

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 00 OCFS LCM-2

Date: February 08, 2000

Division: Development and Prevention  
Services

TO: Local District Commissioners

SUBJECT: Additional New York State Child Care Block Grant  
Subsidy Program Allocations

ATTACHMENTS: Attachment A - New York State Child Care Block Grant  
Allocation (Available on-line)

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of additional allocations of New York State Child Care Block Grant (NYSCCBG) subsidy program funds for the period April 1, 1999 through March 31, 2000. The source of these funds is the transfer of \$42 million of Temporary Assistance to Needy Families (TANF) funding to the NYSCCBG for additional subsidies and quality activities. The additional NYSCCBG subsidy allocation to districts included in this issuance is \$25,150,000.

The State Budget for State Fiscal Year 1999-2000 contained significant increases in funding for child day care subsidies. The Budget highlighted the importance of continuing to meet the needs of low income families, including responding to their needs for care during non-traditional hours and care for school-age children during summer school vacations. Child care subsidy funds under the NYSCCBG are specifically designed to provide districts the flexibility to meet these and other emerging needs of TANF and low income families.

In keeping with the intent of the 1999-2000 State Budget, the increased funding provided through this LCM and the earlier allocation of \$457,788,229 in NYSCCBG funds issued through 99 OCFS LCM-28, dated September 30, 1999, provide sufficient resources to address the impact of the recently promulgated market rates. The new rates are effective October 1, 1999. To further increase the capacity to meet the needs of TANF and low income families with non-traditional work hours, districts are permitted to establish differential payment rates higher than the applicable market rates. Further information about the new market rates is set forth in 00 OCFS ADM-1 issued January 28, 2000.

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While NYSCCBG child care subsidies have always been available to meet the expanded child care needs of school-age children during school vacations, the 1999-2000 State Budget sought to highlight the importance of this need. Districts will soon be receiving additional information and technical assistance on the use of child care subsidy funds for summer programming for school-age children.

#### ALLOCATION INFORMATION

Attachment A indicates additional local district allocations for the April 1, 1999 to March 31, 2000 period totaling \$25,150,000. The factors considered in determining the allocations include the level of child care subsidy expenditures relative to the district's NYSCCBG allocation, the number of children in need of child care and the cost of child care.

Allocations are listed on Attachment A for two six month periods to allow for the reporting of Federal funds on a Federal fiscal year basis. The allocations cover the period April 1, 1999 to September 30, 1999, the last half of Federal fiscal year 1998-1999, and the period October 1, 1999 to March 31, 2000, the first half of Federal fiscal year 1999-2000. Any unspent NYSCCBG funds for the period October 1, 1998 to March 31, 1999 will be carried into and be available for the period ending September 30, 1999.

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 for 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 systems.

Any portion of a district's NYSCCBG allocation for the period October 1, 1998 through September 30, 1999 that is not claimed by the district by March 31, 2000 will be available to the district through the end of Federal fiscal year 1999-2000, which is September 30, 2000. Claims for the period October 1, 1998 through September 30, 1999 cannot be rolled forward into the next Federal fiscal year.

#### REIMBURSEMENT

Claims for expenditures for child care services for families receiving public 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 will be reimbursed at 100 percent NYSCCBG funds, as long as the district's MOE is maintained, 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 Office of Children and Family Services in accordance with State statute. The MOE for each social services district was issued through 99 OCFS LCM-28.

#### ASSURANCES

All programmatic and fiscal requirements under NYSCCBG apply to this additional allocation. In order to access this additional allocation, districts must have complied with the requirement to submit a statement of assurances issued in 99 OCFS LCM-28 dated September 30, 1999.

#### SYSTEMS INFORMATION

Procedures for the authorization of payment for child care services under NYSCCBG in the Welfare Management System (WMS) are as follows:

For child care payments for eligible families applying for or receiving public assistance, districts can continue to use the DSS-3209 IM/WMS Authorization. Districts may, at their option, utilize the DSS-2970 WMS Services Authorization to authorize payment for child care for public assistance families. Service Type Suffix Code (Data Element #23021) value "S" designates child care services funded under the NYSCCBG for public assistance applicants/recipients and reimbursed at 75 percent Federal and State share up to the district's allocation ceiling.

For child care payments for all other eligible families (including transitional child care families), districts must authorize in WMS/Services by using Service Type Suffix Code value "R" on the DSS-2970 WMS Services Authorization which designates child care services funded under NYSCCBG for non-public assistance families and reimbursed at 100 percent Federal and State share up to the district's allocation ceiling.

In circumstances of an adult-only public assistance case in which the children are not included in the public assistance filing unit, child care payment is authorized as a public assistance family and reimbursed at 75 percent Federal and State share. For cases in which the children are in receipt of public assistance but the caretaker is not included in the public assistance filing unit, child care is authorized in WMS Services and reimbursed at 100 percent Federal and State share up to the district's allocation ceiling.

WMS Services continues to support monitoring the issuance and return of child care certificates. Instructions for the child care certificates can be found in 92 LCM-138 and in the BICS Operations Manual, page A-82, BICS Production Request 32, in the edition 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

Instructions for claiming program costs under NYSCCBG are included in the Office of Temporary and Disability Assistance Fiscal Reference Manual (Volume 2, Chapter 3). NYSCCBG expenditures for child care subsidies for families receiving public assistance are claimed on Schedule H Non-Title XX Services for Recipients (LDSS-4283), line 2 (Day Care Services for Children), column 7 (Day Care Block Grant 75 percent). NYSCCBG program expenditures for child

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care subsidies for all other eligible families are claimed on the Schedule H, line 2, column 6 (Day Care Block Grant 100 percent). NYSCCBG expenditures for child care transportation services are claimed on the Schedule H, line 6, columns 6 and 7. Line 12, columns 6 and 7, are the total of expenditures on lines 2 and 6, for columns 6 and 7, respectively. Enter on line 14 (fees collected), columns 6 and 7, the total fees required from families responsible for paying a fee. Line 15 (Net Expenditures), columns 6 and 7, is the result of subtracting the amounts on line 13 (Refunds and Cancellations) and line 14 (Fees Collected) from the amount on line 12 (Total Expenditures) for columns 6 and 7, respectively. Line 16 (Day Care Reimbursement) is the total reimbursement, from Federal and State funding combined, for NYSCCBG expenditures. The amount on line 16, column 6 is equal to the amount on line 15, column 6. The amount on line 16, column 7 is 75 percent of the amount on line 15, column 7. Line 20 (Local Share), column 7 is the remaining 25 percent of the amount on line 15, column 7.

Administrative expenditures for the NYSCCBG are claimed in accordance with the Services RMS as Child Care Block Grant costs on line 5, section 1 (the associated A-87 costs are claimed on line 3, section 2) of the Schedule D-2, Allocation for Claiming of General Services Expenditures (LDSS-2347B). Instructions for completing the Schedule D-2 are contained in Chapter 9 of Volume 3 of the Fiscal Reference Manual County Cost Allocation Plan for districts outside of New York City. For New York City districts, the instructions are contained in Chapter 9 of Volume 4 of the Fiscal Reference Manual.

ADDITIONAL CLAIMING REQUIREMENTS: NYSCCBG child counts and expenditures also should be reported on the Schedule G-2 Summary of Payments for Day Care-Services Authorized (LDSS-2109). Instructions for completing the Schedule G-2 appear in the Fiscal Reference Manual, Volume II, Chapter 3. Expenditure information displayed by the Day Care Service type (line items) assigned to program categories (columns) is posted from the BICS Schedule G-2 composite rolls. Schedule G-2 Child Count information is posted from the BICS Schedule G-2 Statistical Report.

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" (LDSS-2347-C) for the CCDBG program are covered in Chapter 13 of Volume 3 of the Fiscal Reference Manual for districts outside of New York City. New York City would refer to Volume 4 of the Fiscal Reference Manual.

#### CONTACT PERSON

If you have any questions regarding information contained in this LCM or in 99 OCFS LCM-28, please contact Eileen Mahoney of the Bureau of Early Childhood Services at (518) 473-0711. Ms. Mahoney also may be contacted on-line, OFISLINK User ID #SVC109.

If you have any claiming questions, please contact the Office of Temporary and Disability Assistance Bureau of Financial Services:

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.

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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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Melvin I. Rosenblat  
Deputy Commissioner  
Division of Administration

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Donald K. Smith  
Deputy Commissioner  
Division of Development and  
Prevention Services

ATTACHMENT A  
 NEW YORK STATE CHILD CARE BLOCK GRANT  
 LOCAL DISTRICT ALLOCATIONS  
 4/1/1999 - 3/31/2000  
 ADDITIONAL ALLOCATION

| DISTRICT    | APRIL 1, 1999<br>THROUGH<br>SEPTEMBER 30, 1999 | OCTOBER 1, 1999<br>THROUGH<br>MARCH 31, 2000 | TOTAL<br>ADDITIONAL<br>ALLOCATION |
|-------------|--|--|-----------------------------------|
| Albany      | \$ 154,480                                     | \$ 154,480                                   | \$ 308,960                        |
| Allegany    | 14,803   | 14,803                                       | 29,606                            |
| Broome      | 62,477   | 62,477                                       | 124,954                           |
| Cattaraugus | 35,348   | 35,348                                       | 70,696                            |
| Cayuga      | 21,410   | 21,409                                       | 42,819                            |
| Chautauqua  | 70,615   | 70,614                                       | 141,229                           |
| Chemung     | 58,581   | 58,580                                       | 117,161                           |
| Chenango    | 21,386   | 21,385                                       | 42,771                            |
| Clinton     | 30,350   | 30,350                                       | 60,700                            |
| Columbia    | 32,482   | 32,481                                       | 64,963                            |
| Cortland    | 20,290   | 20,289                                       | 40,579                            |
| Delaware    | 23,466   | 23,465                                       | 46,931                            |
| Dutchess    | 129,915  | 129,915                                      | 259,830                           |
| Erie        | 492,430  | 492,430                                      | 984,860                           |
| Essex       | 16,610   | 16,609                                       | 33,219                            |
| Franklin    | 19,190   | 19,190                                       | 38,380                            |
| Fulton      | 24,999   | 24,999                                       | 49,998                            |
| Genesee     | 27,620   | 27,620                                       | 55,240                            |
| Greene      | 6,995  | 6,995  | 13,990                            |
| Hamilton    | 363  | 362  | 725                               |
| Herkimer    | 22,145   | 22,145                                       | 44,290                            |
| Jefferson   | 40,121   | 40,121                                       | 80,242                            |
| Lewis       | 5,236  | 5,235  | 10,471                            |
| Livingston  | 10,417   | 10,416                                       | 20,833                            |
| Madison     | 23,853   | 23,852                                       | 47,705                            |
| Monroe      | 313,305  | 313,305                                      | 626,610                           |
| Montgomery  | 12,875   | 12,874                                       | 25,749                            |
| Nassau      | 1,024,415                                      | 1,024,415                                    | 2,048,830                         |
| Niagara     | 48,587   | 48,586                                       | 97,173                            |
| Oneida      | 93,525   | 93,524                                       | 187,049                           |
| Onondaga    | 221,580  | 221,580                                      | 443,160                           |
| Ontario     | 31,992   | 31,991                                       | 63,983                            |
| Orange      | 102,271  | 102,271                                      | 204,542                           |
| Orleans     | 23,963   | 23,962                                       | 47,925                            |
| Oswego      | 33,708   | 33,707                                       | 67,415                            |
| Otsego      | 11,387   | 11,386                                       | 22,773                            |
| Putnam      | 22,721   | 22,721                                       | 45,442                            |
| Rensselaer  | 39,414   | 39,414                                       | 78,828                            |
| Rockland    | 118,204  | 118,203                                      | 236,407                           |

ATTACHMENT A (continued)  
 NEW YORK STATE CHILD CARE BLOCK GRANT  
 LOCAL DISTRICT ALLOCATIONS  
 4/1/1999 - 3/31/2000  
 ADDITIONAL ALLOCATION

| DISTRICT      | APRIL 1, 1999<br>THROUGH<br>SEPTEMBER 30, 1999 | OCTOBER 1, 1999<br>THROUGH<br>MARCH 31, 2000 | TOTAL<br>ADDITIONAL<br>ALLOCATION |
|---------------|--|--|-----------------------------------|
| St Lawrence   | 35,925   | 35,925                                       | 71,850                            |
| Saratoga      | 59,019   | 59,019                                       | 118,038                           |
| Schenectady   | 136,356  | 136,356                                      | 272,712                           |
| Schoharie     | 10,192   | 10,191                                       | 20,383                            |
| Schuyler      | 5,131  | 5,131  | 10,262                            |
| Seneca        | 7,816  | 7,816  | 15,632                            |
| Steuben       | 28,180   | 28,180                                       | 56,360                            |
| Suffolk       | 493,601  | 493,600                                      | 987,201                           |
| Sullivan      | 30,998   | 30,998                                       | 61,996                            |
| Tioga         | 17,135   | 17,135                                       | 34,270                            |
| Tompkins      | 33,433   | 33,432                                       | 66,865                            |
| Ulster        | 62,282   | 62,281                                       | 124,563                           |
| Warren        | 21,690   | 21,689                                       | 43,379                            |
| Washington    | 16,816   | 16,815                                       | 33,631                            |
| Wayne         | 17,329   | 17,328                                       | 34,657                            |
| Westchester   | 409,909  | 409,909                                      | 819,818                           |
| Wyoming       | 7,204  | 7,204  | 14,408                            |
| Yates         | 7,216  | 7,216  | 14,432                            |
| <br>          |  |  |                                   |
| New York City | \$7,711,239                                    | \$7,711,266                                  | \$15,422,505                      |
| <br>          |  |  |                                   |
| State Totals  | \$12,575,000                                   | \$12,575,000                                 | \$25,150,000                      |