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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-22

Date: March 10, 1993

Division: Services and Community  
Development

TO: Local District Commissioners

SUBJECT: Child Care and Development Block Grant (CCDBG) Subsidy  
Program Allocation

ATTACHMENTS: A-District Allocation and Maintenance of Effort Level  
for Child Care Services (not available on-line)  
B-Statement of Intention to Participate (available  
on-line)  
C-CCDBG Subsidy Program Plan (available on-line)

The purpose of this Local Commissioners Memorandum (LCM) is to transmit each social services district's allocation of second year funding for child care subsidies under the federal Child Care and Development Block Grant (CCDBG) Act of 1990 for the period beginning October 1, 1992 and each social services district's CCDBG maintenance of effort level. The CCDBG Act of 1990 provides for day care subsidies for eligible families in need of child care in order to work or to attend an approved job training or educational program or who are receiving or need to receive child protective services. Please refer to 92 LCM-1 dated January 2, 1992 for additional program information.

Social services district participation in the program is optional. No matching funds are required by social services districts. Each social services district must apply by submitting an annual Statement of Intention to Participate and CCDBG program plan. Expenditures by a social services district of any CCDBG subsidy funds after October 1, 1992 will not be reimbursed unless the social services district has implemented the child care certificate program detailed in 92 LCM-138.

#### ALLOCATIONS

CCDBG program funds are granted to New York State on a federal fiscal year basis. The second year of the program began October 1, 1992. New York State intends to utilize \$29,710,902 of the second year CCDBG grant for funding of child care subsidies. Listed in Attachment A is the CCDBG subsidy program allocation for your social services district for the second year of the CCDBG program.

CCDBG subsidy funds are allocated on the following basis: fifty percent for New York City, and fifty percent for social services districts outside of New York City. CCDBG program funds are subject to an annual federal allocation. While it is anticipated that funding will remain at the current levels, it is possible that allocations to social services districts may vary in subsequent years.

#### MAINTENANCE OF EFFORT LEVELS

In accordance with federal requirements for participation in the CCDBG subsidy program, a social services district must meet a maintenance of effort (MOE) level of spending in the calendar year of 1992 for child care services as established by the New York State Department of Social Services (Department). The MOE level is calculated by totaling expenditures in calendar year 1990 for child care services claimed under the following categories: Social Services Block Grant (Title XX), Low Income Day Care and administrative costs (local share met with donated funds/in-kind contributions and recipient fees are not included in the calculation of the MOE), Transitional Child Care, At Risk Low Income Child Care, Emergency Assistance to Families, Job Opportunity and Basic Skills Training (JOBS)/Cash Grant for child care, Mandated and Optional Preventive child day care, and Pre-and Post-Indicated Protective child day care. CCDBG funds cannot be used to meet the MOE dollar amount.

Social services districts that elect to participate in the CCDBG program and do not meet their MOE may not be eligible for future CCDBG funds and may jeopardize New York State's current and future allocation of CCDBG funds. The MOE for your social services district is listed in Attachment A.

#### HOW TO APPLY

Social services districts must indicate whether they intend to participate in the second year CCDBG Subsidy Program by completing Attachment B, "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program." This statement must be returned by March 31, 1993.

Social services districts must also submit and receive approval of the CCDBG plan pages which have been incorporated into the Child Care Component of the 1992-1993 JOBS Plan, (pages 59a, 59b, and 59c). See 92 LCM-99, "1992-1993 Social Services District JOBS Plan: Guidelines and Plan Document". The plan requires information regarding implementation of the CCDBG subsidy program by the social services district, anticipated participation levels, and anticipated gross expenditures. Social services districts which submitted and received approval of their CCDBG program plan pages as part of their 1992-1993 JOBS Plan have already complied with this requirement.

Social services districts that did not submit the CCDBG plan pages and now elect to participate may do so by submitting Attachment C, CCDBG Subsidy Program Plan, by March 31, 1993.

Social services districts that elect not to participate or that do not have an approved CCDBG plan by March 31, 1993 may have their subsidy allocation reallocated to other participating social services districts. Further instructions regarding the reallocation of CCDBG subsidy program funds will be provided in a subsequent Department release.

#### CLAIMING INSTRUCTIONS

In order for the Department to meet federal financial reporting requirements of CCDBG expenditures for the federal fiscal year ending September 30, 1993 all CCDBG claims for funds allocated for the federal fiscal year beginning October 1, 1991 (first year of CCDBG) and October 1, 1992 (second year of CCDBG) must be liquidated by September 30, 1993. The Department will not allow social services districts to carryover unspent funds into the next federal fiscal year. Each social services district will have one reimbursement ceiling for each annual period. Final claims of expenditures made for the period October 1, 1992 through September 30, 1993 must be submitted by November 8, 1993. Any CCDBG funds that remain unspent will be reallocated to the extent permitted by federal regulations.

CCDBG program expenditures for child care subsidies should be claimed on the 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 of the Department's Fiscal Reference Manual.

CCDBG expenditures should be reported on the Schedule G-2B, Summary of Payments for Day Care-Services Authorization (DSS 2109B) for the Service Types currently accommodated on the form. Expenditures made under the Services Types currently allowed, but previously excluded from the Schedule (30, 31, 3B, 3C, 3D, 3E, 3F, 3G), should be reported, beginning with the January 1993 claims, on the G-2B, 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 prior to January 1993.

There is currently no reimbursement for CCDBG administrative costs. However, subject to legislative action, administrative costs incurred after April 1, 1993 may be reimbursable from the social services districts Low Income Day Care allocation. Districts will be notified of any changes after the State budget is passed.

#### SYSTEMS INSTRUCTIONS

The CCDBG program is supported in the reporting and authorization of services in the WMS Services system. Service Type Suffix L is used to identify the Child Care and Development Block Grant child care subsidy program. 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. WMS now supports payments issued directly to the recipient.

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CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Susan Duchnycz of the Bureau of Early Childhood Services at 1-800-342-3715, extension 4-9324, or dial direct (518) 474-9324; User ID SVC101.

If you have any fiscal questions, please contact the Bureau of Financial Management:

Upstate-Roland Levie of the Bureau of Financial Management at 1-800-342-3715 extension 4-7549 or dial direct (518) 474-7549; User ID AX2060.

Metropolitan-Marvin Gold at (212) 804-1108; User ID 0FM270.

If you have any WMS system questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-342-3727 or dial direct (518) 432-2932, User ID 0fl130.

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Frank Puig  
Deputy Commissioner  
Division of Services and Community  
Development



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.

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. Susan Duchnycz  
NYS Department of Social Services  
Bureau of Early Childhood Services  
40 North Pearl Street 11-B  
Albany, New York 12243-0001



4. For each federal, state and optional priority selected, the social services district must provide detailed information on how it will target each population for child care services. This could include such activities as sending information to organizations to encourage referrals, posting information in appropriate areas throughout the district, and streamlining the referral process with agencies which serve these populations. The social services district also must describe how it will ensure that each population mentioned will receive priority for child care services. This could include methods such as moving families with characteristics identified as priorities to the top of the waiting list for services.

Targeting: (Be sure to include all priority populations previously identified.)

Prioritization: (Be sure to include all priority populations previously identified.)

5. Who (by title and work unit) will be responsible for eligibility determinations and authorization of CCDBG child care subsidies? If more than one unit is responsible, please specify the tasks of each.
  
6. Who (by title and work unit) is responsible for offering parents the choice of using one of the district's contract providers or being issued a child care certificate?
  
7. Who (by title and work unit) is responsible for providing potential CCDBG clients with the full range of child care providers who are eligible for reimbursement?
  
8. Who (by title and work unit) is responsible for assisting parents in locating child care? If your organization involves referral of clients from one unit or outside agency to another for any portion of the process, describe each unit's or agency's roles and responsibilities and the interface between groups.
  
9. Describe how the social services district ensures that parents make the final decision regarding the selection of an eligible child care provider for the CCDBG program.
  
10. Who (by title and work unit) is responsible for reviewing the "Enrollment of Caregiver of Informal Child Care" and "Enrollment of Caregiver of Legally Exempt Group Child Care" forms and verifying that the providers selected by the parents are eligible for reimbursement for CCDBG services.

Date \_\_\_\_\_

Commissioner's Signature \_\_\_\_\_