



**David A. Paterson**  
*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-13
<b>To:</b>	Local District Commissioners New York City Department of Juvenile Justice
<b>Issuing Division/Office:</b>	Administration
<b>Date:</b>	July 24, 2009
<b>Subject:</b>	<b>Per Diem Chargeback Rates for OCFS-Operated Facilities and Programs – Interim Calendar Year (CY) 2009 Rates for January 1, 2009, through December 31, 2009</b>
<b>Suggested Distribution:</b>	Directors of Services Accounting Supervisors
<b>Contact Person(s):</b>	See Section VI. Other
<b>Attachments:</b>	Interim CY2009 Per Diem Chargeback Rates
<b>Attachments Available Online:</b>	Yes

**Filing References**

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

**I. Purpose**

The purpose of this Administrative Directive (ADM) is to publish Interim Chargeback Rates in effect for Calendar Year (CY) 2009 for care provided to youth placed in facilities operated by the Office of Children and Family Services (OCFS).

All initial CY2009 bills for youth in OCFS-operated facilities and programs will be based on Interim CY2009 Rates, until the CY2009 period is reconciled based on finalized rates for CY2009.

## 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

Interim rates for CY2009, as specified in this ADM, have been approved in accordance with Section 529 of the Executive Law. These rates will be used as the basis for all interim rate billings of the cost of care for youth placed in OCFS-operated facilities and programs during CY2009.

## IV. Required Action

Localities will be billed at CY2009 Interim Rates in accord with the schedule below. Payments related to these bills will be due upon receipt.

### CY2009 Interim Rate Bill Schedule

Billing Year	Billing Qtr	Billing Type	Anticipated Billing Month
CY2009	Qtr 1	Interim	July 2009
CY2009	Qtr 2	Interim	August 2009
CY2009	Qtr 3	Interim	November 2009
CY2009	Qtr 4	Interim	February 2010

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 Case Management Automation Project (CMAP) system has been renamed the Juvenile Justice Information System (JJIS). JJIS tracks youth placed in the care and custody of OCFS and 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 JJIS to support an electronic distribution of the bill to each locality. If additional staff in localities need to be added to the electronic distribution list, please e-mail such information 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****Interim Calendar Year 2009 - Section 529 Per Diem Rates**

<b>Level</b>	<b>Program</b>	<b>Per Diem Rates</b>
1	Secure Residential Services	537.64
2	Limited Secure Residential Services	584.26
3	Non-Community Based Residential Services	615.88
4	Community Residential Homes	648.08
5	Family Foster Care	115.94
6	Evening Reporting Centers	253.18

**Interim Calendar Year 2009 - 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	500.52
4	Community Residential Homes	616.82
5	Family Foster Care	108.16