

**APPENDIX G**

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

**County:** Chenango

**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: **Foster Care Unit**

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

Total NYSCCBG Amount: **\$897,333**

A. Subsidy **\$759,137**

B. Other program costs (excluding subsidy) **\$93,018**

C. Administrative costs **\$2,044**

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>
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No Eligibility screening

No Screening of legally-exempt providers

No Assistance in locating care

No Child Care Information Systems

No 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.

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
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	<b>The activity must be approved by the Local Department of Social Services Employment Unit.</b>
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>Must be ADAS outpatient treatment only.</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>As approved by Local Department of Social Services. Short duration not to exceed 90 days and limited to open Child Protective cases.</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	
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>Physical and/or mental incapacity must be verified through a physician or appropriate medical specialist.</b>
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>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.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If sanction period ended, parent must comply with Local Department of Social Services Employment Unit to receive continued daycare services.</b></p>
<p>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:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Limited to high school students under the age of 21.</b></p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>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</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>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</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p><b>8.</b> 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p><b>9.</b> 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance, 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": **Fifteen (15) miles from home to employment with child care along the way, taking into consideration geographic location of residence, child care provider and employment on case by case basis.**

Describe any steps/consultations made to arrive at your definition: **Used same criteria as common medical marketing definition utilized for Medicaid transportation in Chenango County. Also coincides with policy of local school districts.**

#### 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.

#### Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance

The minimum number of hours for Federal Fiscal Year 2006 are:

- 20 hours for a single parent with a child under the age of six years old
- 30 hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55 hours with at least one parent working 30 or more hours.

If a district proposes a higher minimum number of required hours of work describe the requirement below.

- hours for a single parent with a child under the age of six years old
- hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55hours with at least one parent working           or more hours.

#### 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 **35%**.

**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.

If the local district determines that all available funds are projected to be needed for open child care cases, funding will be discontinued to those families which are not eligible for a child care guarantee and have lower priorities in order to serve families with higher priorities. The order in which cases will be closed will be:

***1. Restricting Income Eligibility for Category 2 and 3 Families whose eligibility for child care services is based upon income up to 200% SIS; and whose income is found to be:***

- a. greater than 150% SIS and up to 200% SIS.***
- b. greater than 125% SIS and up to 150% SIS.***
- c. greater than 100% SIS and up to 125% SIS.***
- d. less than 100% SIS.***

***Cases will be closed from category 3 before closing cases from category 2.***

***2. Family receiving Public Assistance with a sanctioned parent or caretaker relative (Category 3).***

***3. Family receiving Public Assistance with a parent or caretaker relative participating in an approved activity in addition to their required work activity (Category 3).***

***4. Family receiving Public Assistance in an emergency situation (Category 3).***

***5. Family receiving Public Assistance with a parent or caretaker relative participating in an approved substance abuse treatment program or in screening for an assessment of the need for substance abuse treatment (Category 3).***

***6. Family with an open CPS case (Category 3)***

***7. Family receiving public assistance when child care services are necessary (Category 2):***

- *To enable teenage parent to attend high school or an equivalency program; or*
- *For the child to be protected because the child's parent(s) or caretaker(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.*

**8. Family receiving public assistance when child care is needed for an eligible child age 13 or older who has special needs or is under court supervision, in order to enable child's parent(s) or caretaker(s) to engage in work as defined by the social services district (Category 2).**

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 from category 2 will be prioritized for opening as follows:*

**1) Family which has applied for or receiving public assistance when child care is needed for an eligible child age 13 or older who has special needs or is under court supervision, in order to enable child's parent(s) or caretaker(s) to participate in activities required by social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.**

**2) Family with income up to 200% SIS, at risk of becoming dependent on public assistance when child care is needed for:**

- a. the child's caretaker(s) to be employed; or**
- b. to enable a teenage parent to attend high school or an equivalency program.**

***If the local district has insufficient funds to open all cases up to 200%; we will first prioritize openings for single parent households; we will then prioritize openings by restricting income eligibility up to 150% SIS; if local district has insufficient funds to open all cases up to 150% SIS; we will then restrict income eligibility to income up to***

*125% SIS and to the extent that available funds are projected to be needed for open child care cases.*

- 3) *Family receiving public assistance when child care services are necessary:*
- a. *To enable teenage parent to attend high school or anequivalency program;*
  - or*
  - b. *For the child to be protected because the child's parent(s) or caretaker(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.*

### **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.

**Agency will use the FEDS plan for child care subsidy applications. If a case meets one of the state mandated indicators or one of the state approved optional indicators them the child care examiner will fill out a referral and have the daycare supervisor review it. Once the supervisor has reviewed it she will give it to the fraud investigator. The fraud investigator will log the referral and begin an investigation. This may include a home visit, office visit or collateral contact. The investigator will return a turnaround sheet with the results of the investigation within 30 days.**

**Criteria the district will use to determine which applications will be referred to FEDS will include:**

- Working off the books
- Self-employed without adequate business records
- P.O. Box used as a mailing address without cause
- Client unsure of own address
- Documentation to verify identity is suspect
- Documentation or information provided is inconsistent with application
- Previous case closing or overpayment resulting from an investigation
- Application inconsistent with prior case
- Children under six with no birth certificate
- Provider lives in same household as parent
- No absent parent information or information inconsistent with application

The district must describe below it 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. **Child care cases are opened and recertified for a 12-month period. The agency will use the childcare management system-Kindertrack™, to tickle cases at 6 months to do a referral to the fraud investigator to do an EVR. The EVR will include verifying the parent's continued need for child care. This process will assure that all active child care cases will be sampled at least once annually. Estimated annual unduplicated child care cases to be sampled is 221.**



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.

**The fraud investigator will pick a random month for the identified case to check the providers' submitted time sheets as compared to when the parent actually worked. It will also be checked against any records the provider has as to when the child is actually in care. Any discrepancies will be questioned by the fraud investigator to both the parent and child care providers. This process will assure that all active provider records will be sampled at least once annually, and a minimum of 19 CACFP provider records.**

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to 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 previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

**APPENDIX G-7  
TITLE XX CHILD CARE**

Projected total Title XX expenditures for plan duration:       **\$ 13,000**

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 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: (2) **200%**        (3) **200%**        (4) **200%**

Programmatic Eligibility for Income Eligible Families. (Check all that apply.)

- Title XX:     employment                                 education/training  
                  seeking employment                             illness/incapacity  
                  homelessness     domestic violence  
                  emergency situation of short duration  
                  participating in an approved substance abuse treatment program

Does your district apply any limitations to the programmatic eligibility criteria?

YES     NO

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

**A family with an open Child Preventive or Protective when it is determined that such child care is needed to protect the child and as long as funds remain available.**

Does your district prioritize certain eligible families for Title XX funding?

YES     NO

If yes, describe which families will receive priority:

**1) Emergent child care needed to protect child(ren) and determined and approved by either a Case Supervisor B, Deputy Commissioner or Commissioner of DSS.**

Does your district use Title XX funds for child care for open child protective services cases?

YES     NO

Does your district use Title XX funds for child care for open child preventive services cases?

YES     NO

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

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

- Day Care Center                       Legally Exempt Group  
 Group Family Day Care             School Age Child Care  
 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>4</b>	<b>3</b>	<b>7</b>
Base period	<b>24</b>	<b>16</b>	<b>40</b>

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

**If child does not attend due to sickness of child or parent. Family emergency, which prevents child from going to provider.**

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

**Reimbursement is not available if child care is on an as needed basis.**

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

**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.

**Only for individuals in receipt of TA for Employment related requirements. Could be public or private transportation. Cost would be either the price of tokens or the rate established for travel in the Employment plan.**

**Differential Payment Rates**

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

Accredited Programs may receive a differential payment up to \_\_\_\_\_ % above market rate.

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

Limitations to the above differentials are as follows:

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.

**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:

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight).

**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.

**Must be approved by the Commissioner or Deputy Commissioner of Local Department of Social Services, with an open child protective or preventive case to prevent placement of a child. (Title XX funds will be used for open Preventive cases.)**

**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).

18 year old       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.

**Waivers**

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

**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).

two weeks       four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or 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):

entering an activity