APPENDIX G-1
CHILD CARE SECTION
2010 APU

County: Suffolk

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: **The Child Care Bureau, Temporary Assistance Child Care Unit**

Transitioning Families: **The Child Care Bureau, Temporary Assistance Child Care Unit**

Income Eligible Families: **The Child Care Bureau, Temporary Assistance Child Care Unit**

Title XX: **The Child Care Bureau, Temporary Assistance Child Care Unit**

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

Estimate of Rollover Funds for FFY 08-09	**$-0-**
Estimate of Flexible Funds for Families (FFFS) for child care subsides	**$-0-**
NYSCCBG Allocation for SFY 09-10	**$33,180,166**
(based on the annualized value of the initial (6 months) 2009-2010 allocation)	
Estimate of Local Share	**$2,441,664**
Total Estimated NYSCCBG Amount:	**$35,621,830**

A. Subsidy	**$29,708,472**
B. Other program costs (excluding subsidy)	**$3,027,923**
C. Administrative costs	**$2,885,435**

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	**The Child Care Council of Suffolk, Inc.**	**$133,618**
☐ Child Care Information Systems		

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	**None**
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	**None**
b) homeless	☒ Yes ☐ No	**Client must provide verification of the housing search effort.**
c) a victim of domestic violence	☒ Yes ☐ No	**None**
d) in an emergency situation of short duration	☒ Yes ☐ No	**None**
3. Families with an open child protective services case when child care is needed to protect the child.	☒ Yes ☐ 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	☒ Yes ☐ No	**None**
b) has family duties away from home	☒ Yes ☐ No	**None**
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	**Limited to three part days or two full days each week.**
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	**None**
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	**None**
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	☒ Yes ☐ No	**None**
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	**None**
d) a program providing literacy training designed to help individuals improve their ability to read and write;	☒ Yes ☐ No	**None**
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	**None**
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	**The student must meet the attendance and progress requirements of the college.**
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	**The student must meet the attendance and progress requirements of the institution and if applicable, the funding program.**
h) a prevocational skill training program such as, a basic education and literacy training program	☒ Yes ☐ No	**None**
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	**The student must meet the attendance and progress requirements of the institution and if applicable, the funding program.**

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	**None**
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	**None**
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	**The student must meet the attendance and progress requirements of the college**
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	**None**

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 **25%**.

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 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.

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 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.

Suffolk County will compare attendance on 44% of the CACFP inspection forms, (DOH-4118) received from the two CACFP monitoring agency within the county, with attendance received for child care services. There are approximately 458 CACFP participants in Suffolk County; therefore, 50 will be reviewed each quarter.

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).

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).

APPENDIX G-4 (continued)

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).

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-5
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES

The federal priorities of very low income families and families with children who have special needs must be ranked either one or two. Additional local priorities that have been selected must have a lower rank than the federal priorities:

Category: Families with very low income Rank: **One** (select rank one or two)

Description: **Federal regulations require that two specific populations be prioritized: families with very low income and families with children who have special needs. As noted in Appendix G-3, Suffolk County defines the term "very low income" at 200% of the State Income Standard (SIS). The definition of very low income does not in of itself affect or establish eligibility but rather it affects prioritization of all categories of eligible families for the NYSCCBG as established in the additional local priorities set forth in Appendix G-5 with the exception of families who are eligible for a child care guarantee.**

Category: Families with children who have special needs Rank: **Two** (select rank one or two)

Description: **Families that are receiving TA, when child care is needed for an eligible child 13 years of age or older who has special needs or is under court supervision, to enable the child's parent or caretaker relative to engage in work as defined by the district or families that have applied for or are receiving TA, when child care is needed for an eligible child 13 years of age or older who has special needs or is under court supervision, to enable the child's parent or caretaker relative to engage in work or participate in activities required by the district including orientation, assessment or work activities defined in 18 NYCRR Part 385.**

Category: **Three** Rank: **Three**

Description: **Families with an open child protective or preventive case, irrespective of income, only when it is determined that such child care is needed to protect the child or prevent an out-of-home placement.**

Category: **Two** Rank: **Four**

Description: **Families that are receiving TA when child care is needed to enable a teenage parent to attend high school or an equivalency program; or for the child to be protected because the child's parent or caretaker relative is unable to care for their children due to a physical or mental incapacity or has family duties away from home necessitating his or her absence.**

Category: **Three** Rank: **Five**

Description: **Families receiving TA or families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because:**

a. the parent/caretaker is homeless; or

b. is a teen parent attending high school or an equivalency program.

Category: **Three** Rank: **Six**

Description: **Families receiving TA or families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the parent/caretaker is:**

a) Participating in an approved substance abuse treatment program, screening or assessment; or

b) Receiving services for victims of domestic violence, and is in need of child care to participate in an approved activity, screening or assessment for domestic violence; or

c) In an emergency situation of short duration including, but not limited to, cases where the parent/caretaker must be away from the home for a substantial period of the day due to extenuating circumstances such as a fire, being dispossessed from the home, seeking living quarters or providing chore/housekeeping services for an elderly or disabled relative.

Category: **Three** Rank: **Seven**

Description: **Families receiving TA when child care services are necessary for a sanctioned parent or caretaker relative to participate in unsubsidized employment when the parent or caretaker relative receives earned wages greater than or equal to the minimum amount required under federal and state labor law.**

Category: **Three** Rank: **Eight**

Description: **Families receiving TA when child care services are necessary for the parent or caretaker relative to participate in an approved activity in addition to being engaged in work as required by the district or in a required work activity.**

Category: **Three** Rank: **Nine**

Description: **Families with income up to 200% of the State Income Standard when child care services are needed for the child to be protected because the parent/caretaker:**

a) Is physically or mentally incapacitated; or

b) Has family duties away from the home.

Category: **Two** Rank: **Ten**

Description: **Families with income at or below 200% of the State Income Standard when the family is at risk of becoming dependent on TA and child care services are needed to permit the child's parent/caretaker to be engaged in work.**

Category: **Three** Rank: **Eleven**

Description: **Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's parent/caretaker to actively seek employment for a period no greater than six months provided: the parent/caretaker is registered with the NYS Department of Labor, Division of Employment; the activity is identified in the district's CSP/ICP as an allowable activity; the district determines it is a necessary part of a plan for the family's self support; and the parent/caretaker can demonstrate that he or she is participating in this approved activity.**

Category: **Three** Rank: **Twelve**

Description: **Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's parent/caretaker to participate in one of the following approved educational or vocational activities provided the activity is identified in the district's CSP/ICP as an allowable activity, the district determines it is a necessary part of a plan for the family's self support, and provided that the parent/caretaker can demonstrate that he or she is participating in the approved activity, including attendance in one of the following secondary or post-secondary programs:**

- **a) A public or private educational facility providing standard high school curriculum offered by, or approved by, the local school district;**
- **b) An education program that prepares the parent/caretaker to obtain a NYS high school equivalency diploma;**
- **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 in those areas;**
- **d) A program providing literacy training designed to help individuals improve their ability to read and write;**
- **e) An English as second language instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose native or primary language is other than English;**
- **f) 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;**
- **g) A pre-vocational skills training program such as a basic education and literacy training program; or**
- **h) A demonstration project designed for vocational training or other project approved by the Department of Labor.**

Category: **Three** Rank: **Thirteen**

Description: **Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's parent/caretaker to participate in 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 within a determined time frame which must not exceed 30 consecutive months.**

Category: **Three** Rank: **Fourteen**

Description: **Families receiving TA or with incomes up to 200% of the State Income Standard when child care services are needed for the child's parent/caretaker to attend a two year program other than one with a specific vocational sequence leading to an associates degree or a certificate of completion, or at a four year college or university program leading to a bachelor's degree provided:**

a) That it is reasonably expected to improve the earning capacity of the parent/caretaker;

b) The parent/caretaker is participating in and continues to participate in non-subsidized employment whereby the parent/caretaker works at least 17 1/2 hours per week and earns wages at a level equal or greater than the minimum amount required under federal and State labor law while pursuing the course of study; and

c) The parent/caretaker is and remains engaged in work while pursuing the course of study and can demonstrate his or her ability to successfully complete the course of study.

APPENDIX G-7
TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: **$ 7,713,990**

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) **275%** (3) **255%** (4) **225%**

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:

Effective July 7,2008 Suffolk County will discontinue child care services eligibility by discontinuing of new approvals for child care services applications received on or after July 7, 2008 for income eligible families.

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.

   It is the parent/caretaker's option to request that the Suffolk County Department of Social Services conduct a search of the local child welfare database records to determine if the legally-exempt child care provider, household members 18 years of age and older or volunteers have an indicated report of child abuse or maltreatment. It will be the parent/caretaker's responsibility to request two (2) separate releases from the legally-exempt child care provider and each of the provider's employees, household members (age 18 or older) and volunteers. One release will allow the Suffolk County Department of Social Services to conduct a search of the local child welfare database to determine if the legally-exempt child care provider, employees, household members 18 years of age and older (if care is provided in the provider's home) or volunteers are an indicated subject of a child abuse and maltreatment report. The second release will allow Suffolk County Department of Social Services to share the results of the release with the parent/caretaker. Parents are advised of this option and provided instructions for the completion of the releases in writing when they are issued a legally-exempt enrollment package.

   If a legally-exempt child care provider or a member of the provider's household 18 years of age or older, employee or volunteer refuses to sign the releases, it is the parent's responsibility to consider this refusal in their decision to select the provider.

   When a search of the local child welfare database records reveal that a legally-exempt provider, employee or household member (age 18 or older) is the indicated subject of a child abuse or maltreatment report, the Department will provide the parent/caretaker with such information, including the date of the indication and what the individual was indicated for in accordance with the signed releases. For example, January 5, 2001, Ellen Smith was indicated for excessive corporal punishment having struck a child with a belt three times leaving marks on the left arm and both thighs. If the parent/caretaker(s) chooses to select an alternate child care provider, the Child Care Bureau will notify the Enrollment Agency immediately.

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

   When, at the parent/caretaker(s) request, the legally- exempt provider, employees, household members (age 18 or older) and volunteers sign the releases as described in item 1 above, the designated staff will search the local child welfare database and the Department's records for indicated reports of child abuse or maltreatment. The results of the search will be given to the Child Care Bureau Staff for appropriate action as described in item 1 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.)

   If a parent decides not to use a provider after learning of the provider's child welfare database history, the Enrollment Agency is notified immediately.

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

   This additional standard insures that parent/caretakers have accurate information about the legally-exempt child care provider, household members 18 years of age and older when deciding whether or not to use this legally-exempt child care provider.

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	**12**	**3**	**15 days per month but no more than 20 days per quarter**
Base period	**Calendar quarter**	**Calendar quarter**	**20**

List reasons for absences for which the district will allow payment:
All those defined in §415.6 of Title 18.
List any limitations on the above providers' eligibility for payment for absences:
Absence notes are required. Absences for children enrolled on a regular basis for less than 5 days each week or less than a full quarter are prorated and paid as follows:

Authorized Enrollment Period	Routine Limits of Absence Days		Excess Allowable Absence Days	Total Routine & Excess Absence Days
Per Week	**Month**	**Quarter**	**In Quarter**	**In Quarter**
5 days	**12**	**12**	**8**	**20**
4 days	**10**	**10**	**6**	**16**
3 days	**7**	**7**	**6**	**12**
2 days	**5**	**5**	**3**	**8**
1 day	**2**	**2**	**1**	**3**

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

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 % above 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:

Child care services are authorized only for parents and caretakers who work a third shift. Care is limited to part-time and is evaluated based on the age and school attendance of the child.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **Less than six hours, i.e. part-time.**

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.
None.

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.

An 18, 19, or 20 year old will be included if their parents are supporting them. Self-supporting 18, 19, or 20 year olds will be excluded.

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
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Suffolk 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
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Suffolk 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
☐	☒	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
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☐	☒	1. Appendix G-1 – Administration
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