

**APPENDIX G-1  
CHILD CARE SECTION  
2011 APU**

**County:** Niagara

**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:	<b>NPA Daycare Unit</b>
Transitioning Families:	<b>NPA Daycare Unit</b>
Income Eligible Families:	<b>NPA Daycare Unit</b>
Title XX:	<b>Services Support Unit</b>

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

FFY 06-07 Rollover Funds ( <i>this amount is available from the NYSCCBG ceiling report in the claiming system</i> )	<b>\$2,825,524</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$3,100,000</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	\$
NYSCCBG Allocation for SFY 08-09	<b>\$2,702,059</b>
Estimate of Local Share	<b>\$ 364,420</b>

**Total Estimated NYSCCBG Amount:** **\$6,166,479**

A. Subsidy	<b>\$5,535,564</b>
B. Other program costs (excluding subsidy)	<b>\$ 150,915</b>
C. Administrative costs	<b>\$ 480,000</b>

3. 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
- Determining if legally-exempt providers meet State-approved additional standards (if applicable)
- Assistance in locating care
- Child Care Information Systems

**Niagara Community Action Program, Inc.**

## 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	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		Only applies to low-income families with income up to 150% of the State Income Standard
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PA families only for a period not to exceed 12-months for the purpose of enabling a parent to attend recommended treatment when mandated by this agency.
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	When it is necessary for the parent to attend counseling-not to exceed Court mandates.
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	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		Only applies to low-income families with income up to 150% of the State Income Standard.
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only applies to families that fall under transitional day care during the 12-month eligibility period.
b) has family duties away from home	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>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.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>For the duration of the sanction provided the parent agrees to and does comply with sanction at the end of that duration.</p>
<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>Only applies to low-income families with income up to 150% of the State Income Standard.</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>Only for a teen parent to complete a regular high school program (9-12), GED, or BOCES (as part of the high school program) up to the age of 18/or to the end of the school year.</p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<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 associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>11. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in a employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the 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": **one way from work to day care to home = less than 1.5 miles**

Describe any steps/consultations made to arrive at your definition: **using school standards for bus transportation for area students**

#### 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 **150%** 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 **20%**.

#### Case Closings

1. The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed; the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

If our district does not have sufficient funds to maintain all eligible family's cases will be closed in the following order:

Low income families whose income falls between 200%-150% of the State Income Standard (SIS). Cases will be closed by income from highest income to lowest income.

Temporary Assistance Recipients participating in department approved activity in addition to their required work activity. We will begin to close these cases starting with the ones with the shortest investment time in the activity. This will allow those close to completion to finish and become more employable.

Families with an open child protective services case when childcare is needed to protect the child. We will close cases beginning with the high-income/co-pay families first proceeding down to the lowest-income families. This will continue to provide help to the most needy.

TA families or families with income up to 200% of the SIS when participating in approved substance abuse treatment program—for a period not to exceed 12 months. We will begin to close cases with the ones with the shortest investment time in the activity. This will allow those close to completion to finish and become self-sufficient and employable.

TA families or families up to 200% of the SIS that are victims of domestic violence when necessary for the parent to attend counseling—not to exceed Court mandates. We will begin to close cases with the ones with the longest investment time in the activity.

TA families where a sanctioned parent is participating in unsubsidized employment. These will be closed based on income. Highest income closed first.

Working families whose income is 149%-100% of the SIS closing from highest to lowest income.

Teen parents attending high school or obtaining their GED or BOCES.

### **Case Openings**

The district must describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that there are insufficient funds available.

Cases will be opened in the following order if there are not sufficient funds to open all eligible families:

Teen parents attending high school or obtaining their GED or BOCES will be opened first according to the earliest date on the waiting list first, followed by families as they appear on the waiting list earliest date first.



## **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.

Our district has established a FEDS Referral form that lists 18 different criteria for use by TA, MA, FS and Child Care. The Child Care Unit will use 11 of these in determining which households are at a greater risk for fraudulent payments for Child Care Subsidy. They are:

- Prior history of denial case closing overpayment resulting from an investigation
- Application inconsistent with prior case information
- No absent parent information or information is inconsistent with application
- P.O. Box used as a mailing address without reasonable explanation, e.g., high crime area
- Legally responsible relative or spouse recently left household
- Recent denial due to excess income/resources and household member with excess income or resources is not currently in household
- Moved into Niagara County less than 3 months ago
- Working off the books (currently or previously)
- Renting from a relative
- Questionable Day Care provider form

Each new application will use the FEDS form and check off any indicators that need to be investigated. The Fraud Unit will refer to the Investigator, a report will be sent back to the Child Care Worker with suggested recommendation. CC worker will identify the necessary action to be taken and will notify Fraud. If there are no indicators that apply to an application, the form will be filed in the case identifying no action required.

**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.**

- Each child care case is at 100% verification of participation in employment.
- Each monthly bill submitted for subsidy payment must be accompanied by the coordinating time-frame wage stub/employer statement. The bill is compared to the wage stub for hours worked against child care hours billed.
- In two parent/guardian households, a work schedule identifying days and hours assigned for each parent is also required on a monthly basis to identify that both responsible parents/guardians are working during the same time that provider bill is submitted for.
- Re-certifications are routinely done every 12-months. For single parent/guardian households, 6-months into the recertification period, a request for the parent/guardians actual work schedule will be requested to compare with actual hours submitted for payment on the bill for the coordinating month.

- Each teen parent is at 100% verification of participation in the program.
- Each teen parent must submit verification of enrollment in the program, a copy of the class schedule verifying days and hours, and anticipated completion date.
- Each monthly bill submitted for payment will require an attendance verification sheet.
- Other required activities will be required to submit 100% verification of attendance with the coordinating bill for subsidy payment.

**The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and any child and adult care food program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.**

The enrollment agency, Child Care Clearinghouse of Niagara, will provide the district with copies of the Child Adult Care Food Program (CACFP) inspection forms three times a year. Three times a year the district will randomly select 1/3 of the CACFP inspection forms, which receive child care subsidy and compare these forms with the child care providers attendance forms to verify that child care was actually provided on the day listed on the attendance forms.

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program in order to better 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).

**APPENDIX G-4 (continued)**

- 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 approvals previously granted by OCFS for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms that a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

***APU Instructions: Only those local equivalent forms that were not approved in the 2007-09 CFSP need to be included.***

**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: \$ 42,000

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.

Family Size: (2) **120%** (3) **120%** (4) **120%**

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 for a teen parent to complete high school (9-12), GED approved program, or BOCES (as part of the regular high school program up to the Age of 18/or to end of school year). Substance abuse treatment program is only when mandated by this agency. Domestic violence not to exceed court mandate.**

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

YES  NO

If yes, describe which families will receive priority: **(1) PA HH; (2) Transitional; (3) Low Income; and (4) optional categories chosen by district**

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.

**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.**

A family child care provider caring for a subsidized child an average of 30 or more hours a week is required, to participate in the Child and Adult Food Care Program (CACFP) as a condition of enrollment to provide child care subsidized by Niagara County DSS). All legally-exempt family and in-home child care providers are required to sign the Niagara County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form, #8351, to initiate the enrollment process. The enrollment packet for any provider of legally-exempt in-home or family child care will be considered “incomplete” if the Niagara County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form, #8351 is not signed and submitted with the enrollment packet.

The Niagara County Department of Social Services (NCDSS) will determine the legally-exempt family child care provider is “compliant” and meeting the Niagara County additional local enrollment standard for “participation in CACFP” when:

1. The legally-exempt family child care provider has completed, signed, dated and submitted the Niagara County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form, (8351), as a part of the “Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In – Home Child Care” (OCFS–LDSS- 4699) to the enrollment agency. AND
2. The legally exempt family child care provider caring for a subsidized child an average of 30 or more hours per week, has enrolled with the CACFP program including signing the CACFP Pre-Approval checklist (CACFP-106) and the Continuous Application and Agreement for Day Care Homes Participation (DOH-3705) and has completed the follow-up visit with CACFP all within the CACFP required time frames, AND
3. The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week, must fully cooperate with all requirements of CACFP, including inspections and/or follow-up visits, AND
4. The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week, must begin claiming no later than the month following the sign-up date and continue to submit monthly claims to CACFP on a timely basis.

The Niagara county DSS will determine the legally-exempt family child care provider is “non-compliant” and NOT meeting the Niagara County additional local enrollment standard for “participation in CACFP” when:

1. The family child care provider does not submit a completed “Niagara County Legally-Exempt Family Child Care Additional Standard Acknowledgement Agreement” form, (8351), AND/OR
2. The family child care provider caring for a subsidized child an average of 30 or more hours per week, refuses to sign up for CACFP, AND/OR
3. The family child care provider caring for a subsidized child an average of 30 or more hours per week, does not cooperate with any part of the CACFP enrollment process AND/OR
4. The family child care provider caring for a subsidized child an average of 30 or more hours per week, does not remain in compliance with the CACFP regulations AND/OR
5. The family child care provider caring for a subsidized child an average of 30 or more hours per week, fails to cooperate with any CACFP inspection or home visit, AND/OR
6. The family child care provider caring for a subsidized child an average of 30 or more hours per week, fails to submit monthly claims to CACFP on a timely basis, AND/OR
7. The family child care provider, who was not initially required to participate in CACFP, fails to notify NCDSS or the enrollment agency, Community Child Care Clearinghouse of Niagara, of the increase in hours of care which would make the family child care provider mandated to comply with the NCDSS CACFP additional standard,
8. The Legally-Exempt child care provider who changes from providing care in the child’s home (in-home care) to providing care at a site other than the child’s home (family child care) and provides an average of 30 hours or more of child care per week and fails to notify the NCDSS and the Enrollment agency of the change.

Any legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week, who does not participate with the Niagara County additional local standard for enrollment described above is non-compliant and considered to be ineligible to provide subsidized child care paid for by Niagara County DSS. No subsidy payments will be issued for care provided by such providers who are non-compliant with the requirement to participate in CACFP.

The provider is noncompliant with the additional standard for participation with CACFP when the provider has signed the legally-exempt family child care additional standard agreement and the provider fails to participate fully with CACFP. When the provider is noncompliant the additional standard is not met. The provider will not be eligible for payment for child care provided going back to the first date child care services were provided.

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

Niagara Community Action Program, Inc., which is the sponsoring agency for CACFP in Niagara County, has agreed to provide the monitoring and coordination of the CACFP information between the CACFP sponsoring agency and the NCDSS. Should the legally exempt family child care provider who is providing on average 30 or more hours of care per week refuse to fully participate or cooperate with CACFP the CACFP worker will notify the district. The district will notify CACFP when a legally exempt family child care provider provides an average 30 or more hours of care. Therefore, no additional county resources are required to monitor for CACFP participation.

**3. 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.)**

1. Notify EA via CACFP Additional Standard Tracking Form (8352) that the legally exempt family child care provider cares on average 30 or more hours per week for a subsidized child and is required to be enrolled in CACFP
2. Once the EA fully enrolls the provider who is required to participate in CACFP because the provider is caring for a subsidized child an average of 30 or more hours per week, the EA notifies CACFP by supplying - the CACFP Additional Standard Tracking Form (8352)
3. CACFP will notify the District within approximately 5 business days that the provider is or is not “actively participating” per the additional standard requirement via the CACFP Additional Standard Tracking Form (8352)
4. If the provider is “actively participating” the District will notify the EA within approximately 5 business days that the additional standard is met via the Additional Standard Tracking Form (8352)
5. If the provider is not “actively participating” the District will notify the EA that the additional standard is not being met via the Additional Standard Tracking Form (8352). The decision on whether the additional standard is being met is made by the NCDSS.

**4. Described below is the justification for each additional standard.**

This will aid in improving the health and nutrition of children cared for by Legally Exempt Providers receiving subsidy payments within our district. The changes to the implementation of the additional standard will occur at reenrollment of existing enrolled providers, and with all new enrollments.

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

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

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

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			
Base period			

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

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).

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 \_\_\_\_\_ percent above market rate.

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

Limitations to the above differentials are as follows:

Payments may not exceed 15 percent above market rate. However, if your district wishes to establish a payment rate that is in excess of 15 percent above the applicable market rate you must describe below why the 15 percent 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 the reason your district is requesting a waiver from a regulatory provision.

Waiver to eliminate the pursuit of child care costs as a requirement in the eligibility determination of child care subsidy effective January 1, 2009.



### **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 is waiting to begin employment or is 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  
CHECKLIST**

**ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES**

**Niagara 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. . Please note that Appendices G-1 must be completed.

<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 checked="" type="checkbox"/>	<input 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Appendix C – Estimate of Persons to be Served
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Appendix F – Department of Social Services – Program Information Matrix
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Appendix G – Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Appendix G-1 – Administration
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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

- 10. Appendix G-10 – Payment for Child Care Providers for Program Closures
- 11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
- 12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities