APPENDIX G-1
CHILD CARE SECTION
2010 APU

County: Schuyler County

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: **Children's Services**

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

FFY 06-07 Rollover Funds (*this amount is available from the NYSCCBG ceiling report in the claiming system*)	**$192,061**
Estimate of FFY 07-08 Rollover Funds	**$256,130**
Estimate of Flexible Funds for Families (FFFS) for child care subsides	**$0**
NYSCCBG Allocation for SFY 08-09	**$615,296**
Estimate of Local Share	**$15,000**

Total Estimated NYSCCBG Amount:	**$886,426.00**

	$886,426.00
A. Subsidy	**$796,426.00**
B. Other program costs (excluding subsidy)	**$0**
C. Administrative costs	**$90,000.00**

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		
☐ Screening of legally-exempt providers		
☒ Assistance in locating care	**Schuyler County Child Care Coordinating Council**	**$42,800**
☐ Child Care Information Systems		
☐ 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.	☒ Yes ☐ 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	☒ Yes ☐ No	
b) homeless	☒ Yes ☐ No	
c) a victim of domestic violence	☒ Yes ☐ No	
d) in an emergency situation of short duration	☒ Yes ☐ No	
3. Families with an open child protective services case when child care is needed to protect the child.	☒ Yes ☐ 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	☒ Yes ☐ No	
b) has family duties away from home	☒ Yes ☐ 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.	☒ Yes ☐ 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.	☒ Yes ☐ 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	☒ Yes ☐ No	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	☒ Yes ☐ 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	☐ Yes ☒ No	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	☐ Yes ☒ 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	☐ Yes ☒ 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	☒ Yes ☐ 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	☒ Yes ☐ No	
h) a prevocational skill training program such as, a basic education and literacy training program	☐ Yes ☒ No	

i) a demonstration project designed for vocational training or other project approved by the Department of Labor. **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.**	☐ Yes ☒ No	
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.	☒ Yes ☐ No	
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.	☐ Yes ☒ No	

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.	☐ Yes ☒ No	
11. 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 program to train workers in a employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.	☐ Yes ☒ 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": 25 miles or 30 minutes one way

Describe any steps/consultations made to arrive at your definition: This mileage/timeframe was arrived at by interviewing staff from DSS who live in surrounding counties, consultation with our childcare coordinator, the employment unit and our paralegal staff. The "reasonable distance" determination would allow ample time and distance opportunities for all persons seeking work in our 5 contiguous counties. Public transportation is not available to all surrounding counties and was not a consideration in this equation.

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 **100%** 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 **25%**.

Case Closings (select one or two)

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.

1. **Families with income up to 100% SIS**
2. **Families who have children with special needs.**
3. **Families with income-100-140% SIS**
4. **Families with income 140-200%**

*** within categories, cases will be opened based on date of application: i.e. case with earliest application date would 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.
Our county uses the Front End Detection System to determine eligibility irregularities and check for possible fraud. All applications are screened and verified. See attached

Our county uses the following FEDS indicators for child care:

- **Working off the books (currently or previously)**
- **Current application is inconsistent with prior case information**
- **Prior history of denial, case closing, or overpayments resulting from an investigation (i.e. fraud, FEDS, EVR)**
- **No absent parent information or information is inconsistent with application**
- **No documentation to verify identity or documentation of identity is questionable**
- **Self employed without adequate business records to support financial assertions**
- **Documents or information provided are inconsistent with such as different name used for signature**
- **P.O. Box used as a mailing address without a reasonable explanation**
- **Unsure of own address**

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.

We perform a full recertification for <u>all cases</u> every six months which includes: completing a new CC application; verifying client's need with pay stubs, employment verification forms or official class schedules.

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.

SCCCCC will provide copies of the completed CACFP home inspection forms to the District on a monthly basis. The district will compare the CACFP attendance forms with the attendance forms submitted to the district. If any discrepancies are detected, a fraud investigation will take place. <u>All</u> cases will be reviewed on an annual basis

REFERRAL & INVESTIGATIVE PROCESS PRE SCREENER

Will pre screen all applications before interview is scheduled. Information will be screened thru NYSPIN, AAAWMS clearance reports, fraud files and CAMS and will note any discrepancies in the case record.

ELIGIBILITY WORKER

If one or more of the FEDS indicators are discovered during the eligibility interview the eligibility examiner will submit a FEDS Referral to the Fraud Unit within 48 hours (2 working days) of the interview, with a copy of the FEDS Referral Form remaining in the case record. The FEDS Referral Form (Attachment I), the original application and any other pertinent documentation/ information will be submitted to the Fraud Unit as part of the referral process. The Application and documentation provided will be located in a central area in the Fraud Unit so that the eligibility worker can access it whenever necessary

After the FEDS referral is made, any inquiry to the eligibility worker from the applicant or other persons regarding the FEDS process should be directed to the Fraud Unit.

Specific information obtained throughout the course of any investigation should only be shared with other employees of the Department when a need to know exists.

If, due to mandated timeframes, the eligibility worker must make a determination prior to receiving the official FEDS investigative results from the Fraud Unit, the eligibility worker should attempt to follow up with the Fraud Unit regarding the status of the investigation. The eligibility worker will be responsible for meeting any State and/or Federal guidelines for issuance of benefits regardless of the status of the investigation.

INVESTIGATOR

The Investigator will log the referral on the FEDS Referral Log (Attachment II) and initiate the investigation with 5 working days of receiving the referral. (Please note that since the current investigator does not work on Friday, any FEDS Referral Forms received in the Fraud Unit after 12:00 p.m. on Thursday will not be received by the investigator until the following Monday).

The investigation may include, but not be limited to, a "home visit" (in compliance with the home visit criteria in Section 351.28 of the NYCRR), other various field visits and/or collateral contacts, and an interview with the Fraud Unit. If an office interview is required a notification (Attachment III) will be mailed to the client/applicant.

The target turn-around time for completion of the investigation will be 10 working days from the date that the FEDS Referral Form is received in the Fraud Unit so that the investigative findings are a part of the eligibility decision. The Investigator will note investigative steps on the FEDS Disposition Form (Attachment IV). If the Investigator is not able to complete the

investigation within the specified timeframe, he/she will notify the eligibility worker of the reason for the delay and also inform the eligibility worker of the status of the investigation.

COMPLETION PROCESS

INVESTIGATOR

The Investigator will complete the Investigation Results portion of the FEDS Disposition Form and submit it to the eligibility worker immediately upon completion of the investigation.

ELIGIBILITY WORKER

The eligibility worker will complete the Case Disposition portion of the FEDS Disposition Form and submit it to the Fraud Unit immediately after making the eligibility determination, but in no case should this be later than five calendar days in the month following the month that the eligibility determination was made to insure that the disposition can be included in the monthly FEDS Activity Report. A copy of the FEDS

Disposition will also be maintained in the case record, If the case is denied due to a FEDS investigation, the eligibility examiner should be sure to use the proper denial code so that the case can be used in the monthly cost avoidance figures. If the case is denied for other reasons, the eligibility examiner should be sure to state the specific reason for the denial on the FEDS Disposition Form.

FRAUD UNIT

The Investigator will log the case disposition on the *FEDS* log and file the FEDS Disposition Form together with the *FEDS* Referral Form in the designated area of the Fraud Unit. The Fraud Unit is responsible for submitting the FEDS Activity Report to the State by the 10th day of each month.

SUPERVISORY REVIEW

The supervisor of each unit will be responsible through supervisory review for verifying that the eligibility workers in their unit are submitting FEDS Referrals accurately and timely.

Date: _____ Referral Log #

SCHUYLER COUNTY DEPARTMENT OF SOCIAL SERVICES
FRONT END DETECTION SYSTEM (FEDS) REFERRAL

Case Name: _____ _____Case # & Category _____
Eligibility Examiner: _____ Pending Date: _____Client Address:

Client Phone Number:

( ) **Application has NO FEDS indicators.**

Eligibility Worker: _____ Date: _____

Eligibility: Check the indicator(s) below and give a brief explanation: attach any necessary documentation.

REASON FOR REFERRAL - FEDS INDICATORS

( ) Financial obligations are current, but stated expenses exceed income *without a reasonable explanation*

( ) Working off the books *(currently or previously)*

( ) Supported by loans *or gifts from* family/friends

( ) Self-employed but without adequate business records to support financial assertions

( ) P.O. Box used as mailing address *without a reasonable explanation*

( ) Primary tenant with no utility bills (e.g., phone or electric) in his/her name

( ) No absent parent information or information is inconsistent with application

( ) Landlord does not verify *household* composition or *provides* information that is inconsistent with application

Unsure of own address

( ) Documents *or* information provided are inconsistent with application, such as different name used for signature or invalid SSN

( ) Prior history of denial, case closing, or overpayments *resulting from an investigation (i.e.* fraud, FEDS, EVR)

( ) Current application is inconsistent with prior case information

( )

No documentation to verify identity *or* documentation of identity is questionable

Original to Fraud Unit, Copy to File

FEDS REFERRALS

REFERRAL #

DATE

NAME

CASE TYPE

ACTION TAKEN

DISPOSITION

INITIALS

SCHUYLER COUNTY
DEPARTMENT OF SOCIAL SERVICES **William J. Weiss County Office Building**
Commissioner 105 Ninth Street, Unit 3
Watkins Glen, NY 14891
(607) 535-8303

Beverly K. Clickner
Deputy Commissioner

Date:

Case Name Address

Re: Case Number

APPLICANT NOTICE

Your case has been selected for a pre-eligibility review.

The purpose of this review is to check certain items you have stated on your application or during the interview.

A meeting has been scheduled for you with the FEDS workers at. the Schuyler County Department of Social Services, County Office Building, Watkins Glen, NY 14891 On: _____
At: _____ AM/PM

This review may include various collateral contacts.

In addition, Schuyler County Investigators may visit your residence. They will show you identification upon arrival.

Failure to keep this appointment may result in your application being denied. You have a right to have a representative with you at this interview.

If you have any questions concerning these reviews, please contact the FEDS workers in the Fraud Unit at (607)53 535-8303.

FEDS worker signature

"An Equal Opportunity/Affirmative Action Employer "

Attachment III

SCHUYLER COUNTY
DEPARTMENT OF SOCIAL SERVICES
Weiss **County Office Building**
Commissioner **105 Ninth Street, Unit 3**
Watkins Glen, NY 14891
(607) 535-8303

William J.

Beverly K. Clickner
Deputy Commissioner

Date:

Case Name Address

Re: Case Number

APPLICANT NOTICE

As you have been advised, your case has been selected for a pre-eligibility review.

The purpose of this review is to check certain items you have stated on your application or during the interview.

Investigators from the Schuyler County Department of Social Services Fraud and Resource Recovery Unit were at your home this date but were unable to make contact with you.

You still must appear for your scheduled interview with the FEDS investigators at the Schuyler County Office Building, Watkins Glen, NY 14891
On:_____ At:_____ AM/PM

IF YOU NO LONGER ARE IN NEED OF ASSISTANCE AND WISH TO WITHDRAW YOUR APPLICATION, PLEASE FILL OUR THE BOTTOM OF THIS FORM AND MAIL IT TO:

Fraud and Resource Recovery Unit
Schuyler County Department of Social Services
105 Ninth Street. Unit 3
Watkins Glen, NY 14891

Name: _____ Case No._____

Address: _____ Date:_____ I
WISH TO WITHDRAW MY APPLICATION FOR ASSISTANCE.

Signature FEDS worker signature

An Equal Opportunity/Affirmative Action R Employer"

SCHUYLER COUNTY DEPARTMENT OF SOCIAL SERVICES FEDS

REFERRAL RESPONSE

Date: _____ To:

Case Name _____ Case Number:

() FEDS investigation found no additional eligibility information.

( ) Applicant requests withdrawal of application (see attached).

( ) Applicant failed to show for interview. Ineligible for assistance until compliance.

( ) The following information must be considered in making an eligibility determination:

_____

_____

_____FEDS Worker

Ext. Date:

++

FEDS CASE DISPOSITION

The following action was taken on this case:

( ) Investigation completed - no errors found Case Opened.

( ) Applicant did not keep FEDS appointment. Case Denied.

( ) Case Denied/Withdrawn as a result of FEDS findings.

( ) Grant reduced due to FEDS findings.

( ) Case denied for other reasons:_____

_____

Eligibility Worker_____Date: _____

Original to File , Copy to Fraud Unit

Attachment

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 up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).

11. ☐ 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).

APPENDIX G-4 (continued)

12. ☐ 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).

13. ☐ Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

14. ☐ 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).

15. ☐ Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).

16. ☐ 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). ***see attached application-unable to scan into document-see hard copy***

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-7
TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: $

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2) % (3) % (4) %

Programmatic Eligibility for Income Eligible Families. (Check all that apply.)

Title XX:
- ☐ employment
- ☐ education/training
- ☐ seeking employment
- ☐ illness/incapacity
- ☐ homelessness
- ☐ domestic violence
- ☐ emergency situation of short duration
- ☐ participating in an approved substance abuse treatment program

Does your district apply any limitations to the programmatic eligibility criteria?
☐ YES ☐ NO

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

Does your district prioritize certain eligible families for Title XX funding?
☐ YES ☐ NO

If yes, describe which families will receive priority:

Does your district use Title XX funds for child care for open child protective services cases?
☐ YES ☐ NO

Does your district use Title XX funds for child care for open child preventive services cases?
☐ YES ☐ NO

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 in-home child care and providers of legally exempt family child care and all of the legally exempt family child care providers household members 18 years of age and older will be asked to sign a release which will allow our department to conduct a local child welfare database check. The release will inform the legally exempt in-home and family child care providers and the legally exempt family child care provider's household members 18 years of age and older that the district will complete a review of their local child welfare database to determine if the legally exempt in-home child care provider or the legally exempt family child care provider and the legally exempt family child care provider's household members 18 years of age and older are the subject of an indicated child protective report. The releases will be included in the enrollment package. The enrollment agency will return the signed releases to our department. The enrollment agency will notify our department immediately if the release has not been signed and the additional standard will not apply to those individuals that did not sign the release.

   If a legally exempt in-home child care provider or the legally exempt family child care provider and/or the legally exempt family child care provider's household member(s) 18 years of age and older refuse to sign the release which would allow our Department to conduct a local child welfare database check, our 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 these situations, 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 child welfare database check reveals that a legally exempt in-home provider or a legally exempt family provider and/or the legally exempt family child care provider's household member(s) 18 years of age and older are the indicated subject of a child abuse or maltreatment report the provider will be required to submit to our department a written statement providing information concerning the indicated report(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and confirming 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 child welfare database check, our department will notify the provider that the provider has 5 days to clarify any discrepancies in the information submitted, and submit information showing why the district information is inaccurate. If the provider does not take this action within 5 days, 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 child welfare database check, there are no other health or safety concerns, and the parent/caretaker still chooses to use the provider, the district will notify the enrollment agency that the additional standard has been met. In some cases, our district will 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, our district 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 that 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.

The local database checks will be conducted at initial enrollment.

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

When the legally exempt in-home child care provider and the legally exempt family child care provider and the legally exempt family child care provider's 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. The results of the local child welfare database check will be given to the Day Care Unit Staff 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 Day Care Unit Staff will follow the procedures outlined in item number one above.

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 Department will inform the enrollment agency via email as to whether or not the additional standard has been met.

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

Children are being placed at risk of harm due to lack of sufficient background checks on household members of legally exempt caregivers.

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:

Period	**Routine Limits (# of days)**	**Extenuating Circumstances (# of days)**	**Total Number of Absences Allowed (# of days)**
In a month			
Base period			

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

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

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

APPENDIX G-10
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).

List the allowable program closures for which the district will provide payment.

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

APPENDIX G-11
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED MARKET RATES FOR LEGALLY EXMEPT, 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 % abo ve 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.

Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers

If a district elects to establish a payment rate that is in excess of the enhanced market rate for legally- exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

☐ Our district is requesting to increase the legally-exempt enhanced market rate up to____percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent (75%) of the child care market rates established for registered family day care.

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:

☐ for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or

☐ for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or

☐ for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

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:

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

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.

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.

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

APPENDIX H
ANNUAL PLAN UPDATE 2008 APU
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES
Schuyler County

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking "YES" or "NO" whether there are any changes to report. For each item that is answered "Yes" or where a "NO" response is not an option, a written response is required clearly indicating what has changed and reason for the change. Reponses should be attached on separate page and added at the end of this appendix. . Please note that Appendices G-1 must be completed.

YES	NO	
		I. Financing Process
☐	☒	a. General Information
☒	☐	b. Purchase of Services
☒	☐	c. Performance or Outcome Based Provisions
☐	☒	II. Monitoring Procedures
		III. Appendices
☐	☒	a. Appendix A – Legal Assurances
☐	☒	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services
☐	☒	c. Appendix C – Estimate of Persons to be Served
☐	☒	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
☐	☒	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
☐	☒	f. Appendix F – Department of Social Services – Program Information Matrix
		g. Appendix G – Child Care
☒	☐	1. Appendix G-1 – Administration
☐	☒	2. Appendix G-2 – Other Eligible Families if Funds are Available
☐	☒	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
☒	☐	4. Appendix G-4 – Districts Options
☐	☒	5. Appendix G-5 – Priority Populations
☐	☒	6. Appendix G-6 – Funding Set-Asides
☐	☒	7. Appendix G-7 – Title XX Child Care
☒	☐	8. Appendix G-8 – Additional Local Standards for Child Care Providers
☐	☒	9. Appendix G-9 – Payment to Child Care Providers for Absences

☐	☒	10. Appendix G-10 – Payment for Child Care Providers for Program Closures
☐	☒	11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
☐	☒	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities

APPENDIX H
ANNUAL PLAN UPDATE 2010 APU
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

SCHUYLER County

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking "YES" or "NO" whether there are any changes to report. For each item that is answered "Yes" or where a "NO" response is not an option, a written response is required clearly indicating what has changed and reason for the change. Reponses should be attached on separate page and added at the end of this appendix.

YES	NO	
		I. Financing Process
☐	☒	a. General Information
☐	☒	b. Purchase of Services
☐	☒	c. Performance or Outcome Based Provisions
☐	☒	II. Monitoring Procedures
		III. Appendices
☐	☒	a. Appendix A – Legal Assurances
☐	☒	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services (Check "No" if the memorandum is current, designates suitable locations for abandoned infants and there are no changes since the last CFSP or APU.)
☐	☒	c. Appendix C – Estimate of Persons to be Served
☐	☒	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
☐	☒	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
☐	☒	
☐	☒	f. Appendix F – Department of Social Services – Program Information Matrix
		g. Appendix G – Child Care
☐	☒	1. Appendix G-1 – Administration
☐	☒	2. Appendix G-2 – Other Eligible Families if Funds are Available
☐	☒	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
☐	☒	4. Appendix G-4 – Districts Options
☐	☒	5. Appendix G-5 – Priority Populations
☐	☒	6. Appendix G-6 – Funding Set-Asides
☐	☒	7. Appendix G-7 – Title XX Child Care

☐	☒	8. Appendix G-8 – Additional Local Standards for Child Care Providers
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