APPENDIX G-1 CHILD CARE SECTION DATED 2007-2010

County: SULLIVAN

I. Administration

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: Child Care Unit

Income Eligible Families: Child Care Unit

Title XX: Services Unit

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

Estimate of Rollover Funds for FFY 08-09 \$724,103.00
Estimate of Flexible Funds for Families (FFFS) for child care subsides

NYSCCBG Allocation for SFY 09-10 \$1,826,402.00
Estimate of Local Share \$127,525.00

Total Estimated NYSCCBG Amount:

\$2,550,505.00

\$

A. Subsidy \$2,006,553.00
B. Other program costs (excluding subsidy) \$251,474.00
C. Administrative costs \$292,478.00

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

Function:		Organization:	Amount of Contract	
X	Eligibility screening	Sullivan County Child Care Council		
X	Assistance in locating care	Sullivan County Child Care Council	\$85,952.00	
	Child Care Information Systems			
	Determining if legally- exempt providers meet State approved additional local standards (if applicable)			
X	Other (training)	Sullivan County Child Care Council	\$49,400.00	

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 CFSP. Select any categories your district wants to serve and describe any limitations associated with the category.

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Optional Categories	Option	Limitations
1Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	Yes No	Must be in approved work activity.
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	⊠Yes □ No	Inpatient or outpatient programs as approved by local district.
b) homeless	⊠Yes □ No	Maximum of three months with a review of extenuating circumstances.
c) a victim of domestic violence	⊠Yes □ No	Need to be engaged in approved activity or in screening or assessment of need for services.
d) in an emergency situation of short duration	⊠Yes □ No	Duration of service not to exceed three months with a review of extenuating circumstances.
3. Families with an open child protective services case when child care is needed to protect the child.	⊠Yes □ No	Each case to be reviewed on its own merit and circumstances.
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	⊠Yes □ No	Time limited not to exceed 120 days. Incapacity as defined by Social Security or verified by a medical doctor.
b) has family duties away from home	⊠Yes □ No	With documentation of need to be away from home (ie: care for elderly parent 3 hrs per day). On limited basis not to exceed three months; review available.

 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. 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. 		Service provided for a maximum of six months only for families with open cases. Child care not subsidized for sanctioned parent.
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	∑Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
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	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
d) a program providing literacy training designed to help individuals improve their ability to read and write;	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
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	∑Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
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	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.

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	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
h) a prevocational skill training program such as, a basic education and literacy training program	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
i) a demonstration project designed for vocational training or other project approved by the Department of Labor.	⊠Yes □ No	Approved by local district as defined as an approved activity through Employment Plan.
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.		
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.	☐ Yes ⊠ No	Sullivan County does not approve college programs other than vocational.

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.	Yes No	Sullivan County does not approve college programs other than vocational.
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.	☐ Yes ⊠ No	Sullivan County does not approve college programs other than vocational.
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 potion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.	⊠Yes □ No	

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": Reasonable distance is child care available within a 15 mile radius.

Describe any steps/consultations made to arrive at your definition: Sullivan County explores the issues of child care at initial assessment. A contract with the Center for Workforce Development exists to implement the County's employment services. Sullivan is a rural county, which necessitates flexibility regarding "reasonable distance."

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 100% 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 35%.

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.

The following are the priorities for case closings:

- -Full time working parents (30 hours per week or more).
- -Part time workings parents (20 hours per week or less).
- -Teen parents in approved training/educational programs.
- -Parents attending higher education or an approved vocational program.
- -Parents actively engaged in job search.
- -Very low income families.
- -Families of 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
\boxtimes	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.

The following are the priorities for case openings:

- -Families of special needs children.
- -Very low income families.
- -Parents actively engaged in job search.
- -Parents attending higher education or an approved vocational program.
- -Teen parents in approved training/educational programs.
- -Part time workings parents (20 hours per week or less).
- -Full time working parents (30 hours per week or more).

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.

Please see attached "Front End Detection System" plan.

The district must identify 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.

Recertifications are conducted every six months of 100% of the recipients. Verification of continued need for child care services is based on documentation provided, including but not limited to: wage stubs, school enrollment verification, medical need statements, etc.

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

The Sullivan County Child Care Council monitors all "legally exempt" providers who are participating in the USDA Child and Adult Care Food Program to ensure that meals are being provided for the actual number of days the children are in attendance. All attendance forms are processed through the Sullivan County Accounting Department, which verifies the children's attendance.

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 its 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).
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).

APPENDIX G-4 (continued)

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).

APPENDIX G-7 TITLE XX CHILD CARE

Projected total Title XX expenditures for plan duration: \$2,000.00

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	2) 275 %	(3) 255 %	(4) 22:	5%
Programmatic Eligibi Title XX:		•	lies. (Check all that apply.) education/training
	seeking em	ployment	\boxtimes	illness/incapacity
	homelessne	ess	\boxtimes	domestic violence
	emergency	situation of sho	ort dura	ation
	participatin	ng in an approve	ed subs	stance 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: Must have exhausted all other funding sources. Emergency situation must not exceed three months (can have review of circumstances). Illness/incapacity as defined by Social Security or verified by medical doctor and time limited not to exceed three months. Needs to be engaged in approved activity/in screening process. Inpatient/outpatient in programs approved by the district.				
Does your district pric ☐ YES ☑NO	oritize certain	eligible familie	s for T	Title XX funding?
If yes, describe which	families will	receive priority	' :	
Does your district use ⊠ YES □ NO	Title XX fun	ds for child care	e for o	pen child protective services cases?
Does your district use ☐ YES ☐ NO	Title XX fun	ds for child care	e for o	pen child preventive services cases?

APPENDIX G-11 TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED MARKET RATES FOR LEGALLY EXMEPT, 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.

NA

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.

NA

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. **NA**

Our district is requesting to increase the legally-exempt enhan-	ced market rate up
topercent 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 r	egistered 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.

<u>Sleep</u>

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:

Sullivan County will pay for up to 6 hours of sleep if a parent/caretaker works the second or third shift. The parent/caretaker would have to inform the County of the details of who is providing the child care and where it is provided. A case-by-case decision would be made based on all information such as: are there two parents/caretakers in the home to split the child care duties, are the children in school, what shifts do the parents/caretakers each work, is the caretaker a single parent, etc. If a single parent/caretaker is working the second shift, we would allow the child care provider to keep the child so that the single parent/caretaker could have some sleep time.

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

APPENDIX H ANNUAL PLAN UPDATE CHECKLIST

ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Sullivan 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. Reponses 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>	
		Financing Processa. General Information
H		b. Purchase of Services
	(See	Section II) c. Performance or Outcome Based Provisions
		I. Monitoring Procedures
]	III. Appendices
	\boxtimes	a. Appendix A – Legal Assurances
	\boxtimes	b. Appendix B – Summary of Memorandum of Understanding with
		the District Attorney's Office for Child Protective Services
	(NA)	c. Appendix C – Estimate of Persons to be Served
\bowtie		d. Appendix D – Non-Residential Services to Victims of Domestic
		Violence
	(NA)	e. Appendix E – Chafee Foster Care Independence Program Use of
	(NT A)	Allocations
	(NA)	f. Appendix F – Department of Social Services – Program
		Information Matrix g. Appendix G – Child Care
\square		g. Appendix G – Child Care 1. Appendix G-1 – Administration
Ħ	\boxtimes	2. Appendix G-2 – Other Eligible Families if Funds are
		Available
		3. Appendix G-3 – Reasonable Distance, Very Low Income,
		Family Share, Case Closings and Case Openings, and Fraud
		and Abuse Control Activities
	\boxtimes	4. Appendix G-4 – Districts Options
	(NA)	5. Appendix G-5 – Priority Populations
	(NA)	6. Appendix G-6 – Funding Set-Asides

	\boxtimes	7. Appendix G-7 – Title XX Child Care
	(NA)	8. Appendix G-8 – Additional Local Standards for Child Care
		Providers
	(NA)	9. Appendix G-9 - Payment to Child Care Providers for
		Absences
	(NA)	10. Appendix G-10 – Payment for Child Care Providers for
		Program Closures
\boxtimes		11. Appendix G-11 – Transportation, Differential Payment
		Rates, and Sleep
	(NA)	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child
		Care Service Unit, Waivers, Break in Activities

APPENDIX H ANNUAL PLAN UPDATE CHECKLIST

ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES

Sullivan 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. Reponses should be attached on separate page and added at the end of this appendix.

<u>YES</u>	<u>NO</u>	
	I.	Financing Process a. General Information
H		a. General Informationb. Purchase of Services
		c. Performance or Outcome Based Provisions
	⊠ II.	Monitoring Procedures
	III.	Appendices
		a. Appendix A – Legal Assurances
	\boxtimes	b. Appendix B – Summary of Memorandum of Understanding with
		the District Attorney's Office for Child Protective Services
		(Check "No" if the memorandum is current, designates suitable
		locations for abandoned infants and there are no changes since the last CFSP or APU.)
	\bigcap NA	c. Appendix C – Estimate of Persons to be Served
\boxtimes		d. Appendix D – Non-Residential Services to Victims of Domestic
	_	Violence
	☐ NA	e. Appendix E – Chafee Foster Care Independence Program Use of
		Allocations
		f. Appendix F – Department of Social Services – Program Information Matrix
		g. Appendix G – Child Care
\boxtimes		1. Appendix G-1 – Administration
		2. Appendix G-2 – Other Eligible Families if Funds are
		Available
		3. Appendix G-3 – Reasonable Distance, Very Low Income,
		Family Share, Case Closings and Case Openings, and Fraud
	\square	and Abuse Control Activities
H	□NA	 4. Appendix G-4 – Districts Options 5. Appendix G-5 – Priority Populations
H	□ NA	6. Appendix G-6 – Funding Set-Asides

\boxtimes		7. Appendix G-7 – Title XX Child Care
	☐ NA	8. Appendix G-8 – Additional Local Standards for Child Care
		Providers
	☐ NA	9. Appendix G-9 - Payment to Child Care Providers for
		Absences
	☐ NA	10. Appendix G-10 – Payment for Child Care Providers for
		Program Closures
	☐ NA	11. Appendix G-11 – Transportation, Differential Payment
		Rates, and Sleep
	NA	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child
		Care Service Unit, Waivers, Break in Activities