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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-157

Date: August 30, 1991

Division: Family & Children  
Services

TO: Local District Commissioners

SUBJECT: Day Care Salary Enhancement

ATTACHMENTS: 1. Salary Enhancement District Allocations (Available on-line)  
2. County Participation Notice (Available on-line)  
3. District Application/Plan (Not available on-line)  
4. Center/Head Start Data Collection (Not available on-line)

### Overview

On August 2, 1988, Governor Cuomo signed legislation providing \$12 million in grants to eligible not-for-profit day care centers specifically for employee salary and benefit enhancements for child care workers. These salary increases were to be paid during calendar year 1989. An additional \$4 million was allocated for continuation of day care salary enhancements from January 1, 1990 to March 31, 1990.

Salary enhancement funding was continued in 1990-91 per Chapter 53 of the Laws of 1990 for Head Start programs and in Section 2 of Chapter 657, Laws of 1990 for licensed not-for-profit day care centers. However, funds were not released in State fiscal year 1990-91. Salary enhancement funds have been reappropriated pursuant to Chapters 53 and 50 of the Laws of 1991 respectively, and the Department recently has received approval to disburse salary enhancement program funds for both eligible center and eligible Head Start programs.

There are several significant changes in this year's program. First, two distinct appropriations are available: \$2.0 million for not-for-profit day care centers which are not receiving child care subsidies for 100% of the children they serve and \$1.8 million solely for eligible Head Start programs. Second, participating day care center and Head Start programs must distribute any new funds received only as salary increases, rather than bonuses or benefits as in the past. Finally, the data collection required by participating programs is greatly simplified.

#### District Allocations

Attached (Attachment #1 ) is a listing of each district's allocations for day care centers and Head Start programs for continuation of salary enhancements. Also shown is the allocation of administrative funds for each funding stream. Administrative costs are in the amount of five percent of each district's allocation for salary enhancement with a minimum of \$355 for the day care center program and a minimum of \$400 for the Head Start program. While allocations are provided for all districts which have not-for-profit day care centers and/or Head Start programs, a district will be eligible to receive the funds only if it is currently providing, or agrees to provide, day care under the Low Income Day Care Program. For ineligible districts, staff of the not-for-profit centers and Head Start programs are not eligible to receive salary enhancement funds under this legislation.

The day care salary legislation allows for a district or any other person or entity, to contribute funds including the administrative funds to this program. It also allows for the re-allocation of any unused funds to participating eligible districts.

#### Criteria for Participation

Eligible districts must apply immediately to receive funds by submitting a County Participation Notice form to this Department (Attachment #2). Participating districts must distribute funds to both not-for-profit day care centers and Head Start programs as available in their areas.

Upon receipt of the County Participation Notice form, allocated funds will be disbursed as advances. Each district must submit the District Application/Plan (Attachment #3) as soon as possible and, upon Department approval, must make the allocated funds available to the day care centers and/or Head Start programs in accordance with the approved plan. All payments to the eligible participating day care centers and Head Start programs should be made as soon as possible after plan approval has been received, but no later than March 31, 1992.

The basic criteria for the eligibility of day care center and Head Start programs remain the same. The day care center and Head Start programs must be licensed as of September 1, 1990, be not-for-profit, operate a minimum of 6 hours per day, 5 days per week, and be willing to accept subsidized low-income children in the next available slot if requested by the district. Day care centers are eligible if they are not receiving subsidies for 100% of the children they serve.

The allocation of district funds must be based on staffing and enrollment data in eligible day care centers and Head Start programs as of September 15, 1990. The children and staff data must be provided in Full Time Equivalents (FTE's) (See Attachments #3 and #4). It should be noted that the September 15, 1990 date is being used as a measurement point in determining the FTE's for the staff positions and slots utilized by low income children. These FTE's are used to calculate the day care center or Head Start program share of the district's allocation only. The day care centers and Head Start programs should then distribute their allocation to eligible staff, whether their positions were used in the calculations for FTE's or not. As in the past, participating districts are able to distribute 20% of the salary funds at local discretion in accordance with the criteria given in the guidelines for the district plan.

It is the responsibility of each district to provide application packets, Center/Head Start Data Collection (Attachment #4), to all potentially eligible programs and to establish an expeditious timeframe for submission of the packets from the programs back to the district for completion of the distribution component of the district plan (Attachment #3). Enclosed are mailing labels of potentially eligible not-for-profit day care centers and/or Head Start programs in your district.

The day care salary enhancement legislation provides that in those cases where an eligible district does not apply for participation, the Commissioner of New York State Department of Social Services may contract either with an eligible not-for-profit child care resource and referral agency which is serving the district, or if unavailable or unwilling, with a statewide not-for-profit organization with a primary function of coordinating eligible child care providers, to distribute these funds under the same requirements that would apply to the district. If these agencies do not exist or decline to apply, the Department will disburse the allocated funds to the eligible day care centers and/or Head Start programs that apply.

Claiming Instructions

All claims for Day Care Salary Enhancement funds must be filed by May 31, 1992. Please refer to 89-ADM 11 which details the claiming instructions for the Day Care Salary Enhancement Program.

If you have any questions on this program or its requirements, please contact the Bureau of Child Care, Joseph DeLucia or Eileen Mahoney at (518) 474-9324.

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Joseph Semidei  
Deputy Commissioner  
Division of Family and Children  
Services

County Participation Notice

This is to notify the State Department of Social Services that the county of \_\_\_\_\_

\_\_\_will participate  
\_\_\_will not participate

in the salary enhancement allocation for Head Start Programs and not-for-profit day care centers for the period 4/1/90 to 3/31/91.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_