

BROOME COUNTY
2013 APU
APPENDIX K
Child Care Administration

Describe how your local 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: Services Daycare Unit
Transitioning Families: Same
Income Eligible Families: Same
Title XX: Same

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

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system):\$801,374.00
Estimate FFY 2010-11 Rollover Funds\$405,764.00
Estimate of Flexible Funds for Families (FFS) for child care subsidies.....\$0.00
NYSCBG Allocation 2011-12\$4,198,682.00
Estimate of Local Share\$518,534.00
Total Estimated NYSCCCBG Amount\$5,924,353.00
a. Subsidy\$3,647,652.00
b. Other program costs excluding subsidy\$307,627.00
c. Administrative costs\$81,774.00

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
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

Optional Categories	Option	Limitations
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 six months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	For up to 2 weeks of supported job search with documentation of active employment seeking. Maximum of 6 weeks in a 12 month period.
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent must be employed
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: <ul style="list-style-type: none"> <li data-bbox="240 762 906 909">a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district <li data-bbox="240 919 906 1031">b) an education program that prepares an individual to obtain a NYS High School equivalency diploma <li data-bbox="240 1115 906 1297">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 <li data-bbox="240 1308 906 1419">d) a program providing literacy training designed to help individuals improve their ability to read and write <li data-bbox="240 1472 906 1654">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 <li data-bbox="240 1665 906 1848">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 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent must be under age 21 Parent under 21; if over 21 participating in Welfare to Work and GED is part of their Welfare to Work plan Family must receive temporary assistance and education is part of their Welfare to Work Plan. Caretaker is a temporary assistance recipient and this is part of their Welfare to Work plan. Same as above Same as above

Optional Categories	Option	Limitations
g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above
h) a prevocational skill training program such as a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Same as above
i) a demonstration project designed for vocational training or other project approved by the Department of Labor Note: 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent must be enrolled and attending up to 40 hours per week in accordance with their Welfare to Work plan. Caretaker receives temporary assistance. Note: Welfare to Work plans are updated every 6 months at recertification.
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 associate's 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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Optional Categories	Option	Limitations
<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's 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 17½ 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 incomes up to the 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPENDIX M

Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities, Inspections (Required)

Reasonable Distance

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

The following defines “reasonable distance”: Recipients who must travel 60 minutes or more to access child care will not be required to comply with work requirements.

Describe any steps/consultations made to arrive at your definition: Continuing previous defined standards as developed by an agency wide work group.

Very Low Income

Define “very low income” as it is used in determining priorities for child care benefits.

“Very Low Income” is defined as 150% of the State Income Standard.

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 and justify this percentage decision. The weekly family share of child care costs is calculated by applying the family share percentage against the amount of the family’s annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by the county 35%.

Note: The percentage selected here must match the percentage selected in Title XX Program Matrix in WMS.

Case Closings

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. Describe below how districts will select cases to be closed in the event that there are insufficient or no funds available.

1. Identification of local priorities in addition to the required federal priorities (select one).
 - The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
 - The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).
2. Describe 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. Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

a. The district will select cases to be closed based ONLY on income.

No.

Yes. Check 1 or 2 below.

1) The district will close cases from the highest income to lowest income.

2) The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:

Cases with the highest income will be closed first, initially reducing the income level to 175% of the State Income Standards (SIS), then to 150% of SIS, for all families not on temporary assistance. If there are still insufficient funds, the income level would then be reduced to 125% of SIS, followed by a reduction of 100% OF SIS if necessary.

b. The district will select cases to be closed based ONLY on categories of families.

No.

Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:

c. The district will select cases to be closed based on a combination of income and family category.

No.

Yes. List the categories and income groupings in the order that they will be closed:

d. The district will select cases to be closed on a basis other than the options listed above.

No.

Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:

e. The last cases to be closed will be those that fall under federal priorities. Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income Rank 1 Rank 2

Families that have a child with special needs Rank 1 Rank 2

3. If all NYSCCBG funds are committed, case closings for families that 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 the family has received child care services, but must be consistent for all families.
- a. Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.
- Very low income Rank 1 Rank 2
- Families that have a child with special needs Rank 1 Rank 2
- b. The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.
- Shortest time receiving child care services
- Longest time receiving child care services
4. The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.
- No.
- Yes. Describe how these cases will be selected to be reopened if funds become available:
- Cases will be opened in the reverse order of the closing criteria

Case Openings

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

1. The first cases to be opened will be those that fall under the federal priorities.
- Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.
- Very low income Rank 1 Rank 2
- Families that have a child with special needs Rank 1 Rank 2
2. The district will select cases to be opened based ONLY on income.
- No.
- Yes. Check 1 or 2 below.
- 1) The district will close cases from the highest income to lowest income.
- 2) The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
- Cases will be opened in the reverse order of the closing criteria

3. The district will select cases to be opened based ONLY on category.
- No.
- Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:
4. The district will select cases to be opened based on a combination of income and category of family.
- No.
- Yes. List the categories and income groupings in the order that they will be opened:
5. The district selects cases to be opened on a basis other than the options listed above.
- No.
- Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:
6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.
- No.
- Yes. Describe how these cases will be selected to be opened when funds become available:
- See above

The district's recertification period is every six months twelve months

Fraud and Abuse Control Activities

Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment in addition to procedures for referring such applications to the district's front-end detection system.

The Daycare Unit will use the attached form (attachment #1) to refer the application to the Case Integrity Unit for their investigation and follow-up. Cases will be referred to the fraud unit when the application is not filled out correctly/fully, when inconsistent information is provided, when there is a history of fraud, when information is provided to the agency that suggests fraud.

Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

Each recipient of Child Care Subsidy must recertify every 6 months. Proof of employment (4 weeks of recent pay stubs), education, or other required activities as may be described in their Welfare to Work plan must be furnished at that time.

Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving subsidized child care services with any Child and Adult Care Food Program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

The Department will contact Family Enrichment Network, the agency which administers CACFP in Broome County on a quarterly basis to obtain the CACFP inspection checklist. The CACFP will be compared to provider attendance information for the randomly chosen time period. Total cases reviewed per year will be 75% of participating providers.

The daycare unit will conduct Random Audit Inspections on legally exempt providers using the attached audit inspection form (attachment #2). If fraud is found or suspected a referral to the case integrity unit will be made using this form.

Inspections of Child Care Provider Records and Premises

The district may choose to make announced or unannounced inspections of the records and premises of a provider/program that provides child care for subsidized children for the purpose of determining whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district Per 18 NYCRR 415.4(h) (3). Does the district choose to make inspections of such child care providers/programs?

No.

Yes. Provide the details of your inspections plan below.

A. The following *types* of subsidized child care providers/programs are subject to this requirement:

Legally-Exempt Child Care

In-Home;

Family Child Care;

Group programs not operating under the auspices of another government agency

Group programs operating under the auspices of another government agency

Licensed or Registered

Family Day Care;

Registered School Age Child Care

Group Family Day Care; Day Care Centers; Small Day Care Centers;

B. The district *does* OR *does not*:

Reserve the right to make inspections *PRIOR to subsidized children receiving care* in a **home** where the inspection is for the purpose of determining whether the child care provider is in

compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district.

C. The district will report violations of regulations as follows:

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

APPENDIX N
District Options (Required)

Districts have some flexibility to administer their child care subsidy programs to meet local needs. Check which options that your district wishes to include in your county plan. Complete the attached appendices for any area(s) checked.

1. The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2. The district is using Title XX funds for the provision of child care services (complete Appendix P).
3. The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
4. The district has chosen to make payments to child care providers for absences (complete Appendix R).
5. The district has chosen to make payments to child care providers for program closures (complete Appendix S).
6. The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
7. The district has chosen to pay up to 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 T).
8. The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9. The district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
10. The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
11. The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix U).
12. The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13. The 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 U).
14. The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

15. The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or 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 O
Funding Set-Asides (Optional)

Total NYSCCBG Block Grant Amount, Including Local Funds

Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$
Category:	\$

Total Set-Asides.....\$

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

Category:
Description:

Category:
Description:

Category:
Description:

Category:
Description:

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

Category:	\$
Category:	\$
Category:	\$

Total Set-Asides (Title XX).....\$

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

Category:
Description:

Category:
Description:

Category:
Description:

Category:
Description:

APPENDIX P
Title XX Child Care (Optional)

Enter projected total Title XX expenditures for the plan's duration:\$ 25,000.00

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

Family Size: (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 the 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 the district prioritize certain eligible families for Title XX funding?

- Yes No

If yes, describe which families will receive priority:

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

- Yes No

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

- Yes No

APPENDIX Q - 1

ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS (OPTIONAL)

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

- Provider's household member age 18 or older

- Legally-exempt in-home child care program. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

Local social services staff

Provide the name of the unit and contact person: Day Care Unit, Broome County Social Services, Attn: John Choynowski, 171 Front St, Binghamton, NY 13905

Contracted agency

Provide the name of the agency and contact person:

4. Are there any costs associated with the additional standard?

Yes No

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

5. Describe the steps for evaluating whether the additional local standard has been met.

The individuals check in question #2 above will be asked to sign a release which will allow the Broome County Department of Social Services to conduct a local child welfare database check of the records related to the child care attestations for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker. Household members 18 years or older will only be required to complete the release when care is not in the home of the child.

If any of the individuals checked in question #2 above refuses to sign the release, which would allow Broome County Department of Social Services to review only the existing local child welfare records related to the child care attestations, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency.

When a local database check of the records related to the child care attestations reveal that an individual checked in question #2 above is an indicated subject of a child abuse or maltreatment report the proposed provider will be required to submit to Broome County Department of Social Services 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 from the local database check of the records related to the child care attestations the Broome County Department of Social Services will notify the provider that they have ten (10) calendar days to clarify the discrepancies in the information submitted to the district and parent/caretaker. Within the ten (10) calendar day period the provider must submit information to Broome County Department of Social Services and the parent/caretaker that either substantially correlates with the information obtained by the district's local database check of the records related to the child care attestations or the provider submits information to the district which documents that the information obtained from the local database check of the records related to the child care attestations is inaccurate. If the

provider fails to clarify the discrepancies the Broome County Department of Social Services will notify the Enrollment Agency that the additional standard has not been met.

If the information regarding the indicated child protective report 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.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

- Initial enrollment During the 12-month enrollment period
 Re-enrollment Other

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

Once our Department has determined whether or not the additional local standard has been met using the procedures outlined in number five our Department will notify the Enrollment Agent in writing if the additional local standard has been met or not met. The district will maintain a file, which documents the information used to determine whether or not the additional local standard has been met.

8. Describe the justification for the additional standard in the space below.

The Department of Social Services wants to make sure that providers have told parents about known child protective histories for themselves and any adults 18 years or older residing in the provider's home where child care is to take place.

In rare situations, providers are deemed unsafe to be around any children by the Family and Children Services Units due to a serious child abuse history and the Department wants to make sure parents have a chance to make educated decisions about using providers.

APPENDIX Q - 2

Additional Local Standards for Child Care Providers (Optional)

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

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

- Provider's household member age 18 or older

- Legally-exempt in-home child care program. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.

- Provider Provider's Employee Provider's Volunteer

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

- Local social services staff

Provide the name of the unit and contact person: Day Care Unit; Peter Ames at 607-778-3092.

Contracted agency

Provide the name of the agency and contact person:

Family Enrichment Network, Jen Perney at 723-8313 ext. 872

4. Are there any costs associated with the additional standard?

Yes No

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

5. Describe the steps for evaluating whether the additional local standard has been met.

1. A legally-exempt family child care provider who provides care on an average of 30 hours or more per week is required to fully participate in the Child and Adult Care Food Program (CACFP) as a condition of enrollment to provide child care subsidized by the Broome County Department of Social Services.
2. The district distributes the Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form to applicants and recipients of child care services along with the LDSS-OCFS 4699, Enrollment Form for Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care.
3. The legally-exempt family child care provider is required to sign and submit the Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form to the enrollment agency along with the LDSS-OCFS 4699, Enrollment Form for Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care.
4. The Enrollment Agency documents receipt of the Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form in CCFS. In accordance with OCFS guidance and the specifics of this additional standard, the Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form is required for the enrollment packet to be considered complete. When the Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form is not received or not complete, the enrollment cannot progress and, in accordance with OCFS guidance, the packet will be withdrawn if the provider does not submit a completed Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form within the mandatory timeframes.
5. Through E-Notices and reports, the Child Care Facility System will notify the Broome County Department of Social Services of all enrolling/enrolled/re-enrolling family-child care providers for whom the additional standard process may be applicable. The Broome County Department of Social Services must run the LD Additional Standard Referral List in CCFS to obtain the list of enrolling/enrolled/re-enrolling family-child care providers for whom a determination of applicability is required.

6. The Broome County Department of Social Services must determine, for each family child care provider on the referral list, whether the additional standard for CACFP participation is applicable to the provider, as follows:

Applicable	The family child care provider provides care, on average, of <u>30 hours or more per week</u> .
Not Applicable	The family child care provider provides care, on average, of <u>LESS THAN 30 hours per week</u> ; AND/OR The family child care provider provides care at a site that is located outside <u>Broome County Department of Social Services</u> .

7. Broome County Department of Social Services must make the following notifications:
- Notify the Enrollment Agency whether the CACFP participation additional standard is “applicable” or “not applicable” to each family child care provider on the Additional Standard Referral List.
 - Notify the applicable CACFP Sponsoring Agency of the name and contact information for each family child care provider who is required to participate in CACFP as determined in the previous step.
8. The CACFP Sponsoring Agency contacts the family child care provider and facilitates the provider’s enrollment in CACFP.
9. Broome County Department of Social Services obtains the status of the provider’s “participation” in CACFP from the CACFP Sponsoring agency in a manner agreed upon between the two agencies.
10. Upon receiving notification from the CACFP sponsoring agency, as to *whether the provider IS or IS NOT actively participating in CACFP*, the Broome County Department of Social Services determines whether the provider is meeting the additional standard as follows:
- The Broome County Department of Social Services will consider the Broome County additional local enrollment standard of participation in CACFP to be **MET** when the legally-exempt family child care provider who provides care on the average of 30 hours or more per week; and
 - has completed, signed, dated, and submitted the Broome County Legally Exempt Family Child Care Additional Standard Acknowledgement Agreement form with the OCFS–LDSS-4699, Enrollment Form for Provider of Legally-Exempt Family Child Care or In-Home Child Care to the Enrollment Agency responsible for enrolling the provider; and

- ii. 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 (CACFP-3705) and has completed the follow-up visit with CACFP, all within the CACFP required time frames; and
 - iii. fully cooperates with all requirements of CACFP, including inspections and/or follow-up visits; and
 - iv. begins claiming CACFP reimbursement no later than the month following the sign-up date and continues to submit monthly claims to CACFP on a timely basis.
- b. Broome County Department of Social Services will consider the Broome County additional local enrollment standard of participation in CACFP to be **NOT MET** when the legally-exempt family child care provider;
- i. does not submit a completed Broome Legally-Exempt Family Child Care Additional Standard Acknowledgement Agreement form; and/or
 - ii. was not initially required to participate in CACFP due to providing child care for less than an average of 30 hours per week and fails to notify the EA of an increase in hours of care which would require the legally-exempt family child care provider to comply with the additional standard; and/or
 - iii. changes location of care and fails to notify the Broome County Department of Social Services, CACFP, and/or the EA of the change.
 - iv. refuses to sign up for CACFP; and/or
 - v. does not cooperate with any part of the CACFP enrollment process; and/or
 - vi. does not remain in compliance with the CACFP regulations; and/or
 - vii. fails to cooperate with any CACFP inspection or home visit; and/or
 - viii. fails to submit monthly claims to CACFP on a timely basis.

11. Broome County Department of Social Services informs the Enrollment Agency whether the additional local standard has been met by completing the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency and sending it to the

Enrollment Agency within 25 days from the date the Broome County Department of Social Services received the CCFS E-Notice.

12. Upon receipt of the written determination of the additional local standard from the Broome County Department of Social Services, the Enrollment Agency enters the results in CCFS.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Initial enrollment | <input type="checkbox"/> During the 12-month enrollment period |
| <input checked="" type="checkbox"/> Re-enrollment | <input checked="" type="checkbox"/> Other |

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

Please refer to question 5 in this Appendix.

8. Describe the justification for the additional standard in the space below.

Benefits children in day care.

APPENDIX R
Payment to Child Care Providers for Absences (Optional)

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

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

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

- Yes No

Base period (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 is ill. Child's parent or sibling is ill.

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

The provider must be licensed or registered and have a signed letter of agreement with DSS.

The provider must charge non-subsidized parents for absences and submit documentation of such to the Day Care Unit.

The provider must notify the Day Care Unit if a child has been absent for two days (consecutive or not) within the calendar month. The provider and Day Care Staff will attempt to contact the parent to determine the reason for the absence. Any subsequent payments in the month will be made only in circumstances of legitimate reasons for the absence.

Payment will only be made for days on which the parent is scheduled to work or attend an approved program.

Payment will not be made for days when the day care provider is not open.

Payment will not be made after the provider of the parent terminates the placement.

Payment will not be made for times when the parent is on vacation.

Legally-exempt family and in-home providers are not eligible to receive payment.

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

APPENDIX S

Payment to Child Care Providers for Program Closures (Optional)

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 | |

The county 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 time for program closures is five days).

List the allowable program closures for which the county 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 T

Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt and In-Home Providers, and Sleep (Optional)

Transportation

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

n/a

Differential Payment Rates

Indicate the percentage above the market rate your county has chosen.

- Accredited programs may receive a differential payment up to 0% above market rate.
- Care during non-traditional hours may be paid up to 0% above market rate.
- Limitations to the above differentials:

n/a

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is more than 15% above the applicable market rate, 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.

n/a

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

Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt caregiver enrollment agency.

No.

Yes. Our market rate will not exceed 75% of the child care market rate established for registered family day care.

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, as well as any limitations pertaining to payment:

Child care may be provided while a parent or caretaker, who works third shift (night shift), sleeps for children who are not in school and for children 9 years old or younger during non school days, when not other responsible adult is available, up to 5 hours maximum.

Parents or caretakers who use an in home provider are required to provide documentation that they are paying minimum wage and any other applicable benefit.

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

5 hours and 59 minutes

APPENDIX U

Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, and Breaks in Activities (Optional)

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 situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county will pay for child care exceeding 24 hours.

- On a short-term or emergency basis
 The caretaker's approved activity necessitates care for 24 hours on a limited basis

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

Child Care Services Unit (CCSU)

Indicate below if your county will include 18-, 19-, or 20-year-olds in the CCSU, which is used in determining family size and countable family income.

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

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

OR

The district will only include the following in the CCSU when it will benefit the family (check all that apply)

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

Describe the criteria your district will use to determine whether or not 18-, 19-, or 20-year olds are included in the CCSU.

Waivers

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

Breaks in Activities

Districts may pay for child care services for low income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. Indicate below if your county will make such payments (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 for employment
- On a break between activities