



July 9, 2009

Ms. Tammy DeLorme, Commissioner  
Washington County Department of Social Services  
Washington Municipal Center  
383 Broadway  
Fort Edward, NY 12828

New York State  
Office of  
Children & Family  
Services

Dear Commissioner DeLorme:

[www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)

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 July 9, 2009. The child care section became effective on July 9, 2009.

David A. Paterson  
*Governor*

Gladys Carrión, Esq.  
*Commissioner*

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](mailto:Amy.Ryan@ocfs.state.ny.us).

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

Sincerely,

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



**APPENDIX G-1  
 CHILD CARE SECTION  
 DATED 2007-2009**

**County:** Washington

**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: **Income Maintenance/Medicaid**

Transitioning Families: **Income Maintenance/Medicaid**

Income Eligible Families: **Income Maintenance/Medicaid**

Title XX: **Income Maintenance/Medicaid**

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> )	<b>\$138,731</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$-0-</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$50,000</b>
NYSCCBG Allocation for SFY 08-09	<b>\$1,069,366</b>
Estimate of Local Share	<b>\$177,900</b>

**Total Estimated NYSCCBG Amount: \$1,297,266.00**

	<b>\$1,297,266.00</b>
A. Subsidy	<b>\$1,232,401.00</b>
B. Other program costs (excluding subsidy)	<b>\$-0-</b>
C. Administrative costs	<b>\$64,865.00</b>

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

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening Function		
<input type="checkbox"/> Assistance in locating care		

- Child Care Information Systems
- Determining if legally-exempt providers meet State approved additional local standards (if applicable)
- Other

**APPENDIX G-2**

**II. Other Eligible Families if Funds are Available (Required Section)**

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>a) Participation must be verified</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>N/A</b>
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>a) Verification of condition</b>
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>b) Verification of need</b>
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of job search will be requested for up to 20 hours per week. Required to make at least 20 contacts each week.</b>

6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of participation will be required</b>
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of participation will be required</b>
c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of participation will be required</b>
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of participation will be required</b>
e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of participation will be required</b>
f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of enrollment, vocational goal, and participation will be required.</b>
g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of enrollment, specific goal, and participation will be required</b>
h) a prevocational skill training program such as, a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Verification of enrollment and participation will be required</b>

<p>i) A demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p><b>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p><b>Verification of enrollment and participation will be required</b></p>
<p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p><b>Verification of enrollment, employment, grades and participation in the program are required.</b></p>
<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

<p>10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
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### 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": **In accordance with federal regulations, Washington County Department of Social Services is required to define "reasonable distance" for the purpose of determining whether child care is accessible. In view of the rural nature of our county and the limited availability of public transportation, we have determined that it is reasonable to expect a participant to be able to access child care in the town or village where they have chose to reside.**

Describe any steps/consultations made to arrive at your definition: **"Reasonable distance" was determined at this level as being consistent with levels established by work programs and area school policies around transporting children of school age.**

##### 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 **175%** 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 **20%**.

**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.

**1. Cash assistance household where a sanctioned parent is participating in unsubsidized employment and earning wages equal to or greater than the minimum wage established by law.**



- 2. Families with income of up to 200% of SIS when childcare services are needed because the child's caretaker has family duties away from home.**
- 3. Families with income up to 200% of SIS when the childcare services are needed for the child's caretaker to participate in approved educational or vocational activities.**
- 4. Families with income of up to 200% when the childcare services are needed for the child's caretaker to actively seek employment for a period of up to six months.**
- 5. Cash assistance families participating in an approved activity in addition to their required work activity.**
- 6. Families with income of up to 200% when the childcare services are needed because the child's caretaker is physically or mentally incapacitated.**
- 7. Cash assistance families, or families with income up to 200% of SIS when the caretaker is a victim of domestic violence.**
- 8. Cash assistance families, or families with income of up to 200% of SIS when the caretaker is in an emergency situation of short duration.**
- 9. Cash assistance families or families with income of up to 200% of SIS when the caretaker is participating in an approved substance abuse program.**
- 10. All families whose income falls between 175% and 200%.**
- 11. Families whose income falls between 100% and 175%.**
- 12. Families with income of up to 200% of SIS with an eligible child 13 years and older with special needs or under court supervision to enable a parent or caretaker to engage in work or participate in activities required by the district including orientation assessment or work activities defined in 12 NYCRR part 13.**

**It is our intent to preserve the ability to utilize day care when serving families with an open child protective services case whenever the childcare is necessary to protect the child. If necessary, we will use the Title XX funds to make payment on behalf of these cases.**

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.

**Any funds remaining after meeting the childcare needs of the guaranteed population will be made available to the above population in the reverse order of their listing above.**

### **Fraud and Abuse Control Activities**

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

**The criteria to be used to determine which child care subsidy applications to be referred to the FEDS unit are the:**

- 1. Self employed without adequate business records**
- 2. Spouse or parent of child recently left the home**
- 3. Documents or information provided inconsistent with the application such as different name used**
- 4. Also a prior history of denial, case closing or over payment resulting from an investigation**
- 5. Application that is inconsistent with prior case**
- 6. No absent parent information or information is inconsistent with the application**

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.

**The sampling methodology is being used to determine which cases it will seek verification of an applicant or recipient's continued need for child care will be 100% of all cases at opening and recertification which is done every 6 months for both TA and non-TA cases.**

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.

**Washington County has 61 childcare providers who participate in CACFP. The district will look at only the providers who participate in CACFP and provide care for one or more subsidized children. The district will review about 15 cases quarterly. If the provider has been reviewed previously in the last year, they will not be reviewed. When a provider is selected the district will look to see when the last time (specific date or dates) that the provider was inspected by CACFP and what children they saw during that inspection. The district will review attendance forms received by the Agency and compare them to the CACFP form to verify attendance. Any discrepancies will be investigated further by the district.**

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program in order to better meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1.  Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.  Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3.  Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.  Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11.  Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
12.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

13.  Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
14.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
15.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any approvals previously granted by OCFS for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms that a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

***APU Instructions: Only those local equivalent forms that were not approved in the 2007-09 CFSP need to be included.***

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

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

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

Our district will only pay for absences to providers with which the district has a contract or letter of intent.  Yes  No

Base period selected (check one)  3 months  6 months

Number of absences allowed during base period:

<b>Period</b>	<b>Routine Limits (# of days)</b>	<b>Extenuating Circumstances (# of days)</b>	<b>Total Number of Absences Allowed (# of days)</b>
In a month	<b>5</b>	<b>3</b>	<b>8</b>
Base period	<b>12</b>	<b>8</b>	<b>20</b>

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

**Illness, family emergency**

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

**None**

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

**APPENDIX G-10**  
**PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

Day Care Center  Legally Exempt Group

Group Family Day Care

School Age Child Care

Family Day Care

Our district will only pay for program closures to providers with which the district has a contract or letter of intent.     Yes     No

Enter the number of days allowed for program closures (maximum allowable program closures is five days). **5**

List the allowable program closures for which the district will provide payment. **Allowable program closures which payment will be provided are snow days, evidence of contagious disease or due to extenuating circumstances beyond the provider's control including but not limited to: other emergency closings that are due to circumstances other than a substantiated regulatory violation.**

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

**APPENDIX G-11  
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP**

**Transportation**

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

**We are not allowing any additional transportation for the purpose of accessing child care.**

**Differential Payment Rates**

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

Accredited Programs may receive a differential payment up to **15%** above market rate.

Care during non-traditional hours may be paid up to **15%** above market rate.

Limitations to the above differentials are as follows: **None**

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

**We will allow 15% over the market rate for care provided in an accredited program and for care provided during non-traditional hours.**

**Sleep**

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

**Verification of shift assignment will be required**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **Eight hours will be allowed for sleep.**



**APPENDIX G-12  
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS,  
BREAKS IN ACTIVITIES**

*Child Care Exceeding 24 Hours*

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.  
**Payment of Child care services in excess of 24 consecutive hours will be allowed in instances of incapacitating illness to the caretaker, the hospitalization of the caretaker, other family circumstances such as death of a close relative, or unusual circumstances beyond the caretaker's control that would necessitate the additional length of care. (An example of this might be a snowstorm that causes roads to be closed making it impossible for the caretaker to pick up their children from the childcare provider).**

**Child Care Services Unit**

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

18 year old       19 year old       20 year old

**-OR-**

Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).

X 18 year old      X 19 year old       20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit.

**The 18 and 19 year old will be included only if their inclusion is to the family's financial benefit, either assisting the household in becoming eligible for child care assistance or reducing the amount of the parent share.**

**Waivers**

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

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

X two weeks       four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or is waiting to begin employment or is on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

X entering an activity    X waiting to begin employment    X break between activities