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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 95 LCM-136

Date: December 22, 1995

Division: Services and  
Community  
Development

TO: Local District Commissioners

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

ATTACHMENTS: A: Child Care and Development Block Grant Allocation and  
Maintenance of Effort Level (Available On-Line)  
B: Statement of Intention to Participate-CCDBG  
(Available On-Line)  
C: CCDBG Child Care Plan (Available On-Line)

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocation and maintenance of effort for the Child Care and Development Block Grant subsidy program for the period beginning October 1, 1995. The Child Care and Development Block Grant Act of 1990 provides day 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.

The federal share of program costs is 100%. There is no requirement for a local match in order to access subsidy funds under the CCDBG program. Social services districts may apply local funds to maintain or expand programs. Social services districts electing to participate in the CCDBG program must provide such services in accordance with the rules set forth in Section 415 of the Department's regulations.

#### ALLOCATION INFORMATION

Child Care and Development Block Grant program funds are awarded to New York State on a federal fiscal year basis. There is an increase in the amount of funds to be allocated this year. A portion of the additional funds are allocated to reflect changes in market rates and also according to the child population in need of child care. Attachment A indicates your district's allocation of CCDBG subsidy funds for the period beginning October 1, 1995 and ending September 30, 1996.

CCDBG program funds are subject to an annual federal allocation. Depending upon federal appropriation, and reauthorization of the CCDBG Act, it is possible that allocations to social services districts may vary in subsequent years. Although the State has the authority to reallocate CCDBG funds that are not used by participating districts, no reallocation of funds is anticipated to meet expenditures in excess of district allocations due to the growth in the subsidy programs.

#### MAINTENANCE OF EFFORT

CCDBG funds must not be used to supplant other federal, State, or local funds used for child care services. In order to participate in the CCDBG subsidy program, social services districts must maintain spending for child care services at a level established by the Department in accordance with federal CCDBG rules. 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 (LIDC) 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 (ARLICC), 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 expenditures cannot be used to meet the MOE dollar amount.

Social services districts must meet the maintenance of effort level in calendar year 1995 and in subsequent calendar years. 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 each social services district is listed in Attachment A.

#### HOW TO APPLY

All social services districts must indicate whether they intend to participate in the CCDBG Subsidy Program by submitting Attachment B, "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program". This statement must be returned by December 15, 1995

Social services districts must have an approved plan for the provision of CCDBG services in order to be reimbursed for CCDBG expenditures. Social services districts which submitted and received approval of their CCDBG program plan pages as part of their 1994-96 JOBS Plan submission have complied with this planning requirement. Social services districts that did not include CCDBG as part of their 1994-96 JOBS Plan submission and which

now elect to participate in the CCDBG program must submit and receive approval of Attachment C, "CCDBG Child Care Plan". Please return completed pages to:

Ms. Eileen Mahoney  
New York State Department of Social Services  
Bureau of Early Childhood Services  
40 North Pearl Street - 11B  
Albany, New York 12243-0001

The Department may reallocate those funds designated for social services districts that elect not to participate in the CCDBG program, or that do not have an approved CCDBG program plan by January 30, 1996, to participating social services districts.

#### 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). Total expenditures should be reported on line 2 (Day Care Services For Children), column 8 (Block Grant Day Care). Enter on line 18, column 8 (Fees Collected) total fees required from families responsible for paying a fee. Please note these line instructions pertain to the Schedule H version with an April, 1995 revision date.

Instructions for claiming administrative expenditures are contained in Manual Bulletin 143b, Local Cost Allocation Manual for Schedule D-2, Chapter 9. Administrative expenditures for CCDBG are claimed on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B) on line 5, "Day Care Block Grant" in Section I and II.

For social services districts which participate in both the LIDC and CCDBG subsidy programs, reimbursement for expenditures relating to program administration and activities which improve availability of day care shall be limited to ten (10) percent or \$25,000, whichever is greater of the social services district's combined allocations for the LIDC program and the CCDBG subsidy program, up to a maximum of \$400,000. Expenditures for administrative costs, with the exception of countywide A-87 costs, will be reimbursed from the social services district's LIDC allocation, not the CCDBG subsidy program allocation. Note that the countywide A-87 costs allocated to the CCDBG program will be 100% local share since there is no State reimbursement for these costs. Districts that incur excess CCDBG administrative expenditures will have their claims adjusted to the administrative cost ceiling by the Department.

CCDBG claims for funds allocated for the period beginning October 1, 1995 must be liquidated by September 30, 1996. Social services districts cannot carry over unspent funds into the next federal fiscal year. Final claims of expenditures made for the period October 1, 1995 through September 30, 1996 must be submitted by November 8, 1996. 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 is covered in Chapter 13 of Manual Bulletin 143b. The local share of those costs (with the exceptions of the A-87 costs) would be reimbursed through the new line item that will be displayed on the State settlement form.

#### 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 4-9324 or direct dial (518) 474-9324. Ms. Mahoney also may be contacted on-line, OFISLINK User ID #SVC109.

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.

If you have any WMS 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 OFL130.

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Suzanne Zafonte Sennett, Director  
Bureau of Early Childhood Services

Child Care Development Block Grant  
Allocation and Maintenance of Effort Level  
October 1, 1995 - September 30, 1996

<u>DISTRICT</u>	<u>ALLOCATION</u>	<u>MAINTENANCE OF EFFORT</u>
ALBANY	364,147	1,911,771
ALLEGANY	23,338	30,230
BROOME	310,027	698,851
CATTARAUGUS	57,193	74,111
CAYUGA	43,935	73,984
CHAUTAUQUA	341,593	329,333
CHEMUNG	231,861	485,146
CHENANGO	112,191	144,463
CLINTON	109,840	245,540
COLUMBIA	64,964	96,787
CORTLAND	140,637	160,422
DELAWARE	140,982	170,778
DUTCHESS	311,660	432,338
ERIE	2,265,332	3,099,372
ESSEX	75,684	108,524
FRANKLIN	95,071	123,980
FULTON	27,902	18,117
GENESEE	106,835	160,137
GREENE	82,164	165,597
HAMILTON	200	2,300
HERKIMER	55,629	111,072
JEFFERSON	103,910	129,894
LEWIS	36,150	78,027
LIVINGSTON	104,568	247,638
MADISON	119,057	135,771
MONROE	1,713,798	8,345,935
MONTGOMERY	59,221	45,915
NASSAU	2,058,358	5,429,823
NEW YORK CITY	16,719,485	170,673,775
NIAGARA	501,977	1,371,086
ONEIDA	436,673	1,177,412
ONONDAGA	1,002,514	2,687,531
ONTARIO	101,641	145,096
ORANGE	262,761	300,247
ORLEANS	83,943	144,913
OSWEGO	110,003	137,949
OTSEGO	202,430	219,546
PUTNAM	69,063	108,097
RENSSELAER	102,939	264,527
ROCKLAND	557,086	1,207,152
ST. LAWRENCE	308,812	358,777
SARATOGA	90,013	77,511
SCHENECTADY	132,438	1,209,072
SCHOHARIE	36,271	39,168
SCHUYLER	31,989	50,410

SENECA	58,911	72,419
STEUBEN	613,428	1,035,390
SUFFOLK	1,429,279	4,625,758
SULLIVAN	122,286	163,996
TIOGA	99,782	158,449
TOMPKINS	142,872	276,022
ULSTER	248,962	409,549
WARREN	35,764	124,353
WASHINGTON	125,489	242,598
WAYNE	52,128	51,868
WESTCHESTER	909,453	5,856,914
WYOMING	59,059	75,895
YATES	29,403	58,671

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 October 1, 1995.

\_\_\_\_\_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 Department regarding the implementation of the Child Care and Development Block Grant program in that district:

- o the Local Commissioners Memorandum allocating the Child Care and Development Block Grant funds for 1995 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 Department; 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 this LCM.

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