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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-120

Date: September 30, 1994

Division: Management Support
and Quality
Improvement

TO: Local District Commissioners

SUBJECT: Expiration of 75% FFP, under Title IV-E for the Short Term
Training Expenditures of Current and Prospective Foster and
Adoptive Parents for FFY 92-93

ATTACHMENTS: Federal Program Instruction, ACYF-PI-93-02
(Not Available On-Line)

By receipt of the above noted Federal Program Instruction, the Department was notified of the expiration of 75% Federal funding for the short term training expenditures of current and prospective foster and adoptive parents and staff of State-licensed or State approved institutions providing care to Title IV-E foster and adoptive children for FFY 92-93. These expenditures are still eligible for 50% Federal IV-E reimbursement.

In order to make any appropriate reduction in the claim for Federal reimbursement, the Department must collect these data from local districts, as these costs are not readily identifiable through the normal claiming procedure. These costs would have been included in normal Title IV-E training claims filed on the Schedule D-6 (DSS-2347-C, Reimbursement Claim for Training), line 12, column 7 at 75% FFP for local district staff or possibly on the Schedule D-2 (DSS-2347-B, Allocation for Claiming General Services Expenditures) at 50% FFP for other training costs.

Please review your records for the period 10/1/92 to 9/30/93 to determine if any short term training expenditures for current and prospective foster and adoptive parents and staff of State-licensed or State approved institutions providing care to Title IV-E foster and adoptive children were included in your claim. If these expenditures were included in your claim for 75% FFP, please submit an informational claim identifying these costs claimed at

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75%. We will then process a decreasing adjustment as a bottom line adjustment to your RF2A claims settlement. This adjustment will reflect a 25% decrease in Federal reimbursement and a 12.5% increase in State reimbursement. The required, paper claim should be labeled, "IV-E Training Reduction," and sent to the attention of Roland F. Levie by October 21, 1994. Do not enter these claims on the Automated Claiming System.

If expenditures of this type were not included in your claim, please send a written confirmation of this fact, by October 21, 1994, to:

Roland F. Levie
Principal Accountant
NYS Department of Social Services
40 North Pearl Street - 8D
Albany, New York 12243
USER ID# FMS001

Any questions regarding this procedure should be directed to (Region I-IV) Roland F. Levie at 1-800-343-8859, extension 4-7549; USER ID# FMS001 or (Region V) Marvin Gold at (212) 383-1733; USER ID# 0FM270.

John M. Sweeney
Assistant Commissioner
Office of Financial Operations