS allocations for the NYSCCBG child care assistance funds for the period beginning April 1, 2023, and ending September 30, 2024. The allocations are listed for three six-month periods. The lists show allocations for the period April 1, 2023, to September 30, 2023, the last half of the federal fiscal year (FFY) 2022-23; the period October 1, 2023, to March 31, 2024, the first half of the FFY 2023-24; and April 1, 2024, to September 30, 2024, the second half of the FFY 2023-24. Previously, 22-OCFS-LCM-08, dated April 29, 2022, notified LDSSs of their NYSCCBG allocations for the period April 1, 2022, to September 30, 2022, the last half of FFY 2021-22, and for the period October 1, 2022, to March 31, 2023, the first half of the FFY 2022-23. Any unspent funds allocated for that period will be carried into and be available for the period ending September 30, 2023. Any portion of an LDSS's NYSCCBG allocation for FFY 2022-23 (October 1, 2022, through September 30, 2023) that is not claimed by the LDSS by March 31, 2024, will remain available to the LDSS through the end of FFY 2023-2024 (September 30, 2024). This would include any Temporary Assistance for Needy Families (TANF) funds transferred from an LDSS's Flexible Fund for Family Services (FFFS) allocation for the period October 1, 2023, to September 30, 2024. However, claims for expenditures for October 1, 2022, through September 30, 2023, cannot be rolled forward into the next FFY.

Attachment B provides the total LDSS funding available for NYSCCBG for FFY 2022-23 (beginning October 1, 2022, and ending September 30, 2023).

Unspent NYSCCBG funds that remain available to LDSSs in subsequent periods are referred to as rollover. Funds are unspent when claims submitted fall short of the amount allocated to an LDSS plus their prior period rollover. This amount is presented along with each LDSS's NYSCCBG allocation in Attachment B to clarify the amount available to each LDSS for the FFY 2023 period.

Attachment C provides the total LDSS funding available for NYSCCBG for FFY 2023-2024 (beginning October 1, 2023, and ending September 30, 2024).

The initial allocation methodology for this fiscal term was based solely on each LDSS's proportionate share of the block grant funds as determined by the average level of annual child care claims for the past three years, FFY 2019-20 through FFY 2021-22. OCFS has been monitoring spending and liquidation on all programs and grants administered by the Division of Child Care Services. After evaluating spending levels, an additional \$18.9M was added to the allocations on August 18, 2023, for the period April 1, 2023, through September 30, 2024. OCFS continued to monitor claiming and an additional \$32M was added to the allocations on October 16, 2023, for the period of April 1, 2023, through September 30, 2024. OCFS has continued to monitor claiming, and an additional \$3.5M has been added to the allocations for the period of April 1, 2023, through September 30, 2024, to cover expenditures projected for this period. These additional funds have been allocated to LDSSs that have spending patterns that indicate additional supplemental funds are necessary to support recent increases in utilization of CCAP. Based on the supplemental allocations, LDSSs are expected to have sufficient funds available to continue to open cases and maintain eligibility for families that remain eligible at the end of their current authorization period. OCFS recognizes that program changes may change spending patterns and will continue to monitor spending over the course of this allocation period to support LDSSs implementing these changes. However, it is the responsibility of the LDSS to monitor spending and communicate any anticipated funding needs to OCFS over the course of the allocation period, including whether the county plans to update its Child and Family Services Plan to be able to initiate waitlists if necessary. This also includes but is not limited to notifying OCFS when an LDSS establishes a waitlist, if identified as an option in the LDSS's Child and Family Services Plan, or denies child care assistance application(s) at the case determination due to a lack of available funds.

While the NYSCCBG allocation is the primary resource available to LDSSs in meeting their child care assistance needs for low-income families and individuals on public assistance, all LDSSs have the ability to utilize additional funds from the FFFS for child care assistance costs. Additional information on utilizing FFFS funds may be found in the SFY 2023-24 FFFS ADM, 23-OCFS-ADM-13, *2023 Bridge – Flexible Fund for Family Services (FFFS)*, and in the 2023-24 FFFS LCM, 23-OCFS-LCM-17, *2023-24 Flexible Fund for Family Services (FFFS)*.

An LDSS may spend no more than 5% of its FFY NYSCCBG allocation, including any funds transferred from FFFS, for administrative activities. Administrative activities do not include the costs of providing direct services such as eligibility determinations and redeterminations; preparation and participation in judicial hearings; child care placements; the recruitment, licensing, inspection, review, and supervision of child care placements; rate setting for contract development; resource and referral services; training; or the establishment and maintenance of computerized child care information systems.

An LDSS, at its option, may make payments for eligible families to be transported to and from a child care provider. An LDSS will be reimbursed for transportation expenses charged by a child care provider that are separate and apart from the regular rate charged by the provider. The LDSS may make arrangements using other providers of transportation services. Expenditures for transportation are reimbursed as a program cost under the LDSS's NYSCCBG allocation if the provision of transportation services is included in the LDSS's Child and Family Services Plan.

B. ELIGIBLE FAMILIES

Effective October 1, 2023, there was a change to eligible families as defined in 18 NYCRR 415.2. LDSSs must use the funding allocated in this directive to fund child care assistance to families who are eligible in accordance with the applicable rules at the time of the application.

C. PARENTAL CHOICE

LDSSs must inform parents or caretakers requesting NYSCCBG services that they may either

- choose to have care provided by one of the child day care providers with whom the LDSS has contracted for the provision of child care services; or
- request a child care certificate, which enables the parents or caretakers to select from a full range of child care arrangements, including care by licensed or registered child care providers and providers of legally exempt child care.

The child's parents or caretakers must be given discretion in selecting or arranging for the purchase of child care services from any eligible provider. The case record should document that parents or caretakers have been apprised of the full range of providers eligible for payment and of their right to elect to use a child care certificate. LDSSs must allow parents to select, and must have a method to pay, any and all legally operating eligible providers with whom they do not contract. A contract may not be made a condition of receiving payment from NYSCCBG funds.

D. REIMBURSEMENT

Claims for expenditures for child care services for families receiving public assistance will be reimbursed at 75% with NYSCCBG funds, up to the LDSS's NYSCCBG allocation ceiling. Claims for expenditures for child care for all other eligible families will be reimbursed at 100% with NYSCCBG funds, as long as the LDSS's MOE is met, up to the LDSS's NYSCCBG allocation ceiling.

E. MAINTENANCE OF EFFORT

Each LDSS must maintain local spending for child care services at a level established by OCFS in accordance with state statute. The MOE for each LDSS is listed in Attachment D and is unchanged from the previous year.

The MOE was calculated by totaling the LDSS share of expenditures in FFY 1994-95 for child care services claimed under the following categories: State Low-Income Day Care program and administrative costs, Transitional Child Care, At-Risk Low-Income Child Care, Child Care and Development Block Grant, Emergency Assistance to Families, Job Opportunities and Basic Skills (JOBS)-related child care, and employment-related child care. The MOE for those LDSSs participating in the Child Assistance Program (CAP) was adjusted to reflect the LDSS share for FFY 1996-97 CAP child care expenditures included in their NYSCCBG allocations.

Each LDSS must meet its MOE level in cash in FFY 2022-23 and in each subsequent FFY. The MOE is met by the 25% local share of claims for expenditures for public assistance recipients, as reported on Schedule H, *Non-Title XX Services for Recipients*, and any other non-Title XX expenditures that are allowable but not reimbursed under the NYSCCBG allocation. Claims submitted under NYSCCBG will be processed to ensure that the LDSS's MOE requirement is met. Claims for administrative costs exceeding the 5% administrative cap will not count toward meeting the MOE and will not be eligible for federal and state reimbursement.

F. SYSTEMS INFORMATION

Procedures for the authorization of payment for child care services in the Welfare Management System (WMS) are as follows:

For child care payments for eligible families applying for or receiving public assistance, the LDSS can continue to use the DSS-3209, *IM/WMS Authorization*. The LDSS may, at its option, use the DSS-2970, *WMS Services Authorization*, to authorize payment for child care for public assistance families. Purchase of Service Type Suffix Code (Data Element #23021) value "S-Block Grant DC 75%" designates child care services funded under the NYSCCBG for public assistance applicants/recipients and reimbursed at 75% federal and state share, up to the LDSS's allocation ceiling.

The LDSS has the option to authorize payments for child care for NYSCCBG eligible families not in receipt of public assistance on the DSS-3209 for Supplemental Nutrition Assistance Program and Medical Assistance-only cases.

For all other eligible families, the LDSS must authorize payment in WMS Services by using Purchase of Service Type Suffix Code value "R-Block Grant DC 100%" on the DSS-2970, *WMS Services Authorization*, which designates child care services funded under NYSCCBG for non-public assistance families and reimbursed at 100% federal and state share, up to the LDSS's allocation ceiling.

In circumstances of an adult-only public assistance case in which the children are not included in the public assistance filing unit, child care payment is authorized as a public assistance family and reimbursed at 75% federal and state share. For cases in which children are in receipt of public assistance but the caretaker is not included in the public assistance filing unit, child care is authorized in WMS Services and reimbursed at 100% federal and state share, up to the LDSS's allocation ceiling.

WMS Services continue to support the monitoring of the issuance and return of child care certificates. Instructions for the child care certificate are included in [92 LCM-138. Child Care Certificate Program](#) and in the *BICS Operations Manual*, page A-62, BICS Production Request 32, Request for Self-Selected Day Care Certs, in the edition dated April 1, 2005. Information is also provided in the *Benefit Issuance Control Subsystem (BICS) Services Payments Processing (BSPP) Manual*, Chapter 2, Authorizations, and Self-Selected Day Care Certificates.

G. CLAIMING INSTRUCTIONS

NYSCCBG expenditures for child care assistance for families receiving public assistance are claimed on Schedule H, *Non-Title XX Services for Recipients* (LDSS-4283), column 17 (Day Care Block Grant 75%). NYSCCBG program expenditures for child care assistance for all other eligible families are claimed on Schedule H, column 16 (Day Care Block Grant 100%). Please refer to the *Fiscal Reference Manual*, Volume 2, Chapter 3, for detailed instructions for completing Schedule H.

NYSCCBG child counts and expenditures also must be reported on the Schedule G-2, *Summary of All Payments for Day Care* (LDSS-2109EL). Expenditures made under the service types allowed must be reported on the Schedule G-2, via the Automated Claiming System. The BICS Schedule G-2 report provides the information needed to file the report. Please refer to the *Fiscal Reference Manual*, Volume 2, Chapter 3, for Schedule G-2 instructions.

Administrative expenditures for the NYSCCBG that are not direct charged on the Schedule D-2 are claimed in accordance with the Services Random Moment Survey (RMS) as Child Care Block Grant costs on line 6, section 1A (associated central services costs are claimed on line 4, section 2) of the Schedule D-2, *Allocation for Claiming General Services Administration Expenditures* (LDSS-2347B). Instructions

for completing the Schedule D-2 are contained in Chapter 9 of the *Fiscal Reference Manual*, Volume 3 (Cost Allocation Plan).

Claiming instructions for LDSS administrative expenditures related to the training of employees that are claimed on the Schedule D-6, *Reimbursement Claim for Training* (LDSS-2347-C), for the NYSCCBG program are provided in Chapter 13 of Volume 3 of the *Fiscal Reference Manual*.

The *Fiscal Reference Manual* (FRM) is available here: FRM Vol. 2 & 3 – <https://otda.ny.gov/resources/fiscal-reference/>

H. SUBAWARD INFORMATION

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

/s/ Nora Yates

Issued by:

Name: Nora Yates

Title: Deputy Commissioner

Division/Office: Division of Child Care Services

/s/ Sharon Devine

Issued by:

Name: Sharon Devine

Title: Deputy Commissioner

Division/Office: Division of Administration

ATTACHMENT A

**NEW YORK STATE CHILD CARE BLOCK GRANT
SOCIAL SERVICES DISTRICT ALLOCATIONS
4/1/2023-9/30/2024
(Updated 7/1/2024)**

LDSS	Revised April 1, 2023- September 30, 2023	October 1, 2023 - March 31, 2024	Revised April 1, 2024 - September 30, 2024	Revised Total NYSCCBG Allocation April 1, 2023-September 30, 2024
Albany	\$4,283,883	\$4,283,883	\$4,283,884	\$12,851,650
Allegany	\$154,298	\$154,298	\$154,297	\$462,893
Broome	\$2,097,738	\$2,097,738	\$5,447,048	\$9,642,524
Cattaraugus	\$758,013	\$758,013	\$1,667,012	\$3,183,038
Cayuga	\$729,065	\$729,065	\$729,065	\$2,187,195
Chautauqua	\$1,764,138	\$1,764,138	\$1,764,137	\$5,292,413
Chemung	\$1,224,986	\$1,224,986	\$1,224,986	\$3,674,958
Chenango	\$195,559	\$195,559	\$195,559	\$586,677
Clinton	\$484,814	\$484,814	\$1,943,611	\$2,913,239
Columbia	\$451,059	\$451,059	\$451,059	\$1,353,177
Cortland	\$324,542	\$324,541	\$324,541	\$973,624
Delaware	\$429,873	\$429,873	\$429,872	\$1,289,618
Dutchess	\$2,815,264	\$2,815,264	\$2,815,263	\$8,445,791
Erie	\$12,846,815	\$12,846,815	\$29,804,698	\$55,498,328
Essex	\$159,579	\$159,579	\$159,580	\$478,738
Franklin	\$359,176	\$359,176	\$359,177	\$1,077,529
Fulton	\$165,494	\$165,494	\$165,493	\$496,481
Genesee	\$306,509	\$306,509	\$306,510	\$919,528
Greene	\$177,082	\$177,082	\$177,081	\$531,245
Hamilton	\$10,758	\$10,758	\$54,767	\$76,283
Herkimer	\$361,376	\$361,376	\$361,377	\$1,084,129
Jefferson	\$805,707	\$805,707	\$2,402,047	\$4,013,461
Lewis	\$102,248	\$102,248	\$174,847	\$379,343
Livingston	\$536,773	\$536,773	\$1,346,192	\$2,419,738
Madison	\$501,676	\$451,676	\$1,719,020	\$2,672,372
Monroe	\$18,396,524	\$18,396,524	\$25,725,523	\$62,518,571
Montgomery	\$1,120,328	\$467,384	\$3,032,419	\$4,620,131
Nassau	\$26,632,109	\$26,632,109	\$26,632,108	\$79,896,326
Niagara	\$1,097,711	\$1,097,711	\$6,637,554	\$8,832,976
Oneida	\$2,700,045	\$2,700,045	\$2,700,046	\$8,100,136

LDSS	Revised April 1, 2023- September 30, 2023	October 1, 2023 - March 31, 2024	Revised April 1, 2024 - September 30, 2024	Revised Total NYSCCBG Allocation April 1, 2023-September 30, 2024
Onondaga	\$8,842,195	\$8,842,195	\$8,842,196	\$26,526,586
Ontario	\$847,295	\$847,295	\$1,495,097	\$3,189,687
Orange	\$2,645,103	\$2,645,103	\$2,645,102	\$7,935,308
Orleans	\$267,033	\$267,033	\$267,032	\$801,098
Oswego	\$915,009	\$915,009	\$915,008	\$2,745,026
Otsego	\$296,987	\$296,987	\$296,987	\$890,961
Putnam	\$227,869	\$227,869	\$227,868	\$683,606
Rensselaer	\$1,359,240	\$1,359,240	\$1,424,241	\$4,142,721
Rockland	\$2,897,054	\$2,897,054	\$2,897,054	\$8,691,162
Saratoga	\$696,683	\$696,683	\$2,350,029	\$3,743,395
Schenectady	\$2,966,357	\$2,966,357	\$5,016,497	\$10,949,211
Schoharie	\$220,822	\$220,822	\$220,821	\$662,465
Schuyler	\$170,330	\$170,330	\$170,331	\$510,991
Seneca	\$179,779	\$179,779	\$938,367	\$1,297,925
Steuben	\$1,214,356	\$1,214,356	\$7,525,300	\$9,954,012
St. Lawrence	\$579,825	\$579,825	\$769,824	\$1,929,474
Suffolk	\$14,076,564	\$14,076,564	\$14,076,565	\$42,229,693
Sullivan	\$576,835	\$576,835	\$576,834	\$1,730,504
Tioga	\$452,486	\$452,486	\$452,486	\$1,357,458
Tompkins	\$708,484	\$708,484	\$708,484	\$2,125,452
Ulster	\$1,399,348	\$1,399,348	\$1,399,349	\$4,198,045
Warren	\$353,458	\$353,458	\$353,457	\$1,060,373
Washington	\$337,442	\$337,442	\$337,441	\$1,012,325
Wayne	\$446,295	\$446,295	\$446,294	\$1,338,884
Westchester	\$13,958,820	\$13,958,820	\$13,958,821	\$41,876,461
Wyoming	\$165,039	\$165,039	\$165,038	\$495,116
Yates	\$116,797	\$116,797	\$260,798	\$494,392
ROS	\$138,910,647	\$138,207,702	\$191,926,094	\$469,044,443
NYC	\$205,792,299	\$205,792,299	\$205,792,299	\$617,376,897
TOTAL	\$344,702,946	\$344,000,001	\$397,718,393	\$1,086,421,340

ATTACHMENT B

NEW YORK STATE CHILD CARE BLOCK GRANT
TOTAL FUNDING AVAILABLE
10/1/2022-9/30/2023 (FFY 2023)
(Updated 7/1/2024)

LDSS	Rollover: Unspent Funds from FFY 2022 into FFY2023	Pandemic Funds Allocation FFY 2023 (previously issued via 22-OCFS- LCM-08)	October 1, 2022 - March 31, 2023 (previously issued via 22-OCFS- LCM-08)	April 1, 2023- September 30, 2023	Total Funding Available
Albany	\$17,040,602	\$5,527,446	\$6,089,905	\$4,283,883	\$32,941,836
Allegany	\$746,101	\$196,099	\$216,053	\$154,298	\$1,312,551
Broome	\$3,209,744	\$2,422,771	\$2,669,306	\$2,097,738	\$10,399,559
Cattaraugus	\$1,532,160	\$954,544	\$1,051,676	\$758,013	\$4,296,393
Cayuga	\$1,108,660	\$933,293	\$1,028,263	\$729,065	\$3,799,281
Chautauqua	\$5,215,596	\$1,985,846	\$2,187,920	\$1,764,138	\$11,153,500
Chemung	\$4,831,906	\$1,858,743	\$2,047,884	\$1,224,986	\$9,963,519
Chenango	\$710,116	\$246,701	\$271,805	\$195,559	\$1,424,181
Clinton	\$756,081	\$537,175	\$591,836	\$484,814	\$2,369,906
Columbia	\$1,762,267	\$637,954	\$702,871	\$451,059	\$3,554,151
Cortland	\$1,115,223	\$414,133	\$456,274	\$324,542	\$2,310,172
Delaware	\$1,464,320	\$522,664	\$575,849	\$429,873	\$2,992,706
Dutchess	\$6,334,171	\$3,679,182	\$4,053,566	\$2,815,264	\$16,882,183
Erie	\$14,150,125	\$15,664,163	\$17,258,107	\$12,846,815	\$59,919,210
Essex	\$585,334	\$235,804	\$259,799	\$159,579	\$1,240,516
Franklin	\$1,678,639	\$524,667	\$578,056	\$359,176	\$3,140,538
Fulton	\$968,274	\$192,910	\$212,540	\$165,494	\$1,539,218
Genesee	\$1,612,479	\$398,451	\$438,997	\$306,509	\$2,756,436
Greene	\$465,791	\$239,467	\$263,834	\$177,082	\$1,146,174
Hamilton	\$49,501	\$12,044	\$13,270	\$10,758	\$85,573
Herkimer	\$974,371	\$478,463	\$527,151	\$361,376	\$2,341,361
Jefferson	\$1,418,189	\$977,599	\$1,077,077	\$805,707	\$4,278,572
Lewis	\$376,749	\$121,881	\$134,284	\$102,248	\$735,162
Livingston	\$1,833,900	\$727,683	\$801,731	\$536,773	\$3,900,087
Madison	\$82,453	\$519,631	\$572,508	\$501,676	\$1,676,268
Monroe	\$24,928,220	\$21,505,762	\$23,694,132	\$18,396,524	\$88,524,638
Montgomery	\$127,106	\$528,567	\$582,353	\$1,120,328	\$2,358,354

LDSS	Rollover: Unspent Funds from FFY 2022 into FFY2023	Pandemic Funds Allocation FFY 2023 (previously issued via 22-OCFS- LCM-08)	October 1, 2022 - March 31, 2023 (previously issued via 22-OCFS- LCM-08)	April 1, 2023- September 30, 2023	Total Funding Available
Nassau	\$48,013,360	\$33,209,818	\$36,589,163	\$26,632,109	\$144,444,450
Niagara	\$3,956,315	\$1,418,575	\$1,562,926	\$1,097,711	\$8,035,527
Oneida	\$8,326,444	\$3,743,335	\$4,124,248	\$2,700,045	\$18,894,072
Onondaga	\$15,338,693	\$10,943,264	\$12,056,822	\$8,842,195	\$47,180,974
Ontario	\$2,268,189	\$1,120,106	\$1,234,085	\$847,295	\$5,469,675
Orange	\$6,654,186	\$3,609,077	\$3,976,327	\$2,645,103	\$16,884,693
Orleans	\$1,057,935	\$362,419	\$399,299	\$267,033	\$2,086,686
Oswego	\$2,715,955	\$1,224,086	\$1,348,646	\$915,009	\$6,203,696
Otsego	\$1,100,708	\$415,437	\$457,710	\$296,987	\$2,270,842
Putnam	\$2,114,232	\$357,231	\$393,582	\$227,869	\$3,092,914
Rensselaer	\$4,752,673	\$1,826,052	\$2,011,867	\$1,359,240	\$9,949,832
Rockland	\$9,174,939	\$4,002,200	\$4,409,454	\$2,897,054	\$20,483,647
Saratoga	\$2,301,065	\$832,623	\$917,348	\$696,683	\$4,747,719
Schenectady	\$5,818,014	\$3,897,921	\$4,294,563	\$2,966,357	\$16,976,855
Schoharie	\$550,449	\$272,282	\$299,989	\$220,822	\$1,343,542
Schuyler	\$563,954	\$230,207	\$253,632	\$170,330	\$1,218,123
Seneca	\$428,026	\$221,614	\$244,165	\$179,779	\$1,073,584
Steuben	\$957,904	\$1,467,839	\$1,617,202	\$1,214,356	\$5,257,301
St. Lawrence	\$1,952,284	\$732,230	\$806,740	\$579,825	\$4,071,079
Suffolk	\$28,061,967	\$19,547,228	\$21,536,303	\$14,076,564	\$83,222,062
Sullivan	\$2,006,203	\$803,726	\$885,511	\$576,835	\$4,272,275
Tioga	\$1,599,010	\$591,019	\$651,159	\$452,486	\$3,293,674
Tompkins	\$2,441,486	\$922,468	\$1,016,336	\$708,484	\$5,088,774
Ulster	\$5,679,461	\$1,870,221	\$2,060,530	\$1,399,348	\$11,009,560
Warren	\$2,230,384	\$491,401	\$541,406	\$353,458	\$3,616,649
Washington	\$1,485,933	\$468,133	\$515,769	\$337,442	\$2,807,277
Wayne	\$1,412,521	\$616,235	\$678,942	\$446,295	\$3,153,993
Westchester	\$29,838,635	\$18,222,651	\$20,076,941	\$13,958,820	\$82,097,047
Wyoming	\$501,872	\$208,601	\$229,829	\$165,039	\$1,105,341
Yates	\$337,444	\$162,941	\$179,524	\$116,797	\$796,706
ROS	\$288,718,319	\$175,834,583	\$193,727,065	\$138,910,647	\$797,190,614
NYC	\$509,497,512	\$230,165,417	\$253,586,449	\$205,792,299	\$1,199,041,677
TOTAL	\$798,215,831	\$406,000,000	\$447,313,514	\$344,702,946	\$1,996,232,291

ATTACHMENT C

NEW YORK STATE CHILD CARE BLOCK GRANT
 TOTAL FUNDING AVAILABLE
 10/1/2023-9/30/2024 (FFY 2024)
 (Updated 7/1/2024)

LDSS	Rollover: Unspent Funds from FFY 2023 into FFY2024	Pandemic Funds Allocation FFY 2024 (previously issued via 22-OCFS-LCM-08)	October 1, 2023 - March 31, 2024	April 1, 2024 - September 30, 2024	Total Funding Available
Albany	\$21,204,971	\$2,763,723	\$4,283,883	\$4,283,884	\$32,536,461
Allegany	\$728,007	\$98,049	\$154,298	\$154,297	\$1,134,651
Broome	\$2,242,393	\$1,211,385	\$2,097,738	\$5,447,048	\$10,998,564
Cattaraugus	\$1,468,846	\$477,272	\$758,013	\$1,667,012	\$4,371,143
Cayuga	\$1,715,221	\$466,646	\$729,065	\$729,065	\$3,639,997
Chautauqua	\$5,390,651	\$992,923	\$1,764,138	\$1,764,137	\$9,911,849
Chemung	\$6,563,619	\$929,371	\$1,224,986	\$1,224,986	\$9,942,962
Chenango	\$708,399	\$123,351	\$195,559	\$195,559	\$1,222,868
Clinton	\$289,394	\$268,587	\$484,814	\$1,943,611	\$2,986,406
Columbia	\$2,230,195	\$318,977	\$451,059	\$451,059	\$3,451,290
Cortland	\$1,064,060	\$207,067	\$324,541	\$324,541	\$1,920,209
Delaware	\$1,508,172	\$261,332	\$429,873	\$429,872	\$2,629,249
Dutchess	\$8,298,306	\$1,839,591	\$2,815,264	\$2,815,263	\$15,768,424
Erie	\$15,699,922	\$7,832,081	\$12,846,815	\$29,804,698	\$66,183,516
Essex	\$622,757	\$117,902	\$159,579	\$159,580	\$1,059,818
Franklin	\$1,833,902	\$262,334	\$359,176	\$359,177	\$2,814,589
Fulton	\$790,598	\$96,455	\$165,494	\$165,493	\$1,218,040
Genesee	\$1,670,364	\$199,226	\$306,509	\$306,510	\$2,482,609
Greene	\$649,485	\$119,733	\$177,082	\$177,081	\$1,123,381
Hamilton	\$37,668	\$6,022	\$10,758	\$54,767	\$109,215
Herkimer	\$1,101,692	\$239,232	\$361,376	\$361,377	\$2,063,677
Jefferson	\$1,291,237	\$488,799	\$805,707	\$2,402,047	\$4,987,790
Lewis	\$360,332	\$60,941	\$102,248	\$174,847	\$698,368
Livingston	\$1,572,838	\$363,842	\$536,773	\$1,346,192	\$3,819,645
Madison	\$58,430	\$259,816	\$451,676	\$1,719,020	\$2,488,942
Monroe	\$28,981,285	\$10,752,881	\$18,396,524	\$25,725,523	\$83,856,213
Montgomery	\$0	\$264,284	\$467,384	\$3,032,419	\$3,764,087
Nassau	\$59,245,677	\$16,604,909	\$26,632,109	\$26,632,108	\$129,114,803
Niagara	\$1,748,577	\$709,287	\$1,097,711	\$6,637,554	\$10,193,129
Oneida	\$8,407,113	\$1,871,668	\$2,700,045	\$2,700,046	\$15,678,872
Onondaga	\$17,799,394	\$5,471,632	\$8,842,195	\$8,842,196	\$40,955,417
Ontario	\$2,473,314	\$560,053	\$847,295	\$1,495,097	\$5,375,759

LDSS	Rollover: Unspent Funds from FFY 2023 into FFY2024	Pandemic Funds Allocation FFY 2024 (previously issued via 22- OCFS-LCM-08)	October 1, 2023 - March 31, 2024	April 1, 2024 - September 30, 2024	Total Funding Available
Orange	\$7,640,441	\$1,804,538	\$2,645,103	\$2,645,102	\$14,735,184
Orleans	\$1,309,423	\$181,210	\$267,033	\$267,032	\$2,024,698
Oswego	\$2,932,874	\$612,043	\$915,009	\$915,008	\$5,374,934
Otsego	\$1,178,006	\$207,718	\$296,987	\$296,987	\$1,979,698
Putnam	\$2,434,499	\$178,615	\$227,869	\$227,868	\$3,068,851
Rensselaer	\$4,532,044	\$913,026	\$1,359,240	\$1,424,241	\$8,228,551
Rockland	\$11,109,326	\$2,001,100	\$2,897,054	\$2,897,054	\$18,904,534
Saratoga	\$1,805,035	\$416,311	\$696,683	\$2,350,029	\$5,268,058
Schenectady	\$5,980,087	\$1,948,960	\$2,966,357	\$5,016,497	\$15,911,901
Schoharie	\$687,684	\$136,141	\$220,822	\$220,821	\$1,265,468
Schuyler	\$579,859	\$115,103	\$170,330	\$170,331	\$1,035,623
Seneca	\$193,142	\$110,807	\$179,779	\$938,367	\$1,422,095
Steuben	\$375,301	\$733,919	\$1,214,356	\$7,525,300	\$9,848,876
St. Lawrence	\$2,162,178	\$366,115	\$579,825	\$769,824	\$3,877,942
Suffolk	\$30,760,150	\$9,773,614	\$14,076,564	\$14,076,565	\$68,686,893
Sullivan	\$2,530,123	\$401,863	\$576,835	\$576,834	\$4,085,655
Tioga	\$1,572,365	\$295,509	\$452,486	\$452,486	\$2,772,846
Tompkins	\$2,411,062	\$461,234	\$708,484	\$708,484	\$4,289,264
Ulster	\$7,446,850	\$935,110	\$1,399,348	\$1,399,349	\$11,180,657
Warren	\$2,210,750	\$245,701	\$353,458	\$353,457	\$3,163,366
Washington	\$1,779,554	\$234,067	\$337,442	\$337,441	\$2,688,504
Wayne	\$1,719,050	\$308,117	\$446,295	\$446,294	\$2,919,756
Westchester	\$36,887,212	\$9,111,326	\$13,958,820	\$13,958,821	\$73,916,179
Wyoming	\$563,084	\$104,301	\$165,039	\$165,038	\$997,462
Yates	\$347,160	\$81,473	\$116,797	\$260,798	\$806,228
ROS	\$328,904,078	\$87,917,292	\$138,207,702	\$191,926,094	\$746,955,166
NYC	\$590,566,720	\$115,082,708	\$205,792,299	\$205,792,299	\$1,117,234,026
TOTAL	\$919,470,798	\$203,000,000	\$344,000,001	\$397,718,393	\$1,864,189,192

ATTACHMENT D
NEW YORK STATE CHILD CARE BLOCK GRANT
MAINTENANCE OF EFFORT (MOE) LEVEL
Federal Fiscal Year 1994-95 Basls

LDSS	MOE Amount	LDSS	MOE Amount
Albany	\$1,019,127	Oneida	\$283,468
Allegany	\$68,895	Onondaga	\$1,204,201
Broome	\$518,534	Ontario	\$73,752
Cattaraugus	\$34,769	Orange	\$32,900
Cayuga	\$15,101	Orleans	\$36,152
Chautauqua	\$558,879	Oswego	\$41,453
Chemung	\$63,364	Otsego	\$28,900
Chenango	\$27,933	Putnam	\$62,728
Clinton	\$99,395	Rensselaer	\$164,819
Columbia	\$7,848	Rockland	\$235,830
Cortland	\$53,422	Saint Lawrence	\$101,658
Delaware	\$34,955	Saratoga	\$30,127
Dutchess	\$193,433	Schenectady	\$228,165
Erie	\$1,264,742	Schoharie	\$12,101
Essex	\$16,498	Schuyler	\$9,515
Franklin	\$26,381	Seneca	\$19,292
Fulton	\$38,407	Steuben	\$148,022
Genesee	\$49,813	Suffolk	\$692,326
Greene	\$20,310	Sullivan	\$28,491
Hamilton	\$2,738	Tioga	\$22,049
Herkimer	\$14,318	Tompkins	\$70,752
Jefferson	\$81,936	Ulster	\$208,356
Lewis	\$11,454	Warren	\$22,063
Livingston	\$76,936	Washington	\$32,583
Madison	\$12,147	Wayne	\$39,416
Monroe	\$4,221,021	Westchester	\$1,018,071
Montgomery	\$11,738	Wyoming	\$13,806
Nassau	\$1,574,621	Yates	\$11,683
Niagara	\$364,420		
		New York City	\$52,937,271
		State Total	\$68,293,085

ATTACHMENT E

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

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

(i)	Subrecipient's name	Attachment A
(ii)	Subrecipient's unique entity identifier	County LDSS office
(iii)	Federal Award Identification Number (FAIN)	2101NYCCDD 2101NYCCC5 2101NYCDC6 2201NYCCDF 2201NYCCDM 2201NYCCDD 2301NYCCDF 2301NYCCDM 2301NYCCDD 2401NYTANF
(iv)	Federal Award Date of award to the recipient by the HHS awarding agency	02/03/2021 (2101NYCCDD) 02/01/2021 (2101NYCCC5) 06/07/2021 (2101NYCDC6) 09/30/2021 (2201NYCCDF) 09/30/2021 (2201NYCCDM) 11/01/2021 (2201NYCCDD) 10/17/22 (2301NYCCDF) 10/17/22 (2301NYCCDM) 10/28/22 (2301NYCCDD)
(v)	Subaward period of performance start and end date	Section 3.A "Allocation Information"
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A contains allocations from the NYS Child Care Block Grant, which consists of state funds, CCDF matching, mandatory and discretionary funds, and TANF transfers to CCDF discretionary funds.
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A contains allocations from the NYS Child Care Block Grant, which consists of state funds, CCDF matching, mandatory and discretionary funds, and TANF transfers to CCDF discretionary funds.
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A contains allocations from the NYS Child Care Block Grant, which consists of state funds, CCDF matching, mandatory and discretionary funds, and TANF transfers to CCDF discretionary funds.

(ix) Federal award project description	Child Care Discretionary Funds (CCDD) and Child Care Mandatory (CCDF) and Matching (CCDM) Funds comprise the Child Care and Development Fund program. Program funds provide grants to states, territories, tribes, and tribal organizations serving federally recognized tribes (public institutions of higher education and hospitals are not eligible applicants) for child care assistance for low-income families.
(x) Name of the HHS awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Awarding HHS Agency: Administration for Children and Families Pass-through: NYS Office of Children and Family Services Shonna Clinton Shonna.Clinton@ocfs.ny.gov
(xi) CFDA Number and Name	93.575 (Discretionary) 93.596 (Mandatory and Matching)
(xii) Identification of whether the award is Research and Development (R&D)	N
(xiii) Indirect cost rate for the federal award (including if the de minimis rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75. However, please note that administrative costs are capped at 5%.

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024
Reference: Rules
Dual Reference:
Initiative: R 57

Title of Proposed Resolution:

A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS AT THE SCHENECTADY COUNTY PUBLIC DEFENDER'S OFFICE

Purpose and General Idea:

Authorization to Eliminate and Create Positions at the Public Defender's Office

Summary of Specific Provisions:

Authorization to eliminate the position of Assistant Public Defender IV and create the position of Assistant Public Defender V at a grade of JC-11.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate staffing changes within the Public Defender's office. The annual salary of the Assistant Public Defender V position is \$104,000.

Increase Appropriation Code By:

A511170. _01802	Assistant Public Defender V	\$26,000
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Decrease Appropriation Code By:

A511170. _01801	Assistant Public Defender IV	\$26,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Stephen Signore, Public Defender indicates, that this salary structure is in alignment with the potential candidate based on their years of experience.

Sponsor: The Committee on Rules

Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Stephen Signore, Public Defender
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: October 4, 2024

RE: Authorization to Eliminate and Create Positions at the Public Defender's Office

Attached is a memorandum Stephen Signore, Public Defender, requesting authorization to eliminate the position of Public Defender IV and create the position of Public Defender V (JC-11). As Mr. Signore indicates, this change is needed to match a new hire with a position that more accurately reflects the Public Defender's salary structure, based on years of experience, that went into effect earlier this year.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance, and Joe McQueen, Director of Human Resources, detail the actions necessary to create the position.

I recommend your approval.

MEMORANDUM

To: Rory Fluman-SCHENECTADY COUNTY MANAGER, and SCHENECTADY COUNTY LEGISLATURE

From: Stephen M. Signore-Schenectady County Public Defender

Subject: BUDGET MODIFICATION RESULTING FROM THE HIRING OF ROBERT DISKINT

Rory, Effective September 30, 2024, Robert Diskint was hired as an Assistant Public Defender. Based on his 54 (fifty-four) years as an attorney he would be designated Assistant Public Defender V with a salary of \$104,000.00.

I understand that a budget amendment will be need in order to increase a Public Defender V position in the amount of \$26,000.00 to accommodate the upgrade from an Assistant Public Defender IV to the position of Assistant Public Defender V. This amendment is also requested to reflect the newly established and accepted Public Defender salary structure based on years of experience.

Therefore, I am respectfully requesting your approval and that of the Legislature as follows:

Thank you for your attention and courtesies in this matter.

Sincerely,

Stephen M. Signore

Stephen M. Signore
Schenectady County Public Defender

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JK*
DATE: October 2, 2024
SUBJECT: Budget Amendment – Public Defender – Position Changes

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate staffing changes within the Public Defender's office. The annual salary of the Assistant Public Defender V position is \$104,000.

Increase Appropriation Code By:

A511170. _01802	Assistant Public Defender V	\$26,000
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Decrease Appropriation Code By:

A511170. _01801	Assistant Public Defender IV	\$26,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: October 3, 2024

Re: Elimination and Creation of Positions in the Office of the Public Defender

The Schenectady County Public Defender's Office has requested the elimination of the position Assistant Public Defender IV and the creation of the position Assistant Public Defender V.

I recommend the creation of the position Assistant Public Defender V at a JC 11.

No additional action is necessary by the Civil Service Commission.

Thank you.

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024
Reference: Rules
Dual Reference:
Initiative: R 58

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE FOR THE AGING

Purpose and General Idea:

Authorization to Accept Funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program

Summary of Specific Provisions:

Authorizes the acceptance of funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling, and Assistance Volunteer Stipend Program in the amount of \$800.00 This grant has a performance period starting April 1, 2023 and ending March 31, 2024.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate increased Funding for the HIICAP volunteers for funding years 2023-2024.

Increase Expense Code By:

A546772.400431	Health Ins Counsel Assist Prgm	\$800
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Increase Revenue Code By:

A46772.477231	Health Ins Counsel Assist Prgm	\$800
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Adrienne Silva, SLTCS Manager indicates, that the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program (HIICAP) funding would continue to support the One (1) Volunteer Coordinator and two (2) volunteers provide health insurance information and benefit counseling to senior residents. These funds are directly reimbursed to the County.

Sponsor: The Committee on Rules

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Adrienne Silva, Senior and Long Term Care Services Manager
Jaclyn Falotico, Commissioner of Finance

Date: October 4, 2024

RE: Authorization to Accept Funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program

Attached is a memorandum Adrienne Silva, Senior and Long Term Care Services Manager, requesting authorization to accept funding from the NYS Office for the Aging Services for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program in the amount of \$800. As Ms. Silva indicates, the department would support the work for this program which currently uses one Volunteer Coordinator and two volunteer to provide health insurance information and benefit counseling to senior residents.

These funds can be used from the period starting April 1, 2023 and ending March 31, 2024.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
DEPARTMENT OF
SENIOR AND LONG TERM CARE SERVICES**



107 Nott Terrace, Suite 305
Schenectady, NY 12308-3170
Tel: (518) 382-8481
Fax: (518) 382-0194

Manager: Adrienne Silva

To: Rory Fluman, County Manager

From: Adrienne Silva, SLTCS Department Manager 

CC: Jaclyn Falotico, Commissioner of Finance
Christopher Gardner, County Attorney
Jennifer Nelson, Director, Management & Budget
Mary Forman, SLTC Planner
Marylou Riddle, Executive Secretary

Re: 2023-2024 New NGA - Health Insurance Information and Counseling Assistance Volunteer Stipend Program

Date: October 1, 2024

Please find attached the approval letter for Schenectady County's 2023-2024 New NGA for the Nutrition Services Incentive Program from the New York State Office of the Aging. This is a requiring Legislative Approval to accept and spend these funds.

Health Insurance Information and Counseling Assistance Volunteer Stipend Program - \$800.00.

Schenectady County uses this funding for the following programs:

Federal reimbursement of \$800.00, \$400.00 per Health Insurance Information and Counseling Program (HIICAP) Volunteer. The HIICAP Program employs one Volunteer Coordinator and uses Volunteers to provide health insurance information and benefit counseling. These funds are directly reimbursed to Schenectady County.

The mission of the Schenectady County Department of Senior and Long Term Care Services is to promote the long term health and well-being of Schenectady County residents and assure that they receive the necessary community-based services that they are entitled to in order to remain safely in the community. These services are provided without regard to race, color, sex, (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: October 2, 2024
SUBJECT: Budget Amendment – Senior and Long Term Care HIICAP Funding

The Department of Finance provides the following amendment to the 2024 Operating Budget to accommodate increased Funding for the HIICAP volunteers for funding year 2023-2024.

Increase Expense Code By:

A546772.400431	Health Ins Counsel Assist Prgm	\$800
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Increase Revenue Code By:

A46772.477231	Health Ins Counsel Assist Prgm	\$800
---------------	--------------------------------	-------

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



**Office for
the Aging**

KATHY HOCHUL
Governor

GREG OLSEN
Acting Director

08/23/2024

Adrienne Silva, Manager
Schenectady County Dept. of Senior & Long-Term Care Services
107 Nott Terrace
Schaffer Heights, Suite 305
Schenectady, NY 12308-3170

Dear Manager Silva:

We are pleased to enclose the Notification of Grant Award (NGA) for the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program sponsored by your agency for the period April 1, 2023 through March 31, 2024.

In an effort to get this stipend program on the same timeline as our other SFY budgeted programs we will be sending your SFY 2024-25 award notice in the coming weeks. At this time we ask that you submit your 2023-24 claims for reimbursement as quickly as possible and understand the 2024-25 claiming will not be due until the end of the SFY 2024-25. Those claims will be due by June 30, 2025.

Your participation in this pilot program is greatly appreciated. In an effort to ease claiming please use the attached claiming form. You will enter the amount claimed under Other Expenses as highlighted. Please include a list of recipients with the claim.

We convey our best wishes for continued success in helping meet the needs of older New Yorkers and their families in your planning and service area.

Sincerely,

Kathleen B. Meerwarth
Deputy Director
Division of Finance and Administration

Enclosures

cc: Hon. Rory Fluman, Schenectady County Manager
Hon. Anthony Jasenski, Chairperson
Mary Forman, Fiscal Planner
Deanna Fleming, Aging Services Representative
Tiffany Connery / Cain Scaizo, Senior Accountant (Trainee)/Grants Administrator 1
Greg Olsen, Acting Director

NOTIFICATION OF GRANT AWARD -Health Insurance Information, Counseling and Assistance-Volunteer Stipend Program

Name & Address of Area Agency:		Name and Address of Sponsoring Agency/Payee:	
Schenectady County Office for the Aging 107 Nott Terrace Schaffer Heights, Suite 305 Schenectady, NY 12308-3170		Schenectady County Office for the Aging 107 Nott Terrace Schaffer Heights, Suite 305 Schenectady, NY 12308-3170	
Fiscal Year from which funds awarded:	2023-24	Beginning Date:	4/1/2023 End Date: 3/31/2024
		This Award is: New	
Section I - Cost Categories		Section II - Grantee Budget - Grant Funding:	
	<u>Amount</u>		
Personnel	-	Grant Share (see remark 1)	800.00
Fringe Benefits	-		
Equipment	-	Net Cost	800.00
Travel	-	Section III - Federal Funds Ceiling:	
Maintenance & Operations	-	Base Allocation	800.00
Other Expenses:	800.00	Grants Funds Ceiling (see remark 1)	800.00
Contracts	-		
APPROVED COSTS	<u>800.00</u>		
<p>REMARKS: In addition to the conditions contained in the Four Year Plan, Annual Update and approved Application for Funding, the conditions checked below apply to this award:</p> <p><input checked="" type="checkbox"/> 1. Reimbursement is limited to the <u>lower</u> of the Grant Share of net cost or the "Grant Funds Ceiling"</p> <p><input checked="" type="checkbox"/> 2. Receipt of grant funds, either through advance or reimbursement, does not constitute earning of these funds. The grant share of the project cost is earned only when allowable costs have been incurred and paid.</p> <p><input checked="" type="checkbox"/> 3. A separate audit trail is to be maintained for these funds and copies of all receipts and other pertinent documentation are to be maintained by the recipient for subsequent audit.</p> <p><input checked="" type="checkbox"/> 4. The final claim with all required supporting documentation must be received within sixty (60) days of the end of the program period.</p>			
Name & Title of Authorizing Official:		Signature	Date
Kathleen B. Meerwarth Deputy Director Division of Finance and Administration		<i>Kathleen B. Meerwarth</i>	7/23/24

LEGISLATIVE INITIATIVE FORM

Date: 10/4/2024
Reference: Rules
Dual Reference:
Initiative: R 59

Title of Proposed Resolution:

A RESOLUTION CONFIRMING THE APPOINTMENT OF PERSONS TO THE SCHENECTADY COUNTY ENVIRONMENTAL ADVISORY COUNCIL

Purpose and General Idea:

Provides Authorization for the confirmation of Appointments of Persons to the Schenectady County Environmental Advisory Council.

Summary of Specific Provisions:

Authorizes the confirmation of appointments to the Schenectady County Environmental Advisory Council per the attached memorandums.

Effects Upon Present Law:

None.

Justification:

Necessary to effectuate appointments.

Sponsor: The Committee on Rules

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature
From: Rory Fluman, County Manager *R.F.*
CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Date: October 4, 2024
Re: Confirmation of Various Appointments

**Schenectady County Environmental Advisory
Council**

Term Expires

Amelia Keese
Josh Johnson

(Replacing Grace Stearns)
(Replacing Sydney Swedick)

6/30/2025
6/30/2025