

**CAYUGA COUNTY – 2013 APU**  
**APPENDIX K**  
 Child Care Administration

Describe how your local district is organized to administer the child care program, including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: **Temporary Assistance**  
 Transitioning Families: **Services**  
 Income Eligible Families: **Services**  
 Title XX: **Services**

2. Provide the following information on the use of New York State Child Care Block Grant (NYSCCBG) Funds.

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system: .....	\$60,483.00
Estimate FFY 2010-11 Rollover Funds .....	\$108,769.00
Estimate of Flexible Funds for Families (FFS) for child care subsidies.....	\$200,000.00
NYSCCBG Allocation 2011-12 .....	\$1,413,278.00
Estimate of Local Share .....	\$31,500.00
<b>Total Estimated NYSCCBG Amount .....</b>	<b>\$1,814,030.00</b>
<b>a. Subsidy.....</b>	<b>\$1,680,000.00</b>
<b>b. Other program costs excluding subsidy.....</b>	<b>\$104,030.00</b>
<b>c. Administrative costs.....</b>	<b>\$30,000.00</b>

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

Function	Organization	Amount of Contract
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

**APPENDIX L**

**Other Eligible Families if Funds are Available (Required)**

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your county wants to serve using the NYSCCBG funds 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: 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TA families only          The family is currently receiving a child care subsidy; for TA applicant - may be up to 24 hours for up tp 2 weeks
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 six months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" 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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Providing funds are available after serving those families who are employed up to and including 200% SIS. The following is a list of the programs: Autobody Technology; Automotive Technology; Cosmetology; Computer Application; Technology and Web; Development; Construction and Building Trades; Culinary Arts;</p>

		<p>Early Childhood;                  Education;                  Graphic Design and News Media;                  Health Related Occupations;                  Heavy Equipment Repair and Operation;                  Machining and Welding;                  Outdoor Power Equipment and Power Sports Technology;                  Plant, Animal and Life Sciences;                  Residential and Industrial Electricity;</p>
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p> <p><b>Note:</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.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</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 associate’s 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</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 associate’s 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</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

<p>also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</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’s 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	
<p>11. Families with incomes up to the 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 an employment field that currently is or is likely to be in demand in the 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>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

## APPENDIX M

### Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities, Inspections (Required)

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#### Reasonable Distance

Define “reasonable distance” based on community standards for determining accessible child care.

The following defines “reasonable distance”: One mile as defined by the New York State Education Department, unless transportation either public or private is available.

Describe any steps/consultations made to arrive at your definition: Consultation with comparable counties and discussions with New York State Dept. of Labor led to the above definition of reasonable distance.

#### Very Low Income

Define “very low income” as it is used in determining priorities for child care benefits.

“Very Low Income” is defined as 150% of the State Income Standard.

#### Family Share

“Family share” is the weekly amount paid towards the costs of the child care services by the child’s parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The weekly family share of child care costs 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 the county 20%.

**Note:** The percentage selected here must match the percentage selected in Title XX Program Matrix in WMS.

#### 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. Describe below how districts will select cases to be closed in the event that there are insufficient or no funds available.

**1.** Identification of local priorities in addition to the required federal priorities (select one).

- The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
- The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).

**2.** Describe 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. Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

- a.** The district will select cases to be closed based ONLY on income.
- No.
  - Yes. Check 1 or 2 below.
    - 1)  The district will close cases from the highest income to lowest income.
    - 2)  The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
- b.** The district will select cases to be closed based ONLY on categories of families.
- No.
  - Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:
- c.** The district will select cases to be closed based on a combination of income and family category.
- No.
  - Yes. List the categories and income groupings in the order that they will be closed:
- d.** The district will select cases to be closed on a basis other than the options listed above.
- No.
  - Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:  
Cases will be closed in the following order:
    - . Working families with income between 191-200% SIS
    - . Working families with income between 181-190% SIS
    - . Working families with income between 171-180% SIS
    - . Working families with income between 161-170% SIS
    - . Working families with income between 141-150% SIS
    - . Families participating in an approved training program with income at or below 160% SIS
    - . Emergency of short duration with income at or below 160% SIS
    - . Participating in an approved substance abuse program with income at or below 160% SIS

- . NYS high school equivalency program with income at or below 160% SIS
- . Actively seeking employment with income at or below 160% SIS
- . Working families with income between 151-160% SIS
- . Open CPS case to protect the child
- . Families who have children with special needs
- . Working families with income between 141-150% SIS
- . Working families with income between 131-140% SIS
- . Working families with income between 121-130% SIS
- . Working families with income between 111-120% SIS
- . Working families with income between 100-110% SIS.

e. The last cases to be closed will be those that fall under federal priorities. Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income       Rank 1       Rank 2

Families that have a child with special needs       Rank 1       Rank 2

3. If all NYSCCBG funds are committed, case closings for families that 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 the family has received child care services, but must be consistent for all families.

a. Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income       Rank 1       Rank 2

Families that have a child with special needs       Rank 1       Rank 2

The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.

- Shortest time receiving child care services
- Longest time receiving child care services

4. The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.

- No.
- Yes. Describe how these cases will be selected to be reopened if funds become available:



**Case Openings**

Describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that insufficient funds are available.

- 1. The first cases to be opened will be those that fall under the federal priorities.  
Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.

Very low income       Rank 1       Rank 2

Families that have a child with special needs       Rank 1       Rank 2

- 2. The district will select cases to be opened based ONLY on income.
  - No.
  - Yes. Check 1 or 2 below.
    - 1) The district will open cases from the lowest income to highest income.
    - 2) The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:

- 3. The district will select cases to be opened based ONLY on category.
  - No.
  - Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:

- 4. The district will select cases to be opened based on a combination of income and category of family.
  - No.
  - Yes. List the categories and income groupings in the order that they will be opened:

- 5. The district selects cases to be opened on a basis other than the options listed above.
  - No.
  - Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:  
Cases will be opened in the following order:
    - . Working families with income between 100-110% SIS.
    - . Working families with income between 111-120% SIS
    - . Working families with income between 121-130% SIS

- . Working families with income between 131-140% SIS
- . Working families with income between 141-150% SIS
- . Families who have children with special needs
- . Open CPS case to protect the child
- . Working families with income between 151-160% SIS
- . Actively seeking employment with income at or below 160% SIS
- . NYS high school equivalency program with income at or below 160% SIS
- . Participating in an approved substance abuse program with income at or below 160% SIS
- . Emergency of short duration with income at or below 160% SIS
- . Families participating in an approved training program with income at or below 160% SIS
- . Working families with income between 141-150% SIS
- . Working families with income between 161-170% SIS
- . Working families with income between 171-180% SIS
- . Working families with income between 181-190% SIS
- . Working families with income between 191-200% SIS

6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.

No.

Yes. Describe how these cases will be selected to be opened when funds become available:

The district's recertification period is every  six months  twelve months

### **Fraud and Abuse Control Activities**

**Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment in addition to procedures for referring such applications to the district's front-end detection system.**

All new applications for Child Care Subsidy are reviewed for the FEDS indicators listed below and are submitted to the Case Integrity Unit to be investigated if any are noted in these applications.

FEDS indicators are:

- . Working off the books (currently or previously)
- . Application is inconsistent with prior case information
- . Prior history of denial, case closing, overpayment resulting from an investigation
- . No absent parent information or information is inconsistent with application
- . Self-employed but without adequate business records to support financial assertions
- . Required documentation questionable such as, income

**Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.**

Using the charts provided by Technical Assistance, Cayuga County will sample 192 cases per year with 80% of the sample being taken from Services and 20% from TA. This will be done on a monthly basis with Services sampling 13 cases and TA sampling 3 cases.

Recipients will be required to submit paystubs or a statement on company letterhead as income and employment verification. A statement from the school and daily attendance records will be submitted to verify enrollment and attendance. The sample will be taken from the alphabetical case list maintained by each worker in Services, every 13th name will be reviewed.

**Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving subsidized child care services with 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.**

The District will look at approximately 66 child care providers annually. The District would select six (6) providers per month and determine the last time a site inspection was done by CACFP. We will then compare CACFP attendance sheets with the local district forms for that date. The district will follow up with discrepancies found between the children seen at inspection and the district attendance sheets.

**Inspections of Child Care Provider Records and Premises**

The district may choose to make announced or unannounced inspections of the records and premises of a provider/program that provides child care for subsidized children for the purpose of determining whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district Per 18 NYCRR 415.4(h) (3). Does the district choose to make inspections of such child care providers/programs?

No.

Yes. Provide the details of your inspections plan below.

A. The following *types* of subsidized child care providers/programs are subject to this requirement:

Legally-Exempt Child Care

In-Home;

Family Child Care;

Group programs not operating under the auspices of another government agency

Group programs operating under the auspices of another government agency

Licensed or Registered

Family Day Care;

Registered School Age Child Care

Group Family Day Care;  Day Care Centers;  Small Day Care Centers;

B. The district  *does* OR  *does not*:

Reserve the right to make inspections *PRIOR* to *subsidized children receiving care* in a **home** where the inspection is for the purpose of determining whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district.

C. The district will report violations of regulations as follows:

- Violations by a licensed or registered child care provider will be reported to the applicable Office of Children and Families (OCFS) Regional Office.
- Violations by an enrolled or enrolling legally-exempt child care provider will be reported to the applicable Enrollment Agency.

**APPENDIX N**  
District Options (Required)

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

1.  The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2.  The district is using Title XX funds for the provision of child care services (complete Appendix P).
3.  The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
4.  The district has chosen to make payments to child care providers for absences (complete Appendix R).
5.  The district has chosen to make payments to child care providers for program closures (complete Appendix S).
6.  The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
7.  The district has chosen to pay up to 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 T).
8.  The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9.  The 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, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
10.  The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
11.  The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix U).
12.  The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13.  The 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 U).
14.  The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

15.  The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or 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 O**  
Funding Set-Asides (Optional)

**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 from the NYSCCBG (e.g., estimated number of children).

Category:  
Description:

Category:  
Description:

Category:  
Description:

Category:  
Description:

The following amounts are set aside for specific priorities from 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 amounts set aside from of the Title XX block grant (e.g., estimated number of children).

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:





**APPENDIX Q**

**Additional Local Standards for Child Care Providers (Optional)**

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The district may propose local standards in addition to the State standards for legally-exempt providers who will receive child care subsidies. This appendix must be completed for **each** additional standard that the district wishes to implement.

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer
  - Provider's household member age 18 or older
- Legally-exempt in-home child care program. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer
- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer
- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

Local social services staff

Provide the name of the unit and contact person: Services Supervisor- Karen Stewart

Contracted agency

Provide the name of the agency and contact person:

4. Are there any costs associated with the additional standard?

Yes  No

**Note:** Costs associated with the additional standard cannot be passed on to the provider.

5. Describe the steps for evaluating whether the additional local standard has been met.

The authorization for local criminal history background checks will be included in legally-exempt enrollment packages and returned to the enrollment agency.

If a provider or for legally-exempt family child care provider, or a member of the provider's household 18 years of age or older refuses to sign an authorization for a local criminal background check, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency. If a provider does not comply, the parent is sent Notice by the enrollment agency that their provider can not be considered a legally exempt provider.

The Enrollment Agency will notify the district when the release has been signed and the signed release will be faxed to the Cayuga County Sheriff's Department. The Law Enforcement Agency will conduct the local criminal history check and fax the results to the Supervisor of the Day Care Unit.

This information will be faxed to the Enrollment Agency.

A contract with the Law Enforcement Agency will be executed. If there is a fee for service, the Law Enforcement Agency will keep a roster of names for whom local criminal history checks have been completed and submit such with a voucher for payment.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

Initial enrollment

During the 12-month enrollment period

Re-enrollment

Other

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

The District will notify the Enrollment Agency by faxing the results the release and results of the criminal history check to the Enrollment Agency.

8. Describe the justification for the additional standard in the space below.

Improves accuracy of self reported criminal history.

**APPENDIX R**

**Payment to Child Care Providers for Absences (Optional)**

The following providers are eligible for payment for absences (check all that are eligible):

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

Our county will only pay for absences to providers with which the district has a contract or letter of intent.

- Yes
- No

Base period (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	6	2	8
Base period	6	10	16

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

Illness, death in family, inclement weather.

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

Signed contract with LDSS

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

**APPENDIX S**

**Payment to Child Care Providers for Program Closures (Optional)**

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The following providers are eligible for payment for program closures:

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

The county 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 time for program closures is five days).

List the allowable program closures for which the county 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 T**

**Transportation, Differential Payment Rates, Enhanced Market Rate  
for Legally-Exempt and In-Home Providers, and Sleep (Optional)**

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**Transportation**

Describe any circumstances and limitations your county will use to reimburse for transportation. Include what type of transportation will be reimbursed (public vs. private) and how much your county will pay (per mile or trip). Note that if the county is paying for transportation, the Program Matrix in WMS should reflect this choice.

**Differential Payment Rates**

Indicate the percentage above the market rate your county 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:

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is more than 15% above the applicable market rate, 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.

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

Indicate if the district is electing 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 caregiver enrollment agency.

- No.
- Yes. Our market rate will not exceed 75% of the child care market rate established for registered family day care.

**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, as well as any limitations pertaining to payment:

Parent or caretaker works 3rd shift and no one else available to care for the child

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

Maximum of 6 hours

**APPENDIX U**

**Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers,  
and Breaks in Activities (Optional)**

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**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 situations where the caretaker’s approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county will pay for child care exceeding 24 hours.

- On a short-term or emergency basis
- 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.

Up to 72 hours with prior approval and no other resources is available. For over 72 hours will be reviewed on a case by case basis.

**Child Care Services Unit (CCSU)**

Indicate below if your county will include 18-, 19-, or 20-year-olds in the CCSU, which is used in determining family size and countable family income.

The district will include the following in the CCSU (check all that apply).

- 18-year-olds
- 19-year-olds
- 20-year-olds

**OR**

The district will only include the following in the CCSU when it will benefit the family (check all that apply)

- 18-year-olds
- 19-year-olds
- 20-year-olds

Describe the criteria your district will use to determine whether or not 18-, 19-, or 20-year olds are included in the CCSU.

The district will include/not include the 18, 19, or 20 year old when it benefits the family with regard to eligibility and determining family share.

**Waivers**

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

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. Indicate below if your county will make such payments (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 for employment  
 On a break between activities