

March 18, 2009

Ms. Wendy H. Bourgeois, Commissioner
Cattaraugus County Department Social Services
County Building
One Leo Moss Drive
Olean, NY 14760-1158

Dear Commissioner Bourgeois:

This letter is to inform you that the child care section found in the administrative component of your Annual Plan Update 2008-2009 was approved on March 18, 2009. The child care section became effective on March 18, 2009.

This approval is being issued separate from the approval of other sections of your plan in order to accommodate your county's need to implement the child care services provisions. A letter approving the remaining sections of your plan will be sent upon their approval.

If you have any questions about this approval or the child care section found in your Annual Plan Update 2008-2009 please contact Ms. Amy Ryan, (518) 474-9620 or by e-mail at Amy.Ryan@ocfs.state.ny.us.

Sincerely,



Janice M. Molnar
Deputy Commissioner
Division of Child Care Services

Cc: Kathleen McGoldrick

APPENDIX G-1

**CHILD CARE SECTION
DATED 2007-2009**

County: Cattaraugus

I. Administration (Required Section)

Describe how your district is organized to administer the child care program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: **Public Assistance**

Transitioning Families: **Services**

Income Eligible Families: **Services**

Title XX: **Services**

Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

FFY 06-07 Rollover Funds (<i>this amount is available from the NYSCCBG ceiling report in the claiming system</i>)	\$1,329,190
Estimate of FFY 07-08 Rollover Funds	\$ 100,000
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$-----
NYSCCBG Allocation for SFY 08-09	\$1,384,059
Estimate of Local Share	\$ 100,000

Total Estimated NYSCCBG Amount: \$ 1,584,059

\$1,584,059

A. Subsidy	\$1,384,059
B. Other program costs (excluding subsidy)	\$ 150,000
C. Administrative costs	\$ 50,000

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

Function:

Organization:

Amount of Contract:

No Eligibility screening

Assistance in locating care **ACCORD Corporation** **\$115,607**

Child Care Information **Contrltec, Inc.** **12,750**
Systems

NO Determining if legally-
exempt providers meet
State approved additional
local standards (if
applicable)

No Other

APPENDIX G-2

II. Other Eligible Families if Funds are Available (Required Section)

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fire, Destruction of home, Caring for elderly relative
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only up to full time
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Up to 5 hrs./week totaling up to 15 hrs/mo. Pre-approval will be required for any thing over 5hrs/week or 15 hrs/mo. Will require verification of job search from potential employers.

6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Including A+ classes given at Universities and Colleges to prepare students for college coursework
e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<p>Yes <input checked="" type="checkbox"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

County: Cattaraugus

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Child Support, Family Share, Case Closings and Openings and Case Reviews (Required Section)

Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance":

- 1. Pre-School Children (and all children up to 13 years of age during school vacations):**
 - **Individuals having their own vehicle or arranged transportation will not be penalized if their childcare provider is in excess of 15 miles from the most direct route to work or work activity.**
 - **Individuals who have no transportation will not be penalized if their work/work activities are in excess of a two-mile radius of their residence. Child care would fall within the same parameters.**
- 2. School-age children:**
 - **Individuals will not be penalized if the child care provider exceeds the school district standards for walking distance or bus service, whichever applies.**

Describe any steps/consultations made to arrive at your definition: Workgroups between Services Day Care unit and Public Assistance unit.

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as **185%** of the State Income Standard.

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10 percent to 35 percent to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **10%**.

Case Closings (select one)

Our district has established local priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, our district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how our district will select cases to be closed in the event that there are insufficient or no funds available.

(In this order, as limitations exist):

- 1. Cases above 185% of the State Income Standard (SIS)**
- 2. Families participating in educational programs**
- 3. Families that have children who have special needs**
- 4. Families whose income is up to 185% of the SIS**

Within categories listed above families receiving child care services for the shortest amount of time will be closed first.

Our district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in

receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. Our district has chosen to close cases based on

shortest time receiving child care services

longest time receiving child care services

Case Openings

Described below is how our district will select cases to be opened in the event that there are insufficient funds available.

Cases will be opened in reverse order of case closings.

Fraud and Abuse Control Activities

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

The district will use the following FEDS indicators: working off the books,

application inconsistent with prior case, prior history of denial, self-employed, but

without adequate business records, documents or information provided are inconsistent with application, such as different name used for signature, post office box used without reasonable explanation, no absent parent information, prior application showed legally responsible relative who is not there now.

The district must describe below its sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

- 1. Check pay stubs and hours of work**
- 2. If they do not match with hours of daycare, we ask for clock-in/clock-out hours**
- 3. We get school schedules**

If, within a six-month period, any case has not been reassessed for income, job change, schedule changes, etc., then the child care unit will review that case, and those cases will be re-certified at that time, if appropriate. Therefore, 100% of cases will be reviewed every six months.

The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

ACCORD Corporation will be reviewing cases, beginning with those which have had some concerning issues but were not disqualifiable at face value.

ACCORD Corporation runs the child care food program for Cattaraugus County, and will ask the County for attendance with sampled providers. Again, ACCORD will begin to sample with any "questionable" situations, if any.

There are approximately 36 child care providers that participate in the Child and Adult Care Food Program (CACFP), excluding day care centers. First, Cattaraugus County DSS will ask ACCORD to do site inspections on those providers who are enrolled in the food program and whom it feels may be providing DSS with questionable child care information. After those providers are chosen (let us say that would be ten providers), DSS will compare the site inspection reports sent to the day care unit of the next 26 providers that also have children being paid through the block grant.

The DSS child care unit will compare its timesheets with site inspection report lists of children in attendance during the inspection.

APPENDIX G-4

IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1. Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2. Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3. Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4. Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5. Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6. Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7. Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8. Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9. Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10. Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11. Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).

12. Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

APPENDIX G-4 (continued)

13. Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
14. Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
15. Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

APU Instructions: Only those local equivalent forms that were not already approved in the 2007-09 CFSP need to be included.

