



April 24, 2009

New York State
Office of
Children & Family
Services

www.ocfs.state.ny.us

Ms. Lesley Lyon, Commissioner
Franklin County Department of Social Services
355 West Main Street
Court House
Malone, NY 12953

Dear Commissioner Lyon:

David A. Paterson
Governor

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 3, 2009. The child care section became effective on April 3, 2009.

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: Lowell L. Tennyson, Director



APPENDIX G-1

**CHILD CARE SECTION
DATED 2007-2009**

County:

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: **Day Care Unit**

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>) | \$308,330 |
| Estimate of FFY 07-08 Rollover Funds | \$280,000 |
| Estimate of Flexible Funds for Families (FFFS) for child care subsidies | \$0 |
| NYSCCBG Allocation for SFY 08-09 | \$1,023,078 |
| Estimate of Local Share | \$0 |

Total Estimated NYSCCBG Amount: \$1,303,078

\$1,303,078

| | |
|--|--------------------|
| A. Subsidy | \$1,255,095 |
| B. Other program costs (excluding subsidy) | \$0 |
| C. Administrative costs | \$47,983 |

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

Not Applicable

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: Franklin

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": **25 miles one way from home to work activity site with a stop at day care provider along the way.**

Describe any steps/consultations made to arrive at your definition: **The rural nature of Franklin County makes child care extremely problematic in certain areas of the County, particularly re:certified providers**

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 **200%** 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.

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 wherein there are children with special needs will receive first priority and will be opened immediately. Upon the existence of available funds, cases involving very low income will receive secondary priority and opened, upon the existence of the available funds. Such cases will receive priority over all other prospective openings. Families with very low income will be opened per the following income bands, in the following order: Families whose income falls between 100%-125% of the State Income Standard; Families whose income falls between 126%-150% of the State Income Standard; Families whose income falls between 151-175 % of the State Income Standard; Families whose income falls between 176-200% of the State Income Standard. ALL OTHER CASES WILL BE OPENED ON A FIRST COME, FIRST SERVED BASIS.

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 District will screen all applications for child care subsidy for potential fraudulent child care subsidy and erroneous payment, prior to case openings. The FED indicators utilized by the District will include: subsidy applicant "working of the books"; inconsistency between information provided on the application and documentation/collateral information obtained by the District; non-legally responsible relative providing care in household wherein child(ren) reside; verification of employment fails to validate information provided by subsidy applicant. One or, more of the above-delineated indicators will result in referral of potential fraudulent activity to the Welfare Fraud Investigation Unit.

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.

The District will select, at random, twenty-five cases, per month. Verification of continued need will be sent to employers or, other allowable activities for purposes of verifying hours of work and attendance. Cases wherein proper verification cannot be secured or, wherein there is a marked difference between hours of employment or, other authorized activities and child care utilization will be reviewed by the Dir. of Services, audited for potential amounts of fraudulent payment and referred to the Dept.'s Welfare Fraud Investigation Unit for further investigation and such prosecution as deemed necessary.

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 receives, monthly, copies of all food program inspection forms. These forms are cross-checked against all applicable billing forms submitted to the Dept., to determine any potential abuse of the child care subsidy system. Any marked difference between records will be referred to the Dir. of Services for review and will then be referred to the Dept.'s Welfare Fraud Investigation Unit, as deemed appropriate.