

+-----+
 | ADMINISTRATIVE DIRECTIVE |
 +-----+

TRANSMITTAL: 90 ADM-2

DIVISION: Administration

TO: Commissioners of
 Social Services

DATE: January 11, 1990

SUBJECT: Revised RF-2A: Monthly Statement of Administrative
 Expenditures and Claims and Purchase of Services Expenditures
 and Claims

 SUGGESTED

DISTRIBUTION: | Accounting Supervisor
 | Directors of Administrative Services
 | Staff Development Coordinators

CONTACT
 PERSON:

| Bureau of Local Financial Operations:
 | Upstate Office - Irid Gordon at 1-800-342-3715
 | Extension: 4-7549
 |
 | Metropolitan Office - Marvin Gold (212) 804-1108

ATTACHMENTS:

- | I Instructions for Schedule RF-2A Administration
 | (Not Available On-Line)
 | II Purchase of Service Claim-(Not Available On-Line)
 | III RF-2A Worksheet (Not Available On-Line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		601 602		FRM- Volume II, Chapter 3	

I. PURPOSE

The purpose of this release is to advise the local districts of the changes to the RF-2A, its worksheets and instructions. On the RF-2A coversheet, line 13 - Low Income Day Care Administration and line 14 - Family Type Homes for Adults Special Needs Administration have been added. In order to compile the administrative expenditures needed to complete these additional lines on the RF-2A (lines 13 and 14), a third page has been added to the RF-2A worksheets. For districts not using the automated claiming system the worksheets should be retained by the local district for audit purposes and do not have to be submitted to the State as part of the RF-2A package.

These changes will become effective with the October, 1989 claims. Attached is a copy of the revised RF-2A, the RF-2A worksheets and the related form instructions.

II. BACKGROUND

The Schedule RF-2A is the main claim for Federal and/or State reimbursement of Purchase of Services and Program administration expenditures made at the local level. As such it is supported by the Schedules G, and G-2 for the Purchase of Services portion and the Schedules DSS-923, D, D-1, D-2, D-3, D-4, D-5, D-6, D-7, and D-8 for administration costs as a complete claim package.

The Schedule D-9, Allocation for Claiming of County Wide (A-87) Costs was part of the RF-2A claim package. This schedule will be eliminated with the October 1989 claims. The Department felt that these A-87 costs should be identified with the program associated with the costs. As a result of the elimination of the Schedule D-9, the A-87 costs are now claimed on the individual "D" schedules along with their corresponding Administrative costs (for example, the General Services A-87 costs will now be claimed on the D-2 with the General Services Administrative Costs).

We are also revising the D-2 by including two additional columns. They are: Low Income Day Care (Column 10) and Family Type Homes for Adults (Column 16). The administrative expenditures for these programs were previously claimed on the Schedule RF-10 for Day Care and Schedule RF-11 for the Family Type Homes for Adults. The Schedules RF-10 and RF-11 will be eliminated beginning with the October 1989 claims and the administrative expenditures for these programs will be claimed on the Schedule D-2. Note: The low income day care and Family Type Home expenditures will not be applied toward the district's Title XX ceiling.

The revised "D" Schedules and their instructions will be sent out as a separate release to update Bulletin 143b.

III. PROGRAM IMPLICATIONS

With the elimination of the Schedule D-9, (starting with the October 1989 claims) the A-87 costs which are currently being claimed on the Schedule D-9, will be found with the Administrative costs on the other "D" series sub-schedules. The changes are as follows:

<u>Section Added to D Schedules</u>	<u>Section from the D-9</u>
D-2 Section II	Section I - General Services
D-3 Section II (front side)	Section III-WIN
D-4 Section II	Section IV- Medical Assistance
D-5 Section III	Section IX-MMIS, also line 14 section IV, and column 5 of Section VIII
D-8 Section III (reverse side)	Section VII-Title IV-D Child Support Activities and Collections Column 1 Total

Due to the above changes to the "D" schedules, the RF-2A, the worksheets and its instructions needed to be changed. These changes should not only enhance the claiming of the A-87 and Administrative costs but reduce the number of claim forms submitted by the local district. For those districts not using the automated claiming system, the revised forms will be distributed to your districts in the usual manner.

IV. REQUIRED ACTION

Beginning with the October 1989 claims, the local districts will be required to use the revised RF-2A coversheet and worksheets. Any supplemental claims the districts submit for prior periods should be submitted on the claiming schedule formats in use for that period.

V. SYSTEM IMPLICATIONS

The Automated Claims Processing System will be revised to accommodate the new RF-2A for the October 1989 claims. The local districts are advised to submit their September 1989 claims to the State on time. The system will not accept original claims on the old version of the RF-2A after the September 1989 claim due date. All originals submitted after September 1989 will have to be submitted on the newest version. Only supplementals for periods prior to October 1989 will be accepted on the previous version of the RF-2A.

Date January 11, 1990

Trans. No. 90 ADM-2

Page No. 4

VI. EFFECTIVE DATE

This Administrative Directive is effective February 1, 1990
retroactive to October 1, 1989.

John M. Sweeney
Assistant Commissioner
Office of Financial Management