

# Child Care Assistance Program (CCAP)

The CCAP section of the plan is effective on the date that it is approved by OCFS. The approval date for the CCAP section of the plan can be found on [the OCFS website](#).

## Part One: NYS Child Care Block Grant

### I. Administration

1. Total Estimated Funds Available: \$4938257.00
2. Projected spending for FFY 2023–2024: \$3108696.00
3. Does your district have a contract or formal agreement with another organization to perform functions using the NYSCCBG?  
 Yes  No

### II. Federal and Local Priorities

1. Rank the following federally mandated priorities: Very low income, Families who have a child with special needs, Families who are experiencing homelessness.  
Priority #1: **Families who have a child with special needs**  
Priority #2: **Very low income**  
Priority #3: **Families who are experiencing homelessness**

2. Does your district have local priorities?  
 Yes  No

### III. Funding Set Asides

1. Does the district plan to set aside portions of its NYSCCBG allocations to serve one or more of its priority populations?  
 Yes  No

### IV. Waiting List

1. The district will establish a waiting list when there are not sufficient NYSCCBG funds to open all eligible cases.  
 Yes  No
2. Is the district currently utilizing a waiting list due to insufficient NYSCCBG funds to open all eligible cases?  
 Yes  No

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

Please select which families your district chooses to serve:

**1. Families Receiving Temporary Assistance:**

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

- Yes     No

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Limitations:  
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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

**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

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Limitations:  
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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

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

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Limitations:  
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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

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Limitations:

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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

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Limitations:

Caretaker must complete two year degree granting program within a 48 month time period.

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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

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Limitations:

Case by case basis review. In those situations when there is no other caregiver available due to employment or other approved circumstances. The main focus is to keep child in the household.

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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

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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

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

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

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Limitations:  
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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

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Limitations:  
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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

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Limitations:  
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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

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

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

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

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Limitations:

The caretaker must complete the selected program within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

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

Yes  No

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

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Limitations:

The caretaker must complete the selected program listed within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

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

**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

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Limitations:

Case by case review and assessment by CPS staff as necessary for the child to remain in the home.

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## VI. Reasonable Distance

The following defines "reasonable distance":

For the recipients using their own vehicle or public transportation, Saratoga County has determined a reasonable distance not to exceed one (1) hour one (1) way or the equivalent of fifty (50) miles one (1) way from home to the daycare provider to the employer.

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

Consultation with Agency Employment Unit, publication of definition with public comment period and discussion with Social Services Advisory Council.

## VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

## VII. Transportation

Are there circumstances where the district will reimburse for transportation?

Yes

No

## Part Two: Title XX Child Care

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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

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### I. Family Share

1. Family Share Percentage selected by the district:

10%

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

2. Additional Description of this family share percentage:

## II. Payment to Child Care Providers for Absences

Does the district opt to pay for more than 24 absences per child per provider per year?

Yes  No

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

Does the district opt to pay for program closures?

Yes  No

## IV. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four differential payment rate categories. The state requires a minimum differential of 5% for licensed and registered providers for homelessness and for all providers for non-traditional hours. For these categories, the district must enter "5%" or, if it chooses a higher rate, up to 15%.

The differential payment rate categories for legally exempt providers for homelessness and for nationally accredited programs are optional. If the district chooses not to set differential payment rates, the district must enter zero. If the district chooses to set a differential payment rate, enter the appropriate percentage up to 15 percent (15%). If the district selects a differential payment rate for nationally accredited programs, that rate must be in the range of five percent (5%) to 15 percent (15%). If the district selects a differential payment rate for legally exempt providers for homelessness, the rate may be from 1 percent (1%) to 15 percent (15%).

<b>Differential Payment Rate Category</b>	<b>Differential Payment Rate Percent</b>
<b>Homelessness: Licensed and Registered Providers</b> <i>State required minimum of 5%</i>	5%
<b>Homelessness: Legally Exempt Providers</b>	0%
<b>Non-traditional Hours: All Providers</b> <i>State required minimum of 5%</i>	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%

2. For providers that qualify for multiple differential payment rates, the total percentage may not exceed 25% above the applicable market rate or actual cost of care. However, a district may request a waiver from the Office to establish a payment rate that is in excess of 25% above the applicable market rate upon showing that the 25% maximum is insufficient to provide access within the district to child care providers or services that offer care addressing more than one of the differential payment rate categories. If your district wants to establish a total differential payment rate that is more than 25% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access to such child care providers or services.

## V. Increased Enhanced Market Rate for Legally Exempt Family and In-Home Child Care Providers

1. The enhanced market rate for legally exempt family and legally exempt in-home child care providers who have completed 10 or more hours of training annually is set at 70% of the applicable market rates established for registered family day care. Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally exempt family and in-home child care providers who have completed 10 or more hours of training annually and the training has been verified by the legally exempt caregiver enrollment agency.

No     Yes

2. If yes, indicate the percent (71%–75%), not to exceed 75%, of the child care market rate established for registered family day care.

%

## VI. Enhanced Market Rates for Legally Exempt Group Child Care Programs

*Answer both questions:*

1. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally exempt group child care programs that have prepared an approved health care plan and have at least one caregiver in each classroom with age appropriate cardiopulmonary resuscitation (CPR) certification and the enhanced requirements have been verified by the enrollment agency.

Yes     No

2. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally exempt group child care programs when, in addition to the training required in 18 NYCRR §415.13, the director has completed an approved course and a minimum of 15 hours of approved training annually and each employee with a caregiving role completes a minimum of 5 hours of approved training annually and the enhanced requirements have been verified by the enrollment agency.

Yes     No

If a district chooses to establish both legally exempt group child care enhanced rates and a program is eligible for both enhanced rates, then the enhanced market rate must be based on the percentages selected for each individual market rate, up to a maximum of 87%.

## VII. Sleep

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

Yes     No

## VIII. Child Care Exceeding 24 Hours

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

Yes     No

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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.

Shift work that includes a 24-hour shift for employment.

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### IX. Child Care Services Unit (CCSU)

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.

If in the household and attending school- will be counted. If in the household and not attending school and employed- will not include in count.

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### X. Waivers

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Does the district choose to request a waiver(s)?

- Yes     No

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

## XI. Notices

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

Yes  No

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

Yes  No

## Part Four: Additional Local Standards for Child Care Providers

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1. Select the additional local standard that will be required of child care providers / programs.

Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject (*only applies to legally exempt relative-only family child care and relative-only in-home child care*)

Local criminal background check (*only applies to legally exempt relative-only family child care and relative-only in-home child care*)

Site visits by the district

Other  
*Please describe:*

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

Legally exempt relative-only family child care program

Legally exempt relative-only in-home child care program

Legally exempt non-relative family child care program

Legally exempt non-relative in-home child care program

Legally exempt group program

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

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

Provider

Provider's employee

Provider's volunteer

- Provider's household member age 18 or older

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

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

**Legally exempt family child care program**

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

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

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

**Legally exempt group program**

- Director
- Employee
- Volunteer

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

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

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

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

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

- Local social services staff

Provide the name of the unit and contact person:

Melissa Myers, Foster Care Supervisor

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.

1. Saratoga County provides the additional local standard policy and release authorizing a search of local child protective services records in the legally exempt childcare provider packet
2. The childcare provider, any household member over 18 years of age, volunteer or employee signs the release allowing the Department to conduct a search of local child protective services records.
3. The Child Care Facility System generates the E-Notice, LE-CCFS-LD-003 Legally Exempt Additional Standard Referral to inform the district of the check.
4. The Foster Care Supervisor for Saratoga County or the Director of Services will conduct the search of local child protective services records.
5. If an individual is found to be the indicated subject of a child abuse or maltreatment report, the Department requests a written statement from the individual concerning the indicated incident(s).
6. The Foster Care Supervisor contacts the indicated individual to request the written statement and let the individual know that the statement also must be signed by the parent/caretaker acknowledging receipt of the information and wish to continue to utilize this provider despite the indication(s).
7. If there are any discrepancies, the Department will request the provider clarify the discrepancies and obtain the signature of the parent/caretaker within ten (10) calendar days.
8. The Department will notify the Enrollment agency using the OCFS 2114 form whether or not the additional standard has been met and why.

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.

Saratoga County Child Care Unit will include in the legally exempt child care provider packet the additional standard policy and release authorizing a local CPS record check to be filled out by the child care provider, any relative-only FCC household member 18 years or age or older, volunteer or employee.

The individuals specified above will be asked to sign a release, which will allow the Saratoga County Department of Social Services to conduct a search of local child protective services records. If an individual specified above refuses to sign a release, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency in accordance with State Policy.

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

To initiate the additional standards check, per 12-OCFS-LCM-01, the Child Care Facility System will

automatically generate the E-Notice, LE-CCFS-LD-003 Legally Exempt Additional Standard Referral, to inform the local district that the additional standard check must be conducted. Designated district staff must run CCFS report, LE Additional Local Standard Referral List to obtain the list of persons subject to the additional local standard as specified in question #2 above, to obtain specific information regarding the child caregiver(s) for whom the Legally Exempt Additional Standard Reviews must be conducted.

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

The Director of Social Services or the Foster Care Supervisor for Saratoga County will conduct the search of local child protective services records. When the local record check reveals that an individual specified in question #2 is an indicated subject of a child abuse or maltreatment report, the proposed child care provider will be required to submit to Saratoga County Department of Social Services a copy of the written statement provided to the parent/caretaker concerning the indicated incident(s). The Foster Care Supervisor will contact the indicated subject via mail and telephone with a request for the written statement. The statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretakers wished to use this childcare provider despite the indication.

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

If the information regarding the indicated child abuse or maltreatment report(s) submitted by the provider does not accurately reflect the information obtained during the search of local child protective services records, the Saratoga County Department of Social Services will notify the child care provider via mail that he/she has ten (10) calendar days to clarify the discrepancies and obtain the signature of the parent/caretaker. If the statement is not provided, or if the statement is inaccurate and does not clarify the discrepancies, the provider will be determined not in compliance with the additional local standard and will not be approved.

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

If the information submitted by the provider accurately reflects the information obtained from the local child welfare database check and the parent/caretaker signs receipt of the information and still chooses to use the child care provider, the enrollment agency will be notified that the additional standard has been met, using OCFS 2114 form. The additional standard will also be met when the local child protective services records check reveals that an individual has no Child Protective Services history and/or is NOT an indicated subject of a child abuse or maltreatment report.

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

If the childcare provider fails to clarify the discrepancies, the Saratoga County Department of Social Services will notify the Enrollment agency that the additional Standard has not been met, using OCFS 2114 form.

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

The district will not apply this additional local standard when the applicable person resides outside of the district paying child care assistance.

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

The enrollment agency will be notified that the additional standard has been met, using OCFS 2114 form.

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

The enrollment agency will be notified that the additional standard has been not met, using OCFS 2114 form.

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

The enrollment agency will be notified that the additional standard has been not met, using OCFS 2114 form.

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.

When the agency receives the request to conduct an additional local standards check for legally exempt relative-only providers, the enrollment agency sets a guideline that the check must be completed within 25 days. The agency completes these checks regularly within 2-3 business days. Both the Foster Care Unit Supervisor and Director of Services are able to complete the additional standard check and report the results to the Enrollment Agency. To monitor timeliness of the the checks, the child care staff utilize an email system as well as maintaining a hard copy of all requests/approvals/denials.

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.

Legally exempt family childcare and in-home care providers are caring for young vulnerable children in our community. Saratoga County Department of Social Services is approving them to receive a childcare subsidy. Ensuring the safety of children in these childcare settings is of paramount importance to the Department. Providers with extensive indicated histories of child abuse, maltreatment in their family present a heightened risk to the safety of these children. The additional standard allows the Department of Social Services to verify that the information provided to the parent/caretakers about the child care providers child protective history and the child protective history of any of the specified individuals above, who have substantial contact with the children, is accurate as required in NYCRR 415.13(a)(3)(iv). It is extremely important that parents/caretakers are able to make informed decisions on who they choose to care for their children.

## Part Five: Fraud and Abuse Control Activities

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### I. Front End Detection System (FEDS) Plan

Each district must submit a CCAP FEDS plan as part of their CFSP. The Front End Detection System (FEDS) is an anti-fraud tool that is designed to identify erroneous or fraudulent information on an assistance application before a case is opened and any benefits are issued.

1. Please mark which of the following indicators, if any, the district uses to determine which CCAP applications suggest a higher than acceptable risk for fraudulent or erroneous CCAP payments:

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

- P.O. Box supplied as a mailing address without a reasonable explanation
- Applicant has a history of denial, case closing or overpayment, resulting from an investigation
- Applicant is self-employed, but cannot provide adequate business records
- Primary tenant with no utility bills in their name
- Information on application is inconsistent with prior case information
- Applicant unsure of their own address
- Applicant cannot supply documentation to verify identity, or identity is suspect
- Documentation or information provided by applicant is inconsistent with the application
- Child care provider lives in the same household as the child
- No absent parent information or information is inconsistent with the application
- Other  
*Please specify:*

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

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

Cases are reviewed individually by the examiner for indicators. If an unresolved indicator is found, a secondary review is conducted by the supervisor and the case is referred to the Special Investigations Unit for an investigation per 02-OCFS-INF-05.

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

A Special Investigations Unit fraud referral form is filled out with case information and forwarded to the Special Investigations Unit supervisor who assigns it to an investigator.

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

The investigator completes the investigation within 30 days and fills out an internal report of investigation form with findings and recommendations and brings it to the Child Care Supervisor. The Child Care Supervisor reviews and then gives it to the assigned child care case examiner to make a final determination.

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:

The Monthly FEDS report to OCFS is completed by Mia Briggs, administrative assistant. The Special Investigations Unit supervisor provides her with the monthly count of investigations and she inputs them into the form. The form is then scanned and emailed to OCFS for approval.

3. List all local CCAP FEDS forms.

Special Investigations Unit Referral Front End Detection Systems (FEDS)

## 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:

Each quarter Southern Adirondack Child Care Network will send inspection forms of providers receiving the Child and Adult Care Food Program (CACFP). The district will conduct a review of four (4) cases receiving CCAP on a quarterly basis. The district will compare the provider's attendance forms with any inspection forms for the Child and Adult Care Food Program (CACFP) to ensure that the child(ren) was/were in attendance and care was provided on those days.

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:

All cases are reviewed 100% every twelve (12) months, the case will be verified if any of the following indicators are met: continued need for child care, including verification of participation in employment, education or other required activities.

Additionally, the district will conduct a review of four (4) cases receiving CCAP on a quarterly basis. The district will request additional documentation from the parent/caregiver to verify participation in employment, education or other required activities to ensure that the recipient is still in need and qualifies for the child care benefit. If it is learned throughout this review that the recipient no longer qualifies for child care benefits, the district will following statutory guidelines.

## 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

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



