

**RENSELAER 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: Day Care Unit  
 Transitioning Families: Day Care Unit  
 Income Eligible Families: Day Care Unit  
 Title XX: Day Care Unit

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): .....\$881,948.00  
 Estimate FFY 2010-11 Rollover Funds .....\$304,897.00  
 Estimate of Flexible Funds for Families (FFS) for child care subsidies.....\$0.00  
 NYSCBG Allocation 2011-12 .....\$3,057,577.00  
 Estimate of Local Share .....\$164,819.00  
**Total Estimated NYSCCCBG Amount .....\$3,939,525.00**  
 a. Subsidy .....\$0.00  
 b. Other program costs excluding subsidy .....\$0.00  
 c. Administrative costs .....\$0.00

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 checked="" type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards	Capital District Child Care Council	\$130,829.00
<input checked="" type="checkbox"/> Assistance in locating care	Capital District Child Care Council	\$130,829.00
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

**RENSELAER COUNTY – 2015 APU**

**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 type="checkbox"/> Yes <input checked="" 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 data-bbox="240 730 906 810">a) participating in an approved substance abuse treatment program</li> <li data-bbox="240 999 906 1037">b) homeless</li> <li data-bbox="240 1083 906 1121">c) a victim of domestic violence</li> <li data-bbox="240 1209 906 1247">d) in an emergency situation of short duration</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 730 1084 810"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                             </li> <li data-bbox="922 999 1084 1079"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                             </li> <li data-bbox="922 1083 1084 1163"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                             </li> <li data-bbox="922 1209 1084 1289"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                             </li> </ul>	For PA families only when assessed as necessary. For non-PA where caretaker has been court ordered and caretaker must be employed.  Family has 30 days to locate housing.  For caretaker who is in a shelter only has 30 days to locate housing.  1 parent household- 60 days or less incapacitated due to medical reasons. i.e. surgery, illness, doctors notes required.
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	Determined by the caseworker.
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 data-bbox="240 1604 906 1684">a) is physically or mentally incapacitated</li> <li data-bbox="240 1772 906 1810">b) has family duties away from home</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 1604 1084 1684"> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                             </li> <li data-bbox="922 1772 1084 1848"> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No                             </li> </ul>	Case must be opened. We will pay for 30 days with verification of incapacitation.
5. Families with income up to 200% of the State Income Standard when child care services are	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**RENSELAER COUNTY – 2015 APU**

Optional Categories	Option	Limitations
needed for the child’s caretaker to actively seek employment for a period up to six months.		
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	TANF Child Care worker is responsible for verifying the employment and reporting income to FA worker.
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	Caretaker 19 years or less to attend high school or GED classes must have date of completion.
b) an education program that prepares an individual to obtain a NYS High School equivalency diploma	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
f) a two-year full-time degree granting program at a community college, a two-year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
h) a prevocational skill training program such as a basic education and literacy training program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**RENSELAER COUNTY – 2015 APU**

Optional Categories	Option	Limitations
<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 type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</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 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 type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</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>	

**RENSELAER COUNTY – 2015 APU**

Optional Categories	Option	Limitations
<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>	

**RENSELAER COUNTY – 2015 APU**

**APPENDIX M**

**Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities (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 maximum amount of time is two hours each way and mode of transportation and distance must be considered when allowing the maximum.

Describe any steps/consultations made to arrive at your definition: Consultations with CDTA as well as several clients to determine the amount of time it takes to get from the two farthest points of the county using public transportation.

**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 **35%**.

**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).

**RENSELAER COUNTY – 2015 APU**

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.

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:

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

**RENSELAER COUNTY – 2015 APU**

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:
- As funds become available new applications will be sent out to families on the wait list that has been established.

**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 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:



**RENSSELAER COUNTY – 2015 APU**

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:
  
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:  
  
 When funds become available the staff will contact clients and survey them to see if they are interested in having a new application mailed to them. An application will be mailed upon request of the client.

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 currently have two types of referrals used to refer cases to our Special Investigative Unit. They are as follows:

- 1.) Absent Parent Referral: If a parent abruptly leaves the home with no forwarding address a parent referral is made to the Special Investigations Unit in an effort to determine if the absent parent is in the child's home.
- 2.) FEDS Investigative Referral: A front end detection referral is made for non-services cases when the FA case is opened. For services of this nature a referral is made based on risk factors.

**RENSELAER COUNTY – 2015 APU**

These factors include but are not limited by: moved to Rensselaer County within the last three months, prior history of fraud, application inconsistent with prior case, apparent forgery, P.O. Box without adequate explanation, or inconsistent billing information.

**Describe the sampling methodology used to determine which cases will require verification of an applicant’s or recipient’s continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.**

The information received as a result of a fraud referral is one method the Department uses to determine if further verification is needed to determine eligibility. There are also risk factors associated with cases that would prompt further investigation. Examples are: parents who switches jobs often or who continuously hands in letters from their employers versus copies of pay stubs. Other risk factors are: prior history of fraud, over-payments, inconsistent household composition, returned mail, inconsistent absent parent information, unable to contact at work, questionable documents, in general any inconsistencies would warrant additional verification. Based on the above risk factors the employers would be contacted, a fraud referral would be made, contact to collateral agencies, or a face to face meeting would be arranged. This method of recognizing "red flags" and initiating further investigation, results in quality control beyond the normal eligibility determination.

**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.**

Child care subsidy attendance forms will be compared with adult and child care food program (CACFP) inspection forms for all providers that participate in CACFP to verify that child care was actually provided on the days listed on the attendance forms. The Capital District Child Care Coordinating Council will secure the inspection form records from providers that participate in CACFP and meet with the supervisor of the day care unit to compare them with the subsidy attendance records. This will be done quarterly with all providers that participate in CACFP and care for subsidized children.

**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;

**RENSELAER COUNTY – 2015 APU**

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.

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.

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

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.

**RENSELAER COUNTY – 2015 APU**

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.*

**RENSELAER COUNTY – 2015 APU**

**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).

Category:

**RENSELAER COUNTY – 2015 APU**

Description:

Category:

Description:

Category:

Description:

Category:

Description:

**RENSELAER COUNTY – 2015 APU**

**APPENDIX P**

Title XX Child Care (Optional)

Enter projected total Title XX expenditures for the plan’s duration: .....\$ 0.00

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



## RENSELAER COUNTY – 2015 APU

## APPENDIX Q

## ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS (OPTIONAL)

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

**RENSELAER COUNTY – 2015 APU**

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

Local social services staff

Provide the name of the unit and contact person:

Contracted agency

Provide the name of the agency and contact person:

Capital District Child Care Coordinating Council

Patti Mueller

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.

The district will include a release form in the enrollment packets it distributes to parents which will allow the Rensselaer County Department of Social Services to conduct a check of the local child welfare records related to the child care attestations for the sole purpose of verifying the accuracy of the information submitted to the parent/caretaker per 18 NYCRR (f)(7)(ii). The individuals specified in question #2 above will be asked to sign the release.. The records check will be required only for the types of child care specified in question #2 and will be required only to persons in the roles specified in question # 2.

The signed release(s) specified in question #2 is/are *required*, for all persons in the roles, for the enrollment packet to be considered complete. If any of the individuals checked in question #2 above refuses to sign the release, which would allow Rensselaer County Department of Social Services to review only the existing local child welfare records related to the child care attestations, the enrollment package will be considered *incomplete* and the enrollment process cannot move forward and will be *withdrawn* by the enrollment agency in accordance with State policy.

The local district will conduct the check of the local database to determine whether an individual checked in question #2 above is an indicated subject of a child abuse or maltreatment report. When the local records check reveals that an individual specified in question #2 above is an indicated subject of a child abuse or maltreatment report the proposed child care provider will be required to submit to Rensselaer County Department of Social Services a copy of the written statement provided to the parent/caretaker concerning the indicated incident(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretaker's wish to use this child care provider.

**RENSELAER COUNTY – 2015 APU**

If the information regarding the indicated child protective report submitted by the provider does not substantially correlate with the information obtained during the local records check related to the child care attestations, the Rensselaer County Department of Social Services will notify the provider that he or she has ten (10) calendar days to clarify the discrepancies in the information submitted to the district and parent/caretaker. Within the ten (10) calendar day period the provider must submit information to Rensselaer County Department of Social Services and the parent/caretaker that either substantially correlates with the information obtained by the district's local database check of the records related to the child care attestations or the provider submits information to the district which documents that the information obtained from the local database check of the records related to the child care attestations is inaccurate. If the provider fails to clarify the discrepancies the Rensselaer County Department of Social Services will notify the Enrollment Agency that the additional standard *has not been met*.

If the information regarding the indicated child protective report submitted by the provider to the parent/caretaker and the local district correlates with the information obtained from the local database check and the parent/caretaker still chooses to use the provider, the Enrollment Agency will be notified that the additional standard *has been met*.

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

Legally-Exempt Programs:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Initial enrollment | <input type="checkbox"/> During the 12-month enrollment period |
| <input checked="" type="checkbox"/> Re-enrollment      | <input type="checkbox"/> 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.)

Within 25 days of the date of the referral, the local district will notify the Enrollment Agency in writing of the local district determination as follows:

The additional standard is met when:

- The local records check is conducted as specified in question # 5 and no record is found
- The local records check is conducted, a record is found and the district determines that the provider has given the parent/caretaker true and accurate information regarding any indicated reports applicable to the persons specified in question 2.

**RENSSELAER COUNTY – 2015 APU**

The additional standard is not met when:

- The local records check is conducted as specified in question # 5, a record is found and the district determines that the provider has NOT given the parent/caretaker true and accurate information regarding any indicated reports applicable to the persons specified in question 2.

The district will maintain a file, which documents how the determination was made as to whether or not the additional local standard has been met.

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

The local district wants to make sure that providers have told parents/caretakers about known child protective histories for themselves and any other persons specified in # 2. The additional standard supports 18 NYCRR (f)(7)(ii), a State requirement for enrollment which requires the provider and relevant site persons have given the parent true and accurate information regarding indicated child protective reports. The additional standard verifies the provider is telling the truth on the enrollment form. This promotes safer child care for children by verifying that true and accurate information about a caregiver's history has been shared with the child(ren)'s parent/caretaker.

**RENSELAER 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	12	3	15
Base period	12	8	20

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

The district will allow 12 absences per 3 month period. Absences for children are based on extenuating circumstances or illness. If a parent chooses to use the absences in one month he or she will be responsible for any additional absences. The district will not pay for a child to be absent from one program and reimburse another nor will we pay for absences that are not temporary. For example: the child does not return to the program. Parents are required to notify the district and the provider of planned breaks in service so that payment is suspended but the child's slot is held.

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

The district will not consider a child absent if the program was not open and providing care. Program closures at the discretion of the provider will not be reimbursed. Also, Providers need to sign an MOU to be paid for absences. Absences must be temporary, i.e., the child must be returning to the program.

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

RENSELAER 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).

0

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.

**RENSELAER 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.

N/A

**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.

**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:

If requested, Rensselaer County will pay for a single caretaker home of children under school age for a maximum of 30 hours per week. If the daycare provider/legally exempt comes to the home and watches the children at night and during the day while the caretaker sleeps the district will pay a full time weekly rate for the night care. The care provided during the day, if provided for at least 6 hours, will be reimbursed at the full time weekly rate divided by five to determine a daily rate. If the care provided during the day is less than 6 hours per day, the part time rate will apply. If less than 3 hours, the part time rate will apply.

**RENSELAER COUNTY – 2015 APU**

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

Maximum number of hours is eight.



**RENSELAER 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 up to or exceeding 24 hours will be paid when it is for employment purposes. For example, a medical worker doing a double shift. Verification of work hours must be verified by the client. Child care hours will be provided only for hours worked, not for on call 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.

**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

**RENSELAER COUNTY – 2015 APU**

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