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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 98 LCM-38

Date: August 3, 1998

Division: Administration

TO: Local District Commissioners

SUBJECT: FY 1998/99 Maximum State Aid Rates (MSAR's) for Foster Care Programs and SED Approved Residential Schools for the Period July 1, 1998 - June 30, 1999

ATTACHMENTS: A-MSAR Foster Boarding Home Ceilings for 1998/99
B-SILP Double Occupancy Rate-Budget Calculation for 1998/99
C-SILP Triple Occupancy Rate-Budget Calculation for 1998/99
D-SILP 4-Bed Mother/Child Rate-Budget Calculation for 1998/99
E-COLA's for the 1998/99 MSAR's and CSE Maintenance Rates
F-MSAR's and CSE Rates for Voluntary Foster Care Agencies and SED Approved Residential Schools for 1998/99

All attachments are available on-line

This memorandum advises you of the Maximum State Aid Rates (MSAR's) and Supervised Independent Living Program (SILP) rates for foster care programs, and the Committee on Special Education (CSE) maintenance rates for approved residential schools for the period July 1, 1998 through June 30, 1999. The rates that are promulgated in this LCM are calculated using the approved reimbursement methodology for the period July 1, 1998 through June 30, 1999.

A. All MSAR's and In-State CSE Maintenance Rates: The following policies are applicable to all MSAR's and in-state CSE maintenance rates that are calculated for the effective period July 1, 1998 through June 30, 1999:

1. COLA's are applied to the historical cost base as well as to the Model Budget Parameters: In accordance with the existing Model Budget Methodology, the promulgated rates are calculated using the two-year old historical costs and care days with COLA's applied to personnel services and other-than-personnel services costs as specified in Attachment E.

2. Rate Stabilization for New Programs: The Office of Children and Family Services (Office) is continuing the rate stabilization policy for all new programs for which we are first using historical program expenses. There is a 10% margin of rate variance. No new program rate will be allowed to go up or down by more than 10% of its prior year's rate.
- B. Group Care Rates: The following policies are specifically applicable to the MSAR's and in-state CSE maintenance rates that were calculated for group care programs for the effective period July 1, 1998 through June 30, 1999:
1. Aggregate Cost-of-Living Adjustments (COLA's) applied to the historical cost base and Model Budget Parameters:
 - a. Personnel Services: The two-year aggregate COLA that is used for trending the historical cost base and model budget parameters for personnel services is 7.1%. The two-year factor combines 3.5% for 1998/99 with 3.5% for 1997/98.
 - b. Other Than Personnel Services (OTPS): The two-year aggregate COLA that is used for trending the historical cost base and model budget parameters is 3.9%. The two-year factor combines 1.1% for 1998/99 with 2.6% for 1997/98.
 2. In-State CSE Maintenance Rates: The in-state CSE maintenance rate for Special Act School Districts and on-campus schools affiliated with Article 81 institutions is composed of the 1998/99 MSAR for the institution program plus the 1997/98 medical per diem. When the medical per diems are approved, the in-state CSE maintenance rates for these programs will be revised to reflect those changes.

The social services district where the child is a legal resident is responsible for the 10-month CSE maintenance payment, and the local school district placing the child is responsible for the 10-month CSE tuition payment. For CSE summer school placements, the school district placing the child is responsible for both maintenance and tuition payments.

CSE maintenance rates for children placed by local school districts are not negotiable and must be paid as published.
 3. Program Classification Reviews: The Office is continuing its policy of conducting program classification reviews in response to requests from agencies that believe their populations have changed. In addition, the Office will continue its review of new programs that have interim program classifications.

- C. CSE Maintenance Rates for Out-of-State Schools: As previously notified, all rates promulgated by other states for State Education Department (SED) approved residential schools are accepted by the Office for purposes of reimbursement. Out-of-state rates for CSE placements are not negotiable and must be paid as published.
- D. Foster Boarding Home (FBH) Rates: The following policies are specifically applicable to the FBH rates that were calculated for the effective period July 1, 1998 through June 30, 1999:
1. Aggregate Cost-of-Living Adjustments (COLA's) applied to the historical cost base as well as the Model Budget Parameters:
 - a. Personnel Services: The two-year aggregate COLA that is used for trending the historical cost base and model budget parameters for personnel services is 7.1%. The two-year factor combines 3.5% for 1998/99 with 3.5% for 1997/98.
 - b. Other Than Personnel Services (OTPS): The two-year aggregate COLA that is used for trending the historical cost base and model budget parameters is 4.6%. The two-year factor combines 1.8% for 1998/99 with 2.8% for 1997/98.
 2. AIDS Per Diem: The \$15 AIDS per diem add-on remains in effect. The treatment of the \$15 per diem revenue for rate setting purposes is as follows: Revenue from the \$15.00 AIDS per diem is subtracted from the trended direct care costs for each FBH program, and the adjusted expenditures are compared with the direct care parameter to determine the rate base.
 3. Pass-through to Foster Parents: The maximum state aid rates for foster parents are increased by 1.4% in FY 1998/99.
 4. Clothing Allowance: The maximum clothing allowances are not increased in FY 1998/99.
 5. Diaper Allowance: The maximum diaper allowance for infants from birth through three years is not increased in FY 1998/99.
 6. Finder's Fee for New Foster Homes: The Office is continuing the policy of allowing local social services districts to pay a voluntary finder's fee of up to \$200 to foster parents who recruit new foster parents. The policy will continue in effect through June 30, 1999. For detailed information regarding how to apply this policy, please refer to 88 ADM-54 dated December 23, 1988.

- E. Supervised Independent Living Programs (SILP's): The 1998/99 annual fees for double and triple occupancy and four-bed mother/child SILP's are increased by 3.5% for personnel services and 1.1%, on average, for other-than-personnel-services costs. Overall, the SILP rates increased by approximately 2.3%.

Copies of this LCM should be shared with Child Welfare Staff and Accounting Supervisors. If you have any questions, please contact the Rate Setting Unit of the Office of Children and Family Services at (518) 474-2812.

Melvin I. Rosenblat
Deputy Commissioner

NEW YORK STATE
FOSTER BOARDING HOME PROGRAMS
1998/99 CEILINGS

EFFECTIVE JULY 1, 1998 THROUGH JUNE 30, 1999

A. PAYMENTS TO FOSTER PARENTS - FBH

<u>REGION</u>	<u>AGE 0-5</u>		<u>AGE 6-11</u>		<u>AGE 12 & OVER</u>	
	Monthly	Per Diem	Monthly	Per Diem	Monthly	Per Diem
METRO	\$418	\$13.73	493	16.20	570	18.74
UPSTATE	382	12.57	459	15.10	531	17.47

SPECIAL CHILDREN - UP TO \$ 917/MONTH, \$30.14/PER DIEM
EXCEPTIONAL CHILDREN - UP TO \$1,388/MONTH, \$45.64/PER DIEM

B. MAXIMUM FBH RATES UPON WHICH ADOPTION SUBSIDY PAYMENTS ARE CALCULATED FOR ADOPTIONS FINALIZED PRIOR TO JULY 1, 1987.

<u>REGION</u>	<u>AGE 0-5</u>		<u>AGE 6-11</u>		<u>AGE 12 & OVER</u>	
	Monthly	Per Diem	Monthly	Per Diem	Monthly	Per Diem
METRO	\$336	\$11.03	396	13.03	458	15.07
UPSTATE	307	10.10	369	12.13	429	14.10

SPECIAL CHILDREN - UP TO \$ 738/MONTH, \$24.27/PER DIEM
EXCEPTIONAL CHILDREN - UP TO \$1,119/MONTH, 36.80/PER DIEM

C. EMERGENCY FOSTER FAMILY BOARDING HOME CARE - CEILING IS 200% OF THE MAXIMUM PAYMENT FOR A NON-SPECIAL OR NON-EXCEPTIONAL CHILD IN THE DISTRICT.

D. ANNUAL CLOTHING REPLACEMENT ALLOWANCE

<u>AGE</u>	<u>YEARLY RATE FOR REPLACEMENT</u>	<u>PER DIEM EQUIVALENT</u>
0 - 5	\$304	\$0.83
6 - 11	425	1.16
12 - 15	659	1.81
16 AND OVER	806	2.21

DIAPER ALLOWANCE

<u>AGE</u>	<u>MONTHLY ALLOWANCE</u>	<u>PER DIEM EQUIVALENT</u>
0 - 3	\$ 47	\$1.55

SUPERVISED INDEPENDENT LIVING PROGRAM
SILP

DOUBLE OCCUPANCY RATE EFFECTIVE JULY 1, 1998 - JUNE 30, 1999

<u>TYPES OF EXPENSES</u>	<u>DOWNSTATE*</u>		<u>UPSTATE</u>	
	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>
Rent	\$11,364	\$15.57	\$7,576	\$10.38
Food	6,102	8.36	6,102	8.36
Clothing	1,509	2.07	1,509	2.07
Resident Allowance	4,362	5.98	2,616	3.58
Social Worker (1 to 10)	8,629	11.82	8,425	11.54
Supervisor (1 to 4)	2,657	3.64	2,606	3.57
Transportation and Worker	1,061	1.45	1,061	1.45
Telephone	894	1.22	894	1.22
Utilities	1,075	1.47	737	1.01
Supplies (Towels, Blankets, etc.)	271	.37	271	.37
Equipment (Pots, Pans, Silverware, etc.)	<u>395</u>	<u>.54</u>	<u>395</u>	<u>.54</u>
SUB TOTAL OF EXPENSES	\$38,318	\$52.49	\$32,192	\$44.10
Depreciation	\$408	\$.56	\$408	\$.56
Finder's Fees	904	1.24	904	1.24
Administration at 21%	<u>8,047</u>	<u>11.02</u>	<u>6,760</u>	<u>9.26</u>
GRAND TOTAL	\$47,677**	\$65.31	\$40,265**	\$55.16
Fee for Services Rate		\$87.08 ***		\$73.54 ***

* Downstate includes NYC, Nassau, Suffolk, Westchester, Rockland, Orange, and Putnam.

** This represents total annual costs per apartment which is shared equally by each resident.

*** Rates calculated at 75% utilization

SUPERVISED INDEPENDENT LIVING PROGRAM
SILP

TRIPLE OCCUPANCY RATE BUDGET EFFECTIVE JULY 1, 1998 - JUNE 30, 1999

<u>TYPES OF EXPENSES</u>	<u>DOWNSTATE*</u>		<u>UPSTATE</u>	
	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>
Rent	\$13,636	\$12.45	\$ 9,090	\$ 8.30
Food	9,138	8.35	9,138	8.35
Clothing	2,263	2.07	2,263	2.07
Resident Allowance	6,546	5.98	3,924	3.58
Social Worker (1 to 10)	12,943	11.82	12,637	11.54
Supervisor (1 to 4)	3,986	3.64	3,909	3.57
Transportation & Worker	1,590	1.45	1,590	1.45
Telephone	1,028	.94	1,028	.94
Utilities	1,340	1.22	1,008	.92
Supplies	406	.37	406	.37
Equipment	<u>529</u>	<u>.48</u>	<u>529</u>	<u>.48</u>
SUB TOTAL OF EXPENSES	\$53,405	\$48.77	\$45,523	\$41.57
Depreciation	\$ 517	\$.47	\$ 517	\$.47
Finder's Fees	892	.81	892	.81
Administration at 21%	<u>11,215</u>	<u>10.24</u>	<u>9,560</u>	<u>8.73</u>
GRAND TOTAL	\$66,029 **	\$60.30	\$56,492 **	\$51.59
Fee for Services Rate		\$80.40 ***		\$68.79 ***

* Downstate includes NYC, Nassau, Suffolk, Westchester, Rockland, Orange, and Putnam.

** This represents total annual costs per apartment which is shared equally by each resident.

*** Rates calculated at 75% Utilization

SUPERVISED INDEPENDENT LIVING PROGRAM
SILP

FOUR BED MOTHER/CHILD RATE BUDGET
EFFECTIVE JULY 1, 1998 - JUNE 30, 1999

<u>TYPES OF EXPENSES</u>	<u>DOWNSTATE*</u>		<u>UPSTATE</u>	
	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>	<u>Annual Budget</u>	<u>Per Person/ Per Day</u>
Rent	\$13,674	\$ 9.37	\$ 9,087	\$ 6.22
Food	12,221	8.37	12,221	8.37
Clothing	3,019	2.07	3,019	2.07
Resident Allowance	6,990	4.79	3,489	2.39
Social Worker (1 to 10)	17,257	11.82	16,850	11.54
Supervisor (1 to 4)	5,315	3.64	5,212	3.57
Transportation	2,138	1.46	2,138	1.46
Telephone	885	.61	885	.61
Utilities	1,344	.92	1,008	.69
Supplies	541	.37	541	.37
Equipment	<u>591</u>	<u>.40</u>	<u>591</u>	<u>.40</u>
SUB TOTAL OF EXPENSES	\$63,973	\$43.82	\$55,041	\$37.70
Depreciation	\$ 816	\$.56	\$ 816	\$.56
Finder's Fees	904	.62	904	.62
Administration (21%)	<u>13,434</u>	<u>9.20</u>	<u>11,559</u>	<u>7.92</u>
GRAND TOTAL	\$79,128 **	\$54.20	\$68,320 **	\$46.79
Fee for Services Rate		\$72.26 ***		\$62.39 ***

* Downstate includes NYC, Nassau, Suffolk, Westchester, Rockland, Orange, and Putnam.

** This represents total annual costs per apartment which is shared equally by each resident.

*** Rates calculated at 75% Utilization

NOTE: FOR ESTABLISHMENT OF FY 1998/99 COLA's

COST-OF-LIVING ADJUSTMENTS FOR MSAR's AND CSE RATES
FOR VOLUNTARY FOSTER CARE AGENCIES AND SED APPROVED RESIDENTIAL SCHOOLS

EFFECTIVE JULY 1, 1998 THROUGH JUNE 30, 1999

I. GROUP CARE BY COMPONENT	One Year	Two Year
	<u>7/1/98-6/30/99</u>	<u>7/1/97-6/30/99</u>
<u>Child Care</u>	3.5	7.1
<u>Social Services</u>	3.5	7.1
<u>Child Support and Food</u>	2.5	6.0
- Child Support PS	3.5	7.1
<u>Miscellaneous Direct Care</u>	0.2	2.1
<u>Fixed Property</u>	3.3	6.2
<u>Variable Maintenance</u>	2.3	5.0
- Variable Maintenance PS	3.5	7.1
<u>Utilities</u>	(3.1)	1.2
<u>Administration</u>	2.8	6.1
- Administration PS	3.5	7.1
II. FOSTER BOARDING HOME BY COMPONENT	One Year	Two Year
	<u>7/1/98-6/30/99</u>	<u>7/1/97-6/30/99</u>
<u>Social Services</u>	3.5	7.1
<u>Miscellaneous Direct Care</u>	2.6	6.1
- Miscellaneous Direct Care PS	3.5	7.1
<u>Property</u>	2.4	5.2
- Maintenance PS	3.5	7.1
<u>Administration</u>	2.9	6.3
- Administration PS	3.5	7.1

Note: Personnel Services COLA's are based on salary increases granted to New York State employees.