



New York State  
Office of  
Children & Family  
Services

[www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)

February 13, 2009

Bette Osborne, Commissioner  
Chenango County DSS  
5 Court Street  
P.O. Box 590  
Norwich, NY 13815

David A. Paterson  
*Governor*

Gladys Carrión, Esq.  
*Commissioner*

Capital View Office Park  
52 Washington Street  
Rensselaer, NY 12144

Dear Commissioner Osborne:

This letter is to inform you that the child care section found in the administrative component of your Annual Plan Update 2008-2009 was approved on February 13, 2009. The child care section became effective on February 13, 2009.

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 Annual Plan Update 2008-2009 please contact Ms. Amy Ryan, (518) 474-9620 or by e-mail at [Amy.Ryan@ocfs.state.ny.us](mailto:Amy.Ryan@ocfs.state.ny.us).

Sincerely,

A handwritten signature in cursive script, appearing to read "Janice Molnar".

Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services



**APPENDIX G-1**

**CHILD CARE SECTION  
DATED 2007-2009**

**County:** Chenango

**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: **Temporary Assistance/Employment Unit**

Transitioning Families: **Food Stamp/Medicaid Unit**

Income Eligible Families: **Temporary Assistance/Employment Unit**

Title XX: **Services Examiner (Foster Care Unit)**

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

FFY 06-07 Rollover Funds ( <i>this amount is available from the NYSCCBG ceiling report in the claiming system</i> )	<b>\$359,587</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$479,732</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$640,568</b>
Estimate of Local Share	<b>\$20,000</b>

**Total Estimated NYSCCBG Amount: \$1,140,300**

\$1,140,300

A. Subsidy	<b>\$895,300</b>
B. Other program costs (excluding subsidy)	<b>\$110,000</b>
C. Administrative costs	<b>\$135,000</b>

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions? **No**

Function:

Organization:

Amount of Contract:

Eligibility screening

Assistance in locating care

Child Care Information  
Systems

Determining if legally-  
exempt providers meet  
State approved additional  
local standards (if  
applicable)

Other

County: Chenango

### APPENDIX G-3

### III. Reasonable Distance, Very Low Income, 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": **Fifteen (15) miles from home to employment with child care along the way, taking into consideration geographic location of residence, child care provider and employment on case by case basis.**

Describe any steps/consultations made to arrive at your definition: **Used same criteria as common medical marketing definition utilized for Medicaid transportation in Chenango County. Also coincides with policy of local school districts.**

#### 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 **200%** 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 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 **35%**.

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

1. 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.

If the local district determines that all available funds are projected to be needed for open child care cases, funding will be discontinued to those families which are not eligible for a child care guarantee and have lower priorities in order to serve families with higher priorities. The order in which cases will be closed will be:

**1. Restricting Income Eligibility for Category 2 and 3 Families whose eligibility for child care services is based upon income up to 200% SIS; and whose income is found to be:**

- a. greater than 150% SIS and up to 200% SIS.**
- b. greater than 125% SIS and up to 150% SIS.**
- c. greater than 100% SIS and up to 125% SIS.**
- d. less than 100% SIS.**

**Cases will be closed from category 3 before closing cases from category 2.**

**2. Family receiving Public Assistance with a sanctioned parent or caretaker relative (Category 3).**

**3. Family receiving Public Assistance with a parent or caretaker relative participating in an approved activity in addition to their required work activity (Category 3).**

**4. Family receiving Public Assistance in an emergency situation (Category 3).**

**5. Family receiving Public Assistance with a parent or caretaker relative participating in an approved substance abuse treatment program or in screening for an assessment of the need for substance abuse treatment (Category 3).**

**6. Family with an open CPS case (Category 3)**

**7. Family receiving public assistance when child care services are necessary (Category 2):**

- To enable teenage parent to attend high school or an equivalency program; or**
- For the child to be protected because the child's parent(s) or caretaker(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.**

**8. Family receiving public assistance when child care is needed for an eligible child age 13 or older who has special needs or is under court supervision, in order to enable child's parent(s) or caretaker(s) to engage in work as defined by the social services district (Category 2).**

2. 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.

**Cases from category 2 will be prioritized for opening as follows:**

*1) Family which has applied for or receiving public assistance when child care is needed for an eligible child age 13 or older who has special needs or is under court supervision, in order to enable child's parent(s) or caretaker(s) to participate in activities required by social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.*

*2) Family with income up to 200% SIS, at risk of becoming dependent on public assistance when child care is needed for:*  
*a. the child's caretaker(s) to be employed; or*  
*b. to enable a teenage parent to attend high school or an equivalency program.*

*If the local district has insufficient funds to open all cases up to 200%; we will first prioritize openings for single parent households; we will then prioritize openings by restricting income eligibility up to 150% SIS; if local district has insufficient funds to open all cases up to 150% SIS; we will then restrict income eligibility to income up to 125% SIS and to the extent that available funds are projected to be needed for open child care cases.*

*3) Family receiving public assistance when child care services are necessary:*  
*a. To enable teenage parent to attend high school or anequivalency program; or*  
*b. For the child to be protected because the child's parent(s) or caretaker(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.*

### **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.

**Agency will use the FEDS plan for child care subsidy applications. If a case meets one of the state mandated indicators or one of the state approved optional indicators them the child care examiner will fill out a referral and have the daycare supervisor**

review it. Once the supervisor has reviewed it she will give it to the fraud investigator. The fraud investigator will log the referral and begin an investigation. This may include a home visit, office visit or collateral contact. The investigator will return a turnaround sheet with the results of the investigation within 30 days.

**Criteria the district will use to determine which applications will be referred to FEEDS will include:**

- Working off the books
- Self-employed without adequate business records
- P.O. Box used as a mailing address without cause
- Client unsure of own address
- Documentation to verify identity is suspect
- Documentation or information provided is inconsistent with application
- Previous case closing or overpayment resulting from an investigation
- Application inconsistent with prior case
- Children under six with no birth certificate
- Provider lives in same household as parent
- No absent parent information or information inconsistent with application

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. **Child care cases are opened and recertified for a 12-month period. The agency will use the childcare management system-Kindertrack™, to tickle cases at 6 months to do a referral to the fraud investigator to do an EVR. The EVR will include verifying the parent's continued need for child care. This process will assure that all active child care cases will be sampled at least once annually. Estimated annual unduplicated child care cases to be sampled is 221.**

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.

**The fraud investigator will pick a random month for the identified case to check the providers submitted time sheets as compared to when the parent actually worked. It will also be checked against any records the provider has as to when the child is actually in care. Any discrepancies will be questioned by the fraud investigator to both the parent and child care providers. This process will assure that all active provider records will be sampled at least once annually, and a minimum of 19 CACFP provider records.**

#### 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