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Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Discussion – Update – State of Solid Waste in Putnam County – Health Department**
- 4. Approval – Budgetary Amendment 25A081 – Health Department – JUUL Settlement Disbursements**
- 5. Discussion – Update – Opioid Settlement – Department of Social Services**
- 6. Approval – Budgetary Amendment 25A072 – Department of Social Services – NYS Rental Supplement Program Award**
- 7. Approval – Budgetary Amendment 25A077 – Department of Social Services – Correct Funding Source - Family Centered Caseload Management Grant Award**
- 8. Approval – Budgetary Amendment 25A082 – Department of Social Services – Opioid Settlement Award to People USA**
- 9. FYI – Fund Transfer 25T258 – Office for Senior Resources – Increase Blanket Purchase Order for GoGo Transportation**
- 10. Other Business**
- 11. Adjournment**

#3

Edward Gordon

From: Shanna Siegel
Sent: Friday, September 5, 2025 3:32 PM
To: Diane Schonfeld; Amy Sayegh; Toni Addonizio
Cc: Kevin Byrne; Rian Rodriguez; Savannah Usher; Putnam Co Legislature
Subject: Request to Present to Committee
Attachments: PCDOH-State-of-Solid-Waste_LEGI-Final.ppsx; Memo SW 2025.docx

Good afternoon,

Please refer to the attached memorandum for a request to present to committee this month. If possible, we would also like to utilize the attached slideshow as a visual during the committee meeting. If we can provide any additional information, please reach out at any time.

Thank you,

Shanna

Attachments (2): Memorandum, Slide Show



Shanna Siegel, RN, BSN

Supervising Public Health Educator, Public Information Officer • Putnam County Department of Health
PHONE | 845.808.1390 ext 43258 • **FAX** | 845.278.7921 • **WEBSITE** | [PUTNAMCOUNTYNY.GOV/HEALTH](https://www.putnamcountyny.gov/health)
PUTNAM COUNTY GOVERNMENT NEW YORK
Follow us on social media @PutnamHealthNY

-A PHAB-Accredited Health Department-

Pronouns: she, her, hers

[\[Why I list my pronouns\]](#)

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MEMORANDUM

To: Amy Sayegh, Chair of the Legislature
Toni Addonizio, Chair of the Health Committee

Cc: Putnam County Legislature
County Executive Kevin Byrne

From: Rian Rodriguez, Public Health Director
Savannah Usher, Solid Waste Program Manager
Shanna Siegel, Supervising Public Health Educator

Subject: Request to Present to Committee in September

With your support, along with a grant funded through the New York State Department of Environmental Conservation (DEC), Putnam County now has a full-time employee dedicated to ensuring countywide solid waste practices are revised to reflect our County's vision for the future as well as to ensure alignment with industry standards.

Since January, the priority for the Solid Waste Program Manager has been to develop the local solid waste management plan, or LSWMP, as required by the DEC. We would like to take an opportunity to present the draft plan to the committee in advance of the required public comment period. The public comment period is proposed to be October 1-November 14, pending final input from the DEC. The input of the members of the legislature is vital to the success of the plan as well as its resulting implementation and oversight. This brief presentation will allow time for legislators to provide recommendations as well as ask questions related to the plan and/or the program.

We thank you in advance for your consideration and invite you to reach out to us directly if you would like any additional information.

Attachments (1): PCDOH State of Solid Waste Slide Show

State of Solid Waste in Putnam County

2025



Putnam County Department of Health

A PHAB-ACCREDITED HEALTH DEPARTMENT

Savannah Usher, PhD-c, MPH – Solid Waste Program Manager
Savannah.usher@putnamcountyny.gov

New York State Solid Waste Management Plan



OBJECTIVES

conserve natural
resources

reduce pollution and green
house gas (GHGs) emissions

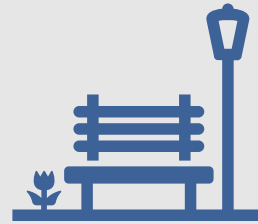
while supporting
thriving communities

The Focus of the Putnam County Solid Waste Program

2026-2035



Reduce the amount of solid waste destined for disposal by preventing the generation, reducing our solid waste footprint and increasing reuse, recycling, composting and other sustainable materials management methods



Establish a unified county-wide Local Solid Waste Management Plan (LSWMP)



Identify solid waste management practices to encompass more educational and innovative ideas.

The Current State of Putnam County Solid Waste

Enforcement

Hauler Permitting

Programs

Keep Putnam
Beautiful/Litter Patrol

PutnamRecycles Website
& Putnam Health social
media

Compost Bin Sales

HHWD

Programmatic Gaps & Challenges

Expired LSWMP since 2020

Gaps in municipal
engagement

Waste stream volume
unknown

Transfer facilities/recycling
centers

The Future of Putnam County Solid Waste – Strengthening the Connection

The Plan

Programs

Enforcement

Hauler
permitting

Decrease costs
to residents

Identify an
enforcement
process

Transfer
Facilities/
Recycling
Centers

Engagement

Municipal
Engagement

Compliance
with State
Regulations

Evaluate
historical
budget

Improve
reporting from
Municipalities

Biennial
updates to
NYSDEC

Programmatic Improvements & Expansion

Rebrand Keep
Putnam
Beautiful

Educational
materials

HHWD

Engage with
Schools

County-wide
Integration

Waste Reduction & Reuse

Medication
takeback &
Sharps disposal

Improve waste
sorting systems

Special Waste
Campaigns &
Reuse Centers

Business &
Gov't Waste
Audits

C&D Waste
Policy

Refrigerant
Recycling

Organics Reduction & Recycling

Compost bin
sales @ PCDOH

NEW NYSDEC
regs and reqs.

Create/Educate
Food Scrap
Drop-off
Program

Improve waste
sorting systems

Identify a
location for a
compost
facility

Product Stewardship

Municipal
E-waste
programs

Create policies
and collaborate
for EPR

Vape disposal/
rechargeable
batteries

Upcoming State
Regs. & Req

Identify
collection sites
for HTR items

Vape Disposal/Rechargeable Batteries

- **Fire and environmental hazards:** Improper disposal can cause fires or leak toxic chemicals from lithium batteries.
- **Hard to recycle:** Vapes are often non-recyclable due to sealed designs and lack of dedicated battery recovery systems.
- **Low public awareness:** Most users don't know proper disposal methods, leading to unsafe trash or recycling bin disposal

The NY Attorney General's Office has announced that JUUL settlement funds are now eligible for use toward the safe and proper disposal of vapes as hazardous waste

Challenges and Opportunities for SWM



OPPORTUNITIES

- Standardized county-wide approach
- Identify and prioritize solid waste infrastructure improvements
- State and local policy alignment
- More funding potential

CHALLENGES

- Structure and adherence
- Uneven resources and capacity across municipalities
- Transition and fiscal barriers
- Community buy-in and public resistance

How does the Legislature play a role?



Budget



Community
Engagement



Approvals &
Accountability



Policy

LSWMP Approval Process



Draft LSWMP Submission – Local government submits draft plan to NYSDEC for review



NYSDEC Technical Review – Agency evaluates plan for compliance with state regulations and guidelines



Public Comment Period – Draft plan released for public review and comment (45 days); there is a 15 day notice to public required before the public comment period begins



Plan Revisions (if needed) – Local government addresses public and NYSDEC feedback, revising plan as needed



Final NYSDEC Approval – Plan approved once all requirements and comments are satisfactorily addressed

Submit to Legislature for Resolution for the adoption of the plan



Implementation – Approved plan becomes effective; local government proceeds with waste management programs

Thank You!

Savannah Usher, PhD-c, MPH
Savannah.usher@putnamcountyny.gov

Contact the Department of Health

Phone: 845.808.1390

Address: 1 Geneva Rd.
Brewster, NY 10509



[@PutnamHealthNY](#)



WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc All Health Audit

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

Reso

#4

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SM*
Re: Budgetary Amendment - 25A081
Date: September 9, 2025

2025 SEP -9 AM 11:13
LEGISLATURE
PUTNAM COUNTY
CARMELO

At the request of the Commissioner of Finance, the following budgetary amendment is required.

GENERAL FUND

Increase Appropriations:

21401000 54210 10236	Vehicle Leasing - JUUL Settlement	9,750
21401000 54320 10236	Food - JUUL Settlement	2,500
21401000 54329 10236	Promotional Materials - JUUL Settlement	2,500
21401000 54410 10236	Supplies & Materials - JUUL Settlement	2,500
21401000 54646 10236	Contracts - JUUL Settlement	174,200
21401000 55870 10236	Chargeback Auto Ins.- JUUL Settlement	200
		<u>191,650</u>

Increase Revenues:

21401000 427351 10236	JUUL Settlement Revenue	191,650
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This Resolution was requested by the Health Department to record JUUL Settlement disbursements.

Approved:

Kevin M. Byrne
County Executive



MEMORANDUM

TO: William Carlin, Interim Commissioner of Finance

FROM: William A. Orr, Jr., Senior Fiscal Manager

DATE: September 4, 2025

RE: Budgetary Amendment

Please review and approve Budgetary Amendment for JUUL disbursements to Health Department. This Amendment will ensure that we provide programs which align with the approved uses of the funds.

Increase Revenue: 21401000-427351-10236 JUUL Settlement	\$191,650.26
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Total Increase Revenue	<u>\$191,650.26</u>
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Increase Expense: 21401000-54210-10236 Vehicle Leasing-JUUL Settlement	\$ 9,750.00
--	-------------

Increase Expense: 21401000-54320-10236 Food-JUUL Settlement	\$ 2,500.00
---	-------------

Increase Expense: 21401000-54329-10236 Promotional-JUUL Settlement	\$ 2,500.00
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Increase Expense: 21401000-54410-10236 Supplies and Materials-JUUL Settlement	\$ 2,500.00
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Increase Expense: 21401000-54646-10236 Contracts-JUUL Settlement	\$174,200.26
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Increase Expense: 21401000-55870-10236 Vehicle Insurance-JUUL Settlement	\$ 200.00
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Total Increase Expense	<u>\$191,650.26</u>
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Total Fiscal Impact	(0.00)
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Vehicle Leasing (3 months for 2025; 12 months for 2026-will be rolled over)

PCDOH has confirmed that a vehicle that is used to support JUUL funded work is an allowable expense. We have staff attend various events throughout the county. Whether presenting "Escape the Vape" at Middle Schools or tabling at a community event or health fair, vaping education and prevention is a cornerstone of the work. Health Education would use a county vehicle rather than personal vehicles to support the work that will be funded through the JUUL settlement.

Food

Providing sustenance during educational workshops, community forums, or events is important to foster attendance and participation. Providing food can create a welcoming and inclusive environment and encourage meaningful dialogue on vaping and tobacco prevention and cessation.

Promotional

Health Education is requesting promotional items for the use of JUUL settlement funds to aid in vaping and tobacco prevention and education efforts. The promotional items will be utilized at community events and educational programs to engage audiences and encourage participants to stay motivated when forming a new behavior, such as quitting a form of nicotine. These promotional materials will ensure that youth, families, and other educators are reached across different platforms in Putnam County. These promotional items as well as certain supplies and materials (more below) will be used in conjunction with evidence-promising and evidence-based curriculum both for prevention/education as well as for cessation programming.

Supplies and Materials

The supplies and materials will provide tangible tools for community engagement and education. Examples could include informational handouts, activity kits, display boards, and other supplies needed to implement programming that adheres to approved uses. These resources make learning more accessible and impactful.

Contracts

PCDOH has confirmation from NYS AG's office that JUUL settlement funds can be used to support the safe disposal of vape devices, which contain nicotine, lithium-ion batteries, and other hazardous materials. If discarded in regular trash, these devices pose risks of fire, environmental contamination, and accidental exposure. Funding vape disposal directly addresses the harms caused by vaping products and protects community health and safety by diverting vapes from youth while reducing long-term environmental impacts. Putnam County will enter into one or more contracts through the Solid Waste program to ensure all hazardous waste requirements including storage, hauling, and disposal are adhered to. Safe vape disposal is in its infancy, and knowing this, the contract line will also be a holding place from which to make transfers.

Michele Alfano-Sharkey

From: William Orr
Sent: Monday, September 8, 2025 4:12 PM
To: Michele Alfano-Sharkey; Sheila Barrett
Cc: Rian Rodriguez; Shanna Siegel
Subject: JUUL settlement additional backup
Attachments: DOC090825-09082025155324.pdf

Hi Michele,

I have attached additional back-up tour requested budgetary amendment regarding the JUUL settlement =.

Attached is a letter from the NYS Attorney General's office regarding the JUUL settlement awards for all entities receiving funds.

Page 5 reflects Putnam County award of \$511,067.37.

The county has received 3 payments in one lump sum which totals \$191,650.26.

We will be receiving an additional 5 more payments.

The budgetary amendment we are requesting is only for the money received.

Bill

William A. Orr, Jr.
Senior Fiscal Manager
Putnam County Department of Health
1 Geneva Road
Brewster, New York 10509
Phone: 845-808-1390 ext. 43146
Fax: 845-808-1916
Email: william.orr@putnamcountyny.gov



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Letitia James

New York State Attorney General

JUUL settlement

Welcome to the JUUL Settlement Page for New York Subdivisions

This page was last updated on August 13, 2025.

In 2023, Attorney General Letitia James secured a settlement with JUUL Labs, Inc. that included funds totaling more than \$112.7 million. These funds will be given to New York subdivisions that provide programs for prevention and cessation of e-cigarette (vaping) use, treatment for e-cigarette use, and enforcement of laws regarding e-cigarettes. The following sections provide further detail about the funds.

To receive your portion of the funds, you must complete the official certification form on our site.

Qualifications for claiming funds

If you qualify for settlement funds, you must complete the certification form annually to receive funds. You must agree to use the funds only to remediate the harm caused by vaping, to meet the conditions defined in the consent order and judgment in *State of New York v. JUUL Labs Inc., et. al.* (index no. 452168/2019) (the "New York Litigation").

A wide range of programs may qualify for the settlement funds, as they broadly address the damage caused by increased e-cigarette use in youth and young adults. The Office of the New York State Attorney General (OAG) has defined the following categories of programs that may qualify:

- preventing youth and young adults from starting to vape
- supporting community-, school-, college-, and university-based anti-vaping programs
- helping users quit vaping
- enforcing vaping laws and regulations
- conducting research and surveillance

These categories come from OAG's specific, evidence-based approved uses for these settlement funds. The OAG developed these approved uses to provide flexibility in the range of programs that effectively confront the scourge of increased nicotine use in youth and young adults.

Allocation of funds

The funds from the settlement are allocated in a specific manner to ensure that they are distributed equitably throughout New York state. The following amounts have been allocated to localities for approved uses:

- 15 percent to the state of New York
- 85 percent to the counties, the five largest cities, and Boards of Cooperative Education Services (BOCES)

Certain counties and BOCES have already received funds as part of the settlement in the separate case, *In Re: Juul Labs, Inc., Marketing, Sales Practices, and Products Liability Litigation* (19-md-02913-WHO) (the "Multi-District Litigation"), in California. Thus, the OAG partially discounted the amounts going to those

localities in the New York Litigation and redistributed some of the funds for more equitable distribution.

The Allocation of Funds is as follows:

✓ County/City

County/City	Total Payment
Total	\$56,374,816.69
New York City	\$12,192,627.67
Albany County	\$1,055,715.55
Allegany County	\$322,931.56
Broome County	\$596,588.77
Cattaraugus County	\$467,578.61
Cayuga County	\$397,684.96
Chautauqua County	\$804,688.01
Chemung County	\$509,170.60
Chenango County	\$351,784.56
Clinton County	\$398,962.14
Columbia County	\$285,180.93
Cortland County	\$276,771.10
Delaware County	\$315,519.52

County/City	Total Payment
Dutchess County	\$1,141,432.42
Erie County	\$3,311,394.60
Essex County	\$278,594.49
Franklin County	\$372,792.31
Fulton County	\$377,149.09
Genesee County	\$366,507.72
Greene County	\$292,672.78
Hamilton County	\$181,640.73
Herkimer County	\$338,122.50
Jefferson County	\$531,347.19
Lewis County	\$261,994.63
Livingston County	\$345,540.78
Madison County	\$396,519.43
Monroe County	\$2,293,677.54
Montgomery County	\$302,440.88
Nassau County	\$4,318,689.49
Niagara County	\$1,062,901.15
Oneida County	\$849,282.44
Onondaga County	\$1,452,272.89
Ontario County	\$530,263.71

County/City	Total Payment
Orange County	\$1,379,565.77
Orleans County	\$275,118.86
Oswego County	\$582,809.54
Otsego County	\$257,184.58
Putnam County	\$511,067.37
Rensselaer County	\$605,331.97
Rockland County	\$1,161,651.38
Saint Lawrence County	\$383,711.63
Saratoga County	\$984,376.05
Schenectady County	\$523,014.31
Schoharie County	\$255,547.66
Schuyler County	\$216,589.36
Seneca County	\$236,510.67
Steuben County	\$450,048.88
Suffolk County	\$5,156,358.84
Sullivan County	\$481,474.24
Tioga County	\$323,674.26
Tompkins County	\$473,932.88
Ulster County	\$644,402.70
Warren County	\$381,885.14

County/City	Total Payment
Washington County	\$419,833.43
Wayne County	\$481,411.55
Westchester County	\$2,722,278.52
Wyoming County	\$261,592.13
Yates County	\$225,004.21

› BOCES/School Districts

BOCES/School Districts
Total
New York City School District
Buffalo City School District
Rochester City School District
Yonkers City School District
Syracuse City School District
Broome-Delaware-Tioga
Capital Region
Cattaraugus-Allegany-Erie-Wyoming
Cayuga-Onondaga
Clinton-Essex-Warren-Washington

BOCES/School Districts

Delaware-Chenango-Madison-Otsego

Dutchess

Eastern Suffolk

Erie 1

Erie 2-Cattaraugus-Chautauqua

Franklin-Essex-Hamilton

Genesee Valley

Greater Southern Tier

Hamilton-Fulton-Montgomery

Herkimer-Fulton-Hamilton-Otsego

Jefferson-Lewis-Oneida-Hamilton-Herkimer

Madison-Oneida

Monroe-1

Monroe-2

Nassau

Oneida-Herkimer-Madison

Onondaga-Cortland-Madison

Orange-Ulster

Orleans-Niagara

Oswego (CiTi)

BOCES/School Districts

Otsego-Delaware-Schoharie-Greene (Otsego-Northern Catskills)

Putnam-Northern Westchester

Questar III (Rensselaer-Columbia-Greene)

Rockland

Saint Lawrence-Lewis

Southern Westchester

Sullivan

Tompkins-Seneca-Tioga

Ulster

Washington-Saratoga-Warren-Hamilton-Essex

Wayne-Finger Lakes

Western Suffolk

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



cc All
Health - FYI #5

**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**

MEMORANDUM

September 8, 2025

TO: Toni Addonizio, Chairwoman
Health, Social, Educational & Environmental Committee

FROM:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: 2026 Opioid Settlement

The Opioid Settlement Fund Committee would like to provide an update on the Opioid Settlement Funds. Five (5) awardees received their RFP-07-2024 contracts in early August of 2025 and all now have the capability to voucher for Q1 and Q2. Unfortunately, due to the delay in award, some awardees were not able to spend funds in Q1 and Q2 as planned. To reconcile this issue and to ensure the approved funds can be utilized in an intentional manner, the Department of Mental Health will be requesting contract extensions for all current 2025 awardees to use approved funds through 6/30/2026.

Separately, the Department of Mental Health will be reviewing the remaining, and much smaller budget for Opioid Settlement Funds to be awarded in 2026 over the next couple of weeks. Initiatives from six (6) previous awardees (The Prevention Council of Putnam, Green Chimneys, People USA, CoveCare Center, St. Christopher's Inn and Mental Health Association of Putnam) who have demonstrated success in implementing supports and services to people with mental health and substance use concerns, will be nominated for financial awards to support the ongoing implementation of these initiatives. Awards are expected to be much smaller than in previous years and awardees have been encouraged to plan to "braid" these funds with other funding sources to sustain these initiatives.

Thank you for your time and consideration of this request.

cc: Paul Tang, Director of Mental Health
Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

2025 SEP - 8 PM 3:40
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

cc: all
Health
A+A

Reso
#6

WILLIAM J. CARLIN, JR., CPA
COMMISSIONER OF FINANCE

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*

Re: Budgetary Amendment - **25A072**

Date: August 19, 2025

2025 AUG 21 PM 12:55
LEGISLATURE
PUTNAM COUNTY
CARLIN, NY

At the request of the DSS Fiscal Manager, the following budgetary amendment is required.

General Fund:

Increase estimated appropriations:

10120000.54647.10198	NYS Rental Supplement Program Subcontractors	100,000
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Increase estimated revenues:

10120000.436101.10198	NYS Rental Supplement Program DSS Administration - Revenue	100,000
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Fiscal Impact - 2025 - \$0

Fiscal Impact - 2026 - \$0

0

This Resolution is necessary to record the 2025-2026 New York State Rental Supplement Program award.

Approved:

Kevin M. Byrne
County Executive

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner




DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

August 14, 2025

TO: William Carlin, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2025 Budgetary Amendment

Your approval is requested to amend the 2025 DSS budget to include Putnam's **2025-2026 New York State Rental Supplement Program** allocation provided by the Office of Temporary and Disability Assistance (OTDA) for the purpose of providing vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing.

Increase Estimated Revenue:

10120000	SS PROGRAM ADMN OVHD	
436101	ADM SOCIAL SERVICES	\$100,000
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Estimated Revenues	\$100,000

Increase Appropriations:


10120000	SS PROGRAM ADMN OVHD	
54647	SUB CONTRACTORS	\$100,000
10198	NYS RENTAL SUPPLEMENT PROGRAM	
	Total Appropriations	\$100,000

Fiscal Impact (25) - 0 -
Fiscal Impact (26) - 0 -

Thank you for your time and consideration of this request.

Attachments:

25-LCM-04 – 2025-2026 New York State Rental Supplement Program Allocations

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau
 Nicole McGuire, Deputy Commissioner of Social Services and Youth Bureau

DONALD B. SMITH COUNTY GOVERNMENT CAMPUS ~ BLDG. #2
110 OLD ROUTE SIX ~ CARMEL, NEW YORK 10512 (845) 808-1500 FAX (845) 225-8635
MEDICAID UNIT FAX (845) 225-0947
YOUTH BUREAU (845) 808-1600



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-04
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	April 25, 2025
Subject:	2025-2026 New York State Rental Supplement Program Allocations
Contact Person(s):	Temporary Assistance Bureau (518) 474-9344 tabureau@otda.ny.gov
Attachments:	<u>Attachment A – 2025-2026 Rental Supplement Allocations</u> <u>Attachment B – 2025-2026 Rental Supplement Program Plan</u> <u>Attachment C – Rental Supplement Program Claiming Instructions</u> <u>Attachment D – 2025-2026 Rental Supplement Program Simplified Quarterly Report</u>

Section 2

I. Purpose

The New York State Fiscal Year 2024-2025 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) for the 2025-2026 program year. Additionally, this guidance provides the 2025-2026 RSP allocations and general program information. Districts choosing to participate in the RSP must have a Rental Supplement Program Plan (Attachment B) on file which details the intended use of their allocation for each program year and includes an adjusted fair market rent (FMR) chart for the new fiscal year.

II. Background

The RSP is a program established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate

this program or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

III. Program Implications

A. Program Activities and Services

For the 2025-2026 RSP cycle, OTDA has combined each district's prior RSP plans into one document per district that includes current FMR rates. Updated plans were disseminated to districts individually in advance of this LCM. Districts choosing to participate in the 2025-2026 RSP **must** confirm receipt of their updated plan and notify OTDA if there are any changes to their plan, or confirm that there are no changes, **as soon as possible, but no later than May 5, 2025**. It is expected that services will continue for eligible households transitioning into the 2025-2026 program cycle without interruption. Districts who did not opt in to the RSP during a prior cycle are encouraged to reach out to OTDA to develop a 2025-2026 RSP plan. OTDA is also available to assist districts who would like insight ascertained from districts with programs functioning seamlessly and/or at full capacity. RSP supplements shall be made available in accordance with district plans, provided however that certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a for individuals or families applying for or in receipt of Public Assistance (PA), and therefore would not be considered by ABEL when computing financial eligibility for PA. When computing a budget for a PA recipient who is receiving an RSP supplement, the shelter cost not covered by the RSP, or any other program, must be entered into the budget unless the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a local RSP, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Household income shall be no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;

- Supplements are to be provided until a household's total monthly rent is 30% or less than their total monthly income, at which point the housing will be considered affordable for the individual/family and the supplement will end; and
- Receipt of PA is not a requirement for determining eligibility for the RSP.

Additionally, districts must make sure they have policies and procedures in place to:

- Establish that the supplement recipient is the primary tenant (e.g., require a lease or other documentation);
- Establish the rent obligation of the supplement recipient and how contributions from individuals outside the household will be taken into consideration;
- Take reasonable steps to prevent the duplication of benefits;
- Establish a process for handling fraudulent applications, including a procedure for recouping funds, if necessary; and,
- Establish a process for reviewing and considering appeals of applications that are denied or vouchers that are reduced or ended.

RSP Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

- Specific details regarding how eligibility for a rental supplement will be determined as well as any target populations identified;
- The process for handling modifications (moves, rent increases, changes in household composition, etc.);
- A description of the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. An award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis, months/term included and any applicable tenant protections resulting from receipt of the RSP; and
- An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first come, first-served basis according to the eligibility parameters set forth at the local level. Districts must establish a recertification process, including the length of the local recertification period, but recertifications shall occur at least annually.

While districts have flexibility in determining the overall design of their local RSP, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Though PA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as PA, Home Energy Assistance Program (HEAP),

Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continuing funding support for the RSP is expected. The program year 2025-2026 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of PA households as of March 31, 2022, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

D. Reporting Requirements

As part of their participation in the RSP, districts must keep data about each household that participates in the RSP from the point of application throughout participation in the program and must submit RSP reports on a quarterly basis. These quarterly reports are utilized to compile the annual report required by RSP legislation. In addition, on time reporting allows districts and the State to answer questions, many required by the RSP legislation, about how the RSP is being implemented in each district and to inform future programs to support those in need of housing in New York State.

While OTDA is not requiring districts to submit household-level data at this time, OTDA has provided a template with the household-level data elements that are required to complete the RSP reports. Districts may consider utilizing this optional household-level tracker as it is helpful with compilation and completion of the mandatory report.

This LCM modifies the reporting instrument and requirements set forth in 24-LCM-02 and distributed to districts for prior years of RSP reporting. In the first three years of RSP, districts reported activity during the quarter as well as cumulative activity by groups of households applying for and entering the program. Now that RSP has been operating for several years, OTDA is shifting the reporting to only cover activity during each RSP program year, by quarter. In addition, for those households already receiving the supplement at the start of the new RSP program cycle, OTDA is no longer requiring districts to report on the AMI, public assistance, single vs family, and homeless/shelter status at the time of application. OTDA will use previously reported information to report those characteristics for households who began receiving RSP supplements in the first years of the program. The new report still requires districts to report characteristics for applications approved and denied during the quarter. The new reporting template is provided as Attachment D.

2025-2026 RSP reports are due on or before July 10, 2025 (for the period April 1, 2025, through June 30, 2025); October 10, 2025 (for the period July 1, 2025, through September 30, 2025); January 10, 2026 (for the period October 1, 2025, through

December 31, 2025); and April 10, 2026 (for the period January 1, 2026, through March 31, 2026). RSP reports must be submitted quarterly as long as there are still clients receiving a supplement through this program.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

IV. Reimbursement Structure and Allowable Costs

Allocations for the 2025-2026 RSP will be made immediately available to participating districts retroactive to April 1, 2025, to prevent any interruption in supplement payments for eligible households currently enrolled in the 2024-2025 RSP. District allocations will be paid as claims are submitted to substantiate payment. Districts that did not opt to participate in the RSP during the initial year may be able to receive an advance of 25 percent of the district's RSP allocation payments for the initial 12-month period.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements (including, in limited instances, rental arrears and security deposits) in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for expenditures from April 1, 2025, through March 31, 2026, and must be submitted in a timely manner. Additional claiming information is included in Attachment C.

V. Necessary Action

Districts who elect to receive this funding must have an updated 2025-2026 RSP Plan. Districts are encouraged to submit changes to their Plans, or confirm that no changes are required, as soon as possible, but no later than May 5, 2025.

In order to expedite the review and approval of RSP Plans for districts who operated during the 2024-2025 program year, OTDA provided each district with a version of their RSP Plan that includes previously submitted information. Districts must note any changes to their Plans by highlighting or italicizing the changes on this version of their Plan.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Supports
Office of Temporary and Disability Assistance

Attachment A

District	2025-2026 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$898,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,515
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Putnam	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St. Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

2025-2026 New York State Rental Supplement Program Plan

District: Click or tap here to enter text.

Program Operator: Click or tap here to enter text.

Contact Person(s): Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Effective Date: Click or tap here to enter text.

Indicate whether the program will be administered using district mechanisms (e.g., direct administration or transfer of funds to county agencies) or by another public agency, contractor or non-profit organization. Administration of the RSP may be delegated in full or in part. Also indicate whether districts will coordinate with the local HUD-funded Continuum of Care, if applicable. If contracting out, please list the contact information for other individuals that OTDA may contact regarding the RSP.

Click or tap here to enter text.

Anticipated Number of Households to be Served (04/1/25-03/31/26): _____

RSP FMR Percentage to be used: _____

Include a table that includes the FY 2025 HUD 100% FMR, the 85% FMR calculation, the local cost share (if electing to reimburse above 85% FMR), household sizes and allowable number of bedrooms for each household size. An example is shown below and can be modified as needed.

Household Size	Allowable Number of Bedrooms	100% FY2025 HUD FMR	85% FY2025 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	0				
1	1				
2	1				
3	2				

Attachment B

4	2				
5	3				
6	4				

Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement for determining eligibility for the RSP, but at least 50% of the supplements shall be allocated for households who are in shelter or experiencing homelessness at the time of application (unless sufficient demand does not exist for such households within a district).

Click or tap here to enter text.

Attach the forms and/or notices that were not initially approved by OTDA or that have been revised subsequent to approval that will be used to facilitate the application and determination process and include a description of each below. When households requesting a supplement do not meet the criteria established by the district, the denial/discontinuance letter must support the decision by explaining the criteria and the district's decision. When a supplement is approved, an award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis and the months/term included.

Click or tap here to enter text.

Indicate the target population and prioritization (if any) of certain households (e.g., those with children under the age of six, single individuals, veterans, individuals and families experiencing domestic violence (DV) and non-DV victims of violence). Eligible participants include individuals and/or families, regardless of immigration status or TA eligibility, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.

Click or tap here to enter text.

List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:

- **Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?** Click or tap here to enter text.
- **How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?** Click or tap here to enter text.
- **Will the district pay for security deposits and/or rental arrears if there are no other available resources to assist?** Click or tap here to enter text.

Indicate the payment mechanism (e.g., check, transfer of funds, etc.) and whether the supplement will be paid to the tenant or the landlord.

Click or tap here to enter text.

Indicate how the progress of those served in the RSP will be monitored. Reports that describe the progress of RSP activities and those served will be required on at least a quarterly basis. A report template will be provided. Minimally, reports must include the amount of rental supplement payments provided, the number of households served and certain demographic information including receipt of TA and household composition.

Click or tap here to enter text.

Describe the process for reviewing and considering appeals of applications that are denied or have vouchers reduced/ended.

Click or tap here to enter text.

Indicate how fraudulent applications and/or cases determined otherwise ineligible will be handled, including the procedure for recouping funds, if necessary.

Click or tap here to enter text.

To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Public Assistance Shelter Supplement (PASS) Plan must indicate the following:

- **How will the RSP be different from the district's currently approved PASS Plan?** Click or tap here to enter text.
- **How will participating households be distinguished?** Click or tap here to enter text.



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

New York State Rental Supplement Program Claiming Instructions

Expenditures for the New York State Rental Supplement Program (RSP) should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A 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 RF-2A, the individual project costs are then reported under the project label "**Rental Supplement Program 2526**" on the RF-17.

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 the number of staff assigned to this project. Employees not working all their time for RSP 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 code(s) on page 1 of the LDSS-923B "LDSS-923B Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Program costs should be reported as object of expense code 37 – Special Project Program Expense on page 2 of the LDSS-923B "LDSS-923B Summary - Program 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 (RF-17)" as 100% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district's allocation.

Districts can receive reimbursement for both **administrative and program related costs**, for the period April 1, 2025 through March 31, 2026. All claims for expenditures of **Rental Supplement Program 2526** must be final accepted in the Automated Claiming System (ACS) by July 1, 2026.

Further instructions for completing time studies, the LDSS-923 and Schedule D, and the RF-17 claim package are found in Chapters 4, 7, and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: intranet.otda.ny.gov.

Any claiming questions should be directed to:

Regions 1-5: Justin Gross (518) 474-7549

Fax: (518) 486-6350

e-mail: otda.sm.field_ops.i-iv@otda.ny.gov

Region 6: Michael Simon (212) 961-8250

e-mail: Michael.Simon@otda.ny.gov

Rental Supplement Program Quarterly Report 2025-2026

District Name:		Email Address:	
Contact Person:		Telephone Number:	
District Reimburses Over 85% FMR at Local Cost (Y/N):		If Yes, Percent FMR:	
4/1/25 - 6/30/25	7/1/25 - 9/30/25	10/1/25 - 12/31/25	1/1/26 - 3/31/26
Total \$ Amount of Rental Supplements Paid in Quarter			\$
Total \$ Amount of Rental Arrears Paid in Quarter			\$
Total \$ Amount of Security Deposits Paid in Quarter			\$
Average \$ Monthly RSP Household Contribution per Quarter			
Average \$ Monthly RSP Household Supplement per Quarter	#DIV/0!	#DIV/0!	#DIV/0!
Total # Households Issued at Least One Supplement During Quarter			0
Total # Households Exited RSP During Quarter			0
Median # Months in Receipt of RSP of Exiters			
Total # Rental Supplements Issued During Quarter			0
Total # Applications Received in Quarter			0
Total # Applications Approved in Quarter			0
Total # Applications Withdrawn in Quarter			0
Total # Applications Denied in Quarter			0
Total # Denied in Quarter Due to Excess Income			0
Average \$ Annual Income of Households Denied Due to Excess Income During Quarter			
Total # Denied in Quarter Due to Insufficient Funds			0
Total # Denied in Quarter Due to Other Reasons			0
Total # Approved Single Households in Quarter			0
Total # Approved Family Households in Quarter			0
Total # Approved Households Per Quarter - Less Than 30% AMI			0
Total # Approved Households Per Quarter - Between 30% - 50% AMI			0
Total # Approved Households in Quarter Receiving SNAP at Application			0
Total # Approved Households in Quarter Receiving PA at Application			0
Total # Approved Households in Quarter- Homeless at Application			0
Total # Approved Households in Quarter- At Risk of Homelessness at Application			0
Total # Approved Individuals in Quarter - Exited Shelter			0

The Rental Supplement Program (RSP) Simplified Quarterly Report will provide basic information about the RSP as of the end of each calendar quarter. Provide the following information on each row.		
** - These references to the Cohort Summary are NOT a direct representation of the values from the Cohort Summary. The Cohort Summary captured a cumulative total for the year, while the new simplified report asks for the data for each quarter. These areas may be compared, but they will not be identical.		
Row	Definition	Comparable to previous reporting area:
8	Total Amount \$ of Monthly Rental Supplements issued in the Quarter: Enter the total dollar amount issued for all monthly rental supplements during the report quarter. Note that claims should be made timely to OTDA Finance for each reporting quarter.	Quarter Activity Summary - Column G
9	Total \$ Amount of Rental Arrears Paid in Quarter: Enter the total amount issued in the reporting quarter toward an RSP household's rental arrears or money owed to the landlord that should have been paid earlier. Enter 0 if no payments were made toward rental arrears in the quarter.	Quarter Activity Summary - Column L
10	Total \$ Amount of Security Deposits Paid in Quarter: Enter the total amount issued in the reporting quarter toward security deposits for an RSP household's apartment or rental accommodation. Enter 0 if no payments were made toward security deposits in the quarter.	Quarter Activity Summary - Column K
11	Average \$ Monthly RSP Household Contribution per Quarter: Of the households counted in Row 13, enter the average household contribution to monthly rent for the quarter.	Cohort Summary - Column X** Please note: Column X denotes 'at-start' rather than 'per Quarter'
12	Average \$ Monthly RSP Household Supplement per Quarter: This will be calculated automatically by dividing the value in Row 8 by the value in Row 16.	Quarter Activity Summary - Column H
13	Total # Households Issued at Least One Supplement During Quarter: Enter the number of households who have received at least one month of the supplement during the quarter.	Cohort Summary - Column AB Totals Row
14	Total # Households Exited RSP During Quarter: Enter the total number of households which exited the RSP program during the quarter.	
15	Median # Months in Receipt of RSP of Exiters: Enter the median # of months that exiting households in Row 14 were in receipt of RSP. Instruction on how to calculate a median can be found by following the hyperlink in the next cell.	How to Calculate a Median
16	Total # Rental Supplements Issued During Quarter: Enter the number of monthly rent supplements issued by the district in the reporting quarter. Monthly rental supplements refer to the amount paid by the district toward the client's monthly rent. Check this row should never be less than Row 13.	Quarter Activity Summary - Column F
18	Total # Applications Received in Quarter: Enter the total number of applications the district received in the quarter.	Cohort Summary - Column C** Please note: Column C denotes a yearly figure rather than 'per Quarter'
19	Total # Applications Approved in Quarter: Of the total number of applications the district received in the application quarter, enter the number approved as of the end of the reporting quarter.	Cohort Summary - Column D** Please note: Column D denotes 'to date' rather than 'per Quarter'
20	Total # Applications Withdrawn in Quarter: Of the total number of applications the district received in the application quarter, enter the number of applications that were withdrawn by the applicant as of the end of the reporting quarter.	Cohort Summary - Column F** Please note: Column F denotes 'to date' rather than 'per Quarter'
21	Total # Applications Denied in Quarter: Of the total number of applications the district received in the application quarter, enter the number denied as of the end of the reporting quarter.	Cohort Summary - Column E** Please note: Column E denotes 'to date' rather than 'per Quarter'
23	Total # Denied in Quarter Due to Excess Income: Of the total number of applications the district received in the application quarter, enter the number of applications that were denied due to the household being over the maximum income threshold for RSP eligibility at the time of application. Households must have an income at or below 50% of the area median income (AMI) to be considered eligible for rent supplements.	Cohort Summary - Column H** Please note: Column H denotes a yearly figure rather than 'per Quarter'
24	Average \$ Annual Income of Households Denied Due to Excess Income During Quarter: Enter the average income of clients from this quarter whose applications were denied due to exceeding income eligibility. The denominator of this average is Row 23, the total number denied in quarter due to income eligibility.	Cohort Summary - Column K** Please note: Column K denotes a yearly figure rather than 'per Quarter'
25	Total # Denied in Quarter Due to Insufficient Funds: Of the total number of applications the district received in the application quarter, enter the number of applications that were denied due to lack of RSP resources (insufficient funds) in the district.	Cohort Summary - Column I** Please note: Column I denotes a yearly figure rather than 'per Quarter'
26	Total # Denied in Quarter Due to Other Reasons: Of the total number of applications the district received in the application quarter, enter the number of applications that were denied for reasons other than the household exceeding income eligibility or the district having insufficient program funds. This would include other eligibility thresholds established at the local level.	Cohort Summary - Column J** Please note: Column J denotes a yearly figure rather than 'per Quarter'
28	Total # Approved Single Households in Quarter: Enter the number of households consisting of singles or childless couples who applied in the application quarter and went on to be approved for the RSP.	Cohort Summary - Column L** Please note: Column L denotes a yearly figure rather than 'per Quarter'
29	Total # Approved Family Households in Quarter: Enter the number of households consisting of families who applied in the application quarter and went on to be approved for the RSP.	Cohort Summary - Column M** Please note: Column M denotes a yearly figure rather than 'per Quarter'
30	Total # Approved Households Per Quarter - Less Than 30% AMI: Enter the number of households who applied in the application quarter and went on to be approved for the RSP whose income was under 30% AMI at the time of application.	Cohort Summary - Column N** Please note: Column N denotes 'at application' rather than 'per Quarter'
31	Total # Approved Households Per Quarter - Between 30% - 50% AMI: Enter the number of households who applied in the application quarter and went on to be approved for the RSP whose income was between 30-50% AMI at the time of application.	Cohort Summary - Column O** Please note: Column O denotes 'at application' rather than 'per Quarter'
32	Total # Approved Households Receiving SNAP at Application: Enter the number of households who applied in the application quarter and went on to be approved for the RSP where at least one member received SNAP benefits at the time of application.	Cohort Summary - Column Q** Please note: Column Q denotes 'at application' rather than 'per Quarter'
33	Total # Approved Households Receiving PA at Application: Enter the number of households who applied in the application quarter and went on to be approved for the RSP where at least one member received public assistance at the time of application.	Cohort Summary - Column R** Please note: Column R denotes 'at application' rather than 'per Quarter'
34	Total # Approved Households - Homeless at Application: Enter the total number of households approved during the quarter that were homeless at the time of application. This may include households that are in a formal shelter setting.	
35	Total # Approved Households - At Risk of Homelessness at Application: Enter the total number of households from the quarter that were at risk of impending homelessness as determined by the district at the time of application.	
36	Total # Approved Individuals - Exited Shelter: Enter the total number of individuals (not households) that exited a shelter setting as a result of RSP during the quarter.	

WILLIAM J. CARLIN, JR
Commissioner Of Finance



cc: all
Health
ATA

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORMAN
Deputy Commissioner of Finance

Reso #7

DEPARTMENT OF FINANCE

August 28, 2025

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2025 SEP - 2 PM 3:25
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, D dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Social Services budget which has been submitted for approval.

Increase Revenues:

10101000 446101	Admin Social Services – Fed Aid	
10233	Family Centered Caseload Mgmt. Grant	<u>\$165,385</u>

Decrease Revenues:

10101000 436101	Admin Social Services – State aid	
10233	Family Centered Caseload Mgmt. Grant	<u>\$165,385</u>

2025 Fiscal Impact - 0
2026 Fiscal Impact - 0-

This resolution is required to amend 25A046 Res#162/25. The Family-Centered Caseload Mgmt. program is 100% federally funded per 24-LCM-07 (attached) *(to correct funding source)*

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00	
Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00	
Date	Chairperson Audit/Designee: \$0 - \$10,000.00	25A077
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

PUTNAM COUNTY LEGISLATURE

Resolution #162

Introduced by Legislator: Amy Sayegh on behalf of the Audit & Administration Committee at a Regular Meeting held June 3, 2025.

page 1

APPROVAL – BUDGETARY AMENDMENT (25A046) – SOCIAL SERVICES – FAMILY CENTERED CASE MANAGEMENT GRANT – RECLASSIFICATION & NEW POSITION

WHEREAS, the Commissioner of Social Services has requested a budgetary amendment (25A046) to amend the 2025 DSS Budget to include the Family-Centered Case Management Services allocation (24-LCM-07) received from the Office of Temporary and Disability Assistance (OTDA) in the amount of \$165,385; and

WHEREAS, the current program period is July 1, 2024 through June 30, 2025; and

WHEREAS, this allocation is for the purpose of hiring appropriately credentialed / experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning towards greater financial security in accordance with Putnam's plan approved by the NYS OTDA; and

WHEREAS, said grant funding will support the Reclassification of a Senior Office Assistant position to Principal Office Assistant and creation of a New Senior Caseworker position; and

WHEREAS, the Personnel Committee reviewed said grant and the Audit & Administration Committee reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

Decrease Estimated Appropriations:

10101000 51000 07111	Pers. Serv. – Senior Office Asst.	31,024
10101000 51000 07111	Pers. Serv. – Senior Office Asst.	<u>18,615</u>
		49,639

Increase Estimated Appropriations:

10101000 51000 07115	Pers. Serv. – Principal Office Asst.	31,024
10107000 51000 07115	Pers. Serv. – Principal Office Asst.	18,615
10101000 51000 10233 07115	Pers. Serv. – Principal Office Asst.	12,410
10101000 58001 10233 07115	Retirement	1,087
10101000 58002 10233 07115	FICA	949
10101000 58004 10233 07115	Workers Compensation	141
10101000 58006 10233 07115	Dental	407
10101000 58009 10233 07115	Vision	48
10101000 51000 10233 07116	Pers. Serv. – Senior Caseworker	84,655

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 3, 2025.

Dated: June 6, 2025

Signed: _____

Diane Schonfeld
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #162

Introduced by Legislator: Amy Sayegh on behalf of the Audit & Administration Committee at a Regular Meeting held June 3, 2025.

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10101000 58001 10233 07116	Retirement	15,121
10101000 58002 10233 07116	FICA	6,476
10101000 58004 10233 07116	Workers Compensation	964
10101000 58006 10233 07116	Dental	2,034
10101000 58008 10233 07116	Health Insurance	24,788
10101000 58009 10233 07116	Vision	242
10101000 52110 10223	Furniture & Fixtures	3,000
10101000 52130 10223	Computer Equipment	7,000
10101000 54310 10223	Office Supplies	1,500
10101000 54210 10223	Vehicle Leasing/Rental	4,563
		<u>215,024</u>

Increase Estimated Revenue:

10101000 436101 10223	Family-Centered Case Mgmt Grant	165,385
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STATE

SHOULD BE

FEDERAL

2025 Fiscal Impact - 0 -

2026 Fiscal Impact - 0 -

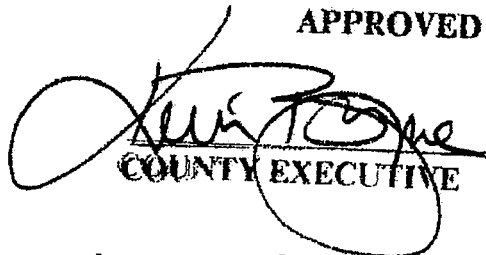
BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

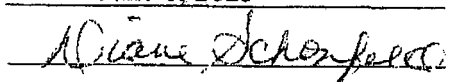
ss:

County of Putnam

 6/10/25
COUNTY EXECUTIVE DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 3, 2025.

Dated: June 6, 2025

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	July 16, 2024
Subject:	Allocations for SFY 2024-2025 Family-Centered Case Management Services
Contact Person(s):	Kyle Miller (Employment and Advancement Services): Kyle.Miller2@otda.ny.gov or (518) 473-1457
Attachments:	<u>Attachment A – 2024-2025 Family-Centered Services Allocations by District</u> <u>Attachment B – 2024-2025 Family-Centered Services Program Plan</u>

Section 2

I. Purpose

The New York State Fiscal Year 2024-2025 Budget appropriates \$17.2 million in Temporary Assistance for Needy Families (TANF) funds for social services districts (districts) to hire appropriately credentialed/experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning toward greater financial security. The purpose of this Local Commissioners Memorandum (LCM) is to notify districts of their allocations, to provide general guidance for use of this funding, and to request that each district inform the Office of Temporary and Disability Assistance (OTDA) of their plans for administration of their allocations by no later than August 30, 2024. Each district is expected to ensure its use of these resources adheres to the guidelines established in this LCM, as expenditures deviating from these guidelines will not be reimbursed.

II. Background

Districts across New York State will benefit from additional staff and resources to support the needs of families whose circumstances require a more intensive level of case management and specialized services to achieve financial stability and well-being. The target population includes households with complex needs such as mental health conditions, developmental disabilities, substance use disorders, homelessness and/or those experiencing domestic violence.

The Family-Centered Services initiative provides funding intended to support hiring between 1 to 7 full-time credentialed or appropriately experienced staff per district to provide a range of case management services that could include but not be limited to in-depth assessments, crisis intervention, resource navigation, and peer supports to stabilize household conditions for TANF eligible families. The funding allocations which determine how many Family-Centered Services staff

each district will be able to hire were calculated based on caseload size. The complete list of allocations for this initiative can be found in Attachment A.

III. Program Implications

Program Design

Districts have flexibility in determining how the credentialed/experienced staff hired through the Family-Centered Services initiative would best be utilized to support their program and client population needs. Districts may have these staff support their general Family Assistance (FA) and/or Safety Net Assistance Maintenance of Effort (SNA-MOE) applicant and recipient populations (case types 11, 12, and those type 16 and 17 that are SNA-MOE [i.e., State charge code 63 or 64]). They could also choose to target the program toward a specific FA or TANF 200% eligible population for whom there is a marked need for additional resources, such as families experiencing homelessness. Activities recommended by OTDA for Family-Centered Services staff include, but are not limited to:

- Providing assessments to determine whether individuals need specialized services to progress and potentially identifying unaddressed treatment, rehabilitation and support needs to guide employment planning;
- Assisting individuals with complex care needs in navigating State and federal benefits programs to ensure they receive all benefits to which they're entitled and do not fall out of program compliance.
- Connecting clients with behavioral health needs to Single Point of Access (SPOA) and Children's Single Point of Access (CSPOA). Where appropriate, helping clients through the process of applying for Social Security benefits and obtaining the necessary documentation;
- Identifying client treatment, rehabilitation and support needs and linking them to the necessary providers while acting as liaison to ensure the treatment is high-quality and consistent with their goals for family stabilization and well-being. Monitoring individuals' ongoing progress and ensuring they receive the supportive services to attend appointments when needed;
- When appropriate, providing direct support to assist individuals currently undergoing crisis situations including crisis intervention and connection to local crisis services, same-day assistance navigating the process of applying to have immediate needs met, or peer navigation;
- Working with district workers to determine the types of activities and the number of hours to include in applicant/recipient employment plans and providing ongoing guidance in case decision-making and how to interact effectively with individuals;
- Training staff in how to best identify and work with individuals and families with issues such as mental health disabilities, substance use, homeless/unhoused, and domestic violence;
- Identifying and maintaining partnerships with other community-based treatment and supportive service providers to ensure a strong referral network is in place. Participating actively in any existing Children's System of Care infrastructure in collaboration with the county mental hygiene department's Director of Community Services (DCS). This is a key component of ensuring that local funding and resources are coordinated and utilized for maximum benefit. It is important that staff hired through this initiative believe that recovery is possible and strive for seamless service provision and "warm handoffs" for the families served;
- Coaching households on locating and retaining housing, including building positive relationships with landlords and temporary housing providers; and
- Providing case management for unhoused families placed in hotels/motels where there is not a service provider present.

FA and SNA-MOE individuals and families determined to be in need of these services would be directed to the Family-Centered Services staff through referrals by their initial case manager/district worker as outlined by the district Family-Centered Services Program Plan. Case managers/district workers should make the referrals whenever potentially complicated barrier issues are identified, or when a client/family is struggling to meet eligibility requirements, engage in their plan for employability (for instance, if they are approaching program time limits or have a sanction or other non-compliance they don't appear to be attempting to resolve), or comply with the requirements of their Independent Living Plan (ILP) as required to remain in temporary housing.

Staff Recruitment

OTDA strongly encourages districts to reach out and foster partnerships with local educational institutions that train Master's-level and other appropriate licensed clinical counselors. These institutions represent a strong recruitment source for the new staff positions, as well as potential partners for future initiatives to potentially expand the Family-Centered Services program for the benefit of all parties, such as internships placing Master's program students with the districts. However, districts are not precluded from hiring staff who do not hold specific educational credentials if the individual(s) possess the appropriate work and lived experience as well as the knowledge, skills, and ability to do the job. Staff should be culturally competent and have training in trauma-informed practices.

Target Population /Participant Eligibility

FA and/or SNA-MOE applicant and recipient populations (case types 11, 12, and those type 16 and 17 that are SNA-MOE), or a specific FA or TANF 200% eligible population for whom there is a marked need for additional resources are eligible to be served by the Family-Centered Case Management staff supported through this funding. If a district chooses to utilize their Family-Centered Services staff to serve other populations in addition to those eligible for TANF, their salaries must be cost-allocated appropriately. While Attachment A indicates a specific number of staff correlated with the allocation amount, which was based on OTDA's estimates for FTE salaries, districts are not precluded from hiring more than this number if the staff are hired at a lower salary cost or their activities are cost-allocated. The only restriction is that districts cannot exceed their total allocation.

OTDA has set a 15% spending limitation on administrative costs. It is expected that because the staff hired through this initiative will be providing direct services, their salaries and most of the costs associated with the program will be considered non-administrative. However, OTDA acknowledges that some program expenses may fall under the definition of administrative costs. Federal regulations define non-administrative (program) and administrative costs as follows:

- Non-administrative (program) costs are the direct salaries and fringe benefit costs of the staff providing direct services; providing program information to clients; developing employability plans, providing work activities and work subsidies for eligible program participants; providing post-employment services and work supports; and performing case management services. Non-salary costs of staff performing work activities that are considered programmatic are also allowable program costs. Non-salary costs may include, but not be limited to travel, postage, utilities, rental costs, maintenance, supplies, and equipment. Contracts whose main purpose is to provide services defined as program costs as above are considered program as well.
- Administrative costs are the salaries, fringe benefits, and non-salary costs of staff performing activities related to eligibility determinations; preparing program plans, budgets, and schedules; monitoring programs and projects; performing procurement activities; providing public relations; performing accounting, legal, payroll and personnel activities; property management; and preparing reports and other documents.

Community of Practice and Reporting

Once the new Family-Centered Services staff are hired, OTDA intends to work with districts to establish a statewide Community of Practice among these staff and other stakeholders across every district. It is envisioned that this Community of Practice will meet quarterly to share best practices, give updates on the progress of their local Family-Centered Services initiatives, report what training/resources staff might need from OTDA and other agencies, and discuss issues and case trends they are encountering in their regions.

After the Family-Centered Services program has been established, each district will also be responsible for submitting an annual report that will provide OTDA with information on district progress in applying this funding towards their stated initiatives. This report will contain information on the nature of the services provided by the staff hired under the program, the number of referrals made and households who received services and, eventually, pertinent data on recipients' outcomes such as connections to services, sanctions resolved, housing located and retained, and entries to employment. Further details on both the Community of Practice and the annual report requirements will be forthcoming as OTDA oversees the disbursement of this funding.

To establish initiation of the Family-Centered Services program, OTDA requests that all districts review their Family-Centered Services allotments outlined in Attachment A and determine where these specialized staff resources are most needed. Districts must collaborate with the county DCS in the planning phase of the Family-Centered Services program, and the program plan must include documentation that services will be coordinated with SPOA and CSPOA and not duplicative of these resources. Districts must document coordination with any existing Children's System of Care infrastructure with the county DCS. A list of DCS contacts for every county mental hygiene department can be found at https://www.clmhd.org/contact_local_mental_hygiene_departments/.

OTDA requests that all districts submit a Plan (Attachment B) to OTDA that provides an overview of the district's proposal for administering this funding. Consideration should be given as to how to best use these staff to link to existing resources and avoid duplication of effort. This overview should state the overarching objective the district intends to achieve with this funding, break down the estimated allocation of funds by number of clinical staff the district plans to hire, indicate the credential level/specializations of these prospective staff, identify the programs and services the staff would be involved in providing, and describe the target population the district plans to serve through its Family-Centered Services initiative. OTDA requests that each district submits the prospective overview of their Family-Centered Services plan to Kyle Miller at Kyle.Miller2@otda.ny.gov no later than August 30, 2024.

IV. Claiming

Expenditures for this project should be claimed through the RF17 special project claim package for the month(s) that the expenditures were made. 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 **FAM CEN 2024** on the RF17.

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 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 are reported with the appropriate object of expense code(s) on the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Districts must follow eligibility requirements for use of these funds as described in this LCM.

Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

X Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% Federal Share and will be reimbursed up to the amount of each district's allocation.

To receive reimbursement, claims for expenditures of FAM CEN 2024 for the period July 1, 2024, through June 30, 2025, must be final accepted in the Automated Claiming System (ACS) by December 31, 2025.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at:
<https://intranet.otda.ny.gov/bfdm/finance/>.

Claiming contacts:

Regions 1-5: Justin Gross: 518-474-7549 or otda.sm.field_ops.i-iv@otda.ny.gov
Region 6: Michael Simon: 212-961-8250 or michael.simon@otda.ny.gov

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Support Programs / Office of Temporary and Disability Assistance

District	2024 Family Centered Services Allocation	Estimated Number of Staff Positions Based on Allocation
Albany	\$496,153	3
Allegany	\$165,385	1
Broome	\$496,153	3
Cattaraugus	\$330,769	2
Cayuga	\$330,769	2
Chautauqua	\$496,153	3
Chemung	\$165,385	1
Chenango	\$165,385	1
Clinton	\$165,385	1
Columbia	\$165,385	1
Cortland	\$165,385	1
Delaware	\$165,385	1
Dutchess	\$330,769	2
Erie	\$826,925	5
Essex	\$165,385	1
Franklin	\$165,385	1
Fulton	\$165,385	1
Genesee	\$165,385	1
Greene	\$165,385	1
Hamilton	\$165,385	1
Herkimer	\$165,385	1
Jefferson	\$165,385	1
Lewis	\$165,385	1
Livingston	\$165,385	1
Madison	\$165,385	1
Monroe	\$826,925	5
Montgomery	\$165,385	1
Nassau	\$661,537	4
New York City	\$1,157,687	7
Niagara	\$330,769	2
Oneida	\$496,153	3
Onondaga	\$661,537	4
Ontario	\$165,385	1
Orange	\$496,153	3
Orleans	\$165,385	1
Oswego	\$330,769	2
Otsego	\$165,385	1
Putnam	\$165,385	1
Rensselaer	\$330,769	2
Rockland	\$330,769	2
St. Lawrence	\$330,769	2
Saratoga	\$165,385	1
Schenectady	\$330,769	2
Schoharie	\$165,385	1
Schuyler	\$165,385	1
Seneca	\$165,385	1
Steuben	\$165,385	1
Suffolk	\$661,537	4
Sullivan	\$165,385	1
Tioga	\$165,385	1
Tompkins	\$165,385	1
Ulster	\$330,769	2
Warren	\$165,385	1
Washington	\$165,385	1
Wayne	\$165,385	1
Westchester	\$661,537	4
Wyoming	\$165,385	1
Yates	\$165,385	1
TOTAL	\$17,200,000	104

WILLIAM J. CARLIN
Commissioner of Finance



cc:all
Health
A+A

3650
#8

SHEILA BARRETT
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

September 9, 2025

Ms. Diane Schonfeld, Clerk
Putnam County Legislature
40 Gleneida Avenue
Carmel, NY 10512

2025 SEP - 9 PM 12:38
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Department of Social Services budget.

Increase Revenues:

10431000 427350 10212	MH LGU Opioid Settlement Monies-People USA	<u>\$37,542</u>
	Total Revenue	\$37,542

Increase Appropriations:

10431000 54646 10212	MH LGU Contracts Opioid- People USA	<u>\$37,542</u>
	Total Appropriations	\$37,542

2025 Fiscal Impact -0-
2026 Fiscal Impact -0-

Your approval is requested to amend the 2025 budget to include funds applicable to the 2024 Opioid Settlement award to People, USA. At year-end 2024, it was anticipated that approved expenses would likely fall shy of the 2024 award to People USA, resulting in the full amount not being included on the Accounts Payable listing. After substantiation, reimbursable expenses, related to contract 2024020, were deemed higher than anticipated while still under the contracted and awarded amount. Due to the ongoing audit, this is a necessary accounting adjustment due to the restriction on yearend roll over if grant funds.

AUTHORIZATION:

Date	Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00
Date	County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000
Date	Chairperson Audit/Designee: \$0 - \$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

25A082

KEVIN BYRNE
County Executive

SARA SERVADIO
Commissioner

NICOLLE MCGUIRE
Deputy Commissioner



**DEPARTMENTS OF MENTAL HEALTH
SOCIAL SERVICES AND YOUTH BUREAU**

MEMORANDUM

September 8, 2025

TO: William Carlin, Commissioner of Finance

FROM: Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: 2025 Mental Health Budgetary Amendment

At the request of Finance and Auditing, your approval is requested to amend the 2025 budget to include funds applicable to the 2024 Opioid Settlement award to People, USA. At year end 2024, it was anticipated approved expenses would likely fall shy of the 2024 award to People USA resulting in the full amount not being included on the Accounts Payable listing. After substantiation, reimbursable expenses related to contract 2024020 were deemed higher than anticipated while still under the contracted and awarded amount. Due to the ongoing audit, this is a necessary accounting adjustment due to the restriction on roll over.


Increase Revenue:

10431000-427350-10212	\$37,542
MH LGU / OPIOID SETTLEMENT MONIES / OPIOID – PEOPLE USA	
Total Revenue	\$37,542

Increase Appropriations:

10431000-54646-10212	\$37,542
MH LGU / CONTRACTS / OPIOID – PEOPLE USA	
Total Appropriations	\$37,542
Fiscal Impact (25)	- 0 -
Fiscal Impact (26)	- 0 -

Thank you for your time and consideration of this request.

cc:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

*cc: all
Health - FY1
AAA - sign*

*3190
#9*

TO: Commissioner of Finance
FROM: Marlene Barrett
DEPT: Office for Senior Resources
DATE: 08/25/2025

2025 AUG 28 AM 10:05
LEGISLATURE
PUTNAM COUNTY
CARNEL, NY

I hereby request approval for the following amendment of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# NAME	AMOUNT	PURPOSE
10762000-54646 Contracts	10677500-54670 Travel Non Employees	\$10,000.00	To increase blanket purchase order for GoGo transportation
		<u>\$10,000.00</u>	

2025 Fiscal Impact \$ 0.00

2026 Fiscal Impact \$ 0.00



Dept Head/Designee Signature

08/25/2025

Date

AUTHORIZATION: (Electronic Signatures)

Date	Commissioner of Finance/Designee:	\$ 0 - \$5,000.00
Date	County Executive/Designee:	\$5,000.01 - \$10,000.00
Date	Chairperson Audit/Designee:	\$ 0 - \$10,000.00
Date	Audit & Administration Committee:	\$10,000.01 - \$25,000.00

25T258

Kathleen Scheidt

From: Geralyn Genussa
Sent: Monday, August 25, 2025 12:02 PM
To: Kathleen Scheidt
Cc: Marlene Barrett; Daisy Jimenez
Subject: Budget Transfer

Importance: High

Kathleen – can you please initiate a \$10,000 budget transfer from Health, Wellness & Rec Contracts (7620 54646) to Unmet Needs Travel Non- Employee (6775 54670)? The funds will be used to increase the blanket purchase order for GoGo transportation and will be 100% reimbursable under the Unmet Needs grant.

Please let me know if you need any additional information to complete the transfer.

Thanks

Geralyn



Geralyn Genussa
Fiscal Technician • Putnam County Office for Senior Resources
PHONE | 845.808.1700 EXT.47106 • FAX | 845.808.1942 • WEBSITE | PUTNAMCOUNTYNY.GOV
PUTNAM COUNTY GOVERNMENT NEW YORK
