

August 6, 2007

Ms Kelly A. Reed, Commissioner  
Monroe County Department  
Of Social Services  
111 Westfall Rd, Room 660  
Rochester, NY 14620-4686

Dear Commissioner Reed:

This letter is to inform you that the child care section found in the administrative component of your 2007-2009 Child and Family Services Plan was approved on August 6, 2007. The child care section became effective on August 6, 2007.

This approval is being issued separate from the approval of other sections of your plan in order to accommodate your county's need to implement the child care services provisions. A letter approving the remaining sections of your plan will be sent upon their approval.

If you have any questions about this approval or the child care section found in your 2007-2009 Child and Family Services Plan please contact Ms. Rhonda Finlayson, (518) 402-6785 or email her at [Rhonda.Finlayson@ocfs.state.ny.us](mailto:Rhonda.Finlayson@ocfs.state.ny.us).

Sincerely,

Jane G. Lynch  
Deputy Commissioner  
Division of Development and  
Prevention Services

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

**County:** Monroe

**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: **Financial Assistance Division**

Transitioning Families: **Financial Assistance Division**

Income Eligible Families: **Financial Assistance Division**

Title XX: **Child and Family Services Division**

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.  
Total NYSCCBG Amount: **\$32,335,289**

A. Subsidy	<b>\$30,380,106</b>
B. Other program costs (excluding subsidy)	<b>\$1,699,183</b>
C. Administrative costs	<b>\$256,000</b>

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	<b>Early Care Impact Study</b> is being conducted by the Children's Inst. And supports their research in early childhood education and care in Rochester	<b>\$10,000</b>

## 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		<b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings & Closings Criteria (G-3)
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If this is part of the PA parent/guardian's employment plan approved by DHHS. This does not apply to IEDC cases.</b>
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>With approval of the emergency housing coordinator. This does not apply to IEDC cases.</b>
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>With approval of the DV Liaison. This does not apply to IEDC cases.</b>

d)in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Family will submit in writing a request for childcare with description of the emergency, i.e. parent must participate in court ordered community service, or other court mandated activity, one child is in an intensive care unit and with siblings at home and the parent needs to spend time at the hospital anticipated duration of the emergency, what other alternatives were explored. Worker will review with supervisor request for childcare. If approved, documentation shared with Coordinators or Asst Coordinators requesting administrative approval. All documentation will be placed in the file and reason for/duration noted on NOD.</b>
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		<b>Note: Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/07 – 12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</b>
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Applicant must have letter from physician or treating mental health professional stating unable to provide care, medical or psychological reason for this and expected duration. Applicant must also meet income requirements. The letter along with administrative approval from Coordinators or Asst Coordinators as documented in the case file.</b>
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Families who are currently receiving day care subsidy can continue coverage for up to 30 days to seek new employment</b></p> <p><b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<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>7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Note:</b> The student caretaker must maintain 85% attendance in school to be eligible or the acceptable standard for the school district he/she attends in, whichever is greater. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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><b>Note:</b> attendance in a GED program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in program must be in addition to a minimum of 17.5 hours of weekly employment          Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in program must be in addition to a minimum of 17.5 hours of weekly employment          Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading and writing the English language for individuals whose primary language is other than English</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in program must be in addition to a minimum of 17.5 hours of weekly employment          Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<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>Note: attendance in a degree program must be in addition to a minimum of 17.5 hours of weekly employment          Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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>Note: attendance in a training program must be in addition to a minimum of 17.5 hours of weekly employment          Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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><b>Note:</b> attendance in a skill training program must be in addition to a minimum of 17 1/2 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p><b>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Note:</b> attendance in a demonstration project vocational training program must be in addition to a minimum of 17 1/2 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<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 1/2 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><b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>

<p><b>9. PA recipients and low income families</b>  with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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## 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": **Within one hour travel time from home or worksite.**

Describe any steps/consultations made to arrive at your definition: **Internal, cross division committee discussions.**

#### 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 165% 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.

- h  ours 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 **25%**.

**Case Closings (select one or two)**

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.

1. families w/children who have special needs
2. very low income

Cases will be closed in the following order:

Families whose income is 200%-166% State Income Standard (SIS)  
Families who have children with special needs (within this category closed by income, highest being first)

**Families whose income is 165%-140% SIS**

**Families whose income is 139-100%**

**W/in each income bracket categories will be closed in the following order:**

- 1) **A family receiving public assistance when childcare services are necessary:**
  - (a) **to enable a teenage parent to attend high school or an equivalency program; or**
  - (b) **for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.**
- 2) **PA families when caretaker is part of a substance abuse treatment program.**
- 3) **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.**
- 4) **Family receiving public assistance when childcare services are needed for an eligible child who is age 13 years or older is under court supervision in order to enable the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district.**
- 5) **PA families when caretaker is in an emergency situation of short duration.**
- 6) **Families currently receiving childcare subsidy when childcare is needed to continue for the child's caretaker to actively seek employment (of at least 20 hours per week) for a period of up to 30 days.**
- 7) **Family which has applied for or receiving public assistance when childcare services are needed for an eligible child who is age 13 years or older and who has special needs or is under court supervision, in order to enable the child's parent(s) or caretaker relative(s) to participate in activities required by a social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.**
- 8) **Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.**

9) A family which is at risk of becoming dependent on public assistance when child

care services are needed:

- (a) for the child's caretaker(s) to be employed at least 20 hours per week; or
- (b) to enable a teenage parent to attend high school or an equivalency program; or
- (c) for the child's caretaker(s) to be participating in a 2 year college or university program or a vocational program (not exceeding 24 consecutive months) leading to a certificate or license as long as the caretaker(s) is also working at least 20 hours per week.

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.

**The district will open cases 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.

MCDHS is using the following criteria for referral for fraud and abuse investigation:

1. Working off the books (currently or previously)
2. Application inconsistent with prior case information
3. Resulting from investigation: Prior history (circle one): denial/ case closing/overpayment/ IPV
4. No absent parent information or information is inconsistent with application
5. No documentation to verify identity or documentation of identity is questionable
6. Self-employed but without *adequate business records* to support financial assertions
7. P.O. Box used as a mailing address *without reasonable explanation*, e.g. high crime area
8. Children under the age of six with no birth certificates available
9. Unsure of own address
10. No income within the last six months

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.

**MCDHS will verify continued need for childcare in cases where: the parent is employed by a temporary agency, where the hours vary, where the duration of educational program or other approved activity doesn't coincide with the daycare authorization period, where the parent is self-employed. MCDHS will attempt to verify a total of approximately 400 childcare cases annually. This works out to be approximately 16% of the total low income caseload. Cases meeting the criteria for review will be referred to the Quality Review team at intake or at recertification to investigators to verify income and continued need every 2 months.**

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.

**MCDHS reviews every attendance sheet to compare days attended versus authorizations as well as to check for provider signature, parent fees collected, and any anomalies which would merit further investigation.**

**Monroe County has approximately 790 child care providers that participate in CACFP.**

**Quarterly the district will randomly select 63 providers that participate in CACFP and care for subsidized children. If the child care provider was previously sampled they will not be counted in subsequent samples. The district will contact the CACFP sponsor to determine the last time the CACFP sponsor conducted an inspection and obtain the names of the subsidized children seen at that inspection. The district will compare the child care provider's subsidy attendance forms (date that corresponds w/ the inspection) with the CACFP inspection forms to verify that child care was actually provided on the days listed on the attendance forms. Monroe County will follow up on any inconsistencies to determine if there was any fraud.**

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1.  Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.  Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3.  Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.  Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11.  Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
12.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).

13.  Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
14.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
15.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

**APPENDIX G-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: **PA families when caretaker is part of a substance abuse treatment program.** Rank: **1**

Description:

Category: **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.** Rank: **2**

Description:

Category: **PA families when caretaker is in an emergency situation of short duration.** Rank: **3**

Description:

Category: **Families currently receiving childcare subsidy when childcare is needed to continue for the child's caretaker to actively seek employment for a period of up to 30 days.** Rank: **4**

Description:

Category: **Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.** Rank: **5**

Description:

**APPENDIX G-5 (Continued)**

**Category: Families in which the custodial parents are working at least 20 hours per week based on the relationship between family income and poverty level.**

**Rank:6**

Description:

**Category: Families where custodial adults are participating in a two-year college or university program or a vocational program (not exceeding 24 consecutive months) leading to a certificate or license, as long as the custodial adults are also working at least 20 hours per week**

**Rank:7**

Description:

**Category: Adolescent parent who is enrolled and with attendance that meets a standard that is acceptable in their school district, who need childcare in order to finish high school are a priority even if they are not employed.**

**Rank:8**

Description:

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

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

Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
<b>Total set asides</b>	<b>\$</b>

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:	\$
<b>Total set asides (Title XX)</b>	<b>\$</b>

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-7  
TITLE XX CHILD CARE**

Projected total Title XX expenditures for plan duration: \$ **1,598,650**

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2)                      **200%**                      (3) **200%**                      (4)                      **200%**

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

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

program

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

YES     NO

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

If yes, describe eligibility criteria:

**Available only with doctor's statement and administrative approval. Additional supporting documentation may be required. This can be authorized for up to a maximum of 3 months at any one time. If the condition continues beyond three months, the case will be reviewed by the worker and Supervisor to determine if it should be transferred to Preventive Day Care. Continuation beyond three months will be based upon the client's ability and timeframe to return to the workforce.**

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**

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.
  
  
  
  
  
  
  
  
  
  
2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.
  
  
  
  
  
  
  
  
  
  
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.)
  
  
  
  
  
  
  
  
  
  
4. Described below is the justification for each additional standard.

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

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

- Day Care Center                       Legally Exempt Group  
 Group Family Day Care             School Age Child Care  
 Family Day Care

Our district will only pay for absences to providers with which the district has a contract or letter of intent.  Yes  No

Base period selected (check one)     3 months                       6 months

Number of absences allowed during base period:

<b>Period</b>	<b>Routine Limits (# of days)</b>	<b>Extenuating Circumstances (# of days)</b>	<b>Total Number of Absences Allowed (# of days)</b>
In a month	12	3	15
Base period	24	6	30

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

- Child's illness**
- Parent's illness**
- Snow days if provider is open**
- School vacations of 8 days or less**
- Official school closings for other reasons if provider is open**

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

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:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Day Care Center | <input type="checkbox"/> Legally Exempt Group  |
| <input type="checkbox"/> Group Family Day Care      | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> 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). **4 days** Programs can choose any 4 days from the following recognized holidays New Years Day, Christmas, Thanksgiving, Labor Day, and Thanksgiving.

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, 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.

**Monroe County does not pay for transportation**

**Differential Payment Rates**

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

Accredited Programs may receive a differential payment up to **15%** above market rate.

Care during non-traditional hours may be paid up to **0%** above market rate.

Limitations to the above differentials are as follows: **Accredited Programs must enter into a contract (if center) or agreement (if group or family) and have on file with the County of Monroe a copy of their current/valid accreditation certificate. Agreements and contracts are entered into annually.**

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

**Sleep**

**Yes**

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:

**Childcare to allow a parent to sleep may be paid with Administrative approval and supporting documentation under the following circumstances: Special circumstances include parents working night shift requiring sleep during the day and the child(ren) are below school-age or the care is during school breaks.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **6 hours**

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

**Child Care Exceeding 24 Hours**

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.  
**Must have prior administrative approval and supporting documentation in the case file.**

**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. **When the addition of the 18 or 19 year old to the CCSU makes the household eligible for Child Care assistance.**

**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