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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-10

Date: January 18, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: Claiming Instructions for the Enhanced Education Training Services Funds under the Job Opportunities and Basic Skills Training (JOBS) program.

ATTACHMENTS: None

Local Commissioner Memorandum 90 LCM-151 informed the local social services districts of the availability of competitive funding awards for Enhanced Education and Training Services under the Job Opportunities and Basic Skills Training (JOBS) Program.

The local districts were to submit proposals under two separate models:

1. Case Management Services (Replication of Project Prepare which is a NYC program that provides ADC recipients with individualized programs of basic education regarding literacy, high school equivalency and English as a Second Language);and/or
2. Employability Services for Hard-to-Serve Clients.

Funding for these two models is available at an enhanced reimbursement rate of 75% of the non-federal share.

Those local districts that have approved proposals will claim the enhanced reimbursement as follows:

All costs for these models will be reported as F-3 functional code costs and claimed on the Schedule D-3 Allocation and Claiming of Administrative Costs For Employment Programs (DSS-2347-B1) in the first instance. This will result in 50% State reimbursement through the RF-2A claim package. The additional 25% State reimbursement will be claimed using the DSS-3922-Financial Summary For Special Projects form. This form should be completed using the following instructions.

The local districts will submit, on a monthly basis, a separate DSS-3922 for each model in which they are participating. Each DSS-3922 should be clearly labeled as to under which model expenditures are being reported.

As mentioned earlier, these costs are claimed in the first instance on the Schedule D-3. As both of these models are available to ADC and HR clients, these costs will be reported under federal and non-federal categories based on the costs identified to clients under each assistance category.

The costs associated with ADC clients should be reported on line 5 Non-Salary costs in column 3 - JOBS 60%, and the costs associated with HR clients should also be reported on line 5 in column 10 Non Federal Employment Programs of the Schedule D-3.

ADC costs will be reimbursed at 60% Federal, 20% State and 20% local share and HR costs will be reimbursed at 50% State and 50% local shares on the Schedule D-3 through the RF-2A claim package. To receive the additional state funds, the local districts will report on the DSS-3922 the following information. In the Total Expenditures column, the total amount claimed for this project should be reported. In the State Share column, report for ADC costs 10% of the total ADC related costs, and for the HR costs 25% of the total HR related costs as one amount in Section B Non-Personal Services on line 8 Contractual Services.

Completed DSS-3922's should be submitted to:

Bureau of Local Financial Operations
40 N. Pearl Street - Claims Unit 13th Floor
Albany, NY 12243

If you have any questions on claiming procedures for this project please call Irid Gordon in the Upstate Office at 1-800-342-3715, extension 4-7549 or Marvin Gold in the Metropolitan Office at (212) 804-1108.

Sincerely,

Richard Radzynski
Director
Local Financial Operations
Office of Financial Management