



Health & Human Services Committee

Tuesday, July 2, 2024 3PM
40 McMaster Street, Ballston Spa, NY

Chair: Diana Edwards

Members: Joe Grasso VC, John Lant, Ian Murray,
Scott Ostrander, Tom Richardson, Angela Thompson

Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the June 4, 2024 meeting
- III. Authorizing the acceptance of additional funds from the New York State Office of Children and Family Services for the Safe Harbour NY Program – Patrick Maxwell, Social Services
- IV. Other Business
- V. Adjournment



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSELAER, NY 12144

Suzanne Miles-Gustave, Esq.
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	23-OCFS-LCM-25
To:	Local Departments of Social Services
Issuing Division/Office:	Division of Youth Development and Partnerships for Success Bureau of Youth Development and Well-Being
Date:	December 5, 2023
Subject:	Municipal Safe Harbour: NY Allocations for Program Year 2024
Suggested Distribution:	Municipal Youth Bureau Directors
Contact Person(s):	See section III.
Attachments:	Appendix A: <i>Municipal Safe Harbour: NY Allocations, 2024</i> Appendix B: <i>Safe Harbour: NY Allowable Use of Funds, 2024</i> Appendix C: <i>Safe Harbour: NY Resources and Commitments, 2024</i> Appendix D: <i>Safe Harbour: NY 2023 Report and 2024 Plan Template</i> Appendix E: <i>Safe Harbour: NY 2024 Budget Template</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) about funding for the Safe Harbour: NY Program for program year January 1, 2024 – December 31, 2024.

II. Background

Safe Harbour: NY program funds are intended to support **all** youth identified as trafficked, sexually exploited, or being at risk up to the age of 21. A youth's eligibility for services or support funded through Safe Harbour: NY is not contingent on any demographic factors or other personal characteristics such as immigration status, the source of the referral, or the youth's involvement in child welfare or juvenile justice system(s).

Each LDSS is required to submit to the New York State Office of Children and Family Services (OCFS) planning documents including the Sexually Exploited and Trafficked Youth section in the CFSP, the Safe Harbour: NY Program Plan, and the Safe Harbour NY Program Budget. The Safe Harbour: NY plan and budget must be submitted to OCFS using the templates provided. Plans are informed by an assessment of local need as well as guidance provided by OCFS, including but not limited to the [Blueprint for Building a Child Welfare Response to Commercially Sexually Exploited and Trafficked Youth \(Blueprint\)](#). The Blueprint, and many other resources, can be found on the OCFS website at <https://ocfs.ny.gov/programs/human-trafficking/>.

Additional details about completing the CFSP can be found in 21-OCFS-LCM-06, Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update, and within resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

III. Program Implications

Each LDSS is required to submit to OCFS the following planning documents: *Appendix D: Safe Harbour: NY 2023 Report and 2024 Plan Template*, and *Appendix E: Safe Harbour: NY 2024 Budget Template*. These documents are to be submitted to the county's OCFS Safe Harbour program lead by **December 29, 2023**. If the LDSS does not know who their program lead is, an inquiry can be made to humantrafficking@ocfs.ny.gov.

Allocations are issued as preliminary. OCFS retains the ability to evaluate programming and spending throughout the program year. Underspent or unclaimed funds are subject to redistribution to other LDSSs based on demonstrated need.

All Safe Harbour funds from the 2024 program year must be expended by January 31, 2025, and all claims must be submitted and approved by the New York State Office of Temporary and Disability Assistance (OTDA) by March 31, 2025. These deadlines are firm; any unspent funds will be lost and may impact future funding.

IV. Claiming

Safe Harbour expenditures must be separately identified and claimed through the RF-17 claim package for special project claiming. The costs must be first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the *Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries* (LDSS-923) and the *Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program* (LDSS-2347). After final acceptance of the RF-2A claim package, the individual project costs are then reported under the project label "Safe Harbor 2024" on the RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A).

Salaries, fringe benefits, staff counts, and central services costs must be directly entered on the RF-17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A), while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs must be reported with the appropriate object of expense(s) on the Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923-B).

Program costs must be reported as object of expense 37 - Special Project Program Expense on the Summary - Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923-B).

Total project costs, including all costs regardless of state reimbursement, must be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)*, as 100% state share excluding central services costs, which are local share. Local districts will be reimbursed up to their approved allocation.

To receive reimbursement, claims for eligible "Safe Harbor 2024" expenditures for the period January 1, 2024, through January 31, 2025, must be final accepted in the Automated Claiming System (ACS) by March 31, 2025.

Further instructions for completing time studies, the LDSS-923 and Schedule D, and the RF-17 claim package can be found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual (FRM)*, Volume 3. The FRM is available online at <https://intranet.otda.ny.gov/bfdm/finance/>.

/s/ Nina Aledort, Ph.D.

Issued by:

Name: Nina Aledort, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success

Appendix A: Municipal Safe Harbour: NY Allocations, 2024

DISTRICT	CY 2024 ALLOCATION
ALBA	\$ 40,000
ALLE	\$ 30,000
BROO	\$ 35,000
CATT	\$ 35,000
CAYU	\$ 30,000
CHAU	\$ 35,000
CHEM	\$ 35,000
CHEN	\$ 30,000
CLIN	\$ 30,000
COLU	\$ 30,000
CORT	\$ 30,000
DELA	\$ 30,000
DUTC	\$ 35,000
ERIE	\$ 40,000
ESSE	\$ 30,000
FRAN	\$ 30,000
FULT	\$ 30,000
GENE	\$ 30,000
GREE	\$ 30,000
HAMI	\$ 30,000
HERK	\$ 30,000
JEFF	\$ 35,000
LEWI	\$ 30,000
LIVI	\$ 30,000
MADI	\$ 30,000
MONR	\$ 40,000
MONT	\$ 30,000
NASS	\$ 40,000
NIAG	\$ 35,000
ONEI	\$ 40,000
ONON	\$ 40,000
ONTA	\$ 30,000
ORAN	\$ 40,000
ORLE	\$ 30,000
OSWE	\$ 35,000
OTSE	\$ 30,000
PUTN	\$ 30,000
RENS	\$ 35,000
ROCK	\$ 35,000
SARA	\$ 35,000
SCHE	\$ 35,000

DISTRICT	CY 2024 ALLOCATION
SCHO	\$ 30,000
SCHU	\$ 30,000
SENE	\$ 30,000
STEU	\$ 35,000
STLA	\$ 35,000
STRE	\$ 30,000
SUFF	\$ 40,000
SULL	\$ 30,000
TIOG	\$ 30,000
TOMP	\$ 30,000
ULST	\$ 35,000
WARR	\$ 30,000
WASH	\$ 30,000
WAYN	\$ 30,000
WEST	\$ 40,000
WYOM	\$ 30,000
YATE	\$ 30,000
NYC	\$ 50,000
TOTAL	\$ 1,955,000

Appendix E: Safe Harbour: NY 2024 Budget Template

County : Saratoga

Contact Name: Concetta Hmura

Contact Email: _____

Personnel Services	Amount \$	Notes
Personnel Services (project staff, salaries)	\$0.00	
Fringe (max 30%)		
Other (explain)	\$6,000.00	DSS staff salary and fringe
Total Personnel Services	\$6,000.00	
Other Than Personnel Services		
Contracted Services (Include contractor and services provided in notes column.)	\$14,900.00	Coordinator, Case Management, Outreach, Respite
Public Awareness Campaign (development and publishing)	\$2,000.00	
Printing (program materials, etc.)	\$0.00	
Office Supplies	\$0.00	
Equipment and Technology	\$0.00	
Wraparound funds/client assistance (food, clothing, hygiene products, transportation, phones, fee-for-service care, etc.)	\$10,100.00	
Staff Training and Development	\$2,000.00	
Staff Travel (to attend trainings, etc.)	\$0.00	
Other (Explain in notes column)	\$0.00	
Total Other Than Personnel Services	\$29,000.00	
Total	\$35,000.00	



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 368—2022?-2024

Introduced by Health and Human Services: Supervisors ~~Barrett, Butler, Connolly, Edwards, Lant, Schopf and Wood~~ **Edwards, Grasso, Lant, Murray, Ostrander, Richardson, Thompson**

AUTHORIZING THE ACCEPTANCE OF ADDITIONAL FUNDS FROM THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES FOR THE SAFE HARBOUR NY PROGRAM, ~~AUTHORIZING A RENEWAL AGREEMENT WITH SARATOGA CENTER FOR THE FAMILY, INC.,~~ AND AMENDING THE **2023 2024** COUNTY BUDGET IN RELATION THERETO

~~WHEREAS~~, pursuant to Resolution 46-2016, this Board authorized the Saratoga County Department of Social Services to accept a five (5) year Safe Harbour NY grant in the amount of \$483,600 from the New York State Office of Children and Family Services (“OCFS”) for the development of human trafficking awareness and critical services programs for youth in need; and

~~WHEREAS~~, pursuant to Resolution 323-2021, this Board authorized a renewal agreement with the Saratoga Center for the Family, Inc. for their continued coordination of the Safe Harbour NY program in Saratoga County, and to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, for the term January 1, 2022 through December 31, 2022; and

WHEREAS, NYS OCFS has allocated an additional \$43,350 **\$35,000.00** for the Saratoga County’s to continued participation in the Safe Harbour NY program in **2023 2024** for the specific purpose of meeting the needs of sexually exploited children through age 21; and

~~WHEREAS~~, our Health and Human Services Committee and the Commissioner of Social Services have proposed renewing the County’s agreement with Saratoga Center for the Family for the continued coordination of the Safe Harbour NY program, for the term of January 1, 2023 through December 31, 2023, at a cost not to exceed \$35,350; and

WHEREAS, the acceptance of these OCFS grant funds requires this Board’s approval and an amendment to the **2023 2024 Saratoga** County Budget; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute any and all agreements and documents needed to accept from the New York State Office of Children and Family Services said \$43,350 in Safe Harbour NY funding for the grant period from January 1, 2023 through December 31, 2023; and it is further

RESOLVED, that the Chair of the Board and/or the Commissioner of Social Services are authorized to submit any documentation or information as required by the New York State Office of Children and Family Services as necessary to accept the grant funding or secure reimbursement for eligible expenses through the Safe Harbour NY grant program; and it is further

RESOLVED, that the Chair of the Board is hereby authorized to execute a renewal agreement with the Saratoga Center for the Family, Inc. of Saratoga Springs, New York, for the development and administration of a human trafficking awareness program in Saratoga County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, with said renewal agreement to be for the term January 1, 2023 through December 31, 2023, at a cost not to exceed \$35,350; and it is further

RESOLVED, that the form and content of such documents and agreements shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that the 2023 2024 Saratoga County Budget is amended as follows:

DEPARTMENT OF SOCIAL SERVICES:

Increase Appropriations:

Acct.: #A.60.610-7605 – Safe Harbour \$43,350 ~~\$35,000~~

Increase Revenues:

Acct.: #A.60-3644 – Safe Harbour \$43,350 ~~\$35,000~~

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The 2023 2024 Budget will be amended to accept these funds and authorize the related expenses.

December 20, 2022 Regular Meeting

Motion to Adopt: Supervisor Schopf

Second: Supervisor Tollisen

AYES (179685): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022).-

NOES (0):-

ABSENT (55824): Mark Hammond (17130), Willard H. Peek (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), John Lawler (8208), John Lant (17361)