



New York State  
Office of  
Children & Family  
Services

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David A. Paterson  
*Governor*

Gladys Carrión, Esq.  
*Commissioner*

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

February 13, 2009

Eileen Kirkpatrick, Commissioner  
Genesee County DSS  
Suite # 3  
5130 East Main Street  
Batavia, NY 14020-3497

Dear Commissioner Kirkpatrick:

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 February 13, 2009. The child care section became effective on February 13, 2009.

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).

Sincerely,

A handwritten signature in cursive script, appearing to read "Janice Molnar".

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



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**APPENDIX G-1**

**CHILD CARE SECTION  
DATED 2007-2009**

**County: Genesee**

**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: **Programs**

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> )	<b>\$502,270</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$200,842</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$941,936</b>
Estimate of Local Share	<b>\$ 49,813</b>

Total Estimated NYSCCBG Amount: \$1,192,591

**\$1,192,591**

A. Subsidy	<b>\$941,936</b>
B. Other program costs (excluding subsidy)	<b>\$102,346</b>
C. Administrative costs	<b>\$148,309</b>

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

Function:

Organization:

Amount of Contract:

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

County: Genesee

### 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": **Availability of suitable child care within (10) mile radius of the caretaker/relatives home or place of employment.**

Describe any steps/consultations made to arrive at your definition: **Discussed with Family Assistance, employment and day care units within DSS and with major employment sub-contractor, Genesee County Job Development Bureau.**

#### 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.

**Cases will not be closed due to insufficient funds. A waiting list will be utilized for cases to be opened until all funds are 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.

**Genesee County grants federal priority to very low income and families with special needs when selecting cases for case openings when there is insufficient funds to open all eligible families. Cases will be prioritized from any waiting list in the following order: families that have children with special needs, followed by a combination of families with the lowest income that have been on the waiting list the longest.**

### **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.

**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.**

**Application inconsistent with prior case.**

**No absent parent information or information is inconsistent with application.**

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 ideal methodology will be to review all cases (100%) at the time of the 6 month recertification. The recipients will be required to provide verification of employment, school/education, etc. At the very minimum, using July 2005-June 2006 case load estimates Genesee County had 208 Non-TA daycare cases; the sample methodology for this universe ( N= 208 cases) will be to review approximately 12 cases/month or 144/year, based on the 2005-2006 case load. In either case, the review will examine and verify the applicants continued need for child care.**

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.

**ALL providers of subsidized childcare services that participate in CACFP will be reviewed on a yearly basis. ALL (at this point Genesee County has 15 such providers) legally exempt, group family day care and family day care will be reviewed for the purpose of comparing the providers' subsidized attendance forms with the CACFP monitoring inspection forms to verify that child care was actually provided on the days listed on the districts' attendance forms.**