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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 95 LCM-43

Date: April 24, 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, 1994. 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. 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. There is no requirement for a local match in order to access subsidy funds under the CCDBG program. Social services districts may apply a local match to maintain or expand programs.

ALLOCATION INFORMATION

Child Care and Development Block Grant program funds are granted to New York State on a federal fiscal year basis. Attachment A indicates your district's allocation of CCDBG subsidy program funds for the period beginning October 1, 1994 and ending September 30, 1995. 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. Depending upon federal appropriation, and reauthorization of the CCDBG Act, it is

possible that allocations to social services districts may vary in subsequent years. Due to the growth in the subsidy programs, no reallocation of funds is anticipated to meet expenditures in excess of district allocations.

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 1994 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 your social services district is listed in Attachment A.

HOW TO APPLY

All social services districts must indicate whether they will 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 June 30, 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 included, and received approval, of their CCDBG program plan pages as part of their 1994-96 JOBS Plan submission have complied with the CCDBG program plan requirement. Social services districts that did not include CCDBG as part of their 1994-96 JOBS Plan submission and which now elect to participate must submit and receive approval of Attachment C, "CCDBG Child Care Plan". Please return completed pages to:

Ms. Susan Duchnycz
New York State Department of Social Services
Bureau of Early Childhood Services
40 North Pearl Street (Arcade Bldg./2nd fl.)
Albany, New York 12243-0001

Social services districts that elect not to participate in the CCDBG program or that do not have an approved CCDBG program plan by June 30, 1995 may have their subsidy allocation reallocated 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 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, 1994 must be liquidated by September 30, 1995. Social services districts cannot carry over unspent funds into the next federal fiscal year. Final claims of expenditures made for the period October 1, 1994 through September 30, 1995 must be submitted by November 8, 1995. Any CCDBG funds that remain unspent will be reallocated to the extent permitted by federal regulations.

ADDITIONAL CLAIMING REQUIREMENTS: CCDBG expenditures should also 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.21-II.23.

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 1-800-343-8859 extension 432-2544 or direct dial (518) 432-2544; User ID SVC101.

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 OFM270.

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 OFL130.

Anona Joseph
Deputy Commissioner
Division of Services and Community
Development

Attachment A
 Child Care Development Block Grant
 Allocation and Maintenance of Effort Level

<u>DISTRICT</u>	<u>ALLOCATION</u>	<u>MAINTENANCE OF EFFORT</u>
ALBANY	322,004	1,911,771
ALLEGANY	17,481	30,230
BROOME	287,060	698,851
CATTARAUGUS	45,076	74,111
CAYUGA	36,015	73,984
CHAUTAUQUA	323,379	329,333
CHEMUNG	206,432	485,146
CHENANGO	96,036	144,462
CLINTON	97,857	245,540
COLUMBIA	58,366	96,787
CORTLAND	127,805	160,422
DELAWARE	127,903	170,778
DUTCHESS	297,851	432,338
ERIE	2,111,771	3,099,372
ESSEX	71,377	108,524
FRANKLIN	88,742	123,980
FULTON	20,974	18,117
GENESEE	99,620	160,137
GREENE	78,576	165,597
HAMILTON	0	2,300
HERKIMER	48,541	111,072
JEFFERSON	88,659	129,894
LEWIS	33,543	78,027
LIVINGSTON	96,845	247,638
MADISON	105,113	135,771
MONROE	1,529,958	8,345,935
MONTGOMERY	49,453	45,915
NASSAU	1,927,780	5,429,823
NEW YORK CITY	15,665,673	170,673,775
NIAGARA	479,068	1,371,086
ONEIDA	380,191	1,177,412
ONONDAGA	880,519	2,687,531
ONTARIO	89,273	145,096
ORANGE	238,541	300,247
ORLEANS	76,644	144,913
OSWEGO	95,743	137,949
OTSEGO	185,469	219,546
PUTNAM	65,138	108,097
RENSSELAER	90,949	264,527
ROCKLAND	543,480	1,207,152
ST. LAWRENCE	278,663	358,777
SARATOGA	80,350	77,511
SCHENECTADY	116,802	1,209,072
SCHOHARIE	30,839	39,168
SCHUYLER	28,993	50,410

<u>DISTRICT</u>	<u>ALLOCATION</u>	<u>MAINTENANCE OF EFFORT</u>
SENECA	54,517	72,419
STEUBEN	559,604	1,035,390
SUFFOLK	1,265,788	4,625,758
SULLIVAN	110,387	163,996
TIOGA	91,891	158,449
TOMPKINS	128,576	276,022
ULSTER	232,495	409,549
WARREN	29,460	124,353
WASHINGTON	114,922	242,598
WAYNE	41,964	51,868
WESTCHESTER	862,731	5,856,914
WYOMING	53,253	75,895
YATES	25,205	58,671

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. Susan Duchnycz
NYS Department of Social Services
Bureau of Early Childhood Services
40 North Pearl Street (Arcade Bldg./2nd fl.)
Albany, New York 12243-0001

Attachment C

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 (This section must be completed only by districts which offer CCDBG services.)

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. Susan Duchnycz
New York State Department of Social Services
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