

**NYS Office of Children & Family Services  
Division of Child Care Services  
Statewide Child Care Disaster Plan  
Revised January 12, 2016**

**Purpose:**

This plan has been drafted to formalize the manner in which the New York State Office of Children and Family Services will address the needs of children in child care services provided through programs authorized under the Child Care Development Block Grant of 2014 (CCDBG Act of 2014,) including the need for safe child care, for the period before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as such terms are defined in section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122)).

**Scope:**

This plan applies to all Licensed and Registered child care providers and programs receiving monies under the CCDBG Act of 2014. It is considered an annex of the OCFS Continuity of Operations Plan and is used to support operations of the Division of Child Care Services (DCCS).

**Coordination of Activities and Collaboration with other State Agencies:**

OCFS is a standing member of the NYS Disaster Preparedness Commission (DPC) which is comprised of the commissioners, directors or chairpersons of 28 State agencies and the American Red Cross. The responsibilities of the DPC include: the preparation of State disaster plans; the direction of State disaster operations and coordinating those with local government operations; and the coordination of federal, State and private recovery efforts. OCFS is a member of the Human Services Committee which is a subset of the DPC, and holds the responsibility to co-lead the committee responsible for establishing Disaster Assistance Centers. Disaster Recovery Centers (DRCs) are generally opened jointly by FEMA and the State following an Individual Assistance (IA) declaration for the respective county. The group coordinates activities to provide individuals with access to State, Federal, Local and Non-governmental disaster assistance programs available. In the absence of a Federal declaration, the State may open a center, which will usually be called a Disaster Assistance Service Centers (DASCs). Common events that prompt the need for disaster assistance centers may include flooding, hurricanes, aircraft/ mass casualty incidents, ice storms, tornadoes, earthquakes, or other natural, technological or manmade hazards.

Through the work with the DPC, OCFS has been able to address the considerations of child care in to the New York State Emergency Management Plan- Human Services Annex.

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**Coordination of Activities and Collaboration with local resource and referral organizations, the State resource and referral system, and the State Advisory Council on Early Childhood Education and Care:**

The DCCS Deputy Commissioner serves as a member of the NYS Early Childhood Advisory Council (ECAC.) Participation in the ECAC promotes the building of connections among state, regional, and community organizations, by integrating resources into a unified system focused on meeting the needs of children and families. In terms of local collaboration, the statewide network of Child Care Resource and Referral (CCR&R) agencies is an integral component of the New York State child care service system. When NYS faces emergency situations, the statewide network of CCR&Rs is utilized because they are often located in the impacted communities and have the most direct communications with the child care providers. DCCS considers the CCR&Rs as one of the primary resources when help is needed for child care communities and will continue to rely on them as a community partner.

**Requirements for Providers:**

Regulations for Family Day Care and Group Family Day Care implemented May 1, 2014 require programs to establish an emergency plan for the child care site which includes information on evacuation, relocation, shelter-in-place and lock-down procedures, procedures for communication and reunification with families, continuity of operations, training of staff, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

Regulations for Day Care Centers and School Age Child Care Programs implemented June 1, 2015 require programs to establish an emergency plan for the child care site which includes information on evacuation, relocation, shelter-in-place and lock-down procedures, procedures for communication and reunification with families, continuity of operations, training of staff, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

**Continuation of Care:**

DCCS has identified essential functions related to continuation of care. These include the ability to continue subsidy payments to child care providers; to make or extend eligibility determinations for families, child care licensing and registration, and regulatory oversight of providers. Guidance has been established on actions that Local Social Services Districts may take, related to child care services for those families that are eligible under the New York State Child Care Block Grant that have been affected by emergency or disaster. Additional guidance has been developed regarding what options districts may take to assist providers. Examples

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include the ability to extend the eligibility period, expand the definition a child needing protective services, expand the amount of time a district can pay for child care for families seeking employment, expand the number of allowable absences, and expand the number of allowable program closures. DCCS also has procedures in place for expediting the application for issuance of a license or registration to aide in relocation of a program, or operation in temporary space following an emergency or disaster. *(See Annexes A-D for additional information)*

**Reference Documents (attached):**

Annex A- Local Social Services District Fact Sheet

Annex B- Provider Fact Sheet

Annex C- District Request for Waiver

Annex D- Program Assessment

Annex E- CCR&R Directory

**Reference Documents for Internal Use Only\*:**

NYS OCFS Continuity of Operations Plan Activation and Notification Checklist

NYS OCFS Continuity of Operations Plan Essential Functions- DCCS

NYS OCFS Continuity of Operations Quick Reference Sheet- DCCS

NYS OCFS Continuity of Operations Unit Resources- DCCS

\* Internal documents which cannot be released outside OCFS

## **Local Social Services District Fact Sheet**

This fact sheet identifies actions that Local Social Services Districts may take, related to child care services for those families that are eligible under the New York State Child Care Block Grant that have been affected by \_\_\_\_\_, and also identifies what options districts may take to assist providers.

### **Family Assistance**

Listed below are options that districts have to pay for child care services. These options must be listed in the district's Child and Family Services Plan. If a district wishes to include any of these options in its Child and Family Services Plan or expand any of these options the district will need to request a plan amendment.

To streamline the amendment process the district only needs to complete the attached form and send the completed form to the New York State Office of Children and Family Services, Division of Child Care Services. If the district selected one of the preprinted checklist options they may consider the amendment request approved. If a district wants to amend or modify an option that is not on the preprinted checklist they may contact \_\_\_\_\_ at (518) \_\_\_\_\_ to discuss the amendment or modification.

- The U.S. Department of Health and Human Services, Administration for Children and Families has allowed states to broaden the definition of child protective services. The New York State Office of Children and Family Services has agreed to provide local social services districts with the option of broadening the definition of child protective services to displaced families or families suffering from the effects of the disaster to permit emergency eligibility to include children living in Federal or State declared disaster emergency areas. Such children may be deemed to be in need of protective services and as such, child care assistance for child protective reasons can be granted to affected families without regard to income.
- Expand the amount of time a parent/caretaker has to seek employment beyond six months. Districts have the discretion to determine how long they wish to extend the time frame.
- Provide child care services to families that are homeless.
- Increase the maximum number of allowable program closures. Districts have the discretion to determine how long they wish to extend the time frame.
- Increase the maximum number of allowable absences. Districts have the discretion to determine how long they wish to extend the time frame.
- Districts can declare families affected by an event a priority population.

### **Other Options Districts Can Take To Assist Families**

- Families whose eligibility for child care assistance is ending can continue to receive assistance for an additional month without the district or family completing a recertification.
- Disaster relief is not countable income.
- Rollover funds can be used, to the extent they are available, to assist these families.
- If schools are not open in the disaster affected area because of the disaster, children of school age will be able to receive care until the schools are open. Also, if schools are open

school age children will not be eligible for care in the disaster affected area until after the school day is complete.

**Provider Assistance**

- Quality funds can be used to assist child care programs to make minor repairs or remodeling, particularly if necessary to meet applicable standards for health and safety. Quality funds cannot be used for major renovations.
- Districts have the option to temporarily suspend their verification of child's attendance if a provider's records were destroyed due to a disaster.

### Child Care Provider Fact Sheet

This fact sheet identifies assistance that may be available to help child care providers affected by \_\_\_\_\_.

- Child care providers whose child care site has sustained damage by \_\_\_\_\_ should contact their licensor or registrar to determine if the site meets regulatory requirements. If the child care site needs to be relocated the provider should work with their licensor or registrar. The licensor or registrar will work with you to expedite the application process.
- Child care providers whose child care site has been affected by \_\_\_\_\_ should first contact their insurance carrier to determine if they have coverage.
- Child care providers whose child care site has been affected by \_\_\_\_\_ may contact the Small Business Association (SBA) for financial assistance. Representatives from SBA will be located at the disaster center. For more information about SBA you may want to visit their website at [www.us.sba.gov](http://www.us.sba.gov)
- Child care providers whose child care site has been affected by \_\_\_\_\_ may also contact the Federal Emergency Management Agency (FEMA). To start the reimbursement process you must go through FEMA's website. Here's the link: <http://www.fema.gov/assistance/index.shtm>
- If your billing records have been destroyed or you no longer have access to the Child Care Time and Attendance system work with your local social services district representative to find out what other options are available.
- Child care providers may want to let their families know that they can apply for child care assistance at the disaster center, local district (if open) or by mail.
- Normally when families apply for child care assistance they must provide documentation of identity, residency, citizenship and household composition. As a result of a disaster, if their documentation has been destroyed a written declaration of their identity, residency, citizenship and household composition will suffice. Upon receipt of temporary identification, or new permanent identification you will need to submit it to the local social services district as soon as it is practical.
- Families whose eligibility for child care assistance is ending within 30 days of \_\_\_\_\_ will continue to receive child care assistance for an additional 30 days from their original end date without the family needing to apply for recertification.
- If the families child care assistance has ended and the circumstances that lead to their case closing have changed they should reapply as they may be eligible.

Annex C- District Request for Waiver  
Statewide Child Care Disaster Plan  
3/2/2015

Date:

To: Janice M. Molnar, Ph.D.  
Deputy Commissioner  
New York State Office of Children and Family Services  
Division of Child Care Services  
52 Washington Street, Room 309S  
Rensselaer, NY 12144

From County:

\_\_\_\_\_ Department of Social Services is requesting a waiver under Title 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) §407.11 related to the provisions of Title 18 of the NYCRR § 407.10, which sets forth the requirements for plan amendments. Our department is requesting this waiver to the plan amendment requirements so our department can offer immediate and greater child care assistance to families that have been affected by a disaster as detailed below. Our department needs this waiver to be able to provide that immediate and greater child care assistance without having to follow the process detailed in Title 18 of the NYCRR § 407.10. Our district cannot follow the standard process because the timeframe to complete the standard amendment process is too long for this emergency and would leave many families without the care and assistance needed. It is for these reasons that I request that the requirements of Title 18 of the NYCRR § 407.10 be waived for the extent of the disaster recovery period.

(Please check all applicable amendments that your district wants to include in its Child and Family Services Plan.)

\_\_\_\_\_ Department of Social Services is requesting to amend its Child and Family Services Plan as follows:

1 \_\_\_\_\_ Department of Social Services will amend its plan to pay for child care services for child protective reasons for affected children in areas that have been declared a federal or State disaster area for the following period of time \_\_\_\_\_.

2 \_\_\_\_\_ Department of Social Services will amend its plan to pay for child care services for parents/caretakers seeking employment for a period of up to \_\_\_\_\_ months.

3 \_\_\_\_\_ Department of Social Services will amend its plan to pay child care providers for allowable absences. \_\_\_\_\_ Department of Social Services agrees to pay for \_\_\_\_\_ number of absences per eligible child.

4. \_\_\_\_\_ Department of Social Services will amend its plan to pay for program closures. \_\_\_\_\_ Department of Social Services agrees to pay for \_\_\_\_\_ number of program closures per eligible program.

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In the event that there are additional standards not reflected on this form, please feel free to add them to this form.

Commissioner signature: \_\_\_\_\_

**Program Assessment**

Name of program: \_\_\_\_\_

CCFS#: \_\_\_\_\_

Name of person contacted: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Has your program been impacted by the event? If so, how?
- 2) Are you currently providing care or do you plan to resume care? If so, when?
- 3) Is there damage to the program's physical plant/structure or on the premises? If so, what type of damage, ie: water damage, electrical damage/wires down, flooding on premises, gas line interruption, etc...please describe?
- 4) If there is damage, does it create an unsafe environment for children? How?
- 5) Are there 2 means of egress from the building?
- 6) Is a generator being used as a power source? If so, where is it located in proximity to the program and is it being used in a safe manner, ie: properly ventilated?
- 7) Does the program have electricity?
- 8) Is the program able to provide a safe water source?( bottled water is acceptable)
- 9) What type of heat source is being provided (heat is not a critical factor given the current weather, but kerosene or space heaters are not acceptable. Children should dress appropriately for the weather and blankets can be used)?
- 10) What is the lighting source being used (lighting is not a critical factor; however candles or open flames cannot be used for lighting)?
- 11) Is there sufficient and safe food available? How is refrigerated food being maintained?
- 12) How will sanitation be maintained? Can toilets be flushed and surfaces cleaned? (hand sanitizer in place of soap and water for hand

Annex D- Program Assessment  
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washing and cleaning products may be a substitute for soap and water for washing surfaces)

13) Are there working smoke detectors in the program?

14) Are emergency responders able to be contacted if needed? If so, how?

15) Is there sufficient staff for supervision? Are staff able to get to the program and what is the supervision plan (ratios and group size may be waived if the plan is acceptable)?

16) Is it an option for the program to temporarily relocate to another site with electricity to provide care? If so, where? (a waiver can be issued temporarily if we are able to assess the proposed location)

17) Are there any other safety issues or concerns we should be aware of?

## State Funded CCR&Rs (Revised 08/18/15)

### **Adirondack Community Action Programs, Inc.**

**Counties Served: Essex**

**Mr. Alan Jones, Executive Director** ([ajones@acapinc.org](mailto:ajones@acapinc.org))

Marjorie Zmijewski, Program Manager  
P.O. Box 848, 7572 Court Street – Suite 2  
Elizabethtown, New York 12932

**Phone:** (518) 873-3207

**Fax:** (518) 873-6845

**E-mail:** [margez@acapinc.org](mailto:margez@acapinc.org)

### **Allegany County Community Opportunities and Rural Development, Inc. (Accord)**

**\*Counties Served: Allegany, Cattaraugus, Wyoming**

Lesley Gooch-Christman , Executive Director  
Lynn Langworthy, Deputy Executive Director  
Ms. Christine Cole, Child Care Services Associate Director (585) 268-7605 ext 1227  
PO Box 573, 84 Schuyler Street  
Belmont, New York 14813

**Phone:** (585) 268-7605, Ext. 1231

**Fax:** (585) 365-2749

**Email:** [ccole@accordcorp.org](mailto:ccole@accordcorp.org)

**Website:** [www.accordcorp.org](http://www.accordcorp.org)

\*Child Care Resource and Referral Program Physical site:

171 S. Main Street  
Wellsville, NY 14985  
(585) 268-7605  
(585) 593-7541 (fax)

### **Capital District Child Care Coordinating Council, Inc.**

**Counties Served: Albany, Rensselaer, Saratoga, Schenectady, Fulton, Montgomery**

Ms. Abbe Kovacik, Executive Director

91 Broadway  
Menands, NY 12204

**Phone:** (518) 426-7181 x 327

**Fax:** (518) 426- 9649

**Email:** [akovacik@cdcccc.org](mailto:akovacik@cdcccc.org)

**Website:** [www.cdcccc.org](http://www.cdcccc.org)

### **Chautauqua Opportunities, Inc.**

**Counties Served: Chautauqua**

Ms. Roberta Keller, Exec. Director

Ms. Bonnie Scott-Sleight, CCR&R Director

17 West Courtney Street  
Dunkirk, NY 14084

**Phone:** (716) 366-3333

**Fax :** (716) 366-7366

402 Chandler St

Jamestown, NY 14701

**Phone: (716) 661-9430 x 260**

**Fax:(716) 661-9436**

**Email:** [childcare@chautopp.org](mailto:childcare@chautopp.org)  
**Email:** [bsleight@chautopp.org](mailto:bsleight@chautopp.org); [rkeller@chautopp.org](mailto:rkeller@chautopp.org)  
**Website:** [www.chautauquaopportunities.com](http://www.chautauquaopportunities.com)

**Chemung County Child Care Council, Inc.**

**Counties Served:** Chemung

Ms. Ruth Harvey, Director  
1580 Lake Street – Suite 200  
Elmira, New York 14901

**Phone:** (607) 734-3941, ext 211

**Fax:** (607) 737-7293

**Email:** [rharvey@chemchildcare.com](mailto:rharvey@chemchildcare.com)

**Website:** [www.chemchildcare.com](http://www.chemchildcare.com)

**Child and Family Resources, Inc.**

**Counties Served:** Ontario, Seneca, Yates

Ms. Julie Champion, Executive Director  
263 Lake Street  
Penn Yan, New York 14527

**Phone:** (315) 536-1134 x 304

**Fax:** (315) 536-9918

**Email:** [julie.champion@cfresources.org](mailto:julie.champion@cfresources.org)

Seneca: 115 Fall Street, Seneca Falls, NY 13148, 315-568-0945, Fax: 315-568-0978

Ontario: 41 Lewis Street, Ste 103, Geneva, NY 14456, 315-781-1491, Fax: 315-781-1493

**Website:** [www.cfresources.org](http://www.cfresources.org)

**The Child Care Coalition of Niagara Frontier, Inc. (d.b.a. Child Care Resource Network)**

**Counties Served:** Erie

Lynn Pullano  
1000 Hertel Ave,  
Buffalo NY 14216

**Phone:** (716) 877-6666 Ext. 3016

**Fax:** (716) 877-6205

**Email:** [lpullano@wnychildren.org](mailto:lpullano@wnychildren.org)

**Website:** [www.wnychildren.org](http://www.wnychildren.org)

**Child Care Coordinating Council of the North Country, Inc.**

**Counties Served:** Clinton, Franklin

Ms. Jamie L. Basiliere, Executive Director  
P.O. Box 2640, 194 US Oval  
Plattsburgh, NY 12901

**Phone:** (518) 561- 4999

**Fax:** (518) 561- 6956

**Email:** [jamie@primelink1.net](mailto:jamie@primelink1.net)

**Website:** [www.cccnc.org](http://www.cccnc.org)

**Child Care Council, Inc.**

**Counties Served: Monroe, Livingston, Wayne**

Ms. Barbara-Ann Mattle, Executive Director

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Rochester, NY 14610

**Phone:** (585) 654-4720 [Direct line to BA: 585-654-4727]

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**Email:** [barbara.ann@childcarecouncil.com](mailto:barbara.ann@childcarecouncil.com)

**Website:** [www.childcarecouncil.com](http://www.childcarecouncil.com)

**Child Care Council of Cooperative Extension (Formerly known as Mid-York Child Care Coordinating Council, Inc.)**

**Counties Served: Madison, Oneida, Herkimer**

Ms. Lorraine Kinney-Kitchen, CCRR Director

121 Second Street

Oriskany, NY 13424

**Phone:** 315-223-7850

**Fax:** 315-223-7855

**Email:** [lmk23@Cornell.edu](mailto:lmk23@Cornell.edu)

**Child Care Council of Dutchess & Putnam, Inc.**

**Counties Served: Dutchess, Putnam**

Ms. Jeanne Wagner, Executive Director

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Poughkeepsie, NY 12603

**Phone:** (845) 473-4141 (Extension-213); Putnam Office: 845-808-1659

**Fax:** (845) 473-4161

**Email:** [jwagner@childcaredutchess.org](mailto:jwagner@childcaredutchess.org)

**Website:** [www.childcaredutchess.org](http://www.childcaredutchess.org)

**Child Care Council of Nassau, Inc.**

**Counties Served: Nassau**

Ms. Jan Barbieri, Executive Director

925 Hempstead Turnpike, Suite 400

Franklin Square, NY 11010

(AS OF MARCH 30<sup>TH</sup> 2015)

**99 Quentin Roosevelt Blvd., Garden City, NY 11530**

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**Child Care Council of Orange County, Inc.**

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**Child Care Council of Suffolk, Inc.**

**Counties Served: Suffolk**  
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**Child Care Council of Westchester, Inc.**

**Counties Served: Westchester**  
Ms. Kathleen Halas  
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Scarsdale, NY 10583  
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**Website:** [www.childcarewestchester.org](http://www.childcarewestchester.org)

**Child Care Resources of Rockland, Inc.**

**Counties Served: Rockland**  
Ms. Jane Brown, Executive Director  
235 North Main Street, Suite 11  
Spring Valley, NY 10977  
**Phone:** (845) 425- 0009 x 417  
**Fax:** (845) 425-5312  
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**Child Care Solutions, Inc.**

**Counties Served: Cayuga, Onondaga**  
Ms. Lori Boles, Executive Director  
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**Website:** [www.childcaresyracuse.org](http://www.childcaresyracuse.org)

**Child Development Council of Central NY, Inc. (doing business as, Child Development Council)** formerly known as Day Care and Child Development Council of Tompkins County, Inc.  
**Counties Served: Cortland/Tompkins**

Ms. Sue Dale-Hall  
609 West Clinton Street  
Ithaca, New York 14850

**Phone:** (607) 273-0259

**Fax:** (607) 273-3141

Ms. Anne Withers, Dir CCRR

111 Port Watson Street  
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**Web:** [www.childdevelopmentcouncil.org](http://www.childdevelopmentcouncil.org)

**Community Action of Orleans and Genesee, Inc.**

**Counties Served: Genesee, Orleans**

Mr. Ed Fancher, Executive Director

Ms. Bonnie Malakie, Director of Children & Youth Services

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Albion, New York 14411

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**Community Action Planning Council of Jefferson County, Inc.**

**Counties Served: Jefferson, Lewis**

Ms. Melinda Gault, Executive Director

Ms. Catherine Brodeur, Project Director x 240

518 Davidson Street

Watertown, NY 13601

**Phone:** (315) 782-4900

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**Website:** [www.capcjc.org](http://www.capcjc.org)

**Day Care Council of New York, Inc.**

**Counties Served: New York City**

Ms. Andrea Anthony, Executive Director

Jon Pinkos, Child Care Division Director

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**Website:** <http://www.dccnyinc.org>

**THE DAY CARE COUNCIL OF NEW YORK, INC and the 4 NYC CCR&R**  
**SUBCONTRACTORS BELOW ADMINISTER**

**THE NEW YORK CITY CHILD CARE RESOURCE AND REFERRAL CONSORTIUM**

**WEBSITE: [www.nycchildcareconsortium.org](http://www.nycchildcareconsortium.org)**

**Four NYC CCR&R subcontractors:**

**Center for Children's Initiatives**

Ms. Nancy Kolben, Executive Director

Ms. Rhonda Carlross Smith, Associate Executive Director

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New York, New York 10001

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**Child Development Support Corporation**

**Counties Served: New York City**

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**Website:** <http://www.cdscnyc.publishpath.com>

**Chinese American Planning Council, Inc.**

**Counties Served: New York City**

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or

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[www.childcarecpc.org](http://www.childcarecpc.org);

**Committee for Hispanic Children & Families, Inc.**

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**Delaware Opportunities, Inc.**

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**Family Enrichment Network, Inc.**

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**Family of Woodstock, Inc.**

**Counties Served: Columbia, Greene, Ulster**

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**Integrated Community Planning Council of Oswego County, Inc.**

**Counties Served: Oswego**

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CCR&R Director

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**Niagara Community Action Program, Inc.**

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**Pro Action of Steuben and Yates, Inc.**

**Counties Served: Steuben and Schuyler**

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**St. Lawrence Child Care Council, Inc.**

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**Schoharie County Community Action Program, Inc.**

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**Southern Adirondack Child Care Network, Inc.**

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**Sullivan County Child Care Council, Inc.**

**Counties Served: Sullivan**

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**Contract for Infant/toddler Regional services for New York City**

**Center for Children’s Initiatives**

**Counties Served: New York City**

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Ms. Rhonda Carlross Smith, Associate Executive Director

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**Membership Organization and Coordinator of CCR&R Services statewide**

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