



New York State  
Office of  
Children & Family  
Services

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

David A. Paterson  
*Governor*

Gladys Carrión, Esq.  
*Commissioner*

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

February 13, 2009

Nancy L. Gates, Commissioner  
Yates County DSS  
417 Liberty Street  
Suite 2122  
Penn Yan, NY 14527-1124

Dear Commissioner Gates:

This letter is to inform you that the child care section found in the administrative component of your Annual Plan Update 2008-2009 was approved on February 13, 2009. The child care section became effective on February 13, 2009.

This approval is being issued separate from the approval of other sections of your plan in order to accommodate your county's need to implement the child care services provisions. A letter approving the remaining sections of your plan will be sent upon their approval.

If you have any questions about this approval or the child care section found in your Annual Plan Update 2008-2009 please contact Ms. Amy Ryan, (518) 474-9620 or by e-mail at [Amy.Ryan@ocfs.state.ny.us](mailto:Amy.Ryan@ocfs.state.ny.us).

Sincerely,

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

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



**APPENDIX G-1**

**CHILD CARE SECTION  
DATED 2007-2009**

**County: Yates**

**I. Administration (Required Section)**

Describe how your district is organized to administer the child care program, including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: **Temporary Assistance**

Transitioning Families: **Temporary Assistance**

Income Eligible Families: **Temporary Assistance**

Title XX: **Children's Services**

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

FFY 06-07 Rollover Funds ( <i>this amount is available from the NYSCCBG ceiling report in the claiming system</i> )	<b>(\$58,870)</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$60,424</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$621,839</b>
Estimate of Local Share	<b>\$0</b>

**Total Estimated NYSCCBG Amount:** **\$682,263**

\$

A. Subsidy	<b>\$615,651</b>
B. Other program costs (excluding subsidy)	<b>\$0</b>
C. Administrative costs	<b>\$66,612-</b>

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

Function:

Organization:

Amount of Contract:

- Eligibility screening
- Assistance in locating care
- Child Care Information Systems
- Determining if legally-exempt providers meet State approved additional local standards (if applicable)
- Other

County: Yates

### 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": **1 mile walking or 20 minutes driving**

Describe any steps/consultations made to arrive at your definition: **There was an informal meeting on 1/16/04 with the Commissioner of Social Services, Income Maintenance Director, Accounting Supervisor, and Deputy Commissioner. This decision was agreed upon after considering the rural neighborhood of Yates County and the lack of public transportation.**

#### 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 **150%** of the State Income Standard.

#### Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **35%**.

#### Case Closings (select one or two)

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

**Yates County will close optional cases first. Next, families with income levels at 200-175% of State standard will be closed, then families at 175%-150% of State Standard, and then families at 150%-100% of State Standard will be closed. Families with children with special needs will be closed last.**

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.

**Families will be put on a waiting list and will be opened on a first come first served basis within each category, starting with the families with children who have special needs first, followed by lowest income category (100-150% of State Standard), then 150-175%, then 175-200%. The Day Care budget will be reviewed continuously to encourage families to re-enroll as funds become available. The District will maintain a list of those families, and as identified funds are available will contact families to encourage them to re-apply.**

### **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.

**Yates will incorporate the following criteria as the basis for Front End Detection referrals:**

- **P.O. Box used as a mailing address w/o cause**
- **Documentation to verify identity is suspect**
- **Documentation or information provided is inconsistent with application**
- **Previous case closing or overpayment resulting from an investigation**
- **Application inconsistent with prior case**
- **No absent parent information or information inconsistent with application**

**The FEDS referral process is initiated by the day care eligibility worker who believes that any of the above criteria are under suspicion, and makes a written referral to the FEDS/fraud Coordinator (unit supervisor) who in turn logs the referral and gives it to the Investigator (County Sheriff Inv.).**

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.

**This District recertifies all child care cases every six months. As each case comes up for recertification, the case will automatically go through our eligibility re-determination process, including documentation and verification. Any issues that are in question will be reviewed for possible fraud referral activities.**

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.

**Each of the joint child care/food program providers will be sampled once every six months to compare time sheets between the Child Care Subsidy programs and the Food Program inspection time sheets to determine whether there are time reporting inconsistencies. A minimum of 19 provider's records will be reviewed.**

