New York State Office of Children & Family Services

www.ocfs.state.ny.us

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

February 17, 2009

Ms. Laura C. Cerow, Commissioner
Jefferson County DSS
Human Services Building
250 Arsenal Street
Watertown, NY 13601

Dear Commissioner Cerow:

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 17, 2009. The child care section became effective on February 17, 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.

Sincerely,

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services

cc: Kim Leonard

An Equal Opportunity Employer

New York State Office of Children & Family Services

www.ocfs.state.ny.us

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

New York State Division of Probation and Correctional Alternatives

www.dpca.state.ny.us

Robert Maccarone
State Director

80 Wolf Road
Suite 501
Albany, NY 12205

David A. Paterson
Governor

An Equal Opportunity Employer

March 30, 2009

Commissioner Laura C. Cerow
Jefferson County Department of Social Services
250 Arsenal Street
Watertown, New York 13601

Dear Commissioner Cerow:

This letter is to inform you that your January 1, 2007 to December 31, 2009 County Child and Family Services Plan (CFSP) Annual Plan Update (APU) has been jointly approved by the Division of Probation and Correctional Alternatives and the Office of Children and Family Services.

The Division of Probation and Correctional Alternatives and the Office of Children and Family Services are committed to working together to provide the support probation, youth bureaus and local social service departments need to improve outcomes for youth and their families. We look forward to working with your county to implement the provisions of your CFSP APU.

Sincerely,

Robert Maccarone

Robert M. Maccarone
State Director
Division of Probation and Correctional Alternatives

Laura M. Velez

Laura M. Velez
Deputy Commissioner
Division of Child Welfare and Community Services

Janice Molnar

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services

Cc: file

APPENDIX G-1
CHILD CARE SECTION
DATED 2007-2009

County: Jefferson

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: **Temporary Assistance Unit**

   Transitioning Families: **Temporary Assistance Unit**

   Income Eligible Families: **Temporary Assistance Unit**

   Title XX: **Temporary Assistance Unit**

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

FFY 06-07 Rollover Funds (*this amount is available from the NYSCCBG ceiling report in the claiming system*)	**$0**
Estimate of FFY 07-08 Rollover Funds	**$150,000.00**
Estimate of Flexible Funds for Families (FFFS) for child care subsides	**$250,000.00**
NYSCCBG Allocation for SFY 08-09	**$2,423,000.00**
Estimate of Local Share	**$82,000.00**
Total Estimated NYSCCBG Amount:	**$2,905,000.00**

	$2,905,000.00
A. Subsidy	**$2,634,844.00**
B. Other program costs (excluding subsidy)	**$17,000.00**
	$20,000.00
	$118,156.00
C. Administrative costs	**$115,000.00**

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 Function	**CAPC**	**$17,700.00**
☒ Assistance in locating care	**CAPC**	
☒ Child Care Information Systems	**KINDERTRAK 2009 Monthly support and maintenance $1,513.00**	**$118,156.00**
☐ Determining if legally-exempt providers meet State approved additional local standards (if applicable)		
☒ Other	**AMRIC**	**$20,000.00**

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	
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	
b) homeless	☒ Yes ☐ No	
c) a victim of domestic violence	☒ Yes ☐ No	
d) in an emergency situation of short duration	☐ Yes ☒ No	
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	
b) has family duties away from home	☐ Yes ☒ No	
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	**30 days only**

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	
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	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	☒ Yes ☐ No	
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	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	☒ Yes ☐ No	
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	
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	**Two year college degree programs that have a specific job orientation goal.**

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	
h) a prevocational skill training program such as, a basic education and literacy training program	☒ Yes ☐ No	
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	
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	**Two year college degree programs that have a specific job orientation goal. ***see below** **All two year degree applicants or recipients must fall under 150%SIS**

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	**Same as 8**
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	

***Examples:
Animal Management
Accounting A.A.S. & Certificate
Criminal Justice
Computer Science
Nursing A.A. S. – not Math & Science
Office Technologies
  Administrative Assistant A.A.S.
  Medical
  Word Processing
Office Studies Certificate
Retail Business Mgt. A.A.S.
Retail Merchandising Cert.
Science Laboratory Tech A.A.S.
Human Services

County: Jefferson

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": **No more than 20 miles off the direct route from the applicant or recipient's home to employment or assigned employment activity.**

Describe any steps/consultations made to arrive at your definition: **Representatives from the Department of Social Services and members of the community met to define 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 **175%** 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 **25%**.

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:

x 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.

1.The guaranteed populations will be serviced first. Priority will be given to employed Temporary Assistance (TA) recipients or those participating in mandated employment and training activities. Families eligible for Transitional services whose TA case closed due to excess earned income, child support, client's request, or the client chooses to receive day care assistance in lieu of TA.

If funding still exists once the guaranteed population is open, the following categories of families with income below 175% of the poverty level will be opened:

1. Children with special needs
2. teen parents attending high school
3. child protective cases

Once these categories of low income families have been served the remaining families will be provided with an application, upon request, and their names, telephone numbers and addresses will be placed on a waiting list.

If additional funds become available, either through an increased allocation or through attrition, applications will be reviewed and accepted on a first received, first open process.

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.
In 2006 the Department received approval of an updated Front End Detection System, Plan from OTDA and DOH. The primary reason for updating the FEDS plan was to include indicators for requesting an investigation on a Medicaid application. The plan did not include indicators specific to Child Care. The Department is anticipating direction from OCFS in the near future regarding a

regulation change mandating FEDS for Child Care. Our current plan includes approved indicators requiring a referral for investigations that are easily applicable to a Child Care application. The Department receives very few applications for Child Care that do not also involve an application for, or already active Temporary Assistance or Medicaid case. Current FEDS indicators applicable to Day Care include:

- **Prior history of denial, case closing or overpayment resulting from an investigation. (Includes outstanding parent fee from previous case closure).**
- **Application is inconsistent with prior case information.**
- **Working off the books (currently or previously).**
- **See attachment**

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.

Amric Associates Ltd has been contracted with to provide on-site inspections/activity checks of informal day care provider homes receiving day care subsidy payments from the Department. Investigations will include both verification of service provided and the legitimate need of the recipient. Up to 240 visits to informal providers/recipients can been authorized during a one-year period. Visits will be requested by designated DSS staff to verify providers are caring for children as claimed. DSS staff will randomly pick cases for audit each month. Approximately 20 cases are selected each month by pulling every tenth recipient case from a monthly roster, provided they have not been previously sampled with in the last 60 days. Investigations will total approximately 120 annually. Child attendance forms will be checked against the applicant's history of participation in employment, education or other federally qualifying work related activities.

Amric investigators will observe and document the conditions of informal day care sites. Providers/recipients maybe visited 2 – 3 times as required. Amric will make recommendations to DSS staff regarding safety issues as well as payment issues. Said recommendations will be shared by DSS staff with the enrollment agency as needed. Local Amric investigators will partner with DSS and the enrollment provider to increase the integrity and quality of service provided to Jefferson county children. Amric investigations will supplement rather than substitute for the annual on-site inspection/ reviews of the enrollment agency.

In addition to Americ the agency will audit a sample of no less than 248 cases where we will compare the billing submitted to the hours worked for that billing month for those clients that are employed. Clients who are attending school or an approved program will be asked for grades to make sure that they are attending the program the number of hours approved and so that we know they are progressing toward the goal of self-sufficiency. In addition to Americ the agency will audit a sample of no less

than 248 cases where we will compare the billing submitted to the hours worked for that billing month for those clients that are employed. Clients who are attending school or an approved program will be asked for grades to make sure that they are attending the program the number of hours approved and so that we know they are progressing toward the goal of self-sufficiency.

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.

The records of no less than 59 CACFP providers will be reviewed against billing submitted to the district for the same period. (providing we have 59 CACFP providers that accept our clients)

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. x Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).

5. x Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).

6. x 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. x 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. x 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. x Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).

15. ☐ 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-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 subsidies.

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. These additional standards are structured to comply with the legally exempt enrollment regulations that the decision will be made within 40 days of receiving the completed application.**

   The following is a list of databases that the agency will use to verify the information provided on the enrollment forms:

   A. **Department of Motor Vehicles Check (DMV)**
   B. **Local Agency Child Welfare Database Check**
   C. **Local Criminal Background Check**

   These standards will apply to legally exempt family child care providers and any household member age 18 or older. It will also apply to in-home child care providers.

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

   A. DSS staff will ask the provider and household member 18 years of age and older to sign a release, which will allow DSS to check with DMV and local law enforcement agencies to determine if the provider or household member has been convicted of a crime.

      If the provider or household member refuses to sign the release, which would allow our Department to conduct a check of DMV and criminal conviction records, 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.

      If the DMV or criminal conviction check reveals that the provider or household member 18 years of age or older has been convicted of a crime DSS staff will provide this information to the local Enrollment Agency (EA) so they can make an informed decision whether or not to enroll the provider.

B. DSS staff will conduct a local child welfare database check. 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.
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.

Should 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 indicated 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 child welfare database check our Department will notify the parent/caretaker and provider that ***10 days*** will be allowed for the provider to clarify the discrepancies in the information submitted to our Department and parent/caretaker. The enrollment application will not be accepted or denied until either the provider submits information to our Department and the parent/caretaker that correlates with the information obtained by our Department's local child welfare database check, the provider submits information to our Department which documents that the information obtained from the local child welfare database check is inaccurate, or 10 days have lapsed with no or response, whichever occurs first. If the provider fails to give complete and accurate information within the specified period of time, the district will notify the EA that the provider failed to meet the additional local standard.

If the information regarding the indicated child protective report correlates with the information obtained from 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 provider will be enrolled. 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 district 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.

This structure will allow for a decision to be made on the application within 40 days of it's receipt. If however the department does not provide information to the legally exempt enrollment agency that allows the agency to make their enrollment decision within 40 days of receiving the completed package, the agency will be required to make their enrollment decisions without this information.

There may be circumstances when the district is aware that the information the parent received from the provider regarding indicated reports of child abuse or maltreatment is inaccurate or false. The district must inform the parent that the provider cannot be enrolled until the provider gives correct information to the parent. If the parent still wishes to use the provider, the district must contact and inform the provider that the provider must give a full and accurate account of the indicated report(s) to the parent. No action can be taken on the enrollment of the provider until the parent is given a correct written statement from the provider and makes a decision based on this information. If the parent still wants to arrange care with the provider after reviewing the corrected statement, the district must determine if the child would be at risk if placed with the provider. The district must inform the parent if the child would be at risk and that the district, as a mandated reporter, is required to file a report with the State Central Register should the parent place his or her child with this provider.

C. The enrollment agency (EA) will conduct the criminal background check of the provider and household members 18 years of age or older. EA staff will look at criminal records available through the county clerk's office, county law enforcement office, county jail, or county court. EA will maintain a database which will indicate when each check has been performed.

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.)

The enrollment agency for Jefferson County is located in our building. The following procedures have been set up for the agency to notify the EA that the additional standards have been met.

A folder is created for each legally exempt provider. Inside the folder is a face sheet that indicates all the checks that the EA and the agency have to complete before a provider can be approved or denied. The agency indicates on the face sheet that the check was either cleared or not cleared. At that point the EA knows how to proceed with the provider.

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

Jefferson County recently did an audit of our Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care Providers. We found that approximately 25% of the providers were not self-disclosing information regarding criminal history and involvement with CPS. Although this process will require more time spent on the informal provider enrollment process, the agency feels that it is in our clients and their children's best interest that the parent and the agency have all the information needed to make a safe and informed decision.

DMV and Local Criminal Background Checks: Since the agency has access to this information, it clearly makes sense that the agency, once given permission, check the DMV system and local law enforcement, county clerk's office, county jail or county court to make sure that the provider does not have any criminal convictions on their record. This information would be shared with the EA once received.

Child Welfare Data Base Check: Since this is information that only the department has the authority to review, the agency feels it is a necessary part of the whole approval process to make sure that these checks be done for the safety of the children and the parents we serve. As stated previously, after auditing many cases we found that at least 25% of our informal providers were not honest in their attestations regarding their history with the child welfare system.

APPENDIX G-9
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES

The following providers are eligible for payment for absences:
(Check any that are eligible)

x Day Care Center x Legally Exempt Group

x Group Family Day Care x School Age Child Care

x Family Day Care

Our district will only pay for absences to providers with which the district has a contract or letter of intent. X Yes ☐ No

Base period selected (check one) ☐ 3 months x 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**	**3**	**15**
Base period	**24**	**16**	**40**

List reasons for absences for which the district will allow payment:
Payment will be allowed for any day a child is sick and a provider has marked off time for that child up to the allowable days above. Extenuating circumstances would require verification of the illness, such as a doctor's statement.

List any limitations on the above providers' eligibility for payment for absences:

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:

x Day Care Centerx Legally Exempt Group

x Group Family Day Care x School Age Child Care

x Family Day Care

Our district will only pay for program closures to providers with which the district has a contract or letter of intent. X Yes ☐ No

Enter the number of days allowed for program closures (maximum allowable program closures is five days). **Five (5)**

List the allowable program closures for which the district will provide payment.
Inclement weather

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, SLEEP

Transportation ---Not offered

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 --- Not offered

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to % above market rate.

Care during non-traditional hours may be paid up to % above market 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.

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:

Clients who work 2nd and 3rd shifts will be allowed an additional 6 hours of care for sleeping on a case-by case basis. The household composition and the age of the children will be taken into consideration.

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.
Payment of 24 consecutive hours of child care will be limited to emergency situations only. The emergency must be verified and approved by a Supervisor of higher authority than usually makes the decision.

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).
x 18 year old x 19 year old ☐ 20 year old

The Child Care Service Unit will include 18 and 19 year olds household members who have no income. Example: College Students. This age group with income will not be included unless the income will not adversely affect the parent's eligibility or parent fee.

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.

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 x 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 x break between activities

Jefferson

09-OCFS-LCM-07 May 18, 2009 20

Attachment B:

Request to Amend 2007-2009 Child and Family Services Plan

District requesting the amendment Jefferson

Check the option(s) that your district wishes to implement.

X Dislocated Worker

Our district is requesting an amendment to Appendix G-2, Other Eligible Families if Funds are Available.

If funds are available, our district will serve families where the caretaker(s) is a dislocated worker who is participating in a program to train workers in an 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.

A dislocated worker is any person who: has been terminated or laid off from employment; has received a notice of termination or layoff from employment that will occur within six months of such notice; or was self-employed but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Does your district apply any limitations to the programmatic eligibility? **Yes**

If yes, describe eligibility criteria:

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

This amendment is effective May 16, 2009. This option cannot be effective prior to May 15, 2009.

6/11/09

Commissioner Signature Date

Jefferson

Attachment B: continued
District requesting the amendment Jefferson
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, a 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_**75%**__ percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent of the child care market rates established for registered family day care.

Districts that select the option to increase the legally-exempt enhanced market rate must also select one of the options listed below for which the legally-exempt enhanced market rate applies:

for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency or by the district for those portions of the district that are not covered by a legally-exempt caregiver enrollment agency as having completed ten or more hours of training annually;

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

x **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.**

This amendment is effective May 16, 2009. This option cannot be effective prior to May 15, 2009.

Laura C Cua 6/11/09

Commissioner Signature Date

Requests to amend the Child and Family Services Plan should be mailed to: Ms. Amy Ryan, Office of Children and Family Services, Division of Child Care Services, 52 Washington Street, Rensselaer, NY 12144-2796, emailed to Amy.Ryan@ocfs.state.ny.us or faxed to Ms. Ryan at (518) 474-9617