



New York State
Office of
Children & Family
Services

www.ocfs.state.ny.us

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

February 13, 2009

Carol T. Ludwig, Commissioner
Orleans County DSS
14016 Route 31 West
Albion, NY 14411-9365

Dear Commissioner Ludwig:

This letter is to inform you that the child care section found in the administrative component of your Annual Plan Update 2008-2009 was approved on February 13, 2009. The child care section became effective on February 13, 2009.

This approval is being issued separate from the approval of other sections of your plan in order to accommodate your county's need to implement the child care services provisions. A letter approving the remaining sections of your plan will be sent upon their approval.

If you have any questions about this approval or the child care section found in your Annual Plan Update 2008-2009 please contact Ms. Amy Ryan, (518) 474-9620 or by e-mail at Amy.Ryan@ocfs.state.ny.us.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janice Molnar".

Janice M. Molnar
Deputy Commissioner
Division of Child Care Services



APPENDIX G-1

**CHILD CARE SECTION
DATED 2007-2009**

County: Orleans

I. Administration (Required Section)

Describe how your 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 and Family Services**

Transitioning Families: **Child and Family Services**

Income Eligible Families: **Child and Family Services**

Title XX: **Child and Family Services**

Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

FFY 06-07 Rollover Funds (<i>this amount is available from the NYSCCBG ceiling report in the claiming system</i>)	\$208,828
Estimate of FFY 07-08 Rollover Funds	\$331,976
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$0
NYSCCBG Allocation for SFY 08-09	\$1,163,132
Estimate of Local Share	\$0

Total Estimated NYSCCBG Amount: \$1,495,108

\$

A. Subsidy	\$1,398,108
B. Other program costs (excluding subsidy)	\$35,000
C. Administrative costs	\$62,000

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:

- Eligibility screening
Function
- Assistance in locating care
- Child Care Information
Systems
- Determining if legally-
exempt providers meet
State approved additional
local standards (if
applicable)
- Other

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities (Required Section)

Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": **Normal travel time by vehicle from home to employment will increase by 25 minutes or less. When accessing child care travel by walking travel time will increase by 15 minutes or less.**

Describe any steps/consultations made to arrive at your definition: **Consultations were done with Job Development, Temporary Assistance Unit and the CCR&R.**

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as **150%** of the State Income Standard.

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of child care is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **25%**.

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

Case Closings (select one or two)

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

Cases will not be closed due to insufficient funds. We will implement waiting lists for case openings until funds become available.

2. The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which are not eligible under a child care guarantee and are not a federally-mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

- shortest time receiving child care services
- longest time receiving child care services

Case Openings

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

Waiting list prioritization:

- 1. Families with very low income - less than 150% of income standard.**
- 2. Families that have children with special needs**
- 3. Children with parents less than 21 years old.**
- 4. As slots become available, low income families, less than 175% of the income standard.**
- 5. As slots become available, low income families, less than 200% of the income standard.**

Fraud and Abuse Control Activities

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

Indicators to be used to determine if a FEDS referral is applicable are:

- Documentation or information provided are inconsistent with application, such as different name used for signature.**
- Prior history of denial, case closing, or overpayments resulting from investigation.**
- Application inconsistent with prior case.**
- No absent parent information or information is inconsistent with application.**
- If an indicator is present, a referral will be completed on a local form developed for this purpose.**
- At case opening or when there is a new legally exempt provider, an unannounced fraud detection visit is done on a local referral form developed for this purpose. The visit occurs after the case has been opened and the legally exempt provider has been fully approved by the enrollment agency (CCR&R)**

The district must describe below its sampling methodology used to determine which cases

it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

Our District reviews 100% of the Non-TA and TA cases as we recertify day care cases every 6 months. A recertification packet is mailed approximately 6 weeks prior to the end of the current authorization. Information reviewed if applicable includes but is not limited to wages, school attendance, work hours and household composition.

The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Child care providers of subsidized child care services that participate in CACFP will be reviewed by random sampling. At this time Orleans County has 13 providers enrolled in the CACFP program. Because of the low enrollment numbers, all 13 providers will be reviewed to verify that care was actually provided on days listed on the attendance forms.