

# 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 NYSCCBG funds available:	\$3163366
2. Estimate of local share:	\$25000
3. Projected spending for FFY 2024–2025:	\$1750000
4. Estimated number of children being served:	375
5. Method of provision (vouchers, contracts, etc.):	Vouchers

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

Yes  No

### II. Waiting List

The district will establish a waiting list for families not eligible for a child care guarantee when it has projected that all available NYSCCBG funds are needed for open child care cases.

Yes  No

### III. 24-Month Eligibility

The district chooses to authorize child care assistance for a 24-month eligibility period.

Yes  No

### IV. Preliminary Eligibility

The district opts to provide child care assistance during the application determination period for all families who apply for child care assistance.

Yes  No

### V. Interim Eligibility

Describe how the district implements interim eligibility for families experiencing homelessness, including the length of the interim eligibility period, which cannot exceed three months:

If a family applies for temporary assistance and is homeless the family would be eligible for child care assistance if they are working with the Employment Unit. The length of the interim eligibility period would be 30 days.

## VI. Reasonable Distance

The following defines "reasonable distance":

For Warren County reasonable distance is defined as 30 minutes; meaning the recipient cannot be required to travel more than 30 minutes to find child care.

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

The rural nature of Warren County was considered when making this decision, along with the Department of Labor's definition of reasonable distance.

## 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

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

### I. 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**

*State required minimum of 5%*

15%

**Homelessness: Legally Exempt Providers**

15%

**Non-traditional Hours: All Providers**

*State required minimum of 5%*

5%

**Nationally Accredited Programs: Licensed and Registered Providers**

*Legally exempt child care providers are not eligible for a differential payment rate for accreditation.*

5%

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.

N/A

**II. 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.

Yes  No

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

%

**III. 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%.

#### IV. Sleep

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

Yes     No

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 and include the maximum number of allowable hours:

Warren County will expand this assistance for families who work non-traditional hours and only need child care for children over the age of 6, or who are enrolled in school full day. This assistance will only be available while children are out of normal school programming.

#### V. Child Care Exceeding 24 Hours

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

Yes     No

#### VI. 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.

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## VII. 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

## VIII. 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

Does the district choose to implement any additional local standards?

Yes

No

## Part Five: Fraud and Abuse Control Activities

### I. Child Care Front End Detection Plan

Each district must submit a child care front end detection plan as part of their CFSP. This plan is an anti-fraud tool that is designed to determine which child care assistance applications suggest a higher than acceptable risk for erroneous or fraudulent child care assistance payments, and procedures to refer such applications to the district's fraud unit.

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 child care front end detection process for CCAP applications.

a. Describe how the application is reviewed for indicators by eligibility staff and the process by which it is referred to the appropriate investigative unit if the indicator cannot be resolved.

If one or more of the above indicators is present in a case the case will be referred to FEDS in the DSS Fraud Unit. A OTDA Request for Action form is completed by the eligibility staff and hand delivered by the eligibility staff to the Fraud Unit mailbox in our secure reception area. Upon receipt of a Request for Action the matter is assigned by the Fraud Unit Supervisor to a Fraud Investigator.

b. Describe how the investigator completes a report of investigation including common investigation processes, findings, recommendations, and how the results are communicated to the eligibility unit. This description must include the responsible staff members, the process for referrals, and targeted time frames for completion of the investigation. Investigative steps including reviews, collateral contacts, and interviews must also be outlined below.

The Fraud Investigator reviews the case records and State regulations. Depending on the nature of the investigation, the investigator may conduct field, in office or phone interviews with the subject recipient and/or collateral contacts to make a determination as to whether the subject recipient was fully eligible, eligible for reduced benefits or not eligible for any benefits.

The Fraud Investigator has an indefinite amount of time to complete the investigation, but prior to the 30-day mark the Fraud Investigator communicates with the eligibility worker where things are at with the investigation. When the investigation is completed the findings and recommendations are put in a memo by the Fraud Investigator and emailed or hand delivered to the eligibility worker.

c. Describe the process used to submit the Monthly report to OCFS by the tenth of the following month including the title of the responsible staff member(s).

The Fraud unit uses a computer program (currently a locally maintained FoxPro application) to input complaints regarding possible fraudulent actions, which includes marking the complaint as a FEDS referral. At the end of the month the Supervising DSS Investigator reviews all investigations

completed during the month and inputs the results of the investigations into the computer program, including whether or not the investigation resulted in a finding of no errors, with discrepancies detected affecting the budget, with discrepancies not affecting the budget, or if the application was denied or withdrawn for reasons other than FEDS. The FoxPro program, using the Child Care cases that were marked as FEDS, is then used to generate a report, with similar properties to the Excel Child Care FEDS report provided by the State, the FoxPro report is then transcribed onto the State Excel report which is then emailed to [Ocfs.sm.districtsupport.subsidy@ocfs.ny.gov](mailto:Ocfs.sm.districtsupport.subsidy@ocfs.ny.gov).

3. List all local child care front end detection forms.

Warren County does not utilize local forms.

## II. Program Integrity

1. In accordance with 18 NYCRR §415.4(l)(3), each social services district must submit a description of the sampling methodology used to determine which providers of child care assistance services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving CCAP services with any Child and Adult Care Food Program (CACFP) inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Describe the sampling methodology and review process:

The Southern Adirondack Child Care Network sends Warren County their monitoring format quarterly for the child care providers for whom they completed a Child and Adult Care Food Program Inspection Form. We compare these with our billing forms for the providers that are subsidized by the Department. If discrepancies are noted between the forms regarding attendance dates and billing dates a referral is made to the DSS Fraud Unit.

2. In accordance with 18 NYCRR §415.4(l)(2), each social services district must establish a 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 within the authorized eligibility period.

*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:

Warren County conducts informal random reviews of 3-5 cases per month. The child care examiners mail a Random Review Request form to families requesting updated income information, current child support payment information, current college/class schedule print out, employment schedule and changes to household composition. Cases are referred to the DSS Fraud Unit if information is inconsistent, Warren County also conducts Child Care Quarterly case Level Reports as requested by OCFS.

## 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:

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

- 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