



June 16, 2009

New York State  
Office of  
Children & Family  
Services

Mr. Charles L. Schillaci, Commissioner  
Seneca County DSS  
1 DiPronio Drive  
P.O. Box 690  
Waterloo, NY 13165-0690

Dear Commissioner Schillaci:

[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 19 2009. The child care section became effective on June 19, 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.

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

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).

Sincerely,

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

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services

cc: Cynthia Swarthout, MSW



**APPENDIX G-1**

**CHILD CARE SECTION  
DATED 2007-2009**

**County: Seneca**

**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: **Eligibility determination and approval is completed by Seneca County Workforce Development (part of the Division of Human Services). Issuance of check is done by Seneca County Temporary Assistance unit.**

Transitioning Families: **Eligibility determination and approval is completed by Seneca County Workforce Development. Checks are issued by Seneca County Division of Human Services' Accounting unit.**

Income Eligible Families: **Eligibility determination and approval is completed by Seneca County Workforce Development. Checks are issued by Seneca County Division of Human Services' Accounting unit.**

Title XX:

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>\$491,487.00</b>
Estimate of FFY 07-08 Rollover Funds	\$281,008
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$-0-</b>
NYSCCBG Allocation for SFY 08-09	<b>\$183,193.00</b>
Estimate of Local Share	<b>\$-0-</b>

**Total Estimated NYSCCBG Amount: \$464,201.00**

**\$464,201.00**

A. Subsidy \$396,358

- B. Other program costs (excluding subsidy) \$-----
- C. Administrative costs \$ 67,843.00

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 Function		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Determining if legally- exempt providers meet State approved additional local standards (if applicable)		
<input type="checkbox"/> 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	
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>To be re-evaluated weekly. Maximum period of three (3) months.</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	<b>In order for them to be engaged in work activity. Maximum period of three (3) months.</b>
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Catastrophic illness. Maximum period of three (3) months.</b>
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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>Maximum period of three (3) months.</b>
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>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.</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>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.</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>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:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>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</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>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</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

<p>f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</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>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</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>	<p><input checked="" type="checkbox"/> Yes  <input 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 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>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 type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</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": **as that in which the length of time commuting from home to the provider and to the place of employment does not exceed 45 minutes.**

Describe any steps/consultations made to arrive at your definition: **we are a rural area and it may be necessary to travel at least 45 minutes to access day care and employment.**

#### 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 **125%** 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 **35%**.

**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.

**Case will be open in the following order:**

- **Families whose income is 100-125% SIS**
- **Families that have a child with special needs**
- **Families whose income is 125-150% SIS**
- **Families whose income is 150-175% SIS**
- **Families whose income is 175-200% SIS**

**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.

**Seneca County uses the following child care FED Indicators: 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, EVER), no absent parent information or information is inconsistent with application, no documentation to verify identity or documentation is questionable, self-employed but without adequate business records to support financial assertions, P.O.Box used as mailing address without reasonable explanation, unsure of own address.**

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.

**Verification is done on all applicants and participants in employment and other activities via pay stubs and attendance sheets, the time frame is every 6 months at redetermination.**

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.

**Random sample - two (2) cases per month or 24 cases per year - alphabetical by last name of the parent that is requesting the child care with no duplication of cases for the review.**

#### 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).

Any approvals previously granted by OCFS for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms that a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

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

**APPENDIX G-10  
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

- |   |   |
|---|---|
| <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 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). **One (1) day**

List the allowable program closures for which the district will provide payment.  
**weather; lack of heat or power**

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