



New York State  
Office of  
Children & Family  
Services

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

Patricia Schmelzer, Commissioner  
Allegany County DSS  
County Office Bldg.  
7 Court Street  
Belmont, NY 14813-1077

Dear Commissioner Schmelzer:

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

Sincerely,

A handwritten signature in cursive script that reads "Janice Molnar".

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



An Equal Opportunity Employer

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

**County:** Allegany

**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: **Temporary Assistance**

Transitioning Families: **Temporary Assistance**

Income Eligible Families: **Temporary Assistance**

Title XX: **Temporary Assistance**

2. 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>\$215,894</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$78,079</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$617,588</b>
Estimate of Local Share	<b>\$68,898</b>

**Total Estimated NYSCCBG Amount:** **\$764,565**

A. Subsidy	<b>\$535,657</b>
B. Other program costs (excluding subsidy)	<b>\$101,500</b>
C. Administrative costs	<b>\$127,408</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		
<input checked="" type="checkbox"/> Assistance in locating care	ACCORD Corporation	\$101,500
<input type="checkbox"/> Child Care Information Systems		
<input checked="" type="checkbox"/> Determining if legally-exempt providers meet State approved additional local standards (if applicable)	ACCORD Corporation	As above
<input type="checkbox"/> Other		

**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": 50 miles

Describe any steps/consultations made to arrive at your definition: Information was obtained as to geography (1030 square miles in the county) and population density (49 persons/square mile) to help us determine our definition. Legal notices were published in the past concerning our definition and we received no responses.

**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 **200%** of the State Income Standard.

**Family Share**

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. 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%**.

**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, which are those children with special needs and those families with very low income. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

**When there are no or insufficient funds, cases will be closed in the following ascending order:**

- 1. All category three (other eligible families if funds are available and if the social services district has listed these other families as eligible in the district's 2007-09 Child and Family Services Plan, Appendix G-2) families will be closed.**
- 2. All category two (families that are eligible when funds are available) families will be closed, with the exception of C(1) (to enable a teenage parent to attend high school or an equivalency program) a family receiving Public Assistance when child care services are necessary to**

**enable a teenage parent to attend high school or an equivalency program and D(2) (to enable a teenage parent to attend high school or an equivalency program) a family with income up to 200 percent of the State income standard which is at risk of becoming dependent on Public Assistance when child care services are needed to enable a teenage parent to attend high school or an equivalency program.**

- 3. Category two families in the following order as stated above.**
  - a. D (2) (to enable a teenage parent to attend high school or an equivalency program)**
  - b. C.(1) (to enable a teenage parent to attend high school or an equivalency program)**
- 4. And those families who have children with special needs.**

**Within the categories, cases will be selected to be closed that have been in receipt of the child care program the shortest period of time.**

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.

**Cases will be opened in the reverse order of closings.**

### **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. **See attached FEDES Plan. (Labeled starting with page 77a.)**

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.

**100% of low income child care subsidy cases are recertified every six months. At recertification the ongoing need for child care is determined.**

**Reviews are done on each reported change in income and other undercare changes that may affect eligibility. Any reported referrals to the Program Integrity Unit (PIU) unit are investigated as well.**

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.

**We estimate Allegany County has 31 child care providers who participate in the food program.**

**We will inspect 2 or 3 per month. Monitoring will be done by checking the child care attendance forms against CACFP monitoring check list to verify attendance of subsidized child,. Any discrepancies that occur will always be followed up on.**