



May 12, 2009

New York State  
Office of  
Children & Family  
Services

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

Mr. Robert S. Christopher, Commissioner  
Saratoga County Department of Social Services  
152 West High Street  
Ballston Spa, NY 12020

Dear Commissioner Christopher:

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 12, 2009. The child care section became effective on May 12, 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](mailto:Amy.Ryan@ocfs.state.ny.us).

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

Sincerely,

A handwritten signature in cursive script, appearing to read "Janice M. Molnar".

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



**APPENDIX G-1**

**CHILD CARE SECTION  
DATED 2007-2009**

**County:** Saratoga

**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: Temporary Assistance

Title XX: Children 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> ) | \$653,662   |
| Estimate of FFY 07-08 Rollover Funds  | \$428,983   |
| Estimate of Flexible Funds for Families (FFFS) for child care subsidies   | \$0         |
| NYSCCBG Allocation for SFY 08-09  | \$2,327,357 |
| Estimate of Local Share   | \$52,782    |

**Total Estimated NYSCCBG Amount:** \$2,809,122

\$2,809,122

|  |             |
|--|-------------|
| A. Subsidy                                 | \$2,397,697 |
| B. Other program costs (excluding subsidy) | \$158,355   |
| C. Administrative costs                    | \$253,070   |

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

County: Saratoga

### 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": **For those TANF recipients using their own vehicle or public transportation, Saratoga County has determined a reasonable distance not to exceed one (1) hour one (1) way or the equivalent of fifty (50) miles one (1) way from home to the daycare provider to the employer, with the understanding that exceptions will be considered on a case by case basis, depending upon circumstances.**

Describe any steps/consultations made to arrive at your definition: **Consultation with agency Employment Unit, publication of definition with public comment period and discussion with the Social Services Advisory 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 **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 **20%**.

#### 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.

**In the event limited funds are available cases will be closed based upon the following income levels:**

**1.) 200 - 176% FPL;**

**2.) 175 - 151% FPL;**

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2008-09 Saratoga County APU

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- 3.) 150 - 126% FPL;
- 4.) 125 - 100% FPL;
- 5.) <100% FPL.

**Within each income level above cases will be additionally prioritized for closing in the event of limited funds by the length of time the case has been in receipt of day care funding. Cases that have been open longer will be closed first.**

**Families that have children with special needs will be given priority over all the income categories listed above.**

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.

**In the event of limited funds are available cases will be prioritized for opening based upon income levels in the following manner:**

- 1.) <100% FPL;**
- 2.) 100 - 125% FPL;**
- 3.) 126 - 150% FPL;**
- 4.) 151 - 175% FPL;**
- 5.) 176-200% FPL.**

**Cases within the above categories cases that have not previously been in receipt of day care assistance will be opened before cases that have previously been in receipt. The case application date will further prioritize when other circumstances are equal.**

**Families that have children with special needs will be given priority in case openings over all the income levels stated 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.

**The following are the criteria that will be used to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy resulting in a referral to FEDS:**

- (X) Working off the books (currently or previously)**
- (X) Application is inconsistent with prior case information**
- (X) Prior history of denial, case closing, or overpayment resulting from an investigation.**
- (X) No absent parent information or information is inconsistent with application**
- (X) No documentation to verify identity or documentation of identity is questionable**
- (X) Self-employed but without adequate business records to support financial assertions**
- (X) Documents or information provided are inconsistent with application, such as different name used for signature or invalid SSN**
- (X) Unsure of own address.**

**The following procedures will be used to refer such applications to FEDS.**

**The state FEDS referral form will be utilized. The FEDS referral Check-off form is reviewed for every eligibility application by the eligibility examiner. When examiner detects an indicator, the referral form is completed by the examiner and given to IM Supervisor for review and approval. It is then hand-delivered to the**

**Special Investigation Unit the same day for review.**

**The SIU Supervisor approves referral and gives to secretary to log it in. Supervisor assigns it to the investigative staff. Investigation will begin within 24-48 hours; investigation may include home visit and /or collateral contact. The investigators provide the originating examiner with an oral report on a daily basis or if anything of significance is established.**

**Written report is provided as soon as investigation is completed – and always within 30 days of the client’s application.**

**The bottom of the report form has a section for case disposition. The IM worker and the SIU investigator discuss case, at which time this section is completed. The original report will remain in the SIU case record and a copy with cost avoidance figures will be forwarded to the originating IM worker.**

The district must describe below it 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.

**All cases will are reviewed 100% every six (6) months.**

The district must describe below it 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.

**Saratoga County DSS has 22 participating providers. Saratoga County DSS is required to review 18 of these providers annually. Saratoga County DSS will review 9 providers in the first six months of the calendar year and 9 providers in the second six months of the year.**