

APPENDIX G-1

CHILD AND FAMILY SERVICES PLAN

CHILD CARE SECTION DATED 2007-2009

County: **Rockland**

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: **Day Care Unit**

Transitioning Families: **Day Care Unit**

Income Eligible Families: **Day Care Unit**

Title XX: **None**

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

Total NYSCCBG Amount:	\$8,300,000
A. Subsidy	\$6,500,000
B. Other program costs (excluding subsidy)	\$ 700,000
C. Administrative costs	\$ 110,000

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 type="checkbox"/> Assistance in locating care		
<input checked="" type="checkbox"/> Child Care Information Systems	ControlTec	\$30,000
<input checked="" type="checkbox"/> Other – <i>Conduct Day Care Provider Training on Subsidy and Recordkeeping. (Rev. 02/27/07)</i>	Child Care Resources of Rockland, Inc.	\$20,096

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	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) abuse treatment program participating in an approved substance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PA recipients only.
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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	Subsidized child care is necessary for continued employment.
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	For teenage parents only.
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	For teenage parents only.
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	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>For participants in Next Steps program only.</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 20 hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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": **“Reasonable distance” for the Temporary Assistance client traveling by automobile and needing child care in order to participate in work activities will not exceed a 20 mile radius from home to work.**

“Reasonable time” for the Temporary Assistance client traveling by public transportation and needing child care in order to participate in work activities will not exceed 1 hour and 15 minutes from home to work.

Describe any steps/consultations made to arrive at your definition: **Definition reflects the consensus of the Department’s Child Care Program Coordinator, Employment Coordinator, Head Social Welfare Examiner, Director of Adolescent & Special Services, and Planning Coordinator, with Top Management approval.**

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.

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.

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% (Effective through May 31, 2007)**

Family Share Percentage selected by our district: **25% (Effective on June 1, 2007)**

(Rev. 03/08/07)

APPENDIX G-3 (continued)

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.

Cases meeting federally mandated priorities will have highest priority. Cases for families participating in the following programs, Next Steps, Non-Parent Caregivers and Teen Parents, will be the next priorities. Working income eligible cases are the lowest priority. Within each priority group, cases will be prioritized by income: the lower the income, the higher the priority. For cases having the same income, those receiving child care services for the longest time will be closed first.

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.

Families with very low income or children with special needs are given priority status when opening cases. In the event of insufficient funds, a waiting list will be created. Cases meeting federally mandated priorities will have highest priority. Then cases for families participating in the following programs (with funding set-asides) will be opened: Next Steps, Non-Parent Caregivers, and Teen Parents. All other cases will be prioritized by income: the lower the income, the higher the priority. For cases having the same income, those longest on the waiting list will be opened first.

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.

APPENDIX G-3 (continued)

If a Day Care Subsidy worker suspects that a child care subsidy application has a high risk for fraudulent or erroneous child care subsidy payments, a Front End Detection System (FEDS) Referral form is completed and forwarded with a copy of the application and other relevant documents to the Special Investigations Unit. Indicators that a FEDS referral is warranted include discrepancies in: Household Composition/Residence, Identity/Status, Income/Resources, and Questionable Documents. The FEDS Referral form has been approved by NYS OTDA.

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.

Rockland County requires that all open child care subsidy cases be recertified every six (6) months. This is a complete review and includes verification of income, residency, and days/hours of work. If a worker suspects that the family is receiving erroneous subsidy payments or a case may be fraudulent, a referral is made to the Special Investigations Unit. If substantiated, effort is made to recoup funds.

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.

100% of child care providers of subsidized child care services who participate in the CACFP program will be audited every year. DSS will obtain a list of active CACFP participating family/group day care providers from Child Care Resources of Rockland (who administers this program for family/group providers in Rockland County). This list will be cross checked against the DSS list of family/group providers receiving child care subsidy payments to determine which providers participate in both programs. When these providers are audited, DSS will compare the attendance records reviewed at the last CACFP inspection visit (copies to be provided by Child Care Resources of Rockland) against DSS subsidy attendance records for the same time period to verify actual attendance.

Audits will take place at the provider's place of business.

(Rev. 03/08/07)

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

CHILD AND FAMILY SERVICE PLAN

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: **Eligibility** Rank: **1**

Description: **Next Steps participants**

Category: **Eligibility** Rank: **2**

Description: **Non-Parent Caregivers**

Category: **Eligibility** Rank: **3**

Description: **Teenage parents attending high school or obtaining GED**

Category: **Eligibility** Rank: **4**

Description: **When funding for Rockland's working income eligible child care population is insufficient at 200% of poverty, this County reserves the right to reduce case openings prioritizing by income: the lower the income, the higher the priority.**

APPENDIX G-6

CHILD AND FAMILY SERVICES PLAN

FUNDING SET-ASIDES

Total NYSCCBG Block Grant Amount Including Local Funds

Category: Employment Related (Next Steps)	\$ 195,000
Category: Non-Parental Caregivers	\$ 415,000
Category: Teenage Parents	\$ 135,000
Category:	\$
Total set asides	\$ 745,000

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category: Employment Related (Next Steps)

TANF recipients or parents at or below 200% Federal poverty level who participate in Next Steps, a 6 month, multi-generational program that provides employment skills and child care to promote self-sufficiency and enhance parenting skills – 30 children

Category: Non-Parent Caregivers

Non-parent caregivers with custodial responsibility for children under 13 who require child care services in order to be gainfully employed and continue family stability – 70 children

Category: Teenage Parents

To support parents under 21 who attend high school or achieve a GED thereby equipping him/her with education and skills to achieve self-sufficiency - 25 children

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

CHILD AND FAMILY SERVICES PLAN

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

CHILD AND FAMILY SERVICES PLAN

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 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	6	3	9
Base period	6	9	15

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

Homelessness, illness, and court appearances

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

If absence exceeds the routine limit of 6, there must be documentation submitted.

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

APPENDIX G-10

CHILD AND FAMILY SERVICES PLAN

PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES

The following providers are eligible for payment for program closures:

Day Care Center Legally Exempt Group

Group Family Day Care School Age Child Care

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). **5**

List the allowable program closures for which the district will provide payment. **To accommodate our culturally diverse community, Rockland will pay for up to 5 floating holidays, as designated by the provider in his/her contract with DSS, effective January 1, 2007.**

Note: Legally exempt family child care and in-home child car providers are **not** allowed to be reimbursed for program closures.

APPENDIX G-11

CHILD AND FAMILY SERVICES PLAN

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

In 2007, DSS staff will explore with Child Care Resources of Rockland the accreditation requirements of national recognized child care organizations. If Rockland decides to pay a differential to licensed and registered child care providers that have been accredited, the criteria for which child care providers would receive a differential, the amount of the differential, and the schedule for implementing the higher rate will be defined.

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

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

Care during non-traditional hours may be paid up to _____ % 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 there is no other responsible adult to assume care taking responsibility for the child(ren) while caretaker sleeps, the Department will pay for child care.

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

APPENDIX G-12

CHILD AND FAMILY SERVICES PLAN

**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.

There must be a medical emergency. No other responsible person is available to care for the child.

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. **The 18, 19, or 20 year old must be a full-time student, and the parent financially responsible for the child's support.**

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.

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