

**Attachment A:**  
**Required 2021 Child and Family Services Plan Amendment for Child  
 Care Regulations as of December 1, 2021**

The district must complete the information below, which will serve as its CFSP Amendment for regulatory changes as of December 1, 2021.

NAME OF DISTRICT: Saratoga County		
NAME OF DISTRICT CONTACT PERSON: <b>Concetta Hmura, Director of Services</b>	CONTACT INFORMATION PHONE: <b>(518) 884-4140</b>	CONTACT INFORMATION EMAIL: <b>Concetta.Hmura@dfa.state.ny.us</b>

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

The following sections of Appendix M#1 of the CFSP are replaced with this form as of December 1, 2021.

**II. Recertification Period**

- Our district acknowledges that the district's recertification period is every 12 months.

**IV. Very Low Income**

- Our district acknowledges that "Very Low Income" is defined as 200% of the state income standard (SIS).

**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.

The district ranks the federal priorities as follows (number 1 through 3):

- 2   Very low income (200% SIS)
- 1   Families with income up to 200% of the SIS who have a child with special needs and a need for child care
- 3   Families with income up to 200% of the SIS who are experiencing homelessness

2. If the district has local priorities, list them below and rank beginning with rank 4. Local priorities cannot replace the federally mandated priorities, cannot be based on income, and cannot have the effect of limiting parental choice of eligible child care providers.

The district has the following local priorities (rank beginning with 4; if none, write "none"):

**None**

### **APPENDIX M #2: Case Openings, Case Closings, and Waiting List**

The following sections of Appendix M#2 of the CFSP are replaced with this form as of December 1, 2021.

#### **II. Title XX. Case Closings When Sufficient Funds Are Not Available**

If the district does not use Title XX funds for child care assistance, indicate below.

If the district elects to use Title XX funds to provide child care assistance and the district does not have sufficient funds to continue to provide such assistance to all families in its current caseload, the district may decide to discontinue assistance. The district may establish priorities upon which the district will close cases if sufficient funds are not available. If no priorities are established and all funds are committed, case closings for families must be based on the length of time they have received services (must choose #1 below).

Select a closing plan from the options below and indicate how it will be implemented (e.g., shortest length of time to longest length of time).

\_\_\_\_\_ The district does not use Title XX funds for child care assistance.

  **X**   The district uses Title XX funds for child care assistance and has the following plan to close such cases when funds are not available:

1. Close cases based on AMOUNT OF TIME receiving child care services.  
*Note: This option must be selected if the district indicated in Appendix M#1 that it does not have local priorities.*

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.

**APPENDIX N: District Options**

The district has chosen to make payments to child care providers for more than 24 absences (only check if electing to pay for absences in addition to the mandated 24 in Appendix R).

Please note that, due to the implementation of 12-month eligibility, the district option related to payment for breaks in activities has been deleted from Appendix N.

**APPENDIX R: Payment to Child Care Providers for Absences**

Appendix R of the CFSP is replaced with this form as of December 1, 2021.

Required 24 absences acknowledgement

Our district will pay for 24 absences per child per provider per year. Check box to confirm.

Additional absences

1. Our district will pay for additional absences.

NO

YES (If yes, complete all questions below.)

2. How many absences per year will the district pay?

24 Required absences paid per year

           Additional absences paid per year at district option (enter a number from 1-56)

24 Total number of absences paid per year (enter a number from 24-80, must add up to required + additional absences)

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

NO

YES

4. Our district will only pay for additional absences to the following types of eligible providers (check all that apply): **None**
- Day Care Center
  - Group Day Care (New York City only)
  - Family Day Care
  - Group Family Day Care
  - School-Age Child Care Programs
  - Enrolled Legally Exempt Group Child Care Programs
  - Enrolled informal child care providers
5. Our district will only pay for additional absences for the following reasons (list all reasons for absences that are eligible for reimbursement; if no limitations write "all"): **N/A**
6. Our district also has the following limitations to reimbursement for absences (list any other limitations): **N/A**

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

The following sections of Appendix U of the CFSP are replaced with this form as of December 1, 2021.

**IV. Breaks in Activities**

Our district acknowledges that the district must provide recipients of services funded under the New York State Child Care Block Grant with such services for at least 12 months, unless the recipient has experienced a non-temporary cessation in work or attendance at a training or education program or otherwise meets regulatory case closure criteria.

**Other (only complete if your district has other sections of the county plan not included above that require revision to comply with the new regulatory changes):**

**Appendix M #3- Fraud and Abuse Control Activities and Inspections**

2. Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipients continued need for childcare, 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 indicator in drawing the sample.*

- All cases are reviewed 100% every twelve (12) months

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