

# 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: \$3299732
2. Projected spending for FFY 2023–2024: \$3299732
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:  
-----

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:

Active cases only for a period of up to 3 months; the emergency and need for care must be reviewed by the supervisor.

-----  
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:

Two year college degree programs that are career-targeted vocational degrees; limited to 24 months.

-----  
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:

With verification from the caretakers treating physician/mental health professional indicating caretaker is unable to provide care; reason for incapacity; and the anticipated duration.

---

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:

With verification from the caretakers treating physician/mental health professional indicating caretaker is unable to provide care; reason for incapacity; and the anticipated duration.

---

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:

Active cases only with proper documentation and at the discretion of the supervisor limited to 90 days.

---

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:

Active cases only with proper documentation and at the discretion of the supervisor limited to 90 days.

---

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:  
-----

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:

With referral from Children's Services.

---

## VI. Reasonable Distance

The following defines "reasonable distance":

No more than 20 miles off the direct route from the caretakers' home to the caretaker's place of employment or the caretakers assigned employment activity.

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

Representatives from the Department of Social Services and members of the community met to define reasonable distance.

## 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?

Yes

No

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

---

## I. Family Share

**Jefferson County:** Child Care Assistance Program (CCAP)

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:

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

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):

5

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

Memorial Day, Labor Day, Thanksgiving, Christmas, and New Year's Day.

### 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

*State required minimum of 5%*

5%

#### Homelessness: Legally Exempt Providers

0%

**Non-traditional Hours: All Providers**

*State required minimum of 5%*

5%

**Nationally Accredited Programs: Licensed and Registered Providers**

*Legally exempt child care providers are not eligible for a differential payment rate for accreditation.*

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**

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

## 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.

18, 19, and 20 year old's will not be included in the CCSU when their income adversely affects the family's eligibility or parent fee.

## 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)?

**Jefferson County:** Child Care Assistance Program (CCAP)

Yes  No

## XI. Notices

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

**Jefferson County:** Child Care Assistance Program (CCAP)

- 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 OCFSS-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.

**Jefferson County:** Child Care Assistance Program (CCAP)

- 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:*  
Household composition and/or residence questionable

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:

A FEDS screening is completed for applications using the districts approved Front End Detection System (FEDS) Child Care Referral (JC-1223). Indicators that cannot be resolved by Child Care eligibility staff require a referral for investigation to the Districts Investigations (Fraud) Unit. FEDS are assigned to an investigator who will schedule an office or home visit with the applicant. The investigator will complete the investigation and respond to the eligibility worker within 15 days.

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

A paper FEDS referral is given to the fraud supervisor. The referral is logged into our fraud database for tracking and is assigned to a fraud investigator.

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

The investigator complete section 3 of the FEDS referral, Results of FEDS Investigation with any information that is pertinent to the case. The investigator copies the referral and returns the original to the Child Care eligibility worker. The investigation unit holds the copy until case deposition is completed by the eligibility worker. the referral is then closed out in the fraud database documenting the disposition.

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:

Agency has a fraud database where all FEDS referrals are recorded. A monthly report for all FEDS referrals assigned and closed is generated from the database. The Monthly FEDS Report is completed based on these internal reports. The fraud supervisor is responsible for the reporting process.

3. List all local CCAP FEDS forms.

JC-1223, FEDS Child Care Referral

## **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:

The district will randomly select 8 CCAP recipients per quarter and submit the list to The Child and Adult Care Food Program (CACFP) sponsor. The CACFP sponsor will compare the list to CACFP inspections completed and will submit CACFP records for a minimum of 5 CCAP recipients who are also receiving CACFP. The District will compare the CACFP attendance record to the district's billing records for the same time period. The review will be conducted mid-February, May, August, and November. Any provider previously selected will not be included in a subsequent sample for the year.

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.

**Jefferson County:** Child Care Assistance Program (CCAP)



*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:

The day care supervisor conducts a random review of two newly opened cases and two recertifications per month per eligibility worker. This is a thorough review of all eligibility factors to determine the continued need for Child Care Assistance. In addition, the eligibility workers review indicators for investigation at recertification. When an indicator is identified the eligibility worker will complete a back- end detection system (BEDS) referral and submit it to the Investigations (Fraud) Unit.

### **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