



April 24, 2009

New York State
Office of
Children & Family
Services

Ms. Janet DeMarzo, Commissioner
Suffolk County Department of Social Services
3085 Veterans Memorial Highway
Ronkonkoma, NY 11779

Dear Commissioner DeMarzo:

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 April 9, 2009. The child care section became effective on April 9, 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.

Sincerely,

A handwritten signature in cursive script that reads "Janice M. Molnar".

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services



**APPENDIX G-1
CHILD CARE SECTION
DATED 2007-2009**

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.

FFY 06-07 Rollover Funds (<i>this amount is available from the NYSCCBG ceiling report in the claiming system</i>)	\$6,162,240
Estimate of FFY 07-08 Rollover Funds	\$-0-
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$-0-
NYSCCBG Allocation for SFY 08-09	\$28,846,220
Estimate of Local Share	\$2,072,185

Total Estimated NYSCCBG Amount: \$30,918,405

A. Subsidy	\$27,208,196
B. Other program costs (excluding subsidy)	\$1,916,941
C. Administrative costs	\$1,793,268

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		
<input checked="" type="checkbox"/> Assistance in locating care	The Child Care Council of Suffolk, Inc.	\$104,018
<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-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%**.

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 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 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).
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).

APPENDIX G-4 (continued)

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.**

Attachment I

Legal Notice 15794807

NOTICE OF PROPOSED AMENDMENT TO THE SUFFOLK COUNTY 2007-2009 CHILD AND FAMILY SERVICES PLAN

NOTICE IS HEREBY GIVEN FOR PUBLIC COMMENT on the following Suffolk County Department of Social Services proposal to amend the Suffolk County 2007-2009 Child and Family Services Plan:

Suffolk County Department of Social Services proposes to close eligibility for child care services subsidies funded under Title XX funding to all new applications received on or after July 7, 2008. This amendment does not affect current families in receipt of Title XX funded child care subsidies, or families in receipt of child care subsidies under New York State Child Care Block Grant guarantee.

Comments or questions from the public are welcome by July 3, 2008. Please contact the Department at:

ADMINISTRATOR, FAMILY AND CHILDREN'S SERVICES
SUFFOLK COUNTY DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 18100
HAUPPAUGE, N.Y. 11788-8900

NEWSDAY PROOF

Customer: SUF CNTY DEP SOCIAL SVCES Cor

Ad Number: 15794807 Start Date: 06/23/2008

Price: \$124.83 Size: 1 x 39 Section: CL Clas

Printed By: L005 Date: 06/20/2008

Signature of Approval: _____

Zones:

Attachment II-a



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

July 2, 2008

Janet DeMarzo, Commissioner
Suffolk County Department
Of Social Services
3085 Veterans Memorial Highway
Ronkonkoma, New York 11779

Dear Commissioner DeMarzo:

This is in response to Suffolk County's request to amend the Child and Family Services Plan for 2007-2009.

Upon review of the proposed amendment and public notice to discontinue intake for child care services eligibility under Title XX funding, I am pleased to approve the amendment. The effective date of this change will be July 7, 2008 as stated in the public notice.

Enclosed is a revised Appendix G-7 reflecting the limitations on intake for income eligible families funded under Title XX in the Suffolk County Child and Family Services Plan. Should you have any further questions please contact me at (518)-473-0711.

Sincerely,

A handwritten signature in cursive script that reads "Eileen M. Mahoney".

Eileen M. Mahoney
Division of Child Care Services



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RECEIVED
761
JUL - 9 2008
COMMISSIONER
Suffolk County Social Services

Attachment II-b

**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:

Amendment:

Effective July 7, 2008 Suffolk County 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

Legal Notice 15867065

Legal Notice
NOTICE OF PROPOSED
AMENDMENT TO THE
SUFFOLK COUNTY CHILD AND FAMILY SERVICE
ESPLAN IS HEREBY GIVEN
FOR PUBLIC COMMENT ON
the Suffolk County Department of
Social Services proposal to
amend the Suffolk County Child and Family
Services Plan. Department of
Social Services proposes to
amend the childcare equality
provisions outlined in the Suffolk
County Child and Family Service
parent adopters in the local
priority population hierarchy.
The purpose of this proposal
is to amend the childcare equality
provisions to allow high school or an
equivalency program to enable
them to attain local priority
status. The amendments will be effective
September 1, 2008. Written
comment from the public is welcome
and should be submitted to the
Suffolk County Department of
Social Services, Attention: Family
and Child Development Services
and Child Development Services
Department of Social Services
P.O. Box 18100, N.Y. 11788-
0800

NEWSDAY PROOF

Customer: SUFFOLK COUNTY DEPT OF SOCIAL SERVI Contact: DENNIS J NOWAK Phone: 6318549491

Ad Number: 15867065 Start Date: 08/20/2008 End Date: 08/20/2008 Times: 1

Price: \$128.30 Size: 1 x 40 Section: CL Class: 11100

Printed By: Date: 08/18/2008

Signature of Approval: _____ Date: _____

Zones:

Attachment IV



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

www.ocfs.state.ny.us

September 10, 2008

Janet DeMarzo, Commissioner
Suffolk County Department
Of Social Services
3085 Veterans Memorial Highway
Ronkonkoma, New York 11779

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

Dear Commissioner DeMarzo:

This is in response to Suffolk County's request to amend the Child and Family Services Plan for 2007-2009.

Upon review of the proposed amendment and public notice to reorder the priority population of teen parents in the child care component of the Children and Family Services Plan, I am pleased to approve the amendment. The effective date of this change is September 1, 2008 as stated in the public notice.

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

The revised Appendix-G5 reflecting the reordering of the priority population to elevate teen parents to a higher priority in the Suffolk County Child and Family Services Plan will replace the prior submission. Should you have any further questions please contact me at (518)-473-0711.

Sincerely,

Eileen M. Mahoney
Division of Child Care Services



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