

**APPENDIX G-1
CHILD CARE SECTION
DATED 2007-2009**

County: Putnam

I. Administration (Required Section)

Describe how your district is organized to administer the child care program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: **Child Welfare Services-(CWS)**
 Transitioning Families: **CWS**
 Income Eligible Families: **CWS**
 Title XX: **CWS-not used for subsidy**

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

Total NYSCCBG Amount:	\$772,550
A. Subsidy	\$581,401
B. Other program costs (excluding subsidy)	\$159,994
C. Administrative costs	\$191,149

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

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input checked="" type="checkbox"/> Eligibility screening	County Child Care Council of Dutchess (CCCD)	63,997
<input type="checkbox"/> Screening of legally-exempt providers		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input checked="" type="checkbox"/> Other	County Child Care Council of Dutchess-registration	72,384

APPENDIX G-2

II. Other Eligible Families if Funds are Available (Required Section)

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

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>g) 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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities_ (Required Section)

Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": **1.5 miles walking distance one-way. 1.5 hours travel time one way when public or private transportation is available. Due to lack of adequate public transportation and rural nature of roadways the Director of Eligibility or the Employment Coordinator can grant exceptions.**

Describe any steps/consultations made to arrive at your definition: **The Department has seen historically that in most cases childcare could be located within defined distances.**

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as **150%** of the State Income Standard.

Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance

The minimum number of hours for Federal Fiscal Year 2006 are:

- 20 hours for a single parent with a child under the age of six years old
- 30 hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55 hours with at least one parent working 30 or more hours.

If a district proposes a higher minimum number of required hours of work describe the requirement below.

- hours for a single parent with a child under the age of six years old
- hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55hours with at least one parent working or more hours.

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child

care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **20%**.

Case Closings (select one or two)

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

shortest time receiving child care services

longest time receiving child care services

Case Openings

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

The County will track the availability of funds. When it is anticipated that we may run out of funds the County at its option will adjust the income level percentage rate to less than 200% of the poverty level and we will also adjust the Family share percentage rate. Putnam County is aware that adjusting family share requires a plan amendment. In determining the adjusted levels and family share percentage per household size will be done bases on the needs of our population.

Families whose cases were closed due to insufficient funds will be placed on a waiting list. Families on this list will be given priority over applicants and their cases will be opened in the following order:

- Families that have children with special needs
- Employed families whose income is at or below 150% of the State Income Standard (SIS)
- Local priorities listed on Appendix G-5 (Rank 1 having the highest priority)
- Employed families whose income is above 150% of the SIS
- All other eligible families will be opened on a first come first serve basis

Applicants that request to be put on the waiting list or applicants that have been denied child care assistance due to insufficient funds will be put on a waiting list. Once all families whose cases were closed due to insufficient funds have been addressed the applicants on the waiting list will be opened in the following order:

- Families that have children with special needs
- Employed families whose income is at or below 150% of the State Income Standard (SIS)
- Local priorities listed on Appendix G-5 (Rank 1 having the highest priority)
- Employed families whose income is above 150% of the SIS
- All other eligible families will be opened on a first come first serve basis

Fraud and Abuse Control Activities

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

- Self-employed but without tax return or adequate business records
- Working off the books (currently), without employers verification
- No documentation to verify his/her identity when documentation is suspect or there is evidence that contradicts the documentation the applicant has provided
- Documents or information provided are inconsistent with application, such as different name used for signature

If the district suspects that the childcare subsidy application has been falsified the day care eligibility worker would review the application and refer the case to the department for investigation.

The Day Care worker is responsible to refer all issues of dispute or complaints received, written, verbal or anonymous, in writing to the legal department for investigation.

If the day care worker determines an overpayment or ineligibility for past payments a written referral to the legal department is mandated for pursuit of collection of assistance incorrectly granted.

The district must describe below it sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

The district obtains verification of participation in employment, education or other required activities for all applicants requesting subsidized day care services at all initial applications and at recertification every 6 months.

The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Putnam currently has approximately 18 providers who are not day care centers in the CACFP program. We subcontract with the Child Care Council of Dutchess to do food program inspections. The Council forwards the attendance forms from each inspection to the Department where annually 15 of the 18 providers are selected for a point in time review. The day care worker will contact the Council and request a list of 2 providers that had site visits done that month along with the names of the subsidy children present at the time of the visit. The day care worker will then compare that information to the attendance forms for the provider to verify that DSS was billed correctly. Any discrepancies will be referred in writing to the Legal Department for further action.

APPENDIX G-4

IV. District Options (Required Section)

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

1. Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2. Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3. Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4. Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5. Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6. Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7. Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8. Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9. Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10. Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11. Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
12. Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

APPENDIX G-4 (continued)

- 13. Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
- 14. Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
- 15. Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

APPENDIX G-5
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: **3**

Rank: **1**

Description: **Families with an open child protective case**

Category: **2B**

Rank: **2**

Description: **TANF recipients who are homeless**

Category: **2A**

Rank: **3**

Description: **TANF recipients in an approved substance abuse treatment program**

Category: **2D**

Rank: **4**

Description: **In an emergency situation of short duration**

Category: **4A**

Rank: **5**

Description: **Physically or mentally incapacitated for a short period of time with a doctor's note stating reason and expected date of recovery.**

APPENDIX G-9
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES

The following providers are eligible for payment for absences:
 (Check any that are eligible)

- Day Care Center Legally Exempt Group
 Group Family Day Care School Age Child Care
 Family Day Care

Our district will only pay for absences to providers with which the district has a contract or letter of intent. Yes No

Base period selected (check one) 3 months 6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	6	3	9
Base period	6	9	15

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

Absences are allowed if the child is absent from care due to illness or extenuating circumstances.

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

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

**APPENDIX G-10
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

Day Care Center

Legally Exempt Group

Group Family Day Care

School Age Child Care

Family Day Care

Our district will only pay for program closures to providers with which the district has a contract or letter of intent. Yes No

Enter the number of days allowed for program closures (maximum allowable program closures is five days). **5 days provider must notify district in writing of the 5 holidays it wishes to include**

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

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

**APPENDIX G-11
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP**

Transportation

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

Transportation to childcare facilities. Agency and pay day care provider transportation fees as long as transportation and cost is the same as what they charge the general public.

Client must demonstrate inability to access transportation with a plan to access transportation within a three month period from date of authorization. Transportation must not exceed \$60.00 per day and must be with a DSS contracted or authorized transportation service.

Differential Payment Rates

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **15%** above market rate.

Care during non-traditional hours may be paid up to **15%** above market rate.

Limitations to the above differentials are as follows: **must be accredited by a nationally recognized organization.** Non-traditional hours are described, as evenings, early mornings, nights and weekends. Between 7am and 6pm are traditional for purposed of this definition.

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for childcare services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

Limited to 8 hours per day with documentation from employer as to exact days and hours worked.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **8**

**APPENDIX G-12
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT,
WAIVERS, BREAKS IN ACTIVITIES**

Child Care Exceeding 24 Hours

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours. **Limited to 48 consecutive hours, If more hours are required, documentation must be submitted and approval by the Director of Services would be required.**

Child Care Services Unit

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

18 year old 19 year old 20 year old

-OR-

Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).

18 year old 19 year old 20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit. **If child is attending High School and if not in high school they will not be included in services unit nor would any of their income be budgeted. However, in the event of funding running low at the County's option the 18 year old can be included in the services unit and there income budgeted for income levels. Putnam County is aware that action would require a plan amendment. Since this action effects eligibility the amendment must include a public notice and allow for a 30-day comment period. At the end of the comment period a written request will be sent to the Bureau requesting a plan amendment.**

Waivers

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

Breaks in Activities

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

two weeks four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

entering an activity waiting to begin employment break between activities

The district must indicate which activity they will allow.

FRONT END DETECTION SYSTEM (FEDS) PLAN OF OPERATION

If an application has one or more of the indicators checked below on the district's approved FEDS plan, and the eligibility worker is not confident that an indicator has been explained or supported adequately, the application must be referred for a FEDS investigation. The wording of each indicator must appear exactly on the FEDS plan as well as the FEDS referral process/form.

Section 1 – State Mandated Indicators

All district plans must include these indicators:

- Financial obligations are current, but stated expenses exceed income *without a reasonable explanation***
- Working off the books (currently or previously)**
- Supported by loans or gifts from family/friends**
- Application is inconsistent with prior case information**
- Prior history of denial, case closing, or overpayment *resulting from an investigation.***

Section 2 – State-Approved Optional Indicators

This section may be left blank if a county chooses not to select any of these optional indicators for its FEDS process. If the district chooses to include any or all of these optional indicators in its plan, eligibility workers must also refer to FEDS any applications with these indicators:

- No absent parent information or information is inconsistent with application
- No documentation to verify identity or documentation of identity is questionable
- Landlord does not verify HH composition or provides information inconsistent with application
- Self-employed but *without adequate business records* to support financial assertions
- Alien with questionable or no documentation to substantiate immigration status
- Documents or information provided are inconsistent with application, such as different name used for signature or invalid SSN
- P.O. Box is used as a mailing address *without a reasonable explanation*, e.g., high crime area
- Primary tenant with no utility bills (e.g., phone or electric) in his/her name

- Children under the age of six with no birth certificates available
- Unsure of own address

MEDICAID ONLY INDICATORS

- (X) Expenses exceed income or grant with out reasonable explanation
- (X) Working off the books (currently)
- (X) Self-employed but without tax return or adequate business records
- (X) No documentation to verify his/her identity when documentation is suspect or there is evidence that contradicts the documentation the applicant has provided
- (X) Documents or information provided are inconsistent with application, such as different name used for signature

CHILD CARE ONLY INDICATORS:

- (X) Self-employed but without tax return or adequate business records
- (X) Working off the books (currently), without employers verification
- (X) No documentation to verify his/her identity when documentation is suspect or there is evidence that contradicts the documentation the applicant has provided
- (X) Documents or information provided are inconsistent with application, such as different name used for signature

Section 3 – State-Approved County-Specific Indicators

Eligibility workers are not allowed to refer cases based on an “other” box that they fill in for each FEDS referral. Indicators listed and checked here must be pre-approved by the State and must be pre-filled on the district’s FEDS referral process/form. This section may be left blank if a district chooses not to create any county-specific indicators for their FEDS process. Once the State approves this indicator, eligibility workers must also refer to FEDS any applications with these indicators:

() County-Specific Indicator:

() County-Specific Indicator:

Section 4 – Description of FEDS Process - Please describe your FEDS process:

a. Specify what program areas will use FEDS:

X TA X FS X Medicaid X CC _____ Other
(specify)

- b. Describe how an application will be referred by the eligibility worker to the investigative unit. Include if this is a manual, e-mail or automated process, and if there is eligibility supervisory review. OTDA strongly encourages eligibility supervisory review.

FEDS referral is completed at all eligibility interviews for TA/FS when a suspicion of fraud is identified (attachment I). A copy is retained in the case record. The original is approved by the TA/FS supervisor and hand delivered to the Legal Unit within 5 days of the client interview.

FEDS referral for Medicaid only applicants (non chronic care, non Long Term Care) is completed by the eligibility worker (attachment II). Copy is kept in case record. Original is approved by the MA supervisor and hand delivered to the Legal Unit within 5 days of client interview.

FEDS referral for Child Care only applicants is completed by the eligibility worker (attachment III). Copy is kept in case record. Original is approved by the Services supervisor and hand delivered to the Legal Unit within 5 days of client interview.

All FEDS referrals are for initial application not recertification.

- c. Describe how the investigative unit logs and tracks the referral, as well as how it processes it (i.e., home visit, collateral contact, office interview, etc.).

Investigator (Senior Resource Specialist) logs in all FEDS referrals and tracks for timeliness and disposition. A home visit or an in Agency face to face interview may be conducted on all referrals as needed. Collateral contacts will be made as necessary.

- d. Specify the targeted time frames for reporting investigative results back to the eligibility worker for final determination.

The Investigator will provide written report within 10 days (attachment IV) this report will be forwarded to the appropriate unit supervisor.

When extenuating circumstances exist, an oral report may be made followed by a written report within a reasonable time frame. In no case, should the investigative results be received later than 30 days from client's application date.

- e. If your district contracts out for investigations, such as with a local sheriff's department, explain this process and staffing and identify the contractor.

This Agency has the ability to forward requests for investigations of possible fraudulent activity to the Sheriff's Office. These requests are made on a case by case basis. Once referred to the Sheriff's Office, the Sheriff assigns the report to an Investigator. There is constant communication between the Sheriff's Office Investigator and the Agency's investigator (Senior Resource Specialist)

- f. Describe how and when the investigative unit is informed of the final action taken on the application, for inclusion in the FEDS monthly report.

The eligibility worker notifies the investigator (Senior Resource Specialist) of the case disposition by completing the bottom section of the FEDS Report Summary (attachment III) by returning a copy to the Legal Unit within 30 days of the application date.

- g. Attach copies of:

- Any letter used to inform an applicant of a FEDS interview or home visit
- Any letter used to inform an applicant that they may be investigated for FEDS
- The FEDS referral form
- Any other FEDS form that passes between eligibility and investigations, such as a report of investigation.

This Plan was completed by (please print): Catherine Tompkins

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