



May 13, 2009

New York State
Office of
Children & Family
Services

Mr. William Cranker, Commissioner
Montgomery County Department of Social Services
County Building Office
P.O. Box 745
Fonda, NY 12068-0745

Dear Commissioner Cranker:

www.ocfs.state.ny.us

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

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

This approval is being issued separate from the approval of other sections of your plan in order to accommodate your county's need to implement the child care services provisions. A letter approving the remaining sections of your plan will be sent upon their approval.

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.

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

Sincerely,

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services

Cc: Cheryl Baumes



APPENDIX G-1

**CHILD CARE SECTION
DATED 2007-2009**

County: Montgomery

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**

Transitioning Families: **Services**

Income Eligible Families: **Temporary Assistance**

Title XX: **Services**

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

FFY 06-07 Rollover Funds (<i>this amount is available from the NYSCCBG ceiling report in the claiming system</i>)	\$246,356.00
Estimate of FFY 07-08 Rollover Funds	\$373,326.00
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$-0-
NYSCCBG Allocation for SFY 08-09	\$704,772.00
Estimate of Local Share	\$ 20,000.00

Total Estimated NYSCCBG Amount: \$1,098,205.00

\$1,098,205.00

A. Subsidy	\$1,003,098.00
B. Other program costs (excluding subsidy)	\$ 80,000.00
C. Administrative costs	\$ 15,000.00

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

County: Montgomery

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": **Fifteen miles.**

Describe any steps/consultations made to arrive at your definition:

Montgomery County is a rural county, with most employment opportunities outside of the county. This requires ownership or access to a vehicle.

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 **35%**.

Case Closings (select one or two)

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

1 – Families above 175% of poverty

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.

- 1 – Very low income cases (below 175%)**
- 2 – Children having special needs**
- 3 – Teenage parents**

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.

Referral to the front end fraud detection system is based on the following indicators:

>Financial obligations are current, but stated expenses exceed income with no reasonable explanation.

>Working off the books (currently or previously).

>Supported by loans or gifts from family/friends.

>Application is inconsistent with prior case information.

>Prior history of denial, case closing, or overpayment resulting from an investigation.

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.

Any case with one or more of the listed indicators is referred for investigation.

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.

Providers are all required to submit time sheets with both parent and caregiver signatures to verify times of child care provision.