



Office of Children
and Family Services

ANDREW M. CUOMO
Governor

ROBERTO VELEZ
Acting Commissioner

February 18, 2015

Mr. Kevin McGuire, Commissioner
Westchester County Department of Social Services
County Office Building #2
112 East Post Rd.
White Plains, NY 10601-5113

Dear Commissioner McGuire:

This letter is in response to your request to amend Westchester County's 2014 Child and Family Services Plan Annual Plan Update. Westchester County proposed to request waivers of regulatory provisions that are non-statutory. The following waivers apply to the Baby Steps Forward (BSF) program that is participating in the Early Head Start Child Care Partnership.

1. **Flexibility in eligibility periods:**

For Baby Steps Forward (BSF) participants only, waive 18 NYCRR § 404.1(d) which requires that redetermination be made not less than every 12 months.

The waiver will allow districts to match child care eligibility periods to the Early Head Start Child Care Partnership program period regardless of disruption in the parent's eligibility.

This waiver applies only to the children participating in an Early Head Start-Partnership BSF program and not to other children who may be receiving child care services in the same household. If there are other children receiving child care subsidies in the same household, changes impacting eligibility MUST be reported to Westchester County Department of Social Services (WCDSS).

2. **Flexibility in reporting changes in family circumstances:**

For Baby Steps Forward (BSF) participants only, waive 18 NYCRR § 415.3(b) which requires applicants and recipients are responsible for providing accurate, complete and current information regarding family income and composition, child care arrangements and any other circumstances related to the family's eligibility for child care services, and for notifying the social services district immediately of any changes in such information.

This waiver would relax the income documentation/verification requirement and revise the redetermination process to relax/eliminate the need for parents to report even small changes in their circumstances that lead to a loss of eligibility for child care. This waiver would pertain if the parent only* has a child or children participating in an Early Head Start Partnership BSF program.

This waiver would NOT apply to households that move out of Westchester County. The household MUST inform WCDSS when it moves out of Westchester County. *Households with additional children in the household receiving subsidies who are not participating in the Early Head Start BSF program would continue to be required to report all changes impacting eligibility.

This request has been approved and is effective February 18, 2015. If you have any questions about this approval or the child care section found in your district's 2012-2016 Child and Family Services Plan, please contact Mr. Michael Miller at (518) 408-3395 or Michael.Miller@ocfs.ny.gov.

Sincerely,



Janice M. Molnar, Ph.D.
Deputy Commissioner
Division of Child Care Services