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*Governor*

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

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*Commissioner*

## Local Commissioners Memorandum

<b>Transmittal:</b>	11-OCFS-LCM-10
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	July 6, 2011
<b>Subject:</b>	<b>Guidelines and Instructions for Preparing the County Child and Family Services Plan</b>
<b>Contact Person(s):</b>	See Technical Assistance Contacts, Page 3
<b>Attachments:</b>	Child and Family Services Plan County Child and Family Service Plan Guidance Document
<b>Attachment Available Online:</b>	Yes- as part of this release <a href="http://ocfs.state.nyenet/policies/external/">http://ocfs.state.nyenet/policies/external/</a>

### I. Purpose

The purpose of this Local Commissioners Memorandum is to provide the guidelines for the required county Child and Family Services Plan for the five-year plan cycle covering the period January 1, 2012, to December 31, 2016. These guidelines for the county plan replace those used for the previous three-year county plan. All counties are now required to submit a single county plan. These guidelines represent the next step in the development of plan guidelines that are consistent with the operational policy of the Office of Children and Family Services (OCFS). Local Departments of Social Services (LDSS) and County Youth Bureaus, where they operate, are required by statute to develop and submit to New York State a local multi-year plan for the provision of services and the allocation of resources. In August 2004, legislation was enacted to

combine the consolidated services plan and the county comprehensive plan into one required plan, the Child and Family Services Plan, to be submitted by all counties.

The revised plan reflects knowledge gained from the Integrated County Planning (ICP) Demonstration Project, as well as feedback from all counties. ICP represents OCFS's long-term commitment to develop a local collaborative planning process and to actively involve counties in the evolution of county plans.

The current plan packet contains a plan response form and a separate guidance document that provides additional information and explanations for each section the report. The plan reflects the following principles and objectives:

- to support and acknowledge a local collaborative planning process inclusive of broad stakeholder involvement;
- to construct a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- to clarify a consistent planning process for counties;
- to support a process that focuses on outcomes for children, youth, families, adults and communities;
- to clarify the various components of planning; and
- to support the important respective roles of the Local Departments of Social Services and County Youth Bureaus and Municipal Youth Bureaus where they operate.

Person In Need of Supervision (PINS) diversion planning continues to be incorporated in the OCFS-required county plans, with that portion of the plan to be jointly reviewed and approved by OCFS and the Division of Criminal Justice Services, Office of Probation and Correctional Alternatives.

The plan is based on existing statutory and regulatory requirements. In an attempt to streamline, reduce redundancy and improve overall readability of the plan, there are no longer four components, but rather one report. Where applicable, charts are used to convey information, with fewer narratives are required.

#### **Title XX Preventive Services Matrix**

The Title XX Preventive Services Matrix (Appendix F) will now be completed by entering this information into the Welfare Management System. Instructions for completing this portion of the plan can be found in the Guidance Document. Additionally, a Computer Based Training (CBT) has been developed and can be accessed from your computer. Information on the CBT will be sent to you in the near future.

#### **Submission Date**

**The county plan is due on October 1, 2011.** The effective date of the plan will be January 1, 2012. If a county is unable to meet the October 1 deadline, an extension may be requested for up to 30 days. Please submit a letter to your regional office describing the reasons for requesting an extension and providing the date on which the plan will be submitted. Please note that OCFS is committed to improving the approval process to

have plans approved by the plan effective date. Longer extensions to the submission date should not be requested.

### **Submission Requirements**

Plans must be completed using the templates provided, and submitted electronically to Kristin Gleeson at [Kristin.Gleeson@ocfs.state.ny.us](mailto:Kristin.Gleeson@ocfs.state.ny.us). Please clearly number all pages.

### **Technical Assistance Contacts**

OCFS staff listed below are available to provide guidance and technical assistance.

#### Regional Office - Child Welfare

BRO	Dana Whitcomb	(716) 847-3145	<a href="mailto:Dana.Whitcomb@ocfs.state.ny.us">Dana.Whitcomb@ocfs.state.ny.us</a>
RRO	Karen Buck	(585) 238-8201	<a href="mailto:Karen.Buck@ocfs.state.ny.us">Karen.Buck@ocfs.state.ny.us</a>
SRO	Jack Klump	(315) 423-1200	<a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a>
ARO	Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.state.ny.us">Kerri.Barber@ocfs.state.ny.us</a>
SVRO	Pat Sheehy	(845) 708-2499	<a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a>
NYCRO	Pat Beresford	(212) 383-1788	<a href="mailto:Patricia.Beresford@ocfs.state.ny.us">Patricia.Beresford@ocfs.state.ny.us</a>

#### Regional Office – Youth Development

BRO	Christine Garmon-Salaam	(716) 847-3331	<a href="mailto:Christine.Garmon-Salaam@ocfs.state.ny.us">Christine.Garmon-Salaam@ocfs.state.ny.us</a>
	Joe Proietti	(716) 847-3860	<a href="mailto:Joseph.Proietti@ocfs.state.ny.us">Joseph.Proietti@ocfs.state.ny.us</a>
RRO	Lydia Dzus	(585) 238-8281	<a href="mailto:Lydia.Dzus@ocfs.state.ny.us">Lydia.Dzus@ocfs.state.ny.us</a>
SRO	Denise Dyer	(315) 423-5432	<a href="mailto:Denise.Dyer@ocfs.state.ny.us">Denise.Dyer@ocfs.state.ny.us</a>
ARO	Robert Williams	(518) 473-8866	<a href="mailto:Robert.Williams@ocfs.state.ny.us">Robert.Williams@ocfs.state.ny.us</a>
SVRO/ARO	Lynda Fleurismond	(518) 402-3715	<a href="mailto:Lynda.Fleurismond@ocfs.state.ny.us">Lynda.Fleurismond@ocfs.state.ny.us</a>
NYCRO	Sonia Tate	(212) 383-4704	<a href="mailto:Sonia.Tate@ocfs.state.ny.us">Sonia.Tate@ocfs.state.ny.us</a>

In addition, questions may be directed to:

Detention Services	Theresa Portelli	(518) 474-1308	<a href="mailto:Theresa.Portelli@ocfs.state.ny.us">Theresa.Portelli@ocfs.state.ny.us</a>
Child Care	Rhonda Duffney	(518) 474-3775	<a href="mailto:Rhonda.Duffney@ocfs.state.ny.us">Rhonda.Duffney@ocfs.state.ny.us</a>
Domestic Violence	Pam Jobin	(518) 474-4787	<a href="mailto:Pam.Jobin@ocfs.state.ny.us">Pam.Jobin@ocfs.state.ny.us</a>
Adult Services	Alan Lawitz	(518) 402-6782	<a href="mailto:Alan.Lawitz@ocfs.state.ny.us">Alan.Lawitz@ocfs.state.ny.us</a>
IT Operations	Kathy Hojohn	(518) 474-9232	<a href="mailto:Kathy.Hojohn@ocfs.state.ny.us">Kathy.Hojohn@ocfs.state.ny.us</a>

### **Issued By:**

*/s/ Laura M. Velez*

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Name: Laura M. Velez  
 Title: Deputy Commissioner  
 Division/Office: Child Welfare and Community Services