

Child Care

Appendix K: Child Care Administration

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

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

- a. Public Assistance Families:** Temporary Assistance (TA)
- b. Transitioning Families:** Child Care Subsidies
- c. Income Eligible Families:** Child Care Subsidies
- d. Title XX:** Preventive Services Child Care Subsidies

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

Item	Amount
a. FFY 2016-2017 Rollover funds: <i>(available from the NYSCCBG ceiling report in the claiming system)</i>	\$0
b. Estimate FFY 2017-2018 Rollover Funds:	\$0
c. Estimate of Flexible Funds for Family Services transferred to the NYSCCBG:	\$0
d. NYSCCBG Allocation 2018:	\$30391979
e. Estimate of Local Share:	\$3505020
Total Estimated NYSCCBG Amount:	\$33896999
f. Subsidy:	\$29736719
g. Other program costs excluding subsidy:	\$0
h. Administrative costs:	\$4160280

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

Function	Organization	Amount of Contract
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Westchester County: Child Care

- a. Subsidy eligibility screening \$
- b. Determining if legally-exempt providers meet OCFS-approved additional local standards \$
(must be noted in Appendix Q with the corresponding additional standard)
 Child Care Council of Westchester
- c. Assistance in locating care \$
- d. Child care information systems \$
- e. Payment processing \$
- f. Other \$60000
Please specify function:
 Child Care Council of Westchester
Provides assistance , information and training to providers and parents/guardians.

Appendix L: Other Eligible Families if Funds are Available

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your district 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="radio"/> Yes <input type="radio"/> No	Only in cases where the customer is participating in a DSS approved program leading to self-sufficiency on a case by case basis, at the sole discretion of the Department.
2. PA families or families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="radio"/> Yes <input type="radio"/> No	Only for TA families where participation is in an approved mandated substance abuse treatment program as part of the Self-Sufficiency Plan.
b) homeless	<input checked="" type="radio"/> Yes <input type="radio"/> No	Child Care for homeless households is authorized if and only if all other eligibility requirements are met: Customer must be participating in a required employment related program or be employed; The household must

		demonstrate a need for the Child Care Services.
c) a victim of domestic violence and participating in an approved activity	<input checked="" type="radio"/> Yes <input type="radio"/> No	Only in cases where the customer is participating in a DSS approved program leading to self-sufficiency, on a case by case basis, at the sole discretion of the Department.
d) in an emergency situation of short duration	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="radio"/> Yes <input type="radio"/> No	As approved by the CPS worker as appropriate.
4. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the child's caretaker:		
a) is physically or mentally incapacitated	<input checked="" type="radio"/> Yes <input type="radio"/> No	Only with an open Preventive services case when needed to protect the child AND ONLY IF TITLE XIX personal care is deemed necessary for the protection of the child.
b) has family duties away from home	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Families with incomes 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. Child care services will be available only for the portion of the day the family is able to document is directly related to the caretaker engaging in such activities.	<input checked="" type="radio"/> Yes <input type="radio"/> No	For a period not to exceed 30 days for non-TA households. Customer must have a currently ACTIVE Child care subsidy case; must have reported loss of employment within 10 days of such loss to DSS; and be engaged in approved job search.
6. PA families where a sanctioned parent or caretaker relative is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="radio"/> Yes <input type="radio"/> No	The sanction must be durational (thereby establishing the need to continue the sanction) and the parent must now be in complete compliance with the regulation or regulations, violation of which precipitated the sanction.
7. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:		

<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="radio"/> Yes <input type="radio"/> No	<p>Only for programs approved by the Department. at local discretion, subject to the availability, at the discretion of the Department, for customers employed at least 30 hours per week OR for customers under the age of 21.</p>
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>
<p>c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth-grade level</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>
<p>e) an English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose primary language is other than English</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>
<p>f) a two-year full-time degree granting program at a community college, a two-year college, or an undergraduate college with a specific vocational goal leading to an associate's degree or certificate of completion</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>
<p>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</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Only for programs approved by the Department, at local discretion, subject to availability, at the discretion of the Department, for customers employed 30 hours per week OR for customers on TA and if and only if the program is approved as a mandatory part of the self-sufficiency plan.</p>
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>

<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households only, if approved as a mandatory part of a self-sufficiency plan.</p>
<p><i>Note: The caretaker must complete the selected programs listed within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.</i></p>		
<p>8. PA recipients or 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 caretaker's earning capacity) as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households, if approved as a mandatory part of the self-sufficiency plan; for low-income households, only for programs approved by the Department, at local discretion, subject to availability, at the discretion of the Department, for customers employed at least 30 hours per week.</p>
<p>9. PA recipients or 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 caretaker's earning capacity as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households, if approved as a mandatory part of the self-sufficiency plan; for low-income households, only for programs approved by the Department, at local discretion, subject to availability, at the discretion of the Department, for customers employed at least 30 hours per week.</p>
<p>10. PA recipients or 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 caretaker's earning capacity as long as the caretaker is also working at least 17½ hours per week. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>For TA households, if approved as a mandatory part of the self-sufficiency plan; for low-income households, only for programs approved by the Department, at local discretion, subject to availability, at the discretion of the Department, for customers employed at least 30 hours per week.</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</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Appendix M #1: Reasonable Distance, Recertification Period, Family Share, Very Low Income, Federal and Local Priorities

I. Reasonable Distance

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

1. The following defines "reasonable distance":

One and one half hours commute each way

2. Describe any steps/consultations made to arrive at your definition:

This timeframe was determined by considering the time it take for an individual to travel from outer most part of the northern region of Westchester County to the most southern region that borders Bronx, NYC. The analysis included various modes of transportation supported by information gathered from the trip planner application provider by the Bee Line system, Metro North and MapQuest. This reasonable distance determination would allow ample time and distance opportunities for all persons seeking work within Westchester County and the surrounding areas, Bronx and parts of Connecticut.

II. Recertification Period

The district's recertification period for low income child care cases is every:

- Six months
 Twelve months

III. Family Share

"Family Share" is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. Your district must select a family share percentage from 10% to 35% to use in calculating the amount of 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 district:

27%

Note: The family share percentage selected here must match the percentage entered in the Program Matrix in the Welfare Management System (WMS).

IV. Very Low Income

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

"Very Low Income" is defined as **175%** of the State Income Standard.

V. Federal and Local Priorities

1. The district must rank the federally mandated priorities. Cases that are ranked 1 have the highest priority for receiving child care assistance. These rankings apply to case closings and case openings.

a. Very low income as defined in Section IV:

- Rank 1
- Rank 2
- Rank 3

b. Families with incomes up to 200% of the State Income Standard that have a child with special needs and a need for child care:

- Rank 1
- Rank 2
- Rank 3

c. Families with incomes up to 200% of the State Income Standard that are experiencing homelessness:

- Rank 1
- Rank 2
- Rank 3

2. Does the district have local priorities?

- Yes
- No

If yes, list them below and rank beginning with Rank 4.

Appendix M #2: Case Openings, Case Closings, and Waiting List

I. Case Openings When Funds Are Limited

If a social services district does not have sufficient funds to provide child care services to all families who are applying, the district may decide to open certain categories of families as funds become available. The district must open federal priorities first. If the district identified local priorities, they must be opened next.

After the federal and local priorities, identify the basis upon which the district will open cases if funds become available. Select one of the options listed below and describe the process for opening.

- 1. Open cases based on **FIRST COME, FIRST SERVED**.
- 2. Open cases based on **INCOME**.

If opening based on income...

- The district will open cases starting from the lowest income to the highest income.
- The district will open cases based on income bands, starting from the lowest income band to the highest income band.

If using income bands, list the bands, starting from the one that will be opened first:

Up to 175% - Band 1

Up to 200% - Band 2

- 3. Open cases based on **CATEGORY OF FAMILY**.
- 4. Open cases based on **INCOME AND CATEGORY OF FAMILY**.
- 5. Open cases based on **OTHER CRITERIA**.

II. Case Closings When Sufficient Funds Are Not Available

If a social services district does not have sufficient funds to continue to provide child care assistance to all families in its current caseload, the district may decide to discontinue child care assistance to certain categories of families. The district must close federal priorities last. If the district identified local priorities, they must be closed next to last. **After the federal and local priorities**, describe the basis upon which the district will close cases if sufficient funds are not available.

If no priorities are established beyond the federally mandated priorities and all funds are committed, case closings for families that are not eligible under a child care guarantee and are not under a federally mandated priority must be based on the length of time they have received services (must choose #1 below).

Select one of the options listed below and describe the process for closing.

- 1. Close cases based on **AMOUNT OF TIME** receiving child care services.

If closing based on amount of time...

- The district will close cases starting from the shortest time receiving child care services to the longest time.
- The district will close cases starting from the longest time receiving child care services to the shortest time.

- 2. Close cases based on **INCOME**.
- 3. Close cases based on **CATEGORY OF FAMILY**.
- 4. Close cases based on **INCOME AND CATEGORY OF FAMILY**.

5. Close cases based on **OTHER CRITERIA.**

III. Waiting List

The district will establish a waiting list when there are not sufficient funds to open all eligible cases.

- No
 Yes

Appendix M #3: Fraud and Abuse Control Activities and Inspections

I. Fraud and Abuse Control Activities

1. 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 payments in addition to procedures for referring such applications to the district's front-end detection system.

When the Child Care Subsidy Unit (CCSU) worker receives a completed application for Child Care Subsidy Assistance, a LDSS form #2131 (Child Care FEDS checklist) will be completed. In those instances where there is a FEDS indicator present, the case will be referred to Day Care FEDS/Investigations Unit. The eligibility worker in CCSU will complete a LDSS form #2147 (Child Care FEDS Referral Form) and submit it electronically to the Office of Program Integrity (OPI) within 2-3 business days. CCSU will also ensure that the application and relevant documentation are scanned. OPI reviews each referred application and attempts to resolve the FEDS indicator by either interviewing the applicant, obtaining verification thru independent resources, or by conducting field visits. Upon completing a review of the referral, FEDS indicator, and application, OPI returns the referral to CCSU electronically with a report of the investigation and its recommendation. CCSU is instructed that all referred applications must be processed within normal processing time frames - and that no determination will be delayed due to a pending FEDS referral. CCSU can decide to refer active cases that require review or that have new information provided during recertification, by sending OPI an LDSS form 2148 (Child Care Non-FEDS/EVR Referral form). OPI processes these forms by following the same procedures mentioned above.

2. 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.

The district cannot use criteria such as the age of provider, the gender of provider, a post office box address, or evidence that the child lives in the same residence as the provider as indicators in drawing the sample.

Concerning a specific sampling methodology for the cases indicated above, the unit strives to audit all current child care subsidy situations that it can identify. This will be accomplished by regularly reviewing the newly implemented Child Care Program Integrity (CCPI) technical solution, as well as relying on referrals from CCSU workers who are reviewing cases for recertification. Cases that have been investigated within the past 90 days will generally be excluded from current audits.

Verification of participation in any required activities (other than employment) is generally applicable only on TA cases, as Child Care Subsidy Assistance service cases rarely involve customers who require such assistance for reasons other than work-related needs. Whenever applicable, however, the unit investigators will verify the current compliance status of all customers who are obligated to participate in any required activities.

3. 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 sampling methodology pertaining to the determination of which caregivers of subsidized child care services will be reviewed by the Day Care FEDS/Investigations Unit of the Office of Program Integrity (OPI) is similar to that of the child care subsidy cases described above. The unit strives to review all such caregivers, in turn, by identifying them via lists obtained or derived from several sources. In addition to the lists of currently contracted providers compiled each year in the agency's Central Office, a list of non-contracted providers has been assembled by the members of the OPI.

Careful review of the caregiver's attendance forms and other related documents to verify that child care was provided on the days listed on the attendance forms is being done on all applicable providers. OPI will regularly audit a sample population of providers. Reviews will be completed from a random sampling of providers unless other areas of concern are identified by staff involved, including payment processing and CCSU. Should areas of concern present themselves, a referral will be made to OPI who will then assemble a plan to review the vendors identified accordingly. OPI will also take advantage of the Child Care Program Integrity (CCPI) technical solution when it is made available to us. However, based on current staffing levels, the DC FEDS/Investigations Unit of OPI will strive to conduct audits of 400 Day Care vendors per month with the intent to audit every participating provider at least once every 24 months.

With regards to section 415.4 subdivision (m)(3), the Audit and Review Unit will compare the attendance records of the providers reviewed each month with child and adult care food program inspection forms where available.

II. Inspections of Child Care Provider Records and Premises

The district may choose to make announced or unannounced inspections of the records and premises of any provider/program that provides child care for subsidized children to determine if 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).

The district has the right to make inspections *prior to subsidized children receiving care* of any child care provider, including care in a home, to determine whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the district.

The district must report violations of regulations as follows:

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

Does the district choose to make inspections of such child care providers/programs?

- No.
- Yes. Provide the details of your inspections plan below.

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 Child Care

- Family Day Care
- Registered School-Age Child Care
- Group Family Day Care
- Day Care Centers
- Small Day Care Centers

Appendix N: District Options

Districts have some flexibility to administer their child care subsidy programs to meet local needs. Districts must complete Question I below. Note that all districts must complete the differential payment rate table in Appendix T.

I. The district selects:

- None of the options below
- One or more of the options below

II. Districts must check the options that will be included in the district's county plan and complete the appropriate appendix for any option checked below.

- 1. The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
- 2. The district has chosen to use 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 a differential rate for licensed or registered child care providers that have been accredited by a nationally recognized child care organization (complete Appendix T).

- 8. The district has chosen to pay a differential rate above the required 5% minimum differential rate for child care services during non-traditional hours (complete Appendix T).
- 9. The district has chosen to pay a differential rate for child care providers caring for children experiencing homelessness above the required minimum differential rate (complete Appendix T).
- 10. The district has chosen to pay a differential rate in excess of the 25% maximum differential rate for child care providers that qualify for multiple differential rates to allow sufficient access to child care providers or services within the district (complete Appendix T).
- 11. 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).
- 12. The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
- 13. The district has chosen to make payments to child care providers who provide child care services exceeding 24 consecutive hours (complete Appendix U).
- 14. The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U).
- 15. The district requests a waiver from one or more regulatory provisions. Waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
- 16. The district has chosen to pay for breaks in activity for low income families (non-public assistance families) (complete Appendix U).
- 17. The district has chosen to use local equivalent(s) of OCFS required form(s). Prior to using a local equivalent form the district must obtain OCFS, Division of Child Care Services (DCCS) written approval. **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.**

List below the names and attach copies of the local equivalent form(s) that the district would like to use.

- 18. The district elects to use the OCFS-6025, Application for Child Care Assistance. The local district may add the district name and contact information to the form.

Appendix O: Funding Set-Asides

I. Total NYSCCBG Block Grant Amount, Including Local Funds

Category	Amount
	\$
	\$
	\$

\$

\$

Total Set-Asides (NYSCCBG):

\$

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

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:

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

Category	Amount
	\$
	\$
	\$
Total Set-Asides (Title XX):	\$

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

Category:

Description:

Category:

Description:

Category:

Description:

Appendix P: Title XX Child Care

1. Enter the projected total of Title XX expenditures for the plan's duration: **\$2,457,000**

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	Eligibility Limit
Two People	275%
Three People	255%
Four People	225%

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

- Employment
- Seeking employment
- Homelessness

- Education / training
- Illness / incapacity
- Domestic violence
- Emergency situation of short duration
- Participating in an approved substance abuse treatment program

3. Does the district apply any limitations to the programmatic eligibility criteria?

- Yes
- No

If yes, describe eligibility criteria:

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

Eligible family must be employed or child care mandated by Child Welfare workers.

Within the Preventive Service (PS) program Title XX Child Care is not used related to employment. PS Child Care would be provided to allow a parent to participate in substance abuse and/or mental health treatment, provide recommended social and development supports to children with special needs or those who are isolated within the community or to progress the goals of the service plan as documented in the FASP.

4. Does the district prioritize certain eligible families for Title XX funding?

- Yes
- No

If yes, describe which families will receive priority:

If expense authority remaining in the county fiscal year for Title XX subsidies appears to be insufficient to accept and process all applications expected for the balance of the year, then new cases will only be opened for customers transitioning from TA or already in receipt of child care subsidies for so long as funding is available.

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

- Yes
- No

6. 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

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

The district must coordinate with the local Enrollment Agency, including, but not limited to:

- Informing the Enrollment Agency of the intent to request an additional standard.
- Developing the stepwise process referenced in Question 5.
- Ensuring that no significant burden of work shall be incurred by the Enrollment Agency as a result of the additional local standard, unless such work is addressed in a separate contract or a formal agreement is in place, which are referenced in Question 3.
- Sharing any consent/release form that may be required.
- Keeping the Enrollment Agency informed of the approval status.

1. Select the additional local standard that will be required of child care providers/programs.

Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject

Local criminal background check

Require providers caring for subsidized children for 30 or more hours a week participate in the Child and Adult Care Food Program (CACFP).

Note that districts are required to notify the Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of all providers on the referral list for whom the requirement is "not applicable."

Site visits by the district

Other
Please describe:

2. Check below the type of child care program to which the additional local 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

Provider

Provider's employee

Provider's volunteer

Provider's household member age 18 or older

Legally-exempt in-home child care program

Provider

Provider's employee

Provider's volunteer

Legally-exempt group provider / program not operating under the auspices of another government agency

Provider / director

Provider's employee

Provider's volunteer

Legally-exempt group provider / program operating under the auspices of another government or tribal agency

Provider / director

Provider's employee

Provider's volunteer

2a. Exceptions: There may be instances when the district may be unable to enact the additional standard, such as, the applicable person may reside outside of the district's jurisdiction, or the site of care may not be located within the district. In such cases, the district may create an exception to the applicability stated above.

Note: The Child Care Facility System cannot track such exceptions and, therefore, the district remains responsible for notifying the applicable Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, that an additional standard is "not applicable" to the specific provider/person named on the referral list.

Place a check mark below to show any exception to the applicability of this Local Additional Standard to programs or roles previously identified.

a. The district will not apply this additional local standard when the applicable person **resides** outside of the subsidy-paying district.

b. The district will not apply this additional local standard when the **program's site of care is located outside** of the subsidy-paying district.

c. The district will not apply this additional local standard when **the informal provider is younger than 18 years** of age.

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:

Program Office Jill Seelig and Janet Gonzalez

Contracted agency (must correspond to Appendix K, Question 3b)

Provide the name of the agency and contact person:

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

4. Are there any fees or other costs associated with the additional local standard?

- Yes
 No

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

5. Describe, in chronological order, the steps for conducting the additional local standard. Include how the district will retrieve referrals from CCFS, communicate with providers and other applicable persons, determine compliance with the additional local standard, inform the Enrollment Agency whether the additional local standard has been "met," "not met" or is "not applicable" and monitor its timeliness. Include all agencies involved and their roles. Note that the district's procedures must be in accordance with 12-OCFS-LCM-01.

Individuals named in question 2 will be asked to sign an authorization which will allow the Westchester 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. If the required persons, specified in Question 2, refuse to sign the release, which would allow Westchester 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 one or more person(s) specified in Question 2 is/are an indicated subject of a child abuse or maltreatment report, the proposed provider will be required to submit to Westchester 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 Westchester 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 Office of Child Protective Services and parent/caretaker. Within the ten (10) calendar day period the provider must submit information to Westchester County Department of Social Services and the parent/caretaker that either substantially correlates with the information obtained by the Office of Child Protective Services local database check of the records related to the child care attestations or the provider submits information to the Office of Child Protective Services 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 Westchester 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.

If there is no record found of any indicated child protective report in the local child welfare database check of the records, the Westchester County Department of Social Services will notify the Enrollment Agency that the additional standard has been met.

6. Indicate how frequently the additional local standard will be applied. Answer both questions.

1. The Standard will be applied:

- At initial enrollment and re-opening
- At each re-enrollment

2. The district will assess compliance with the additional local standard:

- During the enrollment **review** period, and the district will notify the Enrollment Agency of the results within 25 days from the E-Notice referral date.*
- During the 12-month enrollment period, and the district will notify the Enrollment Agency of the results promptly. Note that this option is always applicable to an additional local standard requiring participation in CACFP.*

7. Describe the justification for the additional local standard in the space below.

To ensure information that could affect the safety of the children in legally exempt childcare settings is shared.

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

The district must coordinate with the local Enrollment Agency, including, but not limited to:

- Informing the Enrollment Agency of the intent to request an additional standard.
- Developing the stepwise process referenced in Question 5.
- Ensuring that no significant burden of work shall be incurred by the Enrollment Agency as a result of the additional local standard, unless such work is addressed in a separate contract or a formal agreement is in place, which are referenced in Question 3.
- Sharing any consent/release form that may be required.
- Keeping the Enrollment Agency informed of the approval status.

1. Select the additional local standard that will be required of child care providers/programs.

- Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject
- Local criminal background check
- Require providers caring for subsidized children for 30 or more hours a week participate in the Child and Adult Care Food Program (CACFP).
Note that districts are required to notify the Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of all providers on the referral list for whom the requirement is "not applicable."
- Site visits by the district
- Other
Please describe:

2. Check below the type of child care program to which the additional local 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

Provider

Provider's employee

Provider's volunteer

Provider's household member age 18 or older

Legally-exempt in-home child care program

Provider

Provider's employee

Provider's volunteer

Legally-exempt group provider / program not operating under the auspices of another government agency

Provider / director

Provider's employee

Provider's volunteer

Legally-exempt group provider / program operating under the auspices of another government or tribal agency

Provider / director

Provider's employee

Provider's volunteer

2a. Exceptions: There may be instances when the district may be unable to enact the additional standard, such as, the applicable person may reside outside of the district's jurisdiction, or the site of care may not be located within the district. In such cases, the district may create an exception to the applicability stated above.

Note: The Child Care Facility System cannot track such exceptions and, therefore, the district remains responsible for notifying the applicable Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, that an additional standard is "not applicable" to the specific provider/person named on the referral list.

Place a check mark below to show any exception to the applicability of this Local Additional Standard to programs or roles previously identified.

a. The district will not apply this additional local standard when the applicable person **resides** outside of the subsidy-paying district.

- b. The district will not apply this additional local standard when the **program's site of care is located outside** of the subsidy-paying district.
- c. The district will not apply this additional local standard when **the informal provider is younger than 18 years** of age.

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:
- Contracted agency (must correspond to Appendix K, Question 3b)
Provide the name of the agency and contact person:
Kathy Halas Executive Director Child Care Council of Westchester

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

4. Are there any fees or other costs associated with the additional local standard?

- Yes
- No

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

5. Describe, in chronological order, the steps for conducting the additional local standard. Include how the district will retrieve referrals from CCFS, communicate with providers and other applicable persons, determine compliance with the additional local standard, inform the Enrollment Agency whether the additional local standard has been "met," "not met" or is "not applicable" and monitor its timeliness. Include all agencies involved and their roles. Note that the district's procedures must be in accordance with 12-OCFS-LCM-01.

Effective July 1, 2018: A Legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours a week is required to participate in the Child and Adult Care Feeding Program (CACFP) as a condition of enrollment to provide child care subsidized by the Westchester County Department of Social Services. All legally-exempt family child care providers will be required to sign the Westchester County Legally Exempt Family Child Care Additional Standard Acknowledgment Form to initiate the enrollment process. The enrollment packet for any provider of legally-exempt family child care will be considered "incomplete" if the Westchester County Legally Exempt Family Child Care Additional Standard Acknowledgment Agreement Form is not signed and submitted with the enrollment packet.

Through E-Notices and reports, the Child Care Facility System will notify the Westchester 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 Westchester 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.

The district will consider the additional standard to be "met" when:

- 1) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week has completed, signed, dated and submitted the Westchester County Legally-Exempt Family Child Care Additional Standard Acknowledgement Agreement form as a part of the "Enrollment Form for Provider of Legally-Exempt Family Child Care" (OCFS-LDSS-4699) to the EA, which is the Child

Care Council of Westchester (CCCW) and

2) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week has enrolled with the CACFP program including signing the CACFP Pre-Approval checklist (CACFP-106) and the Continuous Application and Agreement for Day Care Homes Participation (DOH-3705) and has completed the follow-up visit with CACFP, all within the CACFP required time frames: and

3) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week fully cooperates with all requirements of CACFP, including inspections and /or follow-up visits.

4) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week 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.

The district will consider the additional standard "not met" when:

1) The legally-exempt family child care provider does not submit a completed Westchester County Legally-Exempt Family Child Care Additional Standard Acknowledgement Agreement form; and/or

2) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week refuses to sign up for CACFP; and/or

3) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week does not cooperate with any part of the CACFP enrollment process; and/or

4) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week does not remain in compliance with the CACFP regulations; and/or

5) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week fails to cooperate with any CACFP inspection or home visit; and/or

6) The legally-exempt family child care provider caring for a subsidized child an average of 30 or more hours per week fail to submit monthly claims to CACFP on a timely basis; and/or

7) The legally-exempt family child care provider, which was not initially required to participate in CACFP due to providing child care an average of less than 30 hours per week, 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

8) The legally-exempt family child care provider which changes location of care and provides an average of 30 hours or more of child care per week fails to notify the Westchester County Department of Social Services, the EA and CAFCP of the change.

9) The legally-exempt family child care has signed the legally-exempt family child care additional standard agreement and the provider fails to participate fully with CACFP.

The standard will be considered "not applicable" when the Legally-exempt family child care provider is NOT caring for a subsidized child an average of 30 or more hours a week.

In accordance with 12-OCFS-LCM-01, Westchester County Department of Social Services will complete the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, and send it to the applicable Enrollment Agency to notify the Enrollment Agency of the determination of: "Met", "Not Met" or "Not Applicable."

6. Indicate how frequently the additional local standard will be applied. Answer both questions.

1. The Standard will be applied:

- At initial enrollment and re-opening
- At each re-enrollment

2. The district will assess compliance with the additional local standard:

- During the enrollment **review** period, and the district will notify the Enrollment Agency of the results within 25 days from the E-Notice referral date.*
- During the 12-month enrollment period, and the district will notify the Enrollment Agency of the results promptly. Note that this option is always applicable to an additional local standard requiring participation in CACFP.*

7. Describe the justification for the additional local standard in the space below.

The additional standard will aid in improving the health and nutrition of children cared for by Legally Exempt Family Child Care Providers receiving subsidy payments within the district. Implementation of the additional standard will also create an opportunity to better monitor Legally Exempt Family Child Care homes for verification of care as well as quality of care.

Appendix R: Payment to Child Care Providers for Absences

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

- Day care center
- Group family day care
- Family day care
- Legally-exempt group
- School-age child care

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

- Yes
- No

3. Base Period:

- 3 months
- 6 months

4. Number of absences allowed per child during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a Month	12	0	12
Base Period	12	0	12

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

The provider must have an executed valid contract and absences must be temporary and cannot be a child withdrawn from the program. Program closures do not count as absences.

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

The provider must have an executed valid contract and absences must be temporary and cannot be a child withdrawn from the program. Program closures do not count as absences.

*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

1. The following providers are eligible for payment for program closures:

- Day care center
- Group family day care
- Family day care
- Legally-exempt group
- School-age child care

2. The district will only pay for program closures to providers with which the district has a contract or letter of intent.

- Yes
- No

3. Enter the number of days allowed for program closures (maximum allowable time for program closures is five days):

5

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

The first five days submitted by the provider. It may be holiday, inclement weather or training.

Appendix T: Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt Family and In-Home Providers, and Sleep

1. Are there circumstances where the district will reimburse for transportation?

- No
- Yes

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

II. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four (4) differential payment rate categories. For the two (2) categories that require a state minimum five percent (5%) differential payment rate, the district must enter "5%" or, if it chooses, a higher rate up to 15%.

The other two (2) differential payment rate categories in the table below are optional. If the district chooses not to set differential payment rates, the district must enter zero. If the district chooses to set a differential payment rate, enter the appropriate percentage up to 15 percent (15%). Note that if the district selects a differential payment rate for nationally accredited programs, then that rate must be in the range of five percent (5%) to 15 percent (15%).

Differential Payment Rate Category	Differential Payment Rate Percent	Instructions
Homelessness: Licensed and Registered Providers State required minimum of 5%	5%	Enter a percentage (%): 5% to 15%. (Must enter at least 5%)
Homelessness: Legally-Exempt Providers	0%	Enter 0% or a percentage (%) up to 15%.
Non-traditional Hours: All Providers State required minimum of 5%	5%	Enter a percentage (%): 5% to 15%. (Must enter at least 5%)
Nationally Accredited Programs: Licensed and Registered Providers <i>Legally-exempt child care providers are not eligible for a differential payment rate for accreditation.</i>	0%	Enter 0% or a percentage (%) from 5% to 15%.

2. Generally, differential payment rates may not exceed 25% above the applicable market rate or actual cost of care. However, a district may request a waiver from the Office to establish a payment rate that is in excess of 25% above the applicable market rate upon showing that the 25% maximum is insufficient to provide access within the district to child care providers or services that offer care addressing more than one of the differential payment rate categories. However, if your district wants to establish a payment rate that is more than 25% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access to such child care providers or services.

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

1. 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 completed 10 or more hours of training annually and the training has been verified by the legally-exempt caregiver enrollment agency.

- No
 Yes

2. If yes, indicate percent, not to exceed 75% of the child care market rate established for registered family day care.

%

IV. Sleep

1. Does the district choose to pay for child care services while a caretaker that works a second or third shift sleeps?

- No
 Yes

2. The following describes the standards the district will use to evaluate whether to pay for child care services while a caretaker that works a second or third shift sleeps, as well as any limitations pertaining to payment:

Sleep time child care must be determined by DSS to be absolutely necessary for the health and safety of the child and for the parent/caretaker to be engaged in employment leading to self-sufficiency.

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

7

Appendix U: Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, and Breaks in Activities

I. Child Care Exceeding 24 Hours

1. 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 district 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

2. Describe any limitations on the payment of child care services that exceed 24 consecutive hours.

II. Child Care Services Unit (CCSU)

1. Indicate below if your district will include 18-, 19-, or 20-year-olds in the CCSU for determining family size and countable family income.

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

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

OR

b. 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

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

Child Care eligibility cannot be adversely affected; parent share cannot be greater than without including these additional household members.

III. Waivers

1. Districts have the authority to request a waiver of any regulatory provision that is non-statutory. The waiver must be approved by OCFs before it can be implemented. Describe and justify why your district is requesting a waiver.

1. Flexibility in eligibility periods: For Baby Steps Forward (BSF) participants only, waive 18 NYCRR sec. 404.1(d) which requires that redetermination be made not less than every 12 months.

The waiver will allow districts to match child care eligibility periods to the Early Head Start Child Care Partnership program period regardless of disruption in the parent's eligibility.

This waiver applies only to the children participating in an Early Head Start-Partnership BSF program and not to other children who may be receiving child care services in the same household. If there are other children receiving child care subsidies in the same household, changes impacting eligibility MUST be reported to WCDSS.

2. Flexibility in reporting changes in family circumstances: For Baby Steps Forward (BSF) participants only, waive 18 NYCRR sec. 415.3(b) which requires applicants and recipients are responsible for providing accurate, complete and current information regarding family income and composition, child care arrangements and any other circumstances related to the family's eligibility for child care services, and for notifying the social services district immediately of any changes in such information.

This waiver would relax the income documentation/verification requirement and revise the redetermination process to relax/eliminate the need for parents to report even small changes in their circumstances that lead to a loss of eligibility for child care. This waiver would pertain if the parent only* has a child or children participating in an Early Head Start Partnership BSF program.

This waiver would NOT apply to households that move out of Westchester County. The household MUST inform WCDSS when it moves out of Westchester County. *Households with additional children in the household receiving subsidies who are not participating in the Early Head Start BSF program would continue to be required to report all changes impacting eligibility.

IV. Breaks in Activities

1. 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. If your district will pay for breaks in activities, indicate below for how long of a break that the district will pay for (check one):

- Two weeks
- Four weeks

2. 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 all that are eligible):

- Entering an activity
- Waiting for employment
- On a break between activities