

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

**County:** SCHENECTADY

**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: **Daycare Eligibility Unit**

Income Eligible Families: **Daycare Eligibility Unit**

Title XX: **Daycare Eligibility Unit**

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

Estimate of Rollover Funds for FFY 07-08	<b>\$0</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 09-10	<b>\$5,516,346</b>
Estimate of Local Share	<b>\$365,000</b>

**Total Estimated NYSCCBG Amount:** **\$**

A. Subsidy	<b>\$</b>
B. Other program costs (excluding subsidy)	<b>\$0</b>
C. Administrative costs	<b>\$600,000</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
- 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 CFSP. Select any categories your district wants to serve and describe any limitations associated with the category.

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
1 Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>As determined by the independent employment plan completed by SJTA.</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>Open child welfare protective case only.</b>
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If working</b>
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If working</b>
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Short term medical problems if the case is open as child protective</b>
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:		
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Open child welfare protective case only</b>
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Under unusual short term circumstances to be determined on a case by case basis by the Director or the Commissioner, using the following criteria: duration limited to one month; no informal resources exist; the circumstances leading to the situation are outside the caretaker's control.</b>

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Authorized on a part time basis for up to 30 days with documented proof of active job search. May be extended for up to six months for extenuating circumstances with documentation. Criteria to be used for extenuating circumstances include: the county unemployment rate exceeds the state average by two percentage points; the applicant can demonstrate an active but unsuccessful job search.</b></p>
<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>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>If the parent is also employed in unsubsidized employment a minimum of 25 hours per week. Under no circumstance will the daycare be approved for more than full-time daycare.</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>If the parent is employed in unsubsidized employment a minimum of 25 hours per week. Under no circumstance will the daycare be approved for more than full-time daycare; and possesses documentation that he/she will take the GED within 12 months of starting the program.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If the parent is employed in unsubsidized employment 25 hours per week and has documentation indicating that the individual is attending consistently, making satisfactory progress, and if not a high school graduate, the individual must be prepared to take the GED test within 12 months of starting the program.</b></p>

<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If the parent is employed in unsubsidized employment 25 hours per week and has documentation indicating that the individual is attending consistently, making satisfactory progress, and if not a high school graduate, the individual must be prepared to take the GED test within 12 months of starting the program.</b></p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If the parent is employed in unsubsidized employment 25 hours per week and has documentation indicating that the individual is attending consistently, making satisfactory progress, and if not a high school graduate, the individual must be prepared to take the GED test within 12 months of starting the program.</b></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 degree or certificate of completion</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If the applicant is a recent high school graduate or received a GED (within the last two years) and all previous work experience is part time (less than 25 hours per week); and maintains a 2.5; and must complete their program within 24 months</b></p>
<p>g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If the parent is also employed a minimum of 20 hours per week, can document consistent attendance, maintains a 2.5 GPA, and completes the program within 12 months. Not to exceed one full time daycare payment.</b></p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If the parent is also employed in unsubsidized employment a minimum of 25 hours per week, can document consistent attendance, maintains a 2.5 GPA and completes the program within 12 months.</b></p>
<p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<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": *For eligibility recipients using their own vehicle or public transportation, reasonable distance shall not exceed one hour (1) going one (1) way from home to the day care provider and then to the employer. Exceptions will be considered on a case by case basis by the Director of Services or the Commissioner.*

Describe any steps/consultations made to arrive at your definition: *Historical availability of daycare providers, employment opportunities and public transportation within the Capital District.*

#### 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 **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.

**In the event that the district has insufficient funds to maintain its current child care subsidy caseload the district will close cases in the following order:**

- **Those families that fall under Appendix G-2, with the exception of those with open child protective cases.**
- **Families with incomes between 200% - 175% of the State Income Standard (SIS)**
- **Families with incomes between 175%-150% of the SIS**
- **Teen parents that need child care assistance to attend high school or an equivalency program.**
- **Families that have open child protective cases that need child care for protective reasons**
- **Families that have children with special needs**
- **Families whose income is between 150%-125% of the SIS**
- **Families whose income is at or below 125% of the 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.

**New applicants will be prioritized based primarily on families with very low income (as specified below), the existence of health and safety factors in the home (including families that have children with special needs), and the existence of a teenage parent attending high school or an equivalency program (see above). The County will further prioritize targeted high risk populations as necessary (see above).**

**Income ranges by priority are as follows:**

- #1. 100 -150% of SIS
- #2. 150 - 175% of SIS
- #3. 175 - 200% of SIS

#### **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.

#### **#1. The following are additional indicators that will prompt a FEDS referral for daycare cases:**

- **Prior fraud**
- **Documents / information inconsistent with application**
- **Children with no birth certificates**
- **Post office box for mailing address**
- **No information on missing parent**
- **Termination of employment**

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.

**At the re-certification the eligibility worker matched the hours on the authorizations to the bills. Verifications are solicited from employers and programs; discrepancies are referred to the Fraud Unit.**

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 Department's process for this is that the Food Program makes phone calls to the Eligibility Unit and asks for information about the number of children authorized to be in the providers' care. Any inconsistencies reported to the eligibility worker / supervisor are referred to the Fraud Unit. The Eligibility Unit will review all referrals from the Food Program.**

## 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).

**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 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: **Families with very low income.** Rank:1

Description: **Families with income below the federal poverty level and successive income increments defined under Appendix G-3.**

Category: **Families with children who have special needs.** Rank:2

Description: **Children who are classified with special needs.**

Category: **Families with open cps cases.** Rank:3

Description: **Families with an open child protective case receiving child care for health and safety reasons.**

Category: **Families with teenage parents.** Rank:4

Description: **Teenage parents requiring child care to complete high school or an equivalency program.**

Category: Rank:

Description:

**APPENDIX G-6  
FUNDING SET-ASIDES  
*NOT APPLICABLE IN SCHENECTADY COUNTY***

<b>Total NYSCCBG Block Grant Amount Including Local Funds</b>	
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-8**  
**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS**  
**#1 – CHILD WELFARE DATABASE CHECK**

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.**

Providers of legally exempt family child care and all household members 18 years of age and older will be asked to sign a release which will allow the Schenectady County Department of Social Services (DSS) to conduct a check of the local child welfare records related to the child care attestations for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker per 18 NYCRR(f)(7)(ii).

If the provider of legally exempt family child care and/or any household member 18 years of age and older refuses to sign the release, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency in accordance with State policy.

When the local records check reveals that the provider of legally exempt family child care and or any household member 18 years of age or older is an indicated subject of a child abuse or maltreatment report, the proposed child care provider will be required to submit to Schenectady County DSS a copy of the written statement provided to the parent/caretaker concerning the indicated incident(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretaker's wish to use this child care provider.

If the information regarding the indicated child protective report submitted by the provider does not substantially correlate with the information obtained during the local records check related to the child care attestations, the Schenectady County DSS will notify the provider that he/she has ten (10) calendar days to clarify the discrepancies in the information submitted to the DSS and parent/caretaker. If the provider fails to clarify the discrepancies the Schenectady County DSS will notify the enrollment agency that the additional standard has not been met.

If the information submitted by the provider correlates with the information obtained from the local database check and the parent/caretaker still chooses to use the provider, the enrollment agency will be notified that the additional standard has been met.

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

The enrollment agency will provide a copy of the signed release to the Supervisor A (via fax) authorizing the database check.

The Supervisor A of Child Protective Services will conduct the check of the local child welfare database to verify the accuracy of the information submitted to the parent/caretaker. The Supervisor A of Central Intake Services will fax a form to the enrollment agency indicating whether or not the additional standard has been met.

**3. Described below is the frequency in which the additional standard will be conducted (for example, initial enrollment, re-enrollment or some period after enrollment).**

The additional standard will be conducted at the initial enrollment and at re-enrollment.

**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.)**

The Supervisor A of Central Intake Services in Schenectady County will fax a form to the enrollment agency indicating whether or not the additional standard has been met. This form will include the description/name of the additional standard, the person the additional standard applies to and the date the check was run.

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

Legally exempt family child care providers are caring for young vulnerable children utilizing tax payer dollars. Ensuring the safety of children in daycare settings is of paramount importance. Providers with extensive histories of child abuse, maltreatment in their families present a heightened risk to these children.

**APPENDIX G-8**  
**ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS**  
**#2 – FRAUD INVESTIGATOR VISIT**

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.**

All types of legally exempt informal day care providers will be referred to the Schenectady County Fraud Unit and an Investigator will make a minimum of one home visit annually with more visits made as needed.

The investigator will verify the following information:

- That care is being provided at the approved location
- That care is being provided by the provider of record
- The number of children in care
- That the children are receiving child care as described in the application
- That the hours of care are being performed as documented on the employer's verification and the attendance sheet submitted.

Investigations warranting further follow up are initiated when inconsistencies are found in the application, attendance records, or home visits. The inconsistencies may be potential indicators of fraud and are necessarily pursued to their conclusion.

The Fraud Investigator will report the findings to the day care unit.

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

The fraud investigator will conduct a review after the legally exempt family child care provider is enrolled. The enrollment agency will notify the day care unit and the day care unit will notify the fraud unit. The home visit will occur within one year of the initial enrollment.

The site visit to the Provider's home will verify the address, verify the children who are getting child care, their names and their dates of birth.

**3. Described below is the frequency in which the additional standard will be conducted (for example, initial enrollment, re-enrollment or some period after enrollment).**

At initial enrollment and re-enrollment.

**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.)**

The enrollment agency will be notified of the results of the investigation by fax by the Supervisor A of Central Intake Services within 25 days of the referral.

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

Legally exempt family child care providers are caring for young vulnerable children utilizing tax payer dollars. Ensuring the safety of children in daycare settings is of paramount importance.

**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:

<b>Period</b>	<b>Routine Limits (# of days)</b>	<b>Extenuating Circumstances (# of days)</b>	<b>Total Number of Absences Allowed (# of days)</b>
In a month	<b>12</b>	<b>3</b>	<b>15</b>
Base period	<b>24</b>	<b>16</b>	<b>40</b>

List reasons for absences for which the district will allow payment:  
***Child is ill; parent must provide written documentation. Extenuating circumstances include: Need for the child or caretaker to appear in court or keep other appointments related to the provision of preventive services, foster care, adoption or CPS; or need for the child to receive medical care or routine medical treatment.***

List any limitations on the above providers' eligibility for payment for absences:  
***Parent must provide a written statement documenting reason for absence.***

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**  
**NOT APPLICABLE IN SCHENECTADY COUNTY**

The following providers are eligible for payment for program closures:

Day Care Center

Legally Exempt Group

Group Family Day Care

School Age Child Care

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.

**NOT APPLICABLE**

**Differential Payment Rates**

**NOT APPLICABLE**

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:

#### **Single parent working 11:00 p.m. – 7:00 a.m. and children are not in school.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **8**



**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.

**Provider must seek prior approval from the Services Director or the Commissioner prior to providing 24 hour care. The provider must detail (verbally or in writing) the reason for the 24 hour care and the duration. Approval will be based on the nature of the emergency, availability of informal supports, and the duration of the care to be provided.**

**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. **The 18 or 19 year old is still I high school or is a recent participant in high school, and is still dependent on the family for support.**

## **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 2011 APU  
CHECKLIST  
ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL  
SERVICES**

**Schenectady County**

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking “YES” or “NO” whether there are any changes to report. For each item that is answered “Yes” or where a “NO” response is not an option, a written response is required clearly indicating what has changed and reason for the change. Responses should be attached on separate page and added at the end of this appendix.

YES      NO

- |                                     |                                     |                                                                                                                                                                                                                                                                              |
|-------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | <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 (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 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 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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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 |