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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 97 LCM-19

Date: February 28, 1997

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: Child Care: Child Care and Development Block Grant (CCDBG)  
Subsidy Program Allocations

ATTACHMENTS: A: Child Care and Development Block Grant Allocation and  
Maintenance of Effort Level (Available On-Line)  
B: Statement of Intention to Participate-CCDBG  
(Available On-Line)  
C: CCDBG Child Care Plan (Available On-Line)

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocation and maintenance of effort levels for the Child Care and Development Block Grant (CCDBG) subsidy program for the period beginning October 1, 1996. CCDBG provides day care subsidies for eligible families who need child care in order to work, seek employment, attend an approved job training or educational program, or as part of a child protective services case.

The federal share of program costs is 100%. There is no requirement for a local match in order to access subsidy funds under the CCDBG program. Social services districts may apply local funds to maintain or expand programs. Social services districts electing to participate in the CCDBG program must provide such services in accordance with the rules set forth in Section 415 of the Department's regulations.

#### ALLOCATION INFORMATION

Child Care and Development Block Grant program funds are awarded to New York State on a federal fiscal year basis. Attachment A indicates your district's allocation of CCDBG subsidy funds for the period beginning October 1, 1996 and ending September 30, 1997. The CCDBG allocation may have to be revised to reconcile and conform with provisions of State legislation enacted related to welfare reform.

CCDBG program funds are subject to an annual federal allocation. It is possible that allocations to social services districts may vary in subsequent years. Although the State has the authority to reallocate CCDBG funds that are not used by participating districts, no reallocation of funds to meet expenditures in excess of district allocations is anticipated due to the growth in the subsidy programs.

#### MAINTENANCE OF EFFORT

CCDBG funds must not be used to supplant other federal, State or local funds used for child care services. In order to participate in the CCDBG subsidy program, social services districts must maintain spending for child care services at a level established by the Department in accordance with federal CCDBG rules. The MOE level is calculated by totaling expenditures in calendar year 1990 for child care services claimed under the following categories: Social Services Block Grant (Title XX), Low Income Day Care (LIDC) and administrative costs (local share met with donated funds/in-kind contributions and recipient fees are not included in the calculation of the MOE), Transitional Child Care, At-Risk Low Income Child Care (ARLICC), Emergency Assistance to Families, Job Opportunity and Basic Skills Training (JOBS)/Cash Grant for child care, Mandated and Optional Preventive child day care, and Pre-and Post-Indicated Protective child day care. CCDBG expenditures cannot be used to meet the MOE dollar amount.

Social services districts must meet the maintenance of effort level in calendar year 1996 and in subsequent calendar years. Social services districts that elect to participate in the CCDBG program and do not meet their MOE may not be eligible for future CCDBG funds and may jeopardize New York State's current and future allocation of CCDBG funds. The MOE for each social services district is listed in Attachment A.

#### HOW TO APPLY

All social services districts must indicate whether they intend to participate in the CCDBG Subsidy Program by submitting Attachment B, "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program". It must be returned by March 31, 1997.

Social services districts must have an approved plan for the provision of CCDBG services in order to be reimbursed for CCDBG expenditures. Social services districts which submitted and received approval of their CCDBG program plan pages as part of their 1994-96 JOBS Plan submission have complied with this planning requirement. Social services districts that did not include CCDBG as part of their 1994-96 JOBS Plan submission and which now elect to participate in the CCDBG program must submit and receive approval of Attachment C, "CCDBG Child Care Plan". Please return completed pages to:

Ms. Eileen Mahoney  
New York State Department of Social Services  
Bureau of Early Childhood Services  
40 North Pearl Street - 11B  
Albany, New York 12243-0001

The Department may reallocate those funds designated for social services districts that elect not to participate in the CCDBG program, or that do not have an approved CCDBG program plan by April 30, 1997, to participating social services districts.

#### CLAIMING INSTRUCTIONS

Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Volume II, Chapter 3). CCDBG program expenditures for child care subsidies are claimed on the Schedule H-Non-Title XX-Services For Recipients (DSS-4283). Expenditures should be reported on lines 2 (Day Care for Children) and line 6 (Transportation Services) in column 10 (Block Grant Day Care). Line 14, column 10 is the total of expenditures in lines 2 and 6 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.

Instructions for claiming administrative expenditures are contained in Manual Bulletin 143b, Local Cost Allocation Manual for Schedule D-2, Chapter 9. Administrative expenditures for CCDBG are claimed on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B) on line 5, "Day Care Block Grant" in Section I and II.

For social services districts which participate in both the State Low Income Day Care (LIDC) and CCDBG subsidy programs, reimbursement for expenditures relating to program administration and activities which improve availability of day care shall be limited to ten (10) percent or \$25,000, whichever is greater of the social services district's combined allocations for the LIDC program and the CCDBG subsidy program, up to a maximum of \$400,000 or the amount the district was eligible to receive for these purposes during State fiscal year 1995-96, whichever is less. Expenditures for administrative costs, with the exception of countywide A-87 costs, will be reimbursed from the social services district's LIDC allocation, not the CCDBG subsidy program allocation. Note that the countywide A-87 costs allocated to the CCDBG program will be 100% local share since there is no State reimbursement for these costs. Districts that incur excess CCDBG administrative expenditures will have their claims adjusted to the administrative cost ceiling by the Department.

CCDBG claims for funds allocated for the period beginning October 1, 1996 must be liquidated by September 30, 1997. Social services districts cannot carry over unspent funds into the next federal fiscal year. Final claims of expenditures made for the period October 1, 1996 through September 30, 1997 must be submitted by November 7, 1997. Any CCDBG funds that remain unspent will be reallocated to the extent permitted by federal regulations.

ADDITIONAL CLAIMING REQUIREMENTS: CCDBG child counts and expenditures also should be reported on the 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-2B, the BICS Schedule G-2B Report, and to the Automated Claiming System.

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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. The local share of those costs (with the exceptions of the A-87 costs) would be reimbursed through the new line item that will be displayed on the State settlement form.

#### SYSTEMS INFORMATION

The reporting and authorization of CCDBG child care services is supported in the WMS Services system. WMS supports payments issued directly to either the provider or the recipient.

Service Type Suffix L designates the Child Care and Development Block Grant Program. For CCDBG, a WMS Service case must include the Direct Service Type 03L and the corresponding POS Service Type of 30L through 37L, or 3AL through 3GL. The system also supports 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.

#### 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 any WMS questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-342-3727, or dial direct (518) 432-2932; User ID OFL130.

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

CHILD CARE DEVELOPMENT BLOCK GRANT  
 ALLOCATION AND MAINTENANCE OF EFFORT LEVEL  
 October 1, 1996 - September 30, 1997

| <u>DISTRICT</u> | <u>ALLOCATION</u> | <u>MAINTENANCE<br/>OF EFFORT</u> |
|-----------------|-------------------|----------------------------------|
| ALBANY          | 376,284           | 1,911,771                        |
| ALLEGANY        | 25,029            | 30,230                           |
| BROOME          | 316,642           | 698,851                          |
| CATTARAUGUS     | 60,683            | 74,111                           |
| CAYUGA          | 46,215            | 73,984                           |
| CHAUTAUQUA      | 346,839           | 329,333                          |
| CHEMUNG         | 239,184           | 485,146                          |
| CHENANGO        | 116,843           | 144,463                          |
| CLINTON         | 113,291           | 245,540                          |
| COLUMBIA        | 66,864            | 96,787                           |
| CORTLAND        | 144,333           | 160,422                          |
| DELAWARE        | 144,749           | 170,778                          |
| DUTCHESS        | 315,638           | 432,338                          |
| ERIE            | 2,309,557         | 3,099,372                        |
| ESSEX           | 76,922            | 108,524                          |
| FRANKLIN        | 96,894            | 123,980                          |
| FULTON          | 29,898            | 18,117                           |
| GENESEE         | 108,913           | 160,137                          |
| GREENE          | 58,197            | 165,597                          |
| HAMILTON        | 25,257            | 2,300                            |
| HERKIMER        | 57,671            | 111,072                          |
| JEFFERSON       | 108,302           | 129,894                          |
| LEWIS           | 36,901            | 78,027                           |
| LIVINGSTON      | 106,793           | 247,638                          |
| MADISON         | 123,072           | 135,771                          |
| MONROE          | 1,766,744         | 8,345,935                        |
| MONTGOMERY      | 62,034            | 45,915                           |
| NASSAU          | 2,095,965         | 5,429,823                        |
| NEW YORK CITY   | 17,022,984        | 170,673,775                      |
| NIAGARA         | 508,575           | 1,371,086                        |
| ONEIDA          | 452,940           | 1,177,412                        |
| ONONDAGA        | 1,037,648         | 2,687,531                        |
| ONTARIO         | 105,202           | 145,096                          |
| ORANGE          | 269,736           | 300,247                          |
| ORLEANS         | 86,044            | 144,913                          |
| OSWEGO          | 114,110           | 137,949                          |
| OTSEGO          | 207,315           | 219,546                          |
| PUTNAM          | 70,194            | 108,097                          |
| RENSSELAER      | 106,392           | 264,527                          |
| ROCKLAND        | 561,004           | 1,207,152                        |

CHILD CARE DEVELOPMENT BLOCK GRANT  
 ALLOCATION AND MAINTENANCE OF EFFORT LEVEL  
 October 1, 1996 - September 30, 1997

| <u>DISTRICT</u> | <u>ALLOCATION</u> | <u>MAINTENANCE<br/>OF EFFORT</u> |
|-----------------|-------------------|----------------------------------|
| ST. LAWRENCE    | 317,495           | 358,777                          |
| SARATOGA        | 92,796            | 77,511                           |
| SCHENECTADY     | 136,941           | 1,209,072                        |
| SCHOHARIE       | 37,836            | 39,168                           |
| SCHUYLER        | 32,851            | 50,410                           |
| SENECA          | 60,176            | 72,419                           |
| STEUBEN         | 628,930           | 1,035,390                        |
| SUFFOLK         | 1,476,364         | 4,625,758                        |
| SULLIVAN        | 125,714           | 163,996                          |
| TIOGA           | 102,054           | 158,449                          |
| TOMPKINS        | 146,989           | 276,022                          |
| ULSTER          | 253,705           | 409,549                          |
| WARREN          | 37,579            | 124,353                          |
| WASHINGTON      | 128,532           | 242,598                          |
| WAYNE           | 55,055            | 51,868                           |
| WESTCHESTER     | 922,910           | 5,856,914                        |
| WYOMING         | 60,732            | 75,895                           |
| YATES           | 30,612            | 58,671                           |



Assurances

The social services district assures that the regulations issued in 18 NYCRR Part 415 will be used in determining eligibility for CCDBG services.

The social services district assures that it will meet its requirement for maintenance of effort in child care expenditures as specified in Attachment A of this LCM.

The social services district assures that the CCDBG subsidy program funds will not be used to supplant any other federal, State, or local funds used for child care services.

The social services district assures that caretakers will make the final decision regarding the selection of an eligible child care provider for the CCDBG Program.

The social services district assures that it has implemented the CCDBG child care certificate program as detailed in 92 LCM-138.

The social services district assures that it will operate the CCDBG Program according to State and federal requirements.

\_\_\_\_\_  
Commissioner's signature

\_\_\_\_\_  
Date

If your social services district has elected not to participate, please list the reason(s):

Please return form to:

Ms. Eileen Mahoney  
NYS Department of Social Services  
Bureau of Early Childhood Services  
40 North Pearl Street - 11B  
Albany, New York 12243-0001

CCDBG Child Care Plan

\_\_\_\_\_  
District

\_\_\_\_\_  
Contact person/title

\_\_\_\_\_  
Telephone Number

Complete the chart below to reflect how your district will provide CCDBG services. The elements of the chart which are preprinted are not subject to local option and cannot be changed.

|   |       |
|---|-------|
| Check the reasons for care allowed:   |       |
| EMPLOYMENT  | X     |
| EDUC/TRAINING   | X     |
| LOOKING FOR WORK  | X     |
| PROTECTIVE *  | _____ |
| ILLNESS/INCAP.  | N/A   |
| If any limitations are applied, please attach an explanation.                                     |       |
| Identify the percent of the State income standard used to determine financial eligibility.        | 200%  |
| Indicate whether child care certificates are made available to assist families in accessing care. | YES   |
| Indicate the unit with primary responsibility for administration of the program.                  |       |

\*NOTE: CCDBG funds may be used to provide child care to families that are receiving, or need to receive, protective services. Such care must be provided in accordance with an open child protective services case.

Child Care Priorities

1. The following are mandated priorities for service under the CCDBG program.
  - A. Children with special needs
  - B. Children of families with "very low income"
  - C. Children of parents under 21 years of age

Identify the percentage of income below 200% of the state income standards that the district will use to define "very low income" and provide the rationale for selecting this level.

\_\_\_\_% Rationale:

2. Indicate whether any optional priorities will be applied by the district:

\_\_\_\_\_ children of parents whose eligibility for Transitional Child Care has expired;

\_\_\_\_\_ children of homeless parents who are otherwise eligible;

\_\_\_\_\_ children of parents who are enrolled in substance abuse treatment programs who are otherwise eligible; and

\_\_\_\_\_ a locally identified priority. Describe the priority and give rationale.

3. Attach additional pages as needed to describe how the district will:
  - a) target each mandated and optional priority selected for child care services; and
  - b) ensure that members of the identified populations receive priority for services.

Please return the completed pages to:

Ms. Eileen Mahoney  
New York State Department of Social Services  
Bureau of Early Childhood Services  
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Albany, New York 12243-0001