



June 22, 2009

**New York State
Office of
Children & Family
Services**

Ms. Elane M. Daly, Commissioner
Cayuga County DSS
County Office Building
160 Genesee Street, 2nd Floor
Auburn, NY 13021-3433

Dear Commissioner Daly:

www.ocfs.state.ny.us

This letter is to inform you that the child care section found in the administrative component of your Annual Plan Update 2008-2009 was approved on June 22, 2009. The child care section became effective on June 22, 2009.

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

This approval is being issued separate from the approval of other sections of your plan in order to accommodate your county's need to implement the child care services provisions. A letter approving the remaining sections of your plan will be sent upon their approval.

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

If you have any questions about this approval or the child care section found in your Annual Plan Update 2008-2009 please contact Ms. Amy Ryan, (518) 474-9620 or by e-mail at Amy.Ryan@ocfs.state.ny.us.

Sincerely,

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services

cc: Karen Stewart





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Office of
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www.ocfs.state.ny.us

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

June 9, 2008

Elane M. Daly
Commissioner, Cayuga County Department
of Social Services
160 Genesee Street
Auburn, New York 13021

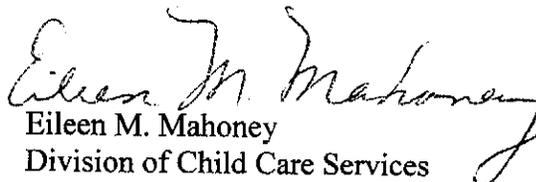
Dear Commissioner Daly:

This letter is in response to your request to amend Cayuga County's 2007-2009 Child and Family Services Plan (CFS).

You proposed to amend Cayuga County's 2007-2009 CFS Appendix G-3 to reduce the family share percentage from 35% to 20%. The Welfare Management System (WMS) will be updated to reflect this change.

Your request is approved and is effective June 1, 2008. Attached for your records is a copy of Westchester County's amended 2007-2009 CFS Appendix G-3.

Sincerely,


Eileen M. Mahoney
Division of Child Care Services



APPENDIX G-1

**CHILD CARE SECTION
DATED 2007-2009**

County: Cayuga

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: **TA**

Transitioning Families: **Services**

Income Eligible Families: **Services**

Title XX: **Services**

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

FFY 06 -07 Rollover Funds (<i>this amount is available from the NYSCCBG ceiling report in the claiming system</i>)	\$458,572.00
Estimate of FFY 07-08 Rollover Funds	\$153,039.00
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$300,000
NYSCCBG Allocation for SFY 08-09	\$1,007,341.00
Estimate of Local Share	\$30,000.00

Total Estimated NYSCCBG Amount: \$ 1,490,380.00

\$1,490,380.00

A. Subsidy	\$1,270,812
B. Other program costs (excluding subsidy)	\$194,568
C. Administrative costs	\$25,000

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

Function

Assistance in locating care

Child Care Information
Systems

**Controltec, Inc. (yearly
maintenance agreement)**

9,450.00

Determining if legally-
exempt providers meet
State approved additional
local standards (if
applicable)

Other

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Family Share, 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": **One mile as defined by the New York State Education Department, unless transportation either public, or private is available.**

Describe any steps/consultations made to arrive at your definition: **Consultation with comparable counties and discussions with New York State Dept. of Labor led to the above definition of reasonable distance.**

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 **20%**.

Family Share Percentage amended June 1, 2008 to 20%

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 will be closed in reverse order of case openings.

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 following order:

- * **Working families with income between 100-110% State Income Standard (SIS)**
- * **Working families with income between 111-120% SIS**
- * **Working families with income between 121-130% SIS**
- * **Working families with income between 131-140% SIS**
- * **Working families with income between 141-150% SIS**
- * **Families who have children with special needs**
- * **Open CPS case to protect child (Appendix G-2 #3)**
- * **Working families with income between 151-160% SIS**
- * **Working families with income between 161-170% SIS**
- * **Working families with income between 171-180% SIS**
- * **Working families with income between 181-190% SIS**
- * **Working families with income between 191-200% SIS**
- * **Actively seek employment (Appendix G-2 #5)**
- * **NYS high school equivalency program (Appendix G-2 #7b)**
- * **Participating in an approved substance abuse program (Appendix G-2 #2a)**
- * **Emergency of short duration (Appendix G-2 #2d)**
- * **Participating in an approved training program (Appendix G-2 #7g)**
- * **All remaining eligible families will be opened based on income. The lowest income opened first.**

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.

All new applications for Child Care Subsidy are reviewed for the FEDS indicators listed below and are submitted to the Case Integrity Unit to be investigated if any are noted in these applications.

FEDS indicators are:

- * **Working off the books (currently or previously)**

- * **Application is inconsistent with prior case information**
- * **Prior history of denial, case closing, overpayment resulting from an investigation**
- * **No absent parent information or information is inconsistent with application**
- * **Self-employed but without adequate business records to support financial assertions**
- * **Required documentation questionable such as, income**

The district must describe below its 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.

Using the charts provided by Technical Assistance, Cayuga County will sample 192 cases per year with 80% of the sample being taken from Services and 20% from TA. This will be done on a monthly basis with Services sampling 13 cases and TA sampling 3 cases. Recipients will be required to submit paystubs or a statement on company letterhead as income and employment verification. A statement from the school and daily attendance records will be submitted to verify enrollment and attendance. The sample will be taken from the alphabetical case list maintained by each worker in Services, every 13th name will be reviewed.

The district must describe below its 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.

NYS Department of Health indicated that Cayuga County has an estimated annual unduplicated count of 83 providers that participate in CACFP. To have a valid sample size, the district would need to annually look at approximately 66 participating child care providers. The district would randomly select six (6) providers per month and determine the last time a site inspection was done by CACFP. We will then compare CACFP attendance sheets with local district attendance forms for that date. The district will follow-up with discrepancies found between the children seen at inspection and the district attendance sheets.

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 for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11. 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).
12. Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

APPENDIX G-4 (continued)

13. **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).**
14. **Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).**
15. **X 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.

APU Instructions: Only those local equivalent forms that were not already approved in the 2007-09 CFSP need to be included.

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 must be ranked either one or two. Additional local priorities that have been selected must have a lower rank than the federal priorities:

Category: Families with very low income Rank: 1

Description: Families with incomes below 150%

Category: Families with children who have special needs Rank: 2

Description: Families with children with special needs as defined in 415

Category: Foster Care Rank: 3

Description: Foster parents who are employed will receive a child care subsidy for the foster children in their care

Category: Child Protective Cases Rank: 4

Description: Families with an open child protective services case when child care is needed to protect the child

Category: Certificate Training Programs Rank: 5

Description: Families who attend a certificate training program that results in skill enhancing employment likelihood will receive a subsidy for time spent in the program

Category: Emergency of short duration Rank: 6

Description: Temporary Assistance families or families with incomes up to 200% of the State Income Standard when the caretaker is involved in an emergency of short duration

Category: Substance abuse program participation Rank: 7

Description: Temporary Assistance families participating in an approved substance abuse program