



**New York State
Office of
Children & Family
Services**

www.ocfs.state.ny.us

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

November 6, 2009

Kathryn A. Muller, Commissioner
Steuben County-DSS
3 East Pulteney Square
Bath, New York 14810-1579

Dear Commissioner Muller:

This letter is in response to Steuben County's request to amend its Child and Family Services 2008 Annual Plan Update. Steuben County proposed to change its definition of very low-income from 150% of the State Income Standard to 120% of the State Income Standard (Appendix G-3).

Steuben County also requested to amend the optional categories of eligible families (Appendix G-2). The proposed amendment, with the exception of those families with an open child protective services case when child care is needed to protect the child, will be limited to serving those families whose income is up to 120% of the State Income Standard.

The request for the proposed amendments is approved and is effective November 1, 2009.

For your records I have attached a copy of the amended Appendix G-2 and Appendix G-3 of the child care section of Steuben County's Child and Family Services 2008 Annual Plan Update. A copy of your approved plan can also be found on the Office of Children and Family Services website at <http://www.ocfs.state.ny.us/main/> navigate to child care, child care subsidy.

If you have any questions about this approval or the child care section found in Steuben County's Child and Family Services 2008 Annual Plan Update please contact Ms. Rhonda Duffney at (518) 474-3775 or by e-mail at Rhonda.Duffney@ocfs.state.ny.us.

Sincerely,

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services

Cc: Lise Reynolds, Director of Finance

Attachment: Appendix G-2 and Appendix G-3



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	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
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	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Up to six (6) months. Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
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	None

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	Bi-annual statement and/or physician detailing incapacity. Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Up to six(6) months. Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
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	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
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	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)
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	Limited to families whose income is up to 120% of the State Income Standard (120% limitation on income effective 11/1/09)

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Students attending a four year fulltime program who work a minimum of 18 hours per week will also be eligible . All students must maintain a 2.0 GPA. students attending a SUNY school must be denied subsidy through the SUNY Child Care Subsidy System before qualifying for local subsidy funds. Limited to families whose income is up to 120% of the State Income Standard</p> <p>(120% limitation on income effective 11/1/09)</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Limited to families whose income is up to 120% of the State Income Standard</p> <p>(120% limitation on income effective 11/1/09)</p>
h) a prevocational skill training program such as, a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Limited to families whose income is up to 120% of the State Income Standard</p> <p>(120% limitation on income effective 11/1/09)</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 type="checkbox"/> Yes</p> <p><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</p> <p><input type="checkbox"/> No</p>	<p>Limited to families whose income is up to 120% of the State Income Standard</p> <p>(120% limitation on income effective 11/1/09)</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Limited to families whose income is up to 120% of the State Income Standard</p> <p>(120% limitation on income effective 11/1/09)</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Limited to families whose income is up to 120% of the State Income Standard</p> <p>(120% limitation on income effective 11/1/09)</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": **15 miles or 30 minutes from home; Exceptions will be made for 1) family member providing care, 2) case by case for more rural areas of county**

Describe any steps/consultations made to arrive at your definition: **Travel between Bath and Corning is approximately 25 minutes. Corning is Steuben County's "industrial center."**

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 **120%** of the State Income Standard.(effective 11/1/09)

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **10%**.

Note: Make sure the % selected here matches the % selected in Appendix F.

Case Closings (select one or two)

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

Reduction in caseloads would follow this methodology, cases with income from 200%-151%, 150%-141%, 140%-131%, 130%-121%, 120%-111%, 110%-100%, and then those cases with Families with special needs children.

APPENDIX G-3 (continued)

2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

- shortest time receiving child care services
- longest time receiving child care services

Case Openings

The district must describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that there are insufficient funds available.

Cases will be opened in reverse order of case closings.

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.

Criteria will be that defined under the approved Front End Detection (FEDS) Plan as submitted by Steuben County to and approved by the OCFS Office of Audit and quality Control.

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.

All subsidy recipients go through the recertification process every 6 months. All documentation is requested, including employment and income verification.

APPENDIX G-3 (continued)

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.

The Director of Finance, SCDSS will receive a current list of CACFP participants from sponsor quarterly. The Director will randomly select a sampling of six per month to review and compare the food program monitoring sheets to the subsidy time sheets with the sponsor.