

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

County: Clinton

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: Day Care Unit

Transitioning Families: Day Care Unit

Income Eligible Families: Day Care Unit

Title XX: Day Care Unit

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

	<u>10/04 – 9/05</u>	<u>10/05 – 9/06</u>
Total NYSCCBG Amount:	\$1,161,690	\$1,193,364
A. Subsidy	1,049,751	628,222
B. Other program costs (excluding subsidy)	268,352	256,242
C. Administrative costs	\$ 26,864	16,113

- 3. Does your district have a contract or formal agreement with another organization to perform any of the following functions? No**

<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 type="checkbox"/> Other		

APPENDIX G-2

Other Eligible Families if Funds are Available (Required Section)

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

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard (SIS) when the caretaker is: a) participating in an approved substance abuse treatment program b) homeless c) a victim of domestic violence d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	a-d) Local Social Services worker must assess specific need and authorize child care to meet that need based on recommendations of service providers and assessment of other available resources. <ul style="list-style-type: none"> • other adults in the home • family/friends who might provide care • amount and length of child care needed • transportation considerations
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 b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	a) b)
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) a program providing literacy training designed to help individuals improve their ability to read and write	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose primary language is other than English.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
f) a two year full-time degree granting program at a community college, a two year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
g) a training program which has a specific occupational goal and is	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>conducted by an institution licensed or approved by the State Education Department other than a college or university</p>		
<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>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 on program.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>8. PA recipients and low income families with income 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>9. 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 that is reasonably expected to led to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17½ hours per week. The</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

parent/caretaker must demonstrate his or her ability to successfully complete the course of study.

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APPENDIX G-3

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

It will considered reasonable for a person to travel by personal vehicle fifteen minutes or 10 miles one way to a day care provider off the route from home to work. For someone utilizing public transportation with the day care provider on the bus route from home to work, one half mile from the bus stop on either end of the trip will be considered reasonable. One half mile will be considered reasonable for a person to walk to a day care provider's home. Variations in this standard will be considered for special circumstances such as ages and number of children who need to be walked to day care, locations and time of day to ensure safety in walking, weather conditions, and physical challenges which may impact the person's ability to travel. The plan was developed with input from the LDSS's day care staff, employment and assistance staff, services staff, and consultation with the Child Care Council.

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 125% 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 requires hours of work describe the requirement below:

- 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 on parenting working 30 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 percent to 35 percent 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 gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district is 20%.

Case Closings

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.

NOTE: Category 1 cases will be guaranteed child care until programmatically ineligible.

1. If all NYSCCBG funds are committed, our district will discontinue funding to Category 3 families 150%- 200% from longest duration of child care received to shortest.
2. If there are insufficient NYSCCBG funds after Category 3 (150% - 200%) cases are closed, our district will close Category 2 cases (150% - 200%) from longest duration of child care received to shortest.
3. Category 3 – all the rest
4. Category 2 – all the rest
5. Priority populations will close in this order
 - teen parent
 - children with special needs
 - very low income

Case Openings

Described below is how our district will select cases to be opened in the event that there are insufficient funds available.

- A prioritized waiting list will be created when limited funds restrict day care subsidies. Cases will be opened as funds allow considering the reverse order of case closings.

Fraud and Abuse Control Activities

All child care subsidy applications are processed by a Social Welfare Examiner assigned to the Child Care Unit. Applications are reviewed against WMS case history to determine if the applicant has been previously sanctioned for failure to comply with eligibility requirements. New applicants who require day care due to employment have an employment verification form sent to the employer in order to determine work schedule. Cases where questions arise are referred to the Fraud Unit for verification (FEDS).

Social Welfare Examiners assigned to the Employment and Assistance and the Child Care Unit work closely in coordinating day care. A sampling of cases are reviewed each month to determine actually day care provided with work experience, job verification, etc. Wages reported each month are compared to actual day care provided. A Principle Account Clerk in the Accounting Unit samples time sheets to ensure proper amounts are paid. When Caseworkers assigned to the Child Care Unit conducts unannounced home visits a comparison is made between the children present during the home visit with attendance sheets submitted for payment. In addition the home visit is compared with work experience logs submitted or educational attendance forms submitted. Questionable time sheets are forwarded to fraud for investigation.

Approximately five percent of day care cases are reviewed each month to determine proper billing/accounting. Time sheets are compared with Joint Council for Economic Opportunity to ensure that time sheets provided for day care match those submitted to food assistance. Questionable time sheets are forwarded to the fraud unit.

APPENDIX G-4

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 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.

Local equivalent forms Clinton County wishes to renew are included as the next two pages.

**INDICATION OF CHILD ABUSE
OR MALTREATMENT CERTIFICATION
(To Be Completed by Provider)**

I certify to the best of my knowledge and belief that I (have) (have not) been indicated for child abuse or maltreatment in New York State or any other jurisdiction. If I have been indicated for child abuse or maltreatment, I will provide true and accurate information in writing to the parent(s) of the child/children that I will be caring for and to the Department of Social Services concerning the incident(s) for which I was indicated, the date of said indication and any other pertinent information.

Provider Signature

Date

CONSENT

I _____, do hereby grant my permission to the Clinton County Department of Social Services to obtain information from the Child Protective Unit to verify that I have provided accurate information in writing to then parent/parents of said child/children to ensure a safe environment for the child/children who may be in receipt of a child care subsidy.

Signature

Date

**INDICATION OF CHILD ABUSE
OR MALTREATMENT CERTIFICATION**

**(To be completed by each person 18 years or older who lives in the
Provider's home, and any other assistant, employee or
volunteer who works with the Provider)**

I certify to the best of my knowledge and belief that I (have) (have not) been indicated for child abuse or maltreatment in New York State or any other jurisdiction. If I have been indicated for child abuse or maltreatment, I will provide true and accurate information in writing to the parent(s) of the child/children who may be in receipt of subsidized child care and to the Department of Social Services. This information will include the incident(s) for which I was indicated, the date of said indication and any other pertinent information.

Provider Signature

Date

CONSENT

I _____, do hereby grant my permission to the Clinton County Department of Social Services to obtain information from the Child Protective Unit in regards to verify that I have provided accurate information in writing to the parent(s) to ensure a safe environment for the child/children who may be in receipt of child care subsidy.

Signature

Date

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

Projected total Title XX expenditures for plan duration: \$5,000

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:
- | | | | |
|-------------------------------------|--|--------------------------|--------------------|
| <input type="checkbox"/> | employment | <input type="checkbox"/> | education/training |
| <input type="checkbox"/> | seeking employment | <input type="checkbox"/> | illness/incapacity |
| <input type="checkbox"/> | homelessness | <input type="checkbox"/> | domestic violence |
| <input checked="" type="checkbox"/> | emergency situation of short duration | | |
| <input type="checkbox"/> | 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:

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

Yes No

If yes, describe which families will receive priority:

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-8
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS

State law allows districts to propose local standards in addition to the State standards for providers who will receive child care subsidies.

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

All legally exempt providers and household members over 18 will be asked to sign a consent form authorizing a local CPS database check.

If the provider or a member of the provider's household refuses to sign a release of information, parents/caretakers will be asked to consider this refusal in their decision to select this provider. Parents will be informed of their right to choose an alternative provider and be given information about how to locate other providers.

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

A release form will be included in packet for legally exempt provider. The day care worker will review it and follow up with the provider if there is an indicated CPS case.

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

Clinton County wishes to ensure that parents get accurate information regarding providers' CPS history so they can make an informed decision.

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

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

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

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:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	12	3	15
Base period	12	8	20

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

Illness, medical appointments, homelessness, court.

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

No payment will be made for absences when the child care provider is closed and not available.

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

APPENDIX G-11 TRANSPORTATION, DEIFFERENTIAL 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.

N/A

Differential Payment Rates

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

Accredited Programs may receive a differential payment up to _____ percent above market rate. N/A

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

Limitations to the above differentials are as follows:

Non-traditional hours are defined as weekends and the night shift
(10 pm – 6 am).

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

N/A

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:

Parents with pre-school children during the school year and parents with school age or pre-school children during the summer and school vacations are eligible to apply for extended day care to sleep (no more than eight hours) when no other reasonable arrangements are available.

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.
A limit of 72 hours per emergency.

Child Care Services Unit*

The Child Care Service Unit is the basis upon which a district will determine which household and/or family 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

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.

A new determination will be made in an event of a change in family circumstances to benefit the family.

Waivers*

Districts have the authority to request a waiver for 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 be 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 being employment break between activities