

**SUFFOLK 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:	The Temporary Assistance Child Care Unit within SCDSS' Management and Administrative Services Bureau
Transitioning Families:	The Non-Temporary Assistance Child Care Unit within SCDSS' Management and Administrative Services Bureau
Income Eligible Families:	The Non-Temporary Assistance Child Care Unit within SCDSS' Management and Administrative Services Bureau
Title XX:	The Non-Temporary Assistance Child Care Unit within SCDSS' Management and Administrative Services Bureau

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): .....	\$3,180,264.00
Estimate FFY 2010-11 Rollover Funds .....	\$2,617, 847.00
Estimate of Flexible Funds for Families (FFS) for child care subsidies.....	\$0
NYSCBG Allocation 2011-12 .....	\$29,932,214.00
Estimate of Local Share .....	\$2,770,374.00
<b>Total Estimated NYSCCCBG Amount</b> .....	<b>\$32,550,061.00</b>
<b>a. Subsidy</b> .....	<b>\$294,637.00</b>
<b>b. Other program costs excluding subsidy</b> .....	<b>\$0</b>
<b>c. Administrative costs</b> .....	<b>\$1,496,611.00</b>

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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 checked="" type="checkbox"/> Assistance in locating care	The Child Care Council of Suffolk	\$119,987.00
<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	
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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Client must provide verification of the housing search effort
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	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child’s caretaker:		
<ul style="list-style-type: none"> <li>a) is physically or mentally incapacitated</li> <li>b) has family duties away from home</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child’s caretaker to actively seek employment for a period up to six months.	<input type="checkbox"/> Yes <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent must comply with all efforts to have sanction lifted.
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:		

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Optional Categories	Option	Limitations
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	Hours related to internet based course work are excluded.
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	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
d) a program providing literacy training designed to help individuals improve their ability to read and write	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
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	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded

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Optional Categories	Option	Limitations
f) a two-year full-time degree granting program at a community college, a two-year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
h) a prevocational skill training program such as a basic education and literacy training program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
i) a demonstration project designed for vocational training or other project approved by the Department of Labor <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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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Optional Categories	Option	Limitations
<p>9. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associate’s degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker’s earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>PA recipient must be in compliance with all DSS employment program requirements</p>
<p>10. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program leading to a bachelor’s degree and that is reasonably expected to lead to an improvement in the parent/caretaker’s earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>PA recipient must be in compliance with all DSS employment program requirements. The student must meet the attendance and progress requirements of the college.</p>
<p>11. Families with incomes up to the 200% of the State Income Standard when child care services are needed for the child’s caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Parent/Caretaker must be employed at least 17.5 hours per week earning wages at a level equal to or greater than minimum amount under the law. Hours related to internet based course work are excluded</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”: **One hour travel time-one way**

Describe any steps/consultations made to arrive at your definition: **Consultation with employment staff who have years of experience with the issue of travel time.**

**Very Low Income**

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

“Very Low Income” is defined as **185% 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 **20%**.

**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:

**PRIORITIES: All Category 2 families, and, those category 3 families we have elected to serve (see Appendix L), have been assigned a rank to indicate their priority.**

**In the event that all NYSCCBG funds are committed and there are insufficient or no funds available, Suffolk County will close cases of category 2 (18 NYCRR 415.2(a)(2)) families and category 3 (18 NYCRR 415.2(a)(3)) families by income bands and category. Cases will be closed in reverse priority, starting with rank 30 and ending with rank 1.**

**RANKING**

**Rank: 30**

Working families whose income falls between 200%-196% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 29**

Working families whose income falls between 195%-191% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 28**

Working families whose income falls between 190%-186% of the SIS with the exception of families who need care for a child with special needs.



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**Rank: 27**

Working families whose income falls between 185%-181% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 26**

Working families whose income falls between 180%-176% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 25**

Working families whose income falls between 175%-171% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 24**

Working families whose income falls between 170%-166% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 23**

Working families whose income falls between 165%-161% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 22**

Working families whose income falls between 160%-156% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 21**

Working families whose income falls between 155%-151% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 20**

Working families whose income falls between 150%-146% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 19**

Working families whose income falls between 145%-141% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 18**

Working families whose income falls between 140%-136% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 17**

Working families whose income falls between 135%-131% of the SIS with the exception of families who need care for a child with special needs.

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**Rank: 16**

Working families whose income falls between 130%-126% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 15**

Working families whose income falls between 125%-121% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 14**

Working families whose income falls between 120%-116% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 13**

Working families whose income falls between 115%-111% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 12**

Working families whose income falls between 110%-106% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 11**

Working families whose income falls between 105%-100% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 10**

Families in receipt of child care services while they attend an approved educational program will be closed in the following order:

- Attending a 2-year program other than one with a specific vocational sequence leading to an associate's degree or a certificate of completion
- Four year college or university program leading to a bachelor's degree
- Two year full-time degree granting program at a community college
- Two-year college, or an undergraduate college w/ a specific vocational goal leading to an associate degree or certificate
- Public or private education facility provider standard high school
- Program that prepares the parent/caretaker to obtain a NYS high school equivalency diploma
- Remedial education
- Literacy training
- English as a second language program
- Training program which has specific occupational goal
- A pre-vocational skills training program
- A demonstration project designed for vocation training

**Rank: 9**

Families where child care is needed because the parent caretaker is incapacitated

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### **Rank: 8**

Families where child care is needed because the parent/caretaker:

- Is physically or mentally incapacitated; or
- Has family duties away from home

### **Rank: 7**

Families receiving TA when child care services are needed for a sanctioned parent to participate in unsubsidized employment and wages are equal to or greater than minimum wage

### **Rank: 6**

Families receiving TA when child care services are necessary for the parent or caretaker to participate in an approved activity in addition to being engaged in work as required by the district.

Description: Families receiving TA when child care services are necessary for a sanctioned parent or caretaker relative to participate in unsubsidized employment when the parent or caretaker relative receives earned wages greater than or equal to the minimum amount required under federal and state labor law.

### **Rank: 5**

Families needing child care to protect the child because the parent/caretaker is:

- Participating in an approved substance abuse treatment program, screening or assessment.
- Receiving services for domestic violence and in need of child care to participate in an approved activity, screening or assessment for domestic violence.
- In need of child care due to an emergency situation of short duration included, but not limited to, cases where the parent must be away from the home due to extenuating circumstance such as a fire, seeking living quarters or providing chore/housekeeping services for an elderly or disabled relative.

### **Rank: 4**

Child care services are needed to protect the child because

- Parent/caretaker is homeless
- Teen parent is attending high school or an equivalency program

### **Rank: 3**

Families receiving TA when child care is needed to:

- Enable a teenage parent to attend high school
- Parent/caretaker is unable to care for children due to a physical or mental incapacity or has family duties away from home necessitating his or her absence

### **Rank: 2**

Families with an open child protective or preventive case, when it is determined that child care is needed to protect the child or prevent an out-of-home placement.

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**Rank: 1**

Families who need care for a child with medically documented special child care needs. (As defined in Title 18, Part 415.1 c)

d. The district will select cases to be closed on a basis other than the options listed above.

No.

Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:

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

Very low income     Rank 1     Rank 2

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

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

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

Very low income     Rank 1     Rank 2

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

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

Shortest time receiving child care services

Longest time receiving child care services

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

No.

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

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**Case Openings**

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

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

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

Very low income     Rank 1     Rank 2

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

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

No.

Yes. Check 1 or 2 below.

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

2)  The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:

3. The district will select cases to be opened based **ONLY** on category.

No.

Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:

4. The district will select cases to be opened based on a combination of income and category of family.

No.

Yes. List the categories and income groupings in the order that they will be opened:

**To the extent New York State Child Care Block Grant funds are available; Suffolk County will open cases beyond federally mandated cases in the priority order established below.**

**Rank: 1**

Families who need care for a child with medically documented special child care needs. (As defined in Title 18, Part 415.1 c)

**Rank: 2**

Families with an open child protective or preventive case, when it is determined that child care is needed to protect the child or prevent an out-of-home placement.

**Rank: 3**

Families receiving TA when child care is needed to:

- Enable a teenage parent to attend high school
- Parent/caretaker is unable to care for children due to a physical or mental incapacity or has family duties away from home necessitating his or her absence

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**Rank: 4**

Child care services are needed to protect the child because

- Parent/caretaker is homeless
- Teen parent is attending high school or an equivalency program

**Rank: 5**

Families needing child care to protect the child because the parent/caretaker is:

- Participating in an approved substance abuse treatment program, screening or assessment.
- Receiving services for domestic violence and in need of child care to participate in an approved activity, screening or assessment for domestic violence.
- In need of child care due to an emergency situation of short duration included, but not limited to, cases where the parent must be away from the home due to extenuating circumstance such as a fire, seeking living quarters or providing chore/housekeeping services for an elderly or disabled relative.

**Rank: 6**

- Families receiving TA when child care services are necessary for the parent or caretaker to participate in an approved activity in addition to being engaged in work as required by the district.
- Description: Families receiving TA when child care services are necessary for a sanctioned parent or caretaker relative to participate in unsubsidized employment when the parent or caretaker relative receives earned wages greater than or equal to the minimum amount required under federal and state labor law.

**Rank: 7**

- Families receiving TA when child care services are needed for a sanctioned parent to participate in unsubsidized employment and wages are equal to or greater than minimum wage.

**Rank: 8**

Families where child care is needed because the parent/caretaker:

- Is physically or mentally incapacitated; or
- Has family duties away from home.

**Rank: 9**

- Families where child care is needed because the parent caretaker is incapacitated

**Rank: 10**

Families in need of child care services while they attend an approved educational program will be opened in the following order:

- Attending a 2-year program other than one with a specific vocational sequence leading to an associate's degree or a certificate of completion

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- Four year college or university program leading to a bachelor’s degree
- Two year full-time degree granting program at a community college
- Two-year college, or an undergraduate college w/ a specific vocational goal leading to an associate degree or certificate
- Public or private education facility provider standard high school
- Program that prepares the parent/caretaker to obtain a NYS high school equivalency diploma
- Remedial education
- Literacy training
- English as a second language program
- Training program which has specific occupational goal
- A pre-vocational skills training program
- A demonstration project designed for vocational training

**Rank: 11**

Working families whose income falls between 100%-105% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 12**

Working families whose income falls between 106%-110% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 13**

Working families whose income falls between 111%-115% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 14**

Working families whose income falls between 116%-120% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 15**

Working families whose income falls between 121%-125% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 16**

Working families whose income falls between 126%-130% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 17**

Working families whose income falls between 131%-135% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 18**

Working families whose income falls between 136%-140% of the SIS with the exception of families who need care for a child with special needs.

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**Rank: 19**

Working families whose income falls between 141%-145% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 20**

Working families whose income falls between 146%-150% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 21**

Working families whose income falls between 151%-155% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 22**

Working families whose income falls between 156%-160% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 23**

Working families whose income falls between 161%-165% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 24**

Working families whose income falls between 166%-170% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 25**

Working families whose income falls between 171%-175% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 26**

Working families whose income falls between 176%-180% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 27**

Working families whose income falls between 181%-185% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 28**

Working families whose income falls between 186%-190% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 29**

Working families whose income falls between 191%-195% of the SIS with the exception of families who need care for a child with special needs.

**Rank: 30**

Working families whose income falls between 196%-200% of the SIS with the exception of families who need care for a child with special needs.



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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:

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

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### 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.

**The following case circumstances have proved to be possible indications of fraud and are used as a basis for referral to FEDS:**

- **Income documentation questionable, i.e. income is significantly less than what is customary for the occupation, such as house-cleaners who earn \$25, limousine drivers or hairdressers who never get tips, or employees in the same job for years and never receive a raise.**
- **Self-employment,**
- **“Off the books” employment,**
- **Case information inconsistent with prior record,**
- **Household composition questionable, i.e. absent parent suspected of being in the home,**
- **Residence questionable, and;**
- **Unavailability of second parent to provide child care is questionable.**

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.

**Suffolk County will review 20 child care cases each month for programmatic and financial eligibility in addition to the cases due for 12 month recertification. The number 20 is based on the caseload of 1514 cases Suffolk County had in April, 2015, and on an annual basis yields a statistically valid sample.**

**We will be looking for verification regarding wages and hours of work, self-employment, participation in other activities (such as education), household composition, child support, and physical or mental incapacity. Suffolk County has an automated tracking system to identify which cases need to be reauthorized each month. There are five undercare caseloads. Every month each worker will randomly select four cases for full eligibility review.**

**Six months after the annual recertification, DSS will mail out a “6-Month Contact” form requiring that the family provide documentation on employment, income, child care unit makeup and any other changes that may have occurred in their case OR attest that there has been no change. Failure to return the form and required documentation, if applicable, will result in a ten (10) day notice to close the case.**

### TA Child Care cases:

**TA child care cases will continue to be recertified at 6 month intervals. Verification of planned enrollment in required activities is required prior to child care service**

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**authorization. Verification of attendance in required activities is done on all TA child care cases prior to payment authorization.**

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 Child Care Council of Suffolk's Child/Adult Care Food Program (CACFP) conducts inspections of home based child care providers who are enrolled in CACFP. During the inspection process, monitors determine if the children in care are receiving child care subsidy. A notation is made on the on-site inspection report indicating which children receive child care subsidy. These reports are made available to Suffolk County Department of Social Services.**

**There are currently 346 child care providers in Suffolk County participating in the CACFP. Each quarter, the Suffolk County Department of Social Services will randomly sample 5% of the provider’s attendance sheets and match them against the meal counts reported to the Child Care Council of Suffolk. DSS will not review a provider’s meal count more than once per year, unless there have been irregularities in their reporting.**

**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

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

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

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

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

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

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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 U).
12.  The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13.  The district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
14.  The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

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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:

**Current year \$1,400,000. Five year CSP, \$7,000,000.**

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: (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):

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

**16.** 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

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Provide the name of the agency and contact person:

**17.** 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.

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

**19.** 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

**20.** 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.)

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

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**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	7	0	7
Base period	7	0	7

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

**All those defined in §415.6 of Title 18.**

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

**Absence notes are required.**

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

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**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.

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**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.

Suffolk does 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 \_\_\_\_\_ % above market rate.
- Care during non-traditional hours may be paid up to \_\_\_\_\_ % above market rate.
- Limitations to the above differentials:

n/a

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.

Suffolk does not have a payment rate that is in excess of the enhanced market rate.

**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:

**Child care services are authorized only for parents and caretakers who work a third shift. Care is limited to part-time and is evaluated based on the age and school attendance of the child.**

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

**Less than six hours, i.e. part-time.**

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**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.

**An 18, 19, or 20 year old will be included if their parents are supporting them. Self-supporting 18, 19, or 20 year olds will be excluded.**

**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

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Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

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