



Office of Children and Family Services

KATHY HOCHUL
Governor

DAMIA HARRIS-MADDEN, Ed.D., MBA, M.S.
Commissioner

September 17, 2024

Michael McLaughlin, Deputy County Executive
Albany County Department for Children Youth and Families
112 State Street
Albany, NY 12207

Re: Procurement #168 - Healthy Families New York (HFNY) – Revised Award letter – Contract Amendment Letter for Minimum Wage increase and increase for Child Welfare Protocols

Dear Michael McLaughlin:

Your organization has been tentatively selected for a funding increase from the New York State Office of Children and Family Services (OCFS) to mitigate the impact of the Minimum Wage Act (Article 19 of the New York State Labor Law) pursuant to a plan approved by the New York State Director of Budget. The appropriation for this funding was enacted for costs incurred by agencies that administer human services programs related to the increase in the minimum wage.

In addition, this amendment includes:

- An increase in funding for the implementation of the Healthy Families New York Child Welfare Protocol. The Healthy Families New York Child Welfare Protocol expands eligibility to enroll families with a target child up to 24 months when referred by a Child Welfare agency. Your contract amendment will include the specific requirements to implement the Child Welfare Protocol.

The funded increases identified below will be included in one amendment which will become final upon funding approval and your successful completion of the contract amendment process.

Your staff must work with OCFS to complete the contract development and execution process. Please keep the following things in mind as you proceed:

- **Keep this letter for reference.** It provides important information you will need and contact information for the OCFS staff who will assist you. Please share it with anyone in your organization who will be working on contract development.
- **Begin the contract development process immediately.** This is necessary to meet our goal of having an approved contract before the contract start date.

- Once contract development is complete, your contract must be **approved by the Office of the New York State Comptroller (OSC)** and finalized by OCFS. It will then be “fully executed” and you can begin receiving funding. You will receive notification when this has occurred.
- OCFS does NOT expect you to begin providing these additional services without this amendment being fully executed. If you choose to do so, you run the risk of incurring expenses OCFS may not be able to pay. If you have any questions about this, please contact your OCFS Program Manager listed at the end of this document.

Award Information

Please note your award is not final unless your contract is successfully developed and approved (as described above). Here is your proposed contract award information:

Contract Number:	C028897
Contract Term:	7/1/2020-6/30/2025
Amended Budget Period:	7/1/2024-6/30/2025
Amended Budget Period Award Amount (excludes Min. Wage):	\$ 1,657,050.00
Amended Budget Period Min. Wage Amount:	\$ 4,002.00
Amended Budget Period Total Amount:	\$1,661,052.00
Number of Families to be Served (Funded Capacity):	231
Number of Families to be Served (Caseload Capacity):	192

The 2024-25 increases are effective for expenditures that occur within the timeframe listed above. The Minimum Wage funds added may only be used for costs related to increases in the NYS Minimum Wage Act. Funds should be used to fund staff salaries consistent with the schedule codified in the NYS Minimum Wage Act. Increased funding may be used for personnel costs incurred during the contract period that are above the original personnel cost amounts in the budget or personnel costs that occur in the future that were paid out of local share or for personnel costs that occur in the future.

Throughout the contract process, vendors must ensure their Vendor Responsibility Questionnaire is certified in the VendRep System. To be current, your questionnaire must be (re)certified within six months of the awarded contract going to OSC for approval. Not-for-profit vendors must also remain current with the Charities Bureau and maintain a “prequalified” status within SFS Grants Management. Municipalities are exempt from VendRep, Grants Gateway and Charities Bureau. All vendors must obtain their current Workers Comp and Disability Certificates (with the exception that municipalities are exempt from the Disability Certificate); the certificates must have NYS OCFS 52 Washington Street, Rensselaer NY 12144 as the certificate holder, and you will need to upload these documents to CMS once your contract is set up.

Contract Management System

- You will continue to use OCFS’s online Contract Management System (CMS) during contract development and to submit claims and reporting information throughout the life of your contract. You may also receive correspondence through CMS. CMS is accessed at the following link <https://my.ny.gov/> and works with Chrome and Edge internet browsers.