



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal: 24-OCFS-LCM-11

To: Municipal Youth Bureau Directors

Issuing Division/Office: Division of Youth Development and Partnerships for Success/Bureau of Youth Development and Well-Being

Date: June 28, 2024

Subject: **Municipal Allocations for Youth Development Program for Program Year October 1, 2024 – September 30, 2025**

Contact Person(s): See section VI.

Attachments: *Attachment A: Municipal Youth Development Program Allocations, October 1, 2024 – September 30, 2025*

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise municipal youth bureaus on the availability of Youth Development Program (YDP) allocations for program year October 1, 2024 – September 30, 2025.

II. Background

The New York State Office of Children and Family Services (OCFS) issues YDP allocations to municipal youth bureaus. Allocations are established based on youth census data in each county. Each youth bureau must submit to OCFS one Resource Allocation Plan (RAP) for each program to be funded. Additional details on how to complete a RAP can be found in the *OCFS Coding Document 2018 - Updated*, available in the Quality Youth Development System (QYDS) under “BYD and System Documents.” Counties are also required to submit an annual Child and Family Services Plan (CFSP) and/or a CFSP update to OCFS.¹ Among other topics, these plans articulate how the county will administer and support youth development programming.

In rare instances, a municipal youth bureau may identify mid-year that it has been allocated YDP funds that it cannot spend or claim. When this occurs, counties are encouraged to contact OCFS as soon as possible. Sharing this information with OCFS may allow those unused funds to be reallocated to another municipal youth bureau with demonstrated fiscal need. Municipal youth bureaus demonstrate fiscal

¹ Additional details about completing the CFSP can be found in [23-OCFS-LCM-06](#), *Guidelines and Instructions for Preparing the Child and Family Services Annual Plan Update*, and in the resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/>.

need – and therefore may become eligible to receive additional funds should they become available – by accurately completing the RAP.

III. Program Implications

YDP-funded programs must provide a variety of developmental opportunities to youth under 21 years of age. YDP-funded programs are designed to promote positive youth development by advancing the well-being of youth.

OCFS encourages municipalities to fund a wide variety of youth development programs including, but not limited to, the following:

- Citizenship and Civic Engagement (youth leadership, cultural competency, race equity, etc.)
- Community (youth activism, mentoring, community service, etc.)
- Economic Security (career development, life skills, etc.)
- Physical and Emotional Health (seasonal activities like summer camp, opportunities for creative expression, etc.)
- Education (“out-of-school time” programming to support educational engagement like drop-out prevention services, etc.)
- Family (conflict resolution supports like restorative practices, etc.)

All programs funded with YDP must embed the principles of positive youth development, and promote the well-being of youth, by fostering the following²:

- Physical and psychological safety.
- Appropriate structure.
- Supportive relationships.
- Opportunities to belong.
- Positive social norms.
- Support for efficacy.
- Opportunities for skill-building.
- Integration of family, school, and community efforts.

Municipal youth bureaus must fund programming based on the needs of the community, as outlined in the CFSP. Youth bureaus are encouraged in the strongest terms to prioritize under-resourced communities to create equitable opportunities for all youth in their municipality to thrive.

Requirement to Advertise

To provide equitable access to government funding, municipal youth bureaus must widely advertise the opportunity to access funding at the local level. Adequate time frames for inquiries and application must be provided. Municipal youth bureaus must provide information and technical assistance to interested organizations on how to apply for or otherwise access available funding.

Funding Eligibility

Programs eligible for funding must meet the criteria below:

- Serve youth under 21 years of age.
- Provide community-level services, opportunities, and supports designed to promote positive youth development.

² OCFS Youth Development Policy Statement.

- Have a non-discrimination policy and not deny youth services based on ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law.
- Collect data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data.
- Demonstrate competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.

Program Monitoring and Performance Measures

Municipal youth bureaus must monitor all funded programs to assess the quality of programming offered. Methods of monitoring may include, but are not limited to, the following:

- Utilizing the OCFS Program Quality Assessment (PQA) tool.
- Utilizing other evidence-based youth program monitoring tools.
- Conducting site visits.
- Conducting interviews with program staff and participating youth.

For additional information on program monitoring, please contact YouthBureau@ocfs.ny.gov.

Municipal youth bureaus are required to report information about youth served and program outcomes through the QYDS.

IV. Allocation Methodology

The 2024-25 YDP allocations were developed based on population data of youth under 21, with no county receiving less than 98% of its 2023-24 YDP allocation.

V. Claiming

Municipal youth bureaus may contract with other agencies and entities such as non-profit organizations, municipalities, local youth bureaus, etc. The funding must directly support the establishment, operation, and/or maintenance of a youth development program. Funding may provide general operating dollars to give programs flexibility to efficiently allocate resources for quality programming. A maximum of 15% of a municipality's total YDP allocation may be used to support administration/overhead costs for the municipal youth bureau. When YDP funds are allocated to a local youth bureau, the local youth bureau may also use a maximum of 15% of its allocation to support administration/overhead costs.

State share is available for 100% of eligible expenditures as included in the approved RAP. Claims for the program period October 1, 2024, through September 30, 2025, are due within nine months of the calendar quarter in which the expenditure was made. Claims may only be submitted for costs incurred and expenses paid by the municipal youth bureau.

Documentation that must be submitted by municipal youth bureau to OCFS for a claim to be processed includes:

- County Implemented Programs
 - An original State Aid Voucher (AC-1171), with the program number assigned by QYDS, boxes 4 through 8 completed, and an original authorized signature.
 - Supporting backup documentation, which may include but is not limited to:
 - Program Expenditure Report – Salaries (OCFS-3126)
 - Program Expenditure Report – Fringe Benefits (OCFS-3127)

- Program Expenditure Report – Contracted Services & Stipends (OCFS-3128)
- Program Expenditure Report – M&O and Facility Repairs (OCFS-3129)
- Additional documentation provided by the municipality (ex. payroll register), so long as the documentation provided includes all information required on the OCFS forms.
 - For claims covering more than one program, forms OCFS-3125 through OCFS-3129 are required for each program.
- Non-profit/Voluntary Agency Implemented Programs
 - AC-1171 with an original authorized signature
 - Payment details regarding how the county paid the agency

All claims must be sent to:

Office of Children & Family Services
 Youth Programs Audit Unit
 52 Washington Street
 Room 204, South Building
 Rensselaer, NY 12144

Municipal youth bureaus can track paid claims and program balances through QYDS. Additional information about the claiming process can be found in QYDS (<https://hs.ocfs.ny.gov/qyds>).

VI. Contacts

For questions about YDP, please email the Bureau of Youth Development and Well-Being at YouthBureau@ocfs.ny.gov.

/s/ Nina Aledort, Ph.D.

Issued by:

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Title: Deputy Commissioner

Division/Office: Division of Youth Development and Partnerships for Success, Bureau of Youth Development and Well-Being