

**APPENDIX G**  
(Administrative-DSS)  
**CHILD CARE CHECKLIST:**

**2010 ANNUAL PLAN UPDATE TO 2007-2010 CHILD CARE SUBSIDY PROGRAM**

**County: Hamilton**

Please check YES for each Appendix that you will be amending For EACH Appendix your district is amending, complete ONLY the areas to be changed. For example, your district is increasing family share, check yes for Appendix G-3 and complete only family share section of that Appendix.

Note: If the district is not amending any child care appendices this check list does not need to be completed or submitted with the 2009 APU.

**YES**

- Appendix G-1 Administration
- Appendix G-2 Other Eligible Families if Funds are Available
- Appendix G-3 Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Case Reviews
- Appendix G-4 District Options
- Appendix G-5 Priority Populations- Additional Local Priorities
- Appendix G-6 Funding Set Asides
- Appendix G-7 Title XX Child Care
- Appendix G-8 Additional Local Standards for Child Care Providers
- Appendix G-9 Payment to Child Care Providers for Absences
- Appendix G-10 Payment to Child Care Providers for Program Closures
- Appendix G-11 Transportation, Differential Payment Rates, Enhanced Market Rate for Legally Exempt Providers and Sleep
- Appendix G-12 Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, Break in Activities

**APPENDIX G-1  
CHILD CARE SECTION  
2010 Annual Plan Update**

**County: Hamilton**

**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: **Caseworker**

Transitioning Families: **Caseworker**

Income Eligible Families: **Caseworker**

Title XX: **Caseworker**

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>\$361,549.00</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$363,227.00</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$-0-</b>
NYSCCBG Allocation for SFY 08-09	<b>\$ 7.00</b>
Estimate of Local Share	<b>\$ -0-</b>

**Total Estimated NYSCCBG Amount: \$363,234.00**

**\$363,234.00**

A. Subsidy	<b>\$352,509.00</b>
B. Other program costs (excluding subsidy)	<b>\$-0-</b>
C. Administrative costs	<b>\$10,725.00</b>

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

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

**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>
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	X Yes <input 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	X Yes <input type="checkbox"/> No	
b) homeless	X Yes <input type="checkbox"/> No	
c) a victim of domestic violence	X Yes <input type="checkbox"/> No	
d) in an emergency situation of short duration	X Yes <input type="checkbox"/> No	
3. Families with an open child protective services case when child care is needed to protect the child.	X 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	X Yes <input type="checkbox"/> No	
b) has family duties away from home	X Yes <input 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 6 months.	X 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.	X 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	X Yes <input type="checkbox"/> No	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	X 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	X Yes <input type="checkbox"/> No	
d) a program providing literacy training designed to help individuals improve their ability to read and write;	X Yes <input type="checkbox"/> No	
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	X Yes <input type="checkbox"/> No	

<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>X Yes <input type="checkbox"/> No</p>	
<p>g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university</p>	<p>X Yes <input type="checkbox"/> No</p>	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<p>X Yes <input 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>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>	<p>X Yes <input 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 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>	<p>X Yes <input 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 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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<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 potion 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 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": **HAMILTON COUNTY'S DEFINITION OF RESONABLE DISTANCE IS DEFINED AS ONE HOUR TRAVEL TIME FROM THE HOME TO THE CHILD CARE LOCATION TO THE EMPLOYMENT LOCATION.**

Describe any steps/consultations made to arrive at your definition: **THIS DEFINITION IS BASED ON THE FACT THAT HAMILTON COUNTY IS VERY UNUSUAL AND THERE IS NO ACCESSIBLE PUBLIC TRANSPOTATION. THE COUNTY DOES NOT EVEN HAVE A STOP LIGHT. THE CLIENTS MUST TRAVEL LONG DISTANCES TO SEEK EMPLOYMENT, AND MANY EMPLOYMENT OPPORTUNITIES ARE OUTSIDE THE COUNTY.**

**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 **25 %**.

**Note: Make sure the % selected here matches the % selected in Appendix F.**

**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.

**Hamilton County will close cases based on income. Cases with the highest income will be closed first, families that have children who have special needs will be closed last. Within categories families who have been receiving child care services for the shortest time will be closed first.**

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.

**HAMILTON COUNTY WOULD OPEN CASES IN THE REVERSE ORDER BASED ON INCOME AS ADDITIONAL FUNDS BECAME AVAILABLE. AT THE PRESENT TIME, THIS IS NOT AN ISSUE FOR HAMILTON COUNTY.**

### **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.

**Hamilton County has the following FEDS indicators for child care:**

- **applicant provides wages that vary**
- **documentation or information provided is inconsistent with prior case information or inconsistent with the application**
- **child care provider lives in the same household as the child**

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.

**Hamilton County recertifies child care services cases every six months. At recertification all families are required to provide documentation, which verifies their need for child care.**

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.

**At this time there are no child care providers in Hamilton County that participate in the child and adult care food program (CACFP) AND care for subsidized children.**

**Should Hamilton County have providers that participate in CACFP and provide care to subsidized children we will compare the subsidy attendance forms against all CACFP program inspection forms of those providers that participate in CACFP and care for subsidized children to verify that child care was provided on the days listed on the attendance.**

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

**Hamilton 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.

**YES    NO**

- |                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | X | I.    Financing Process   |
| <input type="checkbox"/> | X | a.    General Information   |
| <input type="checkbox"/> | X | b.    Purchase of Services  |
| <input type="checkbox"/> | X | c.    Performance or Outcome Based Provisions   |
| <input type="checkbox"/> | X | II.    Monitoring Procedures  |
|                          |   | III.    Appendices  |
| <input type="checkbox"/> | X | a.    Appendix A – Legal Assurances   |
| <input type="checkbox"/> | X | b.    Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services (Check “No” if the memorandum is current, designates suitable locations for abandoned infants and there are no changes since the last CFSP or APU.) |
| <input type="checkbox"/> | X | c.    Appendix C – Estimate of Persons to be Served   |
| <input type="checkbox"/> | X | d.    Appendix D – Non-Residential Services to Victims of Domestic Violence   |
| <input type="checkbox"/> | X | e.    Appendix E – Chafee Foster Care Independence Program Use of Allocations   |
| <input type="checkbox"/> | X | f.    Appendix F – Department of Social Services – Program Information Matrix   |
|                          |   | g.    Appendix G – Child Care   |
| <input type="checkbox"/> | X | 1.    Appendix G-1 – Administration   |
| <input type="checkbox"/> | X | 2.    Appendix G-2 – Other Eligible Families if Funds are Available   |
| <input type="checkbox"/> | X | 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"/> | X | 4.    Appendix G-4 – Districts Options  |
| <input type="checkbox"/> | X | 5.    Appendix G-5 – Priority Populations   |

- X 6. Appendix G-6 – Funding Set-Asides
- X 7. Appendix G-7 – Title XX Child Care
- X 8. Appendix G-8 – Additional Local Standards for Child Care Providers
- X 9. Appendix G-9 – Payment to Child Care Providers for Absences
- X 10. Appendix G-10 – Payment for Child Care Providers for Program Closures
- X 11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
- X 12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities