

Child Care Assistance Program (CCAP)

The CCAP section of the plan is effective on the date that it is approved by OCFS. The approval date for the CCAP section of the plan can be found on [the OCFS website](#).

Part One: NYS Child Care Block Grant

I. Administration

1. Total Estimated Funds Available: \$2369906
2. Projected spending for FFY 2023–2024: \$2369906
3. Does your district have a contract or formal agreement with another organization to perform functions using the NYSCCBG?
 Yes No

II. Federal and Local Priorities

1. Rank the following federally mandated priorities: Very low income, Families who have a child with special needs, Families who are experiencing homelessness.
Priority #1: **Families who are experiencing homelessness**
Priority #2: **Very low income**
Priority #3: **Families who have a child with special needs**

2. Does your district have local priorities?
 Yes No

III. Funding Set Asides

1. Does the district plan to set aside portions of its NYSCCBG allocations to serve one or more of its priority populations?
 Yes No

IV. Waiting List

1. The district will establish a waiting list when there are not sufficient NYSCCBG funds to open all eligible cases.
 Yes No
2. Is the district currently utilizing a waiting list due to insufficient NYSCCBG funds to open all eligible cases?
 Yes No

V. District Options of Other Eligible Families (Category 3 Cases)

Please select which families your district chooses to serve:

1. Families Receiving Temporary Assistance:

a. When child care services are necessary for a parent or caretaker to participate in an approved activity in addition to their required work activity

- Yes No

Limitations:

b. When child care services are necessary for a sanctioned parent or caretaker to participate in unsubsidized employment, whereby the parent or caretaker relative receives earned wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law

- Yes No

Limitations:

2. Families Receiving Temporary Assistance or Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is participating in an approved substance abuse treatment program, or in screening for or an assessment of the need for substance abuse treatment

- Yes No

Limitations:

b. When child care services are needed for the child to be protected because the child's caretaker is experiencing homelessness and participating in an approved activity

- Yes No

Limitations:

c. When child care services are needed for the child to be protected because the child's caretaker is

receiving services for victims of domestic violence and participating in an approved activity, or in screening for or an assessment of the need for services for victims of domestic violence

Yes No

Limitations:

d. When child care services are needed for the child to be protected because the child's caretaker is in an emergency situation

Yes No

Limitations:

e. When child care services are needed for the child's caretaker to attend a two-year degree granting program at a community college, a two-year college, or an undergraduate college leading to an associate degree or a certificate of completion

Yes No

Limitations:

f. When child care services are needed for the child's caretaker to attend a four year college or university program leading to a bachelor's degree provided the program is reasonably expected to improve the earning capacity of the caretaker and the caretaker can demonstrate his or her ability to successfully complete the course of study

Yes No

Limitations:

3. Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is physically or mentally incapacitated

Yes No

Limitations:

b. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker is physically or mentally incapacitated

Yes No

Limitations:

c. When child care services are needed for the child to be protected because the child's caretaker has family duties away from home necessitating their absence

Yes No

Limitations:

d. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker has family duties away from home necessitating their absence

Yes No

Limitations:

e. When child care services are needed for the child's caretaker to actively seek employment for a period of up to six months, if the caretaker documents that he or she is currently registered with a New York State Department of Labor's Division of Employment Services Office

Yes No

Limitations:

f. When child care services are needed for the child's caretaker to attend an educational facility providing a standard high school curriculum offered by or approved by the local school district

Yes No

Limitations:

g. When child care services are needed for the child's caretaker to attend an education program that prepares an individual to obtain a New York State high school equivalency diploma

Yes No

Limitations:

h. When child care services are needed for the child's caretaker to attend 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 in those areas

Yes No

Limitations:

i. When child care services are needed for the child's caretaker to attend a program providing literacy training designed to help individuals improve their ability to read and write

Yes No

Limitations:

j. When child care services are needed for the child's caretaker to attend an English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose native or primary language is other than English

Yes No

Limitations:

k. When child care services are needed for the child's caretaker to attend 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

Yes No

Limitations:

l. When child care services are needed for the child's caretaker to attend a prevocational skills training program

Yes No

Limitations:

m. When child care services are needed for the child's caretaker to attend a demonstration project designed for vocational training or other projects approved by the Department of Labor

Yes No

Limitations:

n. When child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is, or is likely to be, in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program

Yes No

Limitations:

Note: Unless care is provided under option 2f, the caretaker must complete the selected educational or vocational programs listed above within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

4. Families without Regard to Income:

a. A family with an open child protective services case when it is determined on a case-by-case basis that such child care is needed to protect the child

Yes No

Limitations:

VI. Reasonable Distance

The following defines "reasonable distance":

Reasonable Distance from home to worksite is, for the purpose of determining whether child care is accessible for caretaker/relative when such a person is applying for or receiving PA-- by foot not to exceed 2 miles; public transportation not to exceed 1 hour; by private transportation not to exceed 50 miles . Variations in this will be considered for special circumstances such as ages and number of children, locations and time of day to ensure safety in walking.

Describe any steps / consultations made to arrive at your definition:

Reasonable distance was developed utilizing review of commute patterns, labor market trends, locations of work sites and review of "resonable distance" utilized by other LDSS in New York State.

VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

Part Two: Title XX Child Care

Does the district use Title XX funds to provide child care?

Yes

No

I. Funding

1. Enter the projected total of Title XX expenditures for the plan's duration:

\$5000

2. Indicate the financial eligibility limits (percentage of State Income Standard) the district will apply based on family size. Maximum reimbursable limits are 375% for a family of one or two, 355% for a family of three, and 325% for a family of four or more. **Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.**

Family Size
Two People

Eligibility Limit

%

Three People

%

Four People

%

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions using Title XX for Child Care Assistance?

Yes No

II. Protective and Preventive Cases

1. Does the district use Title XX funds for child care for open child protective services cases?

Yes No

2. Does the district use Title XX funds for child care for open child preventive services cases?

Yes No

III. Programmatic Eligibility

Please select which families your district chooses to serve:

1. Families Receiving Temporary Assistance:

a. When child care services are necessary for a parent or caretaker to participate in an approved activity in addition to their required work activity

Yes No

b. When child care services are necessary for a sanctioned parent or caretaker to participate in unsubsidized employment, whereby the parent or caretaker relative receives earned wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law

Yes No

2. Families Receiving Temporary Assistance or Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is participating in an approved substance abuse treatment program, or in screening for or an assessment of the need for substance abuse treatment

Yes No

b. When child care services are needed for the child to be protected because the child's caretaker is experiencing homelessness and participating in an approved activity

Yes No

c. When child care services are needed for the child to be protected because the child's caretaker is receiving services for victims of domestic violence and participating in an approved activity, or in screening for or an assessment of the need for services for victims of domestic violence

Yes No

d. When child care services are needed for the child to be protected because the child's caretaker is in an emergency situation

Yes No

e. When child care services are needed for the child's caretaker to attend a two-year degree granting program at a community college, a two-year college, or an undergraduate college leading to an associate degree or a certificate of completion

Yes No

f. When child care services are needed for the child's caretaker to attend a four year college or university program leading to a bachelor's degree provided the program is reasonably expected to improve the earning capacity of the caretaker and the caretaker can demonstrate his or her ability to successfully complete the course of study

Yes No

3. Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is physically or mentally incapacitated

Yes No

b. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker is physically or mentally incapacitated

Yes No

c. When child care services are needed for the child to be protected because the child's caretaker has family duties away from home necessitating their absence

Yes No

d. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker has family duties away from home necessitating their absence

Yes No

e. When child care services are needed for the child's caretaker to actively seek employment for a period of up to six months, if the caretaker documents that he or she is currently registered with a New York State Department of Labor's Division of Employment Services Office

Yes No

f. When child care services are needed for the child's caretaker to attend an educational facility providing a standard high school curriculum offered by or approved by the local school district

Yes No

g. When child care services are needed for the child's caretaker to attend an education program that

prepares an individual to obtain a New York State high school equivalency diploma

Yes No

h. When child care services are needed for the child's caretaker to attend 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 in those areas

Yes No

i. When child care services are needed for the child's caretaker to attend a program providing literacy training designed to help individuals improve their ability to read and write

Yes No

j. When child care services are needed for the child's caretaker to attend an English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose native or primary language is other than English

Yes No

k. When child care services are needed for the child's caretaker to attend 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

Yes No

l. When child care services are needed for the child's caretaker to attend a prevocational skills training program

Yes No

m. When child care services are needed for the child's caretaker to attend a demonstration project designed for vocational training or other projects approved by the Department of Labor

Yes No

n. When child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is, or is likely to be, in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program

Yes No

Note: Unless care is provided under option 2f, the caretaker must complete the selected educational or vocational programs listed above within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

IV. Priority

Does the district prioritize certain families for Title XX funding?

Yes No

V. Title XX Set Asides

Does the district plan to set aside portions of its Title XX allocations to serve one or more of its priority populations?

Yes No

VI. Case Closing When Funds Are Limited

Select one of the options listed below and describe the process for closing.

- Close cases based on **AMOUNT OF TIME** receiving child care services.
Note: This option must be selected if the district does not have local priorities listed in subsection IV of this form.
-

If closing based on amount of time...

- The district will close cases starting from the shortest time receiving services to the longest time
- The district will close cases starting from the longest time receiving services to the shortest time
-

- Close cases based on **INCOME**.
- Close cases based on **CATEGORY OF FAMILY**.
- Close cases based on **INCOME AND CATEGORY OF FAMILY**.
- Close cases based on **OTHER CRITERIA**.

VII. Waiting List

1. The district will establish a waiting list when there are not sufficient Title XX funds to open all eligible cases

Yes No

2. Is the district currently utilizing a waiting list due to insufficient Title XX funds to open all eligible cases?

Yes No

Part Three: District Options that Apply to Both NYSCCBG and Title XX

I. Family Share

1. Family Share Percentage selected by the district:

1%

2. Additional Description of this family share percentage:

II. Payment to Child Care Providers for Absences

Does the district opt to pay for more than 24 absences per child per provider per year?

Yes No

1. Number of additional absences above the required 24 allowed per child per provider per year:

Required absences paid per year:	24
Additional absences paid per year at district option (enter a number from 1–56):	56
Total number of absences paid per child per provider per year (enter a number from 25–80, must add up to required + additional absences):	80

2. List any limitations on reasons for additional absences for which the district will allow payment:

3. Our district will only pay for additional absences to providers with which the district has a contract or letter of intent.

Yes No

4. The following providers are eligible for payment for additional absences (check all that are eligible):

- Day care center
- Group family day care
- Family day care
- Informal child care
- Legally exempt group
- School age child care

5. List any other limitations on providers' eligibility for payment for additional absences:

III. Payment to Child Care Providers for Program Closures

Does the district opt to pay for program closures?

Yes No

1. The following providers are eligible for payment for program closures:

- Day care center
- Group family day care
- Family day care
- Legally exempt group
- School age child care

2. Our district will only pay for program closures to providers with which the district has a contract or letter of intent.

- Yes No

3. Enter the number of days allowed for program closures (maximum allowable time for program closures is five days):

20

4. List the allowable program closures for which the district will provide payment:

IV. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four differential payment rate categories. The state requires a minimum differential of 5% for licensed and registered providers for homelessness and for all providers for non-traditional hours. For these categories, the district must enter "5%" or, if it chooses a higher rate, up to 15%.

The differential payment rate categories for legally exempt providers for homelessness and for nationally accredited programs are optional. If the district chooses not to set differential payment rates, the district must enter zero. If the district chooses to set a differential payment rate, enter the appropriate percentage up to 15 percent (15%). If the district selects a differential payment rate for nationally accredited programs, that rate must be in the range of five percent (5%) to 15 percent (15%). If the district selects a differential payment rate for legally exempt providers for homelessness, the rate may be from 1 percent (1%) to 15 percent (15%).

Differential Payment Rate Category	Differential Payment Rate Percent
Homelessness: Licensed and Registered Providers <i>State required minimum of 5%</i>	5%
Homelessness: Legally Exempt Providers	0%
Non-traditional Hours: All Providers <i>State required minimum of 5%</i>	5%
Nationally Accredited Programs: Licensed and Registered Providers <i>Legally exempt child care providers are not eligible for a differential payment rate for accreditation.</i>	0%

2. For providers that qualify for multiple differential payment rates, the total percentage may not exceed 25% above the applicable market rate or actual cost of care. However, a district may request a waiver from the Office to establish a payment rate that is in excess of 25% above the applicable market rate upon showing that the 25% maximum is insufficient to provide access within the district to child care providers or services that offer care addressing more than one of the differential payment rate categories. If your district wants to establish a total differential payment rate that is more than 25% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access to such child care providers or services.

V. Increased Enhanced Market Rate for Legally Exempt Family and In-Home Child Care Providers

1. The enhanced market rate for legally exempt family and legally exempt in-home child care providers who have completed 10 or more hours of training annually is set at 70% of the applicable market rates established for registered family day care. Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally exempt family and in-home child care providers who have completed 10 or more hours of training annually and the training has been verified by the legally exempt caregiver enrollment agency.

No Yes

2. If yes, indicate the percent (71%–75%), not to exceed 75%, of the child care market rate established for registered family day care.

%

VI. Enhanced Market Rates for Legally Exempt Group Child Care Programs

Answer both questions:

1. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally exempt group child care programs that have prepared an approved health care plan and have at least one caregiver in each classroom with age appropriate cardiopulmonary resuscitation (CPR) certification and the enhanced requirements have been verified by the enrollment agency.

Yes No

2. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally exempt group child care programs when, in addition to the training required in 18 NYCRR §415.13, the director has completed an approved course and a minimum of 15 hours of approved training annually and each employee with a caregiving role completes a minimum of 5 hours of approved training annually and the enhanced requirements have been verified by the enrollment agency.

Yes No

If a district chooses to establish both legally exempt group child care enhanced rates and a program is eligible for both enhanced rates, then the enhanced market rate must be based on the percentages selected for each individual market rate, up to a maximum of 87%.

VII. Sleep

Does the district choose to expand eligibility for child care assistance beyond the requirements of 18 NYCRR §415.4?

Yes No

VIII. Child Care Exceeding 24 Hours

Does the district choose to pay for child care services that exceed 24 hours?

- Yes No

1. Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the district will pay for child care exceeding 24 hours.

- On a short-term emergency basis
 The caretaker's approved activity necessitates care for 24 hours on a limited basis

2. Describe any limitations on the payment of child care services that exceed 24 consecutive hours.

Services will not be reimbursed for more than 72 hours of continuous child care provision per episode.

IX. Child Care Services Unit (CCSU)

Does the district choose to include 18-, 19-, and / or 20-year-olds in the CCSU?

- Yes No

If yes, please answer the following:

a. The district will include the following in the CCSU (check all that apply)

- 18-year-olds
 19-year-olds
 20-year-olds

OR

b. The district will only include the following in the CCSU when it will benefit the family (check all that apply)

- 18-year-olds
 19-year-olds
 20-year-olds

Describe the criteria your district will use to determine whether 18-, 19-, or 20-year-olds are included in the CCSU.

A new determination will be made in the event of a change in family circumstances to benefit the family

X. Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Does the district choose to request a waiver(s)?

- Yes No

XI. Notices

1. The district has chosen to use local equivalent(s) of OCFS required form(s).

- Yes No

If using local equivalent forms, list the names of the local equivalent form(s) that the district would like to use:

Day Care Fraud Referral

ROI- Family member-volunteer

ROI- Provider

2. The district elects to use the OCFS-6025, Application for Child Care Assistance (the local district may add the district name and contact information to the form).

- Yes No

Part Four: Additional Local Standards for Child Care Providers

1. Select the additional local standard that will be required of child care providers / programs.

Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject (*only applies to legally exempt relative-only family child care and relative-only in-home child care*)

Local criminal background check (*only applies to legally exempt relative-only family child care and relative-only in-home child care*)

Site visits by the district

Other
Please describe:

Clinton County: Child Care Assistance Program (CCAP)

2. Check below the type of child care program to which the additional local standard will apply:

- Legally exempt relative-only family child care program
- Legally exempt relative-only in-home child care program
- Legally exempt non-relative family child care program
- Legally exempt non-relative in-home child care program
- Legally exempt group program

In cases where the standard is person-specific, indicate the roles of the persons to whom the additional local standard will apply:

Legally exempt relative-only family child care program

- Provider
- Provider's employee
- Provider's volunteer
- Provider's household member age 18 or older

Legally exempt relative-only in-home child care program

- Provider
- Provider's employee
- Provider's volunteer

Legally exempt family child care program

- Provider
- Provider's employee
- Provider's volunteer
- Provider's household member age 18 or older

Legally exempt in-home child care program

- Provider
- Provider's employee
- Provider's volunteer

Legally exempt group program

- Director
- Employee

Volunteer

3. Exceptions: There may be instances when the district may be unable to enact the additional standard, such as, the applicable person may reside outside of the district's jurisdiction, or the site of care may not be located within the district. In such cases, the district may create an exception to the applicability stated above.

Note: The Child Care Facility System cannot track such exceptions and, therefore, the district remains responsible for notifying the applicable Enrollment Agency, using the OCFS-2114, District Notification to Legally Exempt Caregiver Enrollment Agency, that an additional standard is "not applicable" to the specific provider / person named on the referral list.

Place a checkmark below to show any exception to the applicability of this Local Additional Standard to programs or roles previously identified.

- a. The district will not apply this additional local standard when the applicable person **resides** outside of the district paying child care assistance.
- b. The district will not apply this additional local standard when the **program's site of care is located outside** of the district paying child care assistance.

4. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

Local social services staff

Provide the name of the unit and contact person:

Day Care Unit: Tess Bailey, Senior Social Welfare Examiner

Contracted agency

5. Are there any fees or other costs associated with the additional local standard?

Yes No

Note: Costs associated with the additional local standard cannot be passed on to the provider.

6. Describe, in chronological order, the steps for conducting the additional local standard. Include all agencies involved and their roles. Note that the district's procedures must be in accordance with OCFS Policy.

Persons in the roles specified in question 2 will be asked to sign a release which will allow Clinton County Department of Social Services (CCDSS) to conduct a check of local CPS records related to the child care attestations, for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker. This release will be included in the enrollment packet mailed to the LEP by CCDSS. If persons in the roles specified in question 2 refuses to sign the release, which would allow CCDSS to review local CPS records related to the child care attestations, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be considered withdrawn by the enrollment agency.

To initiate the additional standards check, per 12-OCFS-LCM-01, the Child Care Facility System will automatically generate the E-notice, LE-CCFS LD-003 Legally-Exempt Additional Standard Referral Notification, to inform the local district that the additional standards check must be conducted. CCDSS will run the CCFS report, LE Additional Local Standard Referral List to obtain the list of persons subject to the additional local standard as specified in question 2 above, to obtain specific information regarding the persons for whom Legally Exempt Additional Standard(s) Review(s) must be conducted.

When a local CPS records check related to the child care attestations reveal that a person in the roles specified in questions 2 is an indicated subject of a child abuse or maltreatment report, the proposed provider will be required to submit to CCDSS a copy of the written statement provided to the

Clinton County: Child Care Assistance Program (CCAP)

parent/caretaker concerning the indicated incident(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretaker's wish to use this child care provider. If the information regarding the indicated child protective report submitted by the provider does not substantially correlate with the information obtained from the local CPS Records. CCDSS will notify the provider that they have ten (10) calendar days to clarify the discrepancies in the information submitted to the district and parent/caretaker. Within the ten (10) calendar day period the provider must submit information to CCDSS and the parent/caretaker that either substantially correlates with the information obtained by the district's local CPS records check, or the provider submits information to the district which documents that the information obtained from the child welfare records check is inaccurate.

a. Is a release form required to conduct the local standard?

Yes No

b. If yes, please explain how the release will be obtained and indicate if the enrollment packet will be considered incomplete if the required release forms are not obtained.

The CCDSS Day Care Unit will include both the Indication of Child Abuse or Maltreatment Certification ROI for both providers and family members/volunteer in the application packet to become a LE provider. The application packet and ROI's will be provided when an individual is requesting to become eligible to be a LE provider. The packet can be transmitted either by hand delivery or mailed upon request through the U.S. Postal service.

c. Describe, in detail, how the district will retrieve referrals from CCFS:

E notices are sent to LDSS day care e-mail address which is checked daily by the Day Care Unit and any referrals are acted upon receipt. The day care unit consists of a Senior Social Welfare Examiner and a Social Welfare Examiner, it will be the responsibility of the Senior Social Welfare Examiner to determine who will retrieve the E notices from the day care unit email inbox on a daily basis. The Senior Social Welfare Examiner also checks daily LE reports in CCFS.

d. Describe, in detail, how the district will communicate with providers and other applicable persons:

Communications with providers and other persons are maintained via e-mail, telephone and in person. Written notices are provided via the US postal service.

e. Describe in detail the steps the district takes to determine compliance with the additional local standard:

Upon receipt of the ROI it is forwarded to the Principle Clerk in the Child Protective Services Unit who then conducts a records check in the Connections database regarding the named person on the ROI. The Principle clerk will also reach out to the CCLDSS legal unit to enquire if they have any known indications of abuse or neglect findings involving the named person. If no records are found the ROI is returned to the Senior Social Welfare Examiner in the Day Care Unit with a note of no indications found. If a indication is found to exist the ROI is returned identifying the finding of abuse and/or neglect with a attached copy of the indication. These records are maintained in the Day Care Unit in a locked file cabinet. If an indication is found the Day Care Unit notifies the Legally Exempt provider (LE) via phone call of the indication and requires them to complete a written statement which is then provided to the parent/caretaker of the existence of a indicated finding of abuse/neglect and the parents must sign notice of receipt of notification and this is then provided to the Day Care Unit. The Day Care Unit SSWE then checks to insure that the information provided to the parent/caretaker is substantially accurate. If the information is determined to not be substantially accurate the LE is given 10 days to either correct the information or provide documentation that the record is inaccurate.

f. Describe in detail how the additional local standard is met:

The Standard Is Met:

When a local database check of the child welfare records Does Not reveal that a person with a role specified in question 2 is an indicated subject of a report of child abuse or maltreatment; or

The information regarding the indicated child protective report correlates with the information obtained from the local database check and the parent/caretaker still chooses to use the provider, the EA will be notified that the additional standard has been met.

g. Describe in detail how the additional local standard is not met:

The standard is Not Met:

- If the provider fails to clarify the discrepancies the CCDSS will notify the Enrollment Agency that the additional standard has not been met.

h. Describe in detail when the additional local standard is not applicable:

N/A

i. Describe in detail how the district will inform the Enrollment Agency whether the additional local standard has been met:

CCDSS will complete the OCFS 2114 and send it to the applicable EA to notify the EA of the determination via either fax or email. This notification is provided to the EA by the SSWE in the Day Care Unit.

j. Describe in detail how the district will inform the Enrollment Agency whether the additional local standard has not been met:

CCDSS will complete the OCFS 2114 and send it to the applicable EA to notify the EA of the determination via either fax or email. This notification is provided to the EA by the SSWE in the Day Care Unit.

k. Describe in detail how the district will inform the Enrollment Agency whether the additional local standard is not applicable:

N/A

l. Describe in detail how the district will monitor the timeliness of conducting the additional standard and reporting the decision (met / not met / not applicable) to the Enrollment Agency.

The Day Care Unit maintains a pending file which allows for the tracking of receipt of information and timelines in which information is due. This pending file is monitored on a daily basis, notices are sent or verbal notification is given via phone call to insure that all parties are aware of due dates of required information. This information is shared with the EA.

m. Indicate how frequently the additional local standard will be applied.

The Standard will be applied (check all that apply):

At initial enrollment and re-opening

At each re-enrollment

n. Describe the justification for the additional local standard in the space below.

LDSS wants to ensure that information that could effect the safety of children in legally exempt child care settings is shared with parents/caretakers, this will be accomplished by verifying that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which the provider, provider's employee, volunteer or household member over the age of 18 is named as an indicated subject.

Part Five: Fraud and Abuse Control Activities

I. Front End Detection System (FEDS) Plan

Each district must submit a CCAP FEDS plan as part of their CFSP. The Front End Detection System (FEDS) is an anti-fraud tool that is designed to identify erroneous or fraudulent information on an assistance application before a case is opened and any benefits are issued.

1. Please mark which of the following indicators, if any, the district uses to determine which CCAP applications suggest a higher than acceptable risk for fraudulent or erroneous CCAP payments:

- P.O. Box supplied as a mailing address without a reasonable explanation
- Applicant has a history of denial, case closing or overpayment, resulting from an investigation
- Applicant is self-employed, but cannot provide adequate business records
- Primary tenant with no utility bills in their name
- Information on application is inconsistent with prior case information
- Applicant unsure of their own address
- Applicant cannot supply documentation to verify identity, or identity is suspect
- Documentation or information provided by applicant is inconsistent with the application
- Child care provider lives in the same household as the child
- No absent parent information or information is inconsistent with the application
- Other
Please specify:

2. Please describe the step-by-step FEDS process for CCAP applications.

a. Describe how the application is reviewed for FEDS indicators and referred to the appropriate investigative unit:

All Child Care Subsidy Applications are processed by a Senior Social Welfare Examiner/Social Welfare

Examiner assigned to the Child Care Unit. Applications are reviewed utilizing a revised Front End Detention/EVR Referral indicator checklist:

- Working off the books (currently or previously)
- Self-employed but without adequate business records to support financial assertions
- PO Box used as mailing address without reasonable explanation
- Landlord does not verify household composition or provides information inconsistent with application
- Client unsure of own address
- Case closed for employment within past 2 months. Employed person now listed as out of the home
- No documentation to verify identity or documentation of identity is questionable
- Documents or information provided are inconsistent with application, such as different name used for signature
- Prior history of denial, case closing, or overpayments resulting from an investigation
- Current application is inconsistent with prior case information
- Children under the age of six with no birth certificates available
- No absent parent information or information is inconsistent with application

If indicators are identified, applications are referred to the Fraud Unit for verification (FEDS). In addition, new applicants who require day care due to employment are required to submit employment verification and also provide their current work schedule that is subject to verification with the employer

b. Describe how the referral is sent to the investigative unit and assigned to an investigator:

If a person contacts the Day Care Unit and requests a review of the documentation upon which the denial was made a referral will be made to the Fraud Unit and a FEDS interview will be initiated. The referral is hand delivered by the Senior Social welfare Examiner in the Day Care to the Fraud Investigator, which is a unit of one.

c. Describe how the investigator completes a report of investigation which includes findings and recommendations:

Upon receipt the Fraud investigator will review all documents provided and if needed will contact and interview the applicant and based upon information provided with document the results of the investigation and return the application to the Day Care Unit who will then either open the case or deny benefits. The Fraud investigation unit will return the findings within 30 days to the Senior Social Welfare Examiner in the Day Care Unit.

d. Describe the process for completing and submitting the Monthly FEDS Report to OCFS by the tenth of the following month including the staff member responsible for submitting the report to OCFS:

All applications that have required a referral to the Fraud unit involving Day Care will be reported to the Deputy Commissioner for review and the FEDS report will be completed at that time. The monthly FEDS report will be complete by the 10th of each month.

3. List all local CCAP FEDS forms.

A validation form is used by the Day Care Unit with all pertinent information needed to initiate the FEDS review.

II. Program Integrity

1. Each social services district must submit a description of the sampling methodology used to determine which providers of child care assistance services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving CCAP services with any Child and Adult Care Food Program
Clinton County: Child Care Assistance Program (CCAP)

(CACFP) inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Describe the sampling methodology and review process:

Day Care unit conducts a monthly phone conversation with the local CACFP provider and review attendance records for 3 randomly selected Day Care Providers, comparing CACFP attendance against LDSS attendance forms used to calculate payment for Day Care Services.

2. Each social services district must establish a random sampling methodology used to determine which cases will require verification of a recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

Please note: The district cannot use criteria such as race, color, sex, gender identity, sexual orientation, disability, religious creed, political belief or any other factors prohibited by law as indicators in drawing the sample.

Describe the sampling methodology and review process:

The day care unit senior social welfare examiner and/or her delegate will randomly select 10 cases during each 6 month calendar period to review and verify the recipient's continued need for child care services.

III. Inspections of Child Care Provider Records and Premises

The district may choose to make announced or unannounced inspections of the records and premises of any provider / program that provides child care to children in receipt of child care assistance to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district per 18 NYCRR §415.4.

The district has the right to make inspections of any child care provider prior to children in receipt of child care assistance receiving care, including care in a home, to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the district.

The district must report violations of regulations as follows:

- Violations by a licensed or registered child care provider must be reported to the applicable Office of Children and Families (OCFS) Regional Office.
- Violations or areas of non-compliance by an enrolled or enrolling legally exempt child care provider must be reported to the applicable Enrollment Agency.

Does the district choose to make inspections of such child care providers / programs?

Yes No

Select the organization that will be responsible for conducting inspections:

Local social services staff

Provide the name of the unit and contact person:

Day Care Unit: Tess Bailey, Senior Social Welfare Examiner

Contracted agency

The following types of child care providers / programs in receipt of child care assistance payments are subject to this requirement:

Clinton County: Child Care Assistance Program (CCAP)

Legally Exempt Child Care

- In-Home
- Family Child Care
- Group programs

Licensed or Registered Child Care

- Family Day Care
 - Registered School-Age Child Care
 - Group Family Day Care
 - Day Care Centers
 - Small Day Care Centers
-