



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 checked="" type="checkbox"/> Assistance in locating care	ACCORD Corporation	\$115,607
<input checked="" type="checkbox"/> Child Care Info. Systems	Controltec, Inc.	\$12,750
<input type="checkbox"/> Other		

**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.

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
<b>1.</b> 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	
<b>2.</b> PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Active PA Only</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Fire, Destruction of home, Caring for elderly relative</b>
<b>3.</b> 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	
<b>4.</b> Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Only up to full time</b>
<b>5.</b> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Up to 5 hrs./week totaling up to 15 hrs/mo. Pre-approval will be required for any thing over 5hrs/week or 15 hrs/mo.</b> <b>Will require verification of job search from potential employers.</b>

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:		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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	<b>Including A+ classes given at Universities and Colleges to prepare students for college coursework</b>
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	For a demand occupation (list maintained By the Cattaraugus Count One-Stop) and Cosmetology Full-time Maintain a "C" average
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	<b>See above</b>
h) a prevocational skill training program such as, a basic education and literacy training program	<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><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>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>See above</b></p>
<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>See above</b></p>

<p>10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>11. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in a employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## APPENDIX G-3

### **III. Reasonable Distance, Very Low Income, Child Support, Family Share, Case Closings and Openings and Case Reviews (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":

- 1. Pre-School Children (and all children up to 13 years of age during school vacations):**
  - **Individuals having their own vehicle or arranged transportation will not be penalized if their childcare provider is in excess of 15 miles from the most direct route to work or work activity.**
  - **Individuals who have no transportation will not be penalized if their work/work activities are in excess of a two-mile radius of their residence. Child care would fall within the same parameters.**
- 2. School-age children:**
  - **Individuals will not be penalized if the child care provider exceeds the school district standards for walking distance or bus service, whichever applies.**

Describe any steps/consultations made to arrive at your definition: Workgroups between Services Day Care unit and Public Assistance unit.

#### **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 **185%** 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 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 **10%**.

**Case Closings** (select one)

Our district has established local priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, our district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how our district will select cases to be closed in the event that there are insufficient or no funds available.

**(In this order, as limitations exist):**

- 1. Cases above 185% of the State Income Standard (SIS)**
- 2. Families participating in educational programs**
- 3. Families that have children who have special needs**
- 4. Families whose income is up to 185% of the SIS**

**Within categories listed above families receiving child care services for the shortest amount of time will be closed first.**

Our 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. Our district has chosen to close cases based on

- shortest time receiving child care services
- longest time receiving child care services

**Case Openings**

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

**Cases will be opened in reverse order of case closings.**

**Fraud and Abuse Control Activities**

*The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.*

**The district will use the following FEDS indicators: working off the books, application inconsistent with prior case, prior history of denial, self-employed, but without adequate business records, documents or information provided are inconsistent with application, such as different name used for signature, post office box used without reasonable explanation, no absent parent information, prior application showed legally responsible relative who is not there now.**

*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.*

- 1. Check pay stubs and hours of work**
- 2. If they do not match with hours of daycare, we ask for clock-in/clock-out hours**
- 3. We get school schedules**

**If, within a six-month period, any case has not been reassessed for income, job change, schedule changes, etc., then the child care unit will review that case, and those cases will be re-certified at that time, if appropriate. Therefore, 100% of cases will be reviewed every six 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.*

**ACCORD Corporation will be reviewing cases, beginning with those which have had some concerning issues but were not disqualifiable at face value.**

**ACCORD Corporation runs the child care food program for Cattaraugus County, and will ask the County for attendance with sampled providers. Again, ACCORD will begin to sample with any "questionable" situations, if any.**

**There are approximately 36 child care providers that participate in the Child and Adult Care Food Program (CACFP), excluding day care centers. First, Cattaraugus County DSS will ask ACCORD to do site inspections on those providers who are enrolled in the food program and whom it feels may be providing DSS with questionable child care information. After those providers are chosen (let us say that would be ten providers), DSS will compare the site inspection reports sent to the day care unit of the next 26 providers that also have children being paid through the block grant.**

**The DSS child care unit will compare its timesheets with site inspection report lists of children in attendance during the inspection.**

## APPENDIX G-4

### IV. District Options (Required Section)

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

1.  Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.  Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3.  Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.  Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).
11.  Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).

12.  Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
13.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
14.  Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
15.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
16.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

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

**(See attached file) Please note that the *Application for Child Care Assistance* was already approved 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: Rank:

Description:

Category: Rank:

Description:

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

<b>Total NYSCCBG Block Grant Amount Including Local Funds</b>	
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-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                      x 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	<b>12</b>	<b>15</b>	<b>15</b>
Base period	<b>24</b>	<b>16</b>	<b>40</b>

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

**Any legitimate reasons.**

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

**Must have contract with the County.**

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 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).

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.

**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.

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

Limitations to the above differentials are as follows:

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.

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

If a district elects to establish a payment rate that is in excess of the enhanced market rate for legally- exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

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

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

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

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

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

### **Sleep**

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

**No other adult in home appropriate to care for children during sleep hours.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **Based on need, maximum of eight 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.

**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. **If excluding family member makes family ineligible, we will include the member.**

**Waivers**

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

- two weeks       four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

- entering an activity     waiting to begin employment     break between activities

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

**Cattaraugus County**

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

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

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