

**APPENDIX G-1  
CHILD CARE SECTION  
DATED 2007-2009**

**County:** Onondaga

**I. Administration (Required Section)**

Describe how your district is organized to administer the childcare program including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of childcare for:

Public Assistance Families: **Day Care Services Unit and JOBS<sup>plus!</sup>**

Transitioning Families: **Day Care Services Unit and JOBS<sup>plus!</sup>**

Income Eligible Families: **Day Care Services Unit and Children's Division**

Title XX: **Children's Division**

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

FFY 06-07 Rollover Funds ( <i>this amount is available from the NYSCCBG ceiling report in the claiming system</i> )	<b>\$919,074</b>
Estimate of FFY 07-08 Rollover Funds	<b>\$1,800,000</b>
Estimate of Flexible Funds for Families (FFFS) for child care subsidies	<b>\$0</b>
NYSCCBG Allocation for SFY 08-09	<b>\$14,252,787</b>
Estimate of Local Share	<b>\$1,200,000</b>

**Total Estimated NYSCCBG Amount:** **\$17,252,787**

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**\$17,252,787**

A. Subsidy	<b>\$15,852,787</b>
B. Other program costs (excluding subsidy)	<b>\$1,200,000</b>
C. Administrative costs	<b>\$ 200,000</b>

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

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening Function		
X Assistance in locating care	<b>Child Care Solutions</b>	<b>\$46,200</b>
X Child Care Information Systems	<b>Child Care Solutions</b>	<b>See Above</b>
<input type="checkbox"/> Determining if legally-exempt providers meet State approved additional local standards (if applicable)		
X Other	<b>The Children's Consortium</b>	<b>\$35,391</b>

**APPENDIX G-2**

**II. Other Eligible Families if Funds are Available (Required Section)**

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

<b>Optional Categories</b>	<b>Option</b>	<b>Limitations</b>
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>TA families – none NTA families – not eligible</b>
b) homeless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Thirty (30) days, can be extended after review (if medical verification documents return to work in 15 days, i.e. maximum of 45 days). Only for active cases, not applicants.</b>
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>None</b>
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child’s caretaker:		

<p>a) is physically or mentally incapacitated</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Must have been employed and is expected to return to work; short-term duration only, usually thirty (30) days or less, can be extended after review if medical verification documents return to work in 15 days, i.e., maximum of 45 days) or as part of a Children's Services case where a need for child care is determined by the Children's Services Administration. <i>Only for active cases, not at time of application.</i></b></p>
<p>b) has family duties away from home</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Two (2) weeks, can be extended after review, must provide verification of actively seeking employment</b>  <i>Only for active cases, not at the time of application.</i></p>
<p>6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Verified employment and transportation hours only</b></p>
<p>7. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:</p>		
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>One time per school year, must maintain 80% attendance, must maintain passing grades in all subjects</b></p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>See below criteria*</b></p>
<p>c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

d) a program providing literacy training designed to help individuals improve their ability to read and write;	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	<b>See below criteria*</b>
g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>See below criteria*</b>
h) a prevocational skill training program such as, a basic education and literacy training program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
i) a demonstration project designed for vocational training or other project approved by the Department of Labor.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</b>		

<p>8. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associates degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associates degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>10. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>11. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in a employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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**\*The working parent or caretaker must meet the following criteria at the time an application is made:**

- **Must be a single parent or caretaker with a child in the household who is under the age of 13; if two-parent household, applicant must provide information as to why the second parent cannot care for the child during the training hours.**
- **Must be working a minimum of 20 hours per week in unsubsidized employment in 9 of the last 12 months or has graduated from high school or received his/her GED within the last 6 months prior to application.**
- **Must be a resident of Onondaga County but can work outside of the county.**
- **Must be planning on enrolling in, or already enrolled in, an education or training program which is vocational in nature or which leads to a vocational goal with the hard skills necessary for employment. High School Equivalency programs do qualify. A list of approved programs will be available at the Day Care Services Unit.**
- **The applicant must certify that she/he will NOT decrease his/her work hours below a minimum of 20 hours to participate in the training and will NOT increase his/her financial need to qualify for Temporary Assistance.**

***Limitations:***

**Continuation of funding will be made contingent on the student's successful completion of the semester or class, with attendance and grades submitted to the child care worker for review.**

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities\_ (Required Section)

#### Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

**The following definition describes the maximum reasonable distance defined in time or mileage or both that a Temporary Assistance recipient would be expected to travel from home to work activity site with a stop at a child care provider along the way. This information is expressed as a one-way, not a round, trip.**

**Public Transportation:** In the case of any parent/caretaker/child who uses Onondaga County's CENTRO bus system for transportation, distance should not exceed 22 miles. This distance represents the average of farthest distances from downtown Syracuse East, West, North and South, which CENTRO serves in areas where we currently have sites available.

**Personal Vehicle:** In the case of a parent who uses private transportation, distance should not exceed 30 miles. This distance represents an average of the distance across the north-south and east-west points of the county where again, activity sites are located.

**Walking:** In the case of any child six years old or younger, walking either from home to the provider's location, or from the provider to school or to the school bus, should not exceed more than 1/2 mile. This will hold true for older children with medically documented special needs with the case manager arranging the necessary childcare.

*Note: The district makes every attempt to arrange child care and activity as close to home as possible, however, it is still maintained that the client has the final say as to where child care is located as long as the child care arrangements are deemed to be legal.*

**For the most part, the district automatically allows one-half hour on either end of the day for transportation and dropping off or picking up children. However, all cases are handled in an individual manner and adjustments are made for more or less transportation time as needed.**

Describe any steps/consultations made to arrive at your definition: In formulating this definition, the following resources were consulted:

- 1. The current listing of work activity sites utilized by Onondaga County's employment and training program, JOBSplus!**
- 2. A map of Onondaga County redrawn with JOBSplus! as the center point.**
- 3. Examination of the current public transportation system (CENTRO's) bus lines.**
- 4. Discussion of current guidelines used by the Child Care Council of Onondaga County.**
- 5. Examination of current travel patterns required for participation in JOBSplus!**



*Note: **JOBSpplus!** is located in downtown Syracuse, approximately five blocks from the main public bus exchange through which most bus connections are made.*

**Very Low Income**

Very Low Income is defined by each district and is used in determining priorities for childcare benefits.

Very Low Income is defined as **125%** of the State Income Standard.

**Family Share**

Family share is the weekly amount paid towards the costs of the childcare services by the child's parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The family share of childcare is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district **25%**.

**Case Closings** (select one or two)

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

**Federally mandated priorities applied in the following order: very low income is first priority and families with children with special needs is the second priority.**

**For local priorities cases will be closed based upon the priorities established in Appendix G-5. Rank 1 being the highest priority. Within a given priority cases will be closed on a first in, first out basis.**

2. The district has not established priorities beyond the federally mandated priorities. If all NYSCCBG funds are committed, case closings for families, which are not eligible under a child, care guarantee and are not a federally mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

- shortest time receiving childcare services
- longest time receiving childcare services

## **Case Openings**

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

**Federally mandated priorities applied in the following order: very low income is first priority and families with children with special needs are the second priority. For local priorities cases will be opened based upon the priorities established in Appendix G-5. Rank 1 being the highest priority. Within a given priority cases will be opened on a first come, first served basis.**

## **Fraud and Abuse Control Activities**

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

**The following situations will be referred to FEDS: False address given for provider and/or client, prior history of denial or case closing (or overpayments) resulting from an investigation, provider violations (e.g., improper billing), client failed to report unearned income (listed in other cases that the applicant is currently active in), or client has previously failed to accurately report income, household composition.**

The district must describe below its sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities. **Three months after case opening 100% of employed cases will be reviewed for changes in employment participation and earned income. Six months after case opening and recertification 100% of cases will be reviewed for all eligibility factors.**

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

**We expect to have a universe of 250 child care providers that are also in the child and adult care food program annually. Our provider sample size will be 156 annually. Each month we will select 13 providers at random to compare their attendance forms to the child and adult care food program inspection forms. Any provider previously selected will not be included in a subsequent sample for the year.**

*Note: if our universe is smaller than projected our sample size will be reduced accordingly.*

APPENDIX G-4

**IV. District Options (Required Section)**

Districts have certain flexibility to administer the childcare subsidy program to meet local needs. Check which options that your district wishes to include in your county plan. Complete attachments for any area(s) checked.

1.  Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.  Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3.  Our district is using Title XX funds for the provision of childcare services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.  Our district has chosen to pay for transportation to and from a childcare provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training and the training has been verified by the legally-exempt care giver enrollment agency (complete Appendix G-11).
11.  Our district has chosen to pay for childcare services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).

12.  Our district has chosen to make payments to childcare providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
13.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
14.  Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G- 12).
15.  Our district has chosen to pay for breaks in activity for low-income families (non public assistance families, complete Appendix G-12).
16.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

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

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

The federal priorities of very low income families and families with children who have special needs must be ranked either one or two. Additional local priorities that have been selected must have a lower rank than the federal priorities:

Category: **Families with very low income** Rank: **1** (select rank one or two)

Description:

Category: **Families with children who have special needs** Rank: **2** (select rank one or two)

Description:

Category: **Three** Rank: **3**

Description: **A family with an open child protective services case when it is determined that such childcare is needed to protect the child.**

Category: **Two** Rank: **4**

Description: **For families with income below 150% of the SIS to enable the child's caretaker to work full time (30 hours or more per week).**

Category: **Two** Rank: **5**

Description: **To enable the child's caretaker to work full time (30 hours or more per week).**

Category: **Two** Rank: **6**

Description: **All other eligible families based on income form 125% to 200%.**

**APPENDIX G-6 – Not Applicable**

**FUNDING SET-ASIDES**

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

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

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

Category:

Category:

Category:

Category:

Category:

**APPENDIX G-6 (continued)**

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

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

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

Category:

Category:

Category:

Category:

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

Projected total Title XX expenditures for plan duration:       **\$ 300,000**

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2)                      (3)                      (4)

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

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

Does your district apply any limitations to the programmatic eligibility criteria?  
 YES     NO

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

If yes, describe eligibility criteria:

Does your district prioritize certain eligible families for Title XX funding?  
 YES     NO

If yes, describe which families will receive priority:

Does your district use Title XX funds for childcare for open child protective services cases?  
 YES     NO

Does your district use Title XX funds for childcare for open child preventive services cases?  
 YES     NO



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

The district may propose local standards in addition to the State standards for providers who will receive childcare subsidies.

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

- a. **Legally exempt family childcare providers and residents of child care premises the age of 18 or over must sign a notarized authorization for Onondaga County Department of Social Services to conduct a local criminal history background check.**

**If the legally-exempt family child care provider, any household members 18 years of age and older; any employee, or volunteer in the provider's home refuses to sign an authorization for a local criminal background check, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency. If the provider does not comply, the parent is sent notice by the enrollment agency that their provider can not be considered a legally exempt provider.**

**If a search results in a criminal history match, the day care staff will provide that information to the Enrollment Agency, (EA) so that any discrepancies as to what was reported in the enrollment by the potential provider is identified and when necessary can be considered by the EA in making final full enrollment decisions.**

- b. **Legally exempt family childcare providers must be medically approved to watch children if in the Agency's estimation their physical or mental abilities are questionable as observed during a home visit or the veracity of their self-attestation as to their abilities is in question.**
- c. **Conduct announced or unannounced site inspections of legally exempt family providers to verify the accuracy of the self-attestation reported by the provider and examine the premises for compliance with health and safety standards as set forth in NYS 18NYCRR 415.4 (f) as well as observing whether the provider is physically and mentally able to watch children.**

***Note: Agency is informed by the Legally Exempt Caregiver Enrollment Agency of the providers that they inspect and no inspections will be conducted on***

*legally exempt providers already inspected by the Legally Exempt Caregiver Enrollment Agency.*

- **To be approved as a legally exempt family child care provider an individual cannot have previously received child care payments fraudulently as a provider. OCDSS Legal Division will be responsible for determining if a child care provider fraudulently received child care subsidy payments. Penalties: 1st admission or conviction 6 months, 2<sup>nd</sup> admission or conviction 12 months, 3<sup>rd</sup> admission or conviction 18 months, 5 years for the fourth or any subsequent admission or conviction.**

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

- **Notarized authorizations for criminal background checks will be submitted to the Onondaga County Sheriffs Department who will perform the checks at no charge to the Department of Social Services.**

*Note: These background checks will not hold up the initial enrollment process.*

- **A caseworker assigned to the Department of Social Services Legal Division will perform the site inspections of legally exempt family providers.**

*Note: These inspections will not hold up the initial enrollment process.*

- **If there is a question as to the physical or mental ability of the legally exempt family childcare provider to provide care a medical statement may be requested from the provider's physician.**
- **The Child Care Services worker will check the Day Care Fraud Ledger maintained by the Legal Division before approving the provider.**

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

**Results will be included with the Child Welfare Check and delivered to the Legally Exempt Caregiver Enrollment Agency.**

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

To ensure, as much as possible, the health and safety of children in care.

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

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

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

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

Base period selected (check one)     3 months               6 months

Number of absences allowed during base period:

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

List reasons for absences for which the district will allow payment:  
**Any legitimate reason**

List any limitations on the above providers' eligibility for payment for absences:  
**Absences above the routine limit for individuals in employment activities must be pre-approved by JOBS<sup>plus!</sup> and are limited to those listed in 415.6 (b)(4).**

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

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

The following providers are eligible for payment for program closures:

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

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

Enter the number of days allowed for program closures (maximum allowable program closures is five days). **5**

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

**On the following legal holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Also, on Snow Days/Emergency Closings.**

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

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

**Transportation**

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

**1. Day care centers providing transportation on center-owned buses for children in need of transportation will be paid the agreed upon billed rate.**

**2. For those individuals required to participate in employment activities a bus pass for the child may be issued if (a) a special need is established or (b) the family's cash grant is insufficient to cover the child's transportation expenses.**

**3. When determined by the Children's Services Administration that it is essential and no other form of transportation is available for a protective childcare recipient, a taxi will be authorized.**

**Differential Payment Rates**

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

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

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

Limitations to the above differentials are as follows:

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

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

If a district elects to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt care giver enrollment agency. The district must state the percentage above the market rate it proposes to use.

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

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

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

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

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

## **Sleep**

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

**Up to 8 hours of care will be allowed for a parent or caretaker working a third shift. Decisions on the amount of care allowed will generally be based on the ages of the children, work schedule of parent or caretaker, and school schedule of children. Safety of children will be the paramount concern in the decision process.**

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

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

**Child Care Exceeding 24 Hours**

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

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

**Child Care Services Unit**

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

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

18 year old       19 year old       20 year old

**-OR-**

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

18 year old       19 year old       20 year old

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

**Waivers**

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

**OCFS granted a waiver from the 18 NYCRR 415.3(c) child support requirement for the low-income child care program.**

### **Breaks in Activities**

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

two weeks       four weeks

Districts may provide childcare 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 childcare services during a break in activities (check any that are eligible):

entering an activity     waiting to begin employment     break between activities



**APPENDIX H  
ANNUAL PLAN UPDATE  
CHECKLIST**

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

**Onondaga County**

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate whether there are any changes to report. For each item that is answered yes, a response is required. Items without a NO choice require a response. Please note that Appendices G-1 through G-4 must be completed.

**YES**      **NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
|                          |                          | <b>I. Financing Process</b>   |
| x                        | <input type="checkbox"/> | a. General Information  |
| x                        |                          | b. Purchase of Services   |
| x                        |                          | c. Performance or Outcome Based Provisions  |
| <input type="checkbox"/> | x                        | <b>II. Monitoring Procedures</b>  |
|                          |                          | <b>III. Appendices</b>  |
| <input type="checkbox"/> | x                        | a. Appendix A – Legal Assurances  |
| <input type="checkbox"/> | x                        | b. Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services                      |
| <input type="checkbox"/> | x                        | c. Appendix C – Estimate of Persons to be Served  |
| x                        | <input type="checkbox"/> | d. Appendix D – Non-Residential Services to Victims of Domestic Violence  |
| <input type="checkbox"/> | x                        | e. Appendix E – Chafee Foster Care Independence Program Use of Allocations  |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Appendix F – Department of Social Services – Program Information Matrix  |
| x                        | <input type="checkbox"/> | g. Appendix G – Child Care  |
| x                        |                          | 1. Appendix G-1 – Administration  |
| x                        |                          | 2. Appendix G-2 – Other Eligible Families if Funds are Available  |
| x                        |                          | 3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities |
| x                        |                          | 4. Appendix G-4 – Districts Options   |
| x                        | <input type="checkbox"/> | 5. Appendix G-5 – Priority Populations  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Appendix G-6 – Funding Set-Asides  |
| x                        | <input type="checkbox"/> | 7. Appendix G-7 – Title XX Child Care   |
|                          | <input type="checkbox"/> | 8. Appendix G-8 – Additional Local Standards for Child Care Providers   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Appendix G-9 – Payment to Child Care Providers for Absences  |

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Appendix G-10 – Payment for Child Care Providers for Program Closures                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep                                |
| x                        | <input type="checkbox"/> | 12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities |

**APPENDIX H  
ANNUAL PLAN UPDATE  
CHECKLIST**

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

**Onondaga County**

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

**YES**      **NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
|                          |                          | I. Financing Process   |
| <input type="checkbox"/> | x                        | a. General Information   |
| <input type="checkbox"/> | x                        | b. Purchase of Services  |
| <input type="checkbox"/> | x                        | c. Performance or Outcome Based Provisions   |
| <input type="checkbox"/> | x                        | II. Monitoring Procedures  |
|                          |                          | III. Appendices  |
| x                        | <input type="checkbox"/> | a. Appendix A – Legal Assurances   |
| <input type="checkbox"/> | x                        | b. Appendix B – Summary of Memorandum of Understanding with the District Attorney’s Office for Child Protective Services (Check “No” if the memorandum is current, designates suitable locations for abandoned infants and there are no changes since the last CFSP or APU.) |
| <input type="checkbox"/> | x                        | c. Appendix C – Estimate of Persons to be Served   |
| x                        | <input type="checkbox"/> | d. Appendix D – Non-Residential Services to Victims of Domestic Violence   |
| <input type="checkbox"/> | x                        | e. Appendix E – Chafee Foster Care Independence Program Use of Allocations   |
| x                        | <input type="checkbox"/> | f. Appendix F – Department of Social Services – Program Information Matrix   |
|                          |                          | g. Appendix G – Child Care   |
| <input type="checkbox"/> | x                        | 1. Appendix G-1 – Administration   |
| <input type="checkbox"/> | x                        | 2. Appendix G-2 – Other Eligible Families if Funds are Available   |
| <input type="checkbox"/> | x                        | 3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities  |
| <input type="checkbox"/> | x                        | 4. Appendix G-4 – Districts Options  |
| <input type="checkbox"/> | x                        | 5. Appendix G-5 – Priority Populations   |
| <input type="checkbox"/> | x                        | 6. Appendix G-6 – Funding Set-Asides   |
| <input type="checkbox"/> | x                        | 7. Appendix G-7 – Title XX Child Care  |
| <input type="checkbox"/> | x                        | 8. Appendix G-8 – Additional Local Standards for Child Care Providers  |
| <input type="checkbox"/> | x                        | 9. Appendix G-9 – Payment to Child Care Providers for Absences   |

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