

**APPENDIX G-1
CHILD CARE SECTION
APU 2011**

County: Tompkins

I. Administration

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: **Special Services**

Transitioning Families: **Special Services**

Income Eligible Families: **Special Services**

Title XX: **Special Services**

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>)	\$ 234,400
Estimate of FFY 07-08 Rollover Funds	\$ 110,520
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$ 0
NYSCCBG Allocation for SFY 08-09	\$ 1,737,785
Estimate of Local Share	\$ 70,752

Total Estimated NYSCCBG Amount: \$**1,919,057**

\$1,919,057

A. Subsidy	\$ 1,555,339
B. Other program costs (excluding subsidy)	\$ 111,448
C. Administrative costs	\$ 252,270

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 type="checkbox"/> Assistance in locating care		
<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	<u>Day Care and Child Development Council of Tompkins County</u>	\$28,016
	“In-Home Quality Improvement” & “Provider Recruitment, Training, and Development”	\$83,432

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	
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	Subject to 30 day approvals by the local district
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to 30 day approvals by the local district
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to 30 day approvals by the local district
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to 30 day approvals by the local district
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	Subject to 180 day approvals by the local district
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	Subject to periodic review and approval based on timeframe designated by medical statements.
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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>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>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>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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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 potion 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 defined as any distance that requires less than forty-five minutes travel from the parent or caretaker's home to reach the child care provider and is twenty five miles or less, and when combined with the travel necessary to reach work or a work related activity is less than an hour and fifteen minutes. In the case of a parent or caretaker who must walk with a child under the age of six to and from the child care provider or to transportation that will take them to and from the child care provider (such as a bus stop), reasonable distance will not exceed one half-mile. Consideration will be made for factors such as the need to walk in non-daylight hours and the type of walkway (i.e. country road with no sidewalk). The definition of reasonable distance will include reasonable accommodation for caretakers and children with disabilities or health problems, and the age of the child.**

Describe any steps/consultations made to arrive at your definition:

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 **20%**.

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 department will first close all Category III cases and then close all Category II cases. Cases with children with special needs will be closed last. Those who were receiving funds may reapply and be put on a waiting list.

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.

We will select cases & open them according to greatest need as determined by income with those with lowest incomes opened first. If funds become available category II waitlist cases will be opened 1st followed by category III cases.

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.

Below is a list of identified indicators of high risks and actions DSS takes to verify client is adhering to requirements.

- **Working off the books: Clients must have some way of verifying they are receiving valid payment usually by a notarized statement and DSS making direct contact with the person.**
- **Self-employed without adequate business records: Individual must provide a tax return demonstrating three months of self-employment.**
- **PO Box used as a mailing address without cause: Client must verify their residence with a lease, mortgage or tax bill.**
- **Client unsure of address: FEEDS referral made to the investigation unit.**
- **Documentation to verify identity is suspect: Require photo ID or birth certificate.**
- **Documentation or information provided is inconsistent with application: FEEDS referral made to the investigation unit.**
- **Previous case closings: case records are tracked and can be approved resulting from investigation**
- **Overpayment resulting from investigation: overpayment is rolled into current parent fee until paid off.**
- **Application inconsistent with prior case: FEEDS referral made to the investigation unit.**
- **Children under six with no birth certificate: DSS applies for birth certificate for them.**
- **Provider lives in the same household as parent: verify provider is not a parent.**
- **No absent parent information or information is inconsistent with application: cross check with Child Support.**

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.

TCDDSS reviews ALL cases at re-certification for verification of continued need for child care. Hence, every six months the client must provide all documents to verify their participation in employment, education or required activities and continued need for child care.

The department tracks cases that have no set schedule to provide verification for child care. The department requires clients to turn in their monthly pay stubs and work schedules for verification and/or class schedule for education courses.

For clients engaged in classes the department requires that they submit their class schedule to compare days they are receiving day care. For classes that attendance can be tracked, e.g. ESL, the department requires that they provide signed attendance form.

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.

The Day Care Council reports that there are less than 28 CACFP providers. Hence, DSS will review the records of all CACFP providers and match inspection records with attendance records submitted for subsidy payment. DSS will review one half of the records by the end of June of each year and the remaining half of the records by the end of December of each year.

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).

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: (select rank one or two)

Description:

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

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

**APPENDIX G-6
FUNDING SET-ASIDES**

**Total NYSCCBG Block Grant Amount Including Local
Funds**

Category:	\$
Total set asides	\$

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

Category:

APPENDIX G-6 (continued)

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$
Total set asides (Title XX)	\$

Describe for each category the rationale behind specific set aside amounts out of the Title XX block grant (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

**APPENDIX G-8
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS
#1**

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies. One appendix G-8 must be completed for each additional standard that the district wishes to implement.

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.

All legally exempt family child care providers that care for child(ren) receiving subsidized child care services will receive a quality home visit at least once a year. These visits will be conducted after each subsidized child has been in the care of a legally exempt family child care provider for one month and again when the family is recertified for child care subsidies. All legally exempt family child care providers must participate in the quality home visit. Failure to participate may lead to termination of enrollment.

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

Tompkins County Department of Social Services has contracted with the Day Care Council of Tompkins County to conduct the quality home visits. Early Childhood Consultants (ECC) will be responsible for conducting and documenting the quality visits.

As the Day Care Council serves as the agency that serves as both the ECC and the legally exempt enrollment agency they will maintain separate records and documentation related to these two functions and procedures outlined below.

The purpose of the quality home visits is to check the appropriateness of the child care setting for the child, quality of the care and to make the provider aware of available resources such as various types of training and the possibility of an enhanced market rate. Should the ECC note a violation during the quality visit they will notify the legally exempt child care provider that they will make a complaint to the legally exempt caregiver enrollment agency.

ECC will obtain a list of legally exempt family child care providers from Tompkins County's legally exempt caregiver enrollment agency. This list will contain the start date of care for each subsidized child.

ECC will contact the legally exempt family child care provider to make an appointment for the quality home visit. If ECC goes to the provider at the scheduled time and the provider is not at the child care setting, ECC will document this and contact the legally exempt family child care provider to reschedule another quality visit. If the legally exempt family provider is not at the

child care setting at the second attempt ECC will make a complaint with the legally exempt caregiver enrollment agency.

All visits will be documented. The documentation will include but is not limited to assessment of the appropriateness of the child care setting for the child, the quality of the care and a list of the resource information provided and the names of the children observed during the visit (CCRR may will to develop some type of form to document visit).

With regard to checks on legally exempt providers, TCDSS is regular contact with the Day Care Council to review providers and has formal meetings as needed. DCC obtains releases at enrollment for database and registry checks by TCDSS.

3. Described below is the frequency in which the additional standard will be conducted.

All legally exempt family child care providers for Tompkins County at initial enrollment.

- 4 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.)

TCDSS has regular phone contact (almost daily) with the Day Care Council to review providers and provides formal written notification regarding provider compliance.

The district will notify the enrollment agency in writing or email as to whether or not the additional standard has been met. The district will maintain a file, which will document the information used to determine if the standard has been met or not.

The district will be notified, in writing, by the legally exempt caregiver enrollment agency if a provider refused to participate in the quality home visit or missed two scheduled quality home visits.

- 5 Described below is the justification for each additional standard.

To ensure that the child is in an appropriate child care setting and the provider is aware of all resource available to them so that they may provide the best possible care.

APPENDIX G-8
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS
#2

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies. One appendix G-8 must be completed for each additional standard that the district wishes to implement.

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.

Providers of legally exempt family child care & all household members 18 years of age & older and legally exempt in-home child care providers will be asked to sign a release which will allow Tompkins County Department of Social Services to conduct a local child welfare database check. When the provider and/or household member refuse to sign the release the additional standard does not apply.

Providers of legally exempt group care, their employees & volunteers 18 years of age & older will be asked to sign a release which will allow Tompkins County Department of Social Services to conduct a local child welfare database check. When the provider & employees or volunteers refuse to sign the release the additional standard does not apply.

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

If a legally exempt provider or household member or volunteer or employee refuses to sign the release, which would allow TCDSS to conduct local database checks, the Department will inform the parent/caretaker of the refusal so that they can consider the refusal when they make a decision to select the provider. In this situation, parents will be reminded of their right to choose another provider and will be given information about how to locate other providers.

When a local database check reveals that a legally exempt provider and/or household member(s) age 18 years of age and older or volunteer or employee are an indicated subject of a child abuse or maltreatment report the proposed provider will be required to submit to TCDSS a written statement providing information concerning the indicated incident(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretaker's wish to use this child care provider.

If the information from the provider regarding the indicated child protective report does not correlate with the information obtained from the local database check our Department will notify the provider that they have five calendar days to clarify the discrepancies in the information submitted to TCDSS and parent/caretaker. Within that five calendar day period the provider must submit information to our Department and the parent/caretaker that either correlates with the information obtained by the Department's local database check or the provider submits information obtained by our Department which documents that the information obtained from the local database check is inaccurate. If the provider fails to clarify the discrepancies the district will notify the Day Care Council that the additional standard has not been met.

If the information regarding the indicated child protective report correlates with the information obtained from the local database check and there are no other health or safety concerns and the parent/caretaker still chooses to use the provider, the Day Care Council will be notified that the additional standard has been met. In some cases, our district will need to inform the parent that the parent's decision to place their child in the care of this provider would place their child at risk. As mandated reporters, the district is obligated to make a report of suspected child abuse or maltreatment if placing the child in the care of a provider would place the child in imminent danger of impairment and the parent/caretaker nevertheless places the child in the provider's care, parents will be informed of their right to choose an alternative provider and be given information about how to locate other providers.

3. Described below is the frequency in which the additional standard will be conducted.

All legally exempt group, family and in home child care providers for Tompkins County at initial enrollment.

4 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.)

TCDSS has regular phone contact (almost daily) with the Day Care Council to review providers and provides formal written notification regarding provider compliance.

The district will notify the enrollment agency in writing or email as to whether or not the additional standard has been met. The district will maintain a file, which will document the information used to determine if the standard has been met or not.

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

The standards for checks for legally exempt providers are to insure information that could affect the safety of the children in legally exempt childcare settings is shared. The TCDSS wants to make sure that providers have told parents about known child protective histories. In rare situations, providers are deemed unsafe to be around any children by the Children Services Units due to a serious child abuse history and the Department wants to make sure parents have a chance to make educated decisions about using providers.

**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
Base period	12	8	20

List reasons for absences for which the district will allow payment:

- 1) The child care provider is open and available and the child is scheduled to attend.**
- 2) The agency will also reimburse licensed and registered providers for up to 5 national holidays when the provider is closed for business.**

List any limitations on the above providers' eligibility for payment for absences:

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

APPENDIX G-10
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES

The following providers are eligible for payment for program closures:

- | | |
|--|--|
| <input type="checkbox"/> Day Care Center | <input type="checkbox"/> Legally Exempt Group |
| <input type="checkbox"/> Group Family Day Care | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> Family Day Care | |

Our district will only pay for program closures to providers with which the district has a contract or letter of intent. Yes No

Enter the number of days allowed for program closures (maximum allowable program closures is five days).

List the allowable program closures for which the district will provide payment.

Note: Legally exempt family child care and in-home child care providers are **not** allowed to be reimbursed for program closures.

**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.

Our district does not pay for transportation

Differential Payment Rates

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **15%** above market rate.

Care during non-traditional hours may be paid up to **15%** 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:

Up to six hours at the discretion of the local district.

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

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.

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.

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
2011 ANNUAL PLAN UPDATE
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES**

Tompkins 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> | |
|-------------------------------------|-------------------------------------|---|
| | | 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 |
| | | III. Appendices |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | a. AC-LDSS Appendix A – Legal Assurances (REQUIRED) |
| <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) |
| | | g. AC-LDSS Appendix G – Child Care |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1. AC-LDSS Appendix G-1 – Administration |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. AC-LDSS Appendix G-2 – Other Eligible Families if Funds are Available |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. AC-LDSS 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. AC-LDSS Appendix G-4 – Districts Options |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. AC-LDSS 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 |

- 10. AC-LDSS Appendix G-10 – Payment for Child Care Providers for Program Closures
- 11. AC-LDSS Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
- 12. AC-LDSS Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities