APPENDIX G-1
CHILD CARE SECTION
APU 2010

County: Broome

I. Administration (Required Section)

Describe how your district is organized to administer the child care program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families:	**Services Day Care Unit**
Transitioning Families:	**Services Day Care Unit**
Income Eligible Families:	**Services Day Care Unit**
Title XX:	**Services Day Care Unit**

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

Estimate of Rollover Funds for FFY 08-09	**$721,379**
Estimate of Flexible Funds for Families (FFFS) for child care subsides	**$0**
NYSCCBG Allocation for SFY 09-10	**$5,007,602**
Estimate of Local Share	**$518,534**
Total Estimated NYSCCBG Amount:	**$5,007,602**

A. Subsidy	**$3,726,602**
B. Other program costs (excluding subsidy)	**$702,450**
C. Administrative costs	**$518,717**

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

Function:	Organization:	Amount of Contract:
☐ Eligibility screening		
☐ Screening of legally-exempt providers		
☐ Assistance in locating care		
☐ Child Care Information Systems (CC4K)		
☐ Other		

APPENDIX G-2

II. Other Eligible Families if Funds are Available (Required Section)

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	☒ Yes ☐ No	**Substance abuse/Mental Health/ Counseling Services/Medical Services, Including physical therapy as part of the Employment plan. The plan must be re-evaluated every 6 months.**
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	☒ Yes ☐ No	**Family must be in receipt of Temporary Assistance.**
b) homeless	☒ Yes ☐ No	**Family must be in receipt of TA.**
c) a victim of domestic violence	☒ Yes ☐ No	**Family must be in receipt of TA.**
d) in an emergency situation of short duration	☒ Yes ☐ No	**Family must be in receipt of TA.**
3. Families with an open child protective services case when child care is needed to protect the child.	☒ Yes ☐ No	**Day Care must be part of the protective Case plan for the family, irrespective of income.**
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
a) is physically or mentally incapacitated	☒ Yes ☐ No	**Provided for up to 6 months with the circumstances reviewed every two months by the Day Care Unit, based on a medical report that the person is unable to care for the child.**
b) has family duties away from home	☐ Yes ☒ No	**Not applicable.**

5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.	☒ Yes ☐ No	**For up to 2 weeks of supported job search, with the provision of documentation of actively seeking employment, with a maximum of six weeks in a 12 month period.**
6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	☒ Yes ☐ No	
7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	☒ Yes ☐ No	**Parent must be under the age of 21.**
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	☒ Yes ☐ No	**Parent under 21 or if over 21 participating in Welfare to Work and GED is part of their WTW plan.**
c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level	☒ Yes ☐ No	**Family must be in receipt of TA and education is part of their WTW plan.**
d) a program providing literacy training designed to help individuals improve their ability to read and write;	☒ Yes ☐ No	**Caretaker is a TA recipient and this is part of their WTW plan.**
e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English	☒ Yes ☐ No	**Caretake r is a TA recipient and this is part of their WTW plan.**

f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	☒ Yes ☐ No	**Caretaker is a TA recipient and this is part of their WTW plan.**
g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university	☒ Yes ☐ No	**Caretaker is a TA recipient and this is part of their WTW plan.**
h) a prevocational skill training program such as, a basic education and literacy training program	☒ Yes ☐ No	**Caretaker is a TA recipient and this is part of their WTW plan.**
i) a demonstration project designed for Education for Gainful Employment vocational training or other project approved by the Department of Labor. **The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.**	☒ Yes ☐ No	**As long as the parent is enrolled and attending up to 40 hours per week in accordance with their WTW plan. Caretaker is a TA recipient.** **NOTE: Welfare to Work plans (WTW) are updated every 6 months at the recipients recertification appointment.**
8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	☐ Yes ☒ No	

9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	☐ Yes ☒ No	
10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	☐ Yes ☒ No	
11. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in a employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.	☐ Yes ☒ No	

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Case Closings and Openings, and Fraud and Abuse Control Activities (Required Section)

Reasonable Distance
Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": **Recipients who must travel 60 minutes or more to access child care will not be required to comply with work requirements.**

Describe any steps/consultations made to arrive at your definition: **Continuing previous defined standard as developed by an agency wide workgroup.**

Very Low Income
Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as **150%** of the State Income Standard.

Family Share
Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **35%**.

Case Closings (select one or two)
1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

Cases with the highest income will be closed first, initially reducing the income level to 175% of the State Income Standard (SIS), then to 150% of SIS, for all families not on TA. If there are still insufficient funds, the income level would then be reduced to 125% of SIS, followed by a reduction to 100% of SIS, if necessary.

Special needs families up to 200% of the poverty level will be given priority over very low income families.

As cases are closed due to funding, the case will be added to the waiting list. New applicants will also be added to waiting list below the cases that were closed due to funding.

2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

☐ shortest time receiving child care services
☐ longest time receiving child care services

Case Openings
The district must describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that there are insufficient funds available.

Cases will be opened in the reverse order of the closing criteria.

Fraud and Abuse Control Activities
The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

We will use the attached form (Attachment # 1) to refer the application to the Case Integrity Unit for their investigation and follow-up.

The district must describe below it sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

Each recipient of Child Care Subsidy must recertify every 6 months. Proof of employment, (4 weeks of most recent pay stubs), education, or other required activities as may be described in their Welfare to Work Plan must be furnished at that time.

The district must describe below it sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

The Department will contact Family Enrichment Network, the agency which administers CACFP in Broome County, on quarterly basis to obtain the CACFP inspection checklist. The CACFP checklist will be compared to provider attendance for the randomly chosen time period. Last year, in Broome County, 71 providers participated in CACFP. Total cases reviewed per year will be 75% of participating providers.

The Day Care Unit will conduct Random Audit Inspections on legally-exempt providers using the attached Audit Inspection Form (attachment #2). If we find or suspect fraud we will make a referral to the Case Integrity Unit using their form (attachment #3).

This EVR Plan was completed by:

Name: **Janette Hendrick**

County: **Orange**

Title: **Head Social Welfare Examiner, Special Investigations Unit**

Email Address: **Janette Hendrick**

Phone: **845 291 4374**

Date: **10-24-05**

Section 132 of the Social Service Law (SSL) provides broad authority to local districts to conduct investigations of applicants/recipients of public assistance. The provisions in Section 132 permit local districts to establish procedures, which will ensure a verification of eligibility for all or part of their client population. The Eligibility Verification Review (EVR) is a fraud and abuse detection and prevention process designed to identify fraud and overpayments in assistance programs.

Orange County is requesting approval for an Eligibility Verification Review plan for the following populations:

- **All non-FEDS Safety Net Assistance applicants**

As part of our local FEDS process, Orange County is highlighting the importance of using the Eligibility Verification Review (EVR) in determining fraud at the front end of the application process. EVR involves a thorough investigation of all applicants for all non-FEDS SNA cases and may include a home visit and/or the use of collateral contacts in addition to the traditional eligibility assessment. As with FEDS, an EVR referral is sent to the SIU Supervisor (HEAD Social Welfare Examiner), logged-in, assigned and tracked by the SIU Supervisor. A contact letter is mailed to the applicant and in most cases a telephone interview will be conducted. In the event the investigator determines that information has not been reported accurately as part of the application process, a home visit will be conducted to explore the circumstances of the application.

Applicants whose cases are confirmed denied or withdrawn due to the EVR review will be reported monthly to OTDA A&QC on the automated monthly report.

APPENDIX G-4

IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1. ☐ Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).

2. ☐ Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).

3. ☒ Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).

4. ☒ Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).

5. ☒ Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).

6. ☐ Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).

7. ☐ Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).

8. ☐ Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).

9. ☐ Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).

10. ☐ Our district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).

11. ☒ Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).

12. ☐ Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).

13. ☐ Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

14. ☐ Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).

15. ☐ Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).

16. ☐ Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

APPENDIX G-5
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

APPENDIX G-6
FUNDING SET-ASIDES

Total NYSCCBG Block Grant Amount Including Local Funds	
Category:	$
Category:	$
Category:	$
Category:	$
Category:	$
Category:	$
Category:	$
Total set asides	**$**

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

Category:

APPENDIX G-6 (continued)

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	$
Category:	$
Category:	$
Total set asides (Title XX)	**$**

Describe for each category the rationale behind specific set aside amounts out of the Title XX block grant (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

APPENDIX G-7
TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: **$ 25,000.00 per year**

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2) % (3) % (4) %

Programmatic Eligibility for Income Eligible Families. (Check all that apply.)

Title XX:
- ☐ employment
- ☐ education/training
- ☐ seeking employment
- ☐ illness/incapacity
- ☐ homelessness
- ☐ domestic violence
- ☐ emergency situation of short duration
- ☐ participating in an approved substance abuse treatment program

Does your district apply any limitations to the programmatic eligibility criteria?
☐ YES ☐ NO

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

Does your district prioritize certain eligible families for Title XX funding?
☐ YES ☐ NO

If yes, describe which families will receive priority:

Does your district use Title XX funds for child care for open child protective services cases?
☒ YES ☐ NO

Does your district use Title XX funds for child care for open child preventive services cases?
☒ YES ☐ NO

APPENDIX G-8
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies.

1. Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.

Providers of legally exempt in-home child care and providers of legally exempt family child care and all of the legally exempt family child care providers household members 18 years of age and older will be asked to sign a release which will allow our department to conduct a child welfare database check. The release will inform the legally exempt in-home and family child care providers and the legally exempt family child care provider's household members 18 years of age and older that the district will complete a review of their local child welfare database to determine if the legally exempt in-home child care provider or the legally exempt family child care provider and the legally exempt family child care provider's household members 18 years of age and older are the subject of an indicated child protective report.

The releases will be included in the enrollment package. The enrollment agency will return the signed releases to our department. The enrollment agency will notify our department immediately if the release has not been signed and the additional standard will not apply to those individuals that did not sign the release. The local welfare data base check will only be done at initial enrollment.

If a legally exempt in-home child care provider or the legally exempt family child care provider and/or the legally exempt family child care provider's household member(s) 18 years of age and older refuse to sign the release which would allow our Department to conduct a local child welfare database check, our Department will inform the parent/caretaker of the refusal so that they can consider the refusal when they make a decision to select the provider. In these situations, parents will be reminded of their right to choose another provider and will be given information about how to locate other providers.

When a local child welfare database check reveals that a legally exempt in-home provider or a legally exempt family provider and/or the legally exempt family child care provider's household member(s) 18 years of age and older are the indicated subject of a child abuse or maltreatment report the provider will be required to submit to our department a written statement providing information concerning the indicated report(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and confirming the parent/caretaker's wish to use this child care provider.

APPENDIX G-8 (continued)

If the information regarding the indicated child protective report does not correlate with the information obtained from the local child welfare database check, our department will notify the parent/caretaker and provider that the provider has 10 days to clarify any discrepancies in the information submitted, and submit information showing why the district information is inaccurate. If the provider does not take this action within 10 days, the district will notify the enrollment agency that the additional standard has not been met.

If the information regarding the indicated child protective report correlates with the information obtained from the local child welfare database check, there are no other health or safety concerns, and the parent/caretaker still chooses to use the provider, the district will notify the enrollment agency that the additional standard has been met. In some cases, our district will need to inform the parent that the parent's decision to place their child in the care of this provider would place their child at risk. As mandated reporters, our district is obligated to make a report of suspected child abuse or maltreatment if placing the child in the care of a provider would place the child in imminent danger of impairment and the parent/caretaker nevertheless places the child in that provider's care. Parents will be informed of their right to choose an alternative provider and be given information about how to locate other providers.

2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.

When the legally exempt in-home child care provider and the legally exempt family child care provider and the legally exempt family child care provider's household members 18 years of age and older have signed the release which allows our Department to conduct a local child welfare database check, our designated Department staff will check the local child welfare database for indicated reports of child abuse or maltreatment. The results of the local child welfare database check will be given to the Day Care Unit Staff for appropriate action as described in the response to item one above.

If the local child welfare database check reveals an indicated child protective report the Day Care Unit Staff will follow the procedures outlined in item number one above.

3. Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)

The Department is responsible to review additional standard criteria and inform the Enrollment Agency within 15 days if providers meet the additional standard criteria. Providers' that do not meet additional standard requirement will be contacted by the Department to be given an opportunity to submit a written acknowledgement by the parent.

APPENDIX G-9
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES

The following providers are eligible for payment for absences:
(Check any that are eligible)

- ☒ Day Care Center
- ☐ Legally Exempt Group
- ☒ Group Family Day Care
- ☒ School Age Child Care
- ☒ Family Day Care

Our district will only pay for absences to providers with which the district has a contract or letter of intent. ☒ Yes ☐ No

Base period selected (check one) ☒ 3 months ☐ 6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	**12**	**3**	**15**
Base period	**12**	**8**	**20**

List reasons for absences for which the district will allow payment:
Child is ill. Child's parent or sibling is ill.

List any limitations on the above providers' eligibility for payment for absences:
The provider must be licensed or registered and have a signed letter of agreement with DSS.

The provider must charge non-subsidized parents for absences and submit documentation of such to the Day Care Unit.

The provider must notify Day Care if a child has been absent for two days (consecutive or not) within the calendar month. The provider and Day Care staff will attempt to contact the parent to determine the reason for the absence. Any subsequent absent payments in the month will be made only in circumstances of legitimate reason for the absence

Payments will only be made for days on which the parent is scheduled to work or attend an approved program.

Payment will not be made for days when the day care provider is not open.

Payment will not be made after the provider or aprent terminates the placement.

Payment will not be made for times when the parent is on vacation.

Legally-exempt family and in-home providers are <u>not</u> eligible to receive payment.

Note: Legally exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.

APPENDIX G-10
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES

The following providers are eligible for payment for program closures:

☐ Day Care Center

☐ Group Family Day Care

☐ Family Day Care

☐ Legally Exempt Group

☐ School Age Child Care

Our district will only pay for program closures to providers with which the district has a contract or letter of intent. ☐ Yes ☐ No

Enter the number of days allowed for program closures (maximum allowable program closures is five days).

List the allowable program closures for which the district will provide payment.

Note: Legally exempt family child care and in-home child car providers are **not** allowed to be reimbursed for program closures.

APPENDIX G-11
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED MARKET RATES FOR LEGALLY EXMEPT, SLEEP

Transportation

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

Differential Payment Rates

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **0%** above market rate.

Care during non-traditional hours may be paid up to **0%** above market rate.

Limitations to the above differentials are as follows: **N/A**

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers

If a district elects to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

☐ Our district is requesting to increase the legally-exempt enhanced market rate up to____percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent (75%) of the child care market rates established for registered family day care.

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:

☐ for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or

☐ for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or

☐ for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

Child care may be provided while a parent or caretaker who works third shift (night shift) sleeps for children who are not in school and for children 9 years old or younger during non-school days, when no other responsible adult is available.

Parents or caretakers who use an in-home provider are required to provide documentation that they are paying minimum wage and any other applicable benefits.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **5 hours 59 minutes**

APPENDIX G-12
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS, BREAKS IN ACTIVITIES

Child Care Exceeding 24 Hours **NO**

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

Child Care Services Unit **NO**

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

☐ 18 year old ☐ 19 year old ☐ 20 year old

-OR-

Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).

☐ 18 year old ☐ 19 year old ☐ 20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit.

Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

Breaks in Activities **NO**

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

☐ two weeks ☐ four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

☐ entering an activity ☐ waiting to begin employment ☐ break between activities

APPENDIX H
ANNUAL PLAN UPDATE 2008
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Broome County

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking "YES" or "NO" whether there are any changes to report. For each item that is answered "Yes" or where a "NO" response is not an option, a written response is required clearly indicating what has changed and reason for the change. Reponses should be attached on separate page and added at the end of this appendix. . Please note that Appendices G-1 must be completed.

YES	*NO*	
		I. Financing Process
☐	☒	a. General Information
☒	☐	b. Purchase of Services
☒	☐	c. Performance or Outcome Based Provisions
☐	☒	II. Monitoring Procedures
		III. Appendices
☐	☒	a. Appendix A – Legal Assurances
☐	☒	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services
☐	☒	c. Appendix C – Estimate of Persons to be Served
☐	☒	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
☐	☒	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
☐	☒	f. Appendix F – Department of Social Services – Program Information Matrix
☐	☒	g. Appendix G – Child Care
☒	☐	1. Appendix G-1 – Administration
☐	☒	2. Appendix G-2 – Other Eligible Families if Funds are Available
☐	☒	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
☐	☒	4. Appendix G-4 – Districts Options
☐	☒	5. Appendix G-5 – Priority Populations
☐	☒	6. Appendix G-6 – Funding Set-Asides
☐	☒	7. Appendix G-7 – Title XX Child Care
☐	☒	8. Appendix G-8 – Additional Local Standards for Child Care Providers
☐	☒	9. Appendix G-9 – Payment to Child Care Providers for Absences
☐	☒	10. Appendix G-10 – Payment for Child Care Providers for Program Closures
☐	☒	11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
☐	☒	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities

APPENDIX H
ANNUAL PLAN UPDATE 2010
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Broome County

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking "YES" or "NO" whether there are any changes to report. For each item that is answered "Yes" or where a "NO" response is not an option, a written response is required clearly indicating what has changed and reason for the change. Reponses should be attached on separate page and added at the end of this appendix.

YES	*NO*	
		I. Financing Process
☐	☒	a. General Information
☐	☒	b. Purchase of Services
☐	☒	c. Performance or Outcome Based Provisions
☐	☒	II. Monitoring Procedures
		III. Appendices
☐	☒	a. Appendix A – Legal Assurances
☐	☒	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services (Check "No" if the memorandum is current, designates suitable locations for abandoned infants and there are no changes since the last CFSP or APU.)
☐	☒	c. Appendix C – Estimate of Persons to be Served
☐	☒	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
☐	☒	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
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