



April 30, 2009

**New York State  
Office of  
Children & Family  
Services**

Mr. John B. Mattingly, Commissioner  
Administration for Children's Services  
150 William Street  
New York, NY 10038

[www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)

Dear Commissioner Mattingly:

**David A. Paterson**  
*Governor*

**Gladys Carrión, Esq.**  
*Commissioner*

This letter is to inform you that the family share section of Appendix G-3 included in the Administrative Component of your Annual Plan Update 2008-2009 to the Child and Family Services Plan was approved on April 30, 2009 and is effective May 1, 2009.

The approval for the attached section is being issued in advance of full approval of the Annual Plan Update at the request of the Administration for Children's Services so that its new family share methodology for the child care subsidy program can be implemented on May 1, 2009. We will continue to work with Administration of Children's Services staff in order to approve the remaining child care sections of the Annual Plan Update.

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

If you have any questions about this approval or the child care sections of the Annual Plan Update 2008-2009, please contact Ms. Amy Ryan, (518) 474-9620 or e-mail at [Amy.Ryan@ocfs.state.ny.us](mailto:Amy.Ryan@ocfs.state.ny.us).

Sincerely,

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services

cc: Shari Gruber  
Melanie Hartzog

Attachment



**Annual Plan Update  
County: NYC  
Appendix G-3**

**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 will be 35%.

**Note: Make sure the % selected here matches the % selected in Appendix F.**

**New York City will not use the State prescribed methodology of applying a formula to gross family income above the State Income Standard (SIS). Instead a fee schedule will be utilized. Within a given fee band in the fee schedule, and, depending on family income, the family share percentage will be 35% of remaining gross family income after subtracting the applicable SIS level. Family shares or fees will be capped at 12% of annual gross family income. A minimum weekly family share of \$5 for full-time care or \$4 for part-time care will be charged to families. If \$5 per week exceeds 35% of remaining income after subtracting SIS from the highest income level listed in a given fee band, a \$5 per week minimum family share/fee for full-time care or \$4 per week for part-time care will apply to that entire fee band. A part-day weekly family share of 75% of the full-time weekly family share for a family of the same size and income will be charged for children who receive part-day care. Households in receipt of Child Care in Lieu of Public Assistance (CILOPA) are required to pay \$5 per week for their family share.**