



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	22-OCFS-LCM-03
To:	Local Districts Commissioners
Issuing Division/Office:	Division of Child Care Services Division of Administration
Date:	March 17, 2022
Subject:	Claiming Information for Supplemental Funding for the New York State Child Care Block Grant
Contact Person(s):	<ul style="list-style-type: none"> • Program Questions Child Care Subsidy Policy Unit, OCFS Division of Child Care Services ocfs.sm.districtsupport.subsidy@ocfs.ny.gov • Claiming Questions <ul style="list-style-type: none"> ○ Regions 1-5: Lauren Horn, 518-474-7549 otda.sm.Field_Ops.I-IV@otda.ny.gov ○ Region 6 (NYC): Michael Simon, 212-961-8250 Michael.Simon@otda.ny.gov • WMS/Services Questions <ul style="list-style-type: none"> ○ Service Portal: https://nysitsm2.service-now.com/sp ○ 1-844-891-1786, fixit@its.ny.gov ○ Chat: https://chat.its.ny.gov
Attachments:	None

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide additional information to local social services districts (districts) regarding claiming of supplemental funding requested and allocated pursuant to 22-OCFS-ADM-03, *Availability of Supplemental Funding for the New York State Child Care Block Grant*.

II. Background

The New York State budget for State Fiscal Year 2021-22 included appropriations to the New York State Child Care Block Grant (NYSCCBG) to support implementation of a reduction in income-based family share, 12-month eligibility, expanded eligibility for families with income up to 200% state income standard, mandated reimbursement for up to 24 absences per child per year, and expansion of families exempt from paying family share. Districts were advised of the availability and process to request such funding in 22-OCFS-ADM-03, *Availability of Supplemental Funding for the New York State Child Care Block Grant*. Claiming information for these allocations is described herein.

III. Program Implications

NYSCCBG expenditures for child care subsidies for families receiving public assistance are claimed on Schedule H, *Non-Title XX Services for Recipients* (LDSS-4283), line 2 (Day Care Services for Children), column 17 (Day Care Block Grant 75%). NYSCCBG program expenditures for child care subsidies for all other eligible families are claimed on Schedule H, line 2, 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. These instructions have been updated effective October 2021. They were previously: line 2 (Day Care Services for Children), column 16 (Day Care Block Grant 75%), and line 2, column 15 (Day Care Block Grant 100%). Transportation services must be claimed on line 6, column 17, for families receiving public assistance and on line 6, column 16, for all other eligible families.

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 types of services allowed must be reported on the Schedule G-2, via the Automated Claiming System. The Benefits Issuance Control System (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 districts' 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 and 3 – <http://otda.state.nyenet/bfdm/finance/>.

/s/ Janice M. Molnar, Ph.D.

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