



April 24, 2009

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

Jay LePage, Commissioner  
Clinton County Department of Social Services  
13 Durkee Street  
Plattsburgh, NY 12901

Dear Commissioner LePage:

[www.ocfs.state.ny.us](http://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 April 7, 2009. The child care section became effective on April 7, 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.

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](mailto:Amy.Ryan@ocfs.state.ny.us).

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

Sincerely,

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



**APPENDIX G-1  
CHILD CARE SECTION  
DATED 2007-2009**

**County: CLINTON**

**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: **DAY CARE UNIT**

Transitioning Families: **DAY CARE UNIT**

Income Eligible Families: **DAY CARE UNIT**

Title XX:

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> )	<b>\$457,784</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$320,955</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$100,000(SFY</b>
NYSCCBG Allocation for SFY 08-09	<b>\$801,466</b>
Estimate of Local Share	<b>\$0</b>

**Total Estimated NYSCCBG Amount: \$1,222,421**

A. Subsidy	<b>867,918</b>
B. Other program costs (excluding subsidy)	<b>330,055</b>
C. Administrative costs	<b>24,448</b>

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions? **NO**

Function:

Organization:

Amount of Contract:

- Eligibility screening  
Function
- Assistance in locating care
- Child Care Information  
Systems
- Determining if legally-  
exempt providers meet  
State approved additional  
local standards (if  
applicable)
- Other

**County: Clinton**

## **APPENDIX G-3**

### **Reasonable Distance, Family Share, Case Closings and Openings and Fraud and Abuse Control Activities (Required Section)**

#### **Reasonable Distance**

It will considered reasonable for a person to travel by personal vehicle fifteen minutes or 10 miles one way to a day care provider off the route from home to work. For someone utilizing public transportation with the day care provider on the bus route from home to work, one half mile from the bus stop on either end of the trip will be considered reasonable. One half mile will be considered reasonable for a person to walk to a day care provider's home. Variations in this standard will be considered for special circumstances such as ages and number of children who need to be walked to day care, locations and time of day to ensure safety in walking, weather conditions, and physical challenges which may impact the person's ability to travel. The plan was developed with input from the LDSS's day care staff, employment and assistance staff, services staff, and consultation with the Child Care Council.

#### **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 125% 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 percent to 35 percent 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 gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district is 20%.

#### **Case Closings**

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.

**NOTE:** Category 1 cases will be guaranteed child care until programmatically ineligible.

1. If all NYSCCBG funds are committed, our district will discontinue funding to Category 3 families 150%- 200% from longest duration of child care received to shortest.
2. If there are insufficient NYSCCBG funds after Category 3 (150% - 200%) cases are closed, our district will close Category 2 cases (150% - 200%) from longest duration of child care received to shortest.
3. Category 3 – all the rest, including 125%-200% of poverty
4. Category 2 – all the rest, including 125%-200% of poverty
5. Priority populations will close in this order
  - teen parent
  - children with special needs
  - very low income

### **Case Openings**

Described below is how our district will select cases to be opened in the event that there are insufficient funds available.

- A prioritized waiting list will be created when limited funds restrict day care subsidies. Cases will be opened as funds allow considering the reverse order of case closings.

### **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 Child Care Subsidy Applications are processed by a Social Welfare Examiner assigned to the Child Care Unit. Applications are reviewed utilizing a revised Front End Detention/EVR Referral indicator checklist:

- Working off the books (currently or previously)
- Self-employed but without adequate business records to support financial assertions
- PO Box used as mailing address without reasonable explanation
- Landlord does not verify household composition or provides information inconsistent with application
- Client unsure of own address
- Case closed for employment within past 2 months. Employed person now out of the home
- No documentation to verify identity or documentation of identity is questionable
- Documents or information provided are inconsistent with application, such as different name used for signature
- Prior history of denial, case closing, or overpayments resulting from an investigation
- Current application is inconsistent with prior case information.
- Children under the age of six with no birth certificates available
- No absent parent information or information is inconsistent with application

If indicators are identified, applications are referred to the Fraud Unit for verification (FEDS). In addition, new applicants who require day care due to employment are required to submit employment verification and also provide us with their current work schedule that is subject to verification with the employer.

**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.**

Social Welfare Examiners assigned to the Employment and Assistance and the Child Care Unit work closely in coordinating day care. Individuals receiving day care must recertify every six months. At this time recipients continued need for day care are verified. Recipients are required to provide documentation regarding employment, school schedules, work experience requirements, etc. A Principle Account Clerk in the Accounting Unit reviews each time sheet to ensure proper amounts are paid. When Caseworkers assigned to the Child Care Unit conducts unannounced home visits a comparison is made between the children present during the home visit with attendance sheets submitted for payment. In addition the home visit is compared with work experience logs submitted or educational attendance forms submitted. Questionable time sheets are forwarded to fraud for investigation.

**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.**

The district has approximately 45 providers that participate in CACFP. The district will randomly select 3 providers per month that participate in CACFP and care for subsidized children. If the provider was previously selected or if they do not care for subsidized children they will not be included in the sample. The district will then contact the food sponsor and ask when the last inspection for CACFP was done on that provider and the children that were seen at that visit. The district will then compare the names of the subsidized children seen at that visit with the subsidy attendance forms given to the district by the child care provider to verify that child care was actually provided on the days listed on the attendance forms. The district will follow up on any inconsistency found.