



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Informational Letter

Transmittal:	22-OCFS-INF-07
To:	Local Departments of Social Services Commissioners Executive Directors of Voluntary Authorized Agencies
Issuing Division/Office:	Division of Youth Development and Partnerships for Success
Date:	June 10, 2022
Subject:	New Supervised Setting Programs (SSPs) Maximum State Aid Rates (MSARs) and Corresponding Entry of Information Into CONNECTIONS
Suggested Distribution:	Commissioners of Social Services Directors of Social Services Child Welfare Supervisors Foster Care Supervisors CONNECTIONS Implementation Coordinators LDSS Fiscal Administrators Voluntary Authorized Agency Home Finders Local Department of Social Services Home Finders FAD/Resource Directory Workers
Contact Person(s):	See section IV.
Attachments:	None

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
21-OCFS-INF-08 22-OCFS-ADM-02		18 NYCRR Part 449.4(b) 18 NYCRR Part 449.7			Family First Supervised Setting Job Aid

I. Purpose

The purpose of this Informational Letter (INF) is to announce the publication of Maximum State Aid Rates (MSARs) for Supervised Setting Programs (SSPs). This INF also provides clarity to local departments of social services (LDSSs) and voluntary authorized agencies (VAs) on how to enter and maintain certification or approval in CONNECTIONS necessary to populate the correct Rate Code for the supervised setting.

II. Background

The New York State Office of Children and Family Services (OCFS) previously established SSPs to expand independent living opportunities for older youth in foster care. SSPs are a Qualified Residential Treatment Program (QRTP) Exception under the Family First Prevention Services Act (FFPSA). As such, Title IV-E reimbursement is available for otherwise eligible youth who are placed in such settings.

In accordance with federal guidance, OCFS has authorized three types of SSPs, each including its own supervised settings (individual sites or units), as follows:

1. Community-Site SSP

Supervised settings include, but are not limited to,

- apartments,
- room rentals,
- shared housing, and
- living with kin (relative or person with whom the youth has a positive relationship).

LDSSs and VAs have discretion to expand on this list if the setting meets the standards set forth in 18 NYCRR Part 449 and this ADM.

2. College-Owned Housing SSP (the term “college-owned” includes colleges, universities, and vocational schools)

Supervised settings are

- dormitories and
- houses, apartments, or other residential homes owned, operated, or contracted by the college, university, or vocational school.

3. Supervised Independent Living Program (SILP)

Supervised settings are

- Supervised Independent Living Units (1-4¹ bed units).

LDSSs and VAs must apply to the appropriate OCFS regional office for authority to operate one or more SSP types (Community-Site, College-Owned Housing, and/or SILP). Once this authority is granted, LDSSs and VAs may approve or, in the case of SILP Units, certify individual supervised settings where youth will reside. See [22-OCFS-ADM-02](#) for a full description of this process.

The creation of SSPs required new Maximum State Aid Rates (MSARs) to be established for such programs. Those rates are now available; therefore, LDSSs and VAs are encouraged to apply for authority to operate one or more SSP types.

III. Program Implications

OCFS recently published new MSARs for SSPs. There is one set of MSARs established for both SILPs and Community-Site settings (this may be referred to as a SILP MSAR but includes Community-Site settings), and separate MSARs established for College-Owned Housing settings. Such rates will continue to be “flat rates” that vary by upstate and downstate, program type, and capacity. A new single occupancy rate has been established for SILPs and Community-Sites. Additionally, SILPs and Community-Sites will have double and triple occupancy rates available. Four-bed parent/child and five-bed parent/child rates will be available for SILPs only. (Note: A waiver pursuant to 18 NYCRR 449.7 is required to operate a SILP unit with a capacity of five.)

¹ A waiver pursuant to 18 NYCRR 449.7 is required to operate a SILP unit with a capacity of five.

The Community-Site and SILP-Supervised Setting rate is designed to cover social services and case planning activities in addition to basic care and maintenance associated with the Supervised Setting, primarily food, clothing, shelter, and supplies. The College-Owned Housing rate is designed to cover room and board.

MSARs are available at the following OCFS website link: <http://www.ocfs.state.ny.us/main/rates>.

The authorized agency creates a Foster and Adoptive Home Development (FAD) stage in CONNECTIONS when approving or certifying a supervised setting. (See the [Family First Supervised Setting Program \(SSP\) Job Aid](#) for step-by-step guidance on this process.) The OCFS Rate Setting Unit assigns a Rate Code for the setting using information entered into FAD. Therefore, proper entry is critical to determining the correct Rate Code. This INF provides guidance around two critical steps that impact Rate Code assignments (capacity and naming), described below.

Capacity

The capacity of the setting is entered into the Licensing Information Window in CONNECTIONS. It is important that authorized agencies understand that capacity is different than census. The census does not impact the Rate Code assigned and is not entered in FAD.

Capacity means the maximum number of youth the authorized agency intends to place in the setting. The physical space requirements outlined in 18 NYCRR Part 449.4(b) will determine the maximum capacity for the setting. The capacity may be equal to or lower, but not higher, than the maximum number of youth that the setting can physically accommodate in accordance with the regulations.

Census means the number of youth residing in the setting at any given time. Unlike the capacity, the census may fluctuate as youth move in and out of the setting. Attention should be given to ensure that the number entered into the Licensing Information Window reflects capacity, not census.

Capacity may only change in rare circumstances, such as a remodeling or retrofitting of the setting, or if a need arises for a parent/child setting. An authorized agency seeking to change the capacity previously entered into CONNECTIONS must first contact the appropriate OCFS regional office to verify that this is the correct action. A corresponding Rate Code change cannot occur unless the OCFS regional office is contacted.

Naming

Additionally, the correct naming of the supervised setting is critical to determine which Rate Code must be applied. The name of the setting is entered into the FAD in the Home Name field in CONNECTIONS, starting with the program type as listed below (all other naming conventions follow the program type):

- COM for Community Site (i.e., COM 123 Anystreet APT 2)
- SILP for Supervised Independent Living (i.e., SILP Cath Char 102)
- CO for College-Owned Site (i.e., CO SUNY Fred. 123 Anystreet)

See page 15 of the [Family First Supervised Setting Program \(SSP\) Job Aid](#) for a full list of naming conventions.

Failure to correctly identify the Supervised Setting type in Connections may result in an incorrect Rate Code or delayed payment.

IV. Contacts

Buffalo Regional Office - Amanda Darling (716) 847-3145
Amanda.Darling@ocfs.ny.gov

Rochester Regional Office - Christopher Bruno (585) 238-8201

Christopher.Bruno@ocfs.ny.gov

Syracuse Regional Office - Sara Simon (315) 423-1200

Sara.Simon@ocfs.ny.gov

Albany Regional Office - John Lockwood (518) 486-7078

John.Lockwood@ocfs.ny.gov

Westchester Regional Office - Sheletha Chang (845) 708-2498

Sheletha.Chang@ocfs.ny.gov

New York City Regional Office - Ronni Fuchs (212) 383-1788

Ronni.Fuchs@ocfs.ny.gov

Native American Services - Heather LaForme (716) 847-3123

Heather.LaForme@ocfs.ny.gov

Close to Home Oversight – Donte Blackwell (212) 383-7261

Donte.Blackwell@ocfs.ny.gov

/s/ Nina Aledort, Ph.D., LMSW

Issued by:

Name: Nina Aledort, Ph.D., LMSW

Title: Deputy Commissioner

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