

# **County of Albany**

Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207



## **Meeting Agenda**

**Tuesday, January 24, 2023**

**5:30 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Social Services Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES

**CURRENT BUSINESS:**

2. AUTHORIZING AN AGREEMENT WITH VENTEK, INC. REGARDING THE IMPLEMENTATION OF A SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM CENTRALIZED CALL CENTER
3. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR ADMINISTRATIVE COSTS PERTAINING TO THE EARLY INTERVENTION PROGRAM
4. AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AN AGREEMENT REGARDING THE CHILD RIGHT: SAFE HARBOR INITIATIVE AND AMENDING THE 2023 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET
5. AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AGREEMENTS REGARDING THE MOBILE RESPONSE PROJECT AND AMENDING THE 2023 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET
6. AMENDING RESOLUTION NO. 243 FOR 2022 AN AGREEMENT WITH TRINITY ALLIANCE OF THE CAPITAL REGION REGARDING THE OPERATION OF A MOBILE RESPONSE VAN
7. AUTHORIZING THE SUBMISSION OF A SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM PLAN TO THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES
8. AUTHORIZING AN AGREEMENT WITH THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK REGARDING THE NEW YORK STATE SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM

# **County of Albany**

*Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207*



## **Meeting Minutes**

**Tuesday, November 22, 2022**

**5:30 PM**

**Harold L. Joyce Albany County Office Building  
Room 730**

### **Social Services Committee**

**PREVIOUS BUSINESS:**

**Present:** Samuel I. Fein, Merton D. Simpson, Mickey Cleary, Patrice Lockart, Carolyn McLaughlin, Jeff S. Perlee and Christopher H. Smith

**Excused:** Nathan L. Bruschi and Norma J. Chapman

**1. APPROVING PREVIOUS MEETING MINUTES**

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

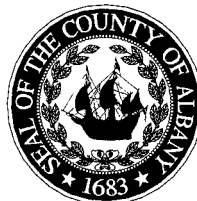
**CURRENT BUSINESS:**

**2. AMENDING RESOLUTION NO. 64 FOR 2022 REGARDING THE RENTAL SUPPLEMENT PROGRAM**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

**3. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES REGARDING THE SECOND UPSTATE FAMILY DEFENSE (CHILD WELFARE) QUALITY IMPROVEMENT AND CASELOAD REDUCTION GRANT**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF SOCIAL SERVICES  
162 WASHINGTON AVENUE  
ALBANY, NEW YORK 12210-2304  
(518) 447-7300  
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE  
COMMISSIONER  
ERIN M. STACHEWICZ  
EXECUTIVE DEPUTY  
COMMISSIONER  
VALERIE SACKS  
DEPUTY COMMISSIONER

January 11, 2023

Hon. Andrew Joyce, Chairman  
Legislative Clerk's Office  
112 State St., Room 710  
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Via Resolution 337 Adopted 10/11/22 authorization was approved to accept a grant from the USDA 2021 SNAP Process and Technology Improvement Grant. Pursuant to the submission package associated with the aforementioned RLA request Albany County Department of Social Services (DSS) is requesting permission to contract with Ventek, Inc. to provide workflow management and status tracking software for our Supplemental Nutrition Assistance Program (SNAP) Centralized Call Center.

The development of a call center and implementation of a workflow management system will improve our SNAP work processes and provides an enhanced level of customer service to the individuals we serve. We expect less "churn" of clients calling multiple times or visiting the DSS Reception area unnecessarily when most issues can be handled over the phone for SNAP.

No additional funding is requested as the original grant funding includes the Ventek contract amount of \$170,000.

Sincerely,

*Michele McClave* (S)

Michele G. McClave  
Commissioner

cc: Dennis A. Feeney, Majority Leader  
Frank A. Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3973, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**  
Contract Authorization for Social Services (Ventek)

Date:	1/4/2023
Submitted By:	Joseph DeAngelis
Department:	Social Services
Title:	Contract Administrator
Phone:	518-447-7583
Department Rep.	
Attending Meeting:	Michele G. McClave

#### Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):

Ventek, Inc.  
19 Crest Hollow Lane  
Albertson, NY 11507

Amount/Raise Schedule/Fee: 0

Scope of Services: Albany County Department of Social Services is requesting permission to contract with the Provider for a supplemental Nutrition Assistance Program (SNAP) workflow management and status tracking software.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: 18 NYCRR 387.1

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.

Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: -

State: -

County: -

Local: -

Term

Term: (Start and end date) 9/30/2021-9/30/2024

Length of Contract: 36 months

Impact on Pending Litigation

Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 337, 205

/Date of Adoption: 10/11/21, 7/12/21

**Justification:** (state briefly why legislative action is requested)

Via Resolution 337 Adopted 10/11/22 authorization was approved to accept a grant from the USDA 2021 SNAP Process and Technology Improvement Grant (PTIG). Pursuant to the submission package associated with the previous RLA request Albany County Department of Social Services (DSS) is requesting permission to contract with Ventek, Inc. to provide workflow management and status tracking software for our SNAP Centralized Call Center. No additional funding is requested as the original grant funding includes the Ventek contract amount of \$170,000.

Albany County receives approximately 25,000 SNAP calls annually. Our staffing levels are such that we are not able to address the high volume of calls we receive each day. This delay in returning calls or inability to return a call at all further increases the number of duplicate calls and creates unnecessary traffic in our Reception Area. The volume of calls and in-person visits to have questions answered and conduct interviews, takes staff away from processing applications in a timely and efficient manner.

In addition to the challenges with call volume, Albany County Department of Social Service’s SNAP Division operates a manual “task-based” workflow process for over 18,000 cases and 16,000 new applications annually, whereby work is distributed in batches by task to various staff and completion/status is tracked through individual work logs. This manual “task-based” process is arduous when tracking down a case to answer the questions of SNAP clients via telephone.

In order to improve our overall workflow, increase our ability to respond to calls, and better meet the needs of the individuals we serve, we have determined that establishing a SNAP Centralized Call Center with the implementation of technology and software would help us achieve this important goal.

The workflow management and tracking tools include:

- General Client Inquiry (GCI) software provides an easy search function tool to look up NYS Welfare Management System case information including transactions, payments, and budgets. The software has a comments section for Call Center and other SNAP staff to add comments on a case as well as activities section which all provide information on whether a case is pending, has been completed, etc. and which staff the case has been assigned to. Workers will also have the ability to



upload electronic documents directly into the mandated NYS Imaging Enterprise Document Repository (IEDR) without having to print out and scan.

- Status Tracking software is a work management application that provides Supervisors with a tool to assign case tasks to individual workers and tracks what work has been completed and what remains to be done. This software allows for the addition of case review dates and prioritization of tasks and provides an easy mechanism for Supervisory review and sign off on cases. Workers are also able to generate Document Requirement forms for clients directly from Status Tracking. This software will enable supervisory staff to see in real time what is being processed and what needs to be done. The Status Tracking software also has links to GCI and IEDR. Supervisors will also be able to use this software as a monitoring tool for overall SNAP case activity, inbound/outbound client contacts, and case activity by individual staff person or as a Division as a whole.

Both of these software applications have various reporting features so Supervisors can run reports, analyze data for trends, address any workload issues or workflow issues, and identify staff training needs. Both GCI and Status Tracking software applications are being utilized by a number local Department of Social Services (Onondaga, Erie, Dutchess, Fulton, Schenectady, etc.) across NYS for their eligibility programs and call centers.

The development of a call center and implementation of a workflow management system will improve our SNAP work processes and provides an enhanced level of customer service to the individuals we serve.

## RESOLUTION NO. 205

## AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION REGARDING THE 2021 SNAP PROCESS AND TECHNOLOGY IMPROVEMENT GRANT FOR THE IMPLEMENTATION OF A CENTRALIZED CALL CENTER

Introduced: 7/12/21

By Social Services Committee and Mr. A. Joyce:

WHEREAS, The Commissioner of the Department of Social Services has requested authorization to submit a 2021 SNAP Process and Technology Improvement Grant application to the United States Department of Agriculture (USDA) in the amount of \$692,357 in grant funding for the implementation of a SNAP Centralized Call Center with Interactive Voice Response Technology, and

WHEREAS, The Commissioner has indicated the grant funding will cover the cost of six staff salaries and fringe for the first year of the grant, the purchase of a call center phone system, call center data collection software, workflow management and status tracking software, and essential training and furniture needed to establish the call center, and

WHEREAS, The Commissioner has also indicated that the call center will provide significant efficiencies in the processing of SNAP cases, and will allow the department to develop new SNAP work processes, resulting in an enhanced level of customer service to SNAP recipients and applicants, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the USDA regarding the purchase of a call center phone system, the cost of six staff salaries and fringe for the first year of the grant, call center data collection software, training, and furniture necessary to establish the call center in the amount of \$692,357, and, be it further

RESOLVED, That the County Attorney is authorized to approve said application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote – 7/12/21*

RESOLUTION NO. 337

AUTHORIZING AN AGREEMENT WITH THE U.S. DEPARTMENT OF AGRICULTURE REGARDING THE 2021 SNAP PROCESS AND TECHNOLOGY IMPROVEMENT GRANT AND AMENDING THE 2021 DEPARTMENT OF SOCIAL SERVICES BUDGET

Introduced: 10/12/21  
By Social Services Committee:

WHEREAS, The Albany County Department of Social Services has requested authorization to enter into an agreement with the U.S. Department of Agriculture regarding the 2021 SNAP Process and Technology Improvement Grant in the amount of \$853,751 for a term commencing September 30, 2021 and ending September 30, 2024, and

WHEREAS, The Commissioner has indicated the funding will cover salaries and fringe for eight staff for the first year of the grant to include three current staff, the purchase of a call center phone system, call center data collection software, workflow management and status tracking software and essential training and furniture needed to establish the call center, and

WHEREAS, The Commissioner has also indicated that a budget amendment is necessary to appropriate a portion of the aforementioned grant funding into the 2021 Department of Social Services Budget, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the U.S. Department of Agriculture regarding the 2021 SNAP Process and Technology Improvement Grant in the amount of \$853,751 for a term commencing September 30, 2021 and ending September 30, 2024, and, be it further

RESOLVED, By the Albany County Legislature that the 2021 Department of Social Services Budget is amended as follows:

Increase Revenue Account A4610 Soc.Serv Administration by \$94,752

Increase Appropriation Account A6010.1 by \$30,234 by increasing the following line items:

Increase line item A6010 1 2223 023 Supervising Eligibility Examiner by \$17,335 with an annual salary of \$69,338

Increase line item A6010 1 5504 Administrative Assistant by \$12,899 with an annual salary of \$51,597



Increase Appropriation Account A6010.2 by \$49,265 by increasing the following line items:

Increase line item A6010 2 2001 Office Equipment by \$21,198

Increase line item A6010 2 2100 Communications Equipment \$28,067

Increase Appropriation Account A6010.8 by \$15,253 by increasing the following line items:

Increase line item A6010 8 9010 State Retirement by \$5,684

Increase line item A6010 8 9030 Social Security by \$2,313

Increase line item A6010 8 9060 Hospital and Medical Insurance by \$7,256

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote - 10/12/21*



**FOR COUNSEL USE  
ONLY**

Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
                  Courier: \_\_\_\_\_  
                  Mail: \_\_\_\_\_

## REQUEST FOR LEGISLATIVE ACTION

*RLA #: Contract Authorization for Social Services*

**DATE:** Wednesday September 16, 2021  
**DEPARTMENT:** Social Services  
Contact Person: Joe DeAngelis, Contract Administrator  
Telephone: 518-447-7583  
Dept. Representative Attending  
Committee Meeting: Michele G. McClave, Commissioner

### **PURPOSE OF REQUEST:**

Adopting of Local Law \_\_\_\_\_  
Amendment of Prior Legislation \_\_\_\_\_  
Approval/Adoption of Plan/Procedure \_\_\_\_\_  
Bond Approval \_\_\_\_\_  
Budget Amendment (see below) \_\_\_\_\_  
Contract Authorization (see below)   X    
Environmental Impact \_\_\_\_\_  
Home Rule Request \_\_\_\_\_  
Property Conveyance \_\_\_\_\_  
Other: (State briefly if not listed above) \_\_\_\_\_

### **CONCERNING BUDGET AMENDMENTS**

#### **STATE THE FOLLOWING:**

Increase Account/Line No. \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Title Change: \_\_\_\_\_

### **CONCERNING CONTRACT AUTHORIZATION**

#### **STATE THE FOLLOWING:**

#### **TYPE OF CONTRACT:**

Change Order/Contract Amendment \_\_\_\_\_  
Purchase (Equipment/Supplies) \_\_\_\_\_  
Lease (Equipment/Supplies) \_\_\_\_\_  
Requirements Professional Services \_\_\_\_\_  
Education/Training \_\_\_\_\_  
Grant:   X    
    New   X    
    Renewal \_\_\_\_\_  
    Submission Deadline Date   9/22/21    
Settlement of a Claim \_\_\_\_\_  
Release of Liability \_\_\_\_\_  
Other: (State briefly) \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Party (Name/Address)	United States Department of Agriculture 1320 Braddock Place, Alexandria, VA 22314
Amount/Raise Schedule/Fee	\$853,751
Scope of Services	Albany County Department of Social Services is requesting permission to accept funding from the U.S. Department of Agriculture Food and Nutrition Service for a 2021 SNAP Process and Technology Improvement Grant for funding for a SNAP System Call Center and SNAP workflow management and status tracking software.

Contract Funding:

Bond Res. No.:	_____
Date of Adoption:	_____

**CONCERNING ALL REQUESTS:**

Mandated Program/Service:	Yes
If Mandated Cite: Authority	18 NYCRR 387.1
Anticipated in Current Adopted Budget	No

County Budget Accounts:

Revenue	See attached budget worksheet
Appropriation	_____

Fiscal Impact - Funding: (Dollars or Percentages)

Federal	100%
State	_____
County	_____
Local	_____

Term/Length of Funding:	9/30/2021-9/30/2024 3 years
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<u>Impact on Pending Litigation</u>	No
If yes, please explain:	_____

Previous Requests for Identical or Similar Action

Resolution/Law Number	205
Date of Adoption	7/12/21

Justification: (State briefly why legislative action is requested)

Via Resolution 205 Adopted 7/12/21 authorization was granted to apply for a USDA 2021 SNAP Process and Technology Improvement Grant (PTIG). **Albany County Department of Social Services (DSS) is requesting permission to accept a USDA 2021 SNAP Process and Technology Improvement Grant and to contract with the US Department of Agriculture for funding for a SNAP Centralized Call Center and**



**Ventek, Inc. workflow management and status tracking software.**

Albany County receives approximately 25,000 SNAP calls annually. Our staffing levels are such that we are not able to address the high volume of calls we receive each day. This delay in returning calls or inability to return a call at all further increases the number of duplicate calls and creates unnecessary traffic in our Reception Area. The volume of calls and in-person visits to have questions answered and conduct interviews, takes staff away from processing applications in a timely and efficient manner.

In addition to the challenges with call volume, Albany County Department of Social Service’s SNAP Division operates a manual “task-based” workflow process for over 18,000 cases, whereby work is distributed in batches by task to various staff and completion/status is tracked through individual work logs. This manual “task-based” process is arduous when tracking down a case to answer the questions of SNAP clients via telephone. Albany County requires a more efficient workflow process to better distribute, monitor and manage SNAP cases.

In order to improve our overall workflow, increase our ability to respond to calls, and better meet the needs of the individuals we serve, we have determined that establishing a SNAP Centralized Call Center with the addition of five staff and utilizing three current staff dedicated to the call center and the implementation of technology, software and training would help us achieve this important goal. This SNAP Centralized Call Center will also promote efficiencies in making case changes immediately when a call is received and meeting case processing requirements in a timely manner.

Our original grant application requested funding for \$692,357, During the grant application process, USDA offered additional funding in the amount of \$164,900 for grant purposes. We made additions to the grant compliment of staffing and services which fully support the Call Center. Our request was approved.

DSS is requesting to accept an award in the amount \$853,751 from the USDA SNAP Process and Technology Improvement Grant, which will cover staff salaries and fringe for the five additional staff for the first year of the grant, the purchase of a call center phone system, call center data collection software, workflow management, data reporting and status tracking software, and essential training and furniture, needed to establish the call center. The grant period covers 2021-2024. The development of a call center and implementation of a workflow management system will significantly improve our SNAP work processes and provides an enhanced level of customer service to the individuals we serve. We expect less “churn” of clients calling multiple times or visiting the DSS Reception area unnecessarily when most issues can be handled over the phone for SNAP.

Back-up Material Submitted: (*i.e.*, application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

Submitted by:	Michele G. McClave
Title:	Commissioner



COUNTY OF ALBANY

DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES

112 STATE STREET – SUITE 300

ALBANY, NEW YORK 12207

(518) 447-7324 - FAX (518) 447-7578

[www.albanycounty.com](http://www.albanycounty.com)

DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

MOIRA E. MANNING  
COMMISSIONER

NICOLE WARD  
DEPUTY COMMISSIONER

December 28, 2022

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to renew a contract with the New York State Department of Health for reimbursement of administrative costs incurred, for the provision of Early Intervention services, in the amount of \$121,789 for the period October 1, 2022 – September 30, 2023.

Local governments have the responsibility for administering the Early Intervention Program (EIP) subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the EIP, exclusive of due process costs. This funding is contingent upon a municipality's compliance with the work plan developed by the Department.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3925, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization to Accept Early Intervention Administration Reimbursement from New York State Department of Health

Date:	December 28, 2023
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

New

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):

NYSDOH  
Division of Family Health, Fiscal Unit,  
ESP Corning Tower - Room 878,  
Albany, NY 12237-0657

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$121,789  
Scope of Services: Reimbursement for administrative costs associated with the Early Intervention Program

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Public Health Law Title II-A of Article 25

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA4059 03449  
Revenue Amount: \$121,789

Appropriation Account and Line: AA4059 03449  
Appropriation Amount: Line 1 76,362 / Line 8 45,427

Source of Funding - (Percentages)

Federal: 0  
State: 100  
County: 0  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/1/2022 - 09/30/2023  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 285-21, 21-19, 19-87, 17-39, 15-310, 15-83, 14-250  
Date of Adoption: 9/13/21, 2/8/21, 3/11-19, 2/13/17, 8/10/15, 3/9/15, 7/14/14

**Justification:** (state briefly why legislative action is requested)

Please see attached

## **Department for Children, Youth and Families**

### **Backup Material for Contractual Agreement Between the New York State Department of Health and Albany County for the Reimbursement of Administration Costs for Early Intervention**

The Department for Children, Youth and Families is seeking Legislative authorization to enter into a contractual agreement with the New York State Department of Health (NYSDOH) in the amount of \$121,789 for the period of October 1, 2022 – September 30, 2023. Under this contract, Albany County will be able to claim reimbursement from the State for administrative costs incurred for the provision of Early Intervention services.

The New York State Early Intervention Program (EIP) is part of the national Early Intervention Program for infants and toddlers with disabilities and their families. First created by Congress in 1986 under the Individuals with Disabilities Education Act (IDEA), the EIP is administered by the New York State Department of Health through the Bureau of Early Intervention. In New York State, the Early Intervention Program is established in Article 25 of the Public Health Law and has been in effect since July 1, 1993.

Local governments have responsibility for administering the Early Intervention Program (EIP) subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the EIP, exclusive of due process costs. This funding is contingent upon a municipality's compliance with the work plan developed by the Department.

To be eligible for services, children must be less than 3 years of age and have a confirmed disability or established developmental delay, as defined by the State, in one or more of the following areas of development: physical, cognitive, communication, social-emotional, and/or adaptive.

**From:** doh.sm.dfh.boa <dfh.boa@health.ny.gov>

**Sent:** Thursday, September 29, 2022 1:06 PM

**To:** Romanski, Deirdre <Deirdre.Romanski@albanycountyny.gov>; O'Neil, Beth <Beth.O'Neil@albanycountyny.gov>

**Cc:** Kennett, Audrey R (HEALTH) <audrey.kennett@health.ny.gov>; Bonda, Indrani (HEALTH) <Indrani.Bonda@health.ny.gov>

**Subject:** Federal Award Notice EIADM2 New Period #2 C36389GG ALBANY COUNTY OF 10/1/2022-9/30/2023

Dear Grantee:

A new period budget for **EIADM2** has been initiated in the Grants Gateway (GG) for the above referenced contract. PDF instructions are attached to assist you in completing the budget.

Once you are satisfied with your new period budget, you will change the status to "Contract Info Submitted NEW PERIOD". Your assigned Program Manager will receive an alert in the GG as soon as the budget has been submitted. They will review the budget with the assigned Contract Manager and follow up with you if there are any questions. Once the budget has been accepted, we will send a communication titled "Grantee Signature Required" at which time you will sign the contract in the GG. When the budget is executed, you may begin using the new budget in preparing new claims.

***As a reminder, Budget Instructions and Detailed Budget Guidelines continue to be available in the GG: Period 1, Forms Menu, under Pre-Submission Uploads.***

Pursuant to § 200.331 of the Uniform Office of Management and Budget (OMB) requirements for pass-through entities, all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward:

- a) Subrecipient Name: **County of Albany**
- b) Subrecipient's unique entity identifier: **0**
- c) Federal award project description: **Infant & Toddlers/Families (Part C)**
- d) Program Name: **EIADM2**
- e) Name of Federal Awarding Agency, pass-through entity, and contact information for award official of the pass-through entity:
  - **US Department of Education**
  - **New York State Department of Health**
  - **Raymond Pierce, Division of Family Health**
- f) CFDA Number and Name: **84.181A Special Education - Grants for Infants and Families with Disabilities**
- g) Amount of Federal funds obligated by this action by the pass-through entity to the subrecipient: **\$121,789**
- h) Federal Award Identification Number (FAIN): **H181A210021**
- i) Federal Award Date (see § 200.39 Federal award date): **7/1/2021**
- j) Subaward Period of Performance start and end date: **10/1/22-9/30/23**
- k) Total Amount of Federal Funds obligated to the subrecipient by the pass-through entity including the current obligation: **\$121,789**
- l) Total Amount of Federal Award committed to the subrecipient by the pass-through entity: **\$608,945**
- m) Research & Development Award? **No**
- n) Indirect cost rate for the Federal Award: **Refer to executed copy of respective contract for rate approved by the New York State Department of Health.**

If you have any questions about the source of funding of your contract with the Department, please contact your contract or program manager. Thank you.

*Division of Family Health  
Center for Community Health  
New York State Department of Health  
ESP CT Room 859  
Albany, NY 12237*

## RESOLUTION NO. 285

## AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR ADMINISTRATIVE COSTS PERTAINING TO THE EARLY INTERVENTION PROGRAM

Introduced: 9/13/21

By Social Services Committee:

WHEREAS, Pursuant to Article 25 of the Public Health Law, in New York State the local governments have the responsibility of administering the Early Intervention Program for children under the age of three who have a confirmed disability or established developmental delay as defined by the State of New York subject to regulations of the Commissioner of Health, and

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with the New York State Department of Health (NYSDOH) regarding reimbursement for administrative costs related to the implementation of the Early Intervention Program in the amount of \$163,772 for a term commencing October 1, 2021 and ending September 30, 2022, and

WHEREAS, The Commissioner has further indicated that Albany County will have the ability to claim State reimbursement for administrative costs pertaining to the provision of Early Intervention services for children under the age of three with a confirmed disability or established developmental delay as defined by the State, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the NYSDOH regarding reimbursement for administrative costs related to the implementation of the Early Intervention Program in an amount of \$163,772 for a term commencing October 1, 2021 and ending September 30, 2022, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate State and County Officials.

*Adopted by unanimous vote – 9/13/21*





DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET – SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

MOIRA E. MANNING  
COMMISSIONER

NICOLE WARD  
Deputy Commissioner

December 28, 2022

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to accept grant funding from the Office of Children and Family Services for the Child Right: Safe Harbor Initiative, and to amend the 2023 adopted budget for the Department for Children, Youth and Families. The grant award for the 2023 funding year for the period of January 1, 2023 to December 31, 2023 is \$43,350 with no County share.

In addition, the Department respectfully requests authorization for a contractual agreement with Albany County Crime Victims and Sexual Violence Center in conjunction with this grant. The amount of the contract will be \$43,350 to offset salary and fringe of the clerical support person staffed by the Albany County Crime Victims and Sexual Violence Center.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3927, **Version:** 1

### **REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Authorization of Grant Acceptance from NYSOCFS /Safe Harbor Grant, Amending the ACDCYF 2023 Adopted Budget and Contract Authorization with ACCVS/CrimeVictim

Date:	December 28, 2022
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

### **Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### **CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: AA6119 03407 \$43,350.00  
Source of Funds: NYS OCFS  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Acceptance

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):

NYS OCFS  
52 Washington Street  
Rensselaer, NY 12144

Additional Parties (Names/addresses):

Albany County Crime Victims & Sexual Violence Center  
112 State Street Room 1100  
Albany, NY 12207

Amount/Raise Schedule/Fee: \$43,350.00  
Scope of Services: Safe Harbor Initiative

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6119 03407  
Revenue Amount: \$ 43,350.00

Appropriation Account and Line: AA6119 8580, 9010, 4038, 4039, 4046  
Appropriation Amount: \$31180, \$2386, \$1000, \$2084, \$5000

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: 100  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2023 - 12/31/2023  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 22-20, 21-104, 20-53,19-64, 17-42, 17-350, 16-152, 15-182  
Date of Adoption: 2/14/22, 4/12/21, 2/10/20, 2/11/19, 2/13/17, 9/11/17, 4/11/16,  
5/11/15

**Justification:** (state briefly why legislative action is requested)

Please See Attached

## **Department for Children, Youth and Families**

### **Backup Material for Authorization of Grant Acceptance from the Office of Children and Family Services / Safe Harbor Grant, to Amend the 2023 Adopted Budget and Contract Authorization with ACCVS/CrimeVictim**

The Albany County Department for Children, Youth, and Families (ACDCYF) respectfully requests Legislative authorization to accept grant funding from the Office of Children and Family Services for the Child Right: Safe Harbor Initiative and to amend the 2023 adopted budget for the Department for Children, Youth and Families. The grant award for the 2023 funding year for the period of January 1, 2023 to December 31, 2023 is \$43,350 with no County share.

In addition, the Department respectfully requests authorization for a contractual agreement with Albany County Crime Victims and Sexual Violence Center in conjunction with this grant. The amount of the contract will be \$43,350 to offset salary and fringe of the clerical support person staffed by the Albany County Crime Victims and Sexual Violence Center. The contract is for the period of January 1, 2023 to December 31, 2023

In 2008, New York State signed into legislation the Safe Harbor for Exploited Children Act. Prior to the passage of this Act, sexually exploited youth involved in illegal activities did not receive the protection of the Family Court and were instead prosecuted criminally. As such, rather than viewed as victims, these children and youth were seen as offenders of the law and treated as such. With the passage of the Act, these children and youth are now viewed as victims, which enable them to receive services to provide for their safety and well-being, in addition to counseling and other specific services to help address their emotional needs.

With the funding to date, DCYF has facilitated trainings and educational outreach to increase community awareness and knowledge on this subject matter.

In 2017, we established a critical team and developed protocol and processes to identify and service this population of youth. The Critical Team, as initially formed, consists of the following entities with other agencies to be included as warranted:

- Albany County Department for Children Youth and Families
- Albany County Attorney's Office
- Albany County Department of Probation
- Albany County Department of Social Services
- Albany County Department of Mental Health
- Albany Police Department
- Albany County Sheriff's Office
- Albany Police Department
- Bethlehem Police Department
- Colonie Police Department
- Albany County Crime Victims Sexual Violence Center
- St. Anne Institute
- Albany Medical Center
- St. Peter's Health Partners
- Forensic Nurse Practitioners of Schenectady
- Albany County Regional Immigration Assistance Center

APPROPRIATIONS									
ACCOUNT NO.	DATE	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME			
A 6119	1	8580							
		Per Diem Therapies PT	31,180.00			DCYF			
A 6119	8	9010							
		Social Security	2,386.00			DCYF			
A 6119	2	2001							
		Equipment	500.00			DCYF			
A 6119	4	4038							
		Travel/Mileage/Freight	1,000.00			DCYF			
A 6119	4	4039							
		Conferences, Training, Tuition	2,084.00			DCYF			
A 6119	4	4020							
		Office Supplies	300.00						
A 6119	4	4042							
		Printing and Advertising	900.00						
A 6119	4	4046							
		Fees for Services	5,000.00			DCYF			
		<b>TOTAL APPROPRIATIONS</b>	<b>43,350.00</b>		<b>0.00</b>				

ESTIMATED REVENUES									
ACCOUNT NO.	DATE	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME			
A 6119	0	3407							
		000							
		Child Advocacy Center	0.00	43,350.00					
		<b>TOTAL ESTIMATED REVENUES</b>	<b>0.00</b>	<b>43,350.00</b>					
		<b>GRAND TOTALS</b>	<b>43,350.00</b>	<b>43,350.00</b>					



**Office of Children  
and Family Services**

**KATHY HOCHUL**  
Governor

**SHEILA J. POOLE**  
Commissioner

November 8, 2022

Moira Manning, Commissioner  
Albany County DSS  
162 Washington Ave  
Albany, NY 12210

Dear Commissioner Manning,

We are pleased to have your continued participation in the Safe Harbour: NY program in 2022. This letter confirms that Albany County has been provided an allocation of \$43,350 for the development and implementation of Safe Harbour programming for the calendar year 2023. We look forward to continuing to work with you as a valuable partner in this endeavor.

Please find attached the allowable use of funds document, a summary of program resources and commitments, a listing of important events and deadlines, Safe Harbour program contact information, and the 2022 program report and 2023 program plan template. Please submit the program report, plan, and budget to our office by December 16, 2022 so it may be reviewed in advance of program spending. 2023 claiming instructions will be sent out in a separate mailing.

Thank you again for your continued commitment to developing a county-wide system response to child trafficking and exploitation. If you have any further questions, please contact our office at 518-474-4110 or via e-mail at [humantrafficking@ocfs.ny.gov](mailto:humantrafficking@ocfs.ny.gov).

Sincerely,

Nina Aledort, PhD  
Deputy Commissioner

Att. (5)

cc: Director of Services  
Nicole Consiglio, Albany County Safe Harbour Coordinator  
John Lockwood, OCFS Albany Regional Office Director  
Christine Anderson, OCFS Bureau of Health and Well-Being, Anti-Trafficking & Runaway and Homeless Youth Services Coordinator

**RESOLUTION NO. 20**

**AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AN AGREEMENT REGARDING THE CHILD RIGHT: SAFE HARBOR INITIATIVE AND AMENDING THE 2022 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET**

Introduced: 2/14/22

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with the New York State Office of Children and Family Services in order to accept funding regarding the Child Right: Safe Harbor Initiative in the amount of \$43,350 for a term commencing January 1, 2022 and ending December 31, 2022, and

WHEREAS, The Child Right: Safe Harbor Initiative focuses on establishing a framework to increase the identification of potential trafficking victims, creating capacity for services in local infrastructures, and supporting direct services to those victims, and

WHEREAS, The Commissioner has also requested a budget amendment in order to incorporate the aforementioned funding, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Office of Children and Family Services in order to accept funding in the amount of \$43,350 for the term commencing January 1, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the 2022 Department for Children, Youth and Families Budget is amended as follows:

Increase Revenue Account A3407 Child Advocacy Center by \$43,350

Increase Appropriation Account A6119.1 by \$31,180 by increasing Line Item A6119 1 8580 Per Diem Therapies PT by \$31,180

Increase Appropriation Account A6119.2 by \$500 by increasing Line Item A6119 2 2001 Equipment by \$500

Increase Appropriation Account A6119.4 by \$9,284 by increasing the following line items:

Increase Line Item A6119 4 4038 Travel/Mileage/Freight by \$1,000





DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET - SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

MOIRA E. MANNING  
COMMISSIONER

NICOLE WARD  
Deputy Commissioner

December 28, 2022

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to accept grant funding from the Office of Children and Family Services (OCFS) for a Domestic Violence Advocate and to amend the 2023 adopted budget for the Department for Children, Youth and Families. The grant award for the 2022-2023 funding year for the period September 1, 2022 to August 31, 2023 is \$60,000.

The Domestic Violence Advocate will provide services through the OCFS Mobile Response project intended to develop and operate coordinated programs of community-based family support and family preservation services, in order to provide goods and resources for families in need and at risk of contact with the child welfare system.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3928, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Authorization of Grant Acceptance from NYSOCFS for the funding of a Domestic Violence Advocate and to Amend the ACDCYF 2023 Adopted Budget

Date:	December 28, 2022
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed)                      Grant Funding Acceptance

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: AA6119 03661 \$60,000.00  
Source of Funds: NYS OCFS  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):  
NYS OCFS  
52 Washington Street  
Rensselaer, NY 12144

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$60,000.00  
Scope of Services: Domestic Violence Advocate

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6119 03661  
Revenue Amount: \$60,000.00

Appropriation Account and Line: AA6119 4046  
Appropriation Amount: \$60,000.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: 100  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 9/1/22 to 8/31/23  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 22-243, 21-104.  
Date of Adoption: 7/11/22, 4/12/21

**Justification:** (state briefly why legislative action is requested)

Please See Attached

## **Department for Children, Youth and Families**

### **Request to Amend the 2023 budget and to accept funding from the Office of Children and Family Services (OCFS) for a Domestic Violence Advocate providing services through the OCFS Mobile Response project**

The Department respectfully requests Legislative authorization to amend the 2023 budget to accept funding from the Office of Children and Family Services for a Domestic Violence Advocate providing services through the OCFS Mobile Response project in the amount of \$60,000 for the term September 1, 2022 through August 31, 2023

The Domestic Violence Advocate will provide services through the OCFS Mobile Response project, which was created in response to the Family First Prevention Services Act. It is intended to develop and operate coordinated programs of community-based family support and family preservation services, in order to provide goods and resources for families in need and at risk of contact with the child welfare system.

The Mobile Response van is staffed with a licensed clinician, a behavioral health specialist, a family and/or peer advocate, a service navigation specialist, or a domestic violence advocate. Services are available during both business hours and after hours. Services are available to be responsive to immediate needs such as at the time a placement occurs. Services will be available for ongoing needs for families identified as high risk and in receipt of preventive services. The mobile response van must respond to a request for assistance by going to the home where the child is residing or at a location in the community at a mutually agreed upon time. The mobile response unit must be able to be responsive when families call for help when a child is involved in an emotional or behavioral health need that could lead to a disruption in the home.

Mobile response units work with the parent or caregiver and child to reduce or de-escalate identified behaviors and may provide intervention services to address any immediate concerns identified as well as ongoing needs.



## Office of Children and Family Services

KATHY HOCHUL  
Governor

SHEILA J. POOLE  
Commissioner

October 17, 2022

Dear Commissioners:

As you are aware, the New York State Office of Children and Family Services (OCFS) has identified mobile response units as a strategy to develop and operate coordinated programs of community-based family support services and family preservation services. Mobile response services can provide in-home or in-community intervention to prevent child maltreatment among families at risk, assure children's safety within the home, and preserve integrity of the family unit in which children have been maltreated, when the family's needs can be safely addressed effectively in the home.

The mobile response is a demonstration project to evaluate the improved outcomes for children and families when intensive coordinated supports are provided in a targeted manner. At a minimum, the mobile response vans must be staffed with a licensed clinician, a behavioral health specialist, a family and/or peer advocate, a service navigation specialist, or a domestic violence (DV) advocate. OCFS is providing this current round of funding to support the DV advocate (**see Attachment A, Domestic Violence Advocate Allocations**). A DV advocate is any person who is acting under the direction and supervision of a licensed and approved domestic violence program and has satisfied the training standards required by OCFS.<sup>1</sup>

Domestic violence remains one of the primary reasons a family interfaces with the child welfare system. OCFS' goal is to provide immediate and relevant mobile response support to parents and caregivers, which will empower them to assist their child(ren) at home and mitigate disruptions, thus supporting the healing process.

It is important that DV advocates be incorporated seamlessly into the continuum of services as part of your mobile response services pilot. As a member of the mobile response team, the DV advocate will work with the parent or caregiver and child, when DV factors are present, to reduce or de-escalate identified behaviors and may provide intervention services to address any immediate concerns as well as ongoing needs. As a member of the mobile response team, the mobile response DV advocate will focus on the core services<sup>2</sup> of

- counseling,
- safety planning,
- community education/outreach activities,
- advocacy,
- language access,
- information and referral services, and
- support groups.

Services will be available during and after business hours and will be responsive to immediate needs. Services will also be available for ongoing needs for families, including domestic violence survivors.

---

<sup>1</sup> 18NYCRR Part 462.5.

<sup>2</sup> 18NYCRR Part 462.4.

It is essential that DV advocates participate in any required training and credentialing, and receive ongoing supervision and professional development to support their efficacy as response team members.

Funding provided must be utilized for the hiring of a full-time DV advocate. Funds can also be used for the cost of related salaries, fringe benefits, and travel expenditures.

To receive the allocated funds, please complete and submit **Attachment B, Attestation of Use**, to: [FamilyFirstNY@ocfs.ny.gov](mailto:FamilyFirstNY@ocfs.ny.gov) by **October 28, 2022**.

Also required is the completion and submission of **Attachment C, Annual Program Report Template and Instructions** to: [FamilyFirstNY@ocfs.ny.gov](mailto:FamilyFirstNY@ocfs.ny.gov) by **September 30, 2023**.

The subaward identification reference is **Attachment D, Attachment for U.S. Department of Health and Human Services Grants**

### Claiming Requirements

Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning September 1, 2022, and ending August 31, 2023, and final accepted in the Automated Claiming System (ACS) by November 31, 2023.

Expenditures for the mobile response DV advocate project should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries* and the LDSS-2347, Schedule D, *DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final accepting the RF2A claim package, the individual project costs are then reported under the project label "Mobile Response DV Advocate" on the LDSS-4975A, RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs*.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs*, while overhead costs are automatically brought over from the RF2A, Schedule D, and distributed based upon the proportion of number of staff assigned to this project. Employees not working all their time on the mobile response DV advocate project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense codes on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs should be reported as object of expense 37-Special Project Program Expense on the LDSS-923B, Summary-Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF17)*, as 100% federal share. For each local department of social services (LDSS), the expenditures reported for *Family Peer Support Services* will be reimbursed up to the amount of the district's allocation. Further instructions for completing the time studies, the LDSS-923 and Schedule D, and RF17 claim package are found in Chapters 4, 7, and 18,

respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRM is available online at <http://otda.state.ny.net/bfdm/finance/>.

### **Contacts**

Questions pertaining to the allocations may be directed to:

Shonna Clinton, Local Operations Manager, Bureau of Budget Management

(518) 474-1361, [Shonna.Clinton@ocfs.ny.gov](mailto:Shonna.Clinton@ocfs.ny.gov)

Any Automated Claiming System (ACS) claiming questions should be directed to the Office of Temporary and Disability Assistance (OTDA):

Lauren Horn (Regions I-V), Bureau of Financial Services

518-474-7549, [otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

Domestic violence adversely impacts family safety and well-being and puts children at increased risk for maltreatment. Increased collaboration between child welfare and DV advocates can greatly increase safety and foster healthier outcomes for families. OCFS is pleased to welcome the addition of a DV advocate as a valued member of the mobile response pilot program.



Lisa Ghartey Ogundimu, Esq., Deputy Commissioner  
Division of Child Welfare and Community Services



**Attachment A****Domestic Violence Advocate Allocations**

<b>District</b>	<b>Allocation</b>
Albany	\$60,000
Monroe	\$60,000
Onondaga	\$60,000
Westchester	\$60,000
<b>Statewide Total</b>	<b>\$240,000</b>

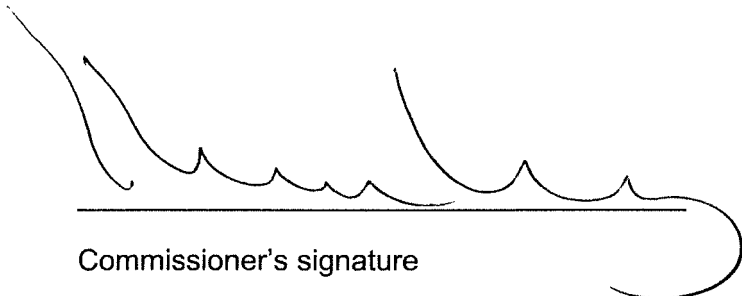
**Attachment B**

**Attestation of Use**

This is to certify that the Albany Co. department of social services will use the allocation of these funds authorized in the amount of \$ 60,000 to Contract for DV advocate (insert brief description of use of funds) \_\_\_\_\_. Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

**Plan for use of funds – check all that apply:**

- Funds will be used by the local department of social services.
- Funds will be used to contract with a service provider.
- Funds will be used to hire a full-time domestic violence advocate



\_\_\_\_\_

Commissioner's signature

10/19/22

Date

Email completed **Attachment B** to [FamilyFirstNY@ocfs.ny.gov](mailto:FamilyFirstNY@ocfs.ny.gov) or to Gail Geohagen-Pratt at [Gail.Geohagen-Pratt@ocfs.ny.gov](mailto:Gail.Geohagen-Pratt@ocfs.ny.gov) by **October 28, 2022**.

**RESOLUTION NO. 243**

**AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AGREEMENTS REGARDING THE MOBILE RESPONSE INITIATIVE AND AMENDING THE 2022 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET**

Introduced: 7/11/22

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families (DCYF) has requested authorization to enter into an agreement with the New York State Office of Children and Family Services (OCFS) to accept grant funding regarding the Mobile Response Initiative in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and

WHEREAS, The Commissioner has also requested authorization to enter into an agreement with Trinity Alliance of the Capital Region regarding the operation of a mobile response van to be staffed with a licensed clinician, a behavioral health specialist, a family peer advocate, a service navigation specialist, or a domestic violence advocate as part of a mobile response team in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and

WHEREAS, The Commissioner has also indicated that a budget amendment is necessary to incorporate said funding into the 2022 DCYF Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the OCFS in order to accept funding regarding the Mobile Response Initiative in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the County Executive is also authorized to enter into an agreement with Trinity Alliance of the Capital Region, Albany, NY 12202 regarding the operation of a Mobile Response Van in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the 2022 Department for Children, Youth and Families Budget is amended as follows:

Increase Revenue Account A3661 Family & Children Svcs Block by \$200,000

Increase Appropriation Account A6119.4 by \$200,000 by increasing Line Item A6119 4 4046 Fees for Services by \$200,000



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET – SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

MOIRA E. MANNING  
COMMISSIONER

NICOLE WARD  
Deputy Commissioner

December 28, 2022

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to amend prior Legislation for a Three (3) Month Extension of a Contractual Agreement with Trinity Alliance of the Capital Region.

The New York State Office of Children and Family Services (OCFS) awarded funding to the Department for Children, Youth and Families to contract with Trinity Alliance for the Mobile Response Initiative for the period January 1, 2022 to December 31, 2022. OCFS has approved to extend the contract period to terminate as of March 31, 2023.

The program is intended to provide goods and resources for families in need and at risk of contact with the child welfare system.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3933, **Version:** 1

### **REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Amendment to Resolution 243 of 2022, to extend a contractual agreement with Trinity Alliance of the Capital Region to operate the Mobile Response Van

Date:	December 28, 2022
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed)                      3 Month Extension of Contract

### **CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):  
Trinity Alliance of the Capital Region  
15 Trinity Place  
Albany, New York 12202

Additional Parties (Names/addresses):

Amount/Raise Schedule/Fee: \$200,000.00  
Scope of Services: Family First Mobile Response Van

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6119 03661  
Revenue Amount: \$200,000.00

Appropriation Account and Line: AA6119 4046  
Appropriation Amount: \$200,000.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: 100  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2022 to 3/31/23  
Length of Contract: 15 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 22-243, 21-104.  
Date of Adoption: 7/11/22, 4/12/21

**Justification:** (state briefly why legislative action is requested)

Please See Attached

## **Department for Children, Youth and Families**

### **Request for an Amendment to Resolution 243 of 2022, to extend a contractual agreement with Trinity Alliance of the Capital Region to operate the Mobile Response Van**

The Department respectfully requests Legislative authorization to amend Resolution 243, adopted July 11, 2022, to a three (3) month extension of the contract with Trinity Alliance of the Capital Region to operate the Mobile Response Van for the term January 1, 2022 – March 31, 2023.

The Department originally requested Legislative authorization to amend the 2022 budget to accept funding from the Office of Children and Family Services (OCFS) for the operations of the Family First Mobile Response van in the amount of \$200,000. Trinity Alliance has been approved by OSC as a single source entity regarding the procurement for the Mobile Response Initiative. The initial contract with Trinity Alliance was to run from January 1, 2022 through December 31, 2022.

OCFS has approved to extend the contract period without additional costs, to terminate as of March 31, 2023

The mobile response van is staffed with a licensed clinician, a behavioral health specialist, a family and/or peer advocate, a service navigation specialist, or a domestic violence advocate. Services are available during both business hours and after hours. Services are available to be responsive to immediate needs such as at the time a placement occurs. Services will be available for ongoing needs for families identified as high risk and in receipt of preventive services. The mobile response van must respond to a request for assistance by going to the home where the child is residing or at a location in the community at a mutually agreed upon time. The mobile response unit must be able to be responsive when families call for help when a child is involved in an emotional or behavioral health need that could lead to a disruption in the home.

Mobile response units work with the parent or caregiver and child to reduce or de-escalate identified behaviors and may provide intervention services to address any immediate concerns identified as well as ongoing needs.



**RESOLUTION NO. 243**

**AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AGREEMENTS REGARDING THE MOBILE RESPONSE INITIATIVE AND AMENDING THE 2022 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET**

Introduced: 7/11/22

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families (DCYF) has requested authorization to enter into an agreement with the New York State Office of Children and Family Services (OCFS) to accept grant funding regarding the Mobile Response Initiative in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and

WHEREAS, The Commissioner has also requested authorization to enter into an agreement with Trinity Alliance of the Capital Region regarding the operation of a mobile response van to be staffed with a licensed clinician, a behavioral health specialist, a family peer advocate, a service navigation specialist, or a domestic violence advocate as part of a mobile response team in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and

WHEREAS, The Commissioner has also indicated that a budget amendment is necessary to incorporate said funding into the 2022 DCYF Budget, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the OCFS in order to accept funding regarding the Mobile Response Initiative in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the County Executive is also authorized to enter into an agreement with Trinity Alliance of the Capital Region, Albany, NY 12202 regarding the operation of a Mobile Response Van in the amount of \$200,000 for a term commencing January 1, 2022 and ending December 31, 2022, and, be it further

RESOLVED, That the 2022 Department for Children, Youth and Families Budget is amended as follows:

Increase Revenue Account A3661 Family & Children Svcs Block by \$200,000

Increase Appropriation Account A6119.4 by \$200,000 by increasing Line Item A6119 4 4046 Fees for Services by \$200,000



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET – SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

MOIRA E. MANNING  
COMMISSIONER

NICOLE WARD  
Deputy Commissioner

December 28, 2022

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to sign and submit an annual Supervision and Treatment Services for Juvenile Program (STSJP) plan, to the New York State Office of Children and Family Services (OCFS), and receive funding for the term of October 1, 2022 to September 30, 2023.

Albany County is receiving a funding allocation of \$172,722, which will continue to support programming at Albany County Probation Department and Albany County Family Court for juvenile justice involved youth.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3940, **Version:** 1

### **REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization with NYS Office of Children and Family Services (OCFS) for the Supervision and Treatment Services for Juvenile Program (STSJP).

Date:	December 28, 2022
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed)

Click or tap here to enter text.

### **CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Contract and Plan for State Funding Allocation

**Contract Terms/Conditions:**

Party (Name/address):  
Office of Children and Family Services  
52 Washington Street  
Rensselaer, NY 12144

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$172,722  
Scope of Services: Supervision and Treatment Services for Juvenile Program

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA 6071 03670  
Revenue Amount: \$107,088

Appropriation Account and Line: AA 6071 44046  
Appropriation Amount: \$172,722

Source of Funding - (Percentages)

Federal: 0%  
State: 62%  
County: 38%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/01/2022 - 9/30/2023  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 15-62, 15-264, 16-325, 17-318, 18-109, 21-15

Date of Adoption: 2/9/15; 7/13/15, 8/8/16, 8/14/17, 3/12/18, 2/8/21

**Justification:** (state briefly why legislative action is requested)

Please See Attached

## **Department for Children, Youth and Families**

### **Backup Material for Authorization to Accept Funding from the NYS Office of Children and Family Services; Authorization for Signature and Submission of a Supervision and Treatment Services for Juveniles Program Plan to New York State Office of Children and Family Services**

The Department respectfully requests Legislative authorization to receive funding from NYS OCFS and to sign and submit a Supervision and Treatment Services for Juvenile Program Plan (STSJP) to NYS OCFS. The total funding allocation is \$172,722 for the term of October 1, 2022 – September 30, 2023.

NYS Supervision and Treatment Services for Juveniles Program (STSJP) provides funding to support local programming to divert youth safely from unnecessary detention and/or placement admissions. It is a key element of New York's juvenile justice reform efforts. STSJP funding is allocated to each locality by NYS OCFS.

Albany County is receiving a funding allocation of \$172,722, which will continue to support programming at Albany County Probation Department and Albany County Family Court for juvenile justice involved youth. The goal of this programming is to prevent out of home placement of youth, maintain them safely in their community, and when placement is needed, to safely expedite the reintegration of such youth back into the community. All counties are required to sign and submit a STSJP plan to include such funded programming.

Albany County is well positioned to successfully provide such programming and meet the goals of the STSJP funding, as we are participating in a number of other juvenile justice system reform initiatives including the Regional Youth Justice Team.

NYS has implemented the Regional Youth Justice Teams throughout the state; the goal of which is to improve juvenile justice policies, practices and programming. Albany County is one of nine counties participating in the Capital Region Youth Justice Team. Albany County is able to share the strategies being implemented locally through STSJP funding with the other participating counties in the Regional Team as well as statewide.



# Office of Children and Family Services

KATHY HOCHUL  
Governor

SHEILA J. POOLE  
Commissioner

October 17, 2022

Dear Chief Executive Officer,

Thank you for submitting Albany County's Supervision and Treatment Services for Juveniles Program (STSJP) plan for Program Year (PY) 2022-2023. Your plan has been reviewed by the Office of Children and Family Services (OCFS), and we are pleased to inform you that your STSJP plan has been **approved**.

**Please note that this approval does not extend to the amount listed for the STSJP-RTA programming. Upon NYS DOB approval, OCFS will send out a revised STSJP approval letter reflecting the STSJP-RTA programming amount approved by NYS DOB for 2022-2023 as applicable.**

Albany County is eligible to receive 62% State reimbursement for STSJP expenditures up to the capped STSJP allocation amount. Your municipality will continue to receive 49% State reimbursement for eligible non-Raise The age detention services expenditures up to the capped allocation amount. If your municipality shifts a portion of its detention allocation into its STSJP plan, your municipality will receive 62% State reimbursement, up to the capped allocation, if such shifted funds are spent on STSJP eligible expenditures. A municipality may make a detention allocation shift at the time of the STSJP plan submission or up until June 30, 2023, unless otherwise approved by the Office of Children and Family Services.

If the County plans to shift its detention allocation for STSJP eligible expenses, please submit a request on official letterhead to Lynn Tubbs and email it to [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov) outlining

1. the amount that will be shifted and
2. the type of programming or services the re-purposed detention funds will be used for under STSJP

Once the shift is approved, an amended STSJP plan will need to be submitted.

As a reminder, to access RTA reimbursement for which a municipality may be eligible, the expenditures must be specifically included in a locality's comprehensive RTA plan and approved by the NYS Division of Budget.

All STSJP claims must be submitted electronically via the Juvenile Detention Automated System (JDAS) for the service period of October 1, 2022 to September 30, 2023. Questions on all aspects of the claiming process should be directed to the STSJP mailbox at [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov) with the subject line "STSJP Claiming questions".

If you have any STSJP plan questions, please also email us at [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov) and write "STSJP Plan Questions" in the subject line or reach out to Geneva Hilliard at (518) 486-1819 or Lynn Tubbs at (518) 473-9116.

Thank you for your continued partnership as we reform the juvenile justice practices in New York State by safely engaging youth and their families through innovative programming to reduce out of home placement and detention of youth.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nina Aledort', with a long horizontal flourish extending to the right.

Nina Aledort, PhD  
Deputy Commissioner

cc: Sharon Devine, OCFS Deputy Commissioner for Administration  
Lynn Tubbs, Director of Cross-System Supports, YDAPS  
OCFS Child Welfare and Community Services Regional Office Directors  
Municipality STSJP Lead



**RESOLUTION NO. 15**

**AUTHORIZING THE SUBMISSION OF A SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM PLAN TO THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**

Introduced: 2/8/21  
By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to sign and submit a Supervision and Treatment Services for Juveniles Program Plan (STSJP) to the New York State Office of Children and Family Services (OCFS) in order to accept funding in the amount of \$172,722 to support programming at the Albany County Probation Department and Albany County Family Court for juvenile justice involved youth for a term commencing October 1, 2020 and ending September 30, 2021, and

WHEREAS, The Commissioner has indicated that, due to recent changes to the Supervision and Treatment Services for Juveniles Program, Albany County is required to sign and submit a STSJP plan to the OCFS to receive allocated funding to support local programming and divert youth safely from unnecessary detention, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to sign and submit a Supervision and Treatment Services for Juveniles Program Plan to OCFS in order to accept funding in the amount of \$172,722 to support programming at the Albany County Probation Department and Albany County Family Court for juvenile justice involved youth for a term commencing October 1, 2020 and ending September 30, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said plan as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution the appropriate County Officials.

*Adopted by unanimous vote - 2/8/21*

State of New York  
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 8<sup>th</sup> day of February, 2021, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



**IN WITNESS THEREOF**, I have hereunto set my hand and the official seal of the County Legislature this 9<sup>th</sup> day of February, 2021.

*DeeDee Chambers*

Clerk, Albany County Legislature



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET – SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

MOIRA E. MANNING  
COMMISSIONER

NICOLE WARD  
Deputy Commissioner

December 28, 2022

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative authorization to contract with The Research Foundation for the State University of New York, University at Albany, for the NYS Supervision and Treatment Services for Juveniles Program (STSJP). The requested contract term runs from October 1, 2022 through September 30, 2023 in the amount of \$51,038.

The contract supports local programming to divert youth safely from unnecessary detention and/or placement admissions, and is a key element of New York's juvenile justice reform efforts. The Research Foundation will track and assess outcomes and goals as it pertains to detention, placements and reductions in racial and ethnic disparities.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-3941, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization with The Research Foundation, SUNY for the Supervision and Treatment Services for Juvenile Program (STSJP)

Date:	December 28, 2022
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

The Research Foundation SUNY  
1400 Washington Avenue  
Albany NY 12222

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$51,038  
Scope of Services: Supervision and Treatment Services for Juveniles

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6071 03670

Revenue Amount: \$31,644

Appropriation Account and Line: AA6071 44046

Appropriation Amount: \$51,038

Source of Funding - (Percentages)

Federal:

State: 62%

County: 38%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/1/2022 - 9/30/2023

Length of Contract: 12 Months

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 21-106, 20-20. 19-536, 17-318, 16-425, 16-324, 15-266,

Date of Adoption: 4/12/21, 2/10/20, 12/5/19, 9/11/17, 10/16/16, 8/8/16, 7/13/15

**Justification:** (state briefly why legislative action is requested)

Please see attached

**Department for Children, Youth and Families**

**·Backup Material for Contract Authorization with the Research Foundation for the State University of New York, University at Albany**

The Department respectfully requests Legislative authorization to contract with The Research Foundation for the State University of New York, University at Albany for the period of October 1, 2022 through September 30, 2023 in the amount of \$51,038. This Legislative authorization would allow for a joint project with DCYF, Probation and SUNY Albany for the purposes of reviewing and analyzing data pertaining to juvenile justice youth. This funding will support a research assistant 37% of the time working with the Department and Probation Department to assess all juvenile justice programs and initiatives to ensure the impact and design to reach the ultimate best outcomes for youth and their families.

NYS Supervision and Treatment Services for Juveniles Program (STSJP) provides funding to support local programming to divert youth safely from unnecessary detention and/or placement admissions. It is a key element of New York's juvenile justice reform efforts. STSJP funding is allocated to each locality by NYS OCFS to support programming for juvenile justice involved youth. The goal of this programming is to prevent out of home placement of youth, maintain them safely in their community, and when placement is needed, to safely expedite the reintegration of such youth back into the community.

Through this allocation, Albany would continue to support the research component through the Research Foundation for the State University of New York, University at Albany to consistently track and assess outcomes and goals as it pertains to detention, placements and reductions in racial and-ethnic disparities.

**RESOLUTION NO. 106****AUTHORIZING AN AGREEMENT WITH THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK REGARDING THE NEW YORK STATE SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM**

Introduced: 4/12/21

By Social Services Committee and Mr. A. Joyce:

WHEREAS, By Resolution No. 15 for 2021, this Honorable Body authorized the County Executive to sign and submit a Supervision and Treatment Services for Juveniles Program Plan to the New York State Office of Children and Family Services in order to accept funding in the amount of \$172,722 to support programming at the Albany County Probation Department and Albany County Family Court for juvenile justice involved youth for a term commencing October 1, 2019 and ending September 30, 2020, and

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter in an agreement with the Research Foundation for the State University of New York, University at Albany regarding research and assessment of juvenile justice outcomes and goals as they pertain to detention, placements and reductions in racial and ethnic disparities in an amount not to exceed \$51,038 for a term commencing January 1, 2021 and ending December 31, 2021, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the Research Foundation for the State University of New York, University at Albany regarding research and assessment of juvenile justice outcomes and goals as they pertain to detention, placements and reductions in racial and ethnic disparities, in an amount not to exceed \$51,038 for a term commencing January 1, 2021 and ending December 31, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said plan and agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution the appropriate County Officials.

*Adopted by unanimous vote – 4/12/21*