



June 5, 2009

New York State  
Office of  
Children & Family  
Services

Ms. Frances Lanigan, Commissioner  
Oswego County County Department of Social Services  
100 Spring Street  
P.O.Box 1320  
Mexico, NY 13114

Dear Commissioner Lanigan:

[www.ocfs.state.ny.us](http://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 June 5, 2009. The child care section became effective on June 5, 2009.

David A. Paterson  
*Governor*

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.

Gladys Carrión, Esq.  
*Commissioner*

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](mailto: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



**APPENDIX G-1**

**CHILD CARE SECTION  
 DATED 2007-2009**

**County: Oswego**

**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: **Temporary Assistance**

Income Eligible Families: **Day Care**

Title XX: **N/A**

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>\$718,782.00</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$923,111.00</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$-0-</b>
NYSCCBG Allocation for SFY 08-09	<b>\$2,185,247.00</b>
Estimate of Local Share	<b>\$132,000.00</b>

**Total Estimated NYSCCBG Amount: \$3,240,358.00**

**\$3,240,358.00**

A. Subsidy	<b>\$ 3,078,340</b>
B. Other program costs (excluding subsidy)	<b>\$ -0-</b>
C. Administrative costs	<b>\$ 162,018</b>

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions? **NONE, except CCR& R MOU with State, performed by Integrated Community Planning, which is not part of the above funding.**

Function:

Organization:

Amount of Contract:

2008 Child & Family Services Annual Plan Update  
Administrative Component

- 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

**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	<b>Upon family request</b>
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>Upon family request</b>
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. Families with an open child protective services case when child care is needed to protect the child.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	<b>Requires written verification from physician re: incapacity to provide care.</b>
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>Up to 6 weeks subject to funding availability.</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>Subject to funding limitations</b>
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	<b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b>
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b>
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b>
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	<b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b>
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	<b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b>

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b></p>
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b></p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b></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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b></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 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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p><b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. Subject to funding limitations.</b></p>
<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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p><b>If part of a WIA-approved &amp; monitored case management plan designed to move the individual toward employment/self-reliance. The parent/caretaker must be able to demonstrate his/her ability to successfully complete the course of study within 2 years of the start of the child care subsidy. Subject to funding limitations.</b></p>

### 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": **Childcare is accessible when travel distance is no more than 1 hour between the appropriate childcare provider and the participant's home, the child's school, or the participant's employment/work activity location. The one-hour travel is defined as any means of transportation including but not limited to walking, public transportation, or use of a personal vehicle. Appropriate childcare will be considered accessible when a TANF recipient identifies a provider on their own or the agency provides a referral to the Child Care Council resulting in a minimum of two referrals meeting the above criteria.**

Describe any steps/consultations made to arrive at your definition: **In preparing the Oswego County definition, we consulted with representatives from the TA, Child Support, and Employment and Training units as well as with the local Child Care Council.**

##### 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 **10%**.

**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.

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 from the waiting list in the following order:**

**1. The guaranteed populations will be serviced first. Priority will be given to employed Temporary Assistance (TA) recipients or those participating in mandated employment and training activities. Families eligible for Transitional services whose TA case closed due to excess earned income, child support, client's request, or the client chooses to receive day care assistance in lieu of TA.**

**If funding still exists once the guaranteed population is open, the following categories of families with income below 200% of the poverty level will be opened:**

- 1. Families requiring child care to accept or retain (subsidized or unsubsidized) employment.**
- 2. Teen parents attending high school or an equivalency program**
- 3. Families requiring child care to attend remedial education, basic literacy training, ESL, vocational training program, a two-year associates' degree/certificate program or a four-year degree program which can be completed within two years from the start of child care subsidy.**
- 4. Children with special needs**

### **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.

**Oswego County intends to amend our FEDS plan and add Childcare for our district. Our district will therefore generate a FEDS investigation for applicants that meet the following criteria:**

- \* **Documentation or information provided is inconsistent with application**
- \* **Previous case closing or overpayment resulting from an investigation**
- \* **Provider lives in the same household as parent**

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.

**To ensure that we are reviewing cases that may not be in receipt of any other service or assistance other than child day care, we will, six months after annual recertification, require that the family provide/mail in documentation on employment, income, child care unit make-up, and any other changes that may have occurred in their case. Failure to provide this documentation will result in a ten (10) day notice to close the case.**

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 will identify the 68 providers that participate in CACFP and cross reference this to a list of providers of subsidized child care. We will then have a single list of CACFP providers that have subsidized children. We will then use random sampling to select 5 providers each month to verify that the child was in care on the days listed on the attendance forms. By using this method, we guarantee that each provider/child will be a 'hit'.**

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program in order to better 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).

**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 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:

<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>2</b>	<b>1</b>	<b>3</b>
Base period	<b>9</b>	<b>3</b>	<b>12</b>

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

**Illness**

**Unanticipated crisis**

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

**Medical verification required for extenuating circumstances.**

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.

### **Differential Payment Rates**

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

Accredited Programs may receive a differential payment up to **5%** above market rate.

Care during non-traditional hours may be paid up to **10%** above market rate.

Limitations to the above differentials are as follows:

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:

**If funding is available, allowing up to 8 hours of child care services for those who work a 2<sup>nd</sup> or 3<sup>rd</sup> shift.**

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