

**ALBANY COUNTY – 2015 APU**

**APPENDIX K**  
**Child Care Administration**

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

1. Identify the unit that has primary responsibility for the administration of child care for:
  - Public Assistance Families: Employment and Day Care Division
  - Transitioning Families: Employment and Day Care Division
  - Income Eligible Families: Employment and Day Care Division
  - Title XX: N/A

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

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system): .....\$0.00

Estimate FFY 2010-11 Rollover Funds .....\$0.00

Estimate of Flexible Funds for Families (FFS) for child care subsidies.....\$0.00

NYSCBG Allocation 2011-12 .....\$11,861,166.00

Estimate of Local Share .....\$1,019,127.00

**Total Estimated NYSCCCBG Amount** .....\$12,880,293.00

a. Subsidy .....\$11,861,166.00

b. Other program costs excluding subsidy .....\$915,004.00

c. Administrative costs .....\$104,123.00

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

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

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**APPENDIX L**

**Other Eligible Families if Funds are Available (Required)**

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

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	When the additional activity is appropriate and consistent with the parent/caretaker self-sufficiency goals as documented in their employability plan.
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: <ul style="list-style-type: none"> <li>a) participating in an approved substance abuse treatment program</li> <li>b) homeless</li> <li>c) a victim of domestic violence</li> <li>d) in an emergency situation of short duration</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>	<ul style="list-style-type: none"> <li>TA (PA) families-actual treatment hours will be approved when treatment is required as part of their employability plan</li> <li>NPA families-actual treatment hours will be approved when treatment is court ordered.</li> <li>Family must be in receipt of TA, approval not to exceed 60 days and the parent/caretaker must be involved in documented permanent housing search. Additional extensions may be granted on a case by case basis.</li> <li>Allowed for TA active households providing the emergency situation and the need for care is documented as essential. All parents/caretakers in the household must be</li> </ul>

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Optional Categories	Option	Limitations
		unavailable to care for the child.
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	Allowed for TA active cases that also have a current and active Child Protective Services (CPS) case when the care is recommended and approved by the CPS caseworker AND child protective funding is not available.
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child’s caretaker:		
a) is physically or mentally incapacitated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allowed when the parent/caretaker provides a medical report that they are unable to care for their child(ren) 24/7. Circumstances of continued need will be periodically reviewed as necessary; every 6 months minimum.
b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Under unusual short term circumstances to be determined on a case by case basis by the Day Care Unit supervisor using the following criteria: valid documentation of the need for care, duration is limited to 1 month, the parent/caretaker cannot bring their child(ren) with them and has no informal resources available, the circumstances leading to the need are outside the parent/caretaker's control.
5. Families with income up to 200% of the State	<input type="checkbox"/> Yes	

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Optional Categories	Option	Limitations
Income Standard when child care services are needed for the child’s caretaker to actively seek employment for a period up to six months.	<input checked="" type="checkbox"/> No	
6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Families with income up to 200% of the State Income Standard when child care services are needed for the child’s caretaker to participate in:		
a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will be approved if the parent is employed a minimum of 25 hours per week and provides monthly verification of consistent attendance defined as 90% of the program schedule. Attendance less than 90% will be evaluated on a case by case basis.
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
g) a training program, which has a specific	<input checked="" type="checkbox"/> Yes	Will be approved if the

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<p>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>	<p><input type="checkbox"/> No</p>	<p>program participation does not exceed 12 months, the parent/caretaker provides monthly verification of consistent attendance and maintains a minimum 2.5 GPA. Consistent attendance is defined as 90% of the program schedule. Attendance less than 90% will be evaluated on a case by case basis.</p>
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p> <p><b>Note:</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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Will be approved if the project does not exceed 12 months, the parent/caretaker provides monthly verification of consistent attendance and maintains a minimum 2.5 GPA. Consistent attendance is defined as 90% of the program schedule. Attendance less than 90% will be evaluated on a case by case basis.</p>
<p>8. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associate’s degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker’s earning capacity) as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>9. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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<p>a specific vocational sequence) leading to an associate’s degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker’s earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>		
<p>10. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program leading to a bachelor’s degree and that is reasonably expected to lead to an improvement in the parent/caretaker’s earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	
<p>11. Families with incomes up to the 200% of the State Income Standard when child care services are needed for the child’s caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

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**APPENDIX M**

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

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**Reasonable Distance**

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

The following defines “reasonable distance”: The total travel time between the home and work would not exceed one hour each way with child care drop-off and pick-up time included. Exceptions will be considered on a case by case basis.

Describe any steps/consultations made to arrive at your definition: The one hour reasonable distance rule is based on the availability and schedules of public transportation in Albany County and in consultation with parent/caretakers.

**Very Low Income**

Define “very low income” as it is used in determining priorities for child care 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 child care services by the child’s parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The weekly family share of child care costs is calculated by applying the family share percentage against the amount of the family’s annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by the county 25%.

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

**Case Closings**

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

1. Identification of local priorities in addition to the required federal priorities (select one).
  - The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
  - The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).
  
2. Describe how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

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- a.** The district will select cases to be closed based **ONLY** on income.
- No.
  - Yes. Check 1 or 2 below.
    - 1)  The district will close cases from the highest income to lowest income.
    - 2)  The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
- b.** The district will select cases to be closed based **ONLY** on categories of families.
- No.
  - Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:
- c.** The district will select cases to be closed based on a combination of income and family category.
- No.
  - Yes. List the categories and income groupings in the order that they will be closed:
 

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

    1. Families that fall under Appendix L, with the exception of those families with ill or incapacitated parent/caretakers.
    2. Families with income between 200% and 176% of the State Income Standard (SIS).
    3. Families with income between 175% and 151% of the SIS.
    4. Families with income between 150% and 126% of the SIS.
    5. Teen parents that need child care assistance to enable them to attend high school or an equivalency program.
    6. Families with ill or incapacitated parent/caretakers.
    7. Families with income below 125% SIS.
    8. Families that have a child with special needs.
- d.** The district will select cases to be closed on a basis other than the options listed above.
- No.
  - Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district’s current case load:



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

Very low income     Rank 1     Rank 2

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

3. If all NYSCCBG funds are committed, case closings for families that are not eligible under a child care guarantee and are not a federally mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time the family has received child care services, but must be consistent for all families.

- a. Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.

Very low income     Rank 1     Rank 2

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

The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.

Shortest time receiving child care services

Longest time receiving child care services

4. The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.

No.

Yes. Describe how these cases will be selected to be reopened if funds become available:

**Case Openings**

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

1. The first cases to be opened will be those that fall under the federal priorities.

Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.

Very low income     Rank 1     Rank 2

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

2. The district will select cases to be opened based ONLY on income.

No.

Yes. Check 1 or 2 below.

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

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- 2)  The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
3. The district will select cases to be opened based ONLY on category.
- No.
- Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:
4. The district will select cases to be opened based on a combination of income and category of family.
- No.
- Yes. List the categories and income groupings in the order that they will be opened:  
In the event that insufficient funds are available, cases will be opened in the reverse order of case closings as follows:
1. Families that have a child with special needs.
  2. Families with income at or below 125% of the State Income Standard (SIS).
  3. Families with ill or incapacitated parent/caretakers.
  4. Teen parents that need child care assistance to enable them to attend high school or an equivalency program.
  5. Families with income between 150% and 126% of the SIS
  6. Families with income between 175% and 151% of the SIS
  7. Families with income between 200% and 176% of the SIS
  8. Families that fall under Appendix L, with the exception of those families with ill or incapacitated parent/caretakers.
5. The district selects cases to be opened on a basis other than the options listed above.
- No.
- Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:
6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.
- No.
- Yes. Describe how these cases will be selected to be opened when funds become available:

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

**Fraud and Abuse Control Activities**

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

We will follow criteria as established under the state Front End Detection System (FEDS) mandate and other optional indicators as guidance to identify possible instances of fraud. These indicators include:

- financial obligations are current, but stated expenses exceed income without a reasonable explanation
- working off the books (currently or previously)
- supported by loans or gifts from family/friends
- self-employment with no adequate business records to support financial assertions
- no documentation to verify identity or documentation of identity is questionable
- documentation or information provided is inconsistent with the application, such as different names used for signature, invalid Social Security number
- Post Office box used as a mailing address without a reasonable explanation, i.e.: high crime area
- prior history of denial, case closing or overpayments resulting from an investigation
- application is inconsistent with prior case information
- no absent parent information or information is inconsistent with the application or previous applications

Cases having any of the state mandated or optional indicators will be referred via the Agency's existing FEDS referral process. This Agency's Fraud staff will, as deemed appropriate, investigate by conducting home visits and/or office interviews. Outcomes on all FEDS referrals will be reported back to the Day Care staff prior to the case opening. Based on the investigator's findings, the Day Care worker will determine eligibility.

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.

A sampling of all cases in receipt of a child care subsidy will be reviewed for actual hours of engagement compared to the actual hours billed by the day care providers. The sample will be based on the current unduplicated caseload. To comply with a statistically valid and representative sampling each month we will select 25 cases randomly (300 cases annually) to be reviewed in this area.

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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.

We will select a sampling from our district day care providers for comparison of inspection forms for providers enrolled in the Child and Adult Care Food Program (CACFP) to the actual attendance billing forms in order to verify consistency that the children reported in care under the CACFP were billed appropriately for subsidy. The providers selected for the sample will be based on the current total of all providers participating in the CACFP which is presently 78. To achieve a statistically valid and representative sampling we will select 55 cases annually to be reviewed in this area.

**Inspections of Child Care Provider Records and Premises**

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

No.

Yes. Provide the details of your inspections plan below.

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

Legally-Exempt Child Care

In-Home;

Family Child Care;

Group programs not operating under the auspices of another government agency

Group programs operating under the auspices of another government agency

Licensed or Registered

Family Day Care;

Registered School Age Child Care

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

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

Reserve the right to make inspections *PRIOR to subsidized children receiving care* in a **home** where the inspection is for the purpose of determining whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district.

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

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

**ALBANY COUNTY – 2015 APU****APPENDIX N****District Options (Required)**


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

1.  The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2.  The district is using Title XX funds for the provision of child care services (complete Appendix P).
3.  The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
4.  The district has chosen to make payments to child care providers for absences (complete Appendix R).
5.  The district has chosen to make payments to child care providers for program closures (complete Appendix S).
6.  The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
7.  The district has chosen to pay up to 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix T).
8.  The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9.  The district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
10.  The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
11.  The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix T).
12.  The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13.  The district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
14.  The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

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15.  The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or enrollment forms (attach copies of the local equivalent forms your district uses).

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

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**APPENDIX O**

Funding Set-Asides (Optional)

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

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

**Total Set-Asides**.....\$

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

Category:  
Description:

Category:  
Description:

Category:  
Description:

Category:  
Description:

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

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

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

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



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Category:  
Description:

Category:  
Description:

Category:  
Description:

Category:  
Description:

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**APPENDIX P**

Title XX Child Care (Optional)

Enter projected total Title XX expenditures for the plan’s duration: .....\$

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

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

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

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

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

- Yes     No

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

If yes, describe eligibility criteria:

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

- Yes     No

If yes, describe which families will receive priority:

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

- Yes     No

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

- Yes     No

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**APPENDIX Q**

**Additional Local Standards for Child Care Providers (Optional)**

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

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

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

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

- Legally-exempt family child care program. Check all that apply.
  - Provider                       Provider’s Employee                       Provider’s Volunteer

- Provider’s household member age 18 or older

- Legally-exempt in-home child care program. Check all that apply.
  - Provider                       Provider’s Employee                       Provider’s Volunteer

- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider                       Provider’s Employee                       Provider’s Volunteer

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

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

- Local social services staff
 

Provide the name of the unit and contact person: Day Care Division, Alice Geel

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Contracted agency

Provide the name of the agency and contact person:

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

Yes     No

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

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

Our district will include, in the provider enrollment package, release forms which will allow us to conduct a local criminal history check. The provider will be instructed to return the enrollment package including the signed release form to the Enrollment Agency (EA). Once the EA receives the signed release form they will notify this Agency.

District Day Care staff will then initiate local criminal history checks through NYS Department of Corrections and/or Office of New York Court Administration and/or local law enforcement agencies. The district will provide all information (history or no history) to the EA for consideration in making full enrollment decisions.

If a search results in a criminal history match, the district Day Care staff will provide that information to the EA so that any discrepancies reported in the enrollment package by the potential provider is identified and, when necessary, can be considered by the EA in making final full enrollment decisions.

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

Legally-Exempt Programs:

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

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

The district will notify the EA in writing as to whether or not this additional standard been met within 15 days from the date we receive the referral from the EA.

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

The additional information gained through the local criminal history check will be shared with the EA to provide them with an informed background on the potential provider when making their final full enrollment decisions.

**ALBANY COUNTY – 2015 APU  
APPENDIX R**

**Payment to Child Care Providers for Absences (Optional)**

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

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

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

- Yes     No

Base period (check one)                       3 months                       6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	6	3	9
Base period	24	16	40

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

- Illness of the child(ren) or parent/caretaker (extenuating circumstances will require medical documentation)
- Routine medical appointment of the child(ren)
- The child and/or parent/caretaker must appear in court or keep other appointments related to the provision of preventive, foster care, adoption or child protective services or other needs as set forth in the child services plan (extenuating circumstances require supporting documentation)
- Vacation of the child or the parent/caretaker

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

- A child who did not begin care on the date authorized by this Agency is not considered "absent" and will not be paid for
- The district will not consider a child "absent" if the program is not open and providing care
- Payments will only be made for days on which the parent/caretaker is scheduled to work or attend an approved program
- If a child was removed from care by the parent/caretaker without notice absences will not be paid.

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-Vacation limited to 5 absences in a base period

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

**ALBANY COUNTY – 2015 APU  
APPENDIX S**

**Payment to Child Care Providers for Program Closures (Optional)**

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The following providers are eligible for payment for program closures:

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

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

- Yes     No

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

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

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

**ALBANY COUNTY – 2015 APU  
APPENDIX T**

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

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**Transportation**

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

Albany County will not reimburse for transportation

**Differential Payment Rates**

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

- Accredited programs may receive a differential payment up to 10% above market rate.
- Care during non-traditional hours may be paid up to 10% above market rate.
- Limitations to the above differentials:

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

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

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

No.

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

**Sleep**

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

Payment is limited to the parent/caretaker who works the third shift and applies to the day following that shift only

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

8



**ALBANY COUNTY – 2015 APU  
APPENDIX U**

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

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**Child Care Exceeding 24 Hours**

Child Care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county will pay for child care exceeding 24 hours.

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

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

**Child Care Services Unit (CCSU)**

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

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

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

**OR**

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

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

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

This will be determined by budget and family choice

**Waivers**

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

**Breaks in Activities**

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

- Two weeks                       Four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income

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families are eligible for child care services during a break in activities (check any that are eligible):

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