

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

County: MADISON

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: **Income Maintenance**

Transitioning Families: **Income Maintenance**

Income Eligible Families: **Income Maintenance**

Title XX: **Children & Family Services**

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

Total NYSCCBG Amount:	\$887,820
A. Subsidy	\$735,109
B. Other program costs (excluding subsidy)	\$133,204
C. Administrative costs	\$19,507

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>
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Screening of legally-exempt providers		
<input checked="" type="checkbox"/> Assistance in locating care	Mid-York Child Care Coordinating Council	\$32,250
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> 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	Only for the hours the client is engaged in the activity to include travel time between the child care provider and work.
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	Only for the hours a client is engaged in the activity to include travel time between the child care provider and the activity up to (6) months or longer with agency approval.
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	None.
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	Only for the hours the client's physician prescribes up to six (6) months or longer with agency approval.
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only for the hours the client is engaged in the activity to include travel time between the child care provider and the activity up to six (6) months or longer with agency approval.

<p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Only for the hours the client is engaged in the activity to include travel time between the child care provider and the activity up to three (3) months in any twelve (12) month period provided they are registered with the NYS Job Registry Services.</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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Only for the hours the client is engaged in the activity to include travel time between the child care provider and work.</p>
<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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Only for the hours the client is engaged in the activity to include travel time between the child care provider and the activity. The approved activity will be limited to no more than thirty (30) consecutive calendar months. Any further education would need agency approval.</p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Same as above.</p>
<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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Same as above.</p>
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Same as above.</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
h) a prevocational skill training program such as, a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above.

<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A.
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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 child care.

The following defines "reasonable distance": **Thirty miles, one way, from a child care provider.**

Describe any steps/consultations made to arrive at your definition: **The “reasonable distance” standard was derived by contacting local school districts and the area chamber of commerce, and by conducting an informal poll of agency staff to determine the area in which the aforementioned parties would operate, look for work, or conduct business. Additionally, two of the major metropolitan centers- Utica and Syracuse- are within 30 miles from any one location in the county. Last, we looked at the dispersion of certified care in the county and found all homes and centers are within 30 miles from any location in the county.**

The “30 miles from a child care provider” is the one-way distance from home to the child care provider. We are a rural county that utilizes the business and infrastructure of Syracuse and Utica for job referrals and placement. We do, however, also have the convenience of several high speed road networks into these metropolitan areas including the NYS Thruway, Routes 5, 20, and 31, in addition to various other local roads. The standard of “30 miles from a child care provider” is reasonable for this county given the commute distance and time to the job markets.

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.

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. **N/A**

- 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 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:

- 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.

Madison County will select cases to be opened when there are insufficient funds available in the following manner:

- 1.) All of the optional categories of eligible families listed in Appendix G-2 of this Plan whom our district has chosen to serve will be given equal consideration for the limited funding. Applicants will be placed on a waiting list in order of their application date. As slots open up, those applicants with the earliest application dates will be opened first. Regardless of which optional category an applicant falls**

under, the status of their case opening will be determined by their place on the waiting list and the availability of funding.

2.) Cases that were closed due to insufficient funds will have to reapply and will be placed on the waiting list as outlined above.

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.

If an application has one or more of the indicators listed below, and the eligibility worker is not confident that the indicator has been explained or supported adequately, the application will be referred to our investigative unit for a FEDS investigation. Madison County has identified the following criteria or indicators which will pertain to Child Care applications:

- Working off the books (currently or previously).
- Application is inconsistent with prior case information.
- Prior history of denial, case closing, or overpayment resulting from an investigation.

When an application is reviewed by the eligibility worker and has one or more of the above indicators and the worker is not confident that the indicator has been explained, the case is referred for a FEDS investigation. The case is referred to the Investigations unit using a FEDS referral form. Upon review and signed approval by the eligibility worker's supervisor, the form along with a copy of the application is forwarded manually to the investigative unit. Upon completion of the investigation, the investigator prepares a written report that includes any findings related to the referral and any recommendation for action. The written report is forwarded to the eligibility worker. This process is to be completed in 30 days or less.

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. **Each month a random sample of 12 cases, for which payments were made, will be selected and verification will be sought regarding the recipients continued need for child care including, as applicable, verification of participation in employment, education or other required activities. Written requests will be mailed to employers, educational providers, and other providers of required activities as applicable to verify continued employment and/or hours of employment; continued enrollment in education and attendance; continued participation in other required activities; etc.**

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.

Each month all of the child care providers of subsidized care who are CACFP providers will be reviewed for the purpose of comparing the child care providers attendance forms for children receiving subsidized 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. A staff person from the enrollment agency (Mid York Child Care Council) is co-located at the Madison County DSS and that staff person will receive copies of all child and adult care food program inspection forms from the food program coordinator. The DSS eligibility worker will obtain the food program inspection forms from the enrollment agency staff person that pertain to providers for children receiving subsidized care each month.

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 for child care 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 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. 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-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:

**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 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.

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

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.)

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

**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	4	3	7
Base period	4 per month, no more than 12 per 3 month period.	3 per month, no more than 8 per 3 month period.	7 per month, up to no more than 20 per 3 month period.

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

Routine absences.

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

The parent(s)/guardian(s) must be at work or school during the paid absence unless extenuating circumstances exist.

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:

- | | |
|--|--|
| <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 **15%** above market rate.

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

Limitations to the above differentials are as follows: **none**

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.

N/A

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:

Families working the second and third shifts will have their child care needs evaluated so that the parent may sleep at the conclusion of his/her work shift. Under no circumstances will the district pay for more than 16 hours of child care in any 24 hour period or for more than eight (8) hours of child care while the parent sleeps.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **8**

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.
N/A.

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. **N/A; our district does not include 18, 19, and 20 year olds 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. N/A.

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

LOCAL EQUIVALENT CHILD CARE FORMS

Local equivalent child care forms used by Madison County:

- Application for Child Care Services (MCDSS455)
- Reminder to Report Changes and Day Care Policy (MCDSS/162)

- Day Care Questionnaire

(Above local equivalent forms attached)

MADISON COUNTY
DEPARTMENT OF SOCIAL SERVICES

Phone: (315) 366-2211 *Michael A. Fitzgerald, Commissioner* Fax:(315) 366-2720
Madison County Complex, Building 1
North Court Street
P.O. Box 637
Wampsville, New York 13163

REMINDER TO REPORT CHANGE & DAY CARE POLICY

This is to remind you that you must report the following information immediately to your day care worker.

1. When there is a change in the number of people in your household such as:
 - A. An absent parent returns home.
 - B. You get married.
 - C. A new baby is expected or born.
 - D. A child leaves home or comes back.
 - E. A spouse or other member of the household leaves home or returns.
2. When you move.
3. When you get a job or lose a job.
4. When your earnings change.
5. When you start or stop receiving other sources of income such as:
 - A. Social Security (RSDI) or Supplement Security Income (SSI).
 - B. Child support or any money from an absent parent.
 - C. Unemployment insurance benefit.
 - D. Workmen's compensation.
 - E. Money from a roomer, boarder, or from renting a house or an apartment.
 - F. Any other money you received whether from earnings or other sources.
6. When a parent in the home is either hospitalized or becomes ill, injured, or suffers from a condition which interferes with his ability to work or care for the children.

I understand that it is my responsibility to notify my day care worker of these changes immediately. If a change is not reported by me, I may be subject to an overpayment or criminal prosecution.

I've requested day care assistance from Madison County D.S.S. Day Care and I agree to the following policies:

- 1) D.S.S. day care will only pay for day care for actual time I am working or attending approved schooling. Reasonable, travel time to day care provider can be claimed, if applicable. I will be responsible for payment of excess days claimed* (ex: extra-curricular activities, study time or volunteer work).
- 2) Day care forms need to be in by the 5th of the following month in order to receive reimbursement in that month. Failure to submit them in a timely manner will result in no payment until the following month.
- 3) I agree to notify the day care examiner of any changes in day care circumstances, (ex: change of providers, change in activities, hourly day care rates, legally responsible parent moving into the household, children moving out of the household, change of income).
- 4) I agree that all day care statements I submit to D.S.S. are factual and true.
- 5) I give Madison County Daycare permission to notify my provider of my case opening, closing, denial and parent fee.

*Anyone who intentionally claims more than they are entitled to is committing a fraudulent act and will be referred for investigation.

Date: _____

Signature of Applicant _____

Signature of Spouse _____

MCDSS162 Rev. 11/04