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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 97 LCM-55

Date: September 30, 1997

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: New York State Child Care Block Grant (NYSCCBG)  
Subsidy Program Allocations

ATTACHMENTS: A: New York State Child Care Block Grant Allocation  
B: Maintenance of Effort Level

(Available on-line)

The federal welfare reform legislation eliminated the former Title IV-A JOBS-related and employment-related child care programs, the Transitional Child Care program, and the At-Risk child care program effective October 1, 1997. A new federal child care program was established, the federal Child Care Development Fund (CCDF), which includes the new federal Title IV-A entitlement funds and federal Title IV-A matching funds combined with the federal Child Care and Development Block Grant (CCDBG) funds.

In order to take advantage of the flexibility resulting from these federal changes, the State's welfare reform legislation which recently was enacted establishes a New York State Child Care Block Grant (NYSCCBG) comprised of all of the federal funds appropriated under Title IV-A of the federal Social Security Act and under the federal CCDBG Act and any additional federal funds the State chooses to transfer from the federal Temporary Assistance to Needy Families (TANF) Block Grant to the CCDBG, plus any State funds appropriated for child care subsidies and for activities to increase the availability and quality of child care programs. A portion of the NYSCCBG is to be allocated to social services districts to provide child care assistance to families in receipt of family assistance and to other low income families. The following child care subsidy programs are replaced by the new NYSCCBG: the State Low Income Day Care Program, the former federal Title IV-A JOBS-related and employment-related child care, Emergency

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Assistance To Families child care, Transitional Child Care and At Risk Low Income Child Care programs effective October 1, 1996. Effective October 1, 1997, the existing CCDBG funding will be added to the NYSCCBG. Separate funding remains for child care provided under the Social Services Block Grant (Title XX) and for child protective and child preventive services funded under the State's Family and Children's Services Block Grant.

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocations and maintenance of effort levels under the NYSCCBG subsidy program. Social services districts are authorized to use their NYSCCBG funds to provide child care subsidies to eligible families in receipt of public assistance and to other eligible low income families.

#### ALLOCATION INFORMATION

Attachment A indicates the districts' allocations of NYSCCBG subsidy funds for the period beginning October 1, 1996 and ending September 30, 1997 and for the period beginning October 1, 1997 and ending March 31, 1998. The allocations to districts that were granted in the following Department releases are rescinded and the amounts of those allocations are included in these new NYSCCBG allocations: 97 LCM 18 At Risk Low Income and Transitional Programs dated February 27, 1997; 97 LCM 34 Allocations for Expansion of Child Care Subsidy Programs dated April 28, 1997; and 97 LCM 45 Child Care: State Low Income and At Risk Low Income Child Care Subsidy Program Allocations dated July 7, 1997.

Claims for child care expenditures made during the period October 1, 1996 through September 30, 1997 that have been submitted to the Department under Title IV-A JOBS-related and employment-related child care, Emergency Assistance to Families, Transitional Child Care, At Risk Low Income Child Care, and State Low Income Day Care programs will count against the district's NYSCCBG allocation for that time period. Claims submitted under the Child Care and Development Block Grant (CCDBG) for the period October 1, 1996 through September 30, 1997 that are in excess of the district's CCDBG allocation will be charged by the Department against the district's NYSCCBG allocation for that time period. CCDBG will cease as a separate program on October 1, 1997.

Therefore, in determining the total amount of child care subsidy funds, other than Title XX and child protective and preventive funding, that are allocated to their district for the period October 1, 1996 through September 30, 1997, each district should combine its allocation in Attachment A of this LCM plus its allocation for the CCDBG program listed in Attachment A of 97 LCM-19 Child Care: Child Care and Development Block Grant Subsidy Program Allocations.

Each social services district may expend no more than five percent of its NYSCCBG allocation for administrative activities. Administrative activities do not include the costs of providing direct services such as eligibility determinations and re-determinations; preparation and participation in judicial hearings; child care placement; the recruitment, licensing, inspection, review and supervision of child care placements; rate setting; resource and referral services; training; and the establishment and maintenance of computerized child care information.

Any portion of a district's NYSCCBG allocation for the period October 1, 1996 through September 30, 1997 that is not claimed by the district by November 7, 1997 will be added to the district's NYSCCBG allocation for the next federal fiscal year and must be expended within that next federal fiscal year.

#### ELIGIBLE FAMILIES

Social services districts may use NYSCCBG funds to provide child care assistance to:

- o families receiving family assistance when such child care is needed to enable a parent or caretaker relative to engage in work, participate in work activities or perform a community service; to enable a teen parent to attend high school or other equivalent training program; because the parent or caretaker relative is physically or mentally incapacitated; or because family duties away from home necessitate the absence of the parent or caretaker relative.

- o families up to 200 percent of the State Income Standard, including families in receipt of safety net assistance, which are employed; seeking employment; or participating in an approved work activity; or for families which are receiving protective services or may need to receive protective services if such child care is not provided.

Social services districts must guarantee child care assistance to families in receipt of family assistance or safety net assistance with children under thirteen years of age when child care is necessary for a parent or caretaker relative to engage in work or participate in work activities. Child care assistance must continue to be guaranteed for a period of twelve months after the month in which the family's eligibility for family assistance has ended due to an increase in the hours of or income from employment or increased income from child support payments or because the family voluntarily ended assistance provided that the family received family assistance in three of the last six months prior to the end or termination of assistance; child care is necessary in order to enable the parent or caretaker relative to engage in work; and the family's income does not exceed 200 percent of the State Income Standard. Social services districts must give priority to families with very low income and families with children having special needs. Social services districts may establish other priorities through their local child care plans.

PARENTAL CHOICE

Social services districts must inform parents requesting NYSCCBG services that they may:

- 1) choose to have care provided by one of the child day care providers with which the social services district has contracted for the provision of child care service; or
- 2) request a child care certificate which enables parents to select from a full range of child care arrangements including care by child care providers, caregivers of informal child care and caregivers of legally exempt group child care

Parents must be given discretion in selecting or arranging for the purchase of child care services from any eligible provider. The case record should document that parents have been apprised of the full range of providers eligible for payment and of their right to elect to use a child care certificate.

Social services districts must allow parents to select, and must have a method to pay, any and all providers with whom it does not contract. A contract may not be made a condition of receiving payment from NYSCCBG funds.

REIMBURSEMENT

Claims for expenditures for child care services for families receiving family assistance will be reimbursed at 75 percent with NYSCCBG funds up to the district's NYSCCBG allocation. Claims for expenditures for child care services for all other eligible families, including families receiving safety net assistance, will be reimbursed at 100 percent NYSCCBG funds up to the district's NYSCCBG allocation.

MAINTENANCE OF EFFORT

Social services districts must maintain local spending for child care services at a level established by the Department in accordance with State statute. The maintenance of effort (MOE) for each social services district is listed in Attachment B. The MOE is calculated by totaling expenditures in federal fiscal year 1995 for child care services claimed under the following categories: State Low Income Day Care program and administrative costs, Transitional Child Care, At-Risk Low Income Child Care, Child Care and Development Block Grant, Emergency Assistance to Families, JOBS-related child care and cash grants for employment-related child care.

Each social services district must meet its MOE level in cash in federal fiscal year 1997 and in each subsequent federal fiscal year. Any social services district that does not meet its MOE may jeopardize New York State's current and future allocation of CCDF funds and may have a portion of its NYSCCBG funding withheld by the Department.

SYSTEMS INFORMATION

Until systems changes are implemented to support the claiming of NYSCCBG funds, the following interim procedures for the authorization of payment should be used:

For child care payments for families eligible to receive child care assistance under family assistance and safety net assistance, continue to use the DSS-3209 IM/WMS Authorization.

For child care payments for all other eligible families, temporarily use Service Type Suffix Code L (which currently designates the CCDBG program) on the DSS-2970 WMS Services Authorization for new cases or cases undergoing recertification. Districts are not required, at this time, to re-encode the current caseload until recertification.

For families transitioning from Family Assistance who are guaranteed child care assistance, continue to use Services Type Suffix Code J.

WMS Services continues to support monitoring the issuance and return of child care certificates. Instructions for the child care certificate can be found in 92 LCM-138 and in the BICS Operations Manual, page A-82, BICS Production Request 32, in the addition dated April 1, 1993. Information is also provided in the BICS Services Payment Processing Manual, II. Authorizations, E. Self Selected Day Care Certificates, pages II 25-27.

CLAIMING INSTRUCTIONS

Until systems modifications are implemented to support the claiming for the NYSCCBG program, districts should use the following interim procedures to claim NYSCCBG expenditures:

Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Volume II, Chapter 3). NYSCCBG expenditures for child care subsidies for families receiving family assistance are claimed on Schedule A. NYSCCBG program expenditures for child care subsidies for all other eligible families, including families receiving safety net assistance, are claimed temporarily under CCDBG on the Schedule H-Non-Title XX-Services For Recipients (DSS-4283). Expenditures should be reported on line 2 (Day Care for Children) in column 10 (Block Grant Day Care). Line 14, column 10 is the total of expenditures in line 2, column 10. Enter on line 16, column 10 (fees collected) the total fees required from families responsible for paying a fee. Please note these instructions pertain to the Schedule H version with an October 1996 revision date. Adjustments should be made to the Schedule H BICS composites to transfer all amounts from column 2 - EAF, column 6 - Low Income Day Care, column 7 - Transitional IV-A Day Care, column 8 - PG-ADC Transitional Day Care, and column 9 - At Risk Day Care to column 10 - Block Grant Day Care. The Schedule H form and instructions will be revised in the future to accommodate the claiming of NYSCCBG program expenditures.

Instructions for claiming administrative expenditures are contained in Manual Bulletin 143b, Local Cost Allocation Manual for Schedule D-2, Chapter 9. Administrative expenditures for NYSCCBG are claimed in accordance with the Services RMS on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B).

ADDITIONAL CLAIMING REQUIREMENTS: NYSCCBG child counts and expenditures also should be reported on the Schedule G-2A and Schedule G-2B, Summary of Payments for Day Care-Services Authorized (DSS-2109B). Expenditures made under the Services Types allowed should be reported on the G-2A, G-2B, the BICS Schedule G-2A and G-2B Reports, and to the Automated Claiming System.

TRAINING COSTS: Claiming instructions for district administrative expenditures related to the training of employees which are claimed on the Schedule D-6 "Reimbursement For Training" (DSS-2347-C) for the CCDBG program is covered in Chapter 13 of Manual Bulletin 143b.

Claims for expenditures for NYSCCBG for the period ending September 30, 1997 must be submitted by November 7, 1997. Claims for expenditures for NYSCCBG for the period ending March 31, 1998 must be submitted by May 8, 1998.

CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Eileen Mahoney of the Bureau of Early Childhood Services at 1-800-343-8859 extension 3-0711, or direct dial (518) 473-0711. Ms. Mahoney also may be contacted on-line, OFISLINK User ID #SVC109.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Regions 1-4 - Roland Levie at 1-800-343-8859, extension 4-7549  
or dial direct (518) 474-7549; User ID #FMS001.  
Region 5 - Marvin Gold at (212) 383-1733; User ID #0FM270.

If you have WMS/Services questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-343-8859, extension 2-3087, or dial direct (518) 402-3087; User ID #0FL130.

If you have WMS/IM questions, please contact Tully Lenihan of the Office of Temporary and Disability Assistance at (518) 474-8749; User ID #73A002.

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Rose M. Pandozy  
Deputy Commissioner  
Division of Services and  
Community Development

APPENDIX A  
NEW YORK STATE CHILD CARE BLOCK GRANT

DISTRICT	OCTOBER 1, 1996 THROUGH SEPTEMBER 30, 1997	OCTOBER 1, 1997 THROUGH MARCH 31, 1998
Albany	4,046,025	2,072,726
Allegany	402,680	212,121
Broome	2,716,079	1,391,538
Cattaraugus	728,879	384,445
Cayuga	637,248	335,805
Chautauqua	2,889,848	1,476,331
Chemung	1,467,888	756,314
Chenango	631,939	328,927
Clinton	965,714	503,384
Columbia	573,215	300,617
Cortland	700,628	361,121
Delaware	704,445	361,467
Dutchess	2,276,574	1,165,900
Erie	13,193,374	6,762,358
Essex	502,227	259,141
Franklin	684,915	352,928
Fulton	529,117	278,093
Genesee	823,227	425,414
Greene	524,532	270,972
Hamilton	88,232	44,964
Herkimer	663,274	347,787
Jefferson	1,211,527	632,732
Lewis	326,242	169,902
Livingston	750,167	387,629
Madison	752,195	391,906
Monroe	16,857,249	8,539,887
Montgomery	505,720	265,406
Nassau	13,531,856	6,907,082
Niagara	2,854,102	1,460,400

APPENDIX A  
NEW YORK STATE CHILD CARE BLOCK GRANT

DISTRICT	OCTOBER 1, 1996 THROUGH SEPTEMBER 30, 1997	OCTOBER 1, 1997 THROUGH MARCH 31, 1998
Oneida	2,763,712	1,428,275
Onondaga	7,307,349	3,738,723
Ontario	1,047,498	548,291
Orange	2,389,998	1,252,024
Orleans	603,888	311,630
Oswego	1,048,645	544,962
Otsego	790,168	408,277
Putnam	517,692	269,682
Rensselaer	1,399,092	721,118
Rockland	2,936,663	1,500,728
St Lawrence	1,681,663	863,203
Saratoga	897,797	474,228
Schenectady	1,775,080	915,344
Schoharie	289,252	151,595
Schuyler	218,909	113,560
Seneca	401,032	207,782
Steuben	2,864,472	1,458,712
Suffolk	8,662,482	4,467,470
Sullivan	777,961	402,344
Tioga	673,579	351,331
Tompkins	1,200,366	617,101
Ulster	1,593,799	823,467
Warren	534,219	279,119
Washington	705,189	364,585
Wayne	757,014	399,301
Westchester	8,769,662	4,544,889
Wyoming	430,701	224,029
Yates	266,242	138,820
New York City	164,969,407	84,236,043
State Totals	290,812,649	148,903,930

APPENDIX B  
NEW YORK STATE CHILD CARE BLOCK GRANT

MAINTENANCE OF EFFORT

DISTRICT	MOE AMOUNT	DISTRICT	MOE AMOUNT
Albany	701,595	Oneida	164,245
Allegany	10,272	Onondaga	716,418
Broome	332,710	Ontario	73,752
Cattaraugus	34,769	Orange	32,900
Cayuga	15,101	Orleans	36,152
Chautauqua	315,078	Oswego	41,453
Chemung	63,364	Otsego	28,900
Chenango	27,933	Putnam	62,728
Clinton	99,395	Rensselaer	164,819
Columbia	7,848	Rockland	184,168
Cortland	53,422	St Lawrence	38,627
Delaware	34,955	Saratoga	30,127
Dutchess	193,433	Schenectady	228,165
Erie	1,080,684	Schoharie	12,101
Essex	16,498	Schuyler	9,515
Franklin	26,381	Seneca	19,292
Fulton	38,407	Steuben	148,022
Genesee	49,813	Suffolk	498,236
Greene	20,310	Sullivan	28,491
Hamilton	2,738	Tioga	22,049
Herkimer	14,318	Tompkins	70,752
Jefferson	81,936	Ulster	112,695
Lewis	11,454	Warren	22,063
Livingston	76,936	Washington	32,583
Madison	12,147	Wayne	39,416
Monroe	3,112,311	Westchester	1,018,071
Montgomery	11,738	Wyoming	13,806
Nassau	1,574,621	Yates	11,683
Niagara	174,847		
		New York City	52,937,271
		State Totals	64,993,514