



April 12, 2011

**New York State  
Office of  
Children & Family  
Services**

**Re: Foster Care Time Study: May 17, 2011 through May 19, 2011**

Dear Executive Director:

Andrew M. Cuomo  
*Governor*

Gladys Carrión  
*Commissioner*

I am writing to advise you of the **next time study of social work staff to be conducted May 17, 2011 through May 19, 2011**. As you know, the social services time study is required on an annual basis by the federal Department of Health and Human Services (DHHS) to address the reimbursement requirements of the federal government.

To prepare for this self-administered study, **you should designate a Program Director and Finance Director** who can work as a team in coordinating the activities of the time study. Please share this letter with those designated individuals.

**Please have the Finance Director email the following contact to confirm your receipt of this letter and your commitment to participate in the required time study:**  
**[Julia.Tolcser@OCFS.state.ny.us](mailto:Julia.Tolcser@OCFS.state.ny.us)**

Capital View Office Park

52 Washington Street  
Rensselaer, NY 12144-2796

**This study needs to be completed by social services staff in all foster care programs** operated by your agency, for which OCFS establishes a Maximum State Aid Rate.

The Program Director and Finance Director you assign to this project will be critical in terms of:

[ocfs.state.ny.us](http://ocfs.state.ny.us)

- Selecting the staff that are required to participate;
- Administering the study, providing guidance to participating workers, and reviewing the results completed by workers; and
- **New for 2011: The Statewide Standards of Payment system is being configured to accept the summary data for worker totals. The new module will allow the Finance Director to complete the Agency Wide Summary form online. This is a required step. Excel or .pdf files will no longer be accepted as complete submissions.**



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**The criteria for determining the staff that need to participate are specified in the document “General Instructions for Finance Office”, as are other requirements for completing this time study.**

This document, along with the following required materials, is available at the OCFS Internet address below:

- General Instructions for Finance Office
- Instructions for Workers
- Activities Example
- Worker Activity Forms (Time Study Report Forms for Workers)
- Agency Wide Summary Form (Excel Workbook)

<http://www.ocfs.state.ny.us/main/rates/FosterCare/timestudy/>

After completing the time study, you will need to do the following:

- **Submit the Agency Wide Data in the Statewide Standards of Payment System by Friday, July 1, 2011 (URL: [ocfs.ny.gov/ssop](http://ocfs.ny.gov/ssop))**
- **Keep the original Time Study Reports, and send copies of those reports, along with a signed hard copy of the Agency Wide Summary Totals Page, in the regular mail by July 8, 2011, to the following address:**

Attn: VA Time Study  
Office of Children and Family Services  
State Aid Rates Unit, Rm. 314 South  
52 Washington Street  
Rensselaer, NY 12144

**The following contacts will be available for technical assistance:**

David Haase at (518) 486-6404 – [David.Haase@ocfs.state.ny.us](mailto:David.Haase@ocfs.state.ny.us)

Anneke Chodan – (518) 473-1672 – [Anneke.Chodan@ocfs.state.ny.us](mailto:Anneke.Chodan@ocfs.state.ny.us)

I want to thank you and your staff for your cooperation in advance of the next scheduled time study.

Sincerely,

*S/s Derek J. Holtzclaw*

Derek J. Holtzclaw, Director  
OCFS Bureau of Budget Management

cc: SSOP Contact