

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

1. Total Estimated Funds Available: \$1308773.00
2. Projected spending for FFY 2023–2024: \$2820000.00
3. Does your district have a contract or formal agreement with another organization to perform functions using the NYSCCBG?  
 Yes     No

If "Yes", please provide information about the organizations performing these functions:

Function	Organization	Amount of Contract
<input type="checkbox"/> CCAP eligibility screening		\$
<input type="checkbox"/> Determining if legally exempt providers meet OCFS-approved additional local standards		\$
<input type="checkbox"/> Assistance in locating care		\$
<input type="checkbox"/> Child care information systems		\$
<input type="checkbox"/> Payment processing		\$
<input checked="" type="checkbox"/> Other <i>Please specify function:</i> <div style="border: 1px dashed #ccc; padding: 2px; margin-top: 5px;">Resource and Referral</div>	WNY Child Care Council	\$80300.00

### II. Federal and Local Priorities

#### Instructions

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

None

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:

None

**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:

None

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:

None

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:

None

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:

None

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:

Client must be employed at least 10 hrs a week, maintain satisfactory attendance, and maintain at least a 2.0 GPA. Client will be required to provide documentation of continued enrollment with the Educational Facility at application and recertification. A transcript of courses completed with grades will also be required at recertification or initial application if already enrolled with the facility to ensure the 2.0 is being maintained.

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

### 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:

None

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:

None

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

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:

None

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:

None

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:

client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled.

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled.

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled.

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled.

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled.

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled.

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

Yes  No

Limitations:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled. Program must not run more than 12 months

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled. Program must not run more than 12 months

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:

Client must show satisfactory attendance by providing documentation of continued enrollment at the educational facility at redetermination, or at initial application if already enrolled. Program must not run more than 12 months

*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:

None

#### VI. Reasonable Distance

##### Instructions

The following defines "reasonable distance":

Reasonable distance would be the location of a child care provider within the district and the route / distance to day care provider and activity from clients home. Being a rural county, with limited day care resources available, a client may need to travel at least 1 town away to locate a provider. The average distance between 2 towns is approximately 13 miles one way.

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

The farthest a TA applicant/recipient would be required to travel to an activity is 20 miles one way. Based on the location of the child care provider and activity sites, 10 miles could be added to account for the stop at child care provider, making the one way total 30 miles.

#### VII. Transportation

##### Instructions

Are there circumstances where the district will reimburse for transportation?

Yes  No

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## Part Two: Title XX Child Care

### Instructions

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

Yes  No

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

### I. Family Share

#### Instructions

1. Family Share Percentage selected by the district:

5%

*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:

Local District preference

### 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:

24

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

36

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

60

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

none

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:

None

**III. Payment to Child Care Providers for Program Closures**

Instructions

Does the district opt to pay for program closures?

Yes  No

**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
<b>Homelessness: Licensed and Registered Providers</b> <i>State required minimum of 5%</i>	5%	Enter a percentage (%): 5% to 15% (Must enter at least 5%)
<b>Homelessness: Legally Exempt Providers</b>	0%	Enter 0% or a percentage (%) up to 15%
<b>Non-traditional Hours: All Providers</b> <i>State required minimum of 5%</i>	10%	Enter a percentage (%): 5% to 15% (Must enter at least 5%)
<b>Nationally Accredited Programs: Licensed and Registered Providers</b> <i>Legally exempt child care providers are not eligible for a differential payment rate for accreditation.</i>	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.

None

**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

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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)

Instructions

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

Yes  No

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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.

The District will determine if including the 18,19, and 20 yr olds in the CCSU will benefit the family, and process the case accordingly.

### X. Waivers

Instructions

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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

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

- Yes  No

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

- Yes  No

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## 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:*

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

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

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

**Legally exempt relative-only family child care program**

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

**Legally exempt relative-only in-home child care program**

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

**Legally exempt family child care program**

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

**Legally exempt in-home child care program**

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

**Legally exempt group program**

- Director
- Employee
- Volunteer

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

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

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

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

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

- Local social services staff
- Contracted agency

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

- Yes
- No

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

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

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

- Yes
- No

b. If yes, please explain how the release will be obtained and indicate if the enrollment packet will be considered incomplete if the required release forms are not obtained. All release forms must be uploaded in the Plan Documents area in order to be reviewed and approved as part of the plan.

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:

[Empty dashed box]

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

[Empty dashed box]

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

[Empty dashed box]

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

[Empty dashed box]

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

[Empty dashed box]

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.

[Empty dashed box]

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.

[Empty dashed box]

## 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:

[Empty dashed box]

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:

All requested and submitted documentation is reviewed for every application and recert application received by the agency.

All SWE processing Day Care applications are trained on the FEDS process and complete a worksheet on each case at the times stated above to demonstrate the review of any fraudulent indicators are present. SWE review information within the case and what has been submitted to the district for eligibility determination.

- If FEDS indicator is identified, staff to ask additional questions to determine if there is a reasonable explanation. Document reasonable explanation in the Additional Information Section of the Referral form. Immediately after the interview hand the referral to Onbase and email to Supervisor. Write FEDS Referral in the Subject line of email.
- If no reasonable explanation provided, pend for supportive documentation. Immediately after interview, import the document into Onbase, email to Supervisor. In subject line of email write FEDS referral.

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

The internal FEDS referral and a formal fraud referral noting the areas of concern are sent to the Fraud unit by the SWE and approved by supervisor.

If any of the above indicators are found within the case record, the SWE completes the Fraud referral with more details of the discrepancies noted. This is then approved by the supervisor (Principal SWE). The fraud referral is then sent to the Fraud investigator by the Principal.

- Supervisor to review and approve FEDS referral to be forwarded to Fraud within 1 business day. Indicate in subject line, FEDS referral, docs due, xx/xx/xx.
- Within 11 days, Fraud Investigator will email Disposition form to Examiner and Supervisor. In subject line write FEDS Disposition.
- Supervisor must review disposition within 2 days.
- If Supervisor concludes case will be denied or reduced based on FEDS investigation, Examiner will process within 5 days.
- Examiner must complete the entire bottom section of Disposition form and email to Fraud Investigator & Supervisor within 1 working day of the data entry.

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

The Sr. Examiner in Fraud completes a desk review on the associated application within 10 days of the date the FEDS referral is sent to the Fraud Investigator, which includes a review of the agency case file, as well as a request for any additional verification as needed regarding household composition, income and the need for child care. After reviewing all of the information, the Fraud examiner completes the "Results of FEDS Investigation/Final Application Disposition Form" including their recommendations, and any additional information that should be considered by the Financial Assistance Program examiner in the determination of eligibility on the application. The disposition is then forwarded by the Fraud Sr. Examiner to the Director of Admin. Services for approval. Once approved by the Director, the completed Disposition form is returned to the Sr. Fraud Examiner and the Social Welfare Examiner responsible for processing the application. The Fraud Sr. Examiner logs each FEDS referral received on a spreadsheet that tracks the date of the referral, length of the investigation, and once processed by the examiner, the disposition of the application, to be used in completing 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:

Data is retrieved from the FEDS log of referrals and entered onto the OCFS FEDS spreadsheet by Senior Social Welfare Examiner and sent to Administrative Director for review. The Administrative Director then sends the required FEDS report to designated OCFS staff / email address.

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

FEDS Result & Final Disposition Form (Rev 10-2021)

FEDS Referral

Daycare Employer Request form

## 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:

District reviews provider payments for the same case being audited monthly via process described in II. below.

We randomly select from the previous months' day care payments 3 cases per month, for a total of 36 annually.

This is done via CCTA (Kindertack). The child and provider are verified via CCTA, payments and attendance noted within CCTA are also reviewed.

Local CCC is contacted to request CACFP related documentation for the same time frame and this is compared to the information within CCTA related to days of attendance.

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:

We randomly select from the previous months' day care payments 3 cases per month, for a total of 36 annually. We make a comparison of the employment or work activity attendance to the Child Care Attendance billing for the same period in order to verify consistency that the children reported in care were billed appropriately. All case data for each month reviewed is entered into a spreadsheet along with any action taken as a result of the verification process. Hours worked/activity participation vs. hours day care is paid for are reviewed. Wage verifications gathered from employers by request on an Employer Verification form or the Work Number website are used to verify employment or activity hours verification from the Employment Counselors.

### 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

 lehneya Collett granted this section State approval.	September 15, 2023 2:50 PM ▲
 Tracy McCaughey submitted this section on behalf of the County.	August 10, 2023 4:44 PM
 Marsha Mitchell reset approvals and recommendations by updating the "Part One: NYS Child Care Block Grant" form.	August 10, 2023 2:24 PM
 Angela Miiillo submitted this section on behalf of the County.	July 26, 2023 11:39 AM
 Marsha Mitchell reset approvals and recommendations by updating the "Part One: NYS Child Care Block Grant" form.	July 10, 2023 5:55 PM
 Angela Miiillo submitted this section on behalf of the County.	June 20, 2023 12:43 PM
 Marsha Mitchell began work on this section.	June 8, 2023 3:31 PM ▼