

APPENDIX K
Child Care Administration 2013 APU

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: Child Care Unit
 Transitioning Families: Child Care Unit
 Income Eligible Families: Child Care Unit
 Title XX: Children and Family Services

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):\$1,248,433.00
 Estimate FFY 2010-11 Rollover Funds\$1,449,668.00
 Estimate of Flexible Funds for Families (FFS) for child care subsidies.....\$0.00
 NYSCBG Allocation 2011-12\$4,588,579.00
 Estimate of Local Share\$229,429
Total Estimated NYSCCCBG Amount\$6,147,457.00
 a. Subsidy\$5,478,996.00
 b. Other program costs excluding subsidy\$109,582.00
 c. Administrative costs\$558,879.00

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 checked="" type="checkbox"/> Eligibility screening	Chautauqua Opportunities, Inc. (total for all 3 is on line 3)	
<input checked="" type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards	Chautauqua Opportunities, Inc. (total for all 3 is on line 3)	
<input checked="" type="checkbox"/> Assistance in locating care	Chautauqua Opportunities, Inc.(total for all 3 is on line 3)	\$117,521.00

County Child and Family Services Plan

<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

APPENDIX L

Other Eligible Families if Funds are Available (Required)

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your county wants to serve using the NYSCCBG funds and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: <ul style="list-style-type: none"> <li data-bbox="240 726 862 793">a) participating in an approved substance abuse treatment program <li data-bbox="240 1031 402 1062">b) homeless <li data-bbox="240 1335 662 1367">c) a victim of domestic violence <li data-bbox="240 1457 834 1488">d) in an emergency situation of short duration 	<ul style="list-style-type: none"> <li data-bbox="922 726 1013 793"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="922 1031 1013 1098"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="922 1335 1013 1402"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="922 1457 1013 1524"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 	<ul style="list-style-type: none"> <li data-bbox="1101 726 1438 1014"> Must be meeting treatment requirements as determined by the facility. Subject to review by DSS staff. Client must be making satisfactory progress as determined by the facility. <li data-bbox="1101 1031 1438 1318"> Must be working with COI to resolve the homeless issue. Subject to review by DSS staff. Client must be cooperating with DSS and shelter staff to find permanent housing. <li data-bbox="1101 1335 1419 1440"> Must be in a DV shelter and/or have met with the DV liaison. <li data-bbox="1101 1457 1438 1745"> Emergency need must be evaluated on a case by case basis by DSS staff. An emergency situation is defined as something not caused by the client, for example a fire or natural disaster
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	Parents/caretakers must be actively participating in a service plan
4. Families with income up to 200% of the State		

County Child and Family Services Plan

Optional Categories	Option	Limitations
Income Standard when child care services are needed because the child’s caretaker:		
a) is physically or mentally incapacitated b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Limited to a maximum of 3 months - Incapacity must be verified by a medical professional Emergency need must be evaluated on a case by case basis by DSS staff. An emergency situation is defined as something not caused by the client, for example – a fire or natural disaster.
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	Limited to 3 months. Job search logs must be submitted monthly to DSS staff.
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	Sanctioned individual must meet with a DSS case manager on a monthly basis and be employed at least 30 hours per week.
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: a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district b) an education program that prepares an individual to obtain a NYS High School equivalency diploma c) a program providing basic remedial education in the areas of reading, writing, mathematics,	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Satisfactory educational progress, as determined by the educational institution, must be maintained. This will be assessed by DSS staff.</i> Satisfactory educational progress, as determined by the educational institution, must be maintained and as long as the parent (s) or caretaker is also working at least 17 1/2 hours per week.. Satisfactory educational progress, as determined by

Optional Categories	Option	Limitations
and oral communications for individuals functioning below the ninth month of the eighth grade level		the educational institution, must be maintained. This will be assessed by DSS staff.
d) a program providing literacy training designed to help individuals improve their ability to read and write	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Satisfactory educational progress, as determined by the educational institution, must be maintained. This will be assessed by DSS staff.
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Satisfactory educational progress, as determined by the educational institution, must be maintained. This will be assessed by DSS staff.
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	Satisfactory educational progress, as determined by the educational institution, must be maintained.
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	Satisfactory educational progress, as determined by the educational institution, must be maintained.
h) a prevocational skill training program such as a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Satisfactory educational progress, as determined by the educational institution, must be maintained. This will be assessed by DSS staff.
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	Satisfactory educational progress, as determined by the educational institution, must be maintained.
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Satisfactory educational progress, as determined by the educational institution, must be maintained.

Optional Categories	Option	Limitations
<p>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.</p>		
<p>9. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associate’s degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker’s earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Satisfactory educational progress, as determined by the educational institution, must be maintained.</p>
<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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Satisfactory educational progress, as determined by the educational institution, must be maintained.</p>
<p>11. Families with incomes up to the 200% of the State Income Standard when child care services are needed for the child’s caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Satisfactory educational progress, as determined by the educational institution, must be maintained.</p>

APPENDIX M

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

Reasonable Distance

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

The following defines “reasonable distance”: Reasonable distance is defined as the actual time that it takes to travel from the parent/caretaker's home and/or to or from the place of employment, educational institution or any other approved activity to the location of the child care provider. One way travel may be approved for up to one hour based on actual times and distance. Travel beyond one hour one way may be approved on a case by case basis by the Child Care Supervisor.

When a parent/caretaker is seeking child care services in order to participate in an approved training program, they must provide required documentation and travel may be approved for up to a total of three (3) hours per day to commute (from home) to and from the training location based on the actual times and distance.

Describe any steps/consultations made to arrive at your definition: this definition was determined in collaboration with the LDSS and the Child Care Directors.

Very Low Income

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

“Very Low Income” is defined as **200%** 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 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 **30** %.

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:

- 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:

If funds are not available, applicants will have eligibility determined and their cases will be denied because of insufficient funds. These applicants will then be added to a waiting list. As existing cases close or additional funds become available, applicants with very low income or special needs children will be given the opportunity to reapply for subsidy. Those who have been on the waiting list the longest will be served first.

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 open cases from the lowest income to highest income.
- 2) The district will open 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:

- 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:
Preference will be given to low income families, families with children with special needs, and families who have been on the waiting list for the longest period of time.

- 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:

When there are not sufficient funds to open all eligible cases, the cases will be denied based on insufficient funds and placed on a waiting list. Cases that have been on the list for the longest period of time will be considered first priority being given to low income families and families with children with special needs.

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.

- Applicant is self employed, but cannot provide adequate business records
- Applicant has history of denial, case closing or overpayment resulting from an investigation
- Applicant states he/she is working off the books
- Information on application is inconsistent with prior case information
- Documentation or information provided by applicant is inconsistent with the application
- Child Care provider lives in the same household as the child
- No absent parent information or information is inconsistent with application
- PO Box supplied as a mailing address without a reasonable explanation
- Applicant is self employed, but cannot provide adequate business records

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.

Examiners will review at recert if recipient is employed, involved in an educational program or other required activities by contacting the case manager and requesting documentation such as school schedule, work schedule, pay stubs, wage clearances, etc.

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.

On a monthly basis, Chautauqua Opportunities, Inc., our enrollment agency, will submit to the district a random report of 30% of the providers which will include the days, children in attendance and the meals claimed. The YWCA, one of the sponsors of the CACFP Program will submit a similar report to the Department. The district's Program Integrity Unit will then review the reports and compare the reports with the child care provider's attendance forms to verify that the child care and meals were actually provided on the days listed on the attendance forms.

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:\$

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

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 for at least one subsidized child 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: Chautauqua County Child Care Team – Peggy Weston

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.

Chautauqua Opportunities, Inc. which is one of the sponsoring agencies for CACFP in Chautauqua County has agreed to provide the monitoring and coordination of the CACFP information between the CACFP sponsoring agency and the District. The YWCA of Jamestown is a second sponsoring agency for CACFP. Should the legally exempt family child care provider who is providing on average 30 or more hours of care per week for at least one subsidized child refuse to fully participate or cooperate with CACFP, the CACFP worker will notify the district. The district will notify CACFP when a legally exempt family child care provider provides an average of 30 or more hours of care for at least one subsidized child.

The following providers may be exempt from the CACFP local standard:

- those who provide short term care (less than 3 months) such as for school breaks
- those who provide child care in a location out of the county, state, or country
- those who provide child care for children in foster care will be offered enrollment in the CACFP but are not required to enroll in the program.

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.)
- A family contacts the Child Care Team requesting child care subsidy. The examiner completes a pre-screening form to gather initial information. An application for child care subsidy and an enrollment packet is then sent to the family.
 - If the family is requesting care of 30 hours or more per week for at least one child, then the examiner makes a note on the enrollment packet that it is going to be 30 or more hours of care. Instructions are included that the completed enrollment package must be sent into the enrollment agency – Chautauqua Opportunities, Inc. (COI) and the completed application returned to the Child Care Team.
 - Following the data entry of a provider into the legally-exempt CCFS, CCFS “refers” the individuals selected in question #2 above to the LD. The LD determines if the Additional standard applies. The LD notifies the CACFP agency of providers who are caring for a child an average of 30 or more hours per week and must participate in CACFP. The LD notifies the EA of providers for whom the additional standard is NOT APPLICABLE.
 - The CACFP sponsor contacts the provider to complete the CACFP enrollment process.
 - CACFP notifies the LD whether the provider is participating in CACFP or not participating in CACFP.
 - If the provider is NOT participating in CACFP (includes not approved by CACFP and Discontinued and Disqualified), then the LD informs the EA, in writing, that the additional standard is NOT MET.
 - If the provider IS PARTICIPATING in CACFP, the LD informs the EA, in writing, that the additional standard IS MET.
8. Describe the justification for the additional standard in the space below.
- Requiring providers to participate in the CACFP will promote good nutrition, health and wellness for children cared for by legally exempt providers receiving subsidy within our district. In addition, Chautauqua County has received a Community Transformation Grant and we are partnering with DOH on this initiative which includes a goal of increasing the number of legally exempt child care providers who participate in the CACFP.

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	3	15

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

12 temporary absences will be allowed as long as the childcare program is open and the child was not cared for at another childcare program. Extenuating circumstances will be approved only if the absence is for: Illness verified by a Dr's statement, court appearances or medical appointments.

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

If allocations decrease and/or waiting lists develop, the District will consider decreasing the number of paid absences or extending the base period so that child care can be provided for the maximum number of children.

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:

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

up to 5 days

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

In the event that the contractor's facility is closed due to a public health directive, not the fault of the contractor as determined by the Department of Health, the District will pay contractor up to five (5) days or until the approval to reopen is given, whichever is less.

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.

Transportation expenses incurred to transport children from licensed childcare providers to and from school will be approved on a case by case basis. Transportation expenses will not be paid by the County when the school district in which the child resides is willing to transport the child. The County will consider paying for such transportation in the City of Jamestown as the Jamestown School District does not regularly provide transportation to and from school for children. All other alternate forms of transportation must first be considered. The YWCA of Jamestown, the YMCA of Jamestown and the Jamestown Boy's and Girl's Club are currently approved for transportation reimbursement.

Differential Payment Rates

Indicate the percentage above the market rate your county 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:

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.

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:

Sleep time will only be allowed for a parent or caretaker who works third shift. The parent or caretaker will be required to verify work schedules before sleep time will be approved. In a two parent/caretaker households where both parents/caretakers are employed and work separate shifts, the social welfare examiner will determine on a case to case basis the number of hours for which child care will be authorized for sleep time. For example, if the mother works first shift (9-5) and the father works third (11-7) it is expected that the father will sleep when the mother returns home from work allowing the father 6 hours of time to sleep. If the mother returns home from work at 5:30 due to travel time and the father must leave for work at 10:30 due to travel time, 1-2 hours of child care may be approved so that the father could have 6 hours of sleep before leaving for work.

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

6

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.

Budgets will be computed that include and exclude the 18, 19 or 20 year old. Based on those calculations a decision will be made to include or exclude the individual(s) when it benefits the family.

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