

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

**County:** Ontario

**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/Food Stamp Unit**

Transitioning Families: **Temporary Assistance/Food Stamp Unit**

Income Eligible Families: **Temporary Assistance/Food Stamp Unit**

Title XX: **Services Unit**

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> )	<b>\$382,288</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$325,950</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$1,914,504</b>
Estimate of Local Share	<b>\$73,752</b>

**Total Estimated NYSCCBG Amount: \$2,314,206**

\$

A. Subsidy	<b>\$2,065,682</b>
B. Other program costs (excluding subsidy)	<b>\$218,087</b>
C. Administrative costs	<b>\$30,437</b>

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

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Client must be admitted to treatment through an OASAS provider. Reimbursement for documented attendance at treatment appointments. Provider must provide documentation. 6 month limit. No other child care available. 200% SIS</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Client must be identified through a non-residential program. Reimbursement for child care for court appearances, related medical or counseling appointments. Documentation required. 6 month maximum. 200% SIS</b>
d) in an emergency situation of short duration	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	<b>Based upon need by Child Protective Services as a safety measure to minimize risk.</b>
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>For a period of up to 2 months.</b>
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p><b>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.</b></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>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.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## 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": **10 miles away**

Describe any steps/consultations made to arrive at your definition: **A meeting was held with child care, Temporary Assistance and Employment staff to make the decision. Availability of public transportation was considered.**

#### 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.

#### 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 **20%**.

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

#### 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.

**If it appears the expenditures will exceed allocations highest priority will be given to families with very low income and families with children who have special needs, new cases will not be opened and eligible families will be placed on the waiting list. Our district, if necessary, will first close cases in Category 3.**

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.

**Cases will be opened first if they are very low income or have children with special needs, then we will look at the waiting list, with those families whose cases were closed due to insufficient funds opened first. Category 2 families with the lowest to highest income will be opened first. Once all Category 2 families have been opened, we will open Category 3 families in reverse order of case closings. After all the families whose cases were closed due to insufficient funds have been addressed, the remaining families on the waiting list will be opened in the same order as described 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.

**Agency follows fraud plan. We look at income less than expenses, inconsistencies in information compared to previous applications, residence where care is provided, no absent parent information, previous fraud, recently separated, and we conduct an audit on 20% or not more than five per month of legally exempt providers.**

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.

**We have a caseload of 400 families, and at 6-month intervals, after the case is opened we send out a form (six month mailer) for the client to complete to determine if there are any changes. We look at 100% of our open cases.**

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.

**We request a schedule of work hours at application and recert. When paying a provider without a contract (legally exempt providers, registered providers and some centers), we compare the paycheck hours and the work schedule to the attendance to determine if the billed hours are correct. If there is a contract with the local district (only daycare center), we do not require pay stubs with every bill, we check at six month recert and reapplication. On a yearly basis the caseload is an average of 400 families. To verify if there are any changes to the case, agency sends out a six-month eligibility questionnaire. Currently the number of providers that participate in the food program is so low (13), we do 100% verification of all attendance forms. If these increase above 200 providers enrolled in the food program, we will then randomly sample 20% of the cases.**

## 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.

***APU Instructions: Only those local equivalent forms that were not already approved in the 2007-09 CFSP need to be included.***

**APPENDIX G-5**  
**PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES**

The federal priorities of very low income families and families with children who have special needs must be ranked either one or two. Additional local priorities that have been selected must have a lower rank than the federal priorities:

Category: Families with very low income      Rank: **1** (select rank one or two)

Description: **Individuals under 200% SIS engaged in an approved activity**

Category: Families with children who have special needs      Rank: **2** (select rank one or two)

Description: **Individuals under 200% SIS engaged in an approved activity with a verified child with special needs.**

Category: **Open protective/preventive cases**      Rank: **3**

Description: **Individuals with open child protective or preventive cases when child care is a protective or preventive service**

Category: **Substance Abuse**      Rank: **4**

Description: **Individuals under 200% SIS engaged in an approved course of treatment**

Category: **Seeking employment**      Rank: **5**

Description: **Individuals actively seeking employment and whose incomes is less than 200% SIS**



**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.

**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 the Ontario County Department of Social Services to conduct a local child welfare database check.**

**If a legally exempt provider or household member refuses to sign the release, which would allow Ontario County Department of Social Services to review all existing child welfare records, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency. If the provider does not comply, the parent is sent notice by the enrollment agency that their provider cannot be considered a legally exempt provider. The 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 this situation, parents will be reminded of their right to choose another provider and will be given information about how to locate other providers.**

**When a local database check reveals that a legally exempt provider and/or household member(s) age 18 years of age and older are an indicated subject of a child abuse or maltreatment report the proposed provider will be required to submit to Ontario County Department of Social Services a written statement providing information concerning the indicated incident(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and 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 database, check our Department will notify the provider that they have five calendar days to clarify the discrepancies in the information submitted to the Department and parent/caretaker. Within that five calendar day period the provider must submit information to our Department and the parent/caretaker that either correlates with the information obtained by the Department's local database check or the provider submits information obtained by our Department which documents that the information obtained from the local database check is inaccurate. If the**

**provider fails to clarify the discrepancies the district will notify the Enrollment Agency that the additional standard has not been met.**

**If the information regarding the indicated child protective report correlates with the information obtained from the local database check and there are no other health or safety concerns and the parent/caretaker still chooses to use the provider, the Enrollment Agency will be notified that the additional standard has been met. In some cases, our district may 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, staff 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 the provider's care. Parents will be informed of their right to choose an alternative provider and be given information about how to locate other providers.**

**If the local database check reveals that the provider has an active or open preventive or protective case the Department will not recommend enrollment unless the Commissioner of Social Services approves. The Commissioner will review if the provision of child care by the provider/preventive service recipient would cause health and safety concern for the children. All assessments would need to be completed within a 10 day period of the provider's enrollment request.**

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

**When a provider and all household members 18 years of age and older have signed the release which allows our Department to conduct a local child welfare database check, our designated Department staff will check the local child welfare database for indicated reports of child abuse or maltreatment and open preventive cases. The results of the local child welfare database check will be given to the Childcare designated person for appropriate action as described in the response to item one above.**

**If the local child welfare database check reveals an indicated child protective report the childcare staff will follow the procedures outlined in item number one above. If the local child welfare database check reveals that the provider has an active or open preventive case the provider will not be enrolled until the preventive caseworker writes a statement approving the enrollment. The information will then be given to the Commissioner for recommendation. When the preventive caseworker has completed the assessment of the provider/preventive services recipient's ability to provide care for other children without increasing the likelihood that the provider/preventive services recipient's own children will be placed into foster care, the**

**preventive caseworker will notify the enrollment agency as to whether or not the additional standard has been 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.)

**The district will notify the enrollment agency in writing or email as to whether or not the additional standard has been met. The district will maintain a file, which will document the information used to determine if the standard has been met or not.**

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

**To insure information that could affect the safety of the children in legally exempt child care settings is shared. The Ontario County Department of Social Services wants to make sure that providers have told parents about known child protective histories. In rare situations, providers are deemed unsafe to be around any children by the Family and Children Services Units due to a serious child abuse history and the Department wants to make sure parents have a chance to make educated decisions about using providers.**

**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:

<b>Period</b>	<b>Routine Limits (# of days)</b>	<b>Extenuating Circumstances (# of days)</b>	<b>Total Number of Absences Allowed (# of days)</b>
In a month	<b>4</b>	<b>3</b>	<b>7</b>
Base period	<b>12</b>	<b>15</b>	<b>40</b>

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

**Illness of a child**

**Death of an immediate family member**

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

**Eligibility for payment ends when the client's job ends**

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

**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 **0%** 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:

**Sleep time will be authorized for child safety up to 8 hours when it is established that the parents work different shifts. In addition, a reasonable amount of time to transport the child to and from the provider may be added to sleep time. This will be granted on a case-by-case basis, when it has been established as necessary for the health and safety of the child.**

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.

**None**

**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

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. **They will be included when the 18-19 year old resides in the household, has no income and including them makes the family eligible for services.**

**Waivers**

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify the reason your district is requesting a waiver from a regulatory provision.

Ontario County Department of Social Services is requesting a waiver to change the protocol for childcare subsidy cases with support orders of non-custodial parent's share

of child care expenses. Effective 1/1/09 Ontario County will no longer require custodial parents who receive childcare subsidy funds to file a violation petition against the non-custodial parent when the non-custodial parent who is not paying his/her share of the childcare expenses as ordered. The problem with the violation is that the custodial parent has to take time off from work and many times the issue is not resolved, causing more time off to attend court. Per reviewing the cases for cost/benefit of the violation it was concluded that the costs with regard to client/staff time far outweigh any possible value.

### **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).

x  two weeks       four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or is waiting to begin employment or is 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

## **Social Services amends rules for child care**

GENEVA - The Ontario County Department of Social Services, 83 Seneca St. plans to amend the protocols for child care subsidy cases with support orders of non-custodial parent's share of child care expenses.

Effective Jan. 1, 2009, custodial parents who receive child care subsidy funds won't be required to file a violation petition against the non-custodial parent when the non-custodial parent is not paying his/her share of the child care expenses as ordered.

A copy of the plan is available at the department's office or by calling 789-1767.

Finger Lakes Times  
Thursday, Nov. 13, 2008 **5A**