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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 90 LCM-4

Date: January 22, 1990

Division: Family and Children
Services

TO: Local District Commissioners

SUBJECT: Low Income Day Care - Waivers to Increase
Income Eligibility Standards

ATTACHMENTS: Attachment A - Guidelines for Counties Applying For Waiver
(Available on-line)
Attachment B - Waiver Eligibility Factors
(Available on-line)
Attachment C - Low Income Day Care
(Plan Amendment/Waiver Request)
(Available on-line)

Section 410.bb(14)(d) of Social Services Law requires the Department to develop guidelines for one year waivers to increase income eligibility standards up to 225% of the federal poverty level (FPL).

Districts meeting the eligibility criteria described in section I of the attached guidelines (see also Attachment A) are eligible to apply.

Eligible districts who elect to increase their current eligibility standards above 200% should read the enclosed guidelines, complete the waiver request form and enclose the required attachments (i.e., public notice, description of outreach program).

Any questions regarding the waiver application should be directed to Anne Ball at (518) 474-9633 or 1(800)342-3715 ext. 4-9633.

Joseph Semidei
Deputy Commissioner
Family & Children Services

ATTACHMENT A

GUIDELINES FOR COUNTIES APPLYING FOR WAIVER

I. Eligibility Criteria

In order for a district to be eligible to apply for a waiver it must meet all the following criteria:

- 1) The percentage of eligible children served in the district meets or exceeds the percentage of eligible children served statewide under the special day care services program, and the district has provided day care services to any additional children whose families have been identified in the district's outreach program.
- 2) The district must have a district-wide outreach program which identifies eligible families who are not receiving subsidized child care under the special day care services program, informs the families of the services available, and assists families who desire such services in obtaining these services.
- 3) The district has submitted claims for income eligible day care expenses under Title XX of the Federal Social Security Act.
- 4) The district has a higher allocation in the current fiscal year than the amount reimbursed in the previous fiscal year for subsidized care under the special day care services program.
- 5) Districts which are eligible and apply for the waiver must require families receiving a subsidy under the districts waiver provision to contribute a greater amount towards the cost of care than a family eligible under the established income eligibility standard.

II. Waiver Application

To request a waiver to provide Low Income Day Care to 225% of the poverty level, a waiver request must be completed. This request, if approved, will serve as an amendment to the current consolidated service plan.

ATTACHMENT B

WAIVER ELIGIBILITY FACTORS

State Validated Items

- o Determine number of children serviced through the Low Income Day Care program on a state and county specific basis using the most recent claims for the program. This will be the average number of children served on a monthly basis.
- o Given the estimated totals of children on a statewide basis, a percentage of the totals served will be determined statewide.

Each county's percentage of amount served vs. those eligible will be computed to determine what the county served in relation to the state total.

- o Determine through the most recent claim information available if a county has expended funds for Title XX day care.
- o Determine if a county has available to it a higher allocation for the Low Income Day Care program in SFY 89 than it had been reimbursed for the service in SFY 88. Source will be available allocation/claims information.

County Supplied Items

- o County submits verification that it has established a district-wide outreach program to identify eligible families who are not in receipt of Low Income Day Care, has informed those families of the program availability and assists such families deserving the service to obtain Low Income Day Care and has provided the services.
- o The county must have in place the current statewide fee methodology.
- o Submittal of an estimate of the number of children to be served under the waiver provision.

ATTACHMENT C

LOW INCOME DAY CARE
(PLAN AMENDMENT/WAIVER REQUEST)

County _____

Code _____

Please provide the following information for the Low Income Day Care Waiver Request.

- o Agency intends to run the enriched program from _____ to _____.
- o Agency proposes to establish the income eligibility standard at _____% of the poverty level.
- o The approximate number of slots offered to families above 200% will be _____ and approximately _____ children will be served.
- o The following types of slots will be used:
Family Day Care _____ Group Day Care _____ Group Family Care _____
- o Fee computation percentage will remain at _____ or become _____.

OUTREACH PROGRAM

Please supply a description of the outreach program utilized to identify eligible families not receiving subsidized child care under the Low Income Day Care program, methods used to inform and assist families to obtain the service and number of children served as a result of the outreach program. (Attachments may be included.)

Commissioner's Signature

Date