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

Transmittal No: 91 LCM-180

Date: October 2, 1991

Division: Family and Children
Services

TO: Local District Commissioners

SUBJECT: At Risk Low Income Child Care Program (ARLICC)

ATTACHMENTS: A-District Allocation (not available on-line)
B-Prospective Allocations-Attachment B of 91-LCM-112
(available on-line)
C-Statement of Intention to Participate (available
on-line)
D-At Risk Low Income Child Care Program Plan (available
on-line)

I am pleased to inform you of your allocation for the new IV-A At Risk Low Income Child Care program (ARLICC) for SFY 91-92. This LCM also provides social services districts with information concerning the application, planning, and claiming for the ARLICC program.

ARLICC program funding is available to social services districts for expansion of child care services for families with low income who are not currently receiving public assistance, who need child care in order to accept work or remain employed, and who, without such child care services, would be at risk of becoming eligible for ADC or ADC-U. Program and funding information is detailed in 91 LCM-112, "New Federally Funded At Risk Low Income Child Care Program Under Title IV-A of the Social Security Act," issued June 7, 1991.

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ALLOCATION

ARLICC program funds are granted to New York State on a federal fiscal year basis. The first year of the program is October 1, 1990 to September 30, 1991. The allocation to social services districts is for the period April 1, 1991 to March 31, 1992 and is based upon the actual federal allocation to New York State applied for the first six months, April 1, 1991 to September 30, 1991, of the state fiscal year and an estimate of second year federal funds to be received for the second six months, October 1, 1991 to March 31, 1992 of the state fiscal year. While it is anticipated that federal funding will remain at the current levels, it is possible that allocations to social services districts may vary in subsequent years.

Districts must expend 50% of their total allocation for the period April 1, 1991 to September 30, 1991, and 50% for the period October 1, 1991 to March 31, 1992. Any funds unexpended from the 50% portion of the allocation dedicated for the period April 1, 1991 to September 30, 1991, can not be carried forward to meet expenditures for the October 1, 1991 to March 31, 1992 period nor utilized for any other purpose. The 50% portion designated for the October 1, 1991-March 31, 1992 period may be carried over to the next state fiscal year, as long as it is expended along with the district's new ARLICC allocation for April 1, 1992 through September 30, 1992 by September 30, 1992.

A portion of ARLICC funds has been reserved for the period October 1, 1990 to March 31, 1991 for districts which expanded child care services in anticipation of funding for the ARLICC program.

Program funds are allocated 50% for New York City and 50% for social services districts outside of New York City. Eligible social services districts outside of New York City are allocated funds based upon the social services district's expenditures for the Low Income Day Care Program (LIDC) in SFY 90-91, and the proportionate share of such expenditures to the total expenditures for the LIDC Program in social services districts outside of New York City. The ARLICC program allocation for your social services district is listed in Attachment A.

Any unexpended funds for federal fiscal year 90-91 may be reallocated to districts which have exceeded their ARLICC allocations.

Please note that Attachment B, Prospective Allocations, replaces Attachment B of 91 LCM-112. This attachment demonstrates how the combined funding is structured in order to calculate the maximum gross program size.

HOW TO APPLY

Social services districts must indicate whether they intend to participate in the ARLICC program by completing Attachment C, Statement of Intention To Participate In The At Risk Low Income Child Care Program. This form must be returned immediately.

Prior to submitting any ARLICC claims, the social services district must submit Attachment D, At Risk Low Income Child Care Program Plan. The plan includes information regarding implementation of the ARLICC program by the social services district. Please return completed Attachment C, and Attachment D if participating, to:

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

MATCH REQUIREMENTS

The state share of the ARLICC program is 37.5%. The state share for ARLICC will be deducted from the social services district's Low Income Day Care Program allocation for April, 91 - March, 1992 claims. The social services district match is 12.5% of child care costs and, pursuant to federal statute, 45 CFR Part 257.62, must be in cash. Parent fees will reduce the total cost of care for which reimbursement is claimed. Unrestricted funds donated from private sources may be considered as part of the social services district's share. Funds must be transferred to the district and under the district's administrative control, donated without any restriction which would require their use for assisting a particular individual or organization or at particular facilities or institutions, and must not revert to the donor's facility or use either directly or indirectly.

ARLICC administrative costs are reimbursed at 50% Federal, 25% State, and 25% Local.

There are no additional state matching funds for the period October 1, 1990 to March 31, 1991.

CLAIMING INSTRUCTIONS

Program expenditures for ARLICC made after October 1, 1991 should be claimed on the newly designed Schedule H (Non-Title XX - Services For Recipients). The payments should be claimed on line 2 (Day Care Services For Children), Column 7 (At Risk Day Care). These claiming instructions will be issued in an update to the New York State Fiscal Reference Manual.

Administrative expenditures for ARLICC made after October 1, 1991 should be claimed on the newly revised Schedule D-2 (effective October 1991) Allocation for Claiming of General Services Expenditures, in Sections I and II under column 4 "Title IV-A Child Care." The At Risk Administrative Costs are then broken out in Section III, on lines C.2 and C.4. These claiming instructions will be promulgated through a manual bulletin update of Bulletin 143-b.

Any program and administrative expenditures retroactively identified as ARLICC for October 1, 1990 to March 31, 1991, for which there is no State share, and any expenditures identified as ARLICC, or later adjusted to ARLICC, for the period April 1, 1991 to September 30, 1991, should be claimed on the DSS-3922, (Financial Summary for Special Projects). The child care costs should be claimed on line 12 and marked as "child care". The project name block should be titled "At Risk Child Care". For program costs, districts should claim 50% under the Federal Share column, 37.5% under State Share, and 12.5% of the total amount of expenses as Local Share. The administrative costs are reimbursed at 50% Federal, 25% State, and 25% Local for the At Risk Low Income Child Care Program. Please make sure any administrative expenses retroactively claimed on the DSS-3922 are not claimed on the RF2A claim package during the same periods.

Reimbursement is not available for expenditures related to the recruitment and training of child care providers, resource development, and licensing activities.

The state share for ARLICC will be deducted from the social services district's Low Income Day Care Program allocation for April 1, 1991- March 31, 1992 claims.

All expenditures for the period ending September 30, 1991 must be claimed by November 8, 1991. Due to federal rules regarding claiming and the roll-over of program funds, no exceptions or waivers will be granted for the reimbursement of expenditures submitted after November 8, 1991 for the October 1, 1990-September 30, 1991 period.

Claims for the period October 1, 1991 ending March 31, 1992 should be submitted by May 31, 1992. ARLICC claims submitted after May 31, 1992 will have the state share taken from the state fiscal year 92-93 rather than the state fiscal year ending March 31, 1992.

SYSTEMS INFORMATION

In WMS districts, ARLICC will be supported in the reporting and authorization of services in the WMS Services system. Service type suffix M will be used to designate IV-A At Risk Low Income Child Care. A WMS Service case must include the Direct Service Type 03M and the corresponding POS service type of 32M through 37M. Use of POS 30, 31, 3A, 3D, 3E, 3F and 3G with suffix M will be a future system enhancement.

The balance of the POS line will be authorized in the usual manner.

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CONTACT PERSON

If you have any questions concerning the At Risk Low Income Child Care program, please contact Susan Duchnycz at the Bureau of Child Care at 1-800-342-3715 extension 4-9324, or dial direct (518) 474-9324.

If you have any claiming questions, please contact Roland Levie (Upstate) at 1-800-342-3715 ext. 4-7549 or dial direct (518) 474-7549 or Marvin Gold (Metro) at (212) 804-1108.

If you have any system questions, please contact Gerald Seeley at 1-800-342-3727 or dial direct (518) 432-2932.

Joseph Semidei
Deputy Commissioner
Division of Family and Children Services

ATTACHMENT B

PROSPECTIVE ALLOCATIONS

Example of Calculating Maximum Gross Program Size with ARLICC and LIDC Allocations

At the beginning of the state fiscal year, County X receives a state LIDC allocation of \$600,000 and a federal ARLICC allocation of \$275,000. In order to calculate the maximum gross program size which would be fully reimbursable with these two allocations, the local district should make the following calculations.

\$275,000	federal share ARLICC @50%
<u> /50%</u>	divided by 50% for gross program size
\$550,000	gross ARLICC program
<u> * 37.5%</u>	
\$206,250	state share ARLICC
\$550,000	gross ARLICC program
<u> * 12.5%</u>	
\$68,750	Local share ARLICC (cash only)
\$600,000	state LIDC allocation
<u>-206,250</u>	less state ARLICC match
\$393,750	state share LIDC
<u> /87.5%</u>	divided by 87.5% for gross program size
\$450,000	LIDC gross program
<u> * 12.5%</u>	
\$ 56,250	local share LIDC (cash/in-kind)

	<u>Gross</u>	<u>Federal</u>	<u>State</u>	<u>Local</u>
LIDC	\$ 450,000.00	\$0.00	\$393,750.00	\$56,250.00
ARLICC	\$ <u>550,000.00</u>	<u>\$275,000.00</u>	<u>\$206,250.00</u>	<u>\$68,750.00</u>
Total	\$1,000,000.00	\$275,000.00	\$600,000.00	\$125,000.00

Districts must expend 50% of their total ARLICC allocation for the period April 1, 1991 to September 30, 1991, and 50% for the period October 1, 1991 to March 31, 1992. The 50% portion designated for the October 1, 1991-March 31, 1992 period may be carried over to the next state fiscal year, as long as it is expended along with the districts new allocation for April 1, 1992 through September 30, 1992 by September 30, 1992.

Administrative costs are not included in the above calculations. For the Low Income Day Care Program, reimbursement for administrative costs is limited to eight (8) percent of the allocation available to the district or \$25,000, whichever is greater. The maximum reimbursement is \$350,000. For ARLICC, the administrative costs are reimbursed at 50% Federal, 25% State, and 25% Local.

ATTACHMENT C

STATEMENT OF INTENTION TO PARTICIPATE
IN THE AT RISK LOW INCOME
CHILD CARE PROGRAM

DISTRICT: _____

This district intends to participate in the At Risk Low Income Child Care Program.

Yes _____ No _____

This district assures that the At Risk Low Income Child Care Program funds will not be used to supplant any other federal or state funds used for child care services.

Yes _____ No _____

This district intends to implement the program on (date): _____

Approximately _____ families and _____ children will be served.
(number) (number)

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

Commissioner's Signature _____
Date _____

Please return form to:

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

Attachment D

AT RISK LOW INCOME CHILD CARE PROGRAM PLAN

1. Does your district offer At Risk Low Income Child Care services?
_____Yes _____No

If you answered yes to question #1, respond to each of the following items.

2. For what purposes is At Risk Low Income Child Care provided?

At Risk Low Income Child Care is provided to low income families who are not in receipt of public assistance, need child care in order to accept or maintain employment and would otherwise be at risk of becoming eligible for ADC or ADC-U.

3. Who is eligible to receive At Risk Low Income Child Care?

200% of state income standards for all family sizes

4. Who (by title and work unit) is responsible for eligibility determination and authorization of At Risk Low Income Child Care? If more than one unit is responsible please specify the tasks of each.

5. Who (by title and work unit) is responsible for providing parents with information about the types of providers who can be reimbursed and assisting them 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.

ATTACHMENT D (continued)

6. Who (by title and work unit) is responsible for providing potential At Risk Low Income Child Care recipients with the full range of child care providers eligible for reimbursement?

7. Describe how the district ensures that parents make the final decision regarding the selection of a child care provider for the At Risk Low Income Child Care Program.

8. Client Estimate and Projected Expenditures

	ADULTS	CHILDREN	PROJECTED EXPENDITURES
At Risk Low Income Child Care Program	_____	_____	_____

Please return form to:
 Ms. Susan Duchnycz
 NYS Department of Social Services
 Bureau of Child Care
 40 North Pearl Street 11-B
 Albany, New York 12243-0001