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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 98 LCM-6

Date: February 3, 1998

Division: Development and  
Prevention Services

TO: Local District Commissioners

SUBJECT: Extension of Claiming for the Child Care and Development  
Block Grant Subsidy Program

ATTACHMENTS: A: Statement of Intention to Participate in the Child  
Care and Development Block Grant Subsidy Program  
(Available On-line)  
B: CCDBG Child Care Plan (Available On-line)

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of the ability to use the unclaimed portion of their allocation for the Child Care and Development Block Grant (CCDBG) subsidy program.

Social services districts were granted allocations for the Child Care and Development Block Grant (CCDBG) subsidy program for the period October 1, 1996 through September 30, 1997 in 97 LCM-19, issued by New York State Department of Social Services on February 28, 1997. The LCM required that CCDBG funds must be liquidated by September 30, 1997 and that any unclaimed portion of a district's allocation could not be carried forward.

The Office of Children and Family Services is granting an extension to the liquidation requirement so that districts may carry forward any unclaimed portion of their allocation granted in 97 LCM-19 into the period October 1, 1997 through September 30, 1998. Districts must liquidate the portion carried forward by September 30, 1998. Claims must be submitted by November 6, 1998. No further extensions or waivers will be granted for use of these funds.

CCDBG provides child care subsidies for eligible families who need child care in order to work, seek employment, attend an approved job training or educational program, or as part of a child protective services case. CCDBG services must be provided in accordance with the rules set forth in Section 415 of the Office's regulations (18NYCRR). CCDBG funds must not be used to supplant other federal, State or local funds used for child care services.

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In order to claim CCDBG subsidy program funds for the period of extension, social services districts must maintain spending for child care services in calendar years 1997 and 1998 at the level established by the Department of Social Services in 97 LCM-19. Additionally, districts must have complied with the requirements of 97 LCM-19 to have an approved plan for the provision of CCDBG services and to have submitted Attachment B, "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program". Districts which have complied with these requirements do not have to take further action to participate in the claiming extension.

Social services districts that did not participate in the CCDBG program for the period October 1, 1996 through September 30, 1997 may qualify to participate and claim up to their CCDBG allocation set forth in 97 LCM-19. These districts must submit Attachment A "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program" and must submit and receive approval of Attachment B "CCDBG Child Care Plan". Please return completed attachments by February 20, 1998 to:

Ms. Eileen Mahoney  
Office of Children and Family Services  
Bureau of Early Childhood Services  
40 North Pearl Street - 11B  
Albany, New York 12243-0001

The Office may reallocate to participating social services districts those funds designated for social services districts that elect not to participate in the CCDBG program or that do not have their CCDBG program plan approved by the Office by February 20, 1998.

#### CLAIMING INSTRUCTIONS

Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Volume II, Chapter 3). CCDBG program expenditures for child care subsidies are claimed on the Schedule H:Non-Title XX Services For Recipients (DSS-4283). Expenditures should be reported on lines 2 (Day Care for Children) in column 10 (Block Grant Day Care). Line 14, column 10 is the total of expenditures in line 2, column 10. Enter on line 16, column 10 (fees collected) the total fees required from families responsible for paying a fee. Please note these instructions pertain to the Schedule H version with an October 1996 revision date.

CCDBG claims for funds allocated for the period beginning October 1, 1996 must be liquidated by September 30, 1998. Social services districts cannot carry over unspent funds into the next federal fiscal year. Final claims of expenditures must be submitted by November 6, 1998. Any CCDBG funds that remain unspent will be reallocated to the extent permitted by federal regulations.

ADDITIONAL CLAIMING REQUIREMENTS: CCDBG child counts and expenditures also should be reported on the Schedule G-2B, Summary of Payments for Day Care-Services Authorized (DSS-2109B). Expenditures made under the Services Types allowed should be reported on the G-2B, the BICS Schedule G-2B Report, and to the Automated Claiming System.

TRAINING COSTS: Claiming instructions for district administrative expenditures related to the training of employees, which are claimed on the Schedule D-6: "Reimbursement For Training" (DSS-2347-C) for the CCDBG program are covered in Chapter 13 of Manual Bulletin 143b.

SYSTEMS INFORMATION

The reporting and authorization of CCDBG child care services is supported in the WMS Services system. WMS supports payments issued directly to either the provider or the recipient.

Service Type Suffix L designates the Child Care and Development Block Grant Program. For CCDBG, a WMS Service case must include the Direct Service Type 03L and the corresponding POS Service Type of 30L through 37L, or 3AL through 3GL. The system also supports monitoring the issuance and return of child care certificates. Instructions for the child care certificate can be found in 92 LCM-138 and in the BICS Operations Manual, page A-82, BICS Production Request 32, in the addition dated April 1, 1993. Information is also provided in the BICS Services Payment Processing Manual, II. Authorizations, E. Self Selected Day Care Certificates, pages II 25-27.

CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Eileen Mahoney of the Bureau of Early Childhood Services at 1-800-343-8859 extension 3-0711 or direct dial (518) 473-0711. Ms. Mahoney also may be contacted on-line, OFISLINK User ID #SVC109.

If you have any WMS questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-343-8859, extension 2-3087 or dial direct (518) 402-3087; User ID 0FL130. If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

- Regions 1-4 - Roland Levie at 1-800-343-8859, extension 4-7549  
or dial direct (518) 474-7549; User ID #FMS001.
- Region 5 - Marvin Gold at (212) 383-1733; User ID #0FM270.

Transfer Implementation

Chapter 436 of the Laws of 1997 renames the Department of Social Services as the Department of Family Assistance comprised of two independent offices: the Office of Children and Family Services and the Office of Temporary and Disability Assistance. Upon the execution of a Memorandum of Understanding and compliance with the Civil Service Laws, responsibility as specified in Chapter 436 will be transferred from the former Department of Social Services to the Office of Children and Family Services (OCFS) and fully integrated with the functions and duties of the former Division for Youth. The contents contained herein have been approved by all necessary staff of the referenced agencies.

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Rose M. Pandozy  
Deputy Commissioner

Statement of Intention to Participate in the  
Child Care and Development Block Grant (CCDBG) Subsidy Program

DISTRICT \_\_\_\_\_

This social services district intends to participate in the CCDBG Child Care Subsidy Program for the period beginning \_\_\_\_\_.

\_\_\_\_\_Yes          \_\_\_\_\_No

This social services district currently offers the CCDBG Child Care Subsidy Program effective (date) \_\_\_\_\_.

OR

This social services district intends to offer the CCDBG Child Care Subsidy Program effective (date) \_\_\_\_\_

Approximately \_\_\_\_\_ adults and \_\_\_\_\_ children will be served.  
(number)    (number)

By deciding to participate in the Child Care and Development Block Grant Program, this social services district agrees to comply with all applicable assurances and requirements of the Child Care and Development Block Grant Act, related federal regulations as set forth in 45 CFR Part 98, the New York State Child Care and Development Block Grant State Plan, and related State regulations and guidelines pertaining to the administration and implementation of the Child Care and Development Block Grant Program in New York State.

The following documents shall constitute a Memorandum of Understanding between the social services district and the Office of Children and Family Services regarding the implementation of the Child Care and Development Block Grant program in that district:

- o this Local Commissioners Memorandum and the Local Commissioners Memorandum (97 LCM-19 dated February 28, 1997) allocating the Child Care and Development Block Grant funds for 1996 including all related attachments;
- o the social services district's "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program," executed and submitted to the Office; and
- o the social services district's approved Child Care and Development Block Grant program plan.

Assurances

The social services district assures that the regulations issued in 18 NYCRR Part 415 will be used in determining eligibility for CCDBG services.

The social services district assures that it will meet its requirement for maintenance of effort in child care expenditures as specified in Attachment A of 97 LCM-19 dated February 28, 1997.

The social services district assures that the CCDBG subsidy program funds will not be used to supplant any other federal, State, or local funds used for child care services.

The social services district assures that caretakers will make the final decision regarding the selection of an eligible child care provider for the CCDBG Program.

The social services district assures that it has implemented the CCDBG child care certificate program as detailed in 92 LCM-138.

The social services district assures that it will operate the CCDBG Program according to State and federal requirements.

\_\_\_\_\_  
Commissioner's signature

\_\_\_\_\_  
Date

If your social services district has elected not to participate, please list the reason(s):

Please return form to:

Ms. Eileen Mahoney  
Office of Children and Family Services  
Bureau of Early Childhood Services  
40 North Pearl Street - 11B  
Albany, New York 12243-0001

CCDBG Child Care Plan

\_\_\_\_\_  
District

\_\_\_\_\_  
Contact person/title

\_\_\_\_\_  
Telephone Number

Complete the chart below to reflect how your district will provide CCDBG services. The elements of the chart which are preprinted are not subject to local option and cannot be changed.

Check the reasons for care allowed:	
EMPLOYMENT	X
EDUC/TRAINING	X
LOOKING FOR WORK	X
PROTECTIVE *	_____
ILLNESS/INCAP.	N/A
If any limitations are applied, please attach an explanation.	
Identify the percent of the State income standard used to determine financial eligibility.	200%
Indicate whether child care certificates are made available to assist families in accessing care.	YES
Indicate the unit with primary responsibility for administration of the program.	

\*NOTE: CCDBG funds may be used to provide child care to families that are receiving, or need to receive, protective services. Such care must be provided in accordance with an open child protective services case.

Child Care Priorities

1. The following are mandated priorities for service under the CCDBG program.
  - A. Children with special needs
  - B. Children of families with "very low income"
  - C. Children of parents under 21 years of age

Identify the percentage of income below 200% of the state income standards that the district will use to define "very low income" and provide the rationale for selecting this level.

\_\_\_\_% Rationale:

2. Indicate whether any optional priorities will be applied by the district:

\_\_\_\_\_ children of parents whose eligibility for Transitional Child Care has expired;

\_\_\_\_\_ children of homeless parents who are otherwise eligible;

\_\_\_\_\_ children of parents who are enrolled in substance abuse treatment programs who are otherwise eligible; and

\_\_\_\_\_ a locally identified priority. Describe the priority and give rationale.

3. Attach additional pages as needed to describe how the district will:
  - a) target each mandated and optional priority selected for child care services; and
  - b) ensure that members of the identified populations receive priority for services.

Please return the completed pages to:

Ms. Eileen Mahoney  
Office of Children and Family Services  
Bureau of Early Childhood Services  
40 North Pearl Street - 11B  
Albany, New York 12243-0001