

**ERIE 2012-2016 CFSP  
APPENDIX K  
Child Care Administration**

Describe how your local 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:	Temporary Assistance units
Transitioning Families:	Day Care Unit
Income Eligible Families:	Day Care Unit
Title XX:	Services Workers

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

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system): .....	\$3,389,043.00
Estimate FFY 2010-11 Rollover Funds .....	\$6,317,495.00
Estimate of Flexible Funds for Families (FFS) for child care subsidies.....	\$0.00
NYSCCBG Allocation 2011-12 .....	\$23,633,975.00
Estimate of Local Share .....	\$2,285,214.00
<b>Total Estimated NYSCCBG Amount</b> .....	<b>\$35,625,727.00</b>
a. Subsidy .....	\$23,341,159.00
b. Other program costs excluding subsidy .....	\$
c. Administrative costs .....	\$158,068.00

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

Function	Organization	Amount of Contract
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

**APPENDIX L**

**Other Eligible Families if Funds are Available (Required)**

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

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Both activities must be approved by the Employment Division
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: <ul style="list-style-type: none"> <li data-bbox="240 674 906 743">a) participating in an approved substance abuse treatment program</li> <li data-bbox="240 793 906 827">b) homeless</li> <li data-bbox="240 877 906 911">c) a victim of domestic violence</li> <li data-bbox="240 961 906 995">d) in an emergency situation of short duration</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 674 1084 743"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li data-bbox="922 793 1084 863"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li data-bbox="922 877 1084 947"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li data-bbox="922 961 1084 1031"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>	TA families only with an approval from a MAAT Counselor
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As Approved by the CPS worker as appropriate
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
<ul style="list-style-type: none"> <li data-bbox="240 1253 906 1331">a) is physically or mentally incapacitated</li> <li data-bbox="240 1337 906 1373">b) has family duties away from home</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 1253 1084 1331"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li data-bbox="922 1337 1084 1415"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>	Active Military Duty only
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to six months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	For a period not to exceed 30 days for non-TA households. Clients must have an active Subsidy day care case, must report loss of employment within 10 days and be engaged in an approved job search.
6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>7. 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:</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>Limited to Parent/Caretaker under the age of 21</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>Limited to Parent/Caretaker under the age of 21</p>
<p>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</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>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</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>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</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>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</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p><b>Note:</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.</p>		

<p>8. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associate's 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>9. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associate's 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>10. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program leading to a bachelor's 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</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</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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the caretaker engaging in such a program.		
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**APPENDIX M**

**Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities (Required)**

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**Reasonable Distance**

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

The following defines “reasonable distance”: 90 Minutes of travel (one way)

Describe any steps/consultations made to arrive at your definition: Consulted with Employment Staff, Day Care Staff, Temporary assistance Staff and Day Care Providers

**Very Low Income**

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

“Very Low Income” is defined as 100% 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 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 county 35%.

**Note:** The percentage selected here must match the percentage selected in Title XX Program Matrix in WMS.

**Case Closings**

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. Describe below how districts will select cases to be closed in the event that there are insufficient or no funds available.

1. Identification of local priorities in addition to the required federal priorities (select one).

- The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
- The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).

2. Describe 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. Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

a. The district will select cases to be closed based ONLY on income.

- No.
- Yes. Check 1 or 2 below.

- 1)  The district will close cases from the highest income to lowest income.
  - 2)  The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
    - 175%-200% SIS
    - 150%-174% SIS
    - 126%-149% SIS
    - 100%-125% SIS
    - Children with special needs
    - 0-99% SIS
- b.** The district will select cases to be closed based ONLY on categories of families.
- No.
- Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:
- c.** The district will select cases to be closed based on a combination of income and family category.
- No.
- Yes. List the categories and income groupings in the order that they will be closed:
- d.** The district will select cases to be closed on a basis other than the options listed above.
- No.
- Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:
- e.** The last cases to be closed will be those that fall under federal priorities. Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be closed last.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2

3. If all NYSCCBG funds are committed, case closings for families that 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 the family has received child care services, but must be consistent for all families.
- a. Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2
- b. The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.
- Shortest time receiving child care services
- Longest time receiving child care services
4. The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.
- No.
- Yes. Describe how these cases will be selected to be reopened if funds become available:

**Case Openings**

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

1. The first cases to be opened will be those that fall under the federal priorities.
- Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2
2. The district will select cases to be opened based ONLY on income.
- No.
- Yes. Check 1 or 2 below.
- 1)  The district will open cases from the lowest income to highest income.
- 2)  The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
- 0-99% SIS
- Children with special needs
- 100%-125% SIS

126%-149% SIS

150%-174% SIS

175%-200% SIS

3. The district will select cases to be opened based ONLY on category.
- No.
- Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:
4. The district will select cases to be opened based on a combination of income and category of family.
- No.
- Yes. List the categories and income groupings in the order that they will be opened:
5. The district selects cases to be opened on a basis other than the options listed above.
- No.
- Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:
6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.
- No.
- Yes. Describe how these cases will be selected to be opened when funds become available:

The district's recertification period is every  six months  twelve months

### Fraud and Abuse Control Activities

**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 payment in addition to procedures for referring such applications to the district's front-end detection system.**

Day Care FEDS referral that lists anything other than a mandatory indicator will be returned to the Day Care worker, and will require a general Fraud Referral to the Special Investigations.

Upon receipt of a Child Care FEDS referral, an SID Special Investigator will be assigned to the FEDS investigation and schedule a visit to the home of the applicant. The SID investigator will conduct a Child Care FEDS investigation and respond to the Day Care Unit within 21 days of the receipt of the Child Care FEDS Referral. The Day Care worker must respond to SID within 45 days of the receipt of the Child Care Referral, by completing the B-5389 SID FEDS/Child CARE Unit Survey Response form and returning it to SID.

1. Information on Day Care Application is inconsistent with case information.
2. Applicant says he/she is working off the books.
3. Applicant has a prior history of denial, closing, or overpayment.
4. Child care provider lives in the same household as the child.

**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.**

Applicants that are approved are subject to a 91 day review of income verification to determine continued need.

**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.**

A random group of 25 providers will be selected on a quarterly basis to compare their 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. Any provider previously selected will not be included in a subsequent sample for the year unless a discrepancy is found.

**APPENDIX N**  
**District Options (Required)**

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

1.  The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2.  The district is using 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 regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix T).
8.  The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9.  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).
10.  The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix U).
11.  The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix T).
12.  The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13.  The 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 U).
14.  The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

15.  The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or 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 O**  
Funding Set-Asides (Optional)

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

Category:	.....	\$
<b>Total Set-Asides</b>	.....	<b>\$</b>

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

Category:  
Description:

Category:  
Description:

Category:  
Description:

Category:  
Description:

The following amounts are set aside for specific priorities from 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 amounts set aside from of the Title XX block grant (e.g., estimated number of children).

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:



**APPENDIX Q**

**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS (OPTIONAL)**

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional 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.
  - Provider     Provider's Employee     Provider's Volunteer
  - Provider's household member age 18 or older
- Legally-exempt in-home child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer

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: Patricia Musial, Day Care Unit

Contracted agency

Provide the name of the agency and contact person:

4. Are there any costs associated with the additional standard?

Yes  No

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

5. Describe the steps for evaluating whether the additional local standard has been met.

The enrollment agency completes a criminal clearance sheet on each of the individuals listed in question #2 above who are listed on the enrollment application. The criminal clearance sheets are hand-delivered on a weekly basis to the District Day Care Staff. District Day Care staff will then initiate local criminal history checks through the Office of New York Court Administration. The district will provide all information (history or no history) to the EA for consideration in making full enrollment decisions. If the search results in a criminal history match, the district Day Care staff will provide information to the EA so that any discrepancies reported in the enrollment package by the potential provider are identified, and when necessary, considered by the EA in making final full enrollment decisions.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

Initial enrollment  During the 12-month enrollment period

Re-enrollment  Other

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

The district completes the criminal clearance sheets and submits the results to the Enrollment Agency in writing in 10 days from receipt.

8. Describe the justification for the additional standard in the space below.

The additional information gained through the local criminal history check will be shared with the EA to provide them with an informed background on the potential provider when making their final full enrollment decisions.

**APPENDIX R**

**Payment to Child Care Providers for Absences (Optional)**

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

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

- Yes       No

Base period (check one)                       3 months                       6 months

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

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

Child to appear in court or keep appointments related to provision of preventive, foster care, adoption, child protective services, or other needs as set forth in the child's Service's Plan; child has an illness, handicap or other condition that requires medical care or treatment; child's family is homeless and that homelessness necessitates the child's absence from day care. Provider must be contracted with the Erie County Department of Social Services.

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

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

**APPENDIX S**

**Payment to Child Care Providers for Program Closures (Optional)**

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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

The county 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 time for program closures is five days).

List the allowable program closures for which the county will provide payment.

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

**APPENDIX T**

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

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**Transportation**

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

**Differential Payment Rates**

Indicate the percentage above the market rate your county has chosen.

- Accredited programs may receive a differential payment up to \_\_\_\_\_ % above market rate.
- Care during non-traditional hours may be paid up to \_\_\_\_\_ % above market rate.
- Limitations to the above differentials:

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is more than 15% above the applicable market rate, 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.

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

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 annually completed 10 or more hours of training and the training has been verified by the legally-exempt caregiver enrollment agency.

- No.
- Yes. Our market rate will not exceed 75% of the child care market rate established for registered family day care.

**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, as well as any limitations pertaining to payment:

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

**APPENDIX U**

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

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**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 situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county 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

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

**Child Care Services Unit (CCSU)**

Indicate below if your county will include 18-, 19-, or 20-year-olds in the CCSU, which is used in determining family size and countable family income.

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

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

**OR**

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 or not 18-, 19-, or 20-year olds are included in the CCSU.

**Waivers**

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

**Breaks in Activities**

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. Indicate below if your county will make such payments (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 for employment
- On a break between activities