



Office of Temporary and Disability Assistance

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Attachment 2

Homelessness During Inclement Weather (Code Blue) Claiming Instructions

Expenditures for the adopted Regulation (§ 304.1 of 18 NYCRR) – Emergency Measures for the Homeless During Inclement Weather project should be claimed through the RF-17 claim package for special project claiming in the Automated Claiming System (ACS) 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” (Schedule D). After final accepting the RF-2A, the individual project costs are then reported under the project label **Code Blue SFY2026** 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 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 program 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 “Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.”

Program costs are reported as object of expense code 37 (Special Project Program Expense) on page 2 of the 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.

Claims for the period July 1, 2025, through June 30, 2026, must be final accepted in ACS by August 17, 2026.

Further instructions for completing time studies; the LDSS-923, LDSS-923B 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 <https://intranet.otda.ny.gov/bfdm/finance/>.

Any claiming questions should be directed to:

Regions 1-5: Justin Gross at: 518-474-7549 or otda.sm.Field_Ops.I-IV@otda.ny.gov

Region 6: Michael Simon at: 212-961-8250 or Michael.Simon@otda.ny.gov