

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

County: Livingston

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: TA/FS/DC Examiner

Transitioning Families: TA/FS/DC Examiner

Income Eligible Families: TA/FS/DC Examiner

Title XX: Services Division

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

Total NYSCCBG Amount:	\$1,000,000
A. Subsidy	\$ 822,000
B. Other program costs (excluding subsidy)	\$ 176,000
C. Administrative costs	\$ 2,000

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 checked="" type="checkbox"/> Screening of legally-exempt providers	Western New York Child Care Council, Inc.	
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input checked="" type="checkbox"/> Other	Western NY Child Care Council, Inc.	76,447.00

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	None
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must maintain satisfactory attendance with local school district
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	Must maintain satisfactory attendance with program provider and must participate at least 10 hours per week
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must maintain satisfactory attendance with program provider and must participate at least 10 hours per week
d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must maintain satisfactory attendance with program provider and must participate at least 10 hours per week
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must maintain satisfactory attendance with program provider and must participate at least 10 hours per week
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must be employed at least 20 hours per week, maintain satisfactory attendance and must maintain at least a 2.0 GPA
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must maintain satisfactory attendance with program provider and must participate at least 10 hours per week. Must not exceed 12 months in a lifetime
h) a prevocational skill training program such as, a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Must maintain satisfactory attendance with program provider and must participate at least 10 hours per week. Must not exceed 12 months in a lifetime

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": **45 miles one way from home to work activity, with a stop at a child care provider.**

Describe any steps/consultations made to arrive at your definition: **The farthest distance a participant would be required to travel to an activity is 35 miles. Based on location of child care providers and activity sites, 10 miles added to stop at child care provider.**

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 **160%** 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 **10%**.

2.) Provider is an actual person, lives where they say they do, and that they are providing care

This will be accomplished through:

1.) Wage verifications sent to employers

2.) Wage verification gathered by phone call to employers

3.) Home visits to providers

Other issues may be added as the case is investigated and as circumstances dictate.

b. the child's caretaker is homeless or receiving services for victims of domestic violence in order to participate in an approved activity, or in screening for or an assessment of the need for services for victims of domestic violence.

VI. Families with very low income (160% or less) when the parent(s) or caretaker(s) need child care services to participate in educational or vocational training programs as described in Appendix G-2.

VII. . Families with income between 161%-200% the State Income Standard when the parent(s) or caretaker(s) need child care services to participate in educational or vocational training programs as described in Appendix G-2

Case Closings

Case closings will occur in the opposite order of case openings with the following additional consideration.

Families with income of 200% or less needing child care for the following reasons will closed based on the below income bands.

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

Order of closing 200%-180%, 179%-160%, 159%-140%, 139% and below

Waiting Lists

All closing/denial notices will include notification that the client will be placed on a waiting list based on their group, category and date of closing/denial. As funds become available, we will select from our waiting list using our prioritization listed for openings. The criteria of selection within each category will be by date of closing/application.

Cases will be deleted from the waiting list as we select them for re-application. We will cross-reference our daily day care openings with our waiting list and delete cases from the waiting list that have opened in another category of day care.

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- 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-6
FUNDING SET-ASIDES**

**Total NYSCCBG Block Grant Amount Including Local
Funds**

Category:	\$
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-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:

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	3	15

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

Same absences as defined by provider for non-subsidized children.

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

None

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.

None

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.

None

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:

Payment will be made where it has been determined that there is no other legally responsible caretaker relative available to provide child care in these situations.

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **The number of hours allowed is equal to the length of the work shift, not to exceed 8 hours.**

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

Day Care Random Sampling

Accounting staff will randomly pull 3 billing sheets on Tuesday from the previous weeks sheets, copy them and put them in the Fraud Investigator's mailbox.

The Fraud Investigator will check:

- 1) Hours worked vs hours day care is paid for
- 2) Provider is an actual person, lives where they say they do, and that they are providing care

This will be accomplished through:

- 1) Wage verifications sent to employers
- 2) Wage verification gathered by phone calls to employers
- 3) Home visits to providers

Other issues may be added as the case is investigated and as circumstances dictate.