

Flexible Fund for Family Services (FFFS) System District User Manual

(April 2022)

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Overview

Introduction and Rationale

This *Flexible Fund for Family Services (FFFS) System District User Manual* was designed to provide District Users with an overview of the FFFS system. This manual includes tips and instruction on how to navigate the FFFS system; view, modify, and submit a district plan; view the project summary and modify project details; access plan history; complete district reporting; generate reports; and view contacts and additional documents.

| | | Flexible Fund for Family Services | | | | | | | | | | |
|-----------------------------|-----------------|-----------------------------------|--------------|------------|----------------|--------------------------|-------------------|--------------------|--|--|--|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | | | | | | |
| /elcome E | rie A User | | | | | | | | | | | |
| Role(s) Assi | igned: District | Submitter | | | | | | | | | | |
| | | WELCOME TO | THE FLEXIBLE | FUND FOR | R FAMILY SERVE | ICES (FFFS) SYS | TEM! | ~ | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | , | | | | |
| | | | | | | Last Modified: 1/29 | 9/2020 9:19:13 AM | by Norma MacDonak | | | | |
| Plans | | | | | | Last Modified: 1/2 | 9/2020 9:19:13 AM | by Norma MacDonald | | | | |
| Plans Plan Ye | ar | Plan State | 15 | | Status Da | Last Modified: 1/29 | 9/2020 9:19:13 AM | by Norma MacDonald | | | | |
| Plans Plan Ye 2018-19 | ear Approve | Plan State | 15 | 11/30/2018 | Status Da 8 | Last Modified: 1/2 te | 9/2020 9:19:13 AM | by Norma MacDonald | | | | |

FFFS Home screen

Purpose

The purpose of this manual is to provide District Users with an overview of how to view, modify, and submit a district plan using the FFFS system.

The Home Screen

The **Home** (Welcome) screen is the first screen to display upon logging into the FFFS system. The screen provides tabs at the top of the screen to navigate to additional screens. The screen also provides system messages for the user and direct links to the district plan(s) the user has access to view and/or modify.

Accessing the FFFS Home Screen

- Access the Flexible Fund for Family Services (FFFS) system via the intranet at <u>https://fffs.otda.ny.gov</u> or via CentraPort. To access, the user must have access to the state network.
- The NY.gov ID Login screen displays. Enter a username and password in the appropriate fields and then click the Sign in button.
 Note: Users who are locked out of their account and need support accessing the system should contact.

Note: Users who are locked out of their account and need support accessing the system should contact the Human-Services-Information Technology Services (HS-ITS) Enterprise Service Desk: (800) 697-1323.

- The Home screen displays, with tabs appropriate to the user's role located at the top of the screen in the Navigation bar. These tabs allow users to navigate to additional FFFS screens.
 Note: The system displays the full name and the roles assigned to the user.
- Click the link in the **Plans Status** column of the **Plans** grid to view the plan on the **FDE** (Fiscal Data Entry) screen, as shown on the next page.

| | | | | Flex | ible Fund for F | amily Services | | | FFFS 1.1.29. | 6 | | |
|----------------------|---|--------------------|--------------|---------|-----------------|----------------|--------------|-------------------|-----------------------------|---|--|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | | | | | | |
| Welcome Role(s) A | Carolyn Yetto ssigned: District |) Submitter | | | | | | | | | | |
| | WELCOME TO THE FLEXIBLE FUND FOR FAMILY SERVICES (FFFS) SYSTEM! | | | | | | | | | | | |
| Plans | | | | | | | Last Modifie | d: 1/22/2019 9:27 | :39 AM by Sanus Sharma Dula | I | | |
| Plan | Year | Pla | n Status | | | Status Date | | | | | | |
| 2018-19 | Initial R | elease | | | 09/27/2018 | | | | | | | |

General FFFS System Tips

- Save often!
- Exiting before saving will result in losing any modifications made to the plan.
- Adding a project from the **FDE** screen will navigate the user to a new screen and will delete all unsaved data; remember to save any data entered on the **FDE** screen before adding a project.
- After modifying the FDE or Project Details screens, click the Save button and then click the Exit button.
- Only one user can modify a district plan at a time. If a user is in "Modify" mode, the plan will be locked to other users. A message will display in FFFS indicating that the plan is locked for modification by another user and the **Submit Plan** and **Modify Plan** buttons will not display. Click the **Exit** button after saving any changes to unlock the plan.

The FDE (Fiscal Data Entry) Screen

The **FDE** (Fiscal Data Entry) screen displays allocation information about the selected district plan, including the **Plan Header** and **Allocation Details** sections. Modifications to the district plan and plan submission are completed on this screen.

Collapsed View of the Allocation Details Section

- The default view in the Allocation Details section is "collapsed."
- All allocations, including both program and project allocations, can be entered on the FDE screen.
- Click a plus (+) symbol to expand and view an individual project category.
- Click the **Expand All** button for an expanded view of all project types to view the associated projects in lines 1, 2 and 3 of the district plan.
- Use the scrollbar on the right to scroll up and down the screen.

| 2 | Flexible Fund for Family Services | | | | | | | | | | FFFS 2.0.1 | |
|------|--|--|------------------------------------|--------------|------------------|------------------|-----------------|--------------------|--------------------------|------------------|----------------|--|
| Ho | me | Plan History D | istrict Reporting | Plan Admin | System Admin R | leports Plan Cor | tacts Docum | vents | | | | |
| | | | | | | | | | | | | |
| FDE | | Project Summary | | | | | | | | | | |
| Pla | n He | eader | | | | | | | | | | |
| Pla | n Nar | me | Senece 2018-19 | | 17-18 Rollover | | \$1,128.46 | FFFS Allocati | on | \$13,788.05 | | |
| Pla | n Sta | tus Approved SY Transfer In | | | | | \$ | Total Allocatio | \$14,914,51 | | | |
| Sta | tus D | late | 12/03/2019 | | SY Unspent Funds | _ | \$ | Balance To A | llocate | | \$ | |
| Allo | Allocation Details | | | | | | Last Modifie | ed: 5/3/2019 9:5 | 7:46 AM by Sanu | is Sharma Duk | | |
| Ð | Expand All Print Submit Plan Modify Plan | | | | | | | | | | | |
| | | | | Program | n | | Gross Amount | TANF Allocation | % of Total Allocation | Program Costs | Admin Costs | |
| | 1. | TANF Services, Dru | ug/Alcohol, & DVL | | | | 673,700 | 421,927 | 3% | 421,927 | | |
| + | 1a. | Financial Education | & Asset Developm | ent | | | 80,000 | 80,000 | 1% | 80,000 | (| |
| | 1b. | Supportive Services | | | | 0 | 0 | 0% | 0 | (| | |
| | 1c. | Services for Children & Youth | | | 0 | 0 | 0% | 0 | (| | | |
| | 1d. | Prevent Out-of-Wed | Prevent Out-of-Wedlock Pregnancies | | | | 0 | 0 | 0% | 0 | (| |
| | 1e. | Fatherhood and 2 Parent Family Formation | | | | 0 | 0 | 0% | 0 | (| | |
| | 11. | Family Support Preservation Reunification Services | | | | 0 | 0 | 0% | 0 | (| | |
| | 1g. | Additional Child Well | fare Services | | | | 0 | 0 | 0% | 0 | (| |
| | 1h. | Home Visiting Progra | am | | | | 0 | 0 | 0% | 0 | (| |
| | 11. | Administrative Costs | | | | | 0 | 0 | 0% | 0 | | |
| | 1j. | Assessment/Service | Provision | | | | 0 | 0 | 0% | 0 | | |
| | 1k. | Statutory Drug/Alcoh | lor | | | | 318,700 | 66,927 | 0% | 66,927 | | |
| | 1L. | Statutory Domestic \ | /iolence Liaison | | | | 0 | 0 | 0% | 0 | | |
| | 1m. | Case Management- | shifted from D1 | | | | 275,000 | 275,000 | 2% | 275,000 | | |
| | 2 | TANF Services Nor | -Recurrent Costs | | | | 0 | 0 | 0% | 0 | | |
| + | 3. | TANF Employment | Services | | | | 2,354,064 | 2,352,864 | 16% | 2,209,251 | 143,61 | |
| | 4. | Additional Non-Res | sidential Domestic | Violence | | | 0 | 0 | 0% | 0 | (| |
| | | Additional Non-Resid | dential Domestic V | iolence | | | 0 | 0 | 0% | 0 | (| |
| | 5. | Child Welfare Other | r Than Title XX Tr | ansfer | | | | 7,603,456 | 51% | 7,345,456 | 258,00 | |
| | 5a. | Child Welfare (EAF of | or 200%) | | | | | 3,375,184 | | 3,117,184 | 258,000 | |
| | 5b. | EAF JD/PINS and To | uition | | | | | 776,000 | | 775,000 | | |
| | 5c. | PINS/Prevention/Del | tention Diversion S | ervices | | | | 0 | | 0 | (| |
| | 5d. | EAF Foster Care Ma | intenance and Tui | tion | | | | 3,453,272 | | 3,463,272 | (| |
| | 6. | TANF Assistance a | nd Eligibility Adm | ninistration | | | 565,656,565 | 1,751,053 | 12% | | 1,751,05 | |
| | | TANF Assistance an | d Eligibility Admini | stration | | | 565,658,565 | 1,751,053 | 12% | | 1,751,05 | |
| | 7. | Title XX Transfer Be | elow 200% | | | | | 2,635,848 | 18% | 2,635,848 | | |
| | 78. | Child Welfare (Title > | (X) | | | | | 2,445,013 | | 2,445,013 | | |
| | 7Ь. | APIDV | | | | | | 130,835 | | 130,835 | | |
| | 76. | Non-AP/DV | | | | | | 60,000 | | 60,000 | | |
| | 7d. | Community Optional | Preventive Service | es (COPS) | | | | 0 | | 0 | | |
| | 8. | Additional Child Ca | are Transfer | | | | | 0 | 0% | 0 | | |
| | 8a. | Additional Child Care | e Transfer FFY18 | | | | | 0 | | 0 | | |
| | Sb. | Additional Child Care | e Transfer FFY19 | | | | | 0 | | 0 | | |
| + | 9. | State Administered | Contracts | | | | | 149,371 | 1% | 149,371 | | |
| | | | | | | Totals | 568,684,329 | 14,914,519 | 100% | 12,761,853 | 2,152,666 | |

Expanded View of the Allocation Details Section (lines 1, 2 and 3 of the district plan)

- Projects within a project type display as blue hyperlinks once expanded, as shown in the image below.
- Click the **Modify Plan** button to enter allocations for the district plan (see the next page to view the screen in "Modify" mode).

| | и к те | | Flexible Fund for | Family Servi | ces | | | | FFFS 1.1.29.6 | h |
|---------|--------------------------|---------------------------------|--------------------------|--------------|-----------------|--------------------|--------------------------|------------------|----------------|---|
| Home | Plan History Di | strict Reporting System Adm | in Reports Plan Contacts | Documents | | | | | | 1 |
| FDE | Project Summary | | | | | | | | | |
| Plan H | leader | | | | | | | | | |
| Plan Na | ame | Columbia 2018-19 | 17-18 Rollover | | \$0 | FFFS Allocation | ı | | \$2,507,587 | |
| Plan St | atus | Initial Release | SY Transfer In | | \$10,430 | Total Allocation | 1 | | \$2,518,017 | |
| Status | Date | 09/27/2018 | SY Unspent Funds | | \$0 | Balance To Allo | ocate | | \$0 | |
| Allocat | tion Details | | | | | Lust mounice | . 1710/2013 0.4 | Submit Plan | Modify Plan | |
| | | Progra | m | | Gross Amount | TANF Allocation | % of Total Allocation | Program Costs | Admin Costs | |
| 1. | TANF Services, Dru | g/Alcohol, & DVL | | | 138,000 | 131,500 | 5% | 131,500 | 0 | I |
| 1a. | . Financial Education 8 | & Asset Development | | | 0 | 0 | 0% | 0 | 0 | |
| — 1b. | . Supportive Services | | | | 57,000 | 57,000 | 2% | 57,000 | 0 | |
| | Supportive Program | | | | 57,000 | 57,000 | | 57,000 | 0 | |
| 1c. | . Services for Children | & Youth | | | 0 | 0 | 0% | 0 | 0 | |
| 1d. | . Prevent Out-of-Wedle | ock Pregnancies | | | 0 | 0 | 0% | 0 | 0 | |
| 1e. | . Fatherhood and 2 Pa | rent Family Formation | | | 0 | 0 | 0% | 0 | 0 | |
| 1f. | Family Support/Prese | ervation/Reunification Services | | | 0 | 0 | 0% | 0 | 0 | |
| 1g. | . Additional Child Welfa | are Services | | | 0 | 0 | 0% | 0 | 0 | |
| — 1h. | . Home Visiting Progra | im | | | 40,000 | 40,000 | 2% | 40,000 | 0 | |
| | Visit Community Prog | gram | | | 40,000 | 40,000 | | 40,000 | 0 | |
| 1i. | Administrative Costs | | | | 0 | 0 | 0% | 0 | 0 | |
| 1j. | Assessment/Service | Provision | | | 0 | 0 | 0% | 0 | 0 | |
| 1k. | Statutory Drug/Alcohe | ol | | | 8,000 | 1,500 | 0% | 1,500 | 0 | |
| 11. | Statutory Domestic V | iolence Liaison | | | 0 | 0 | 0% | 0 | 0 | |
| 1m | n. Case Management- s | shifted from D1 | | | 33,000 | 33,000 | 1% | 33,000 | | |
| 2. | TANF Services Non- | -Recurrent Costs | | | 0 | 0 | 0% | 0 | | |
| - 3. | TANF Employment | Services | | | 95,000 | 45,000 | 2% | 32,000 | 13,000 | |
| | Assessment and EPE | | | | 45,000 | 25,000 | | 20,000 | 5,000 | V |

The Allocation Details Section in Modify Mode

- Allocations can be entered in the white fields in the Allocation Details section. The columns in this section include:
 - Program Sublines in the Program column are Project Categories and Project Types
 - o Gross Amount
 - o TANF Allocation
 - % of Total Allocation
 - Program Costs
 - o Admin Costs
 - \circ Action

Note: Gross amounts are required for plan submission and must be greater than or equal to the amount entered in the **TANF Allocation** column.

Projects within lines 1, 2, and 3 can be added, edited, or deleted within the FDE screen by clicking the appropriate link (e.g., Add, Edit, or Delete).

Top portion of the FDE screen

| | W RK ATE | | | | Flex | ible Fund for | Family Servi | ces | | | | FFFS 1.1.2 |
|---|---|----------------------|-------------------|-------------------|-------------------|-----------------------|----------------|----------|-----------------|---------|--------|-------------|
| Home | ÷ | Plan History | District Reportin | g System Adm | in Reports | Plan Contacts | Documents | | | | | |
| DE | F | Project Summary | | | | | | | | | | |
| Plan H | Неа | ader | | | | | | | | | | |
| Plan N | lam | e | Columbia 20 | 18-19 | 17-18 Rollover | | | \$0 | FFFS Allocatio | n | | \$2,507,58 |
| Plan S | tatu | IS | Initial Releas | e | SY Transfer In | | | \$10,430 | Total Allocatio | n | | \$2,518,01 |
| Status Date 09/27/2018 SY Unspent Funds | | | | nds | | \$0 | Balance To All | ocate | | \$ | | |
| Collapse All Exit Program | | | | | | | Gross | | % of Total | Program | Admin | Save |
| 1 | Program 1. TANF Services. Drug/Alcohol. & DVL | | | | Amount 138.000 | Allocation 131 500 | Allocation | 131 500 | Costs | Action | | |
| 12 | a. F | Financial Education | n & Asset Develo | opment | | | 0 | 0 | 0% | 0 | 0 | Add |
| - 1t | b. § | Supportive Service | s | | | | 57,000 | 57,000 | 2% | 57,000 | 0 | Add |
| | 5 | Supportive Program | n | | | | 57,000 | 57,000 | | 57,000 | 0 | Edit Delet |
| 10 | c. 8 | Services for Childre | en & Youth | | | | 0 | 0 | 0% | 0 | 0 | Add |
| 10 | d. F | Prevent Out-of-Wee | dlock Pregnanci | es | | | 0 | 0 | 0% | 0 | 0 | Add |
| 16 | e. F | Fatherhood and 2 F | Parent Family Fo | ormation | | | 0 | 0 | 0% | 0 | 0 | Add |
| 1f | f. F | Family Support/Pre | eservation/Reuni | fication Services | | | 0 | 0 | 0% | 0 | 0 | Add |
| 10 | g. / | Additional Child We | elfare Services | | | | 0 | 0 | 0% | 0 | 0 | Add |
| - 1ľ | h. H | Home Visiting Prog | ıram | | | | 40,000 | 40,000 | 2% | 40,000 | 0 | Add |
| | 1 | /isit Community Pr | ogram | | | | 40,000 | 40,000 | | 40,000 | 0 | Edit Delete |
| 1i | i. / | Administrative Cost | ts | | | | 0 | 0 | 0% | 0 | 0 | Add |
| 1j | . / | Assessment/Servic | e Provision | | | | 0 | 0 | 0% | 0 | 0 | Add |
| 11 | к. S | Statutory Drug/Alco | phol | | | | 8,000 | 1,500 | 0% | 1,500 | 0 |] |
| 11 | . 🤅 | Statutory Domestic | Violence Liaiso | n | | | 0 | 0 | 0% | 0 | 0 | |
| 1r | m. (| Case Management | - shifted from D1 | I | | | 33,000 | 33,000 | 1% | 33,000 | | |
| 2. | . 1 | TANF Services No | on-Recurrent Co | osts | | | 0 | 0 | 0% | 0 | | Add |
| - 3. | | TANF Employmen | t Services | | | | 95,000 | 45,000 | 2% | 32,000 | 13,000 | Add |

- The Program and Administration Allocation Totals, Calculations of Administration Percentages, and Calculations of Amounts Toward Child Welfare Threshold sections display at the bottom of the FDE screen.
- Check the amounts entered against the FFFS Allocation and Total Allocation amounts listed in the Plan Header at the top of the FDE screen.
- Note: Use the Balance to Allocate field in the Plan Header to help determine budgeting amounts.
- Once all allocations are entered, project details *must* be completed for each project via the **Project Details** screen, as shown in the next topic.

Bottom portion of the FDE screen

| Program and Administration Allocation Totals | | |
|---|-----------------|-----------------------|
| Category | TANF Allocation | % of Total Allocation |
| Subtotal Program Allocation | 2,021,828 | 80% |
| Subtotal Administration Allocation | 496,189 | 20% |
| Grand Total | 2,518,017 | 100% |
| Calculations of Administration Percentages | | |
| Category | TANF Allocation | % of Total Allocation |
| TANF Administration | 353,000 | 14% |
| Child Welfare Administration | 50,189 | 2% |
| EAF Foster Care Administration | 93,000 | 4% |
| Administration Totals (25% of cap) | 496,189 | 20% |
| Calculations of Amounts Toward Child Welfare | Threshold | |
| Category | TANF Allocation | % of Total Allocation |
| Child Welfare (EAF or 200%) Program | 274,000 | 11% |
| Child Welfare (EAF or 200%) Administration | 50,189 | 2% |
| Title XX below 200% Child Welfare | 300,000 | 12% |
| Allowable Community Optional Preventive Services (COPS) | 0 | 0% |
| Child Welfare Threshold Total | 624,189 | 25% |
| Child Welfare Threshold From ADM | 624,189 | 25% |
| | | |

Adding a Project

• To add a project, click the Add link on the FDE screen. The Add Project pop-up window will display, as shown below, allowing the user to add project information.

| | Program | Gross Amount | TANF Allocation | % of Total Allocation | Program Costs | Admin Costs | Action |
|-----|---|-----------------|--------------------|--------------------------|------------------|----------------|--------|
| 1. | TANF Services, Drug/Alcohol, & DVL | 138,000 | 131,500 | 5% | 131,500 | 0 | |
| 1a. | Financial Education & Asset Development | 0 | 0 | 0% | 0 | 0 | Add |

- Click the **Project Type** drop-down arrow to select a project type, if different from selection.
- In the **Project Name** field, enter the name of the project.
- Complete the Gross Amount, Program Cost, Admin Cost, and TANF Allocation fields.
 Note: The gross amount must be greater than or equal to the total TANF allocation.
- Click the **Save** button to return to the **FDE** screen. The project will now display.
- Project details must be completed on the **Project Detail** screen prior to plan submission.

| AddProject | |
|---------------------|---|
| Category: | TANF Services, Drug/Alcohol, & DVL 🗸 🗸 |
| Project Type: | Financial Education & Asset Development |
| Project Name: | |
| Gross Amount: | |
| Program Cost: | |
| Admin Cost: | |
| TANF Allocation: | |
| | Cancel |

The Project Details Screen

The **Project Details** screen displays information specific to an individual project within a TANF Services or TANF Employment Project Type. Project information can be added and modified on this screen.

Accessing the Project Details Screen

The Project Details screen can be accessed from the FDE screen or from the Project Summary screen.

Note: Allocations are entered on the FDE screen prior to completing the project details.

• To access project details from the **FDE** screen, click the link of the project name in the **Program** column.

| FIGHTHEAUEI | | | | | |
|-------------|------------------|------------------|----------|---------------------|-------------|
| Plan Name (| Columbia 2018-19 | 17-18 Rollover | \$0 | FFFS Allocation | \$2,507,587 |
| Plan Status | Initial Release | SY Transfer In | \$10,430 | Total Allocation | \$2,518,017 |
| Status Date | 09/27/2018 | SY Unspent Funds | \$0 | Balance To Allocate | \$0 |

Note: To submit plan following plan completion, please Save and Exit

| | Collapse All Exit | | | | | | | | |
|---|-------------------|---|-----------------|--------------------|--------------------------|------------------|----------------|-------------|--|
| | | Program | Gross Amount | TANF Allocation | % of Total Allocation | Program Costs | Admin Costs | Action | |
| | 1. | TANF Services, Drug/Alcohol, & DVL | 138,000 | 131,500 | 5% | 131,500 | 0 | | |
| | 1a. | Financial Education & Asset Development | 0 | 0 | 0% | 0 | 0 | Add | |
| - | 1b. | Supportive Services | 57,000 | 57,000 | 2% | 57,000 | 0 | Add | |
| | | Supportive Program | 57,000 | 57,000 | | 57,000 | 0 | Edit Delete | |
| | 1c. | Services for Children & Youth | 0 | 0 | 0% | 0 | 0 | Add | |

 To access project details from the Project Summary screen, click the Project Summary tab, and then click the link of the project name in the Project Name column.

| FDE | Project Summary | | | | | | | | | | | |
|--------|-----------------|------------------|------------------|----------|---------------------|-------------|--|--|--|--|--|--|
| Plan I | Plan Header | | | | | | | | | | | |
| Plan N | lame | Columbia 2018-19 | 17-18 Rollover | \$0 | FFFS Allocation | \$2,507,587 | | | | | | |
| Plan S | itatus | Initial Release | SY Transfer In | \$10,430 | Total Allocation | \$2,518,017 | | | | | | |
| Status | Date | 09/27/2018 | SY Unspent Funds | \$0 | Balance To Allocate | \$0 | | | | | | |

Project Summary

| Project Name | Project Category | Project Type | TANF Allocation | Program Costs | Admin Costs |
|-------------------------|---------------------------------------|---|--------------------|------------------|----------------|
| Supportive Program | 1. TANF Services, Drug/Alcohol, & DVL | 1b. Supportive Services | 57,000 | 57,000 | 0 |
| Visit Community Program | 1. TANF Services, Drug/Alcohol, & DVL | 1h. Home Visiting Program | 40,000 | 40,000 | 0 |
| Assessment and EPD | 3. TANF Employment Services | Assessment/Employment Plan Development | 25,000 | 20,000 | 5,000 |
| Provide Medical Service | 3. TANF Employment Services | Employability/Disability Determinations | 20,000 | 12,000 | 8,000 |

Adding/Editing Project Details

Note: The Project Details screen must be completed for each project prior to plan submission.

- Project details carried over from a prior plan year should be updated, as appropriate.
- Ensure that the **Project Details** screen is in "Modify" mode by accessing it via the **FDE** screen, or by clicking the **Modify** button on the **Project Details** screen to edit.
- To enable the **Submit** button on the **FDE** screen, the following fields are required (as indicated by a red asterisk) and must be completed prior to saving and navigating from the **Project Details** screen:
 - Project Status
 - **Operational Months** Defaults to 12 months. Uncheck any months the project is not operational to avoid reporting requirements.
 - Project Description

- Families/Individuals to Serve Monthly (Estimated)
- Participant Eligibility Type
- Target Populations(s)
- Project Services
- **TANF Purpose** Select only one. If more than one, select the one that best fits the project.
- **Project Contractors** If applicable.
- Note: When FFFS plans are initially released, only the amounts in the **Estimated** column in the **Families/Individuals Served Monthly** section and the **Project Status** field are required to be completed for existing projects. The average estimated to serve per month is a calculated field.

Top portion of the Project Details screen

| NEW YORK STATE | | Flexib | le Fund for F | Family Services | | | FFFS 1.1.29.6 |
|---|----------------------------------|-----------------------|---------------|-----------------|----------------------------|-----------------|-------------------|
| Home Plan History Dis | trict Reporting System Admi | n Reports | Plan Contacts | Documents | | | |
| FDE Project Details Pro | oject Summary | | | | | | |
| Plan Header | | | | | | | |
| Plan Name | Columbia 2018-19 | 17-18 Rollover | | \$0 | FFFS Allocation | | \$2,507,587 |
| Plan Status | Initial Release | SY Transfer In | | \$10,430 | Total Allocation | | \$2,518,017 |
| Status Date | 09/27/2018 | SY Unspent Fund | ls | \$0 | Balance To Allocate | | \$0 |
| Project Information | | | | | Last Modified: 1/18/2019 | 3:48:15 PM by S | anus Sharma Dulal |
| Note: To submit plan following pl | an completion please Save and | Fxit | | | | | |
| Exit | an completion, please ouve and | LAII. | | | | | Save |
| Project Name: | Supportive Program | | | | Families/Individuals S | erved Monthly | |
| Project Category: | TANF Services, Drug/Alcohol, & | DVL | | | | Estimated | Actual |
| Project Type: | Supportive Services | | | | TANF & SN MOE:* | 20 | 12 |
| Project Budget: | \$57,000 | | | | | | |
| Gross Amount: | \$57.000 | | | | 200%:* | 5 | 2 |
| Project Status* | | | | | Avg. Served/Month: | 25 | 14 |
| rioject Status. | Operational | ~ | | | Basticia and Elizibility 1 | | |
| Operational Months:* | ☑ APR-2018 ☑ JU | L-2018 | OCT-2018 | JAN-2019 | Participant Eligibility | уре | |
| | ☑ MAY-2018 ☑ AU | JG-2018 | NOV-2018 | ✓ FEB-2019 | Туре:* | TANF/SN MO | E/200% 🗸 |
| | ☑ JUN-2018 ☑ SE | P-2018 | DEC-2018 | MAR-2019 | | | |
| Project Description:* | Enter project description detail | ls here. | | | | | |
| Explanation for Significant Changes: | Enter an explanation for any s | ignificant project cł | hanges here. | | | | |

Bottom portion of the Project Details screen

| TAR | GET POPULATION(S): *(Select all that apply) | | TAN | F PURPOSE: *(Select One) | | |
|------|---|--------|------|--|---------------------|-----------------|
| | Pregnant/Parenting | ~ | 0 | Encourage the formation and maintenance of two | -parent families | ~ |
| | Sanctioned Cases | | ۲ | End the dependence of needy parents on govern | ment benefits by pr | omoting job |
| | Teens at Risk | | | preparaton, work and marriage | | |
| | Working Families | \sim | 0 | Prevent and reduce the incidence of out-of-wedlo | ck pregnancies | <u>~</u> |
| | 5 | | 0 | Brovido accietanco to noody familioc co that child | Iron may be cared f | or in their own |
| PRC | JECT SERVICE(S): *(Select all that apply) | | PRO | JECT CONTRACTOR(S) | | Add Row |
| ✓ | Alcohol/Substance Abuse Services | ~ | | Contractor Name | EIN | Action |
| | Academic Planning | | Twin | County Recovery | 14-1556542 | Delete |
| | Adult Basic Education | | | | - | |
| | Advocacy | \sim | | | | |
| Exit | | | | | | Save |

Important: All existing project information should be reviewed and updated prior to submitting or resubmitting the plan!

Submitting the Plan from the FDE Screen

After allocations have been entered on the **FDE** screen (including **0** for development and nonoperational/closed plans not deleted), and all required project information has been completed on the **Project Details** screen, the plan can be submitted for review.

- The plan must be submitted from the FDE screen.
- Save and exit the Project Details screen after project information has been completed.
- To submit the plan, click the Save and Exit buttons and then click the Submit Plan button.

Note: The Submit button will not display until the plan is out of "Modify" mode.

| NEW YORK STATE | | Flexible Fund for | r Family Services | | FFFS 1.1.29.6 |
|----------------------|-------------------------------|--------------------------|-------------------|------------------------------|--------------------------------|
| Home Plan History | District Reporting System Adm | in Reports Plan Contacts | s Documents | | |
| FDE Project Summary | | | | | |
| Plan Header | | | | | |
| Plan Name | Columbia 2018-19 | 17-18 Rollover | \$0 | FFFS Allocation | \$2,507,587 |
| Plan Status | Initial Release | SY Transfer In | \$10,430 | Total Allocation | \$2,518,017 |
| Status Date | 09/27/2018 | SY Unspent Funds | \$0 | Balance To Allocate | \$0 |
| Allocation Details | | | | Last Modified: 1/18/2019 3:4 | 46:08 PM by Sanus Sharma Dulal |
| Expand All Print | | | | | Submit Plan Modify Plan |

• After the plan is submitted, the **Flexible Fund for Family Services Certification** pop-up window will display, as shown on the next page.

Cancel

Confirm Submission

Flexible Fund for Family Services Certification (Columbia 2018-19)

The Local District Commissioner of Columbia hereby submits its Flexible Fund for Family Services (FFFS) Plan, and certifies that funds will be used in a manner consistent with federal and State law and regulations, and for a purpose permitted under 42 U.S.C. §601 or §604 and consistent with the ADM for the 2018-19 FFFS.

Funds will be used to provide services only to recipients of TANF funded assistance (Family Assistance WMS case type 11, Safety Net Assistance-Federally Participating (SNA-FP), WMS case type 12) and SNA Maintenance of Effort (SNA Cash-WMS case type 16 and SNA non-case-WMS case type 17) with State/federal charge code of 63 or 64, or to TANF eligible individuals and families whose incomes do not exceed 200 percent of the federal poverty level, except as specifically noted in the ADM for the 2018-19 FFFS.

No funds shall be used to provide assistance as that term is defined in the federal regulations for the Temporary Assistance for Needy Family block grant program, except as specifically authorized in the ADM for the 2018-19 FFFS.

It is further certified that although my social services district has flexibility in determining which program it wishes to use its FFFS Allocation in accordance with its FFFS plan, the social services district still is required to provide all services mandated by State Social Services Law.

Submission of this FFFS plan electronically certifies that the district has read and accepts the terms of this certification.

 Columbia Commissioner
 2/20/2019

 Commissioner
 Date

 Click "Confirm" to Certify and Submit the plan.
 Click "Cancel" to return to the previous screen.

 Click "Cancel" to return to the previous screen.
 Confirm

- Click the **Confirm** button to complete the plan certification process for the district., as outlined in the ADM.
- **Note:** Confirming submission of the plan begins the process of adding history to the plan, as shown on the next page.

The Plan History Screen

The **Plan History** screen provides access to both the current (active) plan as well as access to previous plan statuses in "View-only" mode. Plan history from a prior year can also be viewed.

To access the Plan History screen, click the Plan History tab located in the Navigation bar.

| | | | | Flex | tible Fund for F | amily Services |
|------|--------------|--------------------|--------------|---------|------------------|----------------|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents |

Viewing Versions of the Current Plan Year

- Click the link in the **Plan Status** column to view the current (active) plan for the district or a previous plan from the status history.
- Click the expand (+) icon next to the **Plan Year** column to view the status history for the plan.
 - o The selected row will expand to display items below.
 - Every status of the plan and the corresponding status date is displayed.
- The "Active" plan is the copy of the most recently approved plan that can be updated for resubmission. For initially released plans, the "Active" plan is the copy available for plan submission.

| ~~~ | NEW YORK STATE | | | | Flex | kible Fund for F | amily Servic | es | | FFFS 1.1.29.7 |
|--------|-----------------------|---------|-------------|--------------|----------|------------------|--------------|----------|---------------------------|---------------|
| Hor | me Plan History | Distric | t Reporting | System Admin | Reports | Plan Contacts | Documents | | | |
| Plan H | History | | | | | | | | | |
| | Plan | Year: | All | | ~ | | District: | Columbia | a 🗸 🗸 | |
| | | | | | | | | | Clear Filter Apply Filter |] |
| Plan | าร | | | | | | | | | |
| Th | e search yielded 1 re | sults. | | | | | | | | |
| | Plan Year | | | | District | | | | Plan Status | Status Date |
| - | 2018-19 | Columb | ia | | | | | Ap | oproved (Active) | 02/20/2019 |
| | | Columb | ia | | | | | Ap | proved | 02/20/2019 |
| | | Columb | ia | | | | | Ini | itial Submission | 02/20/2019 |
| | | Columb | ia | | | | | Re | eturned | 02/20/2019 |
| | | Columb | ia | | | | | Ini | itial Submission | 02/20/2019 |
| | | Columb | ia | | | | | Ini | itial Release | 09/27/2018 |

Note: When viewing a historical district plan, the system will display the **History FDE** tab, which indicates that the user is not viewing the active plan, as shown below.

| New York STATE | | Flexible Fund for | Family Services | | FFFS 1.1.29.3 |
|----------------------|-------------------------------|---------------------------|-----------------|-------------------------------|-------------------------------|
| Home Plan History | District Reporting System Adn | nin Reports Plan Contacts | Documents | | |
| FDE History FDE | | | | | |
| Plan Header | | | | 1 | |
| Plan Name | Columbia 2018-19 | 17-18 Rollover | \$0 | FFFS Allocation | \$3,286,819 |
| Plan Status | Initial Release | SY Transfer In | \$0 | Total Allocation | \$3,286,819 |
| Status Date | 09/27/2018 | SY Unspent Funds | \$0 | Balance To Allocate | \$3,286,819 |
| Allocation Details | | | | | |
| | | | | Last Modified: 9/11/2018 3:44 | 1:10 PM by Sanus Sharma Dulal |

Viewing Prior Year History

- When viewing prior plan history, the **Submit Plan** and **Modify Plan** buttons do not display.
- The screen is view-only, however the plan can be printed by clicking the **Print** button. The **Print** dialog box will display, allowing the user to select print options for printing the plan.

| 2 | NEW YORK STATE | | | | Flex | xible Fund for | Family Servi | ces | | | | FFFS 1.1.29. | 3 |
|------|----------------------|------------------------|--------------------|---------------|----------------|----------------|--------------|--------|------------------|------------------|-----------------|----------------|---|
| Но | me | Plan History Di | strict Reporting | System Admin | n Reports | Plan Contacts | Documents | | | | | | П |
| FDE | | History FDE | | | | | | | | | | | |
| Pla | n He | eader | | | | | | | | | | | |
| Plar | n Nar | ne | Columbia 2018- | 19 | 17-18 Rollover | | | \$0 | FFFS Allocation | n | | \$3,286,819 | 1 |
| Plar | n Sta | tus | Initial Release | | SY Transfer In | | | \$0 | Total Allocation | ı | | \$3,286,819 | |
| Stat | tus D | ate | 09/27/2018 | | SY Unspent Fi | unds | | \$0 | Balance To Allo | ocate | | \$3,286,819 | |
| Allo | cati | on Details | | | | | | | Last Modified | 1: 9/11/2018 3:4 | 4:10 PM by Sanu | is Sharma Dula | |
| Ex | (pand | I All Print | | Brown | | | | Gross | | % of Total | Program | Admin | |
| | 1 | TANE Services Dru | g/Alcohol & DV/ | Prograi | m | | | Amount | Allocation | Allocation | COSES | Costs | |
| | 1. 1a | Financial Education 8 | Asset Developm | - ient | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1b | Supportive Services | | | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1c. | Services for Children | & Youth | | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1d. | Prevent Out-of-Wedlo | ock Pregnancies | | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1e. | Fatherhood and 2 Pa | rent Family Form | ation | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1f. | Family Support/Prese | ervation/Reunifica | tion Services | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1g. | Additional Child Welfa | are Services | | | | | 0 | 0 | 0% | 0 | 0 | |
| + | 1h. | Home Visiting Progra | m | | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1i. | Administrative Costs | | | | | | 0 | 0 | 0% | 0 | 0 | |
| | 1j. | Assessment/Service | Provision | | | | | 0 | 0 | 0% | | 0 | |
| | 1k. | Statutory Drug/Alcoho | l | | | | | | 0 | 0% | | | |
| | 11. | Statutory Domestic V | iolence Liaison | | | | | | 0 | 0% | | | |
| | 1m. | Case Management- s | hifted from D1 | | | | | | 0 | 0% | | | |
| | 2. | TANF Services Non- | Recurrent Costs | 5 | | | | 0 | 0 | 0% | 0 | | |
| + | 3. | TANF Employment | Services | | | | | 0 | 0 | 0% | 0 | 0 | |
| | 4. | Additional Non-Resi | idential Domesti | c Violence | | | | 0 | 0 | 0% | 0 | 0 | |
| | | Additional Non-Resid | ential Domestic V | iolence | | | | | 0 | 0% | | | |
| | 5. | Child Welfare Other | Than Title XX Tr | ansfer | | | | | 0 | 0% | 0 | 0 | |

The District Reporting Screens

The **District Reporting** tab provides access to the **D/A Assessments and NCP's** and **Families/Individuals Served** screens, allowing the user to complete information required for district reporting.

To access these screens, click the **District Reporting** tab located in the **Navigation** bar. Two reporting options are available from the drop-down menu: **D/A Assessments and NCP's** and **Families/Individuals Served**.

| | | | | Flex | tible Fund for F | amily Services | FFFS 1.1.29.3 |
|----------------------|--------------|--|-----------------------|---------|------------------|----------------|---------------|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | |
| Welcome Role(s) A | Carolyn Yett | D/A Assessments Families/Individual | and NCP's s Served | | | | |

The D/A Assessments and NCP Reporting Screen

- From the **District Reporting** tab, click **D/A Assessments and NCP's** from the drop-down menu to display the **D/A Assessments and NCP's** reporting screen, as shown below.
- On the **D/A Assessments and NCP's** reporting screen, click the plan year link in the **Year** column to view the months available for reporting.
- Districts are required, on a monthly basis, to report the number of Drug/Alcohol (D/A) Assessments completed.

Note: It is important to ensure the numbers entered for each individual month in the **Month** column are totals for *completed assessments* only, and do not include screenings and referrals.

- Districts are also required to report the number of Non-Custodial Parents (NCP's) who are participating in FFFS-funded work activities.
- Reporting should be completed by the 15th of the month following the report month .Enter a **0** for any months where no assessments were completed or there was no NCP participation.

| | / К ТЕ | | | Flexible Fund for Far | nily Services | FFFS 1.1.29.7 |
|----------------------|-------------------------|--------------------|----------------------------------|-------------------------------|--|--|
| Home | Plan History | District Reporting | System Admin Repo | rts Plan Contacts I | Documents | |
| D/A Ass District: | essments ar Columbia | nd NCP's | Completed and Non-0 | Custodial Parents Pa | rticinating in FEES Wo | rk Activities |
| Bruge | Year | Month | D/A Assessments TANF & SN MOE | D/A Assessments Safety Net | NCP's Participating in FFFS Work Activities | Last Modified |
| - | 2019 | January | | | | |
| - | 2018 | December | | | | |
| | | November | 1 | 2 | 1 | 02/21/2019 09:18:41 AM by Carolyn Yetto |
| | | October | 1 | 1 | 1 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | September | 2 | 0 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | August | 4 | 2 | 1 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | July | 1 | 5 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | June | 5 | 4 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | Мау | 2 | 4 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | April | 1 | 4 | 0 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| | | March | 2 | 2 | 2 | 01/24/2019 09:19:19 AM by Carolyn Yetto |
| | | February | 1 | 1 | 1 | 01/24/2019 09:19:19 AM by Carolyn Yetto |
| | | January | 1 | 1 | 1 | 01/24/2019 09:19:19 AM by Carolyn Yetto |

 Click the link in the Year column to unlock the screen for data entry; the cells in the table will be white and blank. Reporting for both D/A Assessments and NCP's is entered in the same table, as shown on the next page.

| | | | F | lexible Fund for Famil | / Services | FFFS 1.1.29.7 |
|-------------|-----------------|----------------------------------|-------------------------------|--|---|------------------|
| Home | Plan History | District Reporting | System Admin Report | s Plan Contacts Do | ruments | |
| D/A Asses | ssments and | NCP's | | | | |
| District: C | Columbia | Ye | ar: 2018 | | | |
| Note: For | the months wher | e there were no assessm | ents completed or NCP's | served, the district must en | ter a zero for reporting for the month to be considered completed | |
| N | lonth | D/A Assessments TANF & SN MOE | D/A Assessments Safety Net | NCP's Participating in FFFS Work Activities | Last Modified | |
| Decembe | r | | | | | |
| Novembe | r | 1 | 2 | 1 | 02/21/2019 09:18:41 AM by Carolyn Yetto | |
| October | | 1 | 1 | 1 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| Septembe | er | 2 | 0 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| August | | 4 | 2 | 1 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| July | | 1 | 5 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| June | | 5 | 4 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| May | | 2 | 4 | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| April | | 1 | 4 | 0 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal | |
| March | | 2 | 2 | 2 | 01/24/2019 09:19:19 AM by Carolyn Yetto | |
| February | | 1 | 1 | 1 | 01/24/2019 09:19:19 AM by Carolyn Yetto | |
| January | | 1 | 1 | 1 | 01/24/2019 09:19:19 AM by Carolyn Yetto | |
| Return t | o List | | | <u>,</u> | Cano | cel Changes Save |

• After data entry of reporting is complete, click the **Save** button. A time stamp will be generated in the **Last Modified** column, indicating when the reporting was completed and who completed it.

| New York State | | | | Fle | xible Fund for Fan | nily Services FFFS 1.1.29. |
|----------------------|-----------------|----------------------------------|--------------------------|-------------|--|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents |
| D/A Asses | ssments and | NCP's | | | | |
| District: C | Columbia | Y | ear: 2018 | | | |
| Note: For th | the months wher | e there were no assessn | nents completed or | NCP's ser | rved, the district must | enter a zero for reporting for the month to be considered completed. |
| м | lonth | D/A Assessments TANF & SN MOE | D/A Assessn Safety Ne | nents et | NCP's Participating FFFS Work Activitie | in s Last Modified |
| December | r 🛛 | 3 | 1 | | 1 | 02/21/2019 09:18:41 AM by Carolyn Yetto |
| November | r | 1 | 2 | | 1 | 02/21/2019 09:18:41 AM by Carolyn Yetto |
| October | | 1 | 1 | | 1 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| Septembe | er | 2 | 0 | | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| August | | 4 | 2 | | 1 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| July | | 1 | 5 | | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| June | | 5 | 4 | | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| Мау | | 2 | 4 | | 2 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| April | | 1 | 4 | | 0 | 02/20/2019 11:09:38 AM by Sanus Sharma Dulal |
| March | | 2 | 2 | | 2 | 01/24/2019 09:19:19 AM by Carolyn Yetto |
| February | | 1 | 1 | | 1 | 01/24/2019 09:19:19 AM by Carolyn Yetto |
| January | | 1 | 1 | | 1 | 01/24/2019 09:19:19 AM by Carolyn Yetto |
| Return to | o List | | | 1 | | Cancel Changes Save |

Families/Individuals Served Reporting

- Districts are required to report the number of individuals or families served supported by FFFS funding for all TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment projects for the months they are operational.
- From the **District Reporting** tab, click **Families/Individuals Served** from the drop-down menu to display the **Families/Individuals Served** reporting screen, as shown below.
- The view will default to the current plan year and will show all projects with reporting months as completed or not completed, as shown below. Click the reporting month link in the **Month** column to unlock reporting for modification.
- A family/individual served more than once per month in a project should be counted only once for each month served.
- A family/individual who receives services from more than one project in a month should be counted once for each project and month of participation.
- Reporting months will be available the *first* of the month following the report month.
- Enter a **0** for any months a project was operational and no families/individuals were provided services.
- Important: Reporting should be completed by the 15th of the month following the report month!

| | K E | Flexible Fund for Family Services FFFS | | | | | | | | | |
|-----------|---|--|--------------|--------------|---------|---------------|-------------|---------------|-----------------------------------|---|--|
| Home | Plan History | District F | Reporting | System Admin | Reports | Plan Contacts | Documents | | | | |
| Families | Families/Individuals Served | | | | | | | | | | |
| District: | District: Columbia Plan Year: 2018-19 View | | | | | | | | | | |
| Collap | Collapse All | | | | | | | | | | |
| | Month | | | Project Name | • | T/ | NF & SN MOE | 200% Families | Last Modified | | |
| - | Jan-2019 | Ass | essment and | EPD | | | | | | 1 | |
| | | Prov | vide Medical | Service | | | | | | | |
| | | Supportive Program | | | | | | | | | |
| | | Visit Community Program | | | | | | 1 | | | |
| - | Dec-2018 | Ass | essment and | EPD | | | 22 | 21 | 02/20/2019 11:08:05 AM by Sanus S | 1 | |
| | | Prov | vide Medical | Service | | | 11 | 10 | 02/20/2019 11:08:05 AM by Sanus S | 1 | |

- When reporting has been unlocked for data entry, cells in the table are white and blank. Reporting can be completed for all projects for each month from the same screen, as shown below.
- After data entry of reporting is completed, click the **Save** button.
- Changes can be made at any time by over-writing the existing entry and saving.
- Note: Grayed out cells indicate that the project was not operational for that month.

| NEV YOTA | Flexible Fund for Family Services | | | | | | | | | | |
|-------------|---------------------------------------|------------------------|---------------------|----------------|---------------------|-----------------------|-----------------|---|---------------|--|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | | | | | |
| Modify F | Modify Families/Individuals Served | | | | | | | | | | |
| District | District: Columbia Plan Year: 2018-19 | | | | | | | | | | |
| Note: F | or the projects indica | ated as operational bu | it there were no Fa | milies or Indi | viduals served, the | district must enter a | zero for report | ing for the month to be considered complete | d. | | |
| Reporti | ing Month: January | 2019 | | | | | | | | | |
| | | | | | | | | | | | |
| | Projec | t Name | | TANF & SN | MOE | 200% Famili | es | Last Modified | Last Modified | | |
| Assess | ment and EPD | | | | | | | | | | |
| Provide | e Medical Service | | | | | | | | | | |
| Suppor | tive Program | | | | | | | | | | |
| Visit Co | ommunity Program | | | | | | | | | | |
| Retur | n to List | | | | <u>_</u> | | | Cancel Chang | es Save | | |

- A time stamp will be generated in the **Last Modified** column that indicates when the reporting was completed and who completed it, as shown below.
- Click the Return to List button to continue reporting for additional months.

| VORK STATE | Flexible Fund | d for Farr | nily Services | | FFFS 1.1.29.7 | | | | | |
|--|----------------------------|--|----------------------|---------------------------|---------------------|--|--|--|--|--|
| Home Plan History District Reporting Syst | em Admin Reports Plan Cont | ntacts D | ocuments | | | | | | | |
| Modify Families/Individuals Served | | | | | | | | | | |
| District: Columbia Plan Year: 2018-19 | | | | | | | | | | |
| Note: For the projects indicated as operational but there were no Families or Individuals served, the district must enter a zero for reporting for the month to be considered completed. | | | | | | | | | | |
| Reporting Month: January 2019 | | | | | | | | | | |
| Project Name | TANF & SN MOE | | 200% Families | Last M | odified | | | | | |
| Assessment and EPD | 20 | | 22 | 02/21/2019 09:31:23 AM by | Carolyn Yetto | | | | | |
| Provide Medical Service | 11 | | 10 | 02/21/2019 09:31:23 AM by | Carolyn Yetto | | | | | |
| Supportive Program | 1 | | | | | | | | | |
| Visit Community Program | 12 | 10 02/21/2019 09:31:23 AM by Carolyn Yetto | | | Carolyn Yetto | | | | | |
| Return to List | | | | | Cancel Changes Save | | | | | |
| Note: The actual average famili | oc/individuals | [| Families/Individuals | Served Monthly | | | | | | |
| served monthly will be calculate | ed as monthly | | | Estimated | Actual | | | | | |
| reporting is completed. A comp | arison to the | | TANF & SN MOE | 12 | 10 | | | | | |
| estimated families/individuals se | erved monthly | | | | | | | | | |
| can be viewed in the Project D any project for which monthly re | etails screen for | | 200% | 0 | 10 | | | | | |
| been completed. | | | Avg. Served/Month | 12 | 20 | | | | | |

The FFFS Reports Screen

The **FFFS Reports** screen provides access to several reports that can be generated and printed in PDF or Excel format. The available reports include: **Project Print Report**, **D/A Assessment and NCP Report**, and **Families/Individuals Served Report**.

. Available reports will display as a link in the **Report Title** column.

To access the FFFS Reports screen, click the Reports tab located in the Navigation bar.

| | | | | Flexible Fund for Family Services | | | |
|------|--------------|--------------------|--------------|-----------------------------------|---------------|-----------|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | |

- To generate a report, click the link for the report in the Report Title column.
- District Users will only have access to reports for their district.

| NE VE | W RK ATE | | | Fle | xible Fund for I | Family Services | FFFS 2.0.1.2 | |
|---------|----------------------|--------------------|---|---------|------------------|-----------------|--------------|--|
| Home | e Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | | |
| FFFS R | leports | | | | | | | |
| | Report 1 | Title | | | | Description | | |
| Plan D | etail Summary Rep | ort | This report provides the statewide summary view and each district view of how the FFFS funding is allocated among programs (lines 1-9). | | | | | |
| Projec | t Print Report | | This report is a summary of all the projects as well as the project details for each project. Users can choose the most recently submitted plan or any previously approved plans. | | | | | |
| Familie | es/Individuals Serve | d Report | This report shows the number of Families/Individuals served for each district by plan year. | | | | | |
| D/A As | ssessments and NC | P's Report | This report shows the number of Drug and Alcohol (D/A) Assessments Completed and Non-Custodial Parents Participating in FFFS Work Activities for each month grouped by district. | | | | | |
| Legacy | (TRACS2 Plans Re | eport | This report provides all the projects and associated details for the projects added to plans in TRACS2. All plans in TRACS2, prior to year 2018-19 are available. | | | | | |

- Report criteria for the selected report will display, as shown in the **Project Print Report** example below, allowing the user to select a report format (**PDF** or **Excel**).
- Once a format and filters are selected, the **Generate Report** button enables. The report is generated and can be opened in the selected format.
- Click the Generate Report button to view the report in the selected format.

| Project Print Report | | | | | | | | |
|----------------------|----------|----------------|-------|----|--------------|-----------------|----------------------------|---|
| F | Format: | \bigcirc PDF | • Exc | el | | Plan Year: | 2019-20 | ~ |
| Di | istrict: | Erie | • | ~ | | Select Plan: | Initial Submission(Active) | ~ |
| | | | | | Clear Filter | Generate Report | | |

The Plan Contacts Screen

The **Plan Contacts** screen provides a list of contact information for questions or concerns related to the district plan or the FFFS system.

To access the Plan Contacts screen, click the Plan Contacts tab located in the Navigation bar.

| | | | | Flexible Fund for Family Servio | | | |
|------|--------------|--------------------|--------------|---------------------------------|---------------|-----------|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | |

- For questions related to the plan, contact the appropriate person via email or phone.
- Plan contacts are listed in groups, as shown below.

| VORK STATE | | | | | Flexible Fund for Family Services | | |
|---------------|--------------|--------------------|--------------|---------|-----------------------------------|-----------|--|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | |

For questions or concerns related to FFFS plan, please contact the appropriate person listed below:

OTDA FFFS Plan, TANF Services and Employment Projects

| Contact | Email | Phone |
|---------------|---------------------------|----------------|
| Emily Maher | Emily.Maher@otda.ny.gov | (518) 474-9313 |
| Rebecca Burke | Rebecca.Burke@otda.ny.gov | (518) 473-3200 |

OTDA Claiming

| Contact | Email | Phone |
|---------------------------|---------------------------|----------------|
| Region 1-4: Lauren Horn | Lauren.Horn@otda.ny.gov | (518) 474-7549 |
| Region 5-6: Michael Simon | Michael.Simon@otda.ny.gov | (212) 961-8250 |

OCFS Budget

| Contact | Email | Phone |
|----------------|----------------------------|----------------|
| James Sutton | James.Sutton@ocfs.ny.gov | (518) 474-1361 |
| Shonna Clinton | Shonna.Clinton@ocfs.ny.gov | (518) 474-1361 |

Others

OCFS Program - OCFS Regional Offices

The Documents Screen

The **Documents** screen provides a central location to access and view any available documents (such as training manuals, ADM's, and district-specific documents).

To access the **Documents** screen, click the **Documents** tab located in the **Navigation** bar.

| | | | | Flex | kible Fund for Fa | amily Servi | ces |
|------|--------------|--------------------|--------------|---------|-------------------|-------------|-----|
| Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents | |

- Click the link for the document in the File Name column to open and display the document.
- Click the filter icon on any column to sort and locate the file.
- Click the Clear Filter button to clear any filters used to sort and locate a file.
- The first, previous, next, and last arrows can be used to locate a file (the screen will display a limited number of documents, depending on the screen resolution).
- District users are unable to upload documents to the system. Contact the state Plan Managers for document uploads.

| | Ē | | Flexible Fu | und for Family | Services | | FFf | FS 2.0.1.2 |
|-------------------|---------------------------|----------------------------|------------------------|----------------|---------------|------------------------|-----------------------------------|------------|
| Home | Plan History | District Reporting System | Admin Reports | Plan Contacts | Documents | | | |
| Documer The se | nts earch yielded 4 re | sults. | | | | | Clear F | Filter |
| ▼ Do | ocument Type | ▼ Description | ⊤ File | Name | Plan TYear | Last Modified | Modified By | |
| System I | Notes | FFFS Release Notes Phase 2 | FFFS Release Notes Ph | ase 2.docx | 2019 | 09/04/2019 02:38:24 PM | Sanus Sharma Dulal | |
| System I | Notes | FFFS Release Notes Phase 1 | FFFS Release Notes Ph | ase 1.docx | 2018 | 09/04/2019 02:37:56 PM | Sanus Sharma Dulal | |
| System I | Notes | UAT Release 08-14-19 | UAT Release 08-14-19.) | xlsx | 2019-20 | 08/14/2019 08:43:03 AM | Norma MacDonald | |
| Training | Manuals | Sample Training Manual | FFFS Training.docx | | | 04/08/2019 08:12:49 AM | Sanus Sharma Dulal | |
| | | | | | | H | ◀ 1/1ᢂ | ₩ |

- When the filter icon is clicked, a filter pop-up box will display, as shown in this example for the **File Name** column.
- The column can be sorted in ascending or descending order
- Additional search parameters can be entered in the fields.
- Click the **Apply** button to apply the selected filters.

| ↑ Ascending | ↓ Descending |
|------------------|--------------|
| Show items where | the value |
| Contains | |
| 4 () | And Or |
| (not set) | |
| (| |