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NEW YORK STATE  
OFFICE OF CHILDREN & FAMILY SERVICES  
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## Local Commissioners Memorandum

<b>Transmittal:</b>	12-OCFS-LCM-08
<b>To:</b>	Local Social Services District Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services Division of Administration
<b>Date:</b>	May 25, 2012
<b>Subject:</b>	<b>New York State Child Care Block Grant Subsidy Program Allocations for State Fiscal Year 2012 - 2013</b>
<b>Contact Person(s):</b>	Joseph P. Ziegler (518) 402 - 6520
<b>Attachments:</b>	A: New York State Child Care Block Grant Local Social Services District Allocations B: Maintenance of Effort Level
<b>Attachment Available Online:</b>	Yes, as part of this policy (12-OCFS-LCM-08) at <a href="http://ocfs.state.ny.us/main/policies/external">http://ocfs.state.ny.us/main/policies/external</a>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform Social Services Districts (SSD) of their allocations and maintenance of effort (MOE) levels for the New York State Child Care Block Grant (NYSCCBG) subsidy program for the period April 1, 2012 through March 31, 2013. It also explains the allowable uses for these federal and State funds. The NYSCCBG appropriation for SSDs for the period April 1, 2012 through March 31, 2013, State fiscal year (SFY) 2012-13, is \$738,036,409.

### II. Background

In order to participate in the NYSCCBG subsidy program, the commissioner of the

SSD must agree to comply with the program requirements of the NYSCCBG as set forth in Title 5-C of Article 6 of the Social Services Law and Title 18 of the New York State Code of Rules and Regulations (18 NYCRR) Parts 358, 404, 405, 407, 415, and 628 and other OCFS policy directives including Administrative Directives (ADMs), Local Commissioners Memorandums (LCMs), and Informational Letters (INFs). Title 5-C of Article 6, under Section 410-x (4.), requires OCFS to establish, in regulation, the applicable market-related payment rates that will establish the ceilings for State and federal reimbursement for payments made under the NYSCCBG. The amount to be paid or allowed for child care assistance funded under the NYSCCBG and under Title XX shall be the actual cost of care but no more than the applicable rate established in regulations. SSDs must pay the applicable market rate unless the actual cost of care is less, in which case, SSDs must pay the actual cost of care. The SSD also must agree to comply with the requirements for the federal Child Care and Development Fund (CCDF). SSDs provide such legal assurances as part of the submittal of their Child and Family Services Plans.

### **III. Program Implications**

#### **ALLOCATION INFORMATION**

Attachment A indicates SSD allocations of the NYSCCBG subsidy funds for the period beginning April 1, 2012 and ending March 31, 2013. Allocations are listed on Attachment A for two six-month periods to allow for the reporting of federal funds on a FFY basis. The allocations cover the period April 1, 2012 to September 30, 2012, the last half of FFY 2011-12, and the period October 1, 2012 to March 31, 2013, the first half of the FFY 2012-13. SSDs were issued their NYSCCBG allocations for the first half of the FFY 2011-12, October 1, 2011 to March 31, 2012, in 11-OCFS-LCM-05 dated May 23, 2011. Any unspent NYSCCBG funds for the period October 1, 2011 to March 31, 2012, will be carried into, and be available for, the period ending September 30, 2012. Any portion of a SSD's NYSCCBG allocation for the period October 1, 2011 through September 30, 2012, including any Temporary Assistance to Needy Families (TANF) funds transferred from a SSD's SFY 2012-13 Flexible Fund for Family Services (FFFS) allocation for the period April 1, 2012 to September 30, 2012, that is not claimed by the SSD by March 31, 2013, will be available to the SSD through the end of FFY 2012-13, which is September 30, 2013. Claims for expenditures for the period October 1, 2011 through September 30, 2012 cannot be rolled forward into the next FFY.

The allocation methodology for SFY 2012-13 reflects each SSD's proportionate share of the block grant funds based on the average level of annual child care claims for the FFY 2007-08 through FFY 2010-11 period. Rollover of unspent NYSCCBG funds is taken into account for SSDs who meet the following two criteria:

- If the SSD's FFY 2010-11 rollover into FFY 2011-12 is more than 15 percent of its FFY 2010-11 NYSCCBG claims; AND
- the SSD's FFY 2010-11 rollover amount exceeds 75 percent of its FFY

2009-10 rollover amount.

For any SSD meeting both of these criteria, the base allocation is first reduced by an amount equal to 40 percent of the rollover amount from FFY 2010-11 into FFY 2011-12 (but not to exceed the four-year average-claim base allocation).

The statewide allocation reduction is then redistributed among SSDs as follows. For SSDs whose FFY 2010-11 NYSCCBG claims exceed the sum of their SFY 2012-13 base allocations (as adjusted) and FFY 2010-11 rollover amounts, the amount of allocation reduction is redistributed on a pro-rated basis, proportionate to counties' share of the total excess claims. The sum of each SSD's four-year-average-claim base allocation, allocation reduction and redistribution is its final SFY 2012-13 allocation.

While the NYSCCBG allocation is the primary resource available to SSDs in meeting their child care subsidy needs for low-income families and individuals on public assistance, all SSDs have the ability to transfer additional funds from the FFFS into the NYSCCBG. Under the FFFS, \$964 million of New York State's \$2.44 billion TANF annual grant award will be allocated to SSDs for TANF-eligible programs. Consistent with federal rules, a statewide total of 30 percent of the State's total TANF funds may be transferred to the CCDF and/or to the Title XX Social Services Block Grant, with an upward statewide limit of 10 percent for the Title XX transfer. Under the SFY 2012-13 Enacted Budget, a SSD may transfer up to 34 percent of its FFFS allocation to the NYSCCBG and Title XX combined, with up to 25 percent of its FFFS allocation going to Title XX. Any FFFS funding a SSD chooses to use for child care must be transferred to the NYSCCBG and not claimed as a direct charge to TANF funding. In addition, local share requirements for child care subsidies paid on behalf of public assistance recipients and the local MOE are unchanged.

Each SSD may expend, for administrative activities, no more than five percent of its NYSCCBG allocation, including any funds transferred from FFFS. 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 placements; the recruitment, licensing, inspection, review and supervision of child care placements; rate setting for contract development; resource and referral services; training; or the establishment and maintenance of computerized child care information systems.

A SSD, at its option, may make payments for eligible families for transportation to and from a child care provider. A SSD will be reimbursed for transportation expenses charged by a child care provider that are separate and apart from the regular rate charged by the provider. Also, the SSD may make arrangements using other providers of transportation services. Expenditures for transportation are reimbursed as a program cost under the SSD's NYSCCBG allocation if the provision of transportation services is included in the SSD's Child and Family Services Plan.

## **ELIGIBLE FAMILIES**

There are three broad categories of families eligible for child care services under the NYSCCBG when such care is not otherwise available from the caretaker(s) of the child in need of services. Eligible families are defined in 18 NYCRR Section 415.2. SSDs are required to include this information in the SSDs' Child and Family Services Plans, including those families that the SSDs have chosen to serve and prioritize under the second and third categories listed below.

The first category is families that are eligible for a child care guarantee.

The second category is families that are eligible if funds are available. This category includes such families as low-income working families and teen parents who are completing high school.

The third category is families that are eligible if funds are available and if the SSD includes them as eligible families in the child care section of the Child and Family Services Plan.

## **PARENTAL CHOICE**

SSDs must inform parents or caretakers requesting NYSCCBG services that they may:

- choose to have care provided by one of the child day care providers with whom the SSD has contracted for the provision of child care services; or
- request a child care certificate, which enables the parents or caretakers to select from a full range of child care arrangements, including care by regulated child care providers and providers of legally exempt child care.

The child's parents or caretakers 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 or caretakers have been apprised of the full range of providers eligible for payment and of their right to elect to use a child care certificate. SSDs must allow parents to select, and must have a method to pay, any and all legal providers with whom they do 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 public assistance will be reimbursed at 75 percent with NYSCCBG funds up to the SSD's NYSCCBG allocation ceiling. Claims for expenditures for child care for all other eligible families will be reimbursed at 100 percent NYSCCBG funds, as long as the SSD's MOE is met, up to the SSD's NYSCCBG allocation ceiling.

### **MAINTENANCE OF EFFORT**

SSDs must maintain local spending for child care services at a level established by OCFS in accordance with State statute. The MOE for each SSD is listed in Attachment B. Note that the MOE has not changed from the previous year.

The MOE was calculated by totaling the SSD share of expenditures in FFY 1994-95 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 employment-related child care. In addition, the MOE for those SSDs participating in the Child Assistance Program (CAP) was adjusted to reflect the SSD share for FFY 1996-97 CAP child care expenditures included in their NYSCCBG allocations.

Each SSD must meet its MOE level in cash in FFY 2011-12 and in each subsequent FFY. The MOE is met by the 25 percent local share of claims for expenditures for public assistance recipients as reported on Schedule H "Non-Title XX Services for Recipients" and any other non-Title XX expenditures that are allowable but not reimbursed under the SSD's NYSCCBG allocation. Claims submitted under NYSCCBG will be processed to ensure that the SSD's MOE requirement is met. Claims for administrative costs exceeding the five percent administrative cap will not count toward meeting the MOE and will not be eligible for federal and State reimbursement.

### **SYSTEMS INFORMATION**

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

For child care payments for eligible families applying for or receiving public assistance, SSDs can continue to use the DSS-3209 IM/WMS Authorization for child care payments for eligible families applying for, or receiving, public assistance. SSDs may, at their option, utilize the DSS-2970 WMS Services Authorization to authorize payment for child care for public assistance families. Purchase of Service Type Suffix Code (Data Element #23021) value "S-Block Grant DC 75%" 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 SSD's allocation ceiling.

SSDs have the option to authorize payments for child care for NYSCCBG-eligible families not in receipt of public assistance on the DSS-3209 for Food Stamps and Medical Assistance only cases.

For all other eligible families, SSDs must authorize payment in WMS/Services by using Purchase of Service Type Suffix Code value "R-Block Grant DC 100%" 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 SSD'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 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 SSD's allocation ceiling.

WMS Services continues to support the monitoring of the issuance and return of child care certificates. Instructions for the child care certificate are included in 92 LCM-138 and in the BICS Operations Manual, page A-62, BICS Production Request 32, Request for Self-Selected Day Care Certs, in the addition dated April 1, 2005. Information is also provided in the BICS Services Payment Processing Manual, Chapter 2, Authorizations, Self-Selected Day Care Certificates.

## **CLAIMING INSTRUCTIONS**

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 13 (Day Care Block Grant 75 percent). NYSCCBG program expenditures for child care subsidies for all other eligible families are claimed on Schedule H, line 2, column 12 (Day Care Block Grant 100 percent). Please refer to the Fiscal Reference Manual, Volume 2, Chapter 3 for detailed instructions for completing the Schedule H.

NYSCCBG child counts and expenditures also must be reported on the Schedule G-2 Summary of All Payments for Day Care (LDSS-2109EL). Expenditures made under the services types allowed must be reported on the Schedule G-2, via the Automated Claiming System. The BICS Schedule G-2 report provides the information needed to file the report. Please refer to the Fiscal Reference Manual, Volume 2, Chapter 3 for Schedule G-2 instructions.

Administrative expenditures for the NYSCCBG are claimed in accordance with the Services RMS as Child Care Block Grant costs on line 6, section 1A (associated A-87 costs are claimed on line 4, section 2) of the Schedule D-2, Allocation for Claiming General Services Administration 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 SSDs outside of New York City. For New York City, the instructions are contained in Chapter 9 of Volume 4 of the Fiscal Reference Manual.

Claiming instructions for SSD administrative expenditures related to the training of employees which are claimed on the Schedule D-6 "Reimbursement Claim For Training" (LDSS-2347-C) for the NYSCCBG program are covered in Chapter 13 of Volume 3 of the Fiscal Reference Manual for SSDs outside of New York City. New York City should refer to Chapter 13 of Volume 4 of the Fiscal Reference Manual.

Fiscal Reference Manuals are available at:

FRM Vol. 2 – [http://otda.state.nyenet/bfdm/finance/FRM\\_Vol2\\_Manual.asp](http://otda.state.nyenet/bfdm/finance/FRM_Vol2_Manual.asp)

FRM Vol. 3 – [http://otda.state.nyenet/bfdm/finance/FRM\\_Vol3\\_Manual.asp](http://otda.state.nyenet/bfdm/finance/FRM_Vol3_Manual.asp)

FRM Vol. 4 – [http://otda.state.nyenet/bfdm/finance/FRM\\_Vol4\\_Manual.asp](http://otda.state.nyenet/bfdm/finance/FRM_Vol4_Manual.asp)

## CONTACT PERSONS

If you have any program questions regarding information contained in this LCM, please contact Joe Ziegler of the Division of Child Care Services at (518) 402-6520. Mr. Ziegler also may be contacted via e-mail at [Joe.Ziegler@ocfs.state.ny.us](mailto:Joe.Ziegler@ocfs.state.ny.us)

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

Regions 1 -5 – Edward Conway at 1-800-343-8859, ext. 4-7549, or (518) 474-7549;  
E-mail: [Edward.Conway@otda.ny.gov](mailto:Edward.Conway@otda.ny.gov)

Region 6 - Michael Simon at (212) 961-8250;  
E-mail: [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

If you have WMS/Services questions, contact Tina McCarthy of the OCFS IT Operations at 800-342-3727; E-mail: [Tina.McCarthy@ocfs.state.ny.us](mailto:Tina.McCarthy@ocfs.state.ny.us)

If you have WMS/IM questions, contact Bob Markham of OTDA at (518) 474-8753;  
E-mail: [Bob.Markham@otda.ny.gov](mailto:Bob.Markham@otda.ny.gov)

## Issued By:

/s/ Mikki Ward-Harper  
Mikki Ward-Harper  
Acting Deputy Commissioner  
Division of Administration

/s/ Janice M. Molnar  
Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services

**ATTACHMENT A**  
**NEW YORK STATE CHILD CARE BLOCK GRANT**  
**SOCIAL SERVICES DISTRICT ALLOCATIONS**  
**4/1/2012-3/31/2013**

<b>SSD</b>	<b>April 1, 2012- September 30, 2012</b>	<b>October 1, 2012- March 31, 2013</b>	<b>Final SFY 2012- 13 Allocation</b>
<b>Albany</b>	\$5,702,821	\$5,702,821	\$11,405,642
<b>Allegany</b>	\$325,094	\$325,094	\$650,188
<b>Broome</b>	\$2,252,787	\$2,252,786	\$4,505,573
<b>Cattaraugus</b>	\$860,697	\$860,697	\$1,721,394
<b>Cayuga</b>	\$739,441	\$739,441	\$1,478,882
<b>Chautauqua</b>	\$2,316,548	\$2,316,548	\$4,633,096
<b>Chemung</b>	\$1,900,321	\$1,900,320	\$3,800,641
<b>Chenango</b>	\$225,059	\$225,058	\$450,117
<b>Clinton</b>	\$485,795	\$485,794	\$971,589
<b>Columbia</b>	\$548,793	\$548,792	\$1,097,585
<b>Cortland</b>	\$409,903	\$409,902	\$819,805
<b>Delaware</b>	\$570,712	\$570,712	\$1,141,424
<b>Dutchess</b>	\$3,152,923	\$3,152,922	\$6,305,845
<b>Erie</b>	\$10,240,786	\$10,240,785	\$20,481,571
<b>Essex</b>	\$196,196	\$196,195	\$392,391
<b>Franklin</b>	\$528,322	\$528,321	\$1,056,643
<b>Fulton</b>	\$375,811	\$375,811	\$751,622
<b>Genesee</b>	\$373,597	\$373,597	\$747,194
<b>Greene</b>	\$228,637	\$228,636	\$457,273
<b>Hamilton</b>	\$0	\$0	\$0
<b>Herkimer</b>	\$442,883	\$442,883	\$885,766
<b>Jefferson</b>	\$1,233,931	\$1,233,930	\$2,467,861
<b>Lewis</b>	\$172,948	\$172,947	\$345,895
<b>Livingston</b>	\$532,449	\$532,449	\$1,064,898
<b>Madison</b>	\$348,447	\$348,446	\$696,893
<b>Monroe</b>	\$17,624,439	\$17,624,439	\$35,248,878
<b>Montgomery</b>	\$372,126	\$372,125	\$744,251
<b>Nassau</b>	\$16,373,308	\$16,373,308	\$32,746,616
<b>Niagara</b>	\$1,611,047	\$1,611,047	\$3,222,094
<b>Oneida</b>	\$3,251,136	\$3,251,136	\$6,502,272
<b>Onondaga</b>	\$6,860,246	\$6,860,246	\$13,720,492
<b>Ontario</b>	\$955,148	\$955,147	\$1,910,295

**ATTACHMENT A**  
**NEW YORK STATE CHILD CARE BLOCK GRANT**  
**SOCIAL SERVICES DISTRICT ALLOCATIONS**  
**4/1/2012-3/31/2013**

<b>SSD</b>	<b>April 1, 2012- September 30, 2012</b>	<b>October 1, 2012- March 31, 2013</b>	<b>Final SFY 2012- 13 Allocation</b>
<b>Orange</b>	\$3,150,443	\$3,150,443	\$6,300,886
<b>Orleans</b>	\$520,589	\$520,589	\$1,041,178
<b>Oswego</b>	\$958,870	\$958,869	\$1,917,739
<b>Otsego</b>	\$409,094	\$409,093	\$818,187
<b>Putnam</b>	\$404,159	\$404,159	\$808,318
<b>Rensselaer</b>	\$1,629,195	\$1,629,195	\$3,258,390
<b>Rockland</b>	\$3,812,448	\$3,812,448	\$7,624,896
<b>St Lawrence</b>	\$1,045,800	\$1,045,800	\$2,091,600
<b>Saratoga</b>	\$1,052,782	\$1,052,782	\$2,105,564
<b>Schenectady</b>	\$2,700,290	\$2,700,290	\$5,400,580
<b>Schoharie</b>	\$261,615	\$261,614	\$523,229
<b>Schuyler</b>	\$236,291	\$236,291	\$472,582
<b>Seneca</b>	\$197,604	\$197,603	\$395,207
<b>Steuben</b>	\$1,013,851	\$1,013,850	\$2,027,701
<b>Suffolk</b>	\$14,894,249	\$14,894,248	\$29,788,497
<b>Sullivan</b>	\$822,150	\$822,149	\$1,644,299
<b>Tioga</b>	\$666,405	\$666,404	\$1,332,809
<b>Tompkins</b>	\$962,847	\$962,847	\$1,925,694
<b>Ulster</b>	\$1,670,966	\$1,670,966	\$3,341,932
<b>Warren</b>	\$633,270	\$633,269	\$1,266,539
<b>Washington</b>	\$589,705	\$589,705	\$1,179,410
<b>Wayne</b>	\$511,087	\$511,086	\$1,022,173
<b>Westchester</b>	\$12,565,222	\$12,565,222	\$25,130,444
<b>Wyoming</b>	\$210,820	\$210,819	\$421,639
<b>Yates</b>	\$247,102	\$247,101	\$494,203
<b>New York City</b>	\$236,639,014	\$236,639,013	\$473,278,027
<b>State Total</b>	\$369,018,219	\$369,018,190	\$738,036,409



**ATTACHMENT B  
NEW YORK STATE CHILD CARE BLOCK GRANT**

**MAINTENANCE OF EFFORT (MOE) LEVEL  
Federal Fiscal Year 1994-95 Basis**

<b>SSD</b>	<b>MOE Amount</b>	<b>SSD</b>	<b>MOE Amount</b>
Albany	\$ 1,019,127	Oneida	\$ 283,468
Allegany	68,895	Onondaga	1,204,201
Broome	518,534	Ontario	73,752
Cattaraugus	34,769	Orange	32,900
Cayuga	15,101	Orleans	36,152
Chautauqua	558,879	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	235,830
Cortland	53,422	St. Lawrence	101,658
Delaware	34,955	Saratoga	30,127
Dutchess	193,433	Schenectady	228,165
Erie	1,264,742	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	692,326
Greene	20,310	Sullivan	28,491
Hamilton	2,738	Tioga	22,049
Herkimer	14,318	Tompkins	70,752
Jefferson	81,936	Ulster	208,356
Lewis	11,454	Warren	22,063
Livingston	76,936	Washington	32,583
Madison	12,147	Wayne	39,416
Monroe	4,221,021	Westchester	1,018,071
Montgomery	11,738	Wyoming	13,806
Nassau	1,574,621	Yates	11,683
Niagara	364,420		
		New York City	52,937,271
		State Total	68,293,085