NEW YORK STATE
DEPARTMENT OF SOCIAL SERVICES
40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

MARY JO BANE
Commissioner

(518) 474-9475

LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-138

Date: September 3, 1992

Division: Family and Children Services

TO: **Local District Commissioners**

SUBJECT: Child Care Certificate Program

ATTACHMENTS: Attachment 1 - List of Attachments (Available on-line)

The purpose of this Local Commissioners Memorandum (LCM) is to provide social services districts with instructions relative to the implementation of a child care certificate program as mandated by the federal Child Care and Development Block Grant (CCDBG) Act of 1990. Only recently the Department received 45 CFR Parts 98 and 99, the final federal rule governing the CCDBG program. After an initial review of these regulations we believe that these preliminary instructions comply with the federal requirements. This LCM is being released in order to provide social services districts with the information needed to develop local procedures for the implementation of the child care certificate program. Subsequent to completion of a thorough examination of the federal regulations, an Administrative Directive relative to the CCDBG child care certificate program will be issued.

The use of child care certificates must be implemented effective October 1, 1992 in order for New York State and social services districts to continue to receive CCDBG funds. These procedures and instructions build on existing systems and incorporate suggestions made by social services districts during the recent series of regional technical assistance meetings conducted by the Department.

For purposes of this LCM, the term parent means any person who is either a parent of an eligible child, a caretaker relative as defined in Section 369.1(b) of Department regulations or a person standing in loco parentis. Person standing in loco parentis means any person who is not related to the

child and who exercises responsibility for the day-to-day care of, and who lives with, a child but who is under no legal obligation to assume such responsibility.

A child care certificate is a document which the social services district issues directly to a parent who is eligible to receive a child care subsidy. It is intended to give parents greater control and flexibility in addressing their child care needs by assisting them to self-arrange care with any child day care provider, caregiver of informal child care or caregiver of legally exempt group child care. When accompanied with information on the full range of options available for child care services and how to identify and access quality child care, the child care certificate provides parents with opportunities to develop self-sufficiency skills.

The Department has developed policies and procedures for the child care certificate program by modifying DSS-3546, Order for Supplies/Services (Voucher) and existing WMS/BICS systems supports. The child care certificate may be used for all income eligible child care programs, regardless of funding source. In order to promote consistency across child care programs and to ease administration of the various subsidies, social services districts are encouraged to make the child care certificates available to all parents who are eligible for child care services. The child care certificate **must** be available for those parents who are eligible for CCDBG services.

The child care certificate program implemented by the social services district must:

- issue certificates directly to the parents in order to insure parental choice;
- provide certificates with a value commensurate with the actual cost of care up to the applicable market rates;
- allow certificates to be used as flexibly as cash between the parent and eligible providers;
- establish procedures to ensure prompt issuance of the child care certificate and speedy payment for child care services;
- ensure that certificates are available continually to parents as long as CCDBG subsidy funds are available;
- provide a process to enroll providers who are not required to be licensed or registered before issuing payment; and
- facilitate payment to providers.

PARENTAL CHOICE

Effective October 1, 1992, the social services district must inform parents requesting CCDBG services (and other subsidy program services at district option) that they may:

1) choose to have care provided by one of the child day care providers with which the social services district has contracted for the provision of child care services; or

2) request a child care certificate which enables parents to select from a wide range of child care arrangements including care by child day care providers, caregivers of informal child care and caregivers of legally exempt group child care.

Attachment A provides a list and definitions of eligible providers. In order to inform parents of the full range of child care options which are eligible for payment, social services districts may wish to distribute this attachment to all parents who will be subsidized by CCDBG funds. Parents must be given full discretion in selecting or arranging for the purchase of child care services from any eligible provider, including a sectarian caregiver. The case record should document that parents have been apprised of the full range of providers eligible for payment and of their right to elect to use a child care certificate.

The social services district must allow parents to select, and must have a method to pay, any and all providers with whom it does not contract. A contract may not be made a condition of receiving payment from CCDBG subsidies.

Effective October 1, 1992, recipients of CCDBG services also may elect to use caregivers of legally exempt group child care. This category includes:

- a pre-kindergarten or nursery school program for children three years of age or older, or a program for school-age children conducted during non-school hours, operated by a public school district or by a private school or academy which is providing elementary or secondary education or both in accordance with the compulsory education requirements of the Education Law, provided that such pre-kindergarten, nursery school or school-age program is located on the premises or campus where the elementary or secondary education is provided;

- a nursery school or program for preschool-age children operated by a nonprofit agency or organization or a private proprietary agency which provides services for three or less hours per day;

- a summer day camp for children under thirteen years of age operated by a nonprofit agency or organization or a private proprietary agency in accordance with Subpart 7-2 of the State Sanitary Code; and

- a day care center, family day care home or other child care program located on federal property and operated in compliance with federal laws and regulations for such child care services.

Social services districts must provide parents who were in receipt of CCDBG services prior to October 1, 1992 with information regarding their right to select from the full range of eligible child care providers and to receive a child care certificate to assist them in accessing the child care of their choice. Social services districts may wish to use Attachments A, B, and C to provide such information to families currently in receipt of CCDBG services. Parents who wish to change child care providers must be allowed to do so.

Consistent with other programs, social services districts must provide parents with information to assist them in making an informed choice of child care arrangements. The Department has prepared two documents to assist social services districts in providing such information to applicants for child care services. Social services districts are encouraged to distribute Attachment B, Client Rights and Responsibilities, and Attachment C, Parent Letter, to all applicants for child care services.

CHILD CARE CERTIFICATE PROCEDURES

Whenever a family is determined to be eligible to receive CCDBG services (and other subsidy program services at district option), the social services district must offer parents the choice of utilizing a child day care provider with which it contracts for services or of receiving a child care certificate with which the family may self-arrange care. When a family elects to use a child day care provider with which the social services district contracts, the child must be enrolled with the provider selected by the parent to the maximum extent practical.

When a family elects to use a child care certificate to self-arrange care, the social services district is responsible for preparing a child care certificate **for each eligible child** in the family. Attachment D is the child care certificate form which must be utilized by all social services districts, exclusive of Erie County and New York City. Since the processing of child care certificates relies on WMS/BICS support, Erie County and New York City must develop and implement a local equivalent child care certificate form, subject to Department approval. Attachment E provides instructions to providers which should be attached to each child care certificate issued.

When preparing the child care certificate, the social services district is responsible for completing the following sections:

- authorized by;
- date;
- date of issue;
- case number, if known;
- authorization number, if known;
- description of supplies or services including: name of eligible child; CIN number, if known; whether care is full-time or part-time; 30 day period for which the certificate is valid; and parent fee, if any, which is to be collected by the provider;

- o the applicable full-time, part-time or hourly market rates as set forth in 18 NYCRR 415.9 for the age of the child for each category of child care listed; and
- o date that the certificate is to be returned to the social services district by the child care provider.

The social services district may wish to provide parents who indicate that they may be interested in arranging care with a caregiver of informal child care or a caregiver of legally exempt group child care with enrollment forms. Providers then may complete the appropriate enrollment form and return it to the social services district with the child care certificate, thus facilitating prompt payment.

A child care certificate is valid for a 30 day period commencing on the date of issue. During this 30 day period the parent may present the child care certificate to any eligible provider. If the parent is unable to locate care during the 30 day period, the parent may request another child care certificate in order to continue to try to self-arrange care or may ask the social services district to arrange care with one of the child day care providers with whom it contracts.

When a child day care provider, caregiver of informal child care or caregiver of legally exempt group child care agrees to provide services to an eligible child, the parent is responsible for signing the child care certificate in the recipient signature block and giving it and the instruction sheet to the child care provider. The child care provider is responsible for returning the child care certificate, and enrollment form if applicable, to the social services district by the date specified after completing the following sections:

- o type of program;
- o vendor ID, if known;
- o vendor name and address;
- o permit/registration ID #;
- o days of care provided;
- o hours of care/day;
- o hours of care/week;
- o $ amount week billed;
- o claimant signature; and
- o date.

Upon return of a child care certificate, and enrollment form if applicable, the social services district will review all submitted items to ensure that the child care provider selected by the parent is eligible to receive payment. The social services district should notify the parent or child care provider immediately if additional information is required in order to determine that such provider is eligible to receive child care subsidy funds. In order to facilitate speedy payment for services, social services districts are encouraged to send information about on-going billing processes to all eligible child care providers as soon as possible after the return of the child care certificate.

PAYMENT RATES

The rate of payment must be the actual cost of care (rate charged by the provider) up to the applicable market rate as specified in Section 415.9 of Department regulations. Payments for legally exempt group child care providers will be based upon the actual cost of care up to the market rate for day care center providers. When care is provided by a child care provider located outside the social services district which authorizes the subsidy, the applicable market rate is the market rate of the county in which the care is located. When a parent who is using a child care certificate selects a child day care provider with which the social services district has a contract for services, the rate established by the contract will apply unless all contractual obligations have been met.

The social services district should review the rate charged by the child care provider to determine that it is within the applicable market rate. If the rate charged by the child care provider exceeds the applicable market rate, the social services district should ensure that both the parent and the child care provider understand what amount the social services district will pay. Parents may elect to pay the amount in excess of the market rate, plus their parent fees, or may wish to locate a different child care provider.

ENROLLMENT PROCEDURES

Each social services district must establish procedures for enrolling a caregiver of informal child care or a caregiver of legally exempt group child care before payment can be made for child care services. Consistent with federal requirements, such enrollment procedures must:

- collect only such information about the caregiver as is determined by the Department to be necessary to make payment;
- facilitate appropriate and prompt payments;
- allow the caregiver to enroll with the social services district after selection by the parent(s); and
- be simple and timely.

Currently, social services districts have established procedures for reviewing "Approval of Informal Child Care" forms for JOBS-related, Employment-related and Transitional Child Care. In response to suggestions from social services districts, as well as changes to State Law and other rules, the Department has revised the two existing forms used for this purpose. The forms also have been renamed as Enrollment Forms. The revised forms will be released under separate cover.

Caregivers of informal child care and caregivers of legally exempt group child care will be considered to be enrolled when review of their enrollment form indicates that such care is not subject to regulation by the Department. Social services districts should employ the same procedures as

currently established for making such determinations for recipients of JOBS-related, Employment-related and Transitional Child Care services.

SYSTEMS INSTRUCTIONS

Modifications to the WMS Services System will be available October 1, 1992 to allow payment to be made to all eligible providers. In compliance with federal CCDBG requirements, the system also will support monitoring the issuance and return of child care certificates. Whenever a child care certificate is issued to a parent, the social services district will follow the usual conventions to open a WMS/Services case. Attachment F provides detailed systems instructions.

CLAIMING INSTRUCTIONS

CCDBG program expenditures for child care subsidies made on or after October 1, 1991 should be claimed on the newly designed Schedule H - Non-Title XX - Services For Recipients (DSS-4283). The payments should be claimed on line 2 (Day Care Services for Children), Column 8 (Block Grant Day Care). These claiming instructions are included in Volume 2, Chapter 3, pages 99-106 of the Department's Fiscal Reference Manual.

CCDBG expenditures should continue to be reported on the Schedule G-2B (Summary of Payments for Day Care - Services Authorization) for the Service Types line currently accommodated on the form. Expenditures made under the Services Types currently allowed, but previously excluded from the Schedule, (3F, 3G, 30, 31, 3D, 3E, 3B, 3C), should not be reported on the G-2B until a change is made to the claim form, the BICS Schedule G-2B Report, and to the Automated Claiming System. All CCDBG Day Care costs should be reported on the Schedule H even if they were not reported on the G-2B.

In order to allow the Department to finalize federal reporting of CCDBG expenditures for the federal fiscal year ending in September 1992, all CCDBG expenditures for the period ending September 30, 1992 must be claimed by November 8, 1992.

ADDITIONAL INFORMATION

BICS operators will generate the modified DSS-3546 form for use as the child care certificate. The BICS Operations Manual will be amended to include instructions for generating such certificates.

Attachment G provides a copy of the letter explaining the child care certificate program which the Department will send to all child day care providers prior to October 1, 1992. Social services districts may wish to send additional information or conduct provider meetings in order to ensure that providers understand local procedures relative to the child care certificate and payment processes.

Please refer to 92 LCM-1 for additional information related to the provision of CCDBG services.

CONTACT PERSON

If you have questions regarding information contained in this LCM or need assistance implementing the child care certificate program, please contact Ms. Dee Woolley at the Bureau of Early Childhood Services at 1-800-342-3715, extension 4-9324 or dial direct (518) 474-9324. Ms. Woolley may be contacted on-line, Userid #89A800.

If you have any questions regarding WMS systems, please contact Mr. Gerald Seeley at 1-800-342-3727, extension 432-2932 or dial direct (518) 432-2932. Mr. Seeley may be contacted on-line, Userid #0FL130.

If you have questions regarding the fiscal areas, please contact:

Upstate - Mr. Roland Levie at 1-800-342-3715, extension 4-7549 or dial direct (518) 474-7549. Mr. Levie also may be contacted on-line, Userid #FM0020.

Metropolitan - Mr. Marvin Gold at (212) 804-1108. Mr. Gold also may be contacted on-line, Userid #OFM0270

Joseph Semidei
Deputy Commissioner
Division of Family and
Children Services

Attachment 1

LIST OF ATTACHMENTS

Attachment A	Eligible Providers (Available on-line)
Attachment B	Client Rights and Responsibilities (Available on-line)
Attachment C	Parent Letter (Available on-line)
Attachment D	Child Care Certificate (Not available on-line)
Attachment E	Child Care Certificate - Instructions to Providers (Available on-line)
Attachment F	System Instructions (Available on-line)
Attachment G	Letter to Child Day Care Providers (Available on-line)

ELIGIBLE PROVIDERS

Effective October 1, 1992, the following providers are eligible to receive payment for Child Care and Development Block Grant services:

Child day care providers - This category includes:

a. a day care center with a valid license to operate or properly registered to operate;

b. a family day care home properly registered to operate;

c. a group family day care home with a valid license to operate;

d. a public school providing care to preschool-age children or as part of a before-school or after-school program for children in accordance with a contract entered into between a public school district and a social services district; and

e. a school-age child care program properly registered to operate.

Caregivers of informal child care - This category includes:

a. care for one or two children provided outside the child's home in the residence of a caregiver who is at least 18 years of age, or who is less than 18 years of age and meets the requirements for employment of minors as set forth in Article 4 of the State Labor Law;

b. care for more than two children for less than three hours per day provided outside the child's home in the residence of a caregiver who is at least 18 years of age, or who is less than 18 years of age and meets the requirements for employment of minors as set forth in Article 4 of the State Labor Law;

c. care provided by a relative within the third degree of consanguinity to the parent(s) or step-parent(s), specifically:

- o grandparents of the child;
- o great grandparents of the child;
- o aunts and uncles of the child, including spouses of the aunts or uncles;
- o brothers and sisters of the child;
- o great-aunts and great uncles of the child, including spouses of the great-aunts or great-uncles;
- o first cousins of the child, including spouses of the first cousins; and
- o great-great grandparents of the child; and

(OVER)

d. child care furnished in the child's own home by a caregiver who is chosen and monitored by the child's caretaker relative and who is at least 18 years of age or who is less than 18 years of age and meets the requirements for the employment of minors as set forth in Article 4 of the State Labor Law; provided , however that the caretaker relative must provide the caregiver with all employment benefits required by State and/or federal law and if such a caregiver furnishes in-home child care for more than four hours a day and more than four days a week, the caretaker relative must pay the caregiver at least the minimum wage set forth in Article 19 of the State Labor Law.

Caregivers of legally exempt group child care - This category includes:

a. a pre-kindergarten or nursery school program for children three years of age or older, or a program for school-age children conducted during non-school hours, operated by a public school district or by a private school or academy which is providing elementary or secondary education or both in accordance with the compulsory education requirements of the Education Law, provided that such pre-kindergarten, nursery school or school-age program is located on the premises or campus where the elementary or secondary education is provided;

b. a nursery school or program for preschool-age children operated by a nonprofit agency or organization or a private proprietary agency which provides services for three or less hours per day;

c. a summer day camp for children under thirteen years of age operated by a nonprofit agency or organization or a private proprietary agency in accordance with Subpart 7-2 of the State Sanitary Code; and

d. a day care center, family day care home or other child care program located on federal property and operated in compliance with federal laws and regulations for such child care services.

Attachment B

CHILD CARE: CLIENT RIGHTS AND RESPONSIBILITIES

RIGHTS

At the time that you apply for child care services, the county department of social services is advising you:

- about the various child care programs available and the requirements of the child care programs for which you may be eligible.
- that for most child care programs, you have the right to arrange care with any regulated or informal child care provider you select or to use a child day care provider with which the county department of social services has arrangements to provide care;
- that if you are funded by the Child Care and Development Block Grant you have the right to elect to use a provider who contracts with the county department of social services or to request a child care certificate which will assist you in arranging child care with the any eligible provider you choose;
- that you may select a child care provider located in any county;
- whether you will need to pay a fee for child care services, when it must be paid, and where to pay it;
- about factors to consider in selecting a child care provider;
- what documents or other information you must submit in order for the county department of social services to determine whether you are eligible for a child care subsidy;
- that any investigation needed in order to determine eligibility will be undertaken;
- that you have the right to have child care services provided without discrimination on the basis of race, religion, national origin, sex, handicapping condition or political belief; and
- that you have the right to change child care providers for any reason.

IF YOU NEED MORE INFORMATION ABOUT ANY OF THE ABOVE IT IS YOUR RESPONSIBILITY TO CONTACT YOUR CASEWORKER.

RESPONSIBILITIES

If you are accepted for child care services you must:

- notify your caseworker immediately of any change in family income, household composition (i.e., birth of a child, etc.), living arrangements, employment, child care arrangements or other changes which may affect your continued eligibility;
- complete and return to your caseworker a questionnaire that will be used to determine your continued eligibility;
- pay any fee as required by your county department of social services; and
- notify your caseworker before changing child care providers.

FAILURE TO MEET THESE RESPONSIBILITIES MAY RESULT IN THE TERMINATION OF YOUR CHILD CARE ASSISTANCE.

Dear Parent or Caretaker Relative:

Choosing care for your child is an important decision. This letter has information which might help you make a good choice for you and your child.

Many types of programs provide day care in New York State. The State Department of Social Services regulates some of these programs. Programs the State regulates must meet certain standards. These standards cover areas such as: program content, nutrition, safety, and appropriate discipline to name a few. Generally a program must meet the State's standards if it cares for 3 or more children for more than 3 hours a day. Most day care programs serve children from 6 weeks to 12 years old. The five types of day care programs which the State regulates are:

- **Day Care Centers**
- **Family Day Care Homes**
- **Group Family Day Care Homes**
- **School-Age Child Care Programs**
- **Small Day Care Centers**

There are other types of settings which provide child care that the State does not regulate. These settings are legal forms of child care and may meet your needs. This category includes friends, neighbors or relatives who care for 1 or 2 children in their own home or who care for your child in your home. There are also group child care programs such as nursery schools and programs operated by private schools or academies which are not regulated by the State.

Here are some hints to keep in mind when you are choosing a day care provider for your child.

1. **Learn** as much as you can about day care in your community. Talk to friends, neighbors, and relatives with children. You may wish to choose a provider close to where you live or close to where you work or go to school. The child care provider you select does not have to be located in the county where you live. The amount the county department of social services is able to pay may differ when the care is not located in the county where you live. Ask your caseworker how much they can pay if you select a provider in a different county.

2. **Visit** as many day care programs as possible. Visit when the children are there.

3. **Ask** the people in charge any questions you may have. Find out how they will handle situations which concern you. Has the provider been convicted of a crime or been the subject of an indicated report of child abuse and maltreatment?

4. **See** how the caregivers act with the children. Do they show warmth and understanding toward the children? Do they pay attention to all the children?

(OVER)

5. **Observe** the children. Are there lots of activities and things for children to do?

6. **Make sure** the program site seems safe to you. Are there any visible hazards? Is there enough room for indoor and outdoor activities? Is there enough equipment and play materials for all the children?

7. **Visit and observe** as much as you can once your child has started a program. Talk to your child's caregiver. Ask questions and take part in the program.

8. **Listen** to your child. Does he or she like to go to the program? If your child is unhappy, talk to the caregivers.

9. **Keep in touch** with the parents of the other children in care.

10. **Get feedback** from the provider. Does the provider give you regular updates about how your child is doing? Does the program encourage your questions and visits?

There is no absolute guarantee of quality in any child care setting. **AS A PARENT, YOU ARE THE KEY TO QUALITY DAY CARE.** You have the right to drop in to see your child, observe the program, inspect the child care areas, review written records regarding your child and to speak with the caregivers at any time. You will see the provider more than anyone else. You know your child best. You will probably be the first to know when things are not going well. Whatever type of child care setting you select, it is your responsibility to monitor the quality of care that your child receives.

If you have a question or concern, talk to the caregiver. If you think there is a violation of the regulations, you can call the State Social Services Regional Office nearest you or the Statewide complaint line **(1-800-732-5207).** The State Department of Social Services set up this line to respond to complaints about day care programs.

Abuse or maltreatment of children in day care programs is rare. However, it can happen. If you have a concern, talk to the child care provider. Compare notes with other parents. If you are still concerned, report your concern to the New York State Child Abuse and Maltreatment Register at **1-800-342-3720.** In **Onondaga County**, call **(315)-422-9701**, and in **Monroe County** call **(716)-461-5690.** These hotlines operate 24 hours a day, seven days a week.

Choosing a day care provider is an individual matter. Each family has different needs. Trust your judgement and feelings. If you need help finding day care, ask your caseworker for help.

Sincerely,

_____

_____ County Department of Social Services

Attachment D

DSS-3549 (5/86)

ORDER FOR SUPPLIES/SERVICES (VOUCHER)

COUNTY DEPARTMENT OF SOCIAL SERVICES

NO. V3926457

NON SERVICES FOSTER CARE [illegible] SERVICES

SIGNATURE OF RECIPIENT, IF REQUIRED	AUTHORIZED BY	DATE

DATE OF ISSUE SERVICE/PAYMENT TYPE

VENDOR ID

VENDOR NAME AND ADDRESS

[illegible]/REGISTRATION ID # _____

IF YOU ARE NOT A LICENSED/REGISTERED PROVIDER, COMPLETE AND RETURN AN ENROLLMENT FORM.

COUNTY USE ONLY

I HEREBY CERTIFY, that the merchandise, materials, or articles enumerated in the above account have been received, and the services specified performed; that they were necessary for and have been, or will be to the use of the above department or its recipient(s).

SIGNATURE	TITLE	DATE

AUDITED BY (INITIALS)	CHECK NUMBER	CHECK DATE

CASE NUMBER	AUTHORIZATION NUMBER	DESCRIPTION OF SUPPLIES OR SERVICES and/or RECIPIENT NAME, ADDRESS, ACCOUNT NUMBER, CIN AND SERVICE PERIOD/DATE OF DELIVERY	AMOUNT AUTHORIZED	AMOUNT CLAIMED
		Sample		

CHECK APPROPRIATE CATEGORY [illegible] MARKET RATES

___ DAY CARE CENTER.....$_____

___ FAMILY DAY CARE.....$_____

___ GROUP FAMILY DAY CARE....$_____

___ SCHOOL-AGE CHILD CARE....$_____

___ INFORMAL CHILD CARE.....$_____

PAYMENT CANNOT BE AUTHORIZED UNLESS YOU PROVIDE [illegible] OF CHILD CARE.

IF YOU PROVIDE SERVICES AS AUTHORIZED ABOVE, THE [illegible] WILL [illegible] TO YOU CHARGE [illegible] UP TO THE MARKET RATE, LESS ANY PAR [illegible], IF [illegible].

SERVICES ___ HAVE OR ___ WILL BE PROVIDED AS FOLLOWS:

[illegible] _____ HOURS OF CARE/DAY _____

HOURS OF CARE/WEEK _____ $ AMOUNT/WEEK BILLED _____

PROVIDER MUST SIGN AND RETURN THIS CERTIFICATE TO SOCIAL SERVICES BY _____ IF DAY CARE SERVICES HAVE BEEN PROVIDED, VENDOR MUST ENTER AMOUNT.

TOTAL AMOUNT CLAIMED CANNOT EXCEED AMOUNT AUTHORIZED

NUMBER OF PAYMENTS DATE DUE

Pursuant to the provisions of Section 369 of the County Law of the State of New York, I do hereby certify that the labor or services, merchandise, materials or articles charged in the within account or claim, amounting to $_____ have been actually performed, made or delivered for the COUNTY OF or for the County on behalf of a recipient(s); that the items and specifications therein are correct; that the prices charged therefor are reasonable and just; that no perquisites, commissions or allowances of any kind, other than as stated in the said account, have been or will be paid directly or indirectly, in consideration of the procurement of said articles or services; and that the said item or items contained in this bill or claim have not been, either in whole or any part, paid or satisfied and that the full amount is now justly due and that no part thereof has heretofore been presented for audit or payment.

SIGNATURE DATE

CHILD CARE CERTIFICATE
INSTRUCTIONS TO PROVIDERS

The accompanying child care certificate verifies that the county department of social services has determined that the identified child is eligible to receive a child care subsidy. **You may accept this child care certificate at any time during the service period indicated in the center block.** The county department of social services will make child care payments for the amount you charge other families, less any parent fee indicated, up to the market rate indicated for the type of program you operate. The parent will pay the parent fee directly to you.

If you currently contract with the county department of social services, the rate established by your contract will apply unless your contractual obligations have been met.

In order to receive payment for care you have provided, or will be providing, you must return the child care certificate to the county department of social services after completing the following sections:

1. **Vendor ID** If you have been paid by the county department of social services in the past you have been issued a vendor identification number. Enter that number, if known.

2. **Vendor Name and Address** Fill in your program's name and address where the program is located. If you are a family day care, group family day care or informal child care provider and do not have a name for your program fill in your own name and address.

3. **Permit/Registration ID #:** This is the number of your State license or registration. If you are not a regulated child care provider, you must complete and return an enrollment form with the child care certificate. If you do not have an enrollment form, call _____ at _____.

4. **Check Appropriate Category** Check the line that indicates the type of child care you provide. **Caregivers of legally exempt group child care should check the day care center line.** The market rate following the category you check is the maximum amount that the county department of social services will pay for the care you provide.

5. **Check whether services have or will be provided**

6. **Days of Care Provided** List the days of the week on which care has been, or will be, provided (e.g., Monday, Tuesday, Thursday).

7. **Hours of Care/Day** Identify how many hours of care have been, or will be, provided each day (e.g., 11 hours per day).

(OVER)

8. **Hours of Care/Week** Identify how many hours of care have been, or will be, provided for the total week (e.g., 44 hours).

9. **$ Amount Week Billed** Fill in the amount that you will be charging per week for the amount of care previously listed.

If services **have been provided during the service period indicated** you must complete, sign and date the statement at the bottom of the child care certificate.

If services **have not been provided during the service period indicated** you should enter a zero (0) in the statement at the bottom of the child care certificate and sign and date it.

Keep the yellow copy of the child care certificate for your records. Return all other copies to the county department of social services by the date indicated.

Upon receipt of the completed child care certificate, and enrollment form if care is to be provided by a caregiver of informal child care or a caregiver of legally exempt group child care, the county department of social services will process payment for services already provided and will send you information regarding how on-going payments will be made.

If you need assistance in completing the child care certificate, please call:

_____

_____

_____

SYSTEM INSTRUCTIONS:
CHILD CARE AND DEVELOPMENT BLOCK GRANT

Open a WMS/Services case following the usual conventions. The Direct Service Type must be 03 with or without a suffix code. To process a child care certificate and authorize payment three POS lines are required.

Line #1 (To be completed at the time the child care certificate is issued). Complete the POS line as follows:

LN - Line number of Day Care recipient.

Service Type - A valid Day Care Service Type between 30 and 37 or 3A and 3G, with or without a suffix.

POS Authorization Period - Up to 30 day period covered by the certificate.

Rate Amount - Maximum certificate amount (center rate for the 30 day period authorized).

Rate Period - S (Single Issue).

Maximum Time Units per Frequency Interval (MTU/FI) - Leave blank.

PUB/PRI - 2 (public) or 3 (private).

PSS - 01 (new)

Provider/Vendor ID - leave blank.

Provider Name - Enter eight character certificate number in V9999999 format, in first eight positions of the field (left justify).

Provider Address - leave blank.

Fees - system generated.

When the child care certificate is returned by the provider, change the PSS code on line #1 from 01 to 03. This will delete the original certificate line. PSS code 04 should be used only if the original certificate line is in error.

Complete line #2, the initial payment line, as follows:

LN - Line number of Day Care recipient.

Service Type - Valid Day Care Service Type (30-37 or 3A-3G) with or without a suffix.

POS Authorization Period - Up to 30 day period covered by certificate.

Rate Amount - Actual numeric dollar amount.

Rate Period - S (Single Issue).

MTU/FI - leave blank.

PUB/PRI - 1 if direct payment to recipient; 2 or 3 if vendor payment.

PSS - 01 (new)

Provider/Vendor ID - For PUB/PRI entry of 2 or 3, enter eight character ID for vendor payment; leave blank for direct payment to recipient.

Provider Name - Enter eight character certificate number in V9999999 format, in first eight positions of the field (left justify).

Provider Address - leave blank.

Fees - system generated.

Complete the subsequent payment line as follows:

LN - Line number of Day Care recipient.

Service Type - 30-37 or 3A-3G with or without a suffix.

POS Authorization Period - Remainder of authorization period.

Rate Amount - Actual numeric amount.

Rate Period - M (Monthly).

MTU/FI - Months per authorization.

PUB/PRI - 1 if direct payment to recipient; 2 or 3 if vendor payment.

Provider/Vendor ID - Leave blank for direct payment to recipient; enter actual ID for vendor payment.

Provider Name - leave blank for direct payment to recipient; entry is optional for vendor payment.

Provider Address - leave blank for direct payment to recipient; optional for vendor payment.

Fees - system generated.

NOTES:

1. When authorizing payment for a caregiver of legally exempt group child care use the day care center POS codes, either full-time (36) or part-time (37) as applicable.

2. All vendors who will receive payment via the WMS authorization must be loaded onto the local BICS file.

3. Fees are system generated and apply only to the first POS line for each services family unit.

LETTER TO CHILD DAY CARE PROVIDERS

Dear Child Day Care Provider:

Effective October 1, 1992 New York State is implementing a child care certificate program as mandated by the federal Child Care and Development Block Grant (CCDBG) Act of 1990. This program must be implemented in order for New York State to continue to receive federal CCDBG funds. The purpose of this letter is to explain how the child care certificate program may affect you as a child day care provider.

When the child care certificate program is implemented, the county department of social services must inform families who are determined eligible to receive child care subsidies through the CCDBG (and other programs at county option) that they may:

1) choose to have care provided by one of the child day care providers with which the county department of social services has contracted for the provision of child care services; or

2) request a child care certificate which enables the parents to select from a wide range of child care arrangements including care by child day care providers, caregivers of informal child care and caregivers of legally exempt group child care.

Parents must be given full choice in selecting or arranging for the purchase of child care services from any of the child care providers listed above, including sectarian providers. In addition, the county department of social services must provide parents with information to assist them in making an informed choice of child care arrangements.

Parents who request a child care certificate will be given one certificate for each child who needs care. The parent may give the child care certificate to the child care provider selected to care for the child. **The child care certificate is your assurance that the county department of social services has determined that the child named is eligible to receive a child care subsidy and that the county department of social services will be making payments for services provided within the limits indicated.** You may accept child care certificates that have been issued by any county. If you accept a certificate from another county the market rate limit for the county in which you are located will be applied.

Consistent with licensing and registration regulations and federal CCDBG requirements, the certificate program requires that all child care providers must allow parents unlimited and on demand access to their

children, to written records regarding their children, and to the providers caring for their children during the normal hours of operation and whenever children are in the provider's care. In addition, parents have the right to inspect on demand during the program's hours of operation any area of the child care facility to which the child has access or which could present a hazard to the health or safety of the child.

A sample child care certificate and the instructions to providers are enclosed. The enclosed samples will be used in all areas of the state except Erie County and New York City. While the actual form and instructions for completion used in these two areas will vary from the samples, all the requirements previously discussed apply to the child care certificate programs which these counties implement.

When a parent presents you with a child care certificate and you accept the child for enrollment in your program, you should complete the sections outlined in the instruction sheet and return by the date indicated to the county department of social services which issued it.

If you have questions regarding how the child care certificate program will be implemented in your county, please call the day care unit of your county department of social services.

The child care certificate program provides the opportunity to increase the child care options that are available to low income families. We look forward to working with you to assure that quality child care services are available for all children in New York State.

Sincerely,

Jo Ann Friedell, Director
Bureau of Early Childhood Services