



**Office of Children  
and Family Services**

**SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM  
(STSJP)  
ANNUAL PLAN DEVELOPMENT GUIDE**

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## I. General Information and Requirements

The county chief executive/administrative official must designate a lead agency to plan and administer the Supervision and Treatment Services for Juveniles Program (STSJP) if the municipality elects to participate in STSJP. A plan for services to prevent detention and placement must be submitted to the New York State Office of Children and Family Services (OCFS) for approval.

- After approval is granted, municipalities may receive up to 62% state reimbursement of the cost of the approved services and expenditures, up to the municipality's allocation cap.
- Municipalities may also choose to shift part of their detention allocation to STSJP provided they have not already used their entire detention allocations.
- Municipalities that have not spent and do not plan to spend their full 2020–2021 STSJP allocation may apply to OCFS for a waiver to roll over any unspent amount for use in the 2021-2022 program year.

Executive Law section 529-b requires that participating municipalities engage in a collaborative effort to support the successful planning and administration of STSJP-funded programs. The STSJP plan must be developed in collaboration with **the local social services districts, departments of probation, youth bureaus, local law enforcement**, as well as with **courts, service providers, schools and youth development programs**. Family, youth and community feedback should also be considered during plan development.

## II. Target Populations

STSJP funds are used to provide services intended to divert the following types of youth from placement or replacement in detention or residential care and to safely maintain youth in the community pending a family court disposition or conviction in criminal court:

- Youth who are at risk of becoming, alleged to be or adjudicated as Persons in Need of Supervision (PINS)
- Youth who are at risk of becoming, alleged to be or adjudicated as Juvenile Delinquents (JDs), both non-Raise the Age (RTA) JDs and RTA JDs
- Youth who are alleged to be or convicted as Juvenile Offenders (JOs), Adolescent Offenders (AOs) or Youthful Offenders (YOs)

## III. Continuum of Service Domains

STSJP programs fall within a domain that aligns with a key decision point in the youth justice system. This continuum is an outcome-based approach to providing services to youth and families. When developing STSJP plans, municipalities should consider programs that best meet the needs of the youth and families involved in their youth justice system. Below is a summary of the five domains and language that will assist in describing each program within the STSJP plan.

- **Prevention (P):** Programs that serve youth with no juvenile justice involvement but have characteristics that place them at risk for juvenile justice contact. These programs utilize prosocial activities that engage at-risk youth to lower the risk of youth entering the juvenile justice system.

*Examples:* Boys and Girls Club, YMCA/YWCA, and mentoring or other positive youth development activities

- **Early Intervention (EI):** Programs that utilize prosocial activities in a targeted strategy to engage youth at risk of becoming, or alleged to be, a JD or PINS, to prevent further involvement in the youth justice system. A youth who is on JD Intake or PINS Diversion would be a good candidate for this service type.

*Examples:* respite services, youth courts, restorative justice programs and mediation

- **Alternatives to Detention (ATD)/Alternatives to Pre-Dispositional Placement (ATPDP):** Programs that are intended to reduce the reliance on secure and non-secure detention or pre-dispositional placement for:
  - youth charged as JDs, JOs and AOs who would otherwise be in detention if not for this program and
  - youth petitioned as a PINS who would otherwise be ordered to pre-dispositional placement if not for this program.

These programs help ensure that youth return to court and remain crime-free until the disposition of their case. The program service period is limited to the court case processing time frames.

*Examples:* specialized community supervision, calling services to remind youth to return to court and electronic monitoring programs

- **Alternatives to Placement (ATP):** Programs that serve adjudicated youth who would otherwise be placed out of home, but for programs that can maintain youth safely in the community. These can be used for youth adjudicated as PINS, JDs and AOs. These programs target and address known criminogenic risk factors and identified needs.

*Examples:* evidence-based cognitive behavioral interventions, prosocial activities that target youth with leisure time/peer-group concerns, navigators/credible messengers/mentors and substance abuse supports

- **Reentry/Aftercare (R/A):** Programs that support youth's reentry and reintegration into the community once released from residential placement and programs that reduce length of stay in residential placement.

*Examples:* vocational or educational support programs, prosocial activities for positive leisure time/building alternative choices, mentors/credible messengers/navigators and housing supports

## IV. Family Support Services Programs

Programs designated as Family Support Services Programs (FSS) were established to provide services to children and families with the goal of preventing a child from being adjudicated as a Person in Need of Supervision (PINS) and help prevent out-of-home placements of such youth or prevent a petition from being filed under Article 7 of the Family Court Act. These programs will provide comprehensive services to such children and their families, either directly or through referrals with partner agencies, including but not limited to the following:

- Rapid family assessments and screenings
- Crisis intervention
- Family mediation and skills building
- Mental and behavioral health services including cognitive interventions
- Case management

- Respite services
- Educational advocacy
- Other family support services

The services shall be trauma-responsive, family-focused, gender-responsive, evidence-based or evidence-informed and strengths-based, and shall be tailored to the individual needs of the child and family based on the assessments and screenings conducted by the FSS. The programs must have capacity to serve families outside of regular business hours, including evenings and weekends.

Municipalities may choose to utilize STSJP money to fund FSS and may do so collectively for a regional response.

**Please note that FSS is not an additional domain on the youth justice continuum, but a specific comprehensive set of legislatively outlined services that can be utilized across the youth justice continuum for PINS youth ONLY.**

## V. Development and Submission of the STSJP Annual Plan

### a. Application Process Information and Resources

The STSJP program year (PY) for 2021-2022 is October 1, 2021, to September 30, 2022.

The STSJP Annual Plan template can be found on the OCFS STSJP website:

<https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php>. There you will find additional guidance for completing STSJP annual plans. The STSJP Annual Plan template can also be located as an attachment to the Announcement Letter.

Plan Due Date: **September 8, 2021**

Submission method: Email to [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov)

Subject line: ***STSJP 2021-2022 Annual Plan – Municipality Name***

### b. Detention Allocation Shift

Local detention allocations for 2021 may be shifted to STSJP at any time in the program year. Any detention funding shifted to STSJP may be reimbursed at the 62% state reimbursement rate for eligible STSJP expenditures. Municipalities do not need prior approval to include a requested detention allocation shift in the STSJP plan submitted to OCFS.

To request a shift of the detention allocation after the 2021-2022 plan has been approved, please do the following:

1. Submit a written request to shift the funds with an explanation of the amount of funding and services being proposed.
2. Submit an amended STSJP plan to reflect the new amounts and services.
3. Submit requests to the STSJP mailbox by June 30, 2022.

### c. Waiver Application for Rollover of Unused STSJP Funds

Municipalities that have not spent, and do not plan to spend, their full 2020–2021 STSJP allocation may apply to OCFS for a waiver to roll over any portion of the unspent amount.

Rollover waivers will only be approved once the second quarter for PY 2020-2021 has been claimed and there is a confirmed projection of remaining claims for PY 2020-2021.

To submit a waiver request, please do the following:

1. Download the **Request for Rollover Waiver Form** at <https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php> or see Appendix C to this Guide.
2. Complete the form.
3. Send the form via email to [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov) on or before **September 1, 2021** with the subject line **STSJP Request for Rollover Waiver for PY2021–2022 – (Name of Municipality)**.

#### d. **STSJP Plan Submissions and Raise the Age (RTA)**

All STSJP-RTA costs must be approved in the municipality’s Raise the Age (RTA) plan by the New York State Division of the Budget (DOB). The municipality’s 2021-2022 STSJP annual plan and the RTA plan approved by DOB must align. If they are not aligned, OCFS will not approve the STSJP-RTA services in the STSJP plan.

## VI. Data Resources

When developing STSJP plans, municipalities should consider programs that target an improvement in any areas where there are racial, economic and/or gender disparities. Please consult the municipality detention and placement data provided by OCFS on the Youth Development and Partnerships for Success website at <https://ocfs.ny.gov/reports/detention/> and <https://www.ocfs.ny.gov/programs/youth/stsjp/planning.php> and the youth justice data available on the New York State Division of Criminal Justice Services website at <https://www.criminaljustice.ny.gov/crimnet/ojsa/stats.htm> to aid STSJP plan development.

## VII. Contacts

STSJP Mailbox: [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov)

Geneva Hilliard, Program Specialist–(518) 486-1819

Lynn Tubbs, Director of Cross Systems Supports–(518) 473-9116

OCFS STSJP website: <https://ocfs.ny.gov/programs/youth/stsjp/>

**APPENDIX A**  
**SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM (STSJP)**  
**PY 2021-2022 Allocations**

<b>Municipality</b>	<b>PY 2021-2022</b>
Albany	\$172,722
Allegany	\$40,000
Broome	\$124,930
Cattaraugus	\$64,177
Cayuga	\$41,046
Chautauqua	\$78,272
Chemung	\$50,196
Chenango	\$53,849
Clinton	\$40,000
Columbia	\$40,832
Cortland	\$40,000
Delaware	\$40,000
Dutchess	\$103,536
Erie	\$477,383
Essex	\$40,000
Franklin	\$40,744
Fulton	\$40,000
Genesee	\$40,000
Greene	\$40,000
Hamilton	\$40,000
Herkimer	\$49,364
Jefferson	\$40,000
Lewis	\$40,000
Livingston	\$40,000
Madison	\$40,000
Monroe	\$427,932
Montgomery	\$40,415
Nassau	\$265,281
Niagara	\$74,434
Oneida	\$142,612
Onondaga	\$205,407
Ontario	\$46,839

Orange	\$123,933
Orleans	\$40,000
Oswego	\$56,591
Otsego	\$49,752
Putnam	\$40,569
Rensselaer	\$75,093
Rockland	\$44,948
St. Lawrence	\$40,000
Saratoga	\$59,992
Schenectady	\$87,635
Schoharie	\$40,000
Schuyler	\$46,883
Seneca	\$40,025
Steuben	\$53,207
Suffolk	\$244,137
Sullivan	\$47,050
Tioga	\$40,000
Tompkins	\$40,843
Ulster	\$40,000
Warren	\$40,476
Washington	\$41,107
Wayne	\$42,686
Westchester	\$227,039
Wyoming	\$40,000
Yates	\$41,155
New York City	\$3,212,908
Statewide Totals	\$7,876,000



**APPENDIX B  
2021 DETENTION ALLOCATIONS**

<b>Municipality</b>	<b>Detention Allocation</b>
Albany	\$1,914,919
Allegany	\$138,327
Broome	\$870,145
Cattaraugus	\$356,036
Cayuga	\$248,606
Chautauqua	\$425,789
Chemung	\$469,298
Chenango	\$224,734
Clinton	\$125,447
Columbia	\$187,673
Cortland	\$226,960
Delaware	\$20,439
Dutchess	\$1,117,377
Erie	\$4,472,681
Essex	\$17,240
Franklin	\$56,624
Fulton	\$112,682
Genesee	\$75,964
Greene	\$216,407
Hamilton	\$1,431
Herkimer	\$209,584
Jefferson	\$188,036
Lewis	\$39,239
Livingston	\$162,864
Madison	\$150,679
Monroe	\$5,790,600
Montgomery	\$106,588
Nassau	\$2,720,332
Niagara	\$590,870
Oneida	\$1,183,857
Onondaga	\$2,228,299
Ontario	\$185,633
Orange	\$980,615

Orleans	\$140,280
Oswego	\$277,456
Otsego	\$80,815
Putnam	\$60,317
Rensselaer	\$661,695
Rockland	\$351,805
St. Lawrence	\$110,878
Saratoga	\$243,312
Schenectady	\$854,304
Schoharie	\$48,527
Schuyler	\$23,554
Seneca	\$83,714
Steuben	\$263,579
Suffolk	\$2,517,695
Sullivan	\$236,041
Tioga	\$76,438
Tompkins	\$176,752
Ulster	\$173,909
Warren	\$226,683
Washington	\$113,401
Wayne	\$191,128
Westchester	\$3,035,879
Wyoming	\$43,713
Yates	\$39,428
New York City	\$40,312,722
Statewide Totals	\$76,160,000

**APPENDIX C  
REQUEST FOR ROLLOVER WAIVER FORM**

Municipality		STSJP Lead Agency	
STSJP Lead Name		Phone Number	Contact Email

By law, any funds rolled over pursuant to the approved waiver form are intended to be used for services provided during the 2021-2022 Program Year (PY) (October 1, 2021–September 30, 2022) only. Email the **Request for Rollover Waiver Form** to [stsip@ocfs.ny.gov](mailto:stsip@ocfs.ny.gov) on or before **September 1, 2021** with the subject line **STSJP Request for Rollover Waiver for PY 2021–2022 – (Name of Municipality)**.

MUNICIPALITY IS REQUESTING (Check box below and enter dollar amount)		
<input type="checkbox"/> <b>2021–2022 Program Year Rollover Waiver</b>		
Municipality is requesting	\$	be rolled over from PY 2020-2021

APPROVED ALLOCATION PROGRAM YEAR 2020-21:	\$
FUNDS THAT WILL NOT BE SPENT OR CLAIMED IN PROGRAM YEAR 2020-21:	\$
NAME OF PREPARER:	
TELEPHONE:	
EMAIL:	
PREPARER SIGNATURE:	DATE OF SUBMISSION:

<b>FOR AUTHORIZED USE ONLY</b>	
AMOUNT OF FUNDING AVAILABLE: *	\$
WAIVER APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	
REASON FOR DISAPPROVAL: _____	
REVIEWER NAME (PLEASE PRINT): _____	
REVIEWER SIGNATURE: _____	
DATE: _____	
*Once the municipality receives approval from OCFS of the STSJP Plan for PY 2021-2022, waiver-approved funds will be available for claiming in PY 2021-2022 and will NO LONGER be available for claiming in PY 2020-2021.	