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*Governor*

**NEW YORK STATE**  
**OFFICE OF CHILDREN & FAMILY SERVICES**  
52 WASHINGTON STREET  
RENSSELAER, NY 12144

**Gladys Carrión, Esq.**  
*Commissioner*

### **Administrative Directive**

<b>Transmittal:</b>	09-OCFS-ADM-03
<b>To:</b>	Local District Commissioners New York City Department of Juvenile Justice
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	February 3, 2009
<b>Subject:</b>	Per Diem Chargeback Rates for OCFS-Operated Facilities and Programs – <ul style="list-style-type: none"><li>▪ Final CY2002 Rates for January 1, 2002, through December 31, 2002</li><li>▪ Final CY2003 Rates for January 1, 2003, through December 31, 2003</li><li>▪ Final CY2004 Rates for January 1, 2004, through December 31, 2004</li><li>▪ Final CY2005 Rates for January 1, 2005, through December 31, 2005</li><li>▪ Final CY2007 Rates for January 1, 2007, through December 31, 2007</li></ul>
<b>Suggested Distribution:</b>	Directors of Services Accounting Supervisors
<b>Contact Person(s):</b>	See Section VI. Other
<b>Attachments:</b>	A. Final CY2002 Per Diem Chargeback Rates B. Final CY2002 Levels of Care and Facilities C. Final CY2003 Per Diem Chargeback Rates D. Final CY2003 Levels of Care and Facilities E. Final CY2004 Per Diem Chargeback Rates F. Final CY2004 Levels of Care and Facilities G. Final CY2005 Per Diem Chargeback Rates H. Final CY2005 Levels of Care and Facilities I. Final CY2007 Per Diem Chargeback Rates J. Final CY2007 Levels of Care and Facilities
<b>Attachments Available Online:</b>	Yes

## Filing References

Previous ADMs/INFs	Releases Canceled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
			Section 529 of Executive Law		

### I. Purpose

The purpose of this Administrative Directive (ADM) is to publish Final Chargeback Rates for CY2002 through CY2005, as well as CY2007, for care provided to youth placed in facilities operated by the Office of Children and Family Services (OCFS). Final Chargeback Rates for CY2006 were published in a previous ADM (07-OCFS-ADM-16).

#### A. Final CY2002 to CY2005 Chargeback Rates

Final Rates for CY2002 through CY2005 will be used as the basis for making bill adjustments for youth placed in OCFS-operated facilities during these periods, which were previously billed at CY2001 Interim Rates. The bill adjustments calculated for each of these periods will reconcile the difference between amounts previously billed at CY2001 Interim Rates compared to those billed at the Final Rates for each of the years between CY2002 and CY2005, as specified in this ADM.

#### B. Final CY2007 Chargeback Rates

Final Rates for CY2007 will be used as the basis for making bill adjustments for youth placed in OCFS-operated facilities during CY2007, which were previously billed at CY2007 Interim Rates. The calculated bill adjustments will reconcile the difference between amounts previously billed at CY2007 Interim Rates compared to those billed at the CY2007 Final Rates specified in this ADM.

### II. Background

Chargeback rates for OCFS-operated facilities are used for billing the care provided to youth placed in residential programs directly operated by OCFS. Rates used for such billing purposes are initially calculated and billed as “interim rates” subject to a reconciliation of the actual expenditures for each operating period. Localities are required to make payments based on interim rates that are charged to them on a quarterly basis in the OCFS quarterly cost-of-care bills. When “final rates” are determined for each level of care for a prior period, bills that reconcile the differences between interim and final rates approved for prior periods are issued to localities for care provided to youth during those periods.

### III. Program Implications

Final rates for CY2002 through CY2005, as specified in this ADM, have been approved in accordance with Section 529 of the Executive Law. These rates will be used by OCFS to bill for the differences between interim and final rates for youth placed in applicable

OCFS-operated facilities during the period of January 1, 2002, through December 31, 2005.

Final Rates for CY2007, as specified in this ADM, have been approved in accordance with Section 529 of the Executive Law. These rates will be used by OCFS to bill for the differences between interim and final rates for youth placed in applicable OCFS-operated facilities during the period of January 1, 2007, through December 31, 2007.

#### **IV. Required Action**

##### **A. Final CY2002 through CY2005 Chargeback Rates**

Localities will be billed the retroactive adjustments for CY2002 through CY2005 as part of the 1<sup>st</sup> quarter bill for CY2008 based on final rates specified in this ADM for those periods. These adjustment amounts will be reported separately in the bill from the 1<sup>st</sup> quarter CY2008 amounts.

The following extended payment due schedule is applicable to the retroactive adjustments for CY2002 through CY2005:

Final CY2002 Chargeback Payment Amounts	Due 3/31/09
Final CY2003 Chargeback Payment Amounts	Due 3/31/10
Final CY2004 Chargeback Payment Amounts	Due 3/31/11
Final CY2005 Chargeback Payment Amounts	Due 3/31/12

Prepayment of retroactive rate amounts in advance of the extended payment due dates is available through the Case Management Automation Project (CMAP) system.

##### **B. Final CY2007 Chargeback Rates**

Localities will be billed the retroactive adjustments for CY2007 as part of the 1<sup>st</sup> quarter bill for CY2008 based on Final CY2007 Rates specified in this ADM. The adjustment amount based on Final CY2007 Rates will be reported separately from the 1<sup>st</sup> quarter CY2008 bill amounts.

Payments or correspondence about bills should be directed as follows:

NYS Office of Children and Family Services  
 Bureau of Financial Operations / Accounting Unit  
 52 Washington St., South Bldg. Room 204  
 Rensselaer, New York 12144

#### **V. Systems Implications**

The newly developed Case Management Automation Project (CMAP) system tracks youth placed in the care and custody of OCFS, and that includes a fiscal component to support the quarterly billings to localities for youth placed in OCFS-operated facilities and programs. Enhancements have been made in CMAP to allow the electronic

distribution of the bill. If additional staff need to be added to the distribution list, please e-mail that list to the following address: [ocfs.sm.bfo.finance@ocfs.state.ny.us](mailto:ocfs.sm.bfo.finance@ocfs.state.ny.us)

## VI. Other

Contacts for questions about the issues related to this ADM are as follows:

For questions concerning rate-related issues, please contact Emily Stewart, OCFS Rate Setting, at 518-474-2812, or Ed Tang, OCFS Rate Setting, at 518-474-9737. These individuals can also be contacted by e-mail as follows: [Emily.Stewart@ocfs.state.ny.us](mailto:Emily.Stewart@ocfs.state.ny.us) or [Edward.Tang@ocfs.state.ny.us](mailto:Edward.Tang@ocfs.state.ny.us)

For placement-related questions about specific youth, please contact Ralph Morano of the Bureau of Classification and Movement at (518) 486-4642, or by e-mail as follows: [Ralph.Morano@ocfs.state.ny.us](mailto:Ralph.Morano@ocfs.state.ny.us)

For payment questions, please contact Mark Sullivan of the Bureau of Financial Operations at (518) 486-6973, or by e-mail as follows: [Mark.Sullivan@ocfs.state.ny.us](mailto:Mark.Sullivan@ocfs.state.ny.us)

Copies of this ADM should be shared with accounting supervisors and other staff associated with these programs.

## VII. Effective Date

This directive is effective as of the date of its issuance.

*/s/ Thomas S. Tipple*

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**Issued By:**

Name: Thomas S. Tipple

Title: Deputy Commissioner

Division/Office: Administration

**Attachment A****Final Calendar Year 2002 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	307.58
2	Limited Secure Residential Services	266.56
3	Non-Community Based Residential Services	261.62
4	Community Residential Homes	236.46
5	Family Foster Care	58.20
6	Evening Reporting Centers	125.54

**Final Calendar Year 2002 - Title IV-E Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Title IV-E Per Diem Rates</b>
3	Non-Community Based Residential Services	210.54
4	Community Residential Homes	228.30
5	Family Foster Care	52.90

**Attachment B****Final Calendar Year 2002 Levels of Care and Facilities**

<b>Secure Residential Services</b>			
Brookwood	Harlem Valley	MacCormick	Tryon Girls

<b>Limited Secure Residential Services</b>			
Columbia	Goshen	Gossett	Highland
Industry School	Lansing	McQueen	Oatka
Pyramid Reception	Pyramid Transition	Taberg	Tryon Boys Residential
Tryon Reception	Youth Leadership Academy		

<b>Non-Community Based Residential Services</b>			
Adirondack Residential	Adirondack Wilderness	Allen	Annsville
Auburn	Brace	Brentwood	Bronx
Brooklyn	Cass	Cattaraugus	Great Valley
Harriet Tubman (Cayuga)	Middletown	Red Hook	Staten Island Residential (Willowbrook)
Tryon Girls			

<b>Community Residential Homes</b>			
Brooklyn	Buffalo-Richmond	Buffalo-Courtland	Gloversville
Long Island	Rochester	Schenectady	Staten Island
Syracuse-E. Genesee	Syracuse-Salina	Westchester (Mt. Vernon)	

<b>Family Foster Care</b>			
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<b>Evening Reporting Centers</b>			
Albany-Capital District	Bronx-Given	Bronx-Wilder	Brooklyn
Buffalo	Rochester	Syracuse	

**Attachment C****Final Calendar Year 2003 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	326.54
2	Limited Secure Residential Services	287.48
3	Non-Community Based Residential Services	275.62
4	Community Residential Homes	245.54
5	Family Foster Care	71.18
6	Evening Reporting Centers	155.80

**Final Calendar Year 2003 - Title IV-E Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Title IV-E Per Diem Rates</b>
3	Non-Community Based Residential Services	219.32
4	Community Residential Homes	241.46
5	Family Foster Care	64.84

**Attachment D****Final Calendar Year 2003 Levels of Care and Facilities**

<b>Secure Residential Services</b>			
Brookwood	Harlem Valley	MacCormick	Tryon Girls

<b>Limited Secure Residential Services</b>			
Columbia	Goshen	Gossett	Highland
Industry School	Lansing	McQueen	Oatka
Pyramid Reception	Pyramid Transition	Taberg	Tryon Boys Residential
Tryon Reception	Youth Leadership Academy		

<b>Non-Community Based Residential Services</b>			
Adirondack Residential	Adirondack Wilderness	Allen	Annsville
Auburn	Brace	Brentwood	Bronx
Brooklyn	Cass	Cattaraugus	Great Valley
Harriet Tubman (Cayuga)	McQueen	Middletown	Red Hook
Staten Island Residential (Willowbrook)	Tryon Girls		

<b>Community Residential Homes</b>			
Brooklyn-Lennox	Gloversville	Rochester	Staten Island
Syracuse-Salina	Westchester (Mt. Vernon)		

<b>Family Foster Care</b>			
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<b>Evening Reporting Centers</b>			
Albany-Capital District	Bronx-Given	Bronx-Wilder	Brooklyn
Buffalo	Rochester	Syracuse	

**Attachment E****Final Calendar Year 2004 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	336.56
2	Limited Secure Residential Services	300.66
3	Non-Community Based Residential Services	283.56
4	Community Residential Homes	236.90
5	Family Foster Care	71.66
6	Evening Reporting Centers	165.18

**Final Calendar Year 2004 - Title IV-E Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Title IV-E Per Diem Rates</b>
3	Non-Community Based Residential Services	262.54
4	Community Residential Homes	220.42
5	Family Foster Care	64.36

**Attachment F****Final Calendar Year 2004 Levels of Care and Facilities**

<b>Secure Residential Services</b>			
Brookwood	Harlem Valley	Industry Secure	MacCormick
Tryon Girls			

<b>Limited Secure Residential Services</b>			
Goshen	Gossett	Highland	Industry School
Lansing	Oatka	Pyramid Reception	Pyramid Transition
Taberg	Tryon Boys Residential	Tryon Reception	Youth Leadership Academy

<b>Non-Community Based Residential Services</b>			
Adirondack Residential	Adirondack Wilderness	Allen	Annsville
Auburn	Brace	Brentwood	Bronx
Brooklyn	Cass	Cattaraugus	Great Valley
Harriet Tubman (Cayuga)	McQueen	Middletown	Red Hook
Staten Island Residential (Willowbrook)	Tryon Girls		

<b>Community Residential Homes</b>			
Brooklyn-Lennox	Gloversville	Rochester	Staten Island
Syracuse-Salina	Westchester (Mt. Vernon)		

<b>Family Foster Care</b>			
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<b>Evening Reporting Centers</b>			
Albany-Capital District	Bronx-Given	Bronx-Wilder	Brooklyn
Buffalo	Rochester	Syracuse	

**Attachment G****Final Calendar Year 2005 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	343.38
2	Limited Secure Residential Services	326.78
3	Non-Community Based Residential Services	308.48
4	Community Residential Homes	254.52
5	Family Foster Care	80.88
6	Evening Reporting Centers	192.28

**Final Calendar Year 2005 - Title IV-E Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Title IV-E Per Diem Rates</b>
3	Non-Community Based Residential Services	252.08
4	Community Residential Homes	246.54
5	Family Foster Care	73.86

**Attachment H****Final Calendar Year 2005 Levels of Care and Facilities**

<b>Secure Residential Services</b>			
Brookwood	Industry Secure	MacCormick	Tryon Girls

<b>Limited Secure Residential Services</b>			
Goshen	Gossett	Highland	Industry School
Lansing	Pyramid Reception	Pyramid Transition	Taberg
Tryon Boys Residential	Tryon Reception	Youth Leadership Academy	

<b>Non-Community Based Residential Services</b>			
Adirondack Residential	Adirondack Wilderness	Allen	Annsville
Auburn	Brace	Brentwood	Bronx
Brooklyn	Cass	Cattaraugus	Great Valley
Harriet Tubman (Cayuga)	McQueen	Middletown	Red Hook
Staten Island Residential (Willowbrook)	Tryon Girls		

<b>Community Residential Homes</b>			
Brooklyn-Lennox	Gloversville	Rochester	Staten Island
Syracuse-Salina	Westchester (Mt. Vernon)		

<b>Family Foster Care</b>			
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<b>Evening Reporting Centers</b>			
Albany-Capital District	Bronx-Given	Bronx-Wilder	Brooklyn
Buffalo	Rochester	Syracuse	

**Attachment I****Final Calendar Year 2007 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	401.70
2	Limited Secure Residential Services	428.32
3	Non-Community Based Residential Services	479.82
4	Community Residential Homes	354.60
5	Family Foster Care	99.00
6	Evening Reporting Centers	244.12

**Final Calendar Year 2007 - Title IV-E Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Title IV-E Per Diem Rates</b>
3	Non-Community Based Residential Services	389.18
4	Community Residential Homes	332.74
5	Family Foster Care	91.76

**Attachment J****Final Calendar Year 2007  
Levels of Care and Facilities**

<b>Secure Residential Services</b>			
Brookwood	Goshen Secure	Industry Secure	MacCormick
Tryon Girls			

<b>Limited Secure Residential Services</b>			
Goshen	Gossett	Highland	Industry School
Lansing	Pyramid Reception	Pyramid Transition	Taberg
Tryon Boys Residential	Tryon Reception	Youth Leadership Academy	

<b>Non-Community Based Residential Services</b>			
Adirondack Residential	Adirondack Wilderness	Allen	Annsville
Auburn	Brace	Brentwood	Bronx
Brooklyn	Cass	Cattaraugus	Great Valley
Harriet Tubman (Cayuga)	McQueen	Middletown	Red Hook
Staten Island Residential (Willowbrook)	Tryon Girls		

<b>Community Residential Homes</b>			
Brooklyn-Lennox	Gloversville	Rochester	Staten Island
Syracuse-Salina	Westchester (Mt. Vernon)		

<b>Family Foster Care</b>			
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<b>Evening Reporting Centers</b>			
Albany-Capital District	Bronx-Given	Bronx-Wilder	Brooklyn
Buffalo	Rochester	Syracuse	