APPENDIX G-1
CHILD CARE SECTION
2010 APU

County: Columbia

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: **Family of Woodstock, Inc.**

   Transitioning Families: **Family of Woodstock, Inc.**

   Income Eligible Families: **Family of Woodstock, Inc.**

   Title XX: **Columbia County Department of Social Services**

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

Estimate of Rollover Funds for FFY 08-09	**$45,812.00**
Estimate of Flexible Funds for Families (FFFS) for child care subsides	**$0**
NYSCCBG Allocation for SFY 09-10	**$1,032,708.00**
Estimate of Local Share	**$7,848.00**

Total Estimated NYSCCBG Amount:	**$1,086,368.00**
	$1,086,368.00
A. Subsidy	**$1,032,050.00**
B. Other program costs (excluding subsidy)	$ **0**
C. Administrative costs	$ **54,318.00**

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	**Family of Woodstock, Inc.**	**$ 199,573.00**
☐ Assistance in locating care		
☐ Child Care Information Systems		
☒ Determining if legally-exempt providers meet State approved additional local standards (if applicable)	**Family of Woodstock, Inc.**	**Same as above**
☐ 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	**Verification required**
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	**Verification required**
b) homeless	☒ Yes ☐ No	**Must be enrolled in homeless service @ Dept. of Soc. Services (re-evaluating every 2 weeks)**
c) a victim of domestic violence	☒ Yes ☐ No	**Verification required**
d) in an emergency situation of short duration	☒ Yes ☐ No	**Verification required**
3. Families with an open child protective services case when child care is needed to protect the child.	☒ Yes ☐ No	
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	**Medical documentation required**
b) has family duties away from home	☒ Yes ☐ No	**Verification required**
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	**Verification required**

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	**Verification required**
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	**Verification required**
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	☒ Yes ☐ No	**Verification required**
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	**Verification required**
d) a program providing literacy training designed to help individuals improve their ability to read and write;	☒ Yes ☐ No	**Verification required**
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	**Verification required**
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	**Verification required**
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	**Verification required**
h) a prevocational skill training program such as, a basic education and literacy training program	☒ Yes ☐ No	**Verification required**

i) a demonstration project designed for 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	**Verification required**
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	**Verification required**
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, 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": **The definition of reasonable distance as it applies to public assistance applicants/recipients seeking accessible child care is as follows:**

The maximum 'reasonable' distance that a TANF recipient would be expected to travel from home to work activity with a stop at a day care provider along the way is 15 miles.

Describe any steps/consultations made to arrive at your definition: **A community was formed of Department Staff and community organization staff to determine appropriate 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%**.

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 by income bands from highest to lowest income in the following order: 200-175% state income standard (SIS), 175-150% SIS, 149%125%, 124%-100%. Families who have children with special needs will be closed last.

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 reverse order of case closing.

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.

The following FEDS indicators will be used prior to generating a referral:
Working off the books, Supported by loans/friends, self-employed but without adequate business records, No defined residence address, An individual has no documentation to verify his/her identity or the id is suspect, documentation or information is suspicious, prior history of denial and or provider fraud, application inconsistent with prior case, and no absent parent information or inconsistent information, as well as household composition.

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.

Columbia County verifies 100% childcare services cases no less than every six months. At recertification all families are required to provide documentation, which verifies their need for child care.

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 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.

On an annual basis Columbia County will compare the subsidy attendance forms against all CACFP program inspection forms of those providers that participate in CACFP and care for subsidized children to verify that child care was provided on the days listed on the attendance.

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).

APPENDIX G-4 (continued)

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: **Teen Parents** Rank: **3**

Description: **Parents under age 19 and enrolled in High School, GED, educational programs and or engaged in work activities**

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

APPENDIX G-7
TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: **$ 20,000.00**

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) **275%** (3) **255%** (4) **225%**

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 subsidiés.

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 child care and all household members 18 years of age and older will be asked to sign a release which will allow our Department to conduct a local child welfare database check.

   The Enrollment Agency (EA) will notify our department when the legally exempt provider has been temporarily enrolled and whether or not the provider signed the release.

   If a legally exempt provider or household member refuses 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 provider and/or household member(s) 18 years of age and older are the <u>indicated</u> 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.

   If the information regarding the indicated child protective report does not correlate with the information obtained from the local data base check our Department will notify the provider that they have five calendar days to clarify the discrepancies in the information submitted to the Department and parent/caretaker. Within that five calendar day period the provider must submit information to our Department and the parent/caretaker that either correlates with the information obtained by our Department's local database check or the provider submits information to our Department which documents that the information obtained from the local database check is inaccurate. If the provider fails to clarify the discrepancies our Department will notify the EA that the additional local standard has not been met and no additional payments will be authorized.

   If the information regarding the <u>indicated</u> child protective report correlates with the information obtained by 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 EA will be notified that the additional local 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 Department 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 chose an alternative provider and be given information about how to locate other providers.

If a local child welfare database check reveals that the provider has an active or open preventive case the preventive caseworker will assess if the provision of child care by the provider/preventive services recipient would cause additional stress in the family thereby increasing the likelihood of the provider's own children going into foster care. If the preventive caseworker determines that providing child care services would cause additional stress on the provider/preventive services recipient thereby increasing the likelihood of the provider's own children going into foster care our Department will not notify the EA the additional local standard has not been met. Conversely, if the preventive caseworker determines that providing child care services would not cause additional stress on the provider/preventive services recipient our Department will notify the EA that the additional local standard has been met.

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

   Our district will provide the release, which will allow our Department to conduct a local welfare database check, in the enrollment package instructing the provider to return the completed enrollment package including the release to the enrollment agency. Providers and all household members 18 years of age and older will be informed that signing the release is voluntary and refusal to sign the release cannot be used as a factor in determining whether or not the provider can be enrolled.

   When the enrollment agency receives the enrollment package and they have temporarily enrolled the provider they will notify the district whether or not the release was signed. If the release is signed our district will initiate the local child welfare check and will use procedures also outlined in number one.

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

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.)

Once our Department has determined whether or not the additional local standard has been met using the procedures outlined in number one our department will notify the EA in writing if the additional local standard has been met or not met. The district will maintain a file, which documents the information used to determine whether or not the additional local standard has been met.

4. Described below is the justification for each additional standard.

To ensure information that could affect the safety of the children in legally exempt childcare settings is shared. The Department of Social Services wants to make sure that providers have told parents about known child protective histories. In rare situations, providers are deemed unsafe to be around any children by the Family and Children Services Units due to a serious child abuse history and the Department want to make sure parents have a chance to make educated decisions about using providers.

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**	**1**	**13/month**
Base period	**24**	**6**	**30/6months**

List reasons for absences for which the district will allow payment:
Child Absences: such as illness, appointments, non-custodial visits, court appointments
Family: Death in family, jury duty, family court appearances, and 2 medically documented parent/guardian illnesses per case

List any limitations on the above providers' eligibility for payment for absences:
Must be regulated, licensed and or registered.

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). **5**

List the allowable program closures for which the district will provide payment. **Five days for the following holidays: New Year's Day, Christmas Day, Independence Day, Thanksgiving day, Memorial Day and or observance days.**

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 % abo ve market rate.

Care during non-traditional hours may be paid up to % above ma rket rate.

Limitations to the above differentials are as follows:

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:

The district will pay up to 6 hours of sleep time when the parent(s) works between the hours of 10pm to 8 am

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **6**

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

Child Care Exceeding 24 Hours

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.
Emergency situations to be evaluated upon request.

Child Care Services Unit

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. **Enrollment in an educational program/school and or college. Verification required.**

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

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

Columbia 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

Columbia 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
☐	☒	f. Appendix F – Department of Social Services – Program Information Matrix
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