

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 checked="" type="checkbox"/> Eligibility screening	Sullivan County Child Care Council	
<input checked="" type="checkbox"/> Assistance in locating care	Sullivan County Child Care Council	\$85,952.00
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Determining if legally-exempt providers meet State approved additional local standards (if applicable)		
<input checked="" type="checkbox"/> Other (training)	Sullivan County Child Care Council	\$49,400.00

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 CFSP. 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	Must be in approved work activity.
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	Inpatient or outpatient programs as approved by local district.
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum of three months with a review of extenuating circumstances.
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Need to be engaged in approved activity or in screening or assessment of need for services.
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Duration of service not to exceed three months with a review of extenuating circumstances.
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	Each case to be reviewed on its own merit and circumstances.
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	Time limited not to exceed 120 days. Incapacity as defined by Social Security or verified by a medical doctor.
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	With documentation of need to be away from home (ie: care for elderly parent 3 hrs per day). On limited basis not to exceed three months; review available.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Service provided for a maximum of six months only for families with open cases.
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Child care not subsidized for sanctioned parent.
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	Approved by local district as defined as an approved activity through Employment Plan.
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	Approved by local district as defined as an approved activity through Employment Plan.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approved by local district as defined as an approved activity through Employment Plan.
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approved by local district as defined as an approved activity through Employment Plan.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approved by local district as defined as an approved activity through Employment Plan.
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	Approved by local district as defined as an approved activity through Employment Plan.

<p>g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Approved by local district as defined as an approved activity through Employment Plan.</p>
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Approved by local district as defined as an approved activity through Employment Plan.</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Approved by local district as defined as an approved activity through Employment Plan.</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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Sullivan County does not approve college programs other than vocational.</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Sullivan County does not approve college programs other than vocational.</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Sullivan County does not approve college programs other than vocational.</p>
<p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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": **Reasonable distance is child care available within a 15 mile radius.**

Describe any steps/consultations made to arrive at your definition: **Sullivan County explores the issues of child care at initial assessment. A contract with the Center for Workforce Development exists to implement the County's employment services. Sullivan is a rural county, which necessitates flexibility regarding "reasonable distance."**

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 **100%** of the State Income Standard.

Family Share

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

Family Share Percentage selected by our district **35%**.

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

Case Closings (select one or two)

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

The following are the priorities for case closings:

- Full time working parents (30 hours per week or more).**
- Part time workings parents (20 hours per week or less).**
- Teen parents in approved training/educational programs.**
- Parents attending higher education or an approved vocational program.**
- Parents actively engaged in job search.**
- Very low income families.**
- Families of special needs children.**

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.

The following are the priorities for case openings:

- Families of special needs children.**
- Very low income families.**
- Parents actively engaged in job search.**
- Parents attending higher education or an approved vocational program.**
- Teen parents in approved training/educational programs.**
- Part time workings parents (20 hours per week or less).**
- Full time working parents (30 hours per week or more).**

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.

Please see attached "Front End Detection System" plan.

The district must identify 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.

Recertifications are conducted every six months of 100% of the recipients. Verification of continued need for child care services is based on documentation provided, including but not limited to: wage stubs, school enrollment verification, medical need statements, etc.

The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

The Sullivan County Child Care Council monitors all “legally exempt” providers who are participating in the USDA Child and Adult Care Food Program to ensure that meals are being provided for the actual number of days the children are in attendance. All attendance forms are processed through the Sullivan County Accounting Department, which verifies the children’s attendance.

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 its 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).

APPENDIX G-4 (continued)

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).
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).

APPENDIX G-11
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED
MARKET RATES FOR LEGALLY EXEMPT, 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.

NA

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.

NA

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. NA

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:

Sullivan County will pay for up to 6 hours of sleep if a parent/caretaker works the second or third shift. The parent/caretaker would have to inform the County of the details of who is providing the child care and where it is provided. A case-by-case decision would be made based on all information such as: are there two parents/caretakers in the home to split the child care duties, are the children in school, what shifts do the parents/caretakers each work, is the caretaker a single parent, etc. If a single parent/caretaker is working the second shift, we would allow the child care provider to keep the child so that the single parent/caretaker could have some sleep time.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **Six hours.**

**APPENDIX H
ANNUAL PLAN UPDATE
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL
SERVICES**

Sullivan 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. Responses should be attached on separate page and added at the end of this appendix. . Please note that Appendices G-1 must be completed.

<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I. Financing Process
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. General Information
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Purchase of Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Performance or Outcome Based Provisions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II. Monitoring Procedures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	III. AC-LDSS Appendices (REQUIRED)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. AC-LDSS Appendix A – Legal Assurances
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. AC-LDSS Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. AC-LDSS Appendix C – Estimate of Persons to be Served
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. AC-LDSS Appendix D – Non-Residential Services to Victims of Domestic Violence
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. AC-LDSS Appendix E – Chafee Foster Care Independence Program Use of Allocations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. AC-LDSS Appendix F – Department of Social Services – Program Information Matrix (REQUIRED)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. AC-LDSS Appendix G – Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Appendix G-1 – Administration
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Appendix G-2 – Other Eligible Families if Funds are Available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Appendix G-4 – Districts Options
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Appendix G-5 – Priority Populations

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. AC-LDSS Appendix G-6 – Funding Set-Asides |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. AC-LDSS Appendix G-7 – Title XX Child Care |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. AC-LDSS Appendix G-8 – Additional Local Standards for Child Care Providers |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 9. AC-LDSS Appendix G-9 – Payment to Child Care Providers for Absences |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10. AC-LDSS Appendix G-10 – Payment for Child Care Providers for Program Closures |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 11. AC-LDSS Appendix G-11 – Transportation, Differential Payment Rates, and Sleep |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12. AC-LDSS Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities |

**APPENDIX H
ANNUAL PLAN UPDATE
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL
SERVICES**

Sullivan 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. Responses should be attached on separate page and added at the end of this appendix.

<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I. Financing Process
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. General Information
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Purchase of Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Performance or Outcome Based Provisions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	II. Monitoring Procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	III. Appendices
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Appendix A – Legal Assurances
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services (Check “No” if the memorandum is current, designates suitable locations for abandoned infants and there are no changes since the last CFSP or APU.)
<input type="checkbox"/>	<input type="checkbox"/> NA	c. Appendix C – Estimate of Persons to be Served
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
<input type="checkbox"/>	<input type="checkbox"/> NA	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Appendix F – Department of Social Services – Program Information Matrix
<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. Appendix G – Child Care
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Appendix G-1 – Administration
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Appendix G-2 – Other Eligible Families if Funds are Available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Appendix G-4 – Districts Options
<input type="checkbox"/>	<input type="checkbox"/> NA	5. Appendix G-5 – Priority Populations
<input type="checkbox"/>	<input type="checkbox"/> NA	6. Appendix G-6 – Funding Set-Asides

- | | | |
|-------------------------------------|-----------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Appendix G-7 – Title XX Child Care |
| <input type="checkbox"/> | <input type="checkbox"/> NA | 8. Appendix G-8 – Additional Local Standards for Child Care Providers |
| <input type="checkbox"/> | <input type="checkbox"/> NA | 9. Appendix G-9 – Payment to Child Care Providers for Absences |
| <input type="checkbox"/> | <input type="checkbox"/> NA | 10. Appendix G-10 – Payment for Child Care Providers for Program Closures |
| | <input type="checkbox"/> NA | 11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep |
| <input type="checkbox"/> | <input type="checkbox"/> NA | 12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities |