



New York State  
Office of  
Children & Family  
Services

[www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)

David A. Paterson  
*Governor*

Gladys Carrión, Esq.  
*Commissioner*

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

February 13, 2009

Christopher Cunnigham, Commissioner  
Sullivan County DSS  
16 Community Lane  
Box 231  
Liberty, NY 12754

Dear Commissioner Cunnigham:

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 February 13, 2009. The child care section became effective on February 13, 2009.

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.

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](mailto:Amy.Ryan@ocfs.state.ny.us).

Sincerely,

A handwritten signature in cursive script, appearing to read "Janice Molnar".

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



**APPENDIX G-1**

**CHILD CARE SECTION  
DATED 2007-2009**

**County: SULLIVAN**

**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: **Temporary Assistance**

Transitioning Families: **Day Care Unit**

Income Eligible Families: **Day Care Unit**

Title XX: **Services**

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> )	<b>\$228,831</b>
Estimate of FFY 07-08 Rollover Funds	\$606,387
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	\$2,061,856
Estimate of Local Share	<b>\$99,542</b>

**Total Estimated NYSCCBG Amount: \$2,767,785**

A. Subsidy	<b>\$2,090,661</b>
B. Other program costs (excluding subsidy)	<b>\$285,090</b>
C. Administrative costs	\$392,034

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 Function		
X Assistance in locating care	<b>Sullivan County Child Care Council</b>	<b>85,600</b>

- Child Care Information Systems
- Determining if legally-exempt providers meet State approved additional local standards (if applicable)

<input checked="" type="checkbox"/> Other - Training	<b>Sullivan County Child Care Council</b>	<b>49,400</b>
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**APPENDIX G-2 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.	X Yes No	<b>Must be in approved work activity.</b>
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	X Yes No	<b>Inpatient or outpatient programs as approved by local district.</b>
b) homeless	X Yes No	<b>Maximum of three months with a review of extenuating circumstances.</b>
c) a victim of domestic violence	X Yes No	<b>Needs to be engaged in approved activity or in screening/assessment of need for services.</b>
d) in an emergency situation of short duration	X Yes No	<b>Duration of service not to exceed three months with a review of extenuating circumstances.</b>
3. Families with an open child protective services case when child care is needed to protect the child.	X Yes No	<b>Each case will be reviewed on it's own merit and circumstances.</b>
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	X Yes No	<b>Time limited. Not to exceed 120 days. Incapacity as defined by Social Security or verified by a medical doctor.</b>

b) has family duties away from home	X Yes No	<b>Need documentation of need to be away from home (ex: care for elderly parent 3 hrs per day) on a limited basis, not to exceed three month duration: review available.</b>
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.	X Yes 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.	Yes X No	<b>Child care is not subsidized for sanctioned parent.</b>
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 X 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	Yes X 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	Yes X 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;	Yes <input checked="" type="checkbox"/> No	Literacy training as needed to actively participate in an approved work activity.
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 <input checked="" type="checkbox"/> No	Approved by local district as defined as 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	Yes <input checked="" type="checkbox"/> No	A specific vocational goal approved by local district as defined by approved Employment Plan.
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 <input checked="" type="checkbox"/> No	Approved by local district as defined as an approved activity through Employment Plan
h) a prevocational skill training program such as, a basic education and literacy training program	Yes <input checked="" type="checkbox"/> No	Approved by local district as defined as an approved activity through Employment Plan.
<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>	Yes <input checked="" type="checkbox"/> No	

<p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p>Yes X No</p>	<p><b>Sullivan County does not approve college programs other than vocational.</b></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 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>	<p>Yes X No</p>	<p><b>Sullivan County does not approve college programs other than vocational.</b></p>

## **APPENDIX G-3 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 is available with a 15 mile radius.**

Describe any steps/consultations made to arrive at your definition: **Sullivan County explores the child care issues at initial assessment. We contract with Center for Workforce Development to implement our employment services. We are rural county and need to make reasonable distance very flexible.**

### **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%**.

### **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 will be the priorities for case closings:**

- Full time working parents
- Part time working parents
- Teen parents who are in approved training/educational program
- Parents attending higher education or an approved vocational program
- Parents actively involved in job search
- Very low income families
- Children with special needs

**Other eligible families will be closed based on income or length of time in receipt of child care services.**

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.

Case openings will be in reverse order of closing, as shown below:

- Children with special needs
- Very low income families
- Parents actively involved in job search
- Parents attending higher education or an approved vocational program
- Teen parents who are in approved training/educational program
- Part time working parents - 20 hours per week or less
- Full time working parents - 30 hours per week

### **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 FEDS plan**

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.

**Sullivan County does Child Care recertifications every 6 months. We do 100% recertification. At recertification the recipient is required to provide verification of need for continued child care services which included but are not limited to: wage stubs, school verification, medical documentation.**

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.

**Sullivan County Child Care Council monitors all legally exempt providers who are participating in the CACFP program. The Child Care Council visits 59 of the providers to ensure that the meals are being provided for the proper days the child is in attendance.**

**All child care attendance forms are processed through the Sullivan County Accounting Department, which verifies the child's attendance.**

#### **APPENDIX G-4 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.

- Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
- Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
- Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
- Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
- Our district has chosen to make payments to child care providers for

absences (complete Appendix G-9).

Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).

Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).

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).

Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-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).

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).

Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

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).

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).

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-7 TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: \$ 483,081

**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      X      illness/incapacity

homelessness      X      domestic violence

X      emergency situation of short duration

X      participating in an approved substance abuse treatment program

Does your district apply any limitations to the programmatic eligibility criteria?

X YES  NO

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

**Must have exhausted all other funding sources**

**Emergency situation must not exceed three months (can have review of circumstances).**

**Illness/incapacity as defined by Social Security or verified by medical doctor and time limited not to exceed three months**

**Needs to be engaged in approved activity/in screening process  
Inpatient/outpatient in programs approved by the district**

Does your district prioritize certain eligible families for Title XX funding?

YES   X 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?

X YES    NO

Does your district use Title XX funds for child care for open child preventive services cases?

X YES    NO

**APPENDIX G-11 TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, 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.

N/A

**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.

**N/A**

### **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 childcare and where it is provided. A case by case decision would be made based on all information: Are there two parent/caretakers in the home to split the childcare duties, are the children in school, what shift do they each work, is the caretaker a single parent. If the single caretaker is working the second shift, we would allow the provider to keep the child so the parent/caretaker could have some sleep time.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **6 hours.**

