



New York State  
Office of  
Children &  
Family  
Services

www.ocfs.state.ny.us

August 23, 2011

Mr. Gregory J. Blass, Commissioner  
Suffolk County Department of Social Services  
3085 Veterans Memorial Highway  
Ronkonkoma, NY 11779

Dear Commissioner Blass:

Andrew M. Cuomo  
Governor

This letter is in response to your request to amend Suffolk County's Child and Family Services, 2011 Annual Plan Update. Suffolk County proposed the following change to its Child and Family Services Plan:

Gladys Carrión, Esq.  
Commissioner

- The family share will be increased from 15% to 30%.

This request has been approved and is effective September 1, 2011. If you have any questions about this approval or the child care section found in your district's Child and Family Services Plan, 2011 Annual Plan Update, please contact Ms. Antonia Weidner at (518) 408-3395 or by e-mail at [Antonia.Weidner@ocfs.state.ny.us](mailto:Antonia.Weidner@ocfs.state.ny.us).

Capital View Office Park  
52 Washington Street  
Rensselaer, NY  
12144-2834

Sincerely,

Janice M. Molnar, Ph.D.  
Deputy Commissioner  
Division of Child Care Services

cc: Tom Grecco, Assistant Division Administrator, Suffolk County DSS



## **Weidner, Antonia (OCFS)**

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**From:** Grecco, Tom <Tom.Grecco@suffolkcountyny.gov>  
**Sent:** Monday, August 22, 2011 9:50 AM  
**To:** Duffney, Rhonda (OCFS)  
**Cc:** Staab, Kimberly (SUFFOLK Co); Weidner, Antonia (OCFS)  
**Subject:** Request to increase the Parent Fee from the present 15% to 30%.  
**Attachments:** Childcare Consolidated Services Plan REVISED 30% parent fee eff 9 1 2011.docx; Legal Notice raising parent fee to 30%.docx

**Importance:** High

**Follow Up Flag:** Follow up

**Flag Status:** Flagged

Dear Ms. Duffney:

I am writing you on behalf of the Suffolk County Department of Social Services to request approval from New York State Office of Children and Family Services to amend Suffolk County's Child and Family Services Plan to increase the Parent Fee from the present 15% to 30%. This is due to the reduction in the Child Care Block Grant as well as the exhausting of the ARRA funds.

A copy of this proposed amendment is attached to this e-mail. (see attached Childcare Consolidated Plan, Appendix G-3, page 8, highlighted in yellow). We are requesting an effective date of September 1, 2011.

As required, we made notice of the proposed amendment with a request for public comment. The notice was published on 7/21/11 in the Smithtown News and Smithtown Messenger. A copy of the text of the notice is also attached. As of 8/22/11, we have not received any comments.

If you have any questions, please e-mail me or contact me at (631) 854-9917.

Thank you.

<<Childcare Consolidated Services Plan REVISED 30% parent fee eff 9 1 2011.docx>> <<Legal Notice raising parent fee to 30%.docx>>

Sincerely,

Tom Grecco

Assistant Division Administrator

Suffolk County Department of Social Services

Client Benefits Administration

Phone: (631) 854-9917

Fax: (631) 854-9900

## **Legal Notice**

Pursuant to 18 New York Codes Rules and Regulations (NYCCR) 407.10 and consistent with the authority granted by 18 NYCRR 415.3(e) Suffolk County Department of Social Services requests public comments regarding its proposed amendment to its 2011 CHILD AND FAMILY SERVICES PLAN to change the weekly family share as defined in 18 NYCRR 415.1(e)(3) from 15% to 30% effective September 1, 2011. This amendment applies to new applicants and all current families in receipt of child care subsidies funded under New York State Child Care Block Grant or Title XX. Comments or questions from the public are welcome. Public comments should be submitted by August 20, 2011.

Please submit comments to:

Suffolk County Department of Social Services  
P.O. Box 18100  
Hauppauge, New York 11788  
Attention: Thomas Grecco, Assistant Division Administrator

**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": **One hour travel time**

Describe any steps/consultations made to arrive at your definition: **Consultation with employment staff who have years of experience with the issue of travel time. The Department received no comments as a result of a 30 day comment period published in three newspapers.**

**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 **200%** 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 is **30%** beginning September 1, 2011.

**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.

**Federal priorities require Suffolk County to give priority first to all cases containing children with special needs and second, to cases with very low income; however, Suffolk County has the discretion to prioritize very low income cases according to the need for child care and has done so in G-5.**

**In the event that all NYSCCBG funds are committed and there are insufficient or no funds available, Suffolk County will discontinue case openings in reverse priority order from rank 14 through rank 9 as listed in G-5. If this is insufficient to limit child care subsidy expenditures to the amount allocated to Suffolk County under the New York State Child Care Block Grant, cases will be closed in the reverse order of the priority ranking including only rank 14 through rank 9. If New York State Child Care Block Grant funds are available to subsidize some but not all cases within a rank, Suffolk County will first close the cases that have received child care services for the longest time. Suffolk County will maintain a list of closed cases so that we may contact those parents/caretakers and advise them to reapply, and open eligible cases in priority order ahead of new applications in the event funds become 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.

**Federal priorities require Suffolk County to give priority first to all cases containing children with special needs and second, to cases with very low income; however, Suffolk County has the discretion to prioritize very low income cases according to the need for child care and has done so in G-5.**

**Suffolk County will open cases beyond federally mandated cases in the priority order established in G-5 to the extent New York State Child Care Block Grant funds are available.**

**Suffolk County will maintain a waiting list of applicants not accepted due to the lack of funds and a separate list of any cases closed so that we may contact the applicants and advise them to reapply in the event funds become available. Suffolk County will first open any eligible cases that were closed due to lack of funds before opening new eligible cases from the waiting list.**

### 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 case circumstances have proved to be possible indications of fraud and are used as a basis for referral to FEDS:**

- **Income documentation questionable, i.e. income is significantly less than what is customary for the occupation, such as house-cleaners who earn \$25, limousine drivers or hairdressers who never get tips, or employees in the same job for years and never receive a raise.**
- **Self-employment,**
- **Case information inconsistent with prior record,**
- **Household composition questionable, i.e. absent parent suspected of being in the home,**
- **Residence questionable.**

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.

**Suffolk County DSS performs full recertifications on 100% of the income eligible child care cases at six month intervals. Verification of attendance in required activities is done on all TA child care cases prior to payment authorization.**

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.

Suffolk County DSS will compare attendance randomly on 5% of the CACFP inspection forms, DOH-4118, received from the two CACFP monitoring agencies within the county, with attendance received for child care services.



**AFFIDAVIT OF PUBLICATION**

State of New York }  
County of Suffolk } ss:

Phillip L. Sciarillo, of Woodbury, in Nassau County, is the  
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 Brookhaven Review      Medford News

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July 21, 2011.

Sworn to before me this 21<sup>st</sup>  
day of July, 2011

Deafis C. Ward  
Notary Public  
State of New York  
Suffolk County  
2014

*Deafis C. Ward*  
NOTARY PUBLIC

**PUBLIC NOTICE**  
Pursuant to 18 New York Codes Rules and Regulations (NYCRR) 407.10 and consistent with the authority granted by 18 NYCRR 415.3(c) Suffolk County Department of Social Services requests public comments regarding its proposed amendment to its 2011 CHILD AND FAMILY SERVICES PLAN to change the weekly family share as defined in 18 NYCRR 415.1(e)(3) from 15% to 30% effective September 1, 2011. This amendment applies to new applicants and all current families in receipt of child care subsidies funded under New York State Child Care Block Grant or Title XX. Comments or questions from the public are welcome. Public comments should be submitted by August 20, 2011.

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Assistant Division  
Administrator

7/21/2301