

**STEUBEN COUNTY - 2016 APU**

**APPENDIX K**  
**Child Care Administration**

Describe how your local 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 Care Aware of Steuben and Schuyler a department of Pro Action, Inc. (CCASS) and LDSS Temporary Assistance (TA)

Transitioning Families: CCASS and LDSS TA

Income Eligible Families: CCASS and LDSS TA

Title XX: CCASS, LDSS TA and LDSS Services Unit

2. Provide the following information on the use of New York State Child Care Block Grant (NYSCCBG) Funds.

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system: .....	\$700,215.00
Estimate FFY 2010-11 Rollover Funds .....	\$791,345.00
Estimate of Flexible Funds for Families (FFS) for child care subsidies.....	\$0.00
NYSCBG Allocation 2011-12 .....	\$2,104,408.00
Estimate of Local Share .....	\$148,022.00
<b>Total Estimated NYSCCCBG Amount .....</b>	<b>\$3,043,775.00</b>
<b>a. Subsidy .....</b>	<b>\$2,648,235.00</b>
<b>b. Other program costs excluding subsidy .....</b>	<b>\$270,540.00</b>
<b>c. Administrative costs .....</b>	<b>\$125,000.00</b>

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

Function	Organization	Amount of Contract
<input checked="" type="checkbox"/> Eligibility screening	CCASS	\$353,511.00
<input type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

**STEUBEN COUNTY - 2016 APU**

**APPENDIX L**

**Other Eligible Families if Funds are Available (Required)**

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your county wants to serve using the NYSCCBG funds 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	None
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: <ul style="list-style-type: none"> <li data-bbox="235 772 860 842">a) participating in an approved substance abuse treatment program</li> <li data-bbox="235 930 402 961">b) homeless</li> <li data-bbox="235 1125 662 1157">c) a victim of domestic violence</li> <li data-bbox="235 1209 834 1241">d) in an emergency situation of short duration</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 772 1013 842"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No               </li> <li data-bbox="922 930 1013 999"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No               </li> <li data-bbox="922 1125 1013 1194"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No               </li> <li data-bbox="922 1209 1013 1278"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No               </li> </ul>	<ul style="list-style-type: none"> <li data-bbox="1101 772 1442 911">Based on treatment recommendations. Income level up to 200% when funds are available.</li> <li data-bbox="1101 930 1419 1110">Income level up to 200% when funds are available to support housing searches and meet work requirements.</li> <li data-bbox="1101 1125 1425 1194">Income level up to 200% when funds are available.</li> <li data-bbox="1101 1209 1425 1320">Up to six (6) months, Income level up to 200% when funds are available.</li> </ul>
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	None
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
<ul style="list-style-type: none"> <li data-bbox="235 1541 776 1572">a) is physically or mentally incapacitated</li> <li data-bbox="235 1734 727 1766">b) has family duties away from home</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 1541 1013 1610"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No               </li> <li data-bbox="922 1734 1013 1803"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No               </li> </ul>	<ul style="list-style-type: none"> <li data-bbox="1101 1541 1435 1719">Bi-annual statement and/or physician detailing incapacity: Income level up to 200% when funds are available</li> <li data-bbox="1101 1734 1425 1845">Up to six (6) months, Income level up to 200% when funds are available.</li> </ul>
5. Families with income up to 200% of the State Income Standard when child care services are	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**STEUBEN COUNTY - 2016 APU**

Optional Categories	Option	Limitations
needed for the child’s caretaker to actively seek employment for a period up to six months.		
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	None
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	Income level up to 200% when funds are available' with documentation to indicate anticipated graduation date.
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	Income level up to 200% when funds are available, with documentation to indicate anticipated graduation date.
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) a program providing literacy training designed to help individuals improve their ability to read and write	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	Students attending a four year fulltime program who works a minimum of 17.5 hours per week will also be eligible. All students must maintain a 2.0 GPA. Students attending a SUNY school must be denied through the SUNY Child Care Subsidy System before qualifying for local subsidy funds. Income level up to

STEUBEN COUNTY - 2016 APU

Optional Categories	Option	Limitations
<p>g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department</p> <p>h) a prevocational skill training program such as a basic education and literacy training program</p> <p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p> <p><b>Note:</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.</p>	<p></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>200% when funds are available.</p> <p>Income level up to 200% when funds are available.</p> <p>Income level up to 200% when funds are available.</p>
<p>8. PA recipients or 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Income level up to 200% when funds are available.</p>
<p>9. PA recipients or 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 associate’s 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Income level up to 200% when funds are available.</p>
<p>10. PA recipients or low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Income level up to 200% when funds are available.</p>

**STEUBEN COUNTY - 2016 APU**

Optional Categories	Option	Limitations
<p>college or university program leading to a bachelor’s 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>		
<p>11. Families with incomes up to the 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 an employment field that currently is or is likely to be in demand in the 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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Income level up to 200% when funds are available.</p>

**STEUBEN COUNTY - 2016 APU**

**APPENDIX M**

Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities, Inspections (Required)

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**Reasonable Distance**

Define “reasonable distance” based on community standards for determining accessible child care.

The following defines “reasonable distance”: 15 miles or 30 minutes from home.

Exceptions will be made for : 1) family member providing care; 2) case by case for more rural areas of the county.

Describe any steps/consultations made to arrive at your definition: Travel between Bath and Corning is approximately 25 minutes. Corning is Steuben's Industrial Center".

**Very Low Income**

Define “very low income” as it is used in determining priorities for child care benefits.

“Very Low Income” is defined as 200% 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 and justify this percentage decision. The weekly family share of child care costs 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 the county 10%.

**Note:** The percentage selected here must match the percentage selected in Title XX Program Matrix in WMS.

**Case Closings**

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. Describe below how districts will select cases to be closed in the event that there are insufficient or no funds available.

1. Identification of local priorities in addition to the required federal priorities (select one).
  - The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
  - The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).

**STEBEN COUNTY - 2016 APU**

2. Describe 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. Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

a. The district will select cases to be closed based **ONLY** on income.

No.

Yes. Check 1 or 2 below.

1)  The district will close cases from the highest income to lowest income.

2)  The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:

Reduction in caseloads would follow this methodology, cases with income from 200%-151%, 150%-141%, 140%-131%, 130%-121%, 120%-111%, 110%-100% and then those cases with special needs children.

b. The district will select cases to be closed based **ONLY** on categories of families.

No.

Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:

c. The district will select cases to be closed based on a combination of income and family category.

No.

Yes. List the categories and income groupings in the order that they will be closed:

d. The district will select cases to be closed on a basis other than the options listed above.

No.

Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:

e. The last cases to be closed will be those that fall under federal priorities. Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income     Rank 1     Rank 2

Families that have a child with special needs     Rank 1     Rank 2

**STEUBEN COUNTY - 2016 APU**

3. If all NYSCCBG funds are committed, case closings for families that 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 the family has received child care services, but must be consistent for all families.
- a. Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2
- b. The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.
- Shortest time receiving child care services
- Longest time receiving child care services
4. The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.
- No.
- Yes. Describe how these cases will be selected to be reopened if funds become available:
- Reopen based on those closed first (based on income category) and then the waiting list in date order (oldest first).

**Case Openings**

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

1. The first cases to be opened will be those that fall under the federal priorities.
- Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2
2. The district will select cases to be opened based ONLY on income.
- No.
- Yes. Check 1 or 2 below.
- 1)  The district will open cases from the lowest income to highest income.
- 2)  The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:



**STEUBEN COUNTY - 2016 APU**

Case openings would follow this methodology, special needs children would be opened first then, cases with income from 100%-110%, 111%-120%,121%-130%, 131%-140%,141%-150%, 151%-200%.

3. The district will select cases to be opened based ONLY on category.
  - No.
  - Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:
  
4. The district will select cases to be opened based on a combination of income and category of family.
  - No.
  - Yes. List the categories and income groupings in the order that they will be opened:
  
5. The district selects cases to be opened on a basis other than the options listed above.
  - No.
  - Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:
  
6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.
  - No.
  - Yes. Describe how these cases will be selected to be opened when funds become available:  

Cases will be opened in reverse order of closings.

The district’s recertification period is every  six months  twelve months

**Fraud and Abuse Control Activities**

**Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment in addition to procedures for referring such applications to the district’s front-end detection system.**

Criteria will be defined under the approved Front End Detection (FEDS) Plan as submitted by Steuben County and approved by the OCFS Office of Audit and Quality Control.

**Describe the sampling methodology used to determine which cases will require verification of an applicant’s or recipient’s continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.**

All subsidy recipients go through the recertification process every 6 months. All documentation is requested, including employment and income verification.

**STEBEN COUNTY - 2016 APU**

**Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider’s attendance forms for children receiving subsidized child care services with 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.**

The Director of Finance, LDSS will receive a current list of CACFP participants from sponsor quarterly. The Director will randomly select a sampling of six per month to review and compare food program monitoring sheets to the subsidy time sheets with the sponsor.

**Inspections of Child Care Provider Records and Premises**

The district may choose to make announced or unannounced inspections of the records and premises of a provider/program that provides child care for subsidized children for the purpose of determining whether 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(h) (3). Does the district choose to make inspections of such child care providers/programs?

No.

Yes. Provide the details of your inspections plan below.

A. The following *types* of subsidized child care providers/programs are subject to this requirement:

Legally-Exempt Child Care

In-Home;

Family Child Care;

Group programs not operating under the auspices of another government agency

Group programs operating under the auspices of another government agency

Licensed or Registered

Family Day Care;

Registered School Age Child Care

Group Family Day Care;  Day Care Centers;  Small Day Care Centers;

B. The district  *does* OR  *does not*:

Reserve the right to make inspections *PRIOR to subsidized children receiving care* in a **home** where the inspection is for the purpose of determining whether 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.

C. The district will report violations of regulations as follows:

**STEUBEN COUNTY - 2016 APU**

- Violations by a licensed or registered child care provider will be reported to the applicable Office of Children and Families (OCFS) Regional Office.
- Violations by an enrolled or enrolling legally-exempt child care provider will be reported to the applicable Enrollment Agency.

**STEBEN COUNTY - 2016 APU****APPENDIX N****District Options (Required)**

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

1.  The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2.  The district is using Title XX funds for the provision of child care services (complete Appendix P).
3.  The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
4.  The district has chosen to make payments to child care providers for absences (complete Appendix R).
5.  The district has chosen to make payments to child care providers for program closures (complete Appendix S).
6.  The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
7.  The district has chosen to pay up to 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 T).
8.  The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9.  The 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, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
10.  The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
11.  The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix U).
12.  The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13.  The 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 U).
14.  The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

**STEUBEN COUNTY - 2016 APU**

15.  The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or 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.*

**STEUBEN COUNTY - 2016 APU**

**APPENDIX O**  
Funding Set-Asides (Optional)

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

Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
<b>Total Set-Asides</b>	.....	<b>\$</b>

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

Category:  
Description:

Category:  
Description:

Category:  
Description:

Category:  
Description:

The following amounts are set aside for specific priorities from 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 amounts set aside from of the Title XX block grant (e.g., estimated number of children).

Category:

**STEUBEN COUNTY - 2016 APU**

Description:

Category:

Description:

Category:

Description:

Category:

Description:

**STEBEN COUNTY - 2016 APU**

**APPENDIX P**

Title XX Child Care (Optional)

Enter projected total Title XX expenditures for the plan's duration: .....\$ 110,000.00

Indicate the financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of one or two, 255% for a family of three, and 225% for a family of four or more. Districts that are utilizing Title XX funds *only* for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2) 275%            (3) 255%            (4) 225%

Programmatic Eligibility for Income Eligible Families (Check all that apply.)

- Title XX:     employment                       education/training  
                   seeking employment             illness/incapacity  
                   homelessness                       domestic violence  
                   emergency situation of short duration  
                   participating in an approved substance abuse treatment program

Does the district apply any limitations to the programmatic eligibility criteria?

- Yes     No

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

Does the district prioritize certain eligible families for Title XX funding?

- Yes     No

If yes, describe which families will receive priority: Protective/Preventive

Does the district use Title XX funds for child care for open child protective services cases?

- Yes     No

Does the district use Title XX funds for child care for open child preventive services cases?

- Yes     No



**STEBEN COUNTY - 2016 APU**

**APPENDIX Q #1**

Additional Local Standards for Child Care Providers (Optional)

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer
  - Provider's household member age 18 or older
- Legally-exempt in-home child care program. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer
- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer
- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer

**STEUBEN COUNTY - 2016 APU**

- 3. 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:

Lisa Baker, Director of Temporary & Disability Assistance

Contracted agency

Provide the name of the agency and contact person:

- 4. Are there any costs associated with the additional standard?**

Yes     No

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

- 5. Describe the steps for evaluating whether the additional local standard has been met.**

The local district will include an “Authorization and Release” and a “Child Abuse and Maltreatment History Attestation Form” in the enrollment packets it distributes to parent/caregiver. A completed and signed “Authorization and Release” form will enable Steuben County Department of Social Services to conduct a search of local child welfare records. The individuals specified in question #2 above will be asked to sign and date the “Authorization and Release” form. The database records check will be required only for the types of child care specified in question #2 and will be required only to persons in the roles specified in question # 2.

The signed “Authorization and Release” in question #2 is *required* for all persons in the roles, for the enrollment packet to be considered complete. If any of the individuals checked in question #2 above refuses to sign the “Authorization and Release” form, which would allow Steuben County Department of Social Services to review only the existing local child welfare records related to child care, the enrollment package will be considered *incomplete* and the enrollment process will move forward and will be *withdrawn* by the Enrollment Agency in accordance with State policy.

The local district will conduct the check of the local database to determine if an individual checked in question #2 above is an indicated subject of a child abuse or maltreatment report. If the check of local records check reveal that an individual specified in question #2 above is an indicated subject of a child abuse or maltreatment, the provider will be notified that they have 10 calendar days to complete, sign, and return the “Child Abuse and Maltreatment History Attestation Form” to Steuben County DSS.

**STEBEN COUNTY - 2016 APU**

After the local district receives the completed and signed attestation form, they will compare the information from the local database search with the attestation form. If there are discrepancies with the local database check and the attestation form, the information provided by the provider will be considered inaccurate. If the local district determines there are discrepancies between the consent form and the attestation, the local district will notify the provider of the inaccuracies. Once the provider is notified of the inaccuracies, the provider will have 5 calendar days to submit a signed, amended version of the “Child Abuse and Maltreatment Attestation Form” to show that the local district’s information is correct or inaccurate. After the amended attestation form is returned, or if it is not returned, the local district will decide if the additional standard *has been met or not met*.

If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the district correlates with the information obtained from the local database check and the parent/caretaker still chooses to use the provider, the Enrollment Agency will be notified that the additional standard *has been met*.

The district will maintain a file, which documents how the determination was made as to whether or not the additional local standard has been met.

**6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.**

Legally-Exempt Programs:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Initial enrollment | <input type="checkbox"/> During the 12-month enrollment period |
| <input checked="" type="checkbox"/> Re-enrollment      | <input type="checkbox"/> Other                                 |

**7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)**

Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing of the local district determination. The district will abide by confidentiality requirements for child protective records and will not provide to the enrollment agency copies of the “Indicated Reports of Child Abuse or Maltreatment Attestation form” or any other protected information.

**8. Describe the justification for the additional standard in the space below.**

The additional standard supports 18 NYCRR 415.4(f)(7)(ii), a State requirement for enrollment which requires the provider and relevant site persons have given the parent true and accurate information regarding indicated child protective reports. The additional standard verifies the provider is telling the truth on the enrollment form. This promotes safer child care for children by verifying that true and accurate information about a caregiver’s history has been shared with the child(ren)’s parent/caretaker.

**STEBEN COUNTY - 2016 APU**

**APPENDIX Q #2**

**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS (OPTIONAL)**

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
  - Provider's household member age 18 or older
- Legally-exempt in-home child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer

**STEBEN COUNTY - 2016 APU**

- 3. 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:

Lisa Baker, Director of Temporary & Disability Assistance

Contracted agency

Provide the name of the agency and contact person:

- 4. Are there any costs associated with the additional standard?**

Yes     No

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

- 5. Describe the steps for evaluating whether the additional local standard has been met.**

The district will conduct a local criminal history background check to verify the accuracy of the attestations pertaining to the criminal history of the individuals checked in question #2 above. In the enrollment package, the district will provide release forms, which will authorize local criminal history database checks. The individuals checked in question #2 above will be required to sign a release which will allow our Department to conduct a local criminal history check. The individual will be instructed to return the enrollment package to the enrollment agency including the signed release form. If the individual checked in question #2 above refuses to sign an authorization for a local criminal background check, the enrollment package will be considered incomplete, the enrollment process cannot move forward and the enrollment package will be withdrawn by the enrollment agency. For referred providers, the district will arrange for a local database check for criminal convictions to be conducted by a *Sheriff Investigator*. If the search results in a conviction, the day care staff will provide the conviction information to the enrollment agency. The enrollment agency will evaluate any discrepancies in accordance with the Guide to Enrollment.

The standard is "met" when all the applicable criminal background checks are conducted. The standard is considered to be "not met" if the applicable criminal background checks cannot be completed due to the lack of cooperation of the provider or other person who is required to participate.

**STEBEN COUNTY - 2016 APU**

- 6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.**

Legally-Exempt Programs:

- Initial enrollment                       During the 12-month enrollment period  
 Re-enrollment                               Other

- 7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)**

The Day Care unit remits whether or not the additional standard has been met and will forward and criminal conviction information to the enrollment agency for review.

- 8. Describe the justification for the additional standard in the space below.**

Attempting to help ensure the provision of SAFE Day Care services to children.

**STEBEN COUNTY - 2016 APU**

**APPENDIX Q #3**

**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS (OPTIONAL)**

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
  - Provider's household member age 18 or older
- Legally-exempt in-home child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer

**STEBEN COUNTY - 2016 APU**

- 3. 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:

Contracted agency

Provide the name of the agency and contact person:

CCAoSS, Kellie Lockwood, MOU Subsidy

- 4. Are there any costs associated with the additional standard?**

Yes     No

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

- 5. Describe the steps for evaluating whether the additional local standard has been met.**

1. A legally-exempt family child care provider who provides care on an average of 30 hours or more per week is required to fully participate in the Child and Adult Care Food Program (CACFP) as a condition of enrollment to provide child care subsidized by the Steuben County Department of Social Services or it's contracted agent.
2. The district distributes the Steuben County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form to applicants and recipients of child care services along with the LDSS-OCFS 4699, Enrollment Form for Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care.
3. The legally-exempt family child care provider is required to sign and submit the Child Care Aware of Steuben and Schuyler, Department of Pro-Action Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form to the enrollment agency along with the LDSS-OCFS 4699, Enrollment Form for Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care.
4. The Enrollment Agency documents receipt of the Child Care Aware of Steuben and Schuyler, Department of Pro-Action Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form in CCFS. In accordance with OCFS guidance and the specifics of this additional standard, the Steuben County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form is required for the enrollment packet to be considered complete. When the Steuben



**STEBEN COUNTY - 2016 APU**

County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form is not received or not complete, the enrollment cannot progress and, in accordance with OCFS guidance, the packet will be withdrawn if the provider does not submit a completed Steuben County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form within the mandatory timeframes.

5. Through E-Notices and reports, the Child Care Facility System will notify the Steuben County Department of Social Services of all enrolling/enrolled/re-enrolling family-child care providers for whom the additional standard process may be applicable. The Steuben County Department of Social Services must run the LD Additional Standard Referral List in CCFS to obtain the list of enrolling/enrolled/re-enrolling family-child care providers for whom a determination of applicability is required.
6. The Steuben County Department of Social Services or their contracted agency must determine, for each family child care provider on the referral list, whether the additional standard for CACFP participation is applicable to the provider, as follows:

Applicable	The family child care provider provides care, on average, of <u>30 hours or more per week</u> .
Not Applicable	The family child care provider provides care, on average, of <u>LESS THAN 30 hours per week</u> ; AND/OR The family child care provider provides care at a site that is located outside <u>Steuben County</u> .

7. Steuben County Department of Social Services or their contracted agency must make the following notifications:
  - a. Notify the Enrollment Agency whether the CACFP participation additional standard is “applicable” or “not applicable” to each family child care provider on the Additional Standard Referral List.
  - b. Notify the applicable CACFP Sponsoring Agency of the name and contact information for each family child care provider who is required to participate in CACFP as determined in the previous step.
8. The CACFP Sponsoring Agency contacts the family child care provider and facilitates the provider’s enrollment in CACFP.
9. Steuben County Department of Social Services obtains the status of the provider’s “participation” in CACFP from the CACFP Sponsoring agency in a manner agreed upon between the two agencies.
10. Upon receiving notification from the CACFP sponsoring agency, as to *whether the provider IS or IS NOT actively participating in CACFP*, the Steuben County Department of

**STEBEN COUNTY - 2016 APU**

Social Services determines whether the provider is meeting the additional standard as follows:

- a. The Steuben County Department of Social Services will consider the Steuben County additional local enrollment standard of participation in CACFP to be **MET** when the legally-exempt family child care provider who provides care on the average of 30 hours or more per week; and
  - i. has completed, signed, dated, and submitted the Steuben County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form with the OCFS–LDSS-4699, Enrollment Form for Provider of Legally-Exempt Family Child Care or In-Home Child Care to the Enrollment Agency responsible for enrolling the provider; and
  - ii. has enrolled with the CACFP program including signing the CACFP Pre-Approval checklist (CACFP-106) and the Continuous Application and Agreement for Day Care Homes Participation (CACFP-3705) and has completed the follow-up visit with CACFP, all within the CACFP required time frames; and
  - iii. fully cooperates with all requirements of CACFP, including inspections and/or follow-up visits; and
  - iv. begins claiming CACFP reimbursement no later than the month following the sign-up date and continues to submit monthly claims to CACFP on a timely basis.
  
- b. Steuben County Department of Social Services will consider the Steuben County additional local enrollment standard of participation in CACFP to be **NOT MET** when the legally-exempt family child care provider;
  - i. does not submit a completed Steuben County Legally-Exempt Family Child Care Additional Standard Acknowledgement Agreement form; and/or
  - ii. was not initially required to participate in CACFP due to providing child care for less than an average of 30 hours per week and fails to notify the EA of an increase in hours of care which would require the legally-exempt family child care provider to comply with the additional standard; and/or
  - iii. changes location of care and fails to notify the Steuben County Department of Social Services, CACFP, and/or the EA of the change.

**STEBEN COUNTY - 2016 APU**

- iv. refuses to sign up for CACFP; and/or
- v. does not cooperate with any part of the CACFP enrollment process; and/or
- vi. does not remain in compliance with the CACFP regulations; and/or
- vii. fails to cooperate with any CACFP inspection or home visit; and/or
- viii. fails to submit monthly claims to CACFP on a timely basis.

11. Steuben County Department of Social Services informs the Enrollment Agency whether the additional local standard has been met by completing the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency and sending it to the Enrollment Agency within 25 days from the date the Steuben County Department of Social Services received the CCFS E-Notice.

12. Upon receipt of the written determination of the additional local standard from the Steuben County Department of Social Services, the Enrollment Agency enters the results in CCFS.

**6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.**

Legally-Exempt Programs:

- Initial enrollment                       During the 12-month enrollment period
- Re-enrollment                               Other

**7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)**

Please refer to Question 5 in the Appendix. Steuben County Department of Social Services informs the Enrollment Agency whether the additional local standard has been met by completing the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency and sending it to the Enrollment Agency within 25 days from the date the Steuben County Department of Social Services received the CCFS E-Notice.

**8. Describe the justification for the additional standard in the space below.**

This will aid in improving the health and nutrition of children cared for by Legally Exempt Providers receiving subsidy payments within our district.

**STEBEN COUNTY - 2016 APU**

**APPENDIX Q #4**

**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS (OPTIONAL)**

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

Proof of Identity

In order to deter fraud, all legally exempt family and in-home child care providers must provide proof of identity in order to receive payment as a legally exempt child care provider as part of the enrollment packet.

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer
  - Provider's household member age 18 or older

- Legally-exempt in-home child care program. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer

- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer

- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider     Provider's Employee     Provider's Volunteer

**STEBEN COUNTY - 2016 APU**

3. 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:

Contracted agency

Provide the name of the agency and contact person:

Carla Hibbard, CCASS

4. Are there any costs associated with the additional standard?

Yes     No

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

5. **Describe the steps for evaluating whether the additional local standard has been met.**

The provider must submit an original document to be copied by the district sub-contractor or a copy of one of the following forms of documentation for enrollment agency (SCCP) to verify his/her identity:

Current valid photo ID issued by government, employer, school or other official institution/agency including but not limited to:

- Driver's license/non-driver's identification card
- Passport or visa
- Naturalization or citizenship certificate
- School or Military ID card
- Employment Authorization Card
- Permanent Resident Card
- Government Benefit Card (e.g., Welfare/Medicaid/Food Stamps)

**OR** at least two of the following non-photo IDs including but not limited to:

- Social Security card
- Birth certificate
- Baptismal certificate
- Government benefit card (e.g., Welfare/Medicaid/Food Stamps)
- Life Insurance Policy

**STEUBEN COUNTY - 2016 APU**

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

- Initial enrollment                       During the 12-month enrollment period  
 Re-enrollment                               Other

7. **In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)**

If the enrollment packet is considered complete, the additional standard has been met.

8. **Describe the justification for the additional standard in the space below.**

Steuben County Department of Social Services requests verification of the provider's identity in order to deter fraud.

**STEUBEN COUNTY - 2016 APU**

**APPENDIX R**

**Payment to Child Care Providers for Absences (Optional)**

The following providers are eligible for payment for absences (check all that are eligible):

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

Our county will only pay for absences to providers with which the district has a contract or letter of intent.

- Yes       No

Base period (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	12	1	13
Base period	12	3	15

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

Sickness or parental excuse

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

The provider must be open. Either of the above reasons qualify, absences do not exceed maximums.

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

**STEUBEN COUNTY - 2016 APU**

**APPENDIX S**

**Payment to Child Care Providers for Program Closures (Optional)**

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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

The county 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 time for program closures is five days).

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

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



**STEUBEN COUNTY - 2016 APU**

**APPENDIX T**

**Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt and In-Home Providers, and Sleep (Optional)**

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**Transportation**

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

**Differential Payment Rates**

Indicate the percentage above the market rate your county has chosen.

- Accredited programs may receive a differential payment up to 10% above market rate.
- Care during non-traditional hours may be paid up to 10% above market rate.
- Limitations to the above differentials:  
 Combined not to exceed 15%

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is more than 15% above the applicable market rate, 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.

Justification: Will provide 10% above the market rate for non traditional care for regulated providers only. Regulated providers must ensure safety of child during sleep hours 417.8a. Regulated have additional regulations and expenses associated with being "regulated"

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

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 annually completed 10 or more hours of training and the training has been verified by the legally-exempt caregiver enrollment agency.

- No.
- Yes. Our market rate will not exceed 75% of the child care market rate established for registered family day care.

**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, as well as any limitations pertaining to payment:

Up to five (5) hours sleep time beginning at end of parent's work shift. In two parent households, second parent must be unavailable to provide daycare.

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

Five hours allowed, see above

**STEBEN COUNTY - 2016 APU**

**APPENDIX U**

**Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers,  
and Breaks in Activities (Optional)**

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**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 situations where the caretaker’s approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county will pay for child care exceeding 24 hours.

- On a short-term or emergency basis
- 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.

**Child Care Services Unit (CCSU)**

Indicate below if your county will include 18-, 19-, or 20-year-olds in the CCSU, which is used in determining family size and countable family income.

The district will include the following in the CCSU (check all that apply).

- 18-year-olds
- 19-year-olds
- 20-year-olds

**OR**

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 or not 18-, 19-, or 20-year olds are included in the CCSU.

**Waivers**

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

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. Indicate below if your county will make such payments (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

**STEUBEN COUNTY - 2016 APU**

families are eligible for child care services during a break in activities (check any that are eligible):

- Entering an activity
- Waiting for employment
- On a break between activities