



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	25-OCFS-LCM-18
<b>To:</b>	Municipal Youth Bureau Directors
<b>Issuing Division/Office:</b>	Division of Youth Development and Partnerships for Success/Bureau of Youth Development and Well-Being
<b>Date:</b>	August 4, 2025
<b>Subject:</b>	<b>Municipal Allocations for Runaway and Homeless Youth for Program Year October 1, 2025 – September 30, 2026</b>
<b>Contact Person(s):</b>	See section VI.
<b>Attachments:</b>	Attachment A: <i>Municipal Runaway and Homeless Youth Allocations, October 1, 2025 – September 30, 2026</i> Attachment B: <i>RHY Funds Claiming Guide 2025-26</i>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise municipal youth bureaus on the runaway and homeless youth (RHY) allocations for program year October 1, 2025 – September 30, 2026.

### II. Background

The New York State Office of Children and Family Services (OCFS) issues RHY allocations to municipal youth bureaus to support residential and non-residential crisis and transitional services for runaway and homeless youth in accordance with Article 19-H of the Executive Law.

### III. Program Implications

Each municipality must submit an annual Child and Family Services Plan (CFSP), including a section about RHY supports. In the counties that elect to complete the expanded RHY section, those municipal youth bureaus must submit to OCFS a Resource Allocation Plan (RAP) that indicates how its RHY allocation will be utilized. Programs and services must be included in the RHY section of a county's CFSP to be eligible for state aid.

Additional details about completing the CFSP and/or update can be found in 24-OCFS-LCM-15, Guidelines for Preparing the County Child and Family Services Plan, and in the resource documents embedded within the CFSP portal. The CFSP portal can be accessed at <https://countyplans.ocfs.ny.gov/log-in/> and the resource documents found by clicking on the "Support" link.

In rare instances, a county may identify midyear that it has been allocated RHY funds that it cannot spend or claim. When this occurs, counties are encouraged to contact OCFS as soon as possible.

Sharing this information with OCFS may allow those unused funds to be reallocated to another county with demonstrated fiscal need to support RHY programming. Counties demonstrate fiscal need – and therefore may become eligible to receive additional funds should they become available – by accurately completing the RAP.

#### IV. Allocation Methodology

Allocations to each county were developed using the following methodology:

1. The minimum allocation for any participating county is \$15,000.
2. The maximum allocation for New York City is 50% of the total funding available.
3. Each county allocation is no less than 95% of the prior year's allocation.
4. Remaining funds are split proportionately based on the total number of RHY beds in each county as of 12/31/2024.

#### V. Claiming

A county may use up to 10% of its RHY allocation to support the salary of the municipal RHY service coordinator, with limited exceptions. The remaining 90% must go toward RHY programming. An exception may be made when the only RHY service in a county is non-residential programming provided directly by the RHY service coordinator. In this instance, the work of the coordinator is both administrative and programmatic, thus the 10% cap does not apply.

State share is available for 60% of eligible expenditures included in the approved RAP. Claims for program year October 1, 2025 – September 30, 2026, are due within nine (9) months of the calendar quarter in which services were delivered, and no later than 3/31/2027.

All claims must be sent to OCFS electronically via MySend portal. Access to MySend portal can be acquired by completing the annual county contact survey. For any additional changes to user access, please reach out to [ocfs.sm.bfo.finance@ocfs.ny.gov](mailto:ocfs.sm.bfo.finance@ocfs.ny.gov). Municipal youth bureaus can track paid claims and program balances through the Quality Youth Development System (QYDS). Additional information about the claiming process can also be found in QYDS (<https://hs.ocfs.ny.gov/qyds>).

OCFS may reallocate any unclaimed allocation to districts with demonstrated need after the close of the claiming period.

Additional information can be found in the *RHY Funds Claiming Guide 2025-26* attached here as Attachment B.

#### VI. Contacts

For questions about RHY allocations, please email the RHY shared mailbox at [RHY@ocfs.ny.gov](mailto:RHY@ocfs.ny.gov).

/s/ Nina Aledort, Ph.D.

Issued by:

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Title: Deputy Commissioner

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