

**Attachment A:**

**Required 2021 Child and Family Services Plan Amendment for Child Care Regulations as of December 1, 2021**

The district must complete the information below, which will serve as its CFSP Amendment for regulatory changes as of December 1, 2021.

NAME OF DISTRICT: Putnam		
NAME OF DISTRICT CONTACT PERSON:	CONTACT INFORMATION PHONE:	CONTACT INFORMATION EMAIL:
Frank Marocco	845-808-1500	Frank.Marocco@dfa.state.ny.us

**APPENDIX M#1: Reasonable Distance, Recertification Period, Family Share, Very Low Income, Federal and Local Priorities**

The following sections of Appendix M#1 of the CFSP are replaced with this form as of December 1, 2021.

II. Recertification Period

Our district acknowledges that the district's recertification period is every 12 months.

IV. Very Low Income

Our district acknowledges that "Very Low Income" is defined as 200% of the state income standard (SIS).

V. Federal and Local Priorities

1. The district must rank the federally mandated priorities. Cases that are ranked 1 have the highest priority for receiving child care assistance. These rankings apply to case closings and case openings.

The district ranks the federal priorities as follows (number 1 through 3):

3 Very low income (200% SIS)

2 Families with income up to 200% of the SIS who have a child with special needs and a need for child care

1 Families with income up to 200% of the SIS who are experiencing homelessness

2. If the district has local priorities, list them below and rank beginning with rank 4. Local priorities cannot replace the federally mandated priorities, cannot be based on income, and cannot have the effect of limiting parental choice of eligible child care providers.

The district has the following local priorities (rank beginning with 4; if none, write "none"):

None

**APPENDIX M #2: Case Openings, Case Closings, and Waiting List**

The following sections of Appendix M#2 of the CFSP are replaced with this form as of December 1, 2021.

**II. Title XX. Case Closings When Sufficient Funds Are Not Available**

If the district does not use Title XX funds for child care assistance, indicate below.

If the district elects to use Title XX funds to provide child care assistance and the district does not have sufficient funds to continue to provide such assistance to all families in its current caseload, the district may decide to discontinue assistance. The district may establish priorities upon which the district will close cases if sufficient funds are not available. If no priorities are established and all funds are committed, case closings for families must be based on the length of time they have received services (must choose #1 below).

Select a closing plan from the options below and indicate how it will be implemented (e.g., shortest length of time to longest length of time).

\_\_\_\_\_ The district does not use Title XX funds for child care assistance.

  x   The district uses Title XX funds for child care assistance and has the following plan to close such cases when funds are not available:

1. Close cases based on AMOUNT OF TIME receiving child care services.  
*Note: This option must be selected if the district indicated in Appendix M#1 that it does not have local priorities.*

The district will close cases starting from the shortest time receiving child care services to the longest time.

The district will close cases starting from the longest time receiving child care services to the shortest time.

2. Close cases based on INCOME.

3. Close cases based on CATEGORY OF FAMILY.

4. Close cases based on INCOME AND CATEGORY OF FAMILY.

5. Close cases based on OTHER CRITERIA.

#### APPENDIX N: District Options

The district has chosen to make payments to child care providers for more than 24 absences (only check if electing to pay for absences in addition to the mandated 24 in Appendix R).

Please note that, due to the implementation of 12-month eligibility, the district option related to payment for breaks in activities has been deleted from Appendix N.

#### APPENDIX R: Payment to Child Care Providers for Absences

Appendix R of the CFSP is replaced with this form as of December 1, 2021.

##### Required 24 absences acknowledgement

Our district will pay for 24 absences per child per provider per year. Check box to confirm.

##### Additional absences

1. Our district will pay for additional absences.

NO

YES (If yes, complete all questions below.)

2. How many absences per year will the district pay?

24 Required absences paid per year

10 Additional absences paid per year at district option (enter a number from 1-56)

34 Total number of absences paid per year (enter a number from 24-80, must add up to required + additional absences)

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

NO

YES

4. Our district will only pay for additional absences to the following types of eligible providers (check all that apply):

- Day Care Center
- Group Day Care (New York City only)
- Family Day Care
- Group Family Day Care
- School-Age Child Care Programs
- Enrolled Legally Exempt Group Child Care Programs
- Enrolled informal child care providers

5. Our district will only pay for additional absences for the following reasons (list all reasons for absences that are eligible for reimbursement; if no limitations write "all"): Absences are allowed if a child is absent due to illness or extenuating circumstances

6. Our district also has the following limitations to reimbursement for absences (list any other limitations):

None

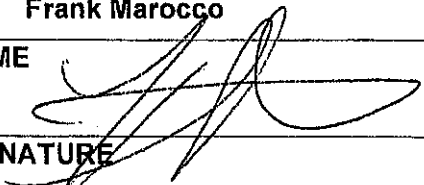
**Appendix U: Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, and Breaks in Activities**

The following sections of Appendix U of the CFSP are replaced with this form as of December 1, 2021.

**IV. Breaks in Activities**

Our district acknowledges that the district must provide recipients of services funded under the New York State Child Care Block Grant with such services for at least 12 months, unless the recipient has experienced a non-temporary cessation in work or attendance at a training or education program or otherwise meets regulatory case closure criteria.

**Other (only complete if your district has other sections of the county plan not included above that require revision to comply with the new regulatory changes):**

Frank Marocco	Director of Children and Family Services
NAME	TITLE
	02 / 14 / 2022
SIGNATURE	DATE

4. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the child's caretaker:

- a) is physically or mentally incapacitated

Limitations:

Incapacity must be confirmed by treating physician with the need for child care

- b) has family duties away from home

- 5. Families with incomes 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. Child care services will be available only for the portion of the day the family can document is directly related to the caretaker engaging in such activities.

Limitations: *Child care services will be available for a period up to three months.*

No known limitations

- 6. PA families where a sanctioned parent or caretaker relative is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.

Limitations:

No known limitations

7. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:

*Note: The caretaker must complete the selected programs listed within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.*

- a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district

Limitations:

No known limitations

- b) an education program that prepares an individual to obtain a NYS High School equivalency diploma

Limitations:

No known limitations

Your account is currently using a generic profile picture. Upload a personalized picture to make it easier for other people to identify you.

Set up Daily Updates to receive an email when something changes in a section that's important to you.

April 1, 2018 - March 31, 2023 Putnam County Plan—2021 Annual Update

# Child Care

## Appendix M #3: Fraud and Abuse Control Activities and Inspections

### I. Fraud and Abuse Control Activities

1. 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 payments in addition to procedures for referring such applications to the district's front-end detection system.

- P.O. Box supplied as a mailing address without a reasonable explanation
- Applicant has a history of denial, case closing or overpayment, resulting from an investigation
- Applicant cannot provide a birth certificate for a child younger than six years
- Applicant says he/she is working off the books
- Applicant is self employed, but cannot provide adequate business records
- Information on application is inconsistent with prior case information

*Handwritten signature and date: 12/22/22*

2. 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.

*The district cannot use criteria such as the age of provider, the gender of provider, a post office box address, or evidence that the child lives in the same residence as the provider as indicators in drawing the sample.*

The district obtains verification of participation in employment, education or other required activities for all applicants requesting subsidized day care services at all initial applications and at recertification every 12 months.

*To be attached to Attachment "A"*

3. 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.

Putnam currently has approximately 18 providers who are not day care centers in the CACFP program. We subcontract with the Child Care Council of Dutchess to do food program inspections. The Council forwards the attendance forms from each inspection to the Department where annually 15 of the 18 providers are selected for a point in time review. The day care worker will contact the Council and request a list of 2 providers that had site visits done that month along with the names of the subsidy children present at the time of the visit. The day care worker will then compare that information to the attendance forms for the provider to verify that DSS was billed correctly. Any discrepancies will be referred in writing to the Legal Department for further action.

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

The district may choose to make announced or unannounced inspections of the records and premises of any provider/program that provides child care for subsidized children to determine if 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).

The district has the right to make inspections *prior to subsidized children receiving care* of any child care provider, including care in a home, to determine whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the district.

The district must report violations of regulations as follows:

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

The district chooses to make inspections of such child care providers/programs

Form Update Activity Log	
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