

April 1, 2018 - March 31, 2024 Greene County Plan—2023 Annual Update

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

Instructions

- Total Estimated Funds Available: \$1214297.00
- Projected spending for FFY 2023–2024: \$525312.00
- 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

Instructions

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

- Priority #1: Families who are experiencing homelessness
- Priority #2: Very low income
- Priority #3: Families who have a child with special needs

- Does your district have local priorities?
 Yes No

III. Funding Set Asides

Instructions

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

- Yes No

IV. Waiting List

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

- Yes No

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

- Yes No

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

Please select which families your district chooses to serve:

1. Families Receiving Temporary Assistance:

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

- Yes No

Limitations:

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

- Yes No

Limitations:

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

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

- Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

3. Families with Very Low Income:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

Yes No

Limitations:

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

4. Families without Regard to Income:

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

Yes No

Limitations:

VI. Reasonable Distance

Instructions

The following defines "reasonable distance":

Child care is accessible when travel distance is no more than one hour one way, between the site of an appropriate child care provider and the participant's home, the child's school or the participant's employment/work activity location. The one-hour of travel is defined as any means of transportation including, but not limited to, walking, public transportation, shuttle service or use of a personal vehicle. Appropriate child care will be considered available when a Temporary Assistance to Needy Families (TANF) recipient identifies a provider on their own or the agency provides a referral to the Child Care Council of Columbia and Greene County, resulting in a minimum of two referrals meeting the criteria above.

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

This definition was reached after consultation and discussion with representatives from the Greene County DSS TANF Unit, Department of Labor, and Child Care Council.

VII. Transportation

Instructions

Are there circumstances where the district will reimburse for transportation?

Yes No

Part Two: Title XX Child Care

Instructions

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

Yes No

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

I. Family Share

Instructions

1. Family Share Percentage selected by the district:

1%

Note: The family share percentage entered here must match the percentage entered in the Matrix in the Welfare Management System (WMS) and the Child Care Time and Attendance (CCTA) system.

2. Additional Description of this family share percentage:

II. Payment to Child Care Providers for Absences

Instructions

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:

Additional absences paid per year at district option (enter a number from 1–56):

Total number of absences paid per child per provider per year (enter a number from 25–80, must add up to required + additional absences):

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

Instructions

Does the district opt to pay for program closures?

Yes No

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

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

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

- Yes No

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

20

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

IV. Differential Payment Rates

Instructions

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	Instructions
Homelessness: Licensed and Registered Providers <i>State required minimum of 5%</i>	5%	Enter a percentage (%): 5% to 15% (Must enter at least 5%)
Homelessness: Legally Exempt Providers	5%	Enter 0% or a percentage (%) up to 15%

Differential Payment Rate Category**Differential Payment Rate
Percent****Instructions****Non-traditional Hours: All Providers***State required minimum of 5%*

5%

*Enter a percentage (%): 5% to 15%
(Must enter at least 5%)***Nationally Accredited Programs: Licensed and Registered Providers***Legally exempt child care providers are not eligible for a differential payment rate for accreditation.*

0%

Enter 0% or a percentage (%) from 5% to 15%

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**Instructions**

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**Instructions**

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

Instructions

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

Yes No

VIII. Child Care Exceeding 24 Hours

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

Yes No

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

On a short-term emergency basis

The caretaker's approved activity necessitates care for 24 hours on a limited basis

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

IX. Child Care Services Unit (CCSU)

Instructions

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

Yes No

X. Waivers

Instructions

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

Instructions

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

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

Instructions

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

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

- Informing the Enrollment Agency of the intent to request an additional standard.
- Developing the stepwise process referenced in Question 6.
- Ensuring that no significant burden of work shall be incurred by the Enrollment Agency as a result of the additional local standard, unless such work is addressed in a separate contract or a formal agreement is in place, which are referenced in Question 4.
- Sharing any consent / release form that may be required.
- Keeping the Enrollment Agency informed of the approval status.

Please note: Districts must consider any additional workloads created when deciding to implement additional standards. Districts are responsible for ensuring that all steps related to additional standards are completed in a timely manner. Failure to do so may impact OCFS' continued approval of any / all additional standards.

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

Provide the name of the unit and contact person:

Dan Hall, Director of Services

- 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.

The district will include a release form in the enrollment packets it distributes to parents which will allow the Greene County Department of Social Services to conduct a check of the Local CPS records related to the child care attestations for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker per 18 NYCRR 415.13(a)(3)(iv). The individuals specified in question #2 above will be asked to sign the release. The records check will be required only for the types of child care specified in question #2 and will be required only to persons in the roles specified in question #2. When a referred individual is subject to an exception specified in question #3, the additional standard will not apply and the district will notify the applicable enrollment agency that the additional standard "does not apply" to the individual. The signed release(s) specified in question #2 is/are required, for all persons in the roles specified, for the enrollment packet to be considered complete. If any of

the individuals checked in question #2 above refuses to sign the release, which would allow Greene County Department of Social Services to review only the existing local CPS records related to the child care attestations, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency in accordance with State policy. To initiate the additional standards check, per 12-OCFS-LCM-01, the Child Care Facility System will automatically generate the E-Notice, LE-CCFS LD-003 Legally-Exempt Additional Standard Referral Notification, to inform the local district that the additional standards check must be conducted. The designated district must run the CCFS report, LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information. The local district will conduct the check of the local database to determine whether an individual checked in question #2 above is an indicated subject of a child abuse or maltreatment report. When the local records check reveals that an individual specified in question #2 above is an indicated subject of a child abuse or maltreatment report the proposed child care provider will be required to submit to Greene County Department of Social Services within 10 business days, a copy of the written statement provided to the parent/caretaker concerning the indicated incident(s). This statement must be signed by the individual specified in question #2 and by the parent/caretaker acknowledging receipt of this information and the parent/caretaker's wish to use this child care provider. If the information regarding the indicated child protective report submitted by the provider does not substantially correlate with the information obtained during the local records check related to the child care attestations, the Greene County Department of Social Services will notify the provider that he or she has ten (10) calendar days to clarify the discrepancies in the information submitted to the district and parent/caretaker. Within the ten (10) calendar day period the provider must submit information to Greene County Department of Social Services and the parent/caretaker that either substantially correlates with the information obtained by the district's local database check of the records related to the child care attestations or the provider submits information to the district which documents that the information obtained from the local database check of the records related to the child care attestations is inaccurate. If the provider fails to clarify the discrepancies the Greene County Department of Social Services will notify the Enrollment Agency that the additional standard has not been met. If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the local district correlates with the information obtained from the local database check and the parent/caretaker still chooses to use the provider, the Enrollment Agency will be notified that the additional standard has been met. Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of the local district determination as follows: The additional standard is "met" when: • The local records check is conducted as specified in question #2 and no record is found • The local records check is conducted, a record is found and the district determines that the provider has given the parent/caretaker true and accurate information regarding any indicated reports applicable to the persons specified in question #2. The additional standard is "not met" when: The local records check is conducted as specified in question #5 above, a record is found, and the district determines that the provider does not cooperate, or the provider chooses not to respond. The additional standard "does not apply" when: The district determines the provider/person is not subject to the additional standard based on an exception specified in question #3 The district will maintain a file, which documents how the determination was made as to whether or not the additional local standard has been met.

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. All release forms must be uploaded in the Plan Documents area in order to be reviewed and approved as part of the plan.

The district will include a release form in the enrollment packets it distributes to parents which will allow the Greene County Department of Social Services to conduct a check of the local CPS records related to the child care attestations for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker per 18 NYCRR 415.13(a)(3)(iv).

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

To initiate the additional standards check, per 12-OCFS-LCM-01, the Child Care Facility System will automatically generate the E-Notice, LE-CCFS LD-003 Legally-Exempt Additional Standard ReferralNotification, to inform the local district that the additional standards check must be conducted. The Child Care Worker will run the CCFS report , LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information. This information is shared with the Child Care Supervisor, and if necessary any other workers that are involved with the specific case.

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

Once the local CPS check is completed and there is a record found the Child Care worker will then contact the provider by telephone. The Child Care worker will explain to the provider the outcome of the record check and that the agency will be sending out an Attestation Form that the provider will need to complete and return to the agency within 10 days. The Child Care worker will send out the Attestation Form with a Documentation Requirement LDSS-2642, to be returned within 10 days. When the provider sends back the Attestation Form, and if the information given by the provider correlates with the information the agency has, the results will be sent to the Child Care Council. If the information does not correlate with the information the agency has, the Child Care Worker will notify the provider by telephone that they need to provide additional information and the provider has 10 additional days to return it to the agency.

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

The records check will be required only for the types of child care specified in question #2 and will be required only to persons in the roles specified in question #2. When a referred individual is subject to an exception specified in question #3, the additional standard will not apply and the district will notify the applicable enrollment agency that the additional standard "does not apply" to the individual.

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

The additional standard is "met" when: • The local records check is conducted as specified in question #6 and no record is found • The local records check is conducted, a record is found and the district determines that the provider has given the parent/caretaker true and accurate information regarding any indicated reports applicable to the persons specified in question #2.

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

The additional standard is "not met" when: The local records check is conducted as specified in question #6, a record is found, and the district determines that the provider has NOT clarified discrepancies; or refuses to participate.

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

The additional standard "does not apply" when: The district determines the provider/person is not subject to the additional standard based on an exception specified in question #3 The district will maintain a file, which documents how the determination was made as to whether or not the additional local standard has been met.

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

Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency of the local district's determination.

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

Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency of the local district's determination.

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

The additional standard "does not apply" when: The district determines the provider/person is not subject to the additional standard based on an exception specified in question #2. Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency of the local district's determination.

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.

Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of the local district determination. The district will notify the provider in writing of the determination and if any other documents are needed they would need to be returned to the agency within 10 days.

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.

The local district wants to make sure that the providers have told the parent/caretaker applicant about known child protective histories for themselves and any other persons specified in #2. The additional standard supports 18NYCRR 415.13(a)(3)(iv) a State requirement for enrollment which requires the provider and relevant site persons have given the parent true and accurate information regarding indicated child protective reports. The additional standard verifies that the provider is telling the truth on the enrollment form. This promotes safer child care for children by verifying that true and accurate information about a child care provider's history has been shared with the child (ren)'s parent/caretaker.

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.

Instructions

1. Which of the following indicators, if any, does the district use 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:

FEDS criteria are reviewed at each eligibility interview by the eligibility examiner. Appropriate FEDS referral is completed and all applicable documentation is attached. Eligibility examiner signs and dates referral. Supervisor then reviews, signs and dates referral and delivers it to the Fraud Unit. Resource Consultant logs referral, assigns and tracks for timeliness. Investigator must complete the investigation within 10 days. The investigation may include a home visit and collateral contacts. The investigator will complete a written response on the reverse side of the referral and attach all appropriate documentation. When extenuating circumstances exist and the investigation is not completed in ten days, the investigator will review with Resource Consultant and investigation period will be extended, if approved by Eligibility Supervisor. When investigation is completed, investigator gives completed referral to the Resource Consultant who signs, dates, and logs results. Resource Consultant then gives completed referral to the Eligibility Supervisor. The Eligibility examiner completes the back of the FEDS referral upon case disposition and the Supervisor returns the copy to the Fraud Unit as case is completed. Resource Consultant logs results for inclusion in the monthly FEDS report.

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

FEDS criteria are reviewed at each eligibility interview by the eligibility examiner. Appropriate FEDS referral is completed, and all applicable documentation is attached. Eligibility examiner signs and dates referral. Supervisor

then reviews, signs and dates referral and delivers it to the Fraud Unit. The Resource Consultant logs the referral, assigns and tracks for timeliness.

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

The Investigator must complete the investigation within 10 days. The investigation may include a home visit and collateral contacts. The investigator will complete a written response on the reverse side of the referral and attach all appropriate documentation. When extenuating circumstances exist and the investigation is not completed in ten days, the investigator will review with Resource Consultant and investigation period will be extended, if approved by Eligibility Supervisor. When investigation is completed, investigator gives completed referral to the Resource Consultant who signs, dates, and logs results. The Resource Consultant then gives completed referral to the Eligibility Supervisor. The Eligibility examiner completes the back of the FEDS referral upon case disposition and the Supervisor returns the copy to the Fraud Unit as case is completed. Resource Consultant logs results for inclusion in the monthly FEDS report.

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:

Resource Consultant reviews FEDS Log, transfers it to a template and emails it monthly to ocfs.sm.districtsupport.subsidy@ocfs.ny.gov.

3. List all local CCAP FEDS forms. These forms must be uploaded with your CFSP in the Plan Documents area:

Fraud Referral (FEDS-EVE-FRAUD) Rev: 4/2017

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 (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:

A sampling of all cases in receipt of child care subsidy will be reviewed for actual hours of engagement compared to the actual hours billed by the child care providers. The sample will be based on the current unduplicated caseload, To comply with a statistically valid and representative sampling each month we will select 25 cases randomly (300 cases annually) to be reviewed in this area

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:

A sampling of all cases in receipt of child care subsidy will be reviewed for actual hours of engagement compared to the actual hours billed by the child care providers. The sample will be based on the current unduplicated caseload, To comply with a statistically valid and representative sampling quarterly we will select 5 cases randomly (20 cases annually) to be reviewed in this area

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

Submission & Approval

Submitted by County

Approved by State

Section Review Activity Log

Tera Graiff granted this section State approval.	December 4, 2023 11:30 AM
Danile Hall submitted this section on behalf of the County.	November 29, 2023 4:20 PM
Danile Hall un-submitted this section on behalf of the County. The reason was: "edits"	November 16, 2023 11:00 AM
Danile Hall submitted this section on behalf of the County.	November 14, 2023 11:44 AM
Danile Hall un-submitted this section on behalf of the County. The reason was: "edits being made"	October 27, 2023 3:47 PM
Danile Hall submitted this section on behalf of the County.	August 16, 2023 2:49 PM
Danile Hall un-submitted this section on behalf of the County. The reason was: "make edits as requested"	August 4, 2023 4:04 PM
Danile Hall submitted this section on behalf of the County.	July 5, 2023 1:50 PM
Laura Becker began work on this section.	June 19, 2023 4:42 PM

