

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

**County:** Warren County

**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 Unit

Transitioning Families: Day Care Unit – Services Division

Income Eligible Families: Day Care Unit – Services Unit

Title XX: Day Care Unit – Services Unit

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

Total NYSCCBG Amount:	\$1,435,427
A. Subsidy	\$1,363,052
B. Other program costs (excluding subsidy)	\$42,471
C. Administrative costs	\$29,904

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?      No

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Screening of legally-exempt providers		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

**APPENDIX G-2**

**II. Other Eligible Families if Funds are Available (Required Section)**

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>The approved activity is part of their comprehensive employment plan.</b>
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
<b>a) participating in an approved substance abuse treatment program</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>They are in compliance with their employment plan.</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>The emergency is the result of a sudden occurrence or situation, unforeseen and beyond the individual's control.</b>
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	
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	<b>Requires medical documentation</b>
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" 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><b>The client must be registered with the NYS Employment Office. We limit this activity to 20 hours per week for 6 months.</b></p>
<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><b>The employment is part of an approved employment plan.</b></p>
<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p><b>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.</b></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p><b>8.</b> 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><b>9.</b> 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	



## APPENDIX G-3

### **III. Reasonable Distance, Very Low Income, Child Support, Family Share, Case Closings and Openings and Case Reviews (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":

The definition of reasonable distance is for the purpose of determining when child care is accessible for TANF recipients. **Warren County's definition uses a 1 hour standard if the person is using private transportation and 1 1/2 hours if the person uses public transportation to and from work.**

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

**We discussed the reasonable distance standard with our local Department of Labor representative. This is DOL's definition of reasonable distance. We also considered the rural nature of Warren County in determining the standard.**

#### **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 **130%** of the State Income Standard.

#### **Definition of Engaged in Work for In Lieu of temporary Assistance**

The minimum number of hours for Federal Fiscal Year 2006 are:

- 20 hours for a single parent with a child under the age of six years old
- 30 hours for a single parent whose children are six years of age and older
- In two parent families the parents must be working a combined total of 55 hours with at least one parent working 30 or more hours.

If a district proposes a higher minimum number of required hours of work describe the requirement below.

- hours for a single parent with a child under the age of six years old
- hours for a single parent whose children are six years of age and older
- In two parent families the parents must be working a combined total of 55 hours with at least one parent working or more hours.

## 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 percent to 35 percent 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 gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **25%**.

### Case Closings (Select one or two)

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

**If there are no funds available we will only serve the population guaranteed day care services by regulation. With limited funds we will close cases in the following order: Low income cases will be our first priority so cases with income above 130% of the State Standard will be closed first; next we will close the Two Parent household cases; followed by One Parent households; then Relative Caretakers; the next group would be Teen Parent cases and the last would be cases involving Special Needs children. Each category will have a number of cases, so we will first close cases in each category with the earliest application date/longest time in care.**

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**

Described below is how our district will select cases to be opened in the event that there are insufficient funds available.

**We have developed a point system for the cases, with one point given to families having the following characteristics: Low Income, Families with Special Needs Children, Teen Parents, Single Parents and Relative Caregivers. The families with the most amounts of points will be opened first. We look at the application date for families with the same number of points and the earliest date will be opened first. As cases close the higher priority cases will be opened, with the remaining cases being placed on a waiting list. Cases involving the federal priorities of very low income and children with special needs are the highest priority cases and will be opened first; followed by our local priority 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.

**As the child care applications are submitted to us we will process them regarding their eligibility for day care services. Some cases may present a higher than acceptable risk for fraudulent or erroneous payments. These cases will be identified by the following indicators and if one or more of these indicators are present in a case the case will be referred to our Front End Detection System in the DSS Fraud Unit. The indicators are:**

- 1) Working off the books**
- 2) Self-employed without adequate business records**
- 3) PO Box used as a mailing address without cause**
- 4) Previous history of denial, case closing or overpayment resulting from an investigation**
- 5) Documentation to verify identity is suspect**
- 6) Application inconsistent with prior case**
- 7) No absent parent information or information inconsistent with application**
- 8) Supported by loans or gifts from family/friends**

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.

**We have 228 active cases as of 1/1/07. Thus we will take a random sample of 132 cases to verify the recipient's continue need for child care, as applicable, verification of employment, education or other required activities. The three day care examiners will pull a random sample of 4 cases each worker, every month for**

**2007 and verify continued need for day care. If continued need can not be verified then we will refer to our Fraud Unit.**

*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 food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms*

**The Southern Adirondack Child Care Network will send us their monitoring form, at the end of each month, for the day care providers for whom they completed a child and adult food program inspection. We will compare these forms with our billing forms for the providers that are subsidized by the Department. We will review these forms each month of 2007 and we would project completing reviews for at least 35 CACFP providers. If we find discrepancies between these two forms regarding attendance dates and billing dates then we will refer to our Fraud Unit.**

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your ICP/CSP. 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 for low-income eligible families (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).\*
7.  Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11.  Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).\*

12.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).\*
13.  Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G-12).\*
14.  Our district has chosen to pay for breaks in activity for low-income families (non public assistance families, complete Appendix G-12).
15.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this ICP/CSP. 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**

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: Teen Parents Rank: 1

Description: Teen parents are parents 19 years and younger whose income is within 200% of the State Income Standard and need day care for attendance at school, vocational training or employment.

Category: Single Parents Rank: 2

Description: Single Parents, whose income is within 200% of the State Income Standard; are not married or married and separated and the other parent of the child in care does not reside in the household and needs day care for the child for employment reasons.

Category: Relative Caregiver Rank: 3

Description: A Relative Caregiver is related to the child by blood in the 3<sup>rd</sup> degree, has 24 hour care of the child. and needs day care for the child for employment reasons.

Category: Rank:

Description:

Category: Rank:

Description:



**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                       School Age Child Care  
 Group Family Day Care               Family Day Care  
 Legally Exempt Group

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:

<b>Period</b>	<b>Routine Limits (# of days)</b>	<b>Extenuating Circumstances (# of days)</b>	<b>Total Number of Absences Allowed (# of days)</b>
In a month	12	N/A	12
Base period	12	N/A	12

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

The absences need to occur when the provider is scheduled to provide such care

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

Payment will not be available for: **1) When parent is disenrolling child from the provider, 2) Parent is closing case, 3) Absence is outside regular scheduled days of care, 4) Provider is not available and 5) Provider must have a contract with the Department which stipulates the payment of absences; thus payment will not be made to providers not under contract with the Department.**

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

**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**

N/A

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

Accredited Programs may receive a differential payment up to \_\_\_\_\_ percent above market rate.

Care during non-traditional hours may be paid up to \_\_\_\_\_ percent above market rate.

Limitations to the above differentials are as follows:

Payments may not exceed 15 percent above market rate. However, if your district wishes to establish a payment rate that is in excess of 15 percent above the applicable market rate you must describe below why the 15 percent 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:

**We pay for child care while a parent or caretaker works the third shift, generally for the hours 11:00 PM – 7:00 AM. We allow up to 8 hours of child care for a parent or caretaker to sleep after the third shift.**

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

**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 that exceed 24 consecutive hours need to be a result of a sudden occurrence or situation, unforeseen and beyond the individual's control or as a result of an approved activity.**

**Child Care Services Unit\***

The Child Care Service Unit is the basis upon which a district will determine which household and/or family 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

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.

We will include an 18, 19, 20 year old in the Child Care Services Unit when inclusion results in the family being income eligible (under 200% of poverty) for Day Care.

**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