

Child Care Assistance Program (CCAP)

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

Part One: NYS Child Care Block Grant

I. Administration

1. Total Estimated Funds Available: \$19800000
2. Projected spending for FFY 2023–2024: \$8300000
3. Does your district have a contract or formal agreement with another organization to perform functions using the NYSCCBG?
- Yes No

II. Federal and Local Priorities

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

2. Does your district have local priorities?

Yes No

III. Funding Set Asides

1. Does the district plan to set aside portions of its NYSCCBG allocations to serve one or more of its priority populations?

Yes No

IV. Waiting List

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

Yes No

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

Yes No

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

Please select which families your district chooses to serve:

1. Families Receiving Temporary Assistance:

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

- Yes No

Limitations:

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

- Yes No

Limitations:

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

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

- Yes No

Limitations:

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

- Yes No

Limitations:

Individuals must apply for Temporary Assistance and comply with eligibility requirements such as referrals to the Dutchess County Workforce Investment Board or other approved programs

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

Yes No

Limitations:

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

Yes No

Limitations:

Payment may be made as follows: Medical emergency of parent or individual who is a member of the household, or in hospice care *will be decided on a case by case basis*

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

Yes No

Limitations:

Online courses require review and approval by DCDCFS

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

Yes No

Limitations:

Online courses require review and approval by DCDCFS, program to be completed within 48 months

3. Families with Very Low Income:

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

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physically or mentally incapacitated

Yes No

Limitations:

Decided upon with appropriate medical documentation and/or findings from child protective services division.

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

Yes No

Limitations:

Decided upon with appropriate medical documentation and/or findings from child protective services division.

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

Individual must be participating in a program operated either by Dutchess County BOCES or Dutchess Community College or other recognized entity upon DC DCFS review and approval

h. When child care services are needed for the child's caretaker to attend a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level in those areas

Yes No

Limitations:

Individual must be participating in a program operated either by Dutchess County BOCES or Dutchess Community College or other recognized entity upon DC DCFS review and approval

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

Yes No

Limitations:

Individual must be participating in a program operated either by Dutchess County BOCES or Dutchess Community College or other recognized entity upon DC DCFS review and approval

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

Yes No

Limitations:

Must be a recognized entity and approved by DC DCFS.

k. When child care services are needed for the child's caretaker to attend a training program *which has a specific occupational goal* and is conducted by an institution licensed or approved by the State Education Department other than a college or university

Yes No

Limitations:

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

Yes No

Limitations:

Individual must be participating in a program operated either by Dutchess County BOCES or Dutchess Community College or other recognized entity upon DC DCFS review and approval

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

Yes No

Limitations:

Participation must be documented by the Dutchess County Workforce Investment Board.

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

Yes No

Limitations:

Participation must be documented by the Dutchess County Workforce Investment Board.

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

4. Families without Regard to Income:

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

Yes No

Limitations:

Request required from the child protective services division.

VI. Reasonable Distance

The following defines "reasonable distance":

For the purpose of determining whether child care is accessible to a TANF recipient who is a caretaker relative of a child under the age of 13 Dutchess County defines a reasonable distance as one-way travel time up to one and one half hours from home to a work or other approved activity with a stop at a child care provider.

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

Public transportation such as the bus and train may create this commute time. Some Dutchess County residents work south and follow the path of metro north. Travel by car to NYC will also take up to one and one half hours.

VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

Part Two: Title XX Child Care

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

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Yes No

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

I. Family Share

1. Family Share Percentage selected by the district:

1%

2. Additional Description of this family share percentage:

II. Payment to Child Care Providers for Absences

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

Yes No

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

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

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

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

Yes No

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

Day care center

Group family day care

Family day care

- Informal child care
- Legally exempt group
- School age child care

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

III. Payment to Child Care Providers for Program Closures

Does the district opt to pay for program closures?

- Yes No

IV. Differential Payment Rates

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

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

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

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

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

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

No Yes

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

%

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

Answer both questions:

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

Yes No

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

Yes No

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

VII. Sleep

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

Yes No

If the district chooses to expand eligibility for child care assistance beyond the requirements of 18 NYCRR §415.4, in order to allow a parent or caretaker who works non-traditional hours to sleep, please describe below:

Additionally, the district will pay for child care for a child over the age of six while a parent or caretaker relative works a second or third shift when the parent or caretaker relative requests it and the Social Welfare Manager II who oversees the child care unit and the Deputy Commissioner will review and approve on a case by case basis to determine that circumstances match the need for sleep time.

VIII. Child Care Exceeding 24 Hours

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

- Yes No

IX. Child Care Services Unit (CCSU)

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

- Yes No

If yes, please answer the following:

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

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

OR

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

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

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

If the additional HH member is included and it will benefit the family making them eligible for child care assistance.

X. Waivers

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

- Yes No

XI. Notices

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

- Yes No

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

- Yes No

Part Four: Additional Local Standards for Child Care Providers

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

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

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

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

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

Legally exempt relative-only family child care program

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

Legally exempt relative-only in-home child care program

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

Legally exempt family child care program

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

Legally exempt in-home child care program

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

Legally exempt group program

- Director
- Employee
- Volunteer

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

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

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

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

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

- Local social services staff
- Contracted agency

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

- Yes No

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

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

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

- Yes No

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

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

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

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

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

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

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

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

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

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

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

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

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

- At initial enrollment and re-opening
- At each re-enrollment

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

Part Five: Fraud and Abuse Control Activities

I. Front End Detection System (FEDS) Plan

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

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

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

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

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

The childcare worker will conduct the eligibility interview with the applicant. The worker will note which district specific indicators are present for the household based on the review of the application, case record and eligibility interview. When an indicator is present, the childcare worker will contact the

applicant and address the indicator(s) with the applicant allowing them an opportunity to further provide an explanation for such indicator(s). The applicant's response to the indicator questions will be documented in the case notes. The childcare Supervisor will review the case record and notes regarding the FEDS indicator. The Supervisor will determine if a FEDS referral is necessary and whether the applicant was afforded the opportunity to clarify information related to the potential FEDS indicator. If a FEDS investigation is warranted, the childcare worker will schedule a FEDS interview on the SIU calendar and complete the FEDS appointment notice, and provide a copy of the notice to the applicant. The daycare worker will indicate verbally to the applicant that the interview can be held in person, if they choose, or by phone. The childcare worker will document how the applicant wishes to have their FEDS interview conducted in the case notes and on the SIU calendar.

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

After supervisory review, the childcare case will be couriered up to SIU unit by clerical staff within 24 hours of the eligibility interview for a FEDS investigation. Upon receipt of the file, the childcare case will be logged in by the SIU secretary. In SIU, FEDS cases are assigned on a rotating basis to the investigators that are assigned with the task of conducting FEDS interviews on that specific day.

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

Prior to the scheduled FEDS interview with the applicant, the Investigator will review the case file and perform appropriate computer checks regarding the present FEDS indicator. The investigator will interview the applicant on the scheduled date and time in regards to the present FEDS indicator(s), affording the applicant a chance to further explain the circumstance of the FEDS indicator. After said interview the investigator will, when necessary, make collateral contacts regarding the FEDS indicator(s). A home visit will only be performed when all other investigative tools fail to resolve the indicator(s). A written report will be provided to the childcare worker along with SIU's recommendations within five (5) days from the scheduled FEDS appointment. If an investigation cannot be completed in five (5) days an oral report will be given to the childcare worker on the fifth day and a written report will be submitted as soon as the investigation is complete.

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

When childcare applications are received by SIU, they are logged in on an Excel spreadsheet. This log contains the following information for each referral: date the case was received; case number; case name; date of FEDS interview; Investigator who conducted the investigation; Investigator's recommendation (denial, withdraw, or OK to process); number of days investigation took; the date the file was sent back to the daycare worker; who the daycare worker is; and the action the childcare eligibility worker took on the application (case opened, denied due to FEDS and Denied for reasons other than FEDS). The SIU Supervisor completes the monthly FEDS report using this log and emails the FEDS report by the 10th of each month to OCFS.

3. List all local CCAP FEDS forms.

CCAP FEDS referral form

CCAP FEDS appointment letter

II. Program Integrity

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

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

Describe the sampling methodology and review process:

Dutchess currently has approximately 51 providers who are not day care centers in the CACFP Program. The Council forwards the attendance forms from each inspection to the Department where annually 20% of the providers are selected for a point in time review. The Supervisor of the Day Care Unit contacts the Child Care Council member who is in charge of the site visits on a monthly basis and requests a list of 3-4 providers that had site visits done that month along with the names of the children present at the time of the visit. He will then compare the information to the attendance forms for that provider to verify that DC DCFS was billed correctly. Any discrepancies will be referred to the Special Investigations Unit for further action.

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

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

Describe the sampling methodology and review process:

- Every month, the Special Investigations Unit randomly selects a minimum of three open child care cases for a review of eligibility to evaluate the household's continued need and eligibility for child care during the authorization period. This minimum threshold of three open cases per month, over the course of a calendar year, represents approximately six percent of all open child care cases in Dutchess County that are eligible for review through the random sampling process.
- Once a case has been randomly selected, the Special Investigations Unit will then review that case and verify current case data. Investigative tools used include but are not limited to documentary evidence, public records, telephone conferences, etc.

III. Inspections of Child Care Provider Records and Premises

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

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

The district must report violations of regulations as follows:

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

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

Yes No