

**APPENDIX G-1  
CHILD CARE SECTION  
2011 APU**

**County:** Cortland

**I. Administration (Required Section)**

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

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

Public Assistance Families: **Day Care Unit under the supervision of the Employment Manager**

Transitioning Families: **Day Care Unit under the supervision of the Employment Manager**

Income Eligible Families: **Day Care Unit under the supervision of the Employment Manager**

Title XX: **Family and Children's Services Unit**

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

FFY 06-07 Rollover Funds ( <i>this amount is available from the NYSCCBG ceiling report in the claiming system</i> )	<b>\$43,428</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$755,980</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$1,113,411</b>
Estimate of Local Share	<b>\$53,422</b>

**Total Estimated NYSCCBG Amount: \$1,966,242**

A. Subsidy	\$1,829,292
B. Other program costs (excluding subsidy)	\$0
C. Administrative costs	<b>\$136,950</b>

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions? **No**

Function:

Organization:

Amount of Contract:

- Eligibility screening
- Screening of legally-exempt providers
- Assistance in locating care
- Child Care Information Systems
- Other

**APPENDIX G-2**

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

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

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
<b>1.</b> Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>No limitations</b>
<b>2.</b> PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>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.</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Time limited for a period up to 4 weeks and approved on a case by case basis after all other resources are ruled out.</b>
<b>3.</b> Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>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 reduce the risk of out of home placement.</b>
<b>4.</b> Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		

a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Time limited for a period up to 8 weeks.</b>
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>5.</b> Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Time limited for a period up to 1 month and caretaker must provide proof of at least 5 job contacts per week.</b>
<b>6.</b> PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>7.</b> Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19.</b>
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>
c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>
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	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>

e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>
f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>
g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>
h) a prevocational skill training program such as, a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Available up to age 19 with no other limitations. For over age 19, caretaker must be employed at least 17.5 hours per weeks with earnings of at least minimum wage and being time limited for a period of 12 consecutive months.</b>
i) a demonstration project designed for vocational training or other project approved by the Department of Labor.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</b>
<b>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>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 24 consecutive months.</b>

<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Limited to the time traveling to and from school and class attendance. Also, limited to a maximum period of 24 consecutive months and caretaker must be working at least 17.5 hours per week with earnings of at least minimum wage..</b></p>
<p>10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Limited to the time traveling to and from school and class attendance. Also, limited to a maximum period of 24 consecutive months and caretaker must be working at least 17.5 hours per week with earnings of at least minimum wage.</b></p>
<p>11. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in a 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, 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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Eligibility is limited to a one year period.</b></p>

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities\_ (Required Section)

#### Reasonable Distance

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

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

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.**

#### Very Low Income

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

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

#### Family Share

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

Family Share Percentage selected by our district **35%**.

#### Case Closings (select one or two)

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

- shortest time receiving child care services  
 longest time receiving child care services

### **Case Openings**

The district must describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that there are insufficient funds available.

**Applications will be logged in the order they are received, although families with children with special needs will be prioritized first. Families who are eligible for guaranteed child care will be opened within required timeframes and all other families will be placed on the waiting list upon submission of an application. For families in categories two and three, denial notices indicating funds are not available will be issued notifying them they are on the waiting list. The waiting list and funding status is reviewed monthly to determine how many applications can be sent to families on the waiting list. Applications are sent to families based on the date the family was placed on the waiting list, with those on for the longest time receiving an application first. When applications are sent to families on the waiting list, they are given a minimum of ten days to return a completed application for an eligibility determination to be made. The family's application is then removed from the waiting list.**

### **Fraud and Abuse Control Activities**

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

**The 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.**

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



**All cases are recertified every 6 months, where the complete eligibility of that case is redetermined. This includes verification of the family's continued need for day care, and requiring them to provide verification of employment, and education 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 education program they may be attending. Verification is also required of the provider schedule and the rate charged.**

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

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

**On a quarterly basis, the Cortland Area Child Care Council will send the local district a list of providers that they have completed an 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 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 CAFPP.**

## APPENDIX G-4

### IV. District Options (Required Section)

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

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

**APPENDIX G-4 (continued)**

13.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
14.  Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
15.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
16.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

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

**APPENDIX G-5**  
**PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES**

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

**APPENDIX G-6  
FUNDING SET-ASIDES**

**Total NYSCCBG Block Grant Amount Including Local  
Funds**

Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
<b>Total set asides</b>	<b>\$</b>

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

Category:

Category:

Category:

Category:

Category:

**APPENDIX G-6 (continued)**

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$
<b>Total set asides (Title XX)</b>	<b>\$</b>

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

Category:

Category:

Category:

Category:

**APPENDIX G-7  
TITLE XX CHILD CARE**

Projected total Title XX expenditures for plan duration:       **\$30,000 for 2007-2009**

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 1 or 2, 255% for a family of 3, and 225% for a family of 4 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%**

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

Does your 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:

Does your district prioritize certain eligible families for Title XX funding?

YES     NO

If yes, describe which families will receive priority:

Does your district use Title XX funds for child care for open child protective services cases?

YES     NO

Does your district use Title XX funds for child care for open child preventive services cases?

YES     NO

**APPENDIX G-8**  
**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS**

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies.

1. Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.

**Providers of legally exempt child care and all household members 18 years of age and older will be asked to sign a release which will allow our department to conduct monthly child welfare database checks. The release will inform the provider that the district will complete a monthly review of their local child welfare database to determine if the provider is the subject of a child protective report. The releases will be included in the enrollment package. The enrollment agency will return the signed releases to our department. The enrollment agency will notify our department immediately if the release has not been signed.**

**If a legally exempt provider or household member refuses to sign the release which would allow our Department to conduct monthly local child welfare database checks, our Department will inform the parent/caretaker of the refusal so that they can consider the refusal when they make a decision to select the provider. In these situations, parents will be reminded of their right to choose another provider and will be given information about how to locate other providers.**

**When a local child welfare database check reveals that a legally exempt provider and/or household member(s) 18 years of age and older are the indicated subject of a child abuse or maltreatment report the provider will be required to submit to our department a written statement providing information concerning the indicated report(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and confirming the parent/caretaker's wish to use this child care provider.**

**If the information regarding the indicated child protective report does not correlate with the information obtained from the local child welfare database check, our department will notify the parent/caretaker and provider that the provider has 10 days to clarify any discrepancies in the information submitted, and submit information showing why the district information is inaccurate. If the provider does not take this action within 10 days, the district 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 child welfare database check, there are no other health or safety concerns, and the parent/caretaker still chooses to use the provider, the district will notify the enrollment agency that the additional standard has been met. In some cases, our district will need to inform the parent that the parent's decision to place their child in the care of this provider would place their child at risk. As mandated reporters, our district is obligated to make a report of suspected**



**child abuse or maltreatment if placing the child in the care of a provider would place the child in imminent danger of impairment and the parent/caretaker nevertheless places the child in that provider's care. Parents will be informed of their right to choose an alternative provider and be given information about how to locate other providers.**

**If a local child welfare database check reveals that the provider has an active or open preventive case our Department will assess if the provision of child care by the provider/preventive services recipient would cause additional stress in the family thereby increasing the likelihood of the provider's own children going into foster care.**

2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.

**When a provider and all household members 18 years of age and older have signed the release which allows our Department to conduct monthly local child welfare database checks, our designated Department staff will check the local child welfare database for indicated reports of child abuse or maltreatment and open preventive cases. The results of the local child welfare database check will be given to the Day Care Unit Staff for appropriate action as described in the response to item one above.**

**If the local child welfare database check reveals an indicated child protective report the Day Care Unit Staff will follow the procedures outlined in item number one above. If the local child welfare database check reveals that the provider has an active or open preventive case the provider will not be enrolled until the preventive caseworker has approved the enrollment. When the preventive caseworker has completed the assessment of the provider/preventive services recipient's ability to provide care for other children without increasing the likelihood that the provider/preventive services recipient's own children will be placed into foster care, the preventive caseworker will notify the enrollment agency as to whether or not the additional standard has been met.**

3. Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)

**The Department is responsible to review additional standard criteria and inform the Enrollment Agency within 15 days if providers meet the additional standard criteria. Providers' that do not meet additional standard requirement will be contacted by the Department to be given an opportunity to submit a written acknowledgement by the parent.**

**The CPS Case Aide will do a monthly cross reference of the Informal Providers with CPS intakes to ensure no other incidents have occurred. The Day Care Case Aide will print a complete listing of the active Informal Providers on the 1<sup>st</sup> of every**

**month and give it to the CPS Case Aide to check. If there is a provider found to have a new CPS report, the CPS Supervisor will follow the procedures listed above in numbers 1 and 2.**

4. Described below is the justification for each additional standard.

**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 and that parents are not selecting convicted sex offenders to care for their children. 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.**

**APPENDIX G-9  
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES**

The following providers are eligible for payment for absences:  
(Check any that are eligible)

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

Our district will only pay for absences to providers with which the district has a contract or letter of intent.  Yes  No

Base period selected (check one)     3 months                       6 months

Number of absences allowed during base period:

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

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

**Routine absences: Any reason is accepted for routine absences**

**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.**

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.**

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

**APPENDIX G-10  
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

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

Our district will only pay for program closures to providers with which the district has a contract or letter of intent.     Yes     No

Enter the number of days allowed for program closures (maximum allowable program closures is five days). **Five days allowed.**

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.

**APPENDIX G-11  
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP**

**Transportation**

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

**No transportation will be reimbursed.**

**Differential Payment Rates**

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **0%** above market rate.

Care during non-traditional hours may be paid up to **15%** above market rate.

Limitations to the above differentials are as follows: **The Cortland County Department of Social Services will pay up to fifteen (15) percent over New York State established market rates for non-traditional child care if the following provisions apply:**

1. The Department has adequate funding to make such differential payments after all funding priorities established in accordance with Federal and State regulations and the currently approved Consolidated Services Plan are followed and satisfied.
2. Any differential child care payments made for non-traditional hours of care will be done so in accordance with all requirements governing reimbursement regulations.
3. Non-traditional hours of child care are described as child care services that are provided during non-traditional hours, that is during evening, early morning, night, or weekend hours. Between the hours of 6am-6pm on weekdays are considered traditional hours for the purposes of this definition.

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

N/A

### **Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers**

If a district elects 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 annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

Our district is requesting to increase the legally-exempt enhanced market rate up to 75 percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent (75%) of the child care market rates established for registered family day care.

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:

for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

### **Sleep**

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and 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.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **8 hours.**

**APPENDIX G-12  
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS,  
BREAKS IN ACTIVITIES**

Child Care Exceeding 24 Hours

*Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.*

*Describe any limitations for payment of child care services that exceed 24 consecutive hours.*  
N/A

Child Care Services Unit

*The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.*

*Our district will include the following in the Child Care Services Unit (check which ones apply).*

18 year old       19 year old       20 year old

-OR-

*Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).*

18 year old       19 year old       20 year old

*Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit.*

Waivers

*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.*

Breaks in Activities

*Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).*



*two weeks*       *four weeks*

***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 any that are eligible):***

entering an activity     waiting to begin employment     break between activities

**APPENDIX H  
ANNUAL PLAN UPDATE 2011  
CHECKLIST**

**ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES**

**Cortland County**

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking “YES” or “NO” whether there are any changes to report. For each item that is answered ”YES” or where a “NO” response is not an option, a written response is required clearly indicating what has changed and reason for the change. Responses should be attached on separate page and added at the end of this appendix. Please note that Appendix G-1 must be completed by all local districts.

<u>YES</u>	<u>NO</u>	
		I. Financing Process
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. General Information
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Purchase of Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Performance or Outcome Based Provisions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	II. Monitoring Procedures
		III. Appendices
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Appendix A – Legal Assurances ( <b>REQUIRED</b> )
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Appendix C – Estimate of Persons to be Served
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Appendix F – Department of Social Services – Program Information Matrix ( <b>REQUIRED</b> )
		g. Appendix G – Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Appendix G-1 – Administration
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Appendix G-2 – Other Eligible Families if Funds are Available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Appendix G-4 – Districts Options
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Appendix G-5 – Priority Populations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Appendix G-6 – Funding Set-Asides
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Appendix G-7 – Title XX Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Appendix G-8 – Additional Local Standards for Child Care Providers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Appendix G-9 – Payment to Child Care Providers for Absences
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Appendix G-10 – Payment for Child Care Providers for Program Closures

- 11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
- 12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities