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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 93 LCM-73

Date: July 2, 1993

Division: Services and
Community
Development

TO: Local District Commissioners

SUBJECT: Child Care: Low Income Day Care and At Risk Low Income Child
Care Allocations - SFY 1993

ATTACHMENTS: A-District Allocations (not available on-line)
B-ARLICC Statement of Intention to Participate (available
on-line)
C-ARLICC Program Plan (available on-line)

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocations for the State Low Income Day Care (LIDC) and the IV-A At Risk Low Income Child Care (ARLICC) programs and to notify districts of program highlights.

PROGRAM HIGHLIGHTS

The state appropriation for the Low Income Day Care program for state fiscal year (SFY) April 1, 1993 to March 31, 1994 remains the same as last year, \$36,866,000. It is estimated that the federal allocation to the state for the At Risk Low Income Day Care program will remain the same. Attachment A indicates your district's allocation of Low Income Day Care and At Risk Low Income Day Care funds for SFY April 1, 1993 to March 31, 1994.

A legislative proposal has been submitted to consolidate funding for the State Low Income Day Care program, At Risk Low Income Child Care program, Child Care and Development Block Grant subsidy program and a portion of Title XX Income Eligible Day Care funds into one unified funding stream from which social services districts would receive a single annual allocation. Not included in the unified allocation are JOBS, Employment-Related, Transitional Child Care, Preventive and Protective child care services. Components of this proposal include a maintenance of effort (MOE) for local expenditures (which is necessary for the state to comply with federal MOE provisions under the Child Care and Development Block Grant Act of 1990) and the elimination of the local match for the State Low Income and At Risk programs. The target date for implementation of the unified funding stream is projected to be October 1, 1993.

In anticipation of unified funding, the Aid to Localities budget for SFY 93-94 removes the requirement for a local match in order to access subsidy funds under the Low Income and the At Risk programs. Social services districts may continue to apply a local match to maintain or expand programs. Districts whose expenditures will exceed their state share of the Low Income Day Care program will need to participate in the At Risk Low Income Child Care program or the Child Care and Development Block Grant subsidy program in order to maintain their current program. Due to the growth in the Low Income Day Care program, no reallocation of Low Income funds is anticipated.

The Aid to Localities budget provides additional reimbursement for administrative costs for social services districts that participate in both the Low Income Day Care and Child Care and Development Block Grant subsidy programs. Reimbursement for administrative costs is limited to ten (10) percent of the social services district's combined allocations for the Low Income Day Care program and the Child Care and Development Block Grant subsidy program (district allocations for the Child Care and Development Block Grant subsidy program were issued in 93 LCM-22, dated March 10, 1993). A minimum of \$25,000 and a maximum of \$400,000 for any one district is available for SFY 1993-94. Expenditures for administrative costs, with the exception of countywide A-87 costs, will be reimbursed from the social services district's Low Income Day Care allocation, not the Child Care and Development Block Grant subsidy program allocation.

LOW INCOME DAY CARE PROGRAM

Low Income Day Care program funding is available to social services districts for the provision of child care services to families which are employed, participating in approved education/training programs or seeking employment (for up to six months). Each social services district establishes an income guideline at or below 200% of the state income standard. There is no requirement for a match with local funds.

AT RISK LOW INCOME CHILD CARE PROGRAM

At Risk program funding is available to social services districts for expansion of child care services to families with gross family income at or below 200% of the state income standard which are not currently receiving public assistance, need child care in order to accept employment or remain employed, and without such child care services would be at risk of becoming eligible for ADC. Program information is detailed in 91 LCM-112, "New Federally Funded At Risk Low Income Child Care Program Under Title IV-A of the Social Security Act", issued June 7, 1991, 92 LCM-143, "Child Care: Eligible Providers and Enrollment of Caregivers of Informal Child Care and Caregivers of Legally Exempt Group Child Care", and in section 415.10 of the Department's regulations.

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At Risk program funds are granted to New York State on a federal fiscal year basis. The allocation to social services districts is for the period April 1, 1993 to March 31, 1994 and is based upon the actual federal allocation to New York State for the first six months of the state fiscal year, (April 1, 1993 to September 30, 1993), and an estimate of the federal funds that may be received for the second six months of the state fiscal year, (October 1, 1993 to March 31, 1994). Depending upon federal appropriation, it is possible that allocations to social services districts may vary in subsequent years.

Social services districts must expend 50% of their total At Risk allocation during the period April 1, 1993 to September 30, 1993, and 50% for the period October 1, 1993 to March 31, 1994. Any funds unexpended from the 50% portion of the allocation dedicated for the period April 1, 1993 to September 30, 1993, can not be carried forward to meet expenditures for the October 1, 1993 to March 31, 1994 period nor utilized for any other purpose. The 50% portion designated for the October 1, 1993 to March 31, 1994 period may be carried over to the next state fiscal year, as long as it is expended, along with the district's new At Risk allocation for April 1, 1994 through September 30, 1994, by September 30, 1994.

The federal share of the At Risk program is 50%. The state share of the At Risk program is 50% and will be deducted from the social services district's Low Income allocation. There is no requirement for a match with local funds.

Any unexpended At Risk funds for the period ending September 30, 1993 may be reallocated by the state to districts which have exceeded their At Risk allocations.

HOW TO APPLY

LOW INCOME DAY CARE PROGRAM: Social services districts that have not participated in the Low Income Day Care program previously and which now elect to participate must do so by submitting pages 56 and 57 of 92 LCM-99, "1992-1993 Social Services District JOBS Plan: Guidelines and Plan Document." These pages must be submitted by July 30, 1993.

AT RISK LOW INCOME CHILD CARE PROGRAM: All social services districts must indicate whether they intend to participate in the At Risk program by submitting Attachment B, "Statement of Intention to Participate in the At Risk Low Income Child Care Program". This statement must be returned by July 30, 1993.

Social services districts that did not submit an At Risk Low Income Child Care Program Plan and which elect to participate must also submit Attachment C, "At Risk Low Income Child Care Program Plan." These program plan pages must be returned by July 30, 1993. Social services districts that submitted and received approval of their At Risk program plan pages as part of their 1992-1993 JOBS Plan have complied with the At Risk program plan requirement.

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Please return completed pages to:

Ms. Susan Duchnycz
New York State Department of Social Services
Bureau of Early Childhood Services
40 North Pearl Street 11-B
Albany, New York 12243-0001

Social services districts that elect not to participate in the At Risk or Low Income Day Care programs or that do not have an approved At Risk or Low Income Day Care program plan by July 30, 1993 may have their subsidy allocation reallocated to other participating social services districts. Further instructions regarding the reallocation of At Risk and Low Income subsidy program funds will be provided in a subsequent Department release.

CLAIMING INSTRUCTIONS

LOW INCOME DAY CARE: Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Vol II, Chapter 3) for Schedule H (DSS-4283) Non-Title XX Services for Recipients. For Low Income program and administrative costs, there is no requirement for a match with local funds. Normal claiming instructions should be followed which will result in a local share being reported on the Schedule H. The state will reimburse the local share through a new line added to the state settlement.

Instructions for administrative costs are contained in Manual Bulletin 143b, Local Cost Allocation Manual for Schedule D-2, (DSS-2347B) General Services Distribution & Claiming. Low Income expenditures would be claimed on line 6 "Low Income Day Care" in Sections I and II. The state will reimburse the local share through a new line on the state settlement.

For social services districts which participate in both the Low Income Day Care and the Child Care and Development Block Grant programs, reimbursement for administrative costs is limited to ten (10) percent of the social services district's combined allocations for the Low Income Day Care program and the Child Care and Development Block Grant subsidy program. A minimum of \$25,000 and a maximum of \$400,000 for any one district is available for SFY 1993-94. Expenditures for administrative costs, with the exception of countywide A-87 costs, will be reimbursed from the social services district's Low Income Day Care allocation, not the Child Care and Development Block Grant subsidy program allocation. Note that the countywide A-87 costs allocated to the Low Income Day Care program will be 100% local share since there is no state reimbursement for these costs. Districts that incur excess Low Income Day Care administrative expenditures will have their claims adjusted to the administrative cost ceiling by the Department.

Claims for the Low Income Day Care program for SFY 93-94 must be submitted by May 31, 1994. The district's Low Income Day Care allocation will be the state match for the At Risk program.

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AT RISK LOW INCOME CHILD CARE: Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Volume II, Chapter 3). Program expenditures for At Risk should be claimed on Schedule H-Non-Title XX Services For Recipients (DSS-4283). Total expenditures should be reported on line 2 (Day Care Services For Children), under column 7 (At Risk Day Care). Enter on line 9, column 7 (Fees Collected) total fees from families responsible for paying a fee. For At Risk program and administrative costs, there is no requirement for a match with local funds. Normal claiming instructions should be followed which will result in a local share being reported on the Schedule H. The state will reimburse the local share through a new line added to the state settlement.

Instructions for administrative expenditures are contained in Manual Bulletin 143b, Chapter 9. Administrative expenditures for At Risk should be claimed on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B) on Line 4 "Title IV-A AT RISK CHILD CARE" in Sections I and II. The state will reimburse the local share for At Risk through a new line added to the state settlement. Reimbursement is not available for expenditures related to the recruitment and training of child care providers, resource development, and licensing activities. The countywide A-87 costs allocated to the At Risk program will be 50% federal share (up to the district's allocation) and 50% local share.

All expenditures for the At Risk program for the period ending September 30, 1993 must be claimed by November 8, 1993. Due to federal rules regarding claiming and the roll-over of program funds, no exceptions or waivers will be granted for the reimbursement of expenditures submitted after November 8, 1993 for the April 1, 1993-September 30, 1993 period.

At Risk claims for the period October 1, 1993 ending March 31, 1994 should be submitted by May 31, 1994. Claims submitted after May 31, 1994 will have the state share taken from the state fiscal year 94-95 Low Income allocation rather than the state fiscal year 93-94 Low Income allocation.

If the proposal for unified funding is approved by the Legislature, the unified allocation will be granted on a federal fiscal year basis. Therefore, deadlines for submitting claims for the At Risk and Low Income Day Care programs may need to be revised.

TRAINING COSTS: Claiming instructions for district administrative expenditures related to the training of employees which are claimed on the Schedule D-6 "Reimbursement For Training" (DSS-2347-C) for At Risk, Low Income, and Child Care and Development Block Grant programs are covered in Chapter 13 of Manual Bulletin 143b. The local share of those costs (with the exceptions of the A-87 costs) would be reimbursed through the new line item that will be displayed on the state settlement form.

SYSTEMS INFORMATION

The authorization of At Risk and Low Income services is supported in the WMS Services system. Service Type Suffix M designates IV-A At Risk Low Income Child Care. For At Risk, a WMS Service case must include the Direct Service Type 03M and the corresponding POS Service Type of 30M through 37M and 3AM through 3GM. Service Type Suffix X designates Low Income Day Care Program. For Low Income, a WMS Service case must include the Direct Service Type 03X and the corresponding POS Service Type of 32X through 37X and 3AX. The balance of the POS line will be authorized in the usual manner.

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CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Susan Duchnycz of the Bureau of Early Childhood Services at 1-800-342-3715, extension 4-9324 or direct dial at (518) 474-9324; User ID SVC101.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Region 1-4 - Roland Levie at 1-800-342-3715, extension 4-7549 or dial direct at (518) 474-7549; User ID AX2060.

Region 5 - Marvin Gold at (212) 383-1733; User ID OFM270.

If you have any WMS System questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-342-3727 or dial direct at (518) 432-2932; User ID OFL130.

We congratulate district efforts that enable low income parents with children to succeed. We look forward to maintaining the availability of quality and affordable day care to New York's children.

Frank Puig
Deputy Commissioner
Division of Services and Community
Development

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ATTACHMENT B

STATEMENT OF INTENTION TO PARTICIPATE
IN THE AT RISK LOW INCOME
CHILD CARE PROGRAM

DISTRICT: _____

This district intends to participate in the At Risk Low Income Child Care Program.

YES _____ No _____

This district assures that the At Risk Low Income Child Care program funds will not be used to supplant any other federal or State funds used for child care services.

Yes _____ No _____

This district intends to implement the program on (date): _____

Approximately _____ adults and _____ children will be served.
(number) (number)

If your district has elected not to participate, please list the reason(s):

Commissioner's Signature _____
Date _____

Please return form to:

Ms. Susan Duchnycz
NYS Department of Social Services
Bureau of Early Childhood Services
40 North Pearl Street 11-B
Albany, New York 12243-0001

Attachment C

AT RISK LOW INCOME CHILD CARE PROGRAM PLAN

DISTRICT _____

1. Does your district offer At Risk Low Income Child Care services?
 Yes No

If you answered yes to question #1, respond to each of the following items.

2. For what purposes is At Risk Low Income Child Care provided?

At Risk Low Income Child Care is provided to financially eligible low income families which are not in receipt of public assistance, need child care in order to accept or maintain employment and would otherwise be at risk of becoming eligible for ADC.

3. Who is financially eligible to receive At Risk Low Income Child Care?

Families with income up to 200% of the state income standard for the applicable family size

4. Who (by title and work unit) is responsible for eligibility determination and authorization of At Risk Low Income Child Care? If more than one unit is responsible, please specify the tasks of each.

5. Who (by title and work unit) is responsible for providing parents with information about the types of providers who can be reimbursed and assisting them in locating child care? If your organization involves referral of clients from one unit or outside agency to another for any portion of the process, describe each unit's or agency's roles and responsibilities and the interface between groups.

ATTACHMENT C (continued)

- 6. Who (by title and work unit) is responsible for providing potential At Risk Low Income Child Care recipients with the full range of child care providers eligible for reimbursement, including providers of informal child care and providers of legally exempt group child care?

- 7. Describe how the district ensures that parents make the final decision regarding the selection of a child care provider for the At Risk Low Income Child Care Program, including providers of informal child care and providers of legally exempt group child care?

- 8. Who (by title and work unit) is responsible for reviewing the "Enrollment of Caregiver of Informal Child Care" and "Enrollment of Caregiver of Legally Exempt Group Child Care" forms and verifying the providers selected by the parents are eligible for reimbursement for ARLICC services?

9. Client Estimate and Projected Expenditures-SFY 93/94

	ADULTS	CHILDREN	GROSS PROJECTED EXPENDITURES
At Risk Low Income Child Care Program	_____	_____	_____

Please return form to:

Ms. Susan Duchnycz
 NYS Department of Social Services
 Bureau of Early Childhood Services
 40 North Pearl Street 11-B
 Albany, New York 12243-0001