



DEPARTMENT OF STATE
DIVISION OF
COMMUNITY SERVICES/CSBG

Andrew M. Cuomo, Governor
Rossana Rosado, Secretary of State

Community Services - CSBG Update

2019 Federal Poverty Guidelines

U.S. Federal Poverty Guidelines are used to determine financial eligibility for certain federal programs – including CSBG. Please find the updates at: <https://aspe.hhs.gov/poverty-guidelines>

Office for New Americans- NYS New Americans Hotline 1-800-566-7636

New York State Governor Andrew M. Cuomo established the Office for New Americans (ONA) to assist newcomers to New York State who are eager to contribute to our economy and become part of the family of New York State.

The New Americans hotline is a **toll-free**, multi-lingual hotline. The hotline provides live assistance in more than 200 languages. Anyone can call the hotline for information and referrals regardless of citizenship or documented status. Calls to the hotline are confidential and anonymous.

The hotline is available **from 9AM to 8PM (EST), Monday through Friday** (excluding federal holidays) and is managed by Catholic Charities Community Services.

Through the hotline, you can:

- Ask general immigration and naturalization questions
- Obtain referrals to immigrant-related public and private programs
- Find out information about the ONA Opportunity Centers
- Report immigration assistance fraud and schemes against immigrants

Annual Report Update – SmartForms and Webinar

SmartForms have been sent! Modular 3 was sent January 15, Modular 2 and Modular 4 were sent February 17. Please contact your Program Analyst if you have not received SmartForms yet. Remember: NASCSP identified a glitch in the Module 4 SmartForm and will be distributing corrected forms soon.

The Office of Community Services (OCS) and National Association for State Community Services Programs (NASCSP) will hold a webinar **Wednesday February 27 at 3:00 pm** to review the new CSBG SmartForms for Modules 2, 3 and 4.

Reminder: All 2018 Annual Report SmartForms are due to DCS on **March 15, 2019 at 5:00 pm**

CSBG FFY 2019 Budget and Work Plan Amendments

DOS anticipates distribution of the FFY 2019 Amendment forms (Attachments B & C) within the next few weeks. Now is the time to discuss, with your Program Analyst and/or Fiscal Rep, areas of the budget and work plan that might require pre-approval or recommendations for change.

Remember to update your work plan to include:

- Updated programs/services
- New “other” NPI coding, if applicable.
- Newly identified Community Initiative Goals (CNPIs discovered as part of the 2018 Annual Report - Module 3 SmartForm submission), if applicable
- Reassess outcome targets, if applicable

Remember to update your budget to include:

- Staffing changes
- Reallocation of funds to other expense lines (may require pre-approval)

Upcoming Events:

2019 Annual Report SmartForms Webinar for Modules 2-4: scheduled for **February 27, 2019**. Presented by NASCSP and OCS

OCS: OLDS Webinar: NASCSP and OCS will conduct a live demo via webinar on February 28, 2019

2019 Annual Report SmartForms Due to DCS: **March 15, 2019, at 5:00 pm**

Next CSBG Advisory Council Meeting: **March 26, 2019, at 10:00 am** – This meeting will be held at our Albany office located at **One Commerce Plaza, 99 Washington Ave, Room 505**, with video conferencing available at **65 Court St. Room 208, Buffalo** and **123 William St, New York City**. We plan to provide drafts of our revised 2020-21 Monitoring Guide and CSBG State Plan. Please let DOS know if you plan to attend at: dos.sm.DCS@dos.ny.gov

NYSCAA's 13th Annual Symposium on Poverty and Economic Opportunity: March 27 & 28, 2019, in Latham, New York. [Click Here for Information](#)

REMINDER: MWBE Forms C & F are due to DOS 10 days following the end of each quarter. Please be sure to submit copies electronically to your assigned Program Analyst and the DOS central mailbox: dos.sm.DCS@dos.ny.gov.

The Newsletter Team invites everyone to share stories and pictures of interest via email. When sharing photos for the newsletter or for DOS social media, please also send completed Photo Release and Consent form.