

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

1. Total Estimated Funds Available: \$26526586

2. Projected spending for FFY 2023–2024: \$30031191

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 checked="" type="checkbox"/> Assistance in locating care	ChildCare Solutions	\$82173
<input type="checkbox"/> Child care information systems		\$
<input type="checkbox"/> Payment processing		\$
<input type="checkbox"/> Other <i>Please specify function:</i>		\$

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:

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":

Describes the maximum reasonable distance defined in time or mileage or both that a Temporary Assistance recipient would be expected to travel from home to work activity with a stop at a childcare provider along the way. This information is expressed as a one way, not a round trip.

For Temporary Assistance Recipients/Cases only:

Public Transportation: In the case of any parent/caretaker/child who uses Onondaga County's Centro bus system for transportation, distance should not exceed 22 miles. This distance represents the average of farthest distances from downtown Syracuse East, West, North and South, which Centro serves in areas where we currently have sites available.

Personal Vehicle: In the case of a parent who uses private transportation, distance should not exceed 30 miles. This distance represents an average of the distance across the north-south and east-west points of the county where again, activity sites are located.

Walking: In the case of any child six years or younger, walking either from home to the provider's location, or from the provider to school or to the school bus, should not exceed more than 1/2 mile. This will hold true for older children with medically documented special needs with the case manager arranging the necessary child care

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

1. The current listing of work activity sites utilized by Onondaga County's employment and training program, TA Employment Program.
2. Examination of the current public transportation system (Centro's) bus line.
3. Discussion of current guidelines used by the ChildCare Council of Onondaga County.
4. Examination of current travel patterns required for participation in the TA Employment Program.

VII. Transportation

Instructions

Are there circumstances where the district will reimburse for transportation?

Yes No

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

1. For those individuals required to participate in employment activities a bus pass for the child may be issued if a (a) special need is established or (b) the family's cash grant is insufficient to cover the child's transportation expenses.

2. When determined by the Children's Services Administration that it is essential and no other form of transportation is available for a protective childcare recipient, a taxi will be authorized.

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:

24

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

56

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

80

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

Effective 10/1/23, districts are required to cover 80 absences per child per provider per year.

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%	<i>Enter a percentage (%): 5% to 15% (Must enter at least 5%)</i>
Homelessness: Legally Exempt Providers	0%	<i>Enter 0% or a percentage (%) up to 15%</i>

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

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

Onondaga County will authorize up to 8 hours of childcare assistance, as needed, to allow a parent or caretaker to sleep, if the parent or caretaker works third shift, is eligible for and provided childcare assistance, and needs childcare assistance only for children over six years of age or who are enrolled in school for a full day.

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

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 only include 18,19-, and 20-year-olds in the CCSU if this benefits the family by reducing their family share.

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

If using local equivalent forms, list the names of the local equivalent form(s) that the district would like to use and upload copies of the local equivalent form(s) in the [Plan Documents](#) area:

Recertification coming due Notice

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

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:

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.

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:

Individual answering the phone is not a household member. Childcare provider is a relative of the absent parent. Unavailability of the absent parent to provide childcare without reasonable explanation.

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

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

The Day Care Intake Eligibility Worker is responsible for referring any application with an unresolved FEDS indicator to the Investigations Unit. The Investigations Unit has developed a Day Care specific FEDS Referral form for use. The eligibility worker will discuss any questions on the referral with the supervisor in the Childcare Assistance Unit before sending to the Investigations Unit. There is no additional review process prior to sending the referral to the Investigations Unit.

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

FEDS Referrals can be sent via interoffice mail or email to the Investigation's Unit mailbox by the worker handling the childcare case. Once the referral is received by the Investigations Unit, within 48 hours it is logged into its database (IRMA – Investigations and Recovery Management Application) and assigned to an investigator via round robin. The referral is stamped with an assignment date and due date. The referral is sent by the worker handling the childcare case.

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

The investigator has 48 hours to commence their investigation upon assignment and has 10 business days to complete the investigation. If the FEDS investigation has not been completed with the programmatic timeframes, the investigator is to call the worker processing the application and advise of the findings to date. The investigator will then notate the conversation in their Investigation Summary Report. The FEDS investigation will continue until completed. Investigators are responsible for monitoring their deadlines, but the Supervising Investigator is responsible for ensuring that investigators are meeting their deadline.

Within IRMA, the investigator is to complete a narrative section listing a complete and comprehensive report about the investigation that they have conducted. This includes the date the referral was received, how and why the case was referred, and all the steps taken during the investigation (including research, field visits, collateral contacts, etc) alongside the date those steps were taken. The investigator's report concludes with a summary of their findings, how their findings impact the applicant's case and the gives specific instructions on what actions the worker needs to take based upon their findings.

The completed Investigation Summary Report is submitted to the Supervising Investigator. The supervisor then reviews the report and interoffice mails it to the Day Care Unit so they may take any action requested.

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:

Coordinator of Investigations, in the Investigations Unit is responsible for tracking and reporting the monthly FEDS data to OCFS by the 10th of the following month. The report is emailed to OCFS subsidy address: ocfs.sm.districtsupport.subsidy

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

Daycare Feds Referral 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:

Administered and Monitored by Child Care Solutions. We expect to have a universe of 100 childcare providers that are also in the Child and Adult Care Food Program(CACFP) annually. The administrator of CACFP will send us a monthly

report of providers that have had inspections. From this list, we will select 10% of the providers at random to review on a monthly basis. We will request the inspections reports and compare them to the billing sheets submitted by the providers. 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.

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 Childcare Assistance Unit Intake Supervisor randomly reviews two newly opened childcare cases per month selected randomly from the Intake team. The Childcare Assistance Unit Undercare Supervisor reviews two cases per month randomly selected from the Undercare team. The Childcare Assistance Unit Supervisor's review is a thorough review of the continued need for childcare, verification of participation in employment, education or other required activities.

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

Select the organization that will be responsible for conducting inspections:

Local social services staff

Provide the name of the unit and contact person:

Investigation Unit- Melissa Babcock

Contracted agency

The following types of child care providers / programs in receipt of child care assistance payments are subject to this requirement:

Legally Exempt Child Care

- In-Home
- Family Child Care
- Group programs

Licensed or Registered Child Care










- Family Day Care
- Registered School-Age Child Care
- Group Family Day Care
- Day Care Centers
- Small Day Care Centers

Submission & Approval

Submitted by County

Approved by State

Section Review Activity Log

 lehneya Collett granted this section State approval.	November 2, 2023 2:15 PM
 Kathleen Early submitted this section on behalf of the County.	October 30, 2023 12:31 PM
 Kathleen Early reset approvals and recommendations by updating the "Part One: NYS Child Care Block Grant" form.	October 30, 2023 11:49 AM
 Kathleen Early submitted this section on behalf of the County.	October 26, 2023 1:01 PM
 Kathleen Early reset approvals and recommendations by updating the "Part One: NYS Child Care Block Grant" form.	October 26, 2023 1:00 PM
 Kathleen Early submitted this section on behalf of the County.	October 26, 2023 9:25 AM
 Kathleen Early reset approvals and recommendations by updating the "Part One: NYS Child Care Block Grant" form.	October 26, 2023 8:21 AM
 Kathleen Early submitted this section on behalf of the County.	October 4, 2023 3:34 PM
 Kathleen Early began work on this section.	September 6, 2023 12:20 PM

