

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

County: LEWIS

I. Administration (Required Section)

Describe how your district is organized to administer the childcare program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of childcare for:

Public Assistance Families: **CHILDREN'S SERVICES**

Transitioning Families: **CHILDREN'S SERVICES**

Income Eligible Families: **CHILDREN'S SERVICES**

Title XX: **CHILDREN'S SERVICES**

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

Total NYSCCBG Amount:	\$430,715.00
A. Subsidy	\$70,000.00
B. Other program costs (excluding subsidy)	\$8,000.00
C. Administrative costs	\$32,000.00

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

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
Eligibility screening		
Screening of legally-Exempt providers		
Assistance in locating care		
Child Care Information Systems		
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	None
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	None
b) Homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	None
c) A victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	None
d) In an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	None
3. Families with an open child protective services case when childcare is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No limitations
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Short term episode of care of 60 days or less duration
b) Has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>5. Families with income up to 200% of the State Income Standard when childcare services are needed for the child's caretaker to actively seek employment for a period up to 6 months.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Caretaker must submit a list of employers contacted and list hours work was sought.</p>
<p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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:</p>		
<p>a) A public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>b) An education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>d) A program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>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</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>h) A prevocational skill training program such as, a basic education and literacy training program</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>i) A demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>9. 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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance, 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 childcare.

The following defines "reasonable distance": **Reasonable distance is defined in Lewis County as 20 minutes off the direct route to employment activities.**

Describe any steps/consultations made to arrive at your definition: **The Director of Services consulted with the Principal Welfare Examiner in the Employment Unit as well as the Daycare Supervisor to define community standards.**

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for childcare benefits.

Very Low Income is defined as **150%** of the State Income Standard.

Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance

The minimum number of hours for Federal Fiscal Year 2006 are:

- 20 hours for a single parent with a child under the age of six years old
- 30 hours for a single parent whose children are six years of age and older
- In two parent families the parents must be working a combined total of 55 hours with at least one parent working 30 or more hours.

If a district proposes a higher minimum number of required hours of work describe the requirement below.

- Hours for a single parent with a child under the age of six years old
- Hours for a single parent whose children are six years of age and older
- In two parent families the parents must be working a combined total of 55hours with at least one parent working or more hours.

Family Share

Family share is the weekly amount paid towards the costs of the childcare 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 childcare 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.

N/A

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 childcare services
- Longest time receiving childcare 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.

In the case of insufficient funds to serve all applicants of child care services; openings will be based on serving the lowest income to the highest income. Lewis County will accept applications for childcare that will be date and time-stamped. Applications will be determined based on eligibility criteria and applicants will be assigned to a waiting list. The waiting list will be established by exact income. When funds become available, the lowest income applicants will open first. In case of exact matching incomes the first received application will open first. When Daycare is need for a family of a child with special needs, their application will be placed on the top of any waiting list.

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 Department will refer any person to the FEDS unit if they are working off the books, they are self employed and cannot present adequate business records, or documented information that is provided is inconsisent with application. these conditions will prompt the day care worker to fill out a FED investigative referral.

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.

For all services cases recertification is done every six months, at which time the district verifies the continued need for child care services.

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.

Lewis Co has an estimated annual unduplicated count of 14 children care providers that participate in CACFP. Lewis will obtain the list of participating providers from the enrollment agency. We will randomly select 1 participating provider per month and ask the enrollment agency when was the last time CACFP conducted a provider visit, and what children were seen at that visit. The district will compare the list of names with the subsidized attendance for that date. The district will follow up with any discrepancies.

APPENDIX G-4**IV. District Options (Required Section)**

Districts have certain flexibility to administer the childcare 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 childcare 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 childcare 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 for childcare services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11. Our district has chosen to make payments to childcare 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).

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. 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.

PURPOSELY BLANK

**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: Rank:

Description:

PURPOSELY BLANK

**APPENDIX G-6
FUNDING SET-ASIDES**

Total NYSCCBG Block Grant Amount Including Local Funds	
Category:	\$
Total set asides	\$

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

Category:

APPENDIX G-6 (continued)

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$
Total set asides (Title XX)	\$

Describe for each category the rationale behind specific set aside amounts out of the Title XX block grant (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

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 childcare 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.

Legally Exempt Providers

A. Require a local criminal history record check will be completed on legally exempt providers. A release of information will be mailed to the legally exempt applicant to complete and return to the enrollment agency. Upon receipt of this signed release it will be forwarded by US mail to the Lewis Co. Sheriffs Department. The Lewis County Sheriffs Department will do a local criminal record check of the applicant and return a list of convictions the information by the same US mail. The local caseworker will receive this information for review. The caseworker will then contact the contract agency person, who is located in the same building, with the information. The enrollment agency will review the convictions using guidelines from OCFS. If there is a discrepancy in the information the provider has given and the results from the Sheriffs department the provider will be given an opportunity to explain the discrepancy. The enrollment agency will consider this information in determining whether or not the provider can be enrolled. If the applicant provider refuses to sign a release of information for the department, this information will be given to the contract agency also and noted in the case record.

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

The Lewis County Sheriff's Department will do a local criminal record history. The release is sent by US mail to the Sheriff's Department and returned via the same method. There is no cost to the Department or the applicant as this a courtesy between local departments.

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 childcare providers.)

When the consent to the criminal record check is returned with results, a copy will be made and sent to the Legally Exempt Caregiver Enrollment.

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

Lewis County justifies the additional standard to be met in order to protect the children receiving legally exempt daycare services; from individuals who have a positive history for crimes that may affect children in their care.

**APPENDIX G-9
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES**

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Day Care Center | <input checked="" type="checkbox"/> Legally Exempt Group |
| <input checked="" type="checkbox"/> Group Family Day Care | <input checked="" type="checkbox"/> School Age Child Care |
| <input checked="" type="checkbox"/> 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	5	0	5
Base period	5	0	5

List reasons for absences for which the district will allow payment:

No criteria

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

Provider must require non-subsidized clients to pay for at least 5 days per year of absences.

Note: Legally exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.

PURPOSELY BLANK

**APPENDIX G-10
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

- | | |
|--|--|
| <input type="checkbox"/> Day Care Center | <input type="checkbox"/> Legally Exempt Group |
| <input type="checkbox"/> Group Family Day Care | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> Family Day 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).

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

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

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.

N/A

Differential Payment Rates

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

Accredited Programs may receive a differential payment up to **0%** above market rate.

Care during non-traditional hours may be paid up to **15%** above market rate. The 15% will only be the providers charges other no subsidized families the additional amount and the providers request the additional amount in writing to the department.

Limitations to the above differentials are as follows: **No Limitations**

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:

The childcare worker will obtain a copy of the non-traditional hours worked from the caretaker and the employer. No limitations to payments.

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

DSS will approve 8 hours of sleep time for the caretaker of a child who is single, and works either 2nd or 3rd shift. The Department will also approve a two-parent home while both parents are working a 2nd or 3rd shift.

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

Child Care Exceeding 24 Hours

Childcare 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 childcare services that exceed 24 consecutive hours. **Payment for childcare services that exceed 24 hours will be based on the caretaker's approved activity on a limited basis, i.e., episode or when employment activities are verified on a 24-hour basis.**

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. **An eligibility determination will be made constituting each family unit; if beneficial and a daycare benefit can be given, it will. Established local criteria will include 18, 19 and 20 year olds that are full or part-time students with only part-time income.**

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. **No waivers are requested.**

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 childcare 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 childcare services during a break in activities (check any that are eligible):

Entering an activity waiting to begin employment break between activities