

**APPENDIX G-1
CHILD CARE SECTION
2011 APU**

County: Steuben

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:	Steuben Childcare Project (SCCP) and LDSS Temporary Assistance (TA)
Transitioning Families:	SCCP and LDSS TA
Income Eligible Families:	SCCP and LDSS TA
Title XX:	SCCP and LDSS TA and Services

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>)	\$1,036,852
Estimate of FFY 07-08 Rollover Funds	\$811,696
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$0
NYSCCBG Allocation for SFY 08-09	\$2,397,725
Estimate of Local Share	\$149,000

Total Estimated NYSCCBG Amount:	\$3,358,42
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A. Subsidy	\$3,358,421
B. Other program costs (excluding subsidy)	\$2,845,916
C. Administrative costs	\$332,505
	\$180,000

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 type="checkbox"/> Screening of legally-exempt providers		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		

<input checked="" type="checkbox"/> Other	Health & Safety Grant Pro Action: Start-up Grant Expenditures for new Program: Defined as the pass through dollars/grants that are used by the family child care provider for items/expenditures identified as necessary in an assessment by Registration, Licensing, or CCRR staff. Grant awards should average not more than \$500 per provider. Start-up grants may be used for items such as fire alarms, smoke/carbon monoxide detectors, window guards, electrical outlet covers, first aid kits, medical examinations, water/radon testing, and remediation, playground surfaces, cribs, nap mats and other items that are consistent with safe quality care.	As needed
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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	None
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	Income level up to 200% when funds are available based on treatment recommendations.
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Income level up to 200% when funds are available
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Up to six (6) months; Income level up to 200% when funds are available
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	None
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	Bi-annual statement and/or physician detailing incapacity; Income level up to 200% when funds are available
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Up to six(6) months; Income level up to 200% when funds are available

<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>None</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>Income level up to 200% when funds are available with documentation to indicate anticipated graduation date.</p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available with documentation to indicate anticipated graduation date.</p>
<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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Students attending a four year fulltime program who work a minimum of 18 hours per week will also be eligible . All students must maintain a 2.0 GPA. students attending a SUNY school must be denied subsidy through the SUNY Child Care Subsidy System before qualifying for local subsidy funds. Income level up to 200% when funds are available</p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available</p>
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available</p>
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>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.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available</p>
<p>11. 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 program to train workers in a employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Income level up to 200% when funds are available</p>

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": **15 miles or 30 minutes from home. Exceptions will be made for: 1) family member providing care. 2) case by case for more rural areas of the county.**

Describe any steps/consultations made to arrive at your definition: **Travel between Bath and Corning is approximately 25 minutes. Corning is Steuben County's "industrial center".**

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 **10%**.

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.

Reduction in caseloads would follow this methodology, cases with income from 200%-151%, 150%-141%, 140%-131%, 130%-121%, 120%-110%, 110%-100%, and then those cases with Families with special needs children.

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 reverse order of case 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.

Criteria will be that defined under the approved Front End Detection (FEDS) Plan as submitted by Steuben County to and approved by the OCFS Office of Audit and quality Control.

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.

All subsidy recipients go through the recertification process every 6 months. All documentation is requested, including employment and income verification.

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 Director of Finance, SCDCSS will receive a current list of CACFP participants from sponsor quarterly. The Director will randomly select a sampling of six per month to review and compare the food program monitoring sheets to the subsidy time sheets with the sponsor.

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 up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).
11. 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).

APPENDIX G-4 (continued)

12. 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).
13. Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
14. 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).
15. Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
16. 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-5
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES**

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: N/A Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

**APPENDIX G-6
FUNDING SET-ASIDES**

Total NYSCCBG Block Grant Amount Including Local Funds		
Category:	N/A	\$
Category:		\$
Category:		\$
Category:		\$
Category:		\$
Category:		\$
Category:		\$
Total set asides		\$

Describe for each category the rationale behind specific set-aside amounts out of the NYSCCBG (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

Category:

APPENDIX G-6 (continued)

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$
Total set asides (Title XX)	\$

Describe for each category the rationale behind specific set aside amounts out of the Title XX block grant (e.g. estimated number of children, etc.).

Category:

Category:

Category:

Category:

APPENDIX G-8, #1
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies.

1. Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.

All Legally-Exempt Family Child Care, Legally-Exempt In Home Child Care, and Legally-Exempt Group Child Care providers will be subject to the additional standard outlined below. In addition, for legally exempt family child care the provider and each employee, volunteer or member of the household 18 years or age or older will be subject to the below standard.

2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.

The authorization for local criminal history background checks will be included in legally-exempt enrollment packages and returned to the enrollment agency.

If a provider or for legally-exempt family child care providers, an employee, volunteer or a member of the provider's household 18 years of age or older refuses to sign an authorization for a local criminal background check, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency. If a provider does not comply, the parent is sent Notice by the enrollment agency that their provider can not be considered a legally exempt provider.

All Legally-Exempt providers or for family child care providers, their employees, volunteers, household members/age 18 or older with a criminal conviction are required to write a summary of the incident and then they along with the parent must sign and date the statement. The statement is then maintained in the case record and serves to demonstrate that both the provider and the day care recipients are aware of the past convictions.

The EA will notify the district when the release has been signed. DSS will then request that the Steuben County Sheriff's Department check its records (at no cost to DSS) for any law enforcement involvement/arrests of the legally exempt family provider, any employee, volunteer or household member age 18 or older.

When a local criminal history check or self-attestation of a provider or in the case of a legally exempt family provider, any employee, volunteer or household member age 18 or older reveals the conviction of a crime, the Steuben County Department of Social Services will provide the EA with the results of the criminal convictions. The EA will review all convictions using the guidelines for reviewing criminal convictions issued by the Office of Children and Family Services.

3. Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)

Regarding the process for local criminal background checks, the EA notifies DSS that the authorization for local criminal background checks has been signed by the legally-exempt family child care providers, an employee, volunteer or a member of the provider's household 18 years of age. DSS sends a request to the Steuben County Sheriff's to conduct a local criminal background check. The Steuben County Sheriff notifies DSS of the results. DSS provides the EA with the results of the local criminal background check.

4. Described below is the justification for each additional standard.

Attempting to help ensure the provision of SAFE Day Care services to children.

APPENDIX G-8, #2
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies.

1. Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.

Legally Exempt (L.E.) Family program child care providers (excluding L.E. providers who provide care in the child's home (in-home) or Group) who have one or more subsidized children in their care, and provide an average of 30 hours or more of child care per week, will be required to participate in the Child and Adult Care Food Program (CACFP) under the sponsorship of Steuben Child Care Project a division of Pro Action Inc. L.E. Family Program Providers that provide 30 or more hours of care per week will not be enrolled if they refuse to participate in CACFP. The monitoring of the enrollment and coordination of information between Pro Action and the district will be performed by the enrollment agency.

2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.

No additional resources are required for CACFP participation as Pro Action SCCP is the CACFP sponsor as well as the L.E. enrollment agency, coordination will occur internally at full enrollment.

3. Described below is the frequency in which the additional standard will be conducted (for example, initial enrollment, re-enrollment or some period after enrollment).

CACFP enrollment will be implemented with current providers at re-enrollment and immediately at full enrollment with new providers seeking enrollment.

4. Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)

Pro Action is both the enrollment agency and the operator of the food program. N/A.

5. Described below is the justification for each additional standard.

At this time the districts has approximately 118 L.E. providers, 63 of which are considered “Family Child Care” with only 7 participating in CACFP. Requiring program participants in CACFP will allow the enrollment agency to monitor the majority of L.E. providers. This will aid in improving the health and nutrition of children care for by L.E. providers receiving subsidy payments within our district.

**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
as identified above

Base period selected (check one) 3 months 6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	12	1	13
Base period	12	3	15

List reasons for absences for which the district will allow payment:
Sickness or parental excuse

List any limitations on the above providers' eligibility for payment for absences:
provider must have been open. Either of above reasons. Absence doesn't exceed maximums.

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: **N/A**

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).

List the allowable program closures for which the district will provide payment.

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, ENHANCED
MARKET RATES FOR LEGALLY EXEMPT, 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.

Differential Payment Rates

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

Accredited Programs may receive a differential payment up to **10%** above market rate.

Care during non-traditional hours may be paid up to **5%** above market rate.

Limitations to the above differentials are as follows: **Combined not to exceed 15%**

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.

Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers

If a district elects 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 annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

Our district is requesting to increase the legally-exempt enhanced market rate up to 75 percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent (75%) of the child care market rates established for registered family day care.

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:

for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

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:

Up to five (5) hours of sleep time beginning at end of parent's work shift. In two (2) parent household, second parent must be unavailable to provide daycare.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **Five hours allowed, see above.**

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

N/A

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.

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 waiting to begin employment break between activities

**APPENDIX H
2011 ANNUAL PLAN UPDATE
CHECKLIST
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL
SERVICES**

Steuben County

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking “YES” or “NO” whether there are any changes to report. For each item that is answered “Yes” or where a “NO” response is not an option, a written response is required clearly indicating what has changed and reason for the change. Responses should be attached on separate page and added at the end of this appendix. . Please note that Appendices G-1 must be completed.

- | <u>YES</u> | <u>NO</u> | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | I. Financing Process |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. General Information |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Purchase of Services |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. Performance or Outcome Based Provisions |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | II. Monitoring Procedures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | III. Appendices |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | a. Appendix A – Legal Assurances |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | b. Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. Appendix C – Estimate of Persons to be Served - WAIVER |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Appendix D – Non-Residential Services to Victims of Domestic Violence |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | e. Appendix E – Chafee Foster Care Independence Program Use of Allocations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | f. Appendix F – Department of Social Services – Program Information Matrix |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | g. Appendix G – Child Care |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Appendix G-1 – Administration |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Appendix G-2 – Other Eligible Families if Funds are Available |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Appendix G-4 – Districts Options |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Appendix G-5 – Priority Populations |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Appendix G-6 – Funding Set-Asides |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. Appendix G-7 – Title XX Child Care |

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|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Appendix G-8 – Additional Local Standards for Child Care Providers |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 9. Appendix G-9 – Payment to Child Care Providers for Absences |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10. Appendix G-10 – Payment for Child Care Providers for Program Closures |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities |