

Child Care

Appendix K: Child Care Administration

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:

- | | |
|---------------------------------------|----------------------|
| a. Public Assistance Families: | Temporary Assistance |
| b. Transitioning Families: | Services |
| c. Income Eligible Families: | Services |
| d. Title XX: | Services |

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

Item	Amount
a. FFY 2016-2017 Rollover funds: <i>(available from the NYSCCBG ceiling report in the claiming system)</i>	\$645,267
b. Estimate FFY 2017-2018 Rollover Funds:	\$400,000
c. Estimate of Flexible Funds for Family Services transferred to the NYSCCBG:	\$0
d. NYSCCBG Allocation 2018:	\$1,400,000
e. Estimate of Local Share:	\$20,000
Total Estimated NYSCCBG Amount:	\$2,045,267
f. Subsidy:	\$1,550,000
g. Other program costs excluding subsidy:	\$0
h. Administrative costs:	\$115,000

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

Function	Organization	Amount of Contract
<input type="checkbox"/> a. Subsidy eligibility screening		\$

- b. Determining if legally-exempt providers meet OCFS-approved additional local standards** \$
(must be noted in Appendix Q with the corresponding additional standard)
- c. Assistance in locating care** \$
- d. Child care information systems** \$
- e. Payment processing** \$
- f. Other** \$
Please specify function:

Appendix L: Other Eligible Families if Funds are Available

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your district 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="radio"/> Yes <input checked="" type="radio"/> No	
2. PA families or 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 caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="radio"/> Yes <input type="radio"/> No	TA families and open Guardianship cases where the parent has returned to the Guardian's household from incarceration or an accredited inpatient treatment facility or a halfway house, and primary physical custody of the children remains with guardian and the parent has verifiable mandated treatment with licensed/regulated treatment providers such as, but not limited, to Confidential Help with Alcohol & Drugs (CHAD), Recovery Counseling Services (RCS), etc.or open Guardianship cases where the parent has known addiction issues, cycles in and out of the house hold rapidly due to continuing addiction issues, and the Guardian attests to a concern for the safety of the children while the children are in the care of the parent. Verification of addiction issues may include, but is not limited to: public record (arrest information etc.), attestation of Cayuga County staff and periodic attestation from the Guardian.
b) homeless	<input type="radio"/> Yes <input checked="" type="radio"/> No	

c) a victim of domestic violence and participating in an approved activity	<input type="radio"/> Yes <input checked="" type="radio"/> No	
d) in an emergency situation of short duration	<input checked="" type="radio"/> Yes <input type="radio"/> No	The family is currently receiving a child care subsidy; for the TA applicant - may be up to 24 hours for up to 2 weeks.
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
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	<input checked="" type="radio"/> Yes <input type="radio"/> No	
b) has family duties away from home	<input type="radio"/> Yes <input checked="" type="radio"/> No	
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 is able to document is directly related to the caretaker engaging in such activities.	<input checked="" type="radio"/> Yes <input type="radio"/> No	For up to 6 weeks (up to 10 hrs./week) for open/active Subsidy Day Care (SDC) cases. Must provide proof of job search.
6. PA families where a sanctioned parent or caretaker relative is participating in unsubsidized employment.	<input type="radio"/> Yes <input checked="" type="radio"/> No	

<p>earning wages at a level equal to or greater than the minimum amount under law.</p>		
<p>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:</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="radio"/> Yes <input type="radio"/> No</p>	
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> 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="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

<p>e) an 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="radio"/> Yes <input checked="" type="radio"/> 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's degree or certificate of completion</p>	<p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>	<p>Funding provided for credited program hours in classroom based study only. Vocational Goals, at time of approval, must be in 'in demand' career fields as defined by Priority Occupations of Regions and Local Workforce Development as listed on the NYS Department of Labor website at: http://www.labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm.</p> <p>Child Care is not provided for on-line courses.</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="radio"/> Yes <input type="radio"/> No </p>	<p>The following is a list of the programs: BOCES (classroom based) Certificate Programs, National Tractor Trailer School (NTS) or similar training programs. Other accredited institutions which provide Certificate Programs.</p>

<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p><i>Note: The caretaker must complete the selected programs listed within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.</i></p>		
<p>8. PA recipients or 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 caretaker's earning capacity) as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

<p>his or her ability to successfully complete the course of study.</p>		
<p>9. PA recipients or 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 caretaker's earning capacity as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Accredited Community College Two-Year Associate Degree Programs classroom based study only (child care will not be provided for on-line courses).</p>
<p>10. PA recipients or 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 caretaker's earning capacity as long as the caretaker is also</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

<p>working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</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="radio"/> Yes <input checked="" type="radio"/> No </p>	

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

I. Reasonable Distance

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

1. The following defines "reasonable distance":

One mile as defined by the New York State Education Department, unless transportation either public or private is available.

2. 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.

II. Recertification Period

The district's recertification period for low income child care cases is every:

- Six months
- Twelve months

III. Family Share

"Family Share" is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. Your district must select a family share percentage from 10% to 35% to use in calculating the amount of 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 district:

20%

Note: The family share percentage selected here must match the percentage entered in the Program Matrix in the Welfare Management System (WMS).

IV. 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.

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.

a. Very low income as defined in Section IV:

- Rank 1
- Rank 2
- Rank 3

b. Families with incomes up to 200% of the State Income Standard that have a child with special needs and a need for child care:

- Rank 1
- Rank 2
- Rank 3

c. Families with incomes up to 200% of the State Income Standard that are experiencing homelessness:

- Rank 1
- Rank 2
- Rank 3

2. Does the district have local priorities?

- Yes
- No

If yes, list them below and rank beginning with Rank 4.

Appendix M #2: Case Openings, Case Closings, and Waiting List

I. Case Openings When Funds Are Limited

If a social services district does not have sufficient funds to provide child care services to all families who are applying, the district may decide to open certain categories of families as funds become available. The district must open federal priorities first. If the district identified local priorities, they must be opened next. **After the federal and local priorities**, identify the basis upon which the district will open cases if funds become available. Select one of the options listed below and describe the process for opening.

- 1. Open cases based on **FIRST COME, FIRST SERVED.**
- 2. Open cases based on **INCOME.**
- 3. Open cases based on **CATEGORY OF FAMILY.**
- 4. Open cases based on **INCOME AND CATEGORY OF FAMILY.**
- 5. Open cases based on **OTHER CRITERIA.**

Describe the criteria the district will use to select cases to be opened:

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
- . 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 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

II. Case Closings When Sufficient Funds Are Not Available

If a social services district does not have sufficient funds to continue to provide child care assistance to all families in its current caseload, the district may decide to discontinue child care assistance to certain categories of families. The district must close federal priorities last. If the district identified local priorities, they must be closed next to last. **After the federal and local priorities**, describe the basis upon which the district will close cases if sufficient funds are not available.

If no priorities are established beyond the federally mandated priorities and all funds are committed, case closings for families that are not eligible under a child care guarantee and are not under a federally mandated priority must be based on the length of time they have received services (must choose #1 below).

Select one of the options listed below and describe the process for closing.

- 1. Close cases based on **AMOUNT OF TIME** receiving child care services.
- 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**.

Describe the criteria the district will use to select cases to be closed:

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
- . 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
- . 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

III. Waiting List

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

- No
- Yes

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.

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

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.

Cayuga County will sample approximately 96 cases per year: Recipients will be required to submit paystubs, a statement on company letterhead, clock-in/clock-outs or a calendar as verification of hours/days worked. A statement from the school and daily attendance records will be submitted to verify enrollment and attendance in approved educational activities.

The sample will be taken from the alphabetical case lists maintained by each worker by using a 'flag system'. Cases may be 'flagged' to be used in the monthly sample. Flags may include: cases which have not been sampled for a significant amount of time, self-employment, cases within the first 4 months of opening or authorization, cases with varying schedules or multiple employers, cases with multiple providers, cases with a history of prior fraud, cases with inconsistent documentation, or cases where information has been received which creates a concern.

On average individual cases will be sampled no more than once every four months, unless there are continued/additional flags or concerns.

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.

The number of providers who participate in CACFP fluctuates throughout the year **and has declined sharply from last year**. Cayuga County has approximately **twelve** (12) CACFP providers.

Cayuga County will reach out to the Cayuga County Home Daycare Agency and to Child Care Solutions to identify providers who: provide care for Cayuga County residents *and* participate in the CACFP Program *and* have had inspections done during the prior month. Cayuga County will sample a provider, who meets the identified criteria, for comparison of the CACFP attendance sheets and the agency information regarding the children's attendance. The Agency will follow-up with discrepancies found between the children seen at inspection and the district attendance sheets.

The identified providers will be cross-referenced with providers of subsidized care to create a list of providers participating in both the CACFP and the Child Care Subsidy Program.

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.

Does the district choose to make inspections of such child care providers/programs?

No.

Yes. Provide the details of your inspections plan below.

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 Child Care

- Family Day Care
- Registered School-Age Child Care
- Group Family Day Care
- Day Care Centers
- Small Day Care Centers

Appendix N: District Options

Districts have some flexibility to administer their child care subsidy programs to meet local needs. Districts must complete Question I below. Note that all districts must complete the differential payment rate table in Appendix T.

I. The district selects:

- None of the options below
- One or more of the options below

II. Districts must check the options that will be included in the district's county plan and complete the appropriate appendix for any option checked below.

- 1. The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
- 2. The district has chosen to use 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 a differential rate for licensed or registered child care providers that have been accredited by a nationally recognized child care organization (complete Appendix T).
- 8. The district has chosen to pay a differential rate above the required 5% minimum differential rate for child care services during non-traditional hours (complete Appendix T).
- 9. The district has chosen to pay a differential rate for child care providers caring for children experiencing homelessness above the required minimum differential rate (complete Appendix T).
- 10. The district has chosen to pay a differential rate in excess of the 25% maximum differential rate for child care providers that qualify for multiple differential rates to allow sufficient access to child care providers or services within the district (complete Appendix T).
- 11. 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).
- 12. The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
- 13. The district has chosen to make payments to child care providers who provide child care services exceeding 24 consecutive hours (complete Appendix U).
- 14. The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U).
- 15. The district requests a waiver from one or more regulatory provisions. Waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
- 16. The district has chosen to pay for breaks in activity for low income families (non-public assistance families) (complete Appendix U).
- 17. The district has chosen to use local equivalent(s) of OCFS required form(s). Prior to using a local equivalent form the district must obtain OCFS, Division of Child Care Services (DCCS) written approval. **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.**

List below the names and attach copies of the local equivalent form(s) that the district would like to use.

- 18. The district elects to use the OCFS-6025, Application for Child Care Assistance. The local district may add the district name and contact information to the form.

Appendix O: Funding Set-Asides

I. Total NYSCCBG Block Grant Amount, Including Local Funds

Category	Amount
	\$

	\$
	\$
	\$
	\$
Total Set-Asides (NYSCCBG):	\$

Describe the rationale behind specific set-aside amounts from the NYSCCBG (e.g., estimated number of children) for each category.

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:

II. The following amounts are set aside for specific priorities from the Title XX block grant:

Category	Amount
	\$
	\$
	\$
Total Set-Asides (Title XX):	\$

Describe the rationale behind specific amounts set aside from the Title XX block grant (e.g., estimated number of children) for each category.

Category:

Description:

Category:

Description:

Category:

Description:

Appendix P: Title XX Child Care

1. Enter the projected total of Title XX expenditures for the plan's duration: **\$20000**

Indicate the financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of one or two, 255% for a family of three, and 225% for a family of four or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size	Eligibility Limit
Two People	275%
Three People	255%
Four People	225%

2. Programmatic Eligibility for Income Eligible Families (check all that apply)

- Employment
- Seeking employment
- Homelessness

- Education / training
- Illness / incapacity
- Domestic violence
- Emergency situation of short duration
- Participating in an approved substance abuse treatment program

3. Does the district apply any limitations to the programmatic eligibility criteria?

- Yes
- No

If yes, describe eligibility criteria:

4. Does the district prioritize certain eligible families for Title XX funding?

- Yes
- No

If yes, describe which families will receive priority:

5. Does the district use Title XX funds for child care for open child protective services cases?

- Yes
- No

6. Does the district use Title XX funds for child care for open child preventive services cases?

- Yes
- No

Appendix Q: Additional Local Standards for Child Care Providers

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

The district must coordinate with the local Enrollment Agency, including, but not limited to:

- Informing the Enrollment Agency of the intent to request an additional standard.
- Developing the stepwise process referenced in Question 5.
- Ensuring that no significant burden of work shall be incurred by the Enrollment Agency as a result of the additional local standard, unless such work is addressed in a separate contract or a formal agreement is in place, which are referenced in Question 3.

- Sharing any consent/release form that may be required.
- Keeping the Enrollment Agency informed of the approval status.

1. Select the additional local standard that will be required of child care providers/programs.

- Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject
- Local criminal background check
- Require providers caring for subsidized children for 30 or more hours a week participate in the Child and Adult Care Food Program (CACFP).
Note that districts are required to notify the Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of all providers on the referral list for whom the requirement is "not applicable."
- Site visits by the district
- Other
Please describe:

2. Check below the type of child care program to which the additional local 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
 - Provider
 - Provider's employee
 - Provider's volunteer
 - Provider's household member age 18 or older

- Legally-exempt in-home child care program
 - Provider
 - Provider's employee
 - Provider's volunteer

- Legally-exempt group provider / program not operating under the auspices of another government agency
 - Provider / director
 - Provider's employee
 - Provider's volunteer

- Legally-exempt group provider / program operating under the auspices of another government or tribal agency

- Provider / director
- Provider's employee
- Provider's volunteer

2a. Exceptions: There may be instances when the district may be unable to enact the additional standard, such as, the applicable person may reside outside of the district's jurisdiction, or the site of care may not be located within the district. In such cases, the district may create an exception to the applicability stated above.

Note: The Child Care Facility System cannot track such exceptions and, therefore, the district remains responsible for notifying the applicable Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, that an additional standard is "not applicable" to the specific provider/person named on the referral list.

Place a check mark below to show any exception to the applicability of this Local Additional Standard to programs or roles previously identified.

- a. The district will not apply this additional local standard when the applicable person **resides** outside of the subsidy-paying district.
- b. The district will not apply this additional local standard when the **program's site of care is located outside** of the subsidy-paying district.
- c. The district will not apply this additional local standard when **the informal provider is younger than 18 years** of age.

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:
Jeanette Murray, Senior Examiner Cayuga County Day Care Unit
- Contracted agency (must correspond to Appendix K, Question 3b)
Provide the name of the agency and contact person:

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

4. Are there any fees or other costs associated with the additional local standard?

- Yes
- No

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

5. Describe, in chronological order, the steps for conducting the additional local standard. Include how the district will retrieve referrals from CCFS, communicate with providers and other applicable persons, determine compliance with the additional local standard, inform the Enrollment Agency whether the additional local standard has been "met," "not met" or is "not applicable" and monitor its timeliness. Include all agencies involved and their roles. Note that the district's procedures must be in accordance with 12-OCFS-LCM-01.

The district will provide Criminal History Records Check Form in the enrollment package, which will authorize the local criminal history database check.

The individuals checked in question #2, will be required to complete and sign the Criminal History Records Check Form, which allows the local criminal history check. The individual checked in question #2 will be instructed to return the enrollment package to the EA including the completed and signed Criminal History Records Check Form. If the individual checked in question #2 refuses to complete, sign, and/or submit the Criminal History Records Check Form, the enrollment package will be considered incomplete. As a result, the enrollment process cannot move forward and the enrollment package will be withdrawn by the EA in accordance with OCFS policy.

In accordance with OCFS policy and procedure, the Child Care Facility System (CCFS) generates the referrals to the local district to conduct the additional standard process. The district reviews the CCFS E-Notices and sorts through the referral list to find applicable parties on the CCFS report, LE-CCFS LD-003, Legally-Exempt Additional Standard Referral Notification.

For all applicable individuals on the CCFS report, LE-CCFS LD-003 Legally-Exempt Additional Standard Referral Notification, the district will conduct a check for criminal convictions using the NYS Unified Court System. If the search results in the findings of a misdemeanor and/or felony conviction/s, the child care unit staff will provide the conviction information to the EA using the OCFS 2114 form. In accordance with the Guide to Enrollment, the EA will evaluate any discrepancies of the conviction/s and the sworn statement of the applicable individual(s).

The standard is "met" when:

- • The Criminal History Records Check Form is completed, signed by those that are required to do so and returned with the enrollment package.

AND

- • The criminal background check is conducted for all the applicable parties.

The standard is considered to be "not met" when:

- • The Criminal History Records Check Form is not completed, signed or submitted to the Enrollment Agency

AND/OR

- • The criminal background checks cannot be completed due to the lack of cooperation of the provider or those who are required to participate according to their roles as indicated in question #2

6. Indicate how frequently the additional local standard will be applied. Answer both questions.

1. The Standard will be applied:

- At initial enrollment and re-opening
- At each re-enrollment

2. The district will assess compliance with the additional local standard:

- During the enrollment **review** period*, and the district will notify the Enrollment Agency of the results within 25 days from the E-Notice referral date.
- During the 12-month enrollment period*, and the district will notify the Enrollment Agency of the results promptly. Note that this option is always applicable to an additional local standard requiring participation in CACFP.

7. Describe the justification for the additional local standard in the space below.

Appendix R: Payment to Child Care Providers for Absences

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

- Day care center
- Group family day care
- Family day care
- Legally-exempt group
- School-age child care

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

- Yes
- No

3. Base Period:

- 3 months
- 6 months

4. Number of absences allowed per child during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a Month	10	2	12
Base Period	10	10	20

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

Illness, death in family, inclement weather, if one child is sick and the other children also do not attend

6. 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

1. The following providers are eligible for payment for program closures:

- Day care center
- Group family day care
- Family day care
- Legally-exempt group
- School-age child care

2. The district will only pay for program closures to providers with which the district has a contract or letter of intent.

- Yes
- No

3. Enter the number of days allowed for program closures (maximum allowable time for program closures is five days):

4. List the allowable program closures for which the district will provide payment.

Note: Legally-exempt family child care and in-home child care providers are not allowed to be reimbursed for program closures.

Appendix T: Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt Family and In-Home Providers, and Sleep

1. Are there circumstances where the district will reimburse for transportation?

- No
- Yes

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

II. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four (4) differential payment rate categories. For the two (2) categories that require a state minimum five percent (5%) differential payment rate, the district must enter "5%" or, if it chooses, a higher rate up to 15%.

The other two (2) differential payment rate categories in the table below are optional. If the district chooses not to set differential payment rates, the district must enter zero. If the district chooses to set a differential payment rate, enter the appropriate percentage up to 15 percent (15%). Note that if the district selects a differential payment rate for nationally accredited programs, then that rate must be in the range of five percent (5%) to 15 percent (15%).

Differential Payment Rate Category	Differential Payment Rate Percent	Instructions
Homelessness: Licensed and Registered Providers State required minimum of 5%	5%	Enter a percentage (%): 5% to 15%. (<i>Must enter at least 5%</i>)
Homelessness: Legally-Exempt Providers	0%	Enter 0% or a percentage (%) up to 15%.
Non-traditional Hours: All Providers State required minimum of 5%	15%	Enter a percentage (%): 5% to 15%. (<i>Must enter at least 5%</i>)
Nationally Accredited Programs: Licensed and Registered Providers <small><i>Legally-exempt child care providers are not eligible for a differential payment rate for accreditation.</i></small>	0%	Enter 0% or a percentage (%) from 5% to 15%.

2. Generally, differential payment rates may not exceed 25% above the applicable market rate or actual cost of care. However, a district may request a waiver from the Office to establish a payment rate that is in excess of 25% above the applicable market rate upon showing that the 25% maximum is insufficient to provide access within the district to child care providers or services that offer care addressing more than one of the differential payment rate categories. However, if your district wants to establish a payment rate that is more than 25% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access to such child care providers or services.

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

1. 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 completed 10 or more hours of training annually and the training has been verified by the legally-exempt caregiver enrollment agency.

- No
 Yes

2. If yes, indicate percent, not to exceed 75% of the child care market rate established for registered family day care.

%

IV. Sleep

1. Does the district choose to pay for child care services while a caretaker that works a second or third shift sleeps?

- No
- Yes

2. The following describes the standards the district will use to evaluate whether to pay for child care services while a 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.

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

8

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

I. Child Care Exceeding 24 Hours

1. 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 district 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

2. Describe any limitations on the payment of child care services that exceed 24 consecutive hours.

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

II. Child Care Services Unit (CCSU)

1. Indicate below if your district will include 18-, 19-, or 20-year-olds in the CCSU for determining family size and countable family income.

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

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

OR

b. 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

2. 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.

III. Waivers

1. Districts have the authority to request a waiver of any regulatory provision that is non-statutory. The waiver must be approved by OCFS before it can be implemented. Describe and justify why your district is requesting a waiver.

IV. Breaks in Activities

1. 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. If your district will pay for breaks in activities, indicate below for how long of a break that the district will pay for (check one):

- Two weeks
- Four weeks

2. 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 all that are eligible):

- Entering an activity
- Waiting for employment
- On a break between activities