



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	<b>Seneca County Workforce Development Dept.</b>	
<input checked="" type="checkbox"/> Assistance in locating care	<b>Seneca County Workforce Development Dept.</b>	
<input checked="" type="checkbox"/> Child Care Information Systems	<b>Seneca County Workforce Development Dept.</b>	<b>\$23,134 includes all above</b>
<input type="checkbox"/> Determining if legally-exempt providers meet State approved additional local standards (if applicable)		
<input type="checkbox"/> Other		

**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 CFSP. Select any categories your district wants to serve and describe any limitations associated with the category.

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
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	<b>Activities must be approved by case-manager and related to obtaining or retaining a job.</b>
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>To be re-evaluated weekly. Maximum period of 3 months.</b>
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>In order to be engaged in a work activity.</b>
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>In order to be engaged in a work activity.</b>
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Catastrophic illness. Maximum period of 3 months.</b>
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	<b>When income is not greater than 200% SIS.</b>
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>When income is not over 200% or there is other available income for childcare in the household. Maximum period of 3 months.</b>
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	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150% for up to 3 months.</b>
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:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>
h) a prevocational skill training program such as, a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b>

<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p><b>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.</b></p>	<input type="checkbox"/> Yes <input checked="" 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 associate's 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><b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b></p>
<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion 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><b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b></p>

<p>10. 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>11. 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 a program to train workers in a 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, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If there is funding available we will increase to the 200%. At this time we are at 150%.</b></p>

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, 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": **as that which the length of time commuting from home to the provider and to the place of employment does not exceed 45 minutes.**

Describe any steps/consultations made to arrive at your definition: **we are a rural area and it may be necessary to travel at least 45 minutes to access day care and employment.**

#### 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 **100%** of the State Income Standard.

#### 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 **35%**.

**Note: Make sure the % selected here matches the % selected in Appendix F.**

#### 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.

**Families on Public Assistance who are participating in an approved activity in addition to their required activity.**

**Families that have a child with special needs.**

**Families with income up to 100% SIS. ( We currently have a waiting list).**

### **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.

**The County will be implementing the Child Care Time and Attendance System in 2011 for 25% of the enrolled youth, which is 4 providers and eventually enrolling additional providers. Seneca County uses the following child care FED indicators: working off the books (currently or previously), current application is inconsistent with prior case information, prior history of denial, case closing, or overpayments resulting from an investigation, (i.e. fraud, FEDS, EVER) no absent parent information, or information is inconsistent with application, no documentation to verify identity or documentation is questionable, self-employed but without adequate business records to support financial assertions, P.O. Box as a mailing address without reasonable explanation, unsure of own address.**

The district must describe below its 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.

**Verification is done on all applicants and participants in employment and other activities through pay stubs and attendance sheets, the time frame is every 6 months at redetermination.**

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.

**Random sample – two (2) cases per month or 24 cases per year – alphabetical by last name of the parent that is requesting the child care with no duplication of cases for the review.**

## 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 its 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 10% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).
11.  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).
12.  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).

**APPENDIX G-4 (continued)**

- 13.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
- 14.  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).
- 15.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
- 16.  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).



**APPENDIX G-6  
FUNDING SET-ASIDES**

**Total NYSCCBG Block Grant Amount Including Local Funds**

Category: <b>None</b>	<b>\$ None</b>
Category:	\$
<b>Total set asides</b>	<b>\$</b>

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

Category:

**APPENDIX G-6 (continued)**

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$
<b>Total set asides (Title XX)</b>	<b>\$</b>

Describe for each category the rationale behind specific set aside amounts out of the Title XX block grant (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:



**APPENDIX G-8**  
**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS**

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies. One appendix G-8 must be completed for each additional standard that the district wishes to implement.

1. Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.
  
2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.
  
3. Described below is the frequency in which the additional standard will be conducted.
  
4. Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)
  
5. Described below is the justification for each additional standard.

**APPENDIX G-9  
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES**

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Day Care Center       | <input type="checkbox"/> Legally Exempt Group             |
| <input checked="" type="checkbox"/> Group Family Day Care | <input checked="" type="checkbox"/> School Age Child Care |
| <input checked="" type="checkbox"/> 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	<b>1</b>	<b>0</b>	<b>1</b>
Base period			

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

**Weather**

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

**Absences are approved on a case by case basis for the following: illness when verified by a doctor, loss of transportation, or a documented court appearance.**

Note: Legally exempt family child care and in-home child care 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:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Day Care Center       | <input type="checkbox"/> Legally Exempt Group             |
| <input checked="" type="checkbox"/> Group Family Day Care | <input checked="" type="checkbox"/> School Age Child Care |
| <input checked="" type="checkbox"/> 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). **Two (2) days for the year.**

List the allowable program closures for which the district will provide payment.  
**Weather related, lack of power or heat and one federal holiday selected by the provider.**

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

**APPENDIX G-11**  
**TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED MARKET**  
**RATES FOR LEGALLY EXEMPT, 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 will be paid for required and guaranteed daycare for TA families only when the miles driven are in excess of the client's mileage to and from work. Both public and private transportation is reimbursed in this case.**

**Differential Payment Rates**

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

Accredited Programs may receive a differential payment up to \_\_\_\_\_ % above market rate.

Care during non-traditional hours may be paid up to **10%** above market rate.

Limitations to the above differentials are as follows: **Third shift only.**

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.

**Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers**

If a district elects 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 annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

Our district is requesting to increase the legally-exempt enhanced market rate up to \_\_\_\_\_ percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent (75%) of the child care market rates established for registered family day care.

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:

for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

### **Sleep**

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

**Third shift only, limited to 6 hours.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **Six (6).**

**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.

Check below under what circumstances the district will pay for child care exceeding 24 hours.

on a short term basis

the caretaker's approved activity necessitates care 24 hours on a limited basis

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

**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. **When the 18, 19 or 20 year old is related by blood. . When the parent is responsible for the 18, 19, 20 year old in terms of their support.**

**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

