

**APPENDIX G-1  
CHILD CARE SECTION  
2010 APU**

**County:** ERIE

**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 UNITS**

Transitioning Families: **DAY CARE UNIT**

Income Eligible Families: **DAY CARE UNIT**

Title XX: **SERVICES WORKERS**

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

Estimate of Rollover Funds for FFY 08-09	<b>\$5,427,066</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies for 08-09	<b>\$0</b>
NYSCCBG Allocation for SFY 09-10	<b>\$20,457,208</b>
Estimate of Local Share for 08-09	<b>\$2,173,752</b>
<b>Total Estimated NYSCCBG Amount:</b>	<b><u>\$28,058,026</u></b>

A. Subsidy 08-09	<b>\$26,128,161</b>
B. Other program costs (excluding subsidy)	<b>\$1,528,058</b>
C. Administrative costs 08-09	<b>\$170,354</b>
<b>Total</b>	<b>\$27,826,573</b>

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

Function:

Organization:

Amount of Contract:

- Eligibility screening
- Screening of legally-exempt providers
- Assistance in locating Care
- Child Care Information Systems
- Other

**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.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>BOTH ACTIVITIES MUST BE APPROVED BY THE EMPLOYMENT DIVISION</b>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>TA FAMILIES ONLY WITH AN APPROVAL FROM A MAAT COUNSELOR</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
d) in an emergency situation of short duration	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>AS APPROVED BY THE CPS WORKER AS APPROPRIATE</b>
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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>NOT TO EXCEED 6 MONTHS</b>
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>FOR A PERIOD NOT TO EXCEED 30 DAYS FOR A NON-TA HOUSEHOLD. CLIENT MUST HAVE AN ACTIVE DAY CARE SUBSIDY CASE, MUST REPORT LOSS OF EMPLOYMENT WITHIN 10 DAYS AND BE ENGAGED IN APPROVED JOB SEARCH</b>

<p>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.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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:</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>LIMITED TO PARENT/CARETAKER UNDER THE AGE OF 21</b></p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>LIMITED TO PARENT/CARETAKER UNDER THE AGE OF 21</b></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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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</p>	<input type="checkbox"/> Yes <input checked="" 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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 associate's 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p><b>10.</b> 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p><b>11.</b> 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 portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## 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": **90 MINUTES OF TRAVEL (ONE WAY)**

Describe any steps/consultations made to arrive at your definition: **Consulted with Employment Staff, Day Care Staff, Temporary Assistance Staff and Day Care Providers.**

#### 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 **100%** 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.

- |                 |                                |
|-----------------|--------------------------------|
| 1. 175-200% SIS | 4. Children with Special Needs |
| 2. 150-174% SIS | 5. 100-125% SIS                |
| 3. 126-149% SIS | 6. 0-99% SIS                   |

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.

- |                                       |                        |
|---------------------------------------|------------------------|
| <b>1. 0-99% SIS</b>                   | <b>4. 126-149% SIS</b> |
| <b>2. 100-125% SIS</b>                | <b>5. 150-174% SIS</b> |
| <b>3. Children with Special Needs</b> | <b>6. 175-200% SIS</b> |

### **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.

#### **CRITERIA TO BE USED FOR CHILDCARE FEDS:**

- **Information on application is inconsistent with case information**
- **Applicant says he/she is working off the books**
- **Applicant has a prior history of denial, closing or overpayment resulting from an investigation (i.e. Fraud, FEDS, EVR)**
- **Child Care provider lives in same household as the child**

#### **PROCEDURE FOR REFERRING CHILDCARE FEDS:**

**Applications will be referred to the district's Special Investigations Division (SID) FEDS Unit on a daily basis with: a cover form (see attachment B-5390), copies of pertinent application pages and any other appropriate information. SID will process the referral within the existing time frame in current use. Reports will be returned to the requestor. Statistics and management reports will be available as needed.**



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.

**Two months after case opening 100% of employed cases will be reviewed for changes in employment participation and earned income. Six months after case opening at recertification 100% of cases will be reviewed for all eligibility factors. Two months after recertification 100% of employed cases will be reviewed for changes in employment participation and earned income**

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.

**Erie County Special Investigations Division (SID) shall ascertain the number of subsidized child care providers that are also in the child and adult food program annually. Out of those providers we shall select at random a group on a quarterly basis to compare their attendance forms to the child and adult care food program inspection forms. Total reviews for the year will equal 75% of providers enrolled in the child and adult care food program. Any provider previously selected will not be included in a subsequent sample for the year unless a discrepancy is found.**

## 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 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 and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).
11.  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).

12.  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).
13.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
14.  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).
15.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
16.  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.

**APPENDIX G-5  
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES**

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

Category: Rank:

Description:

**APPENDIX G-6  
FUNDING SET-ASIDES**

**Total NYSCCBG Block Grant Amount Including Local Funds**

Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
<b>Total set asides</b>	<b>\$</b>

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

Category:

Category:

Category:

Category:

Category:

**APPENDIX G-6 (continued)**

The following amounts are set aside for specific priorities out of the Title XX block grant:

Category:	\$
Category:	\$
Category:	\$
<b>Total set asides (Title XX)</b>	<b>\$</b>

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

Category:

Category:

Category:

Category:

**APPENDIX G-7  
TITLE XX CHILD CARE**

Projected total Title XX expenditures for plan duration:        \$

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 1 or 2, 255% for a family of 3, and 225% for a family of 4 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: (2)        %    (3)        %    (4)        %

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

- Title XX:     employment                       education/training  
                  seeking employment             illness/incapacity  
                  homelessness                       domestic violence  
                  emergency situation of short duration  
                  participating in an approved substance abuse treatment program

Does your district apply any limitations to the programmatic eligibility criteria?

YES     NO

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

Does your district prioritize certain eligible families for Title XX funding?

YES     NO

If yes, describe which families will receive priority:

Does your district use Title XX funds for child care for open child protective services cases?

YES     NO

Does your district use Title XX funds for child care for open child preventive services cases?

YES     NO

**APPENDIX G-8  
ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS**

The district may propose local standards in addition to the State standards for providers who will receive child care subsidies. One appendix G-8 must be completed for each additional standard that the district wishes to implement.

1. Described below are the additional local standards that will be required of providers as well as which providers must comply with each additional standard.

**Providers of legally exempt family child care, all household members 18 years of age and older, and any employee or volunteer in the provider's home will be requested to sign a release which allow our Department to conduct a local criminal conviction history check. When the release is received a review for criminal history from the Office of New York Court Administration will be conducted by local daycare staff. If search results in a criminal history match, the day care staff will provide that information to the Enrollment Agency (EC), so that any discrepancies as to what was reported in the enrollment by the potential provider is identified and when necessary can be considered by the EA in making final full enrollment decisions. Failure to sign the release will not affect the enrollment of the provider.**

2. Described below are the methods and resources that will be utilized to determine that these additional local standards are being met.

**Upon receipt of the consent for criminal conviction background check and after the district has been notified that the provider has been temporarily enrolled, and LDSS employee will request a local criminal background check from the Office of New York State Court Administration. There is no fee associated with the criminal background check.**

3. Described below is the frequency in which the additional standard will be conducted.

**At the time of enrollment and reenrollment.**



4. Described below are the procedures the district will use to notify the Legally Exempt Caregiver Enrollment Agency as to whether or not the legally exempt provider is in compliance with the additional local standards. (Districts only need to describe this procedure if the additional local standard is applied to legally exempt child care providers.)

**Information is sent to the Enrollment Agency weekly via a transmittal form developed by the Enrollment Agency for communication regarding this additional standard and other pertinent case information.**

- 5 Described below is the justification for each additional standard.

**To ensure information that could affect the safety of children in legally exempt care settings is shared. Our department wants to make sure providers have told the parents about known criminal conviction histories.**

**APPENDIX G-9  
PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES**

The following providers are eligible for payment for absences:  
(Check any that are eligible)

- Day Care Center                       Legally Exempt Group  
 Group Family Day Care               School Age Child Care  
 Family Day Care

Our district will only pay for absences to providers with which the district has a contract or letter of intent.  Yes  No

Base period selected (check one)     3 months               6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	12	3	15
Base period	12	8	20

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

**Child to appear in court or keep appointments related to provision of preventive, foster care, adoption, or child protective services, or other needs as set forth in the child's Service's Plan: OR- Child has an illness, handicapping or to her condition that requires medical care or treatment; OR- Child's family is homeless and that homelessness necessitates the child's absence from day care. Provider must be contracted with the Erie County Department of Social Services.**

List any limitations on the above providers' eligibility for payment for absences:

Note: Legally exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.

**APPENDIX G-10**  
**PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

- |  |  |
|--|--|
| <input type="checkbox"/> Day Care Center       | <input type="checkbox"/> Legally Exempt Group  |
| <input type="checkbox"/> Group Family Day Care | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> Family Day Care       |  |

Our district will only pay for program closures to providers with which the district has a contract or letter of intent.     Yes     No

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

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

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

**APPENDIX G-11  
TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, ENHANCED MARKET RATES  
FOR LEGALLY EXEMPT, SLEEP**

**Transportation**

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

**Differential Payment Rates**

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to \_\_\_\_\_ % above market rate.

Care during non-traditional hours may be paid up to \_\_\_\_\_ % above market rate.

Limitations to the above differentials are as follows:

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

**Enhanced Market Rate For Legally-Exempt Family and In-Home Child Care Providers**

If a district elects 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 annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

Our district is requesting to increase the legally-exempt enhanced market rate up to \_\_\_\_\_ percent of the applicable registered family day care market rate. Market rate may not exceed 75 percent (75%) of the child care market rates established for registered family day care.

A district that selects the option to increase the legally-exempt enhanced market rate must select one of the options listed below for implementation of the legally-exempt enhanced market rate:

for all legally-exempt family and in-home child care providers that have been approved by the applicable legally-exempt caregiver enrollment agency; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, but only for the remainder of their current one-year enrollment period; or

for those legally-exempt family and in-home child care providers who were receiving the enhanced rate on the date of the regulations, for the remainder of the time they remain enrolled and continue to meet the ten-hour annual training requirement.

### **Sleep**

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

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

**APPENDIX G-12  
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS, BREAKS  
IN ACTIVITIES**

**Child Care Exceeding 24 Hours**

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

**Child Care Services Unit**

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

18 year old       19 year old       20 year old

**-OR-**

Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).

18 year old       19 year old       20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit.

**Waivers**

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

two weeks       four weeks

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 any that are eligible):

entering an activity     waiting to begin employment     break between activities

**APPENDIX H  
ANNUAL PLAN UPDATE  
2010 APU CHECKLIST  
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES**

**Erie 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.

<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I. Financing Process
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. General Information
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Purchase of Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Performance or Outcome Based Provisions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	II. Monitoring Procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	III. Appendices
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Appendix A – Legal Assurances
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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"/>	<input type="checkbox"/>	c. Appendix C – Estimate of Persons to be Served
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
<input type="checkbox"/>	<input type="checkbox"/>	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Appendix F – Department of Social Services – Program Information Matrix
<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. Appendix G – Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Appendix G-1 – Administration
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Appendix G-2 – Other Eligible Families if Funds are Available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Appendix G-4 – Districts Options
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Appendix G-5 – Priority Populations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Appendix G-6 – Funding Set-Asides
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Appendix G-7 – Title XX Child Care
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Appendix G-8 – Additional Local Standards for Child Care Providers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Appendix G-9 – Payment to Child Care Providers for Absences
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Appendix G-10 – Payment for Child Care Providers for Program Closures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities