



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

February 22, 2008

Kevin P. Mahon  
Commissioner, Westchester County Department  
of Social Services  
County Office Building #2  
112 East Post Road  
White Plains, New York 10601

Dear Commissioner Mahon:

**Eliot Spitzer**  
*Governor*

This letter is in response to your request to amend Westchester County's 2007-2009 Child and Family Services Plan (CFS).

**Gladys Carrión, Esq.**  
*Commissioner*

You proposed to amend Westchester County's 2007-2009 CFS Appendix G-8 to add an additional standard to conduct technical assistance/quality assurance visits to Family Day Care and Group Family Day Care providers that are caring for children receiving a child care subsidy.

**Capital View Office Park**

52 Washington Street  
Rensselaer, NY  
12144-2796

Your request is approved and is effective February 22, 2008. Attached for your records is a copy of Westchester County's amended 2007-2009 CFS Appendix G-8.

Sincerely,

Janice Molnar  
Deputy Commissioner  
Division of Child Care Services

cc: Paul Surovich

Attachment: Westchester County 2007-09 CFS Appendix G-8



**An Equal Opportunity Employer**

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

**County:** Westchester

**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 (TA)**

Transitioning Families: **TA-2 months/Day Care Subsidies 10 months**

Income Eligible Families: **Day Care Subsidies**

Title XX: **MPS and Day Care Subsidies**

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

Total NYSCCBG Amount:	<b>\$31.86M (*)</b>
A. Subsidy	<b>\$28.80M (*)</b>
B. Other program costs (excluding subsidy)	<b>\$2.45M</b>
C. Administrative costs	<b>\$.24M</b>

**(\*) This does not include the required local share (25%) for TA Day Care.**

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening		
<input checked="" type="checkbox"/> Screening of legally-exempt providers	<b>Child Care Council of Westchester, Inc. FRAUD Related verification of services provided. Home visits are made by CCC to providers referred by DSS. These visits are to verify the information submitted by the provider and customer to</b>	<b>\$135,000.00</b>

<input checked="" type="checkbox"/>	Assistance in locating care	<b>DSS regarding provision of services. Child Care Council of Westchester, Inc. ENHANCED REFERRAL</b>	<b>\$86,911.00</b>
<input type="checkbox"/>	Child Care Information Systems		
<input checked="" type="checkbox"/>	Other	<b>CCC(additional inspection visits to FDCs and GFDCs with subsidized children)</b>	<b>\$91,048.00</b>
		<b>Carmen Giusto-Consultant Subsidy Issues and Payment Claiming Training to Day Care Providers</b>	<b>\$20,000</b>

## 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>Day Care is subsidized by DSS in situations where the program has been approved, on a case-by-case basis, as a program that will enhance the specific customer's skills for self-sufficiency.</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>a) Only for TA families where participation is in an approved substance abuse treatment program and is mandated as part of the Self-Sufficiency Plan.</b>
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>b) Day Care for homeless households is authorized if and only if all other eligibility requirements are met: customer must be participating in a required employment related program or be employed; the household must demonstrate a need for the day care services.</b>
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>c) Only in cases where the customer is participating in a DSS approved program leading to self-sufficiency, on a case by case basis, at the sole discretion of the Department.</b>
d) in an emergency situation of short duration	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	<b>As approved by the CPS worker as appropriate.</b>

<p>4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:</p>		
<p>a) is physically or mentally incapacitated</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>a) Only with open MPS case when needed to protect the child AND ONLY IF TITLE XIX personal care is deemed necessary for the protection of the child.</b></p>
<p>b) has family duties away from home</p>	<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>For a period not to exceed 30 days for non-TA households. Customer must have a currently active day care subsidy case, must have reported loss of employment within 10 days of such loss to DSS and be engaged in approved job search.</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 sanction must be durational (thereby establishing the need to continue the sanction) and the parent must now be in complete compliance with the regulation or regulations, violation of which precipitated the sanction.</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>a) Only for programs approved by the Department, for customers employed at least 30 hours per week OR for customers under the age of 21 <u>and if and only if the program is approved as a mandatory part of the customer's self-sufficiency plan.</u></b></p>

b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	X <input type="checkbox"/> Yes No	<b>Only for programs approved by the Department, for customers employed at least 30 hours per week OR for customers on TA and if and only if the program is approved as a mandatory part of the <u>customer's</u> self-sufficiency plan.</b>
h) a prevocational skill training program such as, a basic education and literacy training program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>For TA households only, if approved as a mandatory part of the self-sufficiency plan</b>

<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>For TA households only, if approved as a mandatory part of the self-sufficiency plan</b></p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>For TA households , if approved as a mandatory part of the self-sufficiency plan; for low-income households, only for programs approved by the Department, at local discretion, subject to availability, at the discretion of the Department, for customers employed at least 30 hours per week.</b></p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>For TA households , if approved as a mandatory part of the self-sufficiency plan; for low-income households, only for programs approved by the Department, at local discretion, subject to availability, at the discretion of the Department, for customers employed at least 30 hours per week.</b></p>

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities\_ (Required Section)

#### Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": **One and one half hours commute each way.**

Describe any steps/consultations made to arrive at your definition: **Previously established.**

#### 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.

#### Definition of Engaged In Work For Child Care 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. **Westchester County does not propose a higher minimum requirement.**

- 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 55hours 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% 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%**.

Family Share amended to **15%** effective 4/1/07

### **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.

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

**\*\*\*At this time, Westchester County does not intend to close any open Low Income cases.**

### **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 district will continue to process applications for low-income households with children with Special Needs. Other Low-Income APPLICANTS will be placed on a waiting list with priority given to households with the lowest income. Applications will be processed beginning with the earliest application date.**

### **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.

**FEDS referrals are made via emails sent to the Audit and Review (A&R) Unit Supervisor or Assistant Supervisor. These requests for investigation often pertain to applications or pending requests for childcare subsidy assistance that are under review for eligibility by the case manager. Cases are selected for review based on the following:**

- **Daycare provider living in the same household as daycare recipient**
- **Current application is inconsistent with prior case information**
- **Prior history of denial, case closing or overpayments resulting from an investigation**
- **Documents appear to be altered**
- **Working "off-the books"(currently or previously)**

The district also has a contract with the Child Care Council of Westchester, Inc. for the verification of delivery of day care services by informal providers. Upon referral by DSS, the CCC conducts unannounced visits to sites where informal providers report to be providing child day care services to the children in households receiving day care subsidies. These visits are meant to verify delivery of services when the worker has received information or has reason to believe day care is not being provided as indicated by the provider's documentation.

Below is Westchester's Day Care FEDS plan, which was previously submitted to OCFS for approval.

### Childcare

**Section 4 – Description of FEDS Process** - Please describe your FEDS process:

**a. Specify what program areas will use FEDS:**

TA  FS  Medicaid  CC \_\_\_\_\_ Other (specify)

**b. Describe how an application will be referred by the eligibility worker to the investigative unit. Include if this is a manual, e-mail or automated process, and if there is eligibility supervisory review. OTDA strongly encourages eligibility supervisory review.**

When the Childcare Subsidy Unit worker receives a complete application, and there is an indicator present, the case will be referred to the Audit & Review Unit within 2-3 business days. The Childcare Subsidy Unit (CCSU) worker will complete the Childcare FEDS Referral Form (copy attached) for every application submitted for Childcare Subsidy Assistance. When one or more indicators are identified, the eligibility worker in CCSU will schedule an appointment for the applicant to be seen by the BCR-Audit & Review Unit in 7 days. After scheduling the appointment, the Childcare Subsidy Unit worker will mail the appointment letter to the customer and scan all documents. The Childcare Subsidy Unit will forward a list to BCR-Audit & Review Unit via e-mail of all Childcare FEDS appointments scheduled that day.

**c. Describe how the investigative unit logs and tracks the referral, as well as how it processes it (i.e., home visit, collateral contact, office interview, etc.).**

The BCR-Audit & Review Unit will do the following:

- Enter the newly scheduled Childcare FEDS appointments onto a master log kept by the Supervising and Assistant Supervising Eligibility Examiners.
- Supervisor/Assistant Supervisor will assign work to unit staff on a rotating basis.
- Preparation for Childcare FEDS interview will be completed several days in advance of the appointment date.
- If customer does not appear for scheduled FEDS office interview, worker will inform the Childcare Subsidy Unit via e-mail with cc to Supervisor/Assistant Supervisor for monitoring purposes.

- Documentation request letters with return date for documentation will be issued to customers when required and information will be shared with Child Care Subsidy Unit regarding pending documentation.
- BCR-Audit & Review Unit will perform unannounced/announced field visits as needed.

**d. Specify the targeted time frames for reporting investigative results back to the eligibility worker for final determination** (Please see attached –BCR Findings Form).

- A BCR Findings Form will be completed by Audit & Review Unit investigator, and reviewed by the supervisor before forwarding to the Childcare Subsidy Unit within 12-14 days of the FEDS office interview date.
- If customer does not appear for scheduled FEDS office interview, worker will inform the Childcare Subsidy Unit via e-mail within one business day.

**e. If your district contracts out for investigations, such as with a local sheriff's department, explain this process and staffing and identify the contractor.**

Westchester County does not contract out for investigations. Our staffing for the in-house unit responsible for FEDS for childcare is given below.

The BCR-Audit & Review Unit is comprised of one (1) Supervising Eligibility Examiner, one (1) Assistant Supervisor, and eight (8) Eligibility Examiners.

**f. Describe how and when the investigative unit is informed of the final action taken on the application for inclusion in the FEDS monthly report.**

Final action taken on the application will be completed and monitored by the Childcare Subsidy Unit on an excel spreadsheet for each case referred. The Childcare Subsidy Unit will return the Childcare FEDS Referral Form to the BCR-Audit & Review Unit with indicated action taken on each Childcare FEDS referral made. The BCR-Audit & Review Unit will track outcomes taken on the applications for inclusion in the FEDS monthly report.

**CHILDCARE FEDS REFERRAL FORM**  
**Westchester County Front End Detection System/Resolution Form**

Name of Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ Prim. Lang.: \_\_\_\_\_

Application has no FEDS indicators

Eligibility Worker: \_\_\_\_\_ Date: \_\_\_\_\_

**Eligibility:** Check the indicator(s) below and give a brief explanation: attach any necessary documentation:

Daycare provider living in the same household as daycare recipient

\_\_\_\_\_  
 Current application is inconsistent with prior case information \_\_\_\_\_

Prior history of denial, case closing or overpayments resulting from an investigation

\_\_\_\_\_  
 Documents appear to be altered \_\_\_\_\_

Working "off-the books"(currently or previously) \_\_\_\_\_

Eligibility Worker: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

**Investigative:**

Give Report of Investigation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Recommendation (optional) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

**Eligibility Action:**

\_\_\_ App Denied - FEDS Related

\_\_\_ App Denied - NON-FEDS Related

\_\_\_ App Withdrawn - FEDS Related

\_\_\_ Grant Reduced - FEDS Related

\_\_\_ App Withdrawn - NON-FEDS Related

(reason for action) \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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.

**Concerning a specific sampling methodology for the cases indicated above, the unit strives to audit all current childcare subsidy situations that it can identify. This is accomplished by regularly reviewing the aforementioned report. Cases that have been investigated within the past 90 days are excluded from current audits. All others are subject to possible review**

**Verification of participation in any required activities (other than employment) is generally applicable only on TA cases, as Childcare Subsidy Assistance service cases rarely involve customers who require such assistance for reasons other than work-related needs. Whenever applicable, however, the unit investigators will verify the current compliance status of all customers who are obligated to participate in any required activities.**

**The unit currently audits in excess of 346 cases annually. In order to obtain a statistically valid and representative sample the unit will continue to review a minimum of 346 cases annually.**

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 sampling methodology pertaining to the determination of which caregivers of subsidized childcare services will be reviewed by the Audit & Review Unit of BCR is similar to that of the childcare subsidy cases described above. The unit strives to review all such caregivers, in turn, by identifying them via lists obtained or derived from several sources. In addition to the lists of currently contracted providers compiled each year in the agency's Central Office, a list of non-contracted providers has been assembled by the members of the A&R Unit.**

**Careful review of the caregiver's attendance forms and other related documents to verify whether or not childcare was actually provided on the days listed on the attendance forms is being done on all applicable providers. Currently, A&R Unit staff is auditing 40% of all subsidized childcare slots when the number identified is ten or more for any provider, and 100% of those that number less than ten in the period selected for audit.**

**With regard to section 415.4 subdivision (m) (3), the audit and review unit will compare the attendance records of the providers reviewed each month with Child and Adult Care Food Program inspection forms. The Child Care Council will provide DSS with reviews of all the CACFP providers reviewed each month. CCC indicates they make 15 visits per month.**

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1.  Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.  Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3.  Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.  Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11.  Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).

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

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**

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:  
**Westchester County has not selected additional local priorities.**

Category: Rank:

Description:

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

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

Category:	\$
<b>Total set asides</b>	<b>\$</b>

**Westchester County has not elected to set-aside funds for specific uses.**

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:

**Westchester County does not have any NYSCCBG set-asides.**

**APPENDIX G-6 (continued)**

The following amounts are set aside for specific priorities out of the Title XX block grant:  
**Westchester County does not have any Title XX set-asides.**

Category:	\$
Category:	\$
Category:	\$
<b>Total set asides (Title XX)</b>	<b>\$ N/A</b>

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.).**N/A**

Category:

Category:

Category:

Category:



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

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies.

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.

**The Child Care Council of Westchester will conduct 7- 8 technical assistance/quality assurance visits yearly to Group Family and Family Day Care Providers with subsidized children. The CCC will follow-up with appropriate reporting procedures to the YRO of OCFS when violations are discovered.**

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

**The Westchester County Department of Social Services is under contract with the Child Care Council of Westchester, Inc. to provide this service. Monthly reports are submitted to WCDSS. Other services and the expenditure for this service are described in Schedule A of the contract.**

3. 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.)

**The Child Care Council will visit legally exempt providers not covered by the Council's CCR&R contract which stipulates that 20%of legally exempt providers be inspected each year. It is expected that this more frequent contact will result in higher levels of provider participation in training and in the CACFP program. The Council's early childhood consultants will conduct a total of 300 visits to legally exempt providers providing care in their own homes. The general purpose of the visits will be to build relationships with the providers so that they access professional development and resources through the Council. An additional focus of the visits will be on literacy and an assessment will be done using the Get Ready to Read Family Child Care Literacy Environment Checklist. Child Care Council staff who conduct the visits are required to indicate what type of activity they are carrying out each day on their weekly time sheets. This allows for the appropriate contract to be billed. The actual allocation of time each year is analyzed by the Child Care Council before a new CACFP budget is developed to prevent duplication of payments.**

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

**Justification for the additional standard of non-mandated inspections for providers with subsidized children in care:**

- **Research shows that the quality of child care is affected by the number of supportive child care connections that a provider has. These visits form the basis of a professional support system for the provider.**
- **These visits also provide an additional opportunity to ensure that providers are in regulatory compliance.**
- **Visits also provide an opportunity for Council staff to educate providers about the subsidy system and to assist them with any subsidy issues.**
- **The additional visits also provide an opportunity for additional observation of programs and discussion of child development and its impact on quality of care.**

**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 **\*contract only**

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	<b>12</b>	<b>0</b>	<b>12</b>
Base period 3months	<b>12</b>	<b>0</b>	<b>12</b>

List reasons for absences for which the district will allow payment:  
**Routine Absences.**

List any limitations on the above providers' eligibility for payment for absences:  
**The provider must have an executed contract and the absence must be temporary and cannot be a withdrawal from the program. Program closures do not count as 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 checked="" type="checkbox"/> Day Care Center*       | <input type="checkbox"/> Legally Exempt Group              |
| <input checked="" type="checkbox"/> Group Family Day Care* | <input checked="" 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 **\*contract only**

Enter the number of days allowed for program closures (maximum allowable program closures is five days). **5**

List the allowable program closures for which the district will provide payment. **Holiday, Inclement Weather, Training as provided in the contract and selected by the vendor.**

**Approved Holidays:**

- **New Years Day**
- **Memorial Day**
- **Independence Day**
- **Thanksgiving**
- **Christmas Day**

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

**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 **N/A%** above market rate.

Care during non-traditional hours may be paid up to **N/A%** above market rate.

Limitations to the above differentials are as follows: **N/A**

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:

**Sleep time daycare must be determined by DSS to be absolutely necessary for the health and safety of the child and for the parent/caretaker to be engaged in employment leading to self sufficiency.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **7**

**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.

N/A

**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. **Day Care Eligibility cannot be adversely affected; parent share cannot be greater than without including these additional household members.**

**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. N/A

**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).N/A

- 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

