

CORTLAND COUNTY – 2017 APU

APPENDIX K #1
Child Care Amendments

Is your district amending its Child and Family Services Plan (CFSP) or Annual Plan Update (APU)?

Yes (Check “Yes” or “No” for each Appendix listed below to indicate whether or not there was an amendment to that Appendix. If the Appendix was amended, check “Yes” or “No” to indicate the section that was amended.)

No (If this box is checked, no further action is needed on this Appendix)

Appendix	Section
<p>Appendix K #2 - Child Care Administration</p> <p>Are there changes to this appendix? <input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No</p>	
<p>Appendix L – Other Eligible Families if Funds are Available</p> <p>Are there changes to this appendix? <input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No</p>	
<p>Appendix M #1 - Reasonable Distance, Recertification Period, Family Share, Very Low Income, Federal and Local Priorities (Required)</p> <p>Are there changes to this appendix? <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <ul style="list-style-type: none"> • If you’ve checked “Yes,” check all of the sections that changed or did not change to the right of this box. 	<p>I. Reasonable Distance <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>II. Recertification Period <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>III. Family Share <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>IV. Very Low Income <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>V. Federal and Local Priorities <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>

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Appendix	Section
<p>Appendix M #2 – Case Openings, Case Closings, and Waiting List (Required)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <ul style="list-style-type: none"> If you have checked “Yes,” check all of the sections that changed or did not change to the right of this box. 	<p>I. Case Openings <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>II. Case Closings <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>III. Waiting List <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>
<p>Appendix M #3 – Fraud and Abuse Control Activities and Inspections (Required)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <ul style="list-style-type: none"> If you have checked “Yes,” check all of the sections that changed or did not change to the right of this box. 	<p>I. Fraud and Abuse Control Activities <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>II. Inspections <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>
<p>Appendix N – District Options (Required)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>	
<p>Appendix O – Funding Set-Asides (Optional)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>	
<p>Appendix P – Title XX Child Care (Optional)</p> <p>Are there changes to this appendix?</p> <p><input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No</p>	
<p>Appendix Q - Additional Local Standards for Child Care Providers (Optional)</p> <p>Are there changes to this appendix?</p> <p><input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No</p>	

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Appendix	Section
<p>Appendix R – Payment to Child Care Providers for Absences (Optional)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>	
<p>Appendix S – Payment to Child Care Providers for Program Closures (Optional)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>	
<p>Appendix T – Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt Family and In-Home Providers, and Sleep (Optional)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <ul style="list-style-type: none"> If you have checked “Yes,” check all of the sections that changed or did not change to the right of this box. 	<p>I. Transportation <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>II. Differential Payment Rates <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>III. Enhanced Market Rate for Legally-Exempt Family and In-Home Providers <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>IV. Sleep <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>
<p>Appendix U – Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, and Breaks in Activities (Optional)</p> <p>Are there changes to this appendix?</p> <p><input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <ul style="list-style-type: none"> If you have checked “Yes,” check all of the sections that changed or did not change to the right of this box. 	<p>I. Child Care Exceeding 24 Hours <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>II. Child Care Services Unit <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>III. Waivers <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p> <p>IV. Breaks in Activities <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No</p>

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APPENDIX K #2
Child Care Administration

I. 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:

- a. Public Assistance Families: Day Care Unit
- b. Transitioning Families: Day Care Unit
- c. Income Eligible Families: Day Care Unit
- d. Title XX: Family and Children's Services Unit

2. Provide the following information on the use of New York State Child Care Block Grant (NYSCCBG) Funds.

- a. FFY 2015-2016 Rollover funds (available from the NYSCCBG ceiling report in the claiming system)\$260,746
- b. Estimate FFY 2016-2017 Rollover Funds\$235,400
- c. Estimate of Flexible Funds for Family Services transferred to the NYSCCBG\$0
- d. NYSCCBG Allocation 2017\$916,503
- e. Estimate of Local Share\$53,422
- Total Estimated NYSCCBG Amount**\$1,466,071.00
- f. Subsidy\$969,925
- g. Other program costs excluding subsidy\$0
- h. Administrative costs\$242,508

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

Function	Organization	Amount of Contract
a. <input type="checkbox"/> Subsidy eligibility screening		
b. <input checked="" type="checkbox"/> Determining if legally-exempt providers meet OCFS-approved additional local standards	Child Development Council	\$3,000
c. <input type="checkbox"/> Assistance in locating care		
d. <input type="checkbox"/> Child care information systems		
e. <input type="checkbox"/> Payment processing		
f. <input type="checkbox"/> Other, specify:		

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APPENDIX L

Other Eligible Families if Funds are Available (Required)

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

Optional Categories	Option	Limitations
<p>1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2. PA families or families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the caretaker is:</p> <p>a) participating in an approved substance abuse treatment program</p> <p>b) homeless</p> <p>c) a victim of domestic violence and participating in an approved activity</p> <p>d) in an emergency situation of short duration</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Families with income up to 200% of SIS must be employed or on a temporary leave of absence from a job prior to participation in the treatment program. There are no limitations for families in receipt of Temporary Assistance.</i></p> <p><i>Time limited for a period of up to 4 weeks and approved on a case by case basis after all other resources are ruled out.</i></p>
<p>3. Families with an open child protective services case when child care is needed to protect the child.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Eligibility for this population must be determined by the Family and Children's Services Director. Services are approved when they are a part of a child safety plan. The child must be at risk for foster care placement due to high risk factors and child care services must be determined necessary to</i></p>

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Optional Categories	Option	Limitations
		<i>reduce the risk of out of home placement.</i>
<p>4. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the child’s caretaker:</p>		
<p>a) is physically or mentally incapacitated</p> <p>b) has family duties away from home</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><i>Time limited for a period of up to 8 weeks.</i></p>
<p>5. Families with incomes 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 six months. Child care services will be available only for the portion of the day the family is able to document is directly related to the caretaker engaging in such activities.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>Time limited for a period up to 1 month and caretaker must provide proof of at least 5 job contacts per week.</i></p>
<p>6. PA families where a sanctioned parent or caretaker relative is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>7. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child’s caretaker to participate in:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Available up to age 19.</p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</p>
<p>c) a program providing basic remedial education in the areas of reading, writing, mathematics,</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Available up to age 19 with no other limitations.</p>

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Optional Categories	Option	Limitations
and oral communications for individuals functioning below the ninth month of the eighth grade level		For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.
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	Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.
e) 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 primary language is other than English	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.
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’s degree or certificate of completion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.
g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.

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Optional Categories	Option	Limitations
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</p>
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor Note: The caretaker must complete the selected programs listed under Section 7 above within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>8. PA recipients or 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 associate’s degree or certificate of completion and that is reasonably expected to lead to an improvement in the caretaker’s earning capacity) as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</p>
<p>9. PA recipients or 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 associate’s degree or a certificate of completion that is reasonably expected to lead to an improvement in the caretaker’s earning capacity as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</p>
<p>10. PA recipients or 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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least</p>

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Optional Categories	Option	Limitations
<p>bachelor’s degree and that is reasonably expected to lead to an improvement in the caretaker’s earning capacity as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>		<p>17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</p>
<p>11. Families with incomes up to the 200% of the State Income Standard 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 future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per week with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</p>

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APPENDIX M #1

Reasonable Distance, Recertification Period, Family Share, Very Low Income,
Federal and Local Priorities (Required)**I. Reasonable Distance**

Define “reasonable distance” based on community standards for determining accessible child care.

1. The following defines “reasonable distance”: *Reasonable distance is defined as one hour of travel time from home to the child care location to the employment location.*

2. Describe any steps/consultations made to arrive at your definition: *This definition was derived in consideration of the geography and transportation system in Cortland County. Providing timely transportation is available to individuals in need of daycare services. There are no locations within the county from which a round trip to the City of Cortland, where almost all of the registered and center daycare providers are located, would take more than an hour. The concept of using time for this definition rather than miles allows us to account for the amount of time it may take an individual accessing daycare services through the use of the public bus system. It was felt that the use of mileage in the definition would not allow us to achieve a reasonable and consistent definition for all individuals needing to use daycare in Cortland County.*

II. Recertification Period

The district’s recertification period for low income child care cases is every (select one):

six months twelve months

III. Family Share

“Family Share” is the weekly amount paid towards the costs of the child care services by the child’s parent or caretaker. Your district must select a family share percentage from 10% to 35% to use in calculating the amount of family share. The weekly family share of child care costs is calculated by applying the family share percentage against the amount of the family’s annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by the district 35%.

Note: *The family share percentage selected here must match the percentage entered in the Program Matrix in the Welfare Management System (WMS).*

IV. Very Low Income

Define “very low income” as it is used in determining priorities for child care benefits.

“Very Low Income” is defined as 200% of the State Income Standard.

V. Federal and Local Priorities

1. The district must rank the federally mandated priorities. Cases that are ranked 1 have the highest priority for receiving child care assistance. These rankings apply to case closings and case openings.

a. Very low income as defined in Section IV: Rank 1 Rank 2 Rank 3

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- b. Families with incomes up to 200% of the State Income Standard that have a child with special needs and a need for child care: Rank 1 Rank 2 Rank 3
- c. Families with incomes up to 200% of the State Income Standard that are experiencing homelessness: Rank 1 Rank 2 Rank 3
2. Does the district have local priorities?
 Yes No
- If yes, list below and rank beginning with Rank 4.

APPENDIX M #2

Case Openings, Case Closings, and Waiting List (Required)

I. Case Openings When Funds Are Limited

If a social services district does not have sufficient funds to provide child care services to all families who are applying, the district may decide to open certain categories of families as funds become available. The district must open federal priorities first. If the district identified local priorities, they must be opened next. **After the federal and local priorities**, identify the basis upon which the district will open cases if funds become available. Check only **ONE** of the options listed below and describe the process for opening.

1. Open based on **FIRST COME, FIRST SERVED**.
2. Open based on **INCOME**. Check one of the boxes below:
 - The district will open cases starting from the lowest income to the highest income.
 - The district will open cases based on income bands, starting from the lowest income band to the highest income band. List the income bands, starting from the band that will be opened first:
3. Open based on **CATEGORY OF FAMILY**.
 List below the remaining category 2 and 3 families included in 18 NYCRR §415.2(a)(2) and 18 NYCRR §415.2(a)(3) that are not federal or local priorities in the order they will be opened first.
4. Open based on **INCOME AND CATEGORY OF FAMILY**.
 List below the incomes (from lowest to highest income) or income bands (from lowest income band to highest income band), and the remaining category 2 and 3 families included in 18 NYCRR §415.2(a)(2) and 18 NYCRR §415.2(a)(3) that are not federal or local priorities in the order they will be opened first.
5. Open based on **OTHER CRITERIA**.
 Describe the criteria the district will use to select cases to be opened:

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II. Case Closings When Sufficient Funds Are Not Available

If a social services district does not have sufficient funds to continue to provide child care assistance to all families in its current caseload, the district may decide to discontinue child care assistance to certain categories of families. The district must close federal priorities last. If the district identified local priorities, they must be closed next to last. **After the federal and local priorities**, describe the basis upon which the district will close cases if sufficient funds are not available.

If no priorities are established beyond the federally mandated priorities and all funds are committed, case closings for families that are not eligible under a child care guarantee and are not under a federally mandated priority must be based on the length of time they have received services (must choose #1 below).

Check only **one** of the options for closing listed below and describe the process for closing.

1. Close based on **AMOUNT OF TIME** receiving child care services.

Check **one** of the boxes below:

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

2. Close based on **INCOME**.

Check **one** of the boxes below:

- The district will close cases starting from the highest income to the lowest income.
- The district will close cases based on income bands, starting from the highest income band to the lowest income band. List the income bands starting from the band that will be closed first:

3. Close based on **CATEGORY OF FAMILY**.

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List the category 2 and 3 families included in 18 NYCRR §415.2(a) that are not federal or local priorities in the order they will be closed.

4. Close based on **INCOME AND CATEGORY OF FAMILY.**

List below the incomes (from the highest to lowest income) or income bands (from the highest income band to the lowest income band), and the category 2 and 3 families included in 18 NYCRR §415.2(a) that are not federal or local priorities in the order they will be closed.

5. Close based on **OTHER CRITERIA.**

Describe the criteria the district will use to select cases to be closed:

III. Waiting List

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

No.

Yes.

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APPENDIX M #3

Fraud and Abuse Control Activities and Inspections (Required)

I. Fraud and Abuse Control Activities

1. Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payments in addition to procedures for referring such applications to the district's front-end detection system.

The criteria used to determine which applications will be referred to our front end detection system are:

- *The client is self employed without adequate business records to support financial assertions;*
- *A prior history of denial, case closing, or overpayments resulting from an investigation;*
- *If the application is inconsistent with the prior case;*
- *If the county of residence is questionable;*
- *If they have been separated from marriage within the past month.*

2. Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

All cases are recertified every 12 months, where the complete eligibility of that case is redetermined. This includes verification of the of the continued need for child care, verification of employment, and education and/or attendance in any approved activity. The recipient is required to provide pay stubs, as well as a statement from their employer or the instructor of any educational program they may be attending. Inconsistencies will be reviewed for any overpayment, and referred to our investigation fraud unit as appropriate.

Given that our recertification period is 12 months, we recognize the need for additional fraud and abuse control activities, as per NCCR 415.2 (M). To achieve this, each month a contact letter will be sent out on 1% of our open child care cases (for a total of 12% of all open cases for the year). This letter will include a checklist for the recipient to return, asking for verification of employment and household income, changes in household composition and residence, and the need for continued childcare.

Any inconsistencies will be reviewed for any overpayment, and referred to our investigation fraud unit as appropriate.

3. Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving subsidized child care services with 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.

On a quarterly basis, the Cortland Area Child Care Council will send the local district a list of providers that they have completed on on-site meal service review for during that quarter. Cortland County currently has an annual unduplicated count of 37 providers that participate in CACFP. The local district will identify from those providers ones that cared for children receiving subsidized child care services, with a minimum of 6 cases examined each quarter. The

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local district will cross reference the CAPF claim with the day care attendance on the billing form, for the month of the on-site meal service review.

Any inconsistencies will be reviewed for an overpayment and referred back to the Cortland Area Child Care Council to follow up with their procedure for provider eligibility with the CAPF.

II. 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 for subsidized children for the purpose of determining whether 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(h)(3).

The district has the right to make inspections *prior to subsidized children receiving care* of any child care provider, including care in a home, to determine whether 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 by an enrolled or enrolling legally-exempt child care provider must be reported to the applicable Enrollment Agency.

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

No.

Yes. Provide the details of your inspections plan below.

a. The following *types* of subsidized child care providers/programs are subject to this requirement:

Legally-Exempt Child Care

In-Home

Family Child Care

Group programs not operating under the auspices of another government agency

Group programs operating under the auspices of another government agency

Licensed or Registered Child Care

Family Day Care

Registered School-Age Child Care

Group Family Day Care

Day Care Centers

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Small Day Care Centers

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APPENDIX N

District Options (Required)

I. Districts have some flexibility to administer their child care subsidy programs to meet local needs. Districts must complete Question 1 below. Note that all districts must complete the differential payment rate table in Appendix T.

1. The district selects (check one):

none of the options below one or more of the options below

II. Districts must check the options that will be included in the district's county plan and complete the appropriate appendix for any option checked below.

- 1.** The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
- 2.** The district has chosen to use Title XX funds for the provision of child care services (complete Appendix P).
- 3.** The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
- 4.** The district has chosen to make payments to child care providers for absences (complete Appendix R).
- 5.** The district has chosen to make payments to child care providers for program closures (complete Appendix S).
- 6.** The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
- 7.** The district has chosen to pay up to 15% higher than the applicable market rates for licensed or registered child care providers that have been accredited by a nationally recognized child care organization (complete Appendix T).
- 8.** The district has chosen to pay a differential rate above the required 5%, up to 15% higher than the applicable market rates for child care services during non-traditional hours (complete Appendix T).
- 9.** The district has chosen to pay a differential rate for child care providers caring for children experiencing homelessness above the required differential amount (complete Appendix T).
- 10.** The district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
- 11.** The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).

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12. The district has chosen to make payments to child care providers who provide child care services exceeding 24 consecutive hours (complete Appendix U).
13. The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U).
14. The district requests a waiver from one or more regulatory provisions. Waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
15. The district has chosen to pay for breaks in activity for low income families (non-public assistance families). Complete Appendix U.
16. The district has chosen to use local equivalent(s) of OCFS required form(s). Prior to using a local equivalent form the district must obtain OCFS, Division of Child Care Services (DCCS) written approval. ***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.***

If the district elects to use the OCFS-6025, *Application for Child Care Assistance*, and makes no changes other than adding the district name and contact information, the district only needs to inform OCFS DCCS that it will be using the OCFS-6025.

List below the names and attach copies of the local equivalent form(s) that the district would like to use.

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APPENDIX O
 Funding Set-Asides (Optional)

I. Total NYSCCBG Block Grant Amount, Including Local Funds

Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$

Total Set-Asides (NYSCCBG)\$

1. Describe the rationale behind specific set-aside amounts from the NYSCCBG (e.g., estimated number of children) for each category.

Category:
 Description:

Category:
 Description:

Category:
 Description:

Category:
 Description:

II. The following amounts are set aside for specific priorities from the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$

Total Set-Asides (Title XX).....\$

1. Describe the rationale behind specific amounts set aside from the Title XX block grant (e.g., estimated number of children) for each category.

Category:
 Description:

Category:
 Description:

Category:
 Description:

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APPENDIX P

Title XX Child Care (Optional)

1. Enter the projected total of Title XX expenditures for the plan's duration: \$48,000

Indicate the financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of one or two, 255% for a family of three, and 225% 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: (2) 0% (3) 0% (4) 0%

2. Programmatic Eligibility for Income Eligible Families (Check all that apply.)

Title XX: employment education/training
 seeking employment illness/incapacity
 homelessness domestic violence
 emergency situation of short duration
 participating in an approved substance abuse treatment program

3. Does the district apply any limitations to the programmatic eligibility criteria?

Yes No

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

4. Does the district prioritize certain eligible families for Title XX funding?

Yes No

If yes, describe which families will receive priority:

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

Yes No

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

Yes No

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APPENDIX Q

Additional Local Standards for Child Care Providers (Optional)

- I. The district may propose local standards in addition to the State standards for legally-exempt providers who will receive child care subsidies issued by the district. This appendix must be completed for **each** additional local standard that the district wants to implement.

The district must coordinate with the local Enrollment Agency, including, but not limited to:

- Informing the Enrollment Agency of the intent to request an additional standard.
- Developing the stepwise process referenced in Question 5.
- Ensuring that no significant burden of work shall be incurred by the Enrollment Agency as a result of the additional local standard, unless such work is addressed in a separate contract or a formal agreement is in place, which are referenced in Question 3.
- Sharing any consent/release form that may be required.
- Keeping the Enrollment Agency informed of the approval status.

1. Check or describe in the space provided below the additional local standards 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
- Local criminal background check
- Require providers caring for subsidized children for 30 or more hours a week participate in the Child and Adult Care Food Program (CACFP). *Note that districts are required to notify the Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of all providers on the referral list for whom the requirement is "not applicable."*
- Site visits by the district
- Other (please describe):

2. Check below the type of child care program to which the additional local standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Provider | <input checked="" type="checkbox"/> Provider's Employee | <input checked="" type="checkbox"/> Provider's Volunteer |
| <input checked="" type="checkbox"/> Provider's household member age 18 or older | | |
- Legally-exempt in-home child care program. Check all that apply.
- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Provider | <input checked="" type="checkbox"/> Provider's Employee | <input checked="" type="checkbox"/> Provider's Volunteer |
|--|---|--|
- Legally-exempt group provider/program not operating under the auspices of another government agency. Check all that apply.
- | | | |
|--|--|---|
| <input type="checkbox"/> Provider/Director | <input type="checkbox"/> Provider's Employee | <input type="checkbox"/> Provider's Volunteer |
|--|--|---|
- Legally-exempt group provider/program operating under the auspices of another government or tribal agency. Check all that apply.
- | | | |
|--|--|---|
| <input type="checkbox"/> Provider/Director | <input type="checkbox"/> Provider's Employee | <input type="checkbox"/> Provider's Volunteer |
|--|--|---|

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2a. 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 check mark 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 subsidy-paying district.
- b. The district will not apply this additional local standard when the *program’s site of care is located outside* of the subsidy-paying district.
- c. The district will not apply this additional local standard when *the informal provider is younger than 18 years* of age.

3. 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: *Cortland County DSS Daycare Unit; Marna Burhans, Social Welfare Manager*

Contracted agency
Provide the name of the agency and contact person:

4. 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.*

5. Describe, in chronological order, the steps for conducting the additional local standard. Include how the district will retrieve referrals from CCFS, communicate with providers and other applicable persons, determine compliance with the additional local standard, inform the Enrollment Agency whether the additional local standard has been “met,” “not met”, or is “not applicable”, and monitor its timeliness. Include all agencies involved and their roles. Note that the district’s procedures must be in accordance with 12-OCFS-LCM-01.

The Enrollment Agency will email the Department of Social Services regarding all new cases, and will fax the Department a release of information if one exists. The Department will then access the CCFS system to begin the process. The individuals

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checked in question #2 above will be asked to sign a release which will allow the Cortland County Department of Social Services to conduct a local child welfare database check of the records related to the child care attestations for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker. Household members 18 years or older will only be required to complete the release when care is not in the home of the child.

If an individual checked in question #2 above refuses to sign the release, which would allow Cortland County Department of Social Services to review only the existing local child welfare records related to the child care attestations, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency.

When a local database check of the records related to the child care attestations reveal that an individual checked in question #2 above is an indicated subject of a child abuse or maltreatment report the proposed provider will be required to submit to Cortland County Department of Social Services a copy of the written statement provided to the 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 database check of the records related to the child care attestations the Cortland County Department of Social Services 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 Cortland County Department of Social Services and the parent/caretaker that either substantially correlates with the information obtained by the district's local database check of the records related to the child care attestations or the provider submits information to the district which documents that the information obtained from the local database check of the records related to the child care attestations is inaccurate. If the provider fails to clarify the discrepancies the Cortland County Department of Social Services will notify the Enrollment Agency that the additional standard has not been met.

If 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 Enrollment Agency will be notified that the additional standard has been met.

Other:

Purpose: Determining if legally-exempt providers meet State-approved additional standards. The home visiting component helps ensure standards are being met. It also allows the providers an opportunity to connect with a resource for training and support.

Contract scope and amount: All legally exempt providers that are not already inspected under the contract between Office of Children and Family Services (OCFS) and Child Development Center (CDC) will be inspected. This involves approximately 50 providers at \$52 per visit, not to exceed \$3,000 in one year. Cortland County DSS reserves the

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right to reduce the number of homes inspected from all to none at any time dependent upon available funding with subsidy payments being first priority.

Cortland County DSS contracts with the Child Development Council (CDC) to administer the IN-HOME Quality Improvement Program for all enrolled Legally Exempt providers residing in Cortland County, not otherwise inspected under OCFS requirements. The visits are conducted at least one time per year for the following purpose:

- That the child care is being provided in the home that is enrolled;
- That the child care is being provided by the person who is enrolled;
- That the provider is caring for the approved number of children;
- To review the standards in the Home Safety Checklist (attached);
- To review services available at the CDC and within the community to the provider;
- To provide information on training opportunities;
- To provide written information on first aid, poison prevention and Poison Control;
- To provide resources such as first aid kits and smoke detectors, when available.

All visit information is entered into the Child Care Facilities System (CCFS). If during the visit a health and safety concern arises, it will be addressed in one of two ways:

- For fixable issues, such as missing a smoke detector or missing health forms providers are given the item they need to come into compliance, or the visiting worker will leave a Corrective Action Plan and ensure that the provider complies;
- Serious health and safety concerns are reported to the State Central Registry as required. Necessary follow up actions are taken as warranted. This information is also entered into CCFS.

Quarterly and annual reports will be provided to the local district (see attached), outlining the number of visits made; instances where health and safety items were offered; instances where appropriate child care advice and guidance was offered; and instances where technical assistance and program development was offered.

6. Indicate how frequently the additional local standard will be applied. Answer both questions.

a. The Standard will be applied:

- i. At initial enrollment and re-opening
- ii. At each re-enrollment

b. The district will assess compliance with the additional local standard:

- i. *During the enrollment review period*, and, the district will notify the Enrollment Agency of the results within 25 days from the E-Notice referral date.

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- ii. *During the 12-month enrollment period, and, the district will notify the Enrollment Agency of the results promptly. Note that this option is always applicable to an additional local standard requiring participation in CACFP.*

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

To enhance the sharing of information that could affect the safety of children in legally exempt child care settings. Our department wants to verify that providers have told parents about known child protective services histories. In rare situations, providers are deemed unsafe to be around any children by the Family and Children's Services Unit due to a serious child abuse history and our Department wants parents to have a chance to make educated decisions about using providers who are unsafe. The Cortland County Department of Social Services has no regulatory authority to deny enrollments based on child protective report indications or adjudications of abuse or neglect, we can only verify if the additional local standard outlined above is met.

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APPENDIX R

Payment to Child Care Providers for Absences (Optional)

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

- Day Care Center Legally-Exempt Group
 Group Family Day Care School-Age Child Care
 Family Day Care

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

- Yes No

3. Base period (check one): 3 months 6 months

4. Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	12	3	15
Base period	12	8	20

5. List reasons for absences for which the district will allow payment:

Any reason is accepted for routine absences.

6. List any limitations on the above providers' eligibility for payment for absences:

A caretaker is responsible to request payment for absences for extenuating circumstances and to provide documentation to verify the circumstances. Cases are reviewed and approved by the Day Care Unit Supervisor and will be limited to 30 days.

Extenuating Circumstances: Allowable reasons include:

- Need for the child or the child's caretaker to appear in court or keep other appointments related to the provision of preventive, foster care, adoption or child protective services, or other needs set forth in the child's service plan;*
- Need for the child to receive medical care and/or routine medical treatment;*
- The child's family is homeless, and the homelessness necessitates the child's absence from child care; or*
- The child's caretaker is participating in an approved education or training program and the child's absence coincides with the temporary suspension of such program for purposes of including, but not limited to, holidays, school conferences and snow days.*

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Note: *Legally-exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.*

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APPENDIX S

Payment to Child Care Providers for Program Closures (Optional)

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

- Day Care Center Legally-Exempt Group
 Group Family Day Care School-Age Child Care
 Family Day Care

2. The 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).

5

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

When day care centers are closed for holidays identified in their contracts, the department will pay for an absence only if the family did not have to use alternative child care due to the center closing.

Note: *Legally-exempt family child care and in-home child care providers are **not** allowed to be reimbursed for program closures.*

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APPENDIX T

Transportation, Differential Payment Rates, Enhanced Market Rate
for Legally-Exempt Family and In-Home Providers, and Sleep (Optional)**I. Transportation**

1. Describe any circumstances and limitations the district will use to reimburse for transportation. Include what type of transportation will be reimbursed (public and/or private) and how much your district will pay (per mile or trip). Note that if the district is paying for transportation, the Program Matrix in the Welfare Management System (WMS) should reflect this choice.

No

Yes, describe:

II. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four (4) differential payment rate categories. For the two (2) categories that require a state minimum five percent (5%) differential payment rate, the district must enter “5%” or, if it chooses, a higher rate up to 15%.

The other two (2) differential payment rate categories in the table below 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%). Note that if the district selects a differential payment rate for nationally accredited programs, then that rate must be in the range of five percent (5%) to 15 percent (15%).

Differential Payment Rate Category	<i>Differential Payment Rate Percent (%)</i>	Instructions for Differential Payment Rate Percent (%) Column
Homelessness: Licensed and Registered Providers State required minimum of 5%	5%	Enter a percentage (%): 5% to 15%. (<u>Must</u> enter at least <u>5%</u>)
Homelessness: Legally-Exempt Providers	0%	Enter 0% or a percentage (%) up to 15%.
Non-traditional Hours: All Providers State required minimum of 5%	15%	Enter a percentage (%): 5% to 15%. (<u>Must</u> enter at least <u>5%</u>)
Nationally Accredited Programs: Licensed and Registered Providers	0%	Enter 0% or a percentage (%) from 5% to 15%.

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2. Payments may not exceed 25% above market rate. However, if your district wants to establish a payment rate that is more than 15% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access within the district to accredited programs or care provided during non-traditional hours and/or care provided to children experiencing homelessness.

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

1. 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. Indicate percent, not to exceed 75% of the child care market rate established for registered family day care.

IV. Sleep

1. The following describes the standards the district will use to evaluate whether to pay for child care services while a caretaker that works a second or third shift sleeps, as well as any limitations pertaining to payment:

The department will pay for child care services to enable a parent who works a second or third shift to sleep, providing there is not another responsible and available adult in the home during the time of sleep.

2. Indicate the number of hours allowed by your district per day (maximum number of hours allowed is eight).

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APPENDIX U

Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers,
and Breaks in Activities (Optional)**I. Child Care Exceeding 24 Hours**

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 or 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.

II. Child Care Services Unit (CCSU)

1. Indicate below if your district will include 18-, 19-, or 20-year-olds in the CCSU for determining family size and countable family income.

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

2. Describe the criteria your district will use to determine whether or not 18-, 19-, or 20-year olds are included in the CCSU.

III. Waivers

1. Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

IV. Breaks in Activities

1. Districts may pay for child care services for low-income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. If your district will pay for breaks in activities, indicate below for how long of a break that the district will pay for (check one):

Two weeks

Four weeks

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2. Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low-income families are eligible for child care services during a break in activities (check all that are eligible):

- a. Entering an activity
- b. Waiting for employment
- c. On a break between activities