



Office of Children and Family Services

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Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	21-OCFS-LCM-28
To:	Local District Commissioners
Issuing Division/Office:	Division of Administration
Date:	September 21, 2021
Subject:	Calendar Year 2021 Local District Training Cap
Contact Person(s):	See section IV.
Attachments:	Attachment A: <i>Local District Training Cap: Calendar Year 2021 Allocations</i>

I. Purpose

The purpose of this New York State Office of Children and Family Services (OCFS) Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) of the local district training cap (also referred to as the state training cap or state share ceiling) for the period January 1, 2021, through December 31, 2021. The state share ceiling for each LDSS has remained at the prior year's level.

II. Background

Section 112 of the Social Services Law requires each LDSS to provide a suitable training program for its employees. State funding from the local district training appropriation is allocated to the LDSSs to support their training operations. State reimbursement is provided at 50% of the non-federal share, up to the district's state training cap allocation limit. One exception is that the non-federal share of the staff development director's salary and non-salary costs are 100% reimbursable, up to the limit of the local district training cap limit.

The State Fiscal Year (SFY) 2021-22 Enacted Budget provides \$4,815,800 to support LDSSs' training activities. These funds are available to provide state reimbursement for

LDSSs' claims during calendar year (CY) 2021. The amount of available state funds does not affect the availability of federal reimbursement.

To limit state reimbursement to the amount appropriated, it is necessary to establish a reimbursement ceiling for each LDSS. The attached ceilings (see Attachment A) have been maintained at the prior year's level. Any unspent funds will be redistributed proportionately to LDSSs exceeding their CY 2021 allocation.

III. Claiming Instructions

LDSSs should continue to use the Schedule D-6 process to claim reimbursement of the state share for training staff salaries, fringe benefits, costs for LDSS training contracts, and other staff development related expenses. Claiming instructions are contained in the New York State Office of Temporary and Disability Assistance's (OTDA) [Fiscal Reference Manual \(FRM\)](#), Volume 3, Chapter 13, "Distributing and Claiming Training Costs." Training cap expenditures are transferred from the Schedule D-6 to the RF2A worksheet. Training cap expenditures should be claimed according to the FRM Volume 3, Chapter 13 instructions.

As always, costs allocated on the Schedule D-6 to any Child Care Block Grant, Title XX, Supplemental Nutrition Assistance Program (SNAP), Employment and Training, and Home Energy Assistance Program are not counted toward the LDSS training cap, as they are funded elsewhere.

IV. Contacts

If you have any program questions regarding information contained in this LCM, please contact Cynthia Knox in the OCFS Bureau of Training and Development, (518) 486-9065 or Cynthia.Knox@ocfs.ny.gov.

Questions pertaining to the allocations may be directed to Karen Williams in the OCFS Bureau of Budget Management, (518) 474-1361 or Karen.Williams2@ocfs.ny.gov.

If you have questions about claiming, please contact the OTDA Bureau of Financial Services as follows:

Regions I-V: Lauren Horn, (518) 474-7549 or otda.sm.Field_Ops.I-IV@otda.ny.gov.

Region VI: Michael Simon, (212) 961-8250 or Michael.Simon@otda.ny.gov.

/s/ Derek J. Holtzclaw

Issued by:

Name: Derek J. Holtzclaw

Title: Deputy Commissioner for Administration

Division/Office: Division of Administration

**Attachment A
Local District Training Cap
Calendar Year 2021 Allocations**

District	Allocation	District	Allocation
Albany	\$ 77,553	Onondaga	\$ 67,953
Allegany	\$ 28,919	Ontario	\$ 62,396
Broome	\$ 73,540	Orange	\$ 47,280
Cattaraugus	\$ 25,212	Orleans	\$ 17,453
Cayuga	\$ 17,856	Oswego	\$ 62,535
Chautauqua	\$ 62,761	Otsego	\$ 28,513
Chemung	\$ 35,519	Putnam	\$ 23,560
Chenango	\$ 46,340	Rensselaer	\$ 27,082
Clinton	\$ 25,980	Rockland	\$ 67,583
Columbia	\$ 17,821	St Lawrence	\$ 37,593
Cortland	\$ 17,707	Saratoga	\$ 18,410
Delaware	\$ 17,568	Schenectady	\$ 18,508
Dutchess	\$ 60,019	Schoharie	\$ 17,324
Erie	\$ 246,059	Schuyler	\$ 17,129
Essex	\$ 28,637	Seneca	\$ 17,466
Franklin	\$ 17,837	Steuben	\$ 20,629
Fulton	\$ 38,617	Suffolk	\$ 121,976
Genesee	\$ 17,625	Sullivan	\$ 18,222
Greene	\$ 42,959	Tioga	\$ 58,918
Hamilton	\$ 16,835	Tompkins	\$ 22,579
Herkimer	\$ 41,883	Ulster	\$ 31,299
Jefferson	\$ 20,862	Warren	\$ 17,732
Lewis	\$ 17,219	Washington	\$ 24,790
Livingston	\$ 67,873	Wayne	\$ 21,064
Madison	\$ 17,645	Westchester	\$ 25,992
Monroe	\$ 174,091	Wyoming	\$ 20,867
Montgomery	\$ 17,527	Yates	\$ 17,094
Nassau	\$ 78,990	Upstate	\$ 2,383,287
Niagara	\$ 32,486		
Oneida	\$ 67,400	New York City	\$ 2,432,513
		Total	\$ 4,815,800