

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: \$3154632
2. Projected spending for FFY 2023–2024: \$5400000

3. Does your district have a contract or formal agreement with another organization to perform functions using the NYSCCBG?

- Yes No

If "Yes", please provide information about the organizations performing these functions:

Function	Organization	Amount of Contract
<input checked="" type="checkbox"/> CCAP eligibility screening	ProAction of Steuben & Yates	395203
<input checked="" type="checkbox"/> Determining if legally exempt providers meet OCFS-approved additional local standards	ProAction of Steuben & Yates	0
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child care information systems		
<input type="checkbox"/> Payment processing		
<input checked="" type="checkbox"/> Other <i>Please specify function:</i> Inspections	ProAction of Steuben & Yates	0

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: **Families who are experiencing homelessness**

Priority #3: **Very low income**

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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

Limitations:

b. When child care services are necessary for a sanctioned parent or caretaker to participate in unsubsidized employment, whereby the parent or caretaker relative receives earned wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law

- Yes No

Limitations:

2. Families Receiving Temporary Assistance or Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is

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participating in an approved substance abuse treatment program, or in screening for or an assessment of the need for substance abuse treatment

Yes No

Limitations:

Based on treatment recommendations

b. When child care services are needed for the child to be protected because the child's caretaker is experiencing homelessness and participating in an approved activity

Yes No

Limitations:

When child care is needed for the child's caretaker(s) to seek housing or employment as defined in 18 NYCRR ss 415.1 (P) or meet additional needs as established in their individualized living plan

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

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

e. When child care services are needed for the child's caretaker to attend a two-year degree granting program at a community college, a two-year college, or an undergraduate college leading to an associate degree or a certificate of completion

Yes No

Limitations:

Must provide Documentation to indicate anticipated graduation date within three year limit.

f. When child care services are needed for the child's caretaker to attend a four year college or university program leading to a bachelor's degree provided the program is reasonably expected to improve the earning capacity of the caretaker and the caretaker can demonstrate his or her ability to successfully complete the course of study

Yes No

Limitations:

Must provide Documentation to indicate anticipated graduation date.

3. Families with Very Low Income:

a. When child care services are needed for the child to be protected because the child's caretaker is physically or mentally incapacitated

Yes No

Limitations:

With an annual confirmation of incapacity by a physician

b. When child care services are needed for the child to be protected because one of the child's caretakers is engaged in work and the child's other caretaker is physically or mentally incapacitated

Yes No

Limitations:

With an annual confirmation of incapacity by a physician

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

f. When child care services are needed for the child's caretaker to attend an educational facility providing a standard high school curriculum offered by or approved by the local school district

Yes No

Limitations:

Must provide Documentation to indicate anticipated graduation date

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

h. When child care services are needed for the child's caretaker to attend a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level in those areas

Yes No

Limitations:

i. When child care services are needed for the child's caretaker to attend a program providing literacy training designed to help individuals improve their ability to read and write

Yes No

j. When child care services are needed for the child's caretaker to attend an English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose native or primary language is other than English

Yes No

Limitations:

k. When child care services are needed for the child's caretaker to attend a training program *which has a specific occupational goal* and is conducted by an institution licensed or approved by the State Education Department other than a college or university

Yes No

Limitations:

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

Yes No

Limitations:

m. When child care services are needed for the child's caretaker to attend a demonstration project designed for vocational training or other projects approved by the Department of Labor

Yes No

n. When child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is, or is likely to be, in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program

Yes No

Limitations:

Must be actively engaged with ONE Stop for case management

Note: Unless care is provided under option 2f, the caretaker must complete the selected educational or vocational programs listed above within 48 consecutive calendar months. The caretaker cannot enroll in more than one program.

4. Families without Regard to Income:

a. A family with an open child protective services case when it is determined on a case-by-case basis that such child care is needed to protect the child

Yes No

Limitations:

None

VI. Reasonable Distance

The following defines "reasonable distance":

Reasonable distance is defined as 47 miles and 55 minutes to allow travel between three main "cities" for both employment and child care.

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

Hornell to Corning distance is 47 miles.

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

Does the district use Title XX funds to provide child care?

Yes

No

I. Funding

1. Enter the projected total of Title XX expenditures for the plan's duration:

\$75000

2. Indicate the financial eligibility limits (percentage of State Income Standard) the district will apply based on family size. Maximum reimbursable limits are 375% for a family of one or two, 355% for a family of three, and 325% 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	Eligibility Limit
Two People	%
Three People	%
Four People	%

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions using Title XX for Child Care Assistance?

Yes

No

Function	Organization	Amount of Contract
<input checked="" type="checkbox"/> Eligibility screening	ProAction of Steuben & Yates	\$395203
<input checked="" type="checkbox"/> Assistance in locating care	ProAction of Steuben & Yates	\$0

<input type="checkbox"/>	Child care information systems		\$
<input type="checkbox"/>	Payment processing		\$
<input checked="" type="checkbox"/>	Other	ProAction of Steuben & Yates	\$0
	<i>Please specify function:</i>		
	Inspections		

II. Protective and Preventive Cases

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

Yes No

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

Yes No

III. Programmatic Eligibility

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

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

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

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

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

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

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

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

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

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

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

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

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.

IV. Priority

Does the district prioritize certain families for Title XX funding?

Yes No

V. Title XX Set Asides

Does the district plan to set aside portions of its Title XX allocations to serve one or more of its priority populations?

Yes No

VI. Case Closing When Funds Are Limited

Select one of the options listed below and describe the process for closing.

- Close cases based on **AMOUNT OF TIME** receiving child care services.
Note: This option must be selected if the district does not have local priorities listed in subsection IV of this form.
-

If closing based on amount of time...

- The district will close cases starting from the shortest time receiving services to the longest time
- The district will close cases starting from the longest time receiving services to the shortest time
-

- Close cases based on **INCOME**.
- Close cases based on **CATEGORY OF FAMILY**.
- Close cases based on **INCOME AND CATEGORY OF FAMILY**.
- Close cases based on **OTHER CRITERIA**.

VII. Waiting List

1. The district will establish a waiting list when there are not sufficient Title XX funds to open all eligible cases

Yes No

2. Is the district currently utilizing a waiting list due to insufficient Title XX funds to open all eligible cases?

Yes No

Part Three: District Options that Apply to Both NYSCCBG and Title XX

I. Family Share

1. Family Share Percentage selected by the district:

1%

2. Additional Description of this family share percentage:

none

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

1. Number of additional absences above the required 24 allowed per child per provider per year:

Required absences paid per year: 24

Additional absences paid per year at district option (enter a number from 1–56): 24

Total number of absences paid per child per provider per year (enter a number from 25–80, must add up to required + additional absences): 48

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

Sickness or parental excuse,

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

Yes No

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

- Day care center
- Group family day care
- Family day care
- Informal child care
- Legally exempt group
- School age child care

5. List any other limitations on providers' eligibility for payment for additional absences:

III. Payment to Child Care Providers for Program Closures

Does the district opt to pay for program closures?

Yes No

1. The following providers are eligible for payment for program closures:

- Day care center
- Group family day care
- Family day care
- Legally exempt group
- School age child care

2. Our district will only pay for program closures to providers with which the district has a contract or letter of intent.

- Yes No

3. Enter the number of days allowed for program closures (maximum allowable time for program closures is five days):

5

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

Public Health Emergency such as COVID, Weather Emergency such as Flooding, Blizzard, extended power outage

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%).

Differential Payment Rate Category	Differential Payment Rate Percent
Homelessness: Licensed and Registered Providers <i>State required minimum of 5%</i>	5%
Homelessness: Legally Exempt Providers	0%
Non-traditional Hours: All Providers <i>State required minimum of 5%</i>	15%
Nationally Accredited Programs: Licensed and Registered Providers <i>Legally exempt child care providers are not eligible for a differential payment rate for accreditation.</i>	15%

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

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

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.

75%

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

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

In accordance with SSL 410-w(9), up to eight hours of additional child care assistance must be authorized for all eligible children in a family, as needed, in order to allow a parent or caretaker to sleep, if the parent or caretaker works non-traditional hours, is eligible for and provided with child care assistance, and has a child under the age of six and not in school for a full day.

Additionally, Steuben County will authorize up to 8 hours of child care assistance, as needed, to allow a parent or caretaker to sleep, if the parent or caretaker works non-traditional hours, is eligible for and provided child care assistance, and needs child care assistance for children of any age up to the age of 13 and/ or who are enrolled in school for a full day.

VIII. Child Care Exceeding 24 Hours

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

Yes No

1. Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the district will pay for child care exceeding 24 hours.

- On a short-term emergency basis
- The caretaker's approved activity necessitates care for 24 hours on a limited basis

2. Describe any limitations on the payment of child care services that exceed 24 consecutive hours.

No more than 30 days for a single episode and no more than 60 in a single year must be within established income guidelines and when funds are available

IX. Child Care Services Unit (CCSU)

Does the district choose to include 18-, 19-, and / or 20-year-olds in the CCSU?

Yes No

If yes, please answer the following:

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

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

20-year-olds

OR

b. The district will only include the following in the CCSU when it will benefit the family (check all that apply)

18-year-olds

19-year-olds

20-year-olds

Describe the criteria your district will use to determine whether 18-, 19-, or 20-year-olds are included in the CCSU.

If the inclusion of 18,19 and 20 year olds in the calculation will show the family to be within income guidelines for receiving child care.

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

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

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*)

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- 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:

Kaitlyn Thistle, Director of TA

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.

The local district will include a Steuben County "Authorization and Release" and a Steuben County "Child Abuse and Maltreatment History Attestation Form" in the enrollment packets it distributes to parent/caregiver. A completed and signed Steuben County "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 Steuben County "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 Steuben County "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 Steuben County "Authorization and Release" form, which would

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allow Steuben County Department of Social Services to review only the existing local Steuben County child welfare records related to child care, the enrollment package will be considered incomplete and the enrollment process will not move forward and will be withdrawn by the Enrollment Agency in accordance with State policy.

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 Notification, to inform the local district that the additional standards check must be conducted. The designated district must run the CCFS report, LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information.

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 Steuben County "Child Abuse and Maltreatment History Attestation Form", to Steuben County DSS. 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 authorization/release 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 Steuben County "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, the local district will determine if there are any remaining discrepancies between the authorization/release form and the attestation.

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

MET:

- when the local records check does not reveal a record wherein the person was an indicated subject of a child abuse or maltreatment report.
- If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the district substantially 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.

NOT MET:

- If the Child Abuse and Maltreatment Attestation Form is not returned.
- If the provider fails to clarify the discrepancies.
-

NOT APPLICABLE: this result will not be returned

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.

- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination

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.

The local district will include a Steuben County "Authorization and Release" and a Steuben County "Child Abuse and Maltreatment History Attestation Form" in the enrollment packets it distributes to parent/caregiver. A completed and signed Steuben County "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 Steuben County "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 Steuben County "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 Steuben County "Authorization and Release" form, which would allow Steuben County Department of Social Services to review only the existing local Steuben County child welfare records related to child care, the enrollment package will be considered incomplete and the enrollment process will not 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 Notification, to inform the local district that the additional standards check must be conducted. The designated district typist/clerk must run the CCFS report, LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information. Typist/clerk retrieves the eNotice and provides to Director/Supervisor/Deputy to run the report and complete the check.

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

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 by mail that they have 10 calendar days to complete, sign, and return the Steuben County "Child Abuse and Maltreatment History Attestation Form", to Steuben County DSS. 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 authorization/release form and the attestation, the local district will notify the provider of the inaccuracies by mail.

Once the provider is notified by mail of the inaccuracies, the provider will have 5 calendar days to submit a signed, amended version of the Steuben County "Child Abuse and Maltreatment History Attestation Form" to show that the local district's information is correct or inaccurate.

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 authorization/release form and the attestation, the local district will notify the provider by mail of the inaccuracies.

- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The local district will include a Steuben County "Authorization and Release" and a Steuben County "Child Abuse and Maltreatment History Attestation Form" in the enrollment packets it distributes to parent/caregiver. A completed and signed Steuben County "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 Steuben County "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 Steuben County "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 Steuben County "Authorization and Release" form, which would allow Steuben County Department of Social Services to review only the existing local Steuben County child welfare records related to child care, the enrollment package will be considered incomplete and the enrollment process will not move forward and will be withdrawn by the Enrollment Agency in accordance with State policy.

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 Notification, to inform the local district that the additional standards check must be conducted. The designated district must run the CCFS report, LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information.

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 Steuben County "Child Abuse and Maltreatment History Attestation Form", to Steuben County DSS. 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 authorization/release 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 Steuben County "Child Abuse and Maltreatment History Attestation Form" to show that the local district's information is correct or inaccurate.

After the amended attestation form is returned, the local district will determine if there are any remaining discrepancies between the authorization/release form and the attestation.

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

MET:

- • when the local records check does not reveal a record wherein the person was an indicated subject of a child abuse or maltreatment report.

- If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the district substantially 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.

NOT MET:

- If the Child Abuse and Maltreatment Attestation Form is not returned.
- If the provider fails to clarify the discrepancies.

NOT APPLICABLE: this result will not be returned

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.

- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

MET:

- when the local records check does not reveal a record wherein the person was an indicated subject of a child abuse or maltreatment report.
- If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the district substantially 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.
In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

NOT MET:

- If the Child Abuse and Maltreatment Attestation Form is not returned.
- If the provider fails to clarify the discrepancies
- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

Steuben County: Child Care Assistance Program (CCAP)

- NOT APPLICABLE: this result will not be returned to the EA.

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.

- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

MET:

- If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the district substantially 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.
- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

NOT MET:

- If the Child Abuse and Maltreatment Attestation Form is not returned.
- If the provider fails to clarify the discrepancies.
- In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

The Steuben County Department of Social Services will make the determination on compliance with the additional standard as follows:

- NOT APPLICABLE:

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.

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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.

Once the provider is notified of the inaccuracies by a letter sent by District Director and or Deputy, the provider will have 5 calendar days to submit a signed, amended version of the Steuben County "Child Abuse and Maltreatment Attestation Form" to show that the local district's information is correct or inaccurate.

The Steuben County Department of Social Services will make the determination on compliance with the additional standard within 5 business days of receipt of authorization/release form and the attestation and complete 2114.

Within 25 days of the date of the referral, In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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.

The additional standard supports NYCRR 415.13 (a) (3)(iv). 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.

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:

Kaitlyn Thistle, Director of TA

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.

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.

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 Notification, to inform the local district that the additional standards check must be

conducted. The designated district must run the CCFS report, LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information.

1. a. For referred applicable individuals, the district will arrange for a local database check for criminal convictions to be conducted by Steuben County Sheriff's Department. 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. In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

- 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.

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.

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.

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 Notification, to inform the local district that the additional standards check must be

conducted. The designated district typist/clerk must run the CCFS report and give it to the Director/Supervisor /deputy/ assigned individual, LE Additional Local Standard Referral List to obtain the list of persons (as specified in question # 2 above) for whom Legally Exempt Additional Standard(s) Review(s) must be conducted and other pertinent information. In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination. See 6 for chronological steps.

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

1. 1. For referred providers, the district will arrange for a local database check for criminal convictions to be conducted by Steuben County Sheriff's Department. 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. In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

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

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

- The standard is " met" when all the applicable criminal background checks are conducted.

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

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

- • 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.

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

NA

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

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the

applicable Enrollment Agency to notify the Enrollment Agency of the determination. The standard will be completed within 25 days and will monitor timeliness by a calendar notice.

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

In accordance with 12-OCFS-LCM-01, Steuben County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination.

- • 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.

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

NA

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.

The Department will have ten Business Days to notify the EA. The department will notify the EA timely to ensure the standard will be completed within 25 days.

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.

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

Part Five: Fraud and Abuse Control Activities

I. Front End Detection System (FEDS) Plan

Each district must submit a CCAP FEDS plan as part of their CFSP. The Front End Detection System (FEDS) is an

Steuben County: Child Care Assistance Program (CCAP)

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:

- 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:

Prior to working up an authorization to determine if a parents are eligible on a new subsidy application or recertification, a FEDS review must be completed on each application. The FEDS referral is completed during the initial interview. If an indicator is met without reasonable explanation, it is referred to fraud and legal for additional review. If additional review is warranted, the applicant is schedule for an appointment with a Fraud Investigator as close to the application date as possible, but no later than 25 days from application. The Fraud Investigator advises Child Care of the outcome of said interview (in advance of the 30-day eligibility decision requirement) with any additional recommendation.

If the review reflects any of the reasons on the FEDS indicators (child care feds form 1B which is located at the bottom of Attachment B) complete the FEDS Referral as follows:

1. Case name (parent name)
2. Date the application is sent to DSS Fraud
3. Parent's address
4. Complete the Source of income section
5. Complete the Household composition section
6. Complete the Address change section if there has been a change in address
- 7.

In the section labeled Other indicate the FEDS indicators found and any other concerns there may be with the case

8. The Day Care worker's name (subsidy case manager) and phone number with extension

If there are no unresolved indicators (red flags) upon completing the review proceed to do the eligibility determination(authorization form, attachment C) and enter into CCTA. Mark on the the authorization form no FEDS indicators were found.

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

Once it is determined the application should be sent to DSS for a FEDS referral, make a copy of the referral for the case manager file and put it in a manila folder in the parent's file.

Put in daily work folder for the Subsidy Manager to review.

Once the Subsidy Manager has reviewed the case and signed off on it, clip the referral, application and supporting documentation as one packet to be sent to DSS Fraud and Legal.

Log the case in the FEDS log to be sent to DSS Fraud and Legal.

Once received by the Fraud Unit, the Supervisor will assign the case to an investigator.

Place case in the special folder to be delivered Subsidy Manager in the daily exchange to be given to DSS Fraud and Legal.

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

Fraud and legal will review the case and if they feel the case warrants an interview with the applicant, they will set up the appointment. Fraud and Legal will notify Daycare of the appointment time/date and follow up with any findings and recommendations in advance of the requirement to make an eligibility decision within 30 days from date of application.

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:

Fraud & Legal supervisor is responsible to submit monthly email report to OCFS. The Fraud Tracking System that is used in Steuben County has the capability to determine cases based by Referral Source. This mechanism can be used to track how many cases were referred for Daycare FEDS as well as the resolution for specific time periods. This information would be reviewed based on current referrals as well as the previous month's referrals and resolutions. Once the information was determined for the report month, the data would be emailed to OCFS @ ocfs.sm.districtsupport.subsidy@ocfs.ny.gov prior to the 10th of the month following the report month.

3. List all local CCAP FEDS forms.

Office Interview FEDS

FEDS Dispositions

Child Care 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.

Steuben County: Child Care Assistance Program (CCAP)

Describe the sampling methodology and review process:

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.

2. Each social services district must establish a random sampling methodology used to determine which cases will require verification of a recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

Please note: The district cannot use criteria such as race, color, sex, gender identity, sexual orientation, disability, religious creed, political belief or any other factors prohibited by law as indicators in drawing the sample.

Describe the sampling methodology and review process:

The Subsidy manager will randomly select a sampling of six cases paid each quarter as reflected on the claiming detail. Verification will be requested from these 6 cases to determine on going need.

III. Inspections of Child Care Provider Records and Premises

The district may choose to make announced or unannounced inspections of the records and premises of any provider / program that provides child care to children in receipt of child care assistance to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district per 18 NYCRR §415.4.

The district has the right to make inspections of any child care provider prior to children in receipt of child care assistance receiving care, including care in a home, to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the district.

The district must report violations of regulations as follows:

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

Does the district choose to make inspections of such child care providers / programs?

Yes No

Select the organization that will be responsible for conducting inspections:

- Local social services staff
 Contracted agency

Provide the name of the agency and contact person:

ProAction of Steuben & Yates

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

Steuben County: Child Care Assistance Program (CCAP)

Legally Exempt Child Care

- In-Home
- Family Child Care
- Group programs

Licensed or Registered Child Care

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