



Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-05
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	May 21, 2025
Subject:	2025 New York State TANF Summer Youth Employment Program
Contact Person(s):	Iwona Ostrowska-Sheedy (518) 473-2500 SYEP@otda.ny.gov
Attachments:	Attachment A – 2025 SYEP Allocation Attachment B – 2025 NYS SYEP District Designation Form

Section 2

I. Purpose

The New York State Fiscal Year 2025-2026 Budget appropriates \$56.5 million in Temporary Assistance for Needy Families (TANF) funds to support the 2025 New York State Summer Youth Employment Program (SYEP). The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of their 2025 SYEP allocation, to provide general program guidance, and to request that each district inform the Office of Temporary and Disability Assistance (OTDA) of their decision concerning the administration of this summer's program, and the use of their allocation by no later than May 30, 2025. Each district is expected to ensure its 2025 SYEP adheres to the guidelines established in this LCM. Expenditures for placements deviating from these guidelines will not be reimbursed.

II. Background

The SYEP is an important platform to introduce youth into the workforce and help them acquire skills that can be used to improve school performance and become responsible adults. Since many low-income youth face the prospect of a challenging transition to work, constructive workforce experiences can provide great benefits. In addition to the income it provides, experience in the workforce and interaction with working adults can help youth

recognize the importance of educational achievement and expand their education and career goals.

SYEP allocations to each district are available to provide summer employment opportunities for TANF-eligible youth throughout the State. Districts may opt to retain their allocation and use district mechanisms (i.e., direct administration, district contracts, transfer of funds between county agencies) to operate the program, or they may assign funds to their Local Workforce Development Board (LWDB) to operate the program. Districts are also allowed to transfer up to 9 percent of their 2025 SYEP allocation to support their Flexible Fund for Family Services (FFFS) plan for non-SYEP purposes.

III. Program Implications

A. Program Activities and Services

Paid employment is an integral component of the SYEP program. To augment the work component of the SYEP, program operators may include limited educational and/or career exploration activities which will better prepare youth as they continue their education and transition into the workforce. Allowable activities and services for the SYEP include work subsidies for youth; supportive services such as transportation; case management; incentive payments; and education and training as set forth below:

- **Program operators electing to offer education and/or career exploration components must limit these stand-alone non-employment activities to no more than 20% of each program operator's total 2025 enrollments.** Please note that these placements should be reserved for younger youth (i.e., 14 and 15-year-olds), or those who would otherwise be more difficult to place in traditional employment opportunities.
- **At least 80% of program participants must be engaged in traditional paid employment activities with no more than 30% of hourly participation for these SYEP participants in non-employment activities such as career exploration, mentoring outside the workplace, financial literacy, or education.**

In accordance with Chapter 421 of the Laws of 2014, program operators are required to include a meaningful financial literacy education program for teenagers and young adults as part of the 2025 SYEP. To comply with this statutory requirement, a financial literacy component must be in place for all SYEP participants regardless of whether they are engaged in employment or educational activities. This instruction must be offered to all SYEP participants between the May 1, 2025, and September 30, 2025, program period. Program operators are required to submit copies of their financial literacy materials to OTDA annually.

All employers in New York State are required to adopt a sexual harassment prevention policy that meets the minimum standards developed by the Department of Labor (DOL) and the Division of Human Rights (DHR). Employers must also implement and provide a model training of their sexual harassment prevention policy to employees annually.

Additionally, employers must provide employees with their policy in writing both at the time of hiring and during each annual training. Model sexual harassment policy language and training materials are available at: <https://www.ny.gov/combating-sexual-harassment-workplace/employers/>.

SYEP program operators must comply with all New York State DOL Child Labor Laws and adhere to the provisions related to the type of employment and the maximum number of hours youth are permitted to work. More information on the employment of minors is available at the following DOL website: [Hours of Work for Minors | Department of Labor](#).

Districts are encouraged to conduct outreach to SYEP participant families to help them access the range of programs and services available in New York State to assist low-income families. Such programs include Temporary Assistance, Supplemental Nutrition Assistance Program (SNAP), and various tax credits. Information regarding these programs and other resources may be found on OTDA's website at <https://otda.ny.gov/programs/>. Additional information related to the Earned Income Tax Credit (EITC) and other tax credits is available in [25-INF-02](#). If the district opts to assign all or a portion of their 2025 SYEP allocation to their LWDB, they should assist program operators with providing this information and resources to SYEP participants and their families.

Agencies should make a concentrated effort to maximize the number of TANF eligible youth employed by this allocation and limit administrative and program staffing expenditures to those essential to program delivery.

B. Participant Eligibility

Eligible participants are youth ages 14 to 20 who are:

- Family Assistance (FA) recipients,
- Former FA recipients who have reached their 60-month limit on TANF and have transitioned to Safety Net Assistance (SNA), or
- Eligible under the TANF 200% of federal poverty guidelines in accordance with [00-LCM-20](#).

Districts should continue to make special efforts to ensure participation of at-risk and vulnerable youth including, but not limited to, youth in foster care, homeless and runaway youth, and youth with a disability. The New York State Education Department's ACCES-VR district office locations can be found at the following link: <http://www.acces.nysed.gov/vr/district-offices/>. In addition, the Student and Youth Transition Services Statewide Team contact information is available at: [Student and Youth Transition Services | Adult Career and Continuing Education Services | NYS Education Department](#). These important resources can help link youth with disabilities to summer employment opportunities.

SYEP program operators are required to use the TANF Youth Services Application and Review Form ([LDSS-4770](#)) to document eligibility determinations for all SYEP participants eligible under TANF 200% of federal poverty guidelines. A modified application may be used by program operators if it captures all the information included on the TANF Youth Services Application. Modified local equivalent applications must be approved by OTDA annually. The 2025 SYEP Guidelines, which will include the Performance Goals and Planned Program Details document, and Reporting Requirements, will be emailed to SYEP program operators following the release of this LCM, once the District Designation Form is received. The Guidelines will contain additional information regarding eligibility requirements and the procedure for requesting approval of local equivalent forms.

C. Allocations

A total of \$56.5 million is available to support the 2025 SYEP. Districts will receive a base allocation equivalent to what they received in 2024. The increased funding of \$1.5 million will be distributed based on each district's share of 12 to 17-year-olds residing in households with income under 200% of the federal poverty level. District allocations are provided in Attachment A. It is critical that districts adhere to the Program Activities and Services and Participant Eligibility requirements provided above, as reimbursement is only available for enrollments that are consistent with these requirements.

D. Claiming Instruction and Forms for Districts

The 2025 SYEP claims must be for services provided during the period May 1, 2025, through September 30, 2025. Expenditures for such services must be made by October 31, 2025 and claims for 2025 SYEP expenditures must be "Final Accepted" in the Automated Claiming System (ACS) no later than December 31, 2025.

The Assisting Listing Number (ALN), formerly known as the Catalog of Federal Domestic Assistance (CFDA) Number, for the SYEP is **93.558**. For districts opting to assign all or a portion of their 2025 SYEP allocation to LWDBs, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the SYEP allocation.

Instances which may result in a payment due to OTDA include overpayment of claims or disallowances of claims resulting from audits performed by OTDA and other agencies. The LWDB will have 30 days from the end of the 2025 SYEP (October 31, 2025), or from the date of final notification of an audit finding, to repay OTDA. If OTDA is not successful in obtaining repayment from the LWDB, the payment will be recouped through a bottom-line adjustment on a district settlement. OTDA will keep the district's accounting office apprised of our attempts to reach a fiscal settlement with the LWDB.

For 2025, SYEP payments will consist of three-monthly advances of 15%, 35% and 35% of the allocation for the months of June, July and August. The final 15% of the allocation will be paid as claims are submitted to substantiate payment.

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. Agencies should limit the amount of program costs necessary to operate the SYEP to maximize the amount of funds available to pay participant wages and the number of youth employed.
- 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. OTDA has set a 15% spending limitation on administrative costs.

Consistent with the definition at 45 CFR 260.31(b)(2) and at 45 CFR 286.10(b)(2), work subsidies are payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; and include all expenditures related to operating a subsidized employment program, including the costs of overseeing the program, developing work sites, and providing training to participants.

Project expenditures for the 2025 SYEP must be claimed through the RF17 claim package for special project claiming. 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 acceptance of the RF2A claim package, the individual project costs are then reported under the project label "SYEP SSD 2025" on the [LDSS-4975A](#) RF17 Worksheet, "Distribution of Allocated Costs to Other Reimbursable Programs."

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet 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 (page 1) “Schedule of Payment for Expenses Other Than Salaries for Other Reimbursable Programs.” Any client-related program costs should be reported as object of expense code 19.5 (Work Subsidies for Training) on the [LDSS-923B](#) Summary-Program (page 2) “Schedule of Payments for Expenses Other than Salaries for Other Reimbursable Programs.”

Total project costs and shares should be reported on the [LDSS-4975](#) “Monthly Statement of Special Project Claims Federal and State Aid (RF17).”

Administrative costs may be claimed up to 15% of the amount allocated to your district for the 2025 SYEP. Any administrative costs in excess of the 15% limit should be claimed on the Schedule D3 “Allocation and Claiming for Administrative Costs for Employment Programs” ([LDSS-2347-B1](#)).

Additional instructions for completing time studies; the [LDSS-923](#), [LDSS-923B](#) and Schedule D; Schedule D-3; and RF17 claim package can be found in Chapters 4, 7, 10 and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on the OTDA website at: <https://intranet.otda.ny.gov/bfdm/finance/>.

Claiming Contacts:

Claiming Questions (Regions 1-5): Justin Gross, (518) 474-7549 or via email at: otda.sm.Field_Ops.I-IV@otda.ny.gov

Claiming Questions (Region 6): Michael Simon, (212) 961-8250 or via email at: Michael.Simon@otda.ny.gov

IV. Necessary Action

Each district must complete the 2025 SYEP District Designation Form (Attachment B) to indicate if funds need to be transferred to the district’s FFFS plan, and whether New York State SYEP funds will be retained by the district or assigned to the LWDB. The District Designation Form is due by **May 30, 2025**. Forms not received timely will result in delayed remittance of advances. Email the completed forms to Iwona Ostrowska-Sheedy at SYEP@otda.ny.gov.

For those districts opting to assign funds to the LWDB, the appropriate LWDB will be notified of the amount of funds available to serve TANF-eligible participants from each respective county within their Local Workforce Investment Area. The LWDBs that operate the 2025 New York State SYEP will receive program guidelines, including the necessary claim forms and claiming instructions, via email once the District Designation Form is received. If opting to assign 2025 SYEP funds to the LWDB, the district and the LWDB are expected to work closely to develop appropriate referral mechanisms to serve at-risk and vulnerable youth, including youth in foster care, runaway and homeless youth, and youth with a disability.

The District Designation Form must be submitted by May 30, 2025.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

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