



Andrew M. Cuomo  
*Governor*

NEW YORK STATE  
OFFICE OF CHILDREN & FAMILY SERVICES  
52 WASHINGTON STREET  
RENSSELAER, NY 12144

Gladys Carrión, Esq.  
*Commissioner*

## Local Commissioners Memorandum

<b>Transmittal:</b>	11-OCFS-LCM-10
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	July 6, 2011
<b>Subject:</b>	<b>Guidelines and Instructions for Preparing the County Child and Family Services Plan</b>
<b>Contact Person(s):</b>	See Technical Assistance Contacts, Page 3
<b>Attachments:</b>	Child and Family Services Plan County Child and Family Service Plan Guidance Document
<b>Attachment Available Online:</b>	Yes- as part of this release <a href="http://ocfs.state.nyenet/policies/external/">http://ocfs.state.nyenet/policies/external/</a>

### I. Purpose

The purpose of this Local Commissioners Memorandum is to provide the guidelines for the required county Child and Family Services Plan for the five-year plan cycle covering the period January 1, 2012, to December 31, 2016. These guidelines for the county plan replace those used for the previous three-year county plan. All counties are now required to submit a single county plan. These guidelines represent the next step in the development of plan guidelines that are consistent with the operational policy of the Office of Children and Family Services (OCFS). Local Departments of Social Services (LDSS) and County Youth Bureaus, where they operate, are required by statute to develop and submit to New York State a local multi-year plan for the provision of services and the allocation of resources. In August 2004, legislation was enacted to

combine the consolidated services plan and the county comprehensive plan into one required plan, the Child and Family Services Plan, to be submitted by all counties.

The revised plan reflects knowledge gained from the Integrated County Planning (ICP) Demonstration Project, as well as feedback from all counties. ICP represents OCFS's long-term commitment to develop a local collaborative planning process and to actively involve counties in the evolution of county plans.

The current plan packet contains a plan response form and a separate guidance document that provides additional information and explanations for each section the report. The plan reflects the following principles and objectives:

- to support and acknowledge a local collaborative planning process inclusive of broad stakeholder involvement;
- to construct a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements;
- to clarify a consistent planning process for counties;
- to support a process that focuses on outcomes for children, youth, families, adults and communities;
- to clarify the various components of planning; and
- to support the important respective roles of the Local Departments of Social Services and County Youth Bureaus and Municipal Youth Bureaus where they operate.

Person In Need of Supervision (PINS) diversion planning continues to be incorporated in the OCFS-required county plans, with that portion of the plan to be jointly reviewed and approved by OCFS and the Division of Criminal Justice Services, Office of Probation and Correctional Alternatives.

The plan is based on existing statutory and regulatory requirements. In an attempt to streamline, reduce redundancy and improve overall readability of the plan, there are no longer four components, but rather one report. Where applicable, charts are used to convey information, with fewer narratives are required.

#### **Title XX Preventive Services Matrix**

The Title XX Preventive Services Matrix (Appendix F) will now be completed by entering this information into the Welfare Management System. Instructions for completing this portion of the plan can be found in the Guidance Document. Additionally, a Computer Based Training (CBT) has been developed and can be accessed from your computer. Information on the CBT will be sent to you in the near future.

#### **Submission Date**

**The county plan is due on October 1, 2011.** The effective date of the plan will be January 1, 2012. If a county is unable to meet the October 1 deadline, an extension may be requested for up to 30 days. Please submit a letter to your regional office describing the reasons for requesting an extension and providing the date on which the plan will be submitted. Please note that OCFS is committed to improving the approval process to

have plans approved by the plan effective date. Longer extensions to the submission date should not be requested.

### **Submission Requirements**

Plans must be completed using the templates provided, and submitted electronically to Kristin Gleeson at [Kristin.Gleeson@ocfs.state.ny.us](mailto:Kristin.Gleeson@ocfs.state.ny.us). Please clearly number all pages.

### **Technical Assistance Contacts**

OCFS staff listed below are available to provide guidance and technical assistance.

#### Regional Office - Child Welfare

BRO	Dana Whitcomb	(716) 847-3145	<a href="mailto:Dana.Whitcomb@ocfs.state.ny.us">Dana.Whitcomb@ocfs.state.ny.us</a>
RRO	Karen Buck	(585) 238-8201	<a href="mailto:Karen.Buck@ocfs.state.ny.us">Karen.Buck@ocfs.state.ny.us</a>
SRO	Jack Klump	(315) 423-1200	<a href="mailto:Jack.Klump@ocfs.state.ny.us">Jack.Klump@ocfs.state.ny.us</a>
ARO	Kerri Barber	(518) 486-7078	<a href="mailto:Kerri.Barber@ocfs.state.ny.us">Kerri.Barber@ocfs.state.ny.us</a>
SVRO	Pat Sheehy	(845) 708-2499	<a href="mailto:Patricia.Sheehy@ocfs.state.ny.us">Patricia.Sheehy@ocfs.state.ny.us</a>
NYCRO	Pat Beresford	(212) 383-1788	<a href="mailto:Patricia.Beresford@ocfs.state.ny.us">Patricia.Beresford@ocfs.state.ny.us</a>

#### Regional Office – Youth Development

BRO	Christine Garmon-Salaam	(716) 847-3331	<a href="mailto:Christine.Garmon-Salaam@ocfs.state.ny.us">Christine.Garmon-Salaam@ocfs.state.ny.us</a>
	Joe Proietti	(716) 847-3860	<a href="mailto:Joseph.Proietti@ocfs.state.ny.us">Joseph.Proietti@ocfs.state.ny.us</a>
RRO	Lydia Dzus	(585) 238-8281	<a href="mailto:Lydia.Dzus@ocfs.state.ny.us">Lydia.Dzus@ocfs.state.ny.us</a>
SRO	Denise Dyer	(315) 423-5432	<a href="mailto:Denise.Dyer@ocfs.state.ny.us">Denise.Dyer@ocfs.state.ny.us</a>
ARO	Robert Williams	(518) 473-8866	<a href="mailto:Robert.Williams@ocfs.state.ny.us">Robert.Williams@ocfs.state.ny.us</a>
SVRO/ARO	Lynda Fleurismond	(518) 402-3715	<a href="mailto:Lynda.Fleurismond@ocfs.state.ny.us">Lynda.Fleurismond@ocfs.state.ny.us</a>
NYCRO	Sonia Tate	(212) 383-4704	<a href="mailto:Sonia.Tate@ocfs.state.ny.us">Sonia.Tate@ocfs.state.ny.us</a>

In addition, questions may be directed to:

Detention Services	Theresa Portelli	(518) 474-1308	<a href="mailto:Theresa.Portelli@ocfs.state.ny.us">Theresa.Portelli@ocfs.state.ny.us</a>
Child Care	Rhonda Duffney	(518) 474-3775	<a href="mailto:Rhonda.Duffney@ocfs.state.ny.us">Rhonda.Duffney@ocfs.state.ny.us</a>
Domestic Violence	Pam Jobin	(518) 474-4787	<a href="mailto:Pam.Jobin@ocfs.state.ny.us">Pam.Jobin@ocfs.state.ny.us</a>
Adult Services	Alan Lawitz	(518) 402-6782	<a href="mailto:Alan.Lawitz@ocfs.state.ny.us">Alan.Lawitz@ocfs.state.ny.us</a>
IT Operations	Kathy Hojohn	(518) 474-9232	<a href="mailto:Kathy.Hojohn@ocfs.state.ny.us">Kathy.Hojohn@ocfs.state.ny.us</a>

### **Issued By:**

*/s/ Laura M. Velez*

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Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services

# Instructions

This document is “text protected.” That means that you can enter text only in the highlighted areas, which in most cases will appear as gray or blue boxes. It also means that you cannot change the layout, add pages to the document from other files, or search and replace text.

You can change the “view” of the document by zooming in or out.

To enter information, place the cursor inside a highlighted box and click once. As you type, the box will expand to include your entire text. You are able to edit or delete text, copy, cut, or paste text from one highlighted box to another.

On some pages, you will be instructed to select check boxes. To do this, place the cursor in the box and click.

The entire plan should be completed using the electronic County Plan document and be sent via e-mail. The following must be sent as separate documents in the same e-mail:

- Appendix A (signature page): Fill in the name of the county in the spaces indicated. Then print out the page so it can be signed by the appropriate officials. Scan it and send it via e-mail along with your plan or you may fax the page to 518-474-9452, attention Kristin Gleeson.
- Appendix H (Memorandum of Understanding Between the District Attorney’s Office and Child Protective Services): This must be sent as an electronic document with your Plan, or you may include a narrative on the page provided.

**Note:** Because the document is protected, you will not be able to use the direction (arrow) keys, the “Page Down” key, or the “Page Up” key to move around in the document. Use the slide bar on the right side of the document window.

If you need help working with the form, please contact Welfare Research Incorporated at 518-432-2563 or e-mail [mnwebber@welfaresearch.org](mailto:mnwebber@welfaresearch.org).

# County Child and Family Services Plan

## January 1, 2012 – December 31, 2016

County

This Child and Family Services Plan contains county outcomes and strategies that respond to community needs. Specifically, the plan identifies Local Department of Social Services (districts) strategies in the areas of adoption, foster care, preventive, protective and other services for children, and protective and other services for adults. The plan also identifies Youth Bureau strategies for youth development and services for youth. In addition, it contains a description of public participation in the development of the Plan as well as estimates of expenditures and program information.

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Contact Person

Phone

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Title

Email

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**APPENDIX A**  
Plan Signature Page

We hereby approve and submit the Child and Family Services Plan for \_\_\_\_\_ County Department of Social Services and Youth Bureau for the period of January 1, 2012, through December 31, 2016. **We also attest to our commitment to maintain compliance with the Legal Assurances as outlined in Child and Family Services Plan Guidance Document.**

\_\_\_\_\_  
**Commissioner**  
County Department of Social Services

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**  
County Youth Bureau

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair**  
County Youth Board

\_\_\_\_\_  
**Date**

I hereby approve and submit the PINS Diversion Service section of the Child and Family Services Plan for \_\_\_\_\_ County Probation Department for the period of January 1, 2012, through December 31, 2016.

\_\_\_\_\_  
**Director/Commissioner**  
County Probation Department

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair**  
County Youth Board

\_\_\_\_\_  
**Date**

Enclosed is the Child and Family Services Plan for \_\_\_\_\_ County. My signature below constitutes approval of this report.

\_\_\_\_\_  
**Chief Elected Officer**  
(or Chairperson of the legislative body  
if the county does not have Chief Elected Officer)

\_\_\_\_\_  
**Date**

**WAIVER**

Complete and sign the following section if a waiver is being sought concerning the submission of Appendix I - Estimate of Clients to be served.

County requests a waiver to 18 NYCRR 407.5(a)(3), which requests a numerical estimate of families, children, and adults requiring each service listed in Section 407.4 of this same Part. Therefore, Appendix I is not included in this Plan submission. I assert that the level of service need and utilization for the full array of services encompassed by the Child and Family Services Planning Process was taken into consideration as part of the \_\_\_\_\_ County Child and Family Services Planning Process.

\_\_\_\_\_  
**Commissioner**  
County Department of Social Services

\_\_\_\_\_  
**Date**

**APPENDIX B-1**

List of Required Interagency Consultation – Protective Services for Adults

In the development of the Protective Services for Adults component of the Annual Implementation Report, Section 34-a (4) and Sections 473(2) (a) and (b) of the State Social Services Law requires that districts consult with other appropriate public, private and voluntary agencies in order to ensure maximum local understanding, coordination, and cooperative action in the provision of appropriate services to protective services clients. These include, but are not limited to: aging, health, mental health, legal and law enforcement agencies. List the interagency consultation in the chart provided below:

Agency Type	Agency Name	Dates or Frequency of Meetings*
Aging		
Health		
Mental Health		
Legal		
Law Enforcement		
Other:		

\*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.



**APPENDIX B-2**

List of Required Interagency Consultation – Child Protective Services

In the development of the Child Protective Services component of the Annual Implementation Report, Section 34-a(4) and Section 423 of the State Social Services Law requires that districts consult with local law enforcement agencies, the family court, and appropriate public and voluntary agencies including the societies for the prevention of cruelty to children. The family court judge or designated representative must be involved when the family court is consulted. List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Law Enforcement		
Family Court (judge or designee)		
PINS Diversion lead agency		
Public/Private Agencies		

\*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

**APPENDIX B-3**

List of Required Interagency Consultation – Child Welfare Services

In the development of the Preventive, Foster Care, and Adoption Services for children component of the Annual Implementation Report, Section 34-a(4) and 409-d of the State Social Services Law requires that districts consult with other government agencies, authorized agencies, and other individuals and organizations concerned with the welfare of children residing in the district. List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Government Agencies		
Authorized Agencies		
Concerned Individuals/Groups		

\*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

**APPENDIX B-4**

List of Required Interagency Consultation – Child Care Services

Section 34-a(4) and 409-d of the State Social Services Law requires that, in the development of the Child and Family Services Plan, districts must consult with other government agencies, authorized agencies, and other individuals and organizations concerned with the welfare of children residing in the district. List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Government Agencies		
Other Public/Private/Voluntary Agencies		
Concerned Individuals/Groups		
Child Care Resource and Referral Agencies		

\*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

**APPENDIX B-5\***

List of Required Interagency Consultation – Runaway and Homeless Youth

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List the interagency consultation in the chart provided below.

Agency Type	Agency Name
Department of Social Services	
RHYA Providers	
Other Public, Private and/or Voluntary Agencies	

\*This Appendix is required only if the county receives RHYA funding.

**APPENDIX B-6**

List of Required Interagency Consultation – Youth Development

List the interagency consultation in the chart provided below.

Agency Type	Agency Name	Dates or Frequency of Meetings*
Taskforce		
Coalition		
Youth Board		
Parent		
Youth		
Community Providers		
Municipal Youth Board		

\*List either dates of meetings or frequency (e.g., every third Wednesday of the month)

Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

**APPENDIX C**

List of Data Sources Used In Needs Assessment

**Instructions:** The list below contains common data sources often used in county planning. Please check all sources your county has used in the needs assessment performed for this plan. The list is not all-inclusive – if you have other sources of data, please indicate those as well.

Source	Check all used
1. NYS Touchstones Kids County Data Book	<input type="checkbox"/>
2. Kid’s Well-being Indicators Clearinghouse	<input type="checkbox"/>
3. Monitoring and Analysis Profiles	<input type="checkbox"/>
4. Child Care Review Service	<input type="checkbox"/>
5. U.S. Census Data	<input type="checkbox"/>
6. OCFS Data Warehouse Reports	<input type="checkbox"/>
7. OCFS CFSR Data Packets	<input type="checkbox"/>
8. Adult Services Automation Project (ASAP)	<input type="checkbox"/>
9. Quality Youth Development System (QYDS)	<input type="checkbox"/>
10. Child Trends Data Bank	<input type="checkbox"/>
11. Prevention Risk Indicator/Services Monitoring System-PRISMS (OASAS)	<input type="checkbox"/>
12. NYS Department of Health	<input type="checkbox"/>
13. Surveys	
a. Communities That Care	<input type="checkbox"/>
b. Search Institute Survey	<input type="checkbox"/>
c. TAP Survey	<input type="checkbox"/>
d. United Way (Compass Survey or other)	<input type="checkbox"/>
e. Other (specify)	<input type="checkbox"/>
14. YASI Data	<input type="checkbox"/>
Other Data Sources (specify)	
15.	<input type="checkbox"/>
16.	<input type="checkbox"/>
17.	<input type="checkbox"/>
18.	<input type="checkbox"/>

**Child and Family Services Plan Program Narrative**

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**I. Outcome Framework/Mission/Vision**

1. If the district has one, please enter the district’s outcome framework, mission, and/or vision. (If your district does not have this, leave this area blank.)
  
2. Describe your district’s demographic, economic, and social characteristics.

**II. Planning Process**

1. Describe the district’s planning process and how that consultation informed your district’s needs assessment, priorities, and outcomes.

**III. Self Assessment**

1. Describe successes and achievements the district has experienced since the last plan update in each of the program areas listed below.

Child Protective Services	
Child Preventive Services	
Foster Care	
Adoption	
Detention	
Youth Development	
Runaway & Homeless Youth	
Domestic Violence	
Adult Protective Services	
Child Care	

3. Noting the data and trends as identified in Appendix C; and the cumulative district consultations (Appendices B-1 to B-6), describe the underlying conditions or factors that influence your performance in meeting the needs of children, youth, adults and families (as applicable) in each of the following program areas:

Child Protective Services	
Child Preventive Services	
Foster Care	
Adoption	
Detention	
Youth Development	
Runaway & Homeless Youth	
Domestic Violence	
Adult Protective Services	

Child Care

**IV. Priority Program Areas**

From the Self Assessment in Section III, please identify the program areas that the district has determined to be priorities.

**V. Outcomes**

1. Outcomes are based on the district’s performance as identified through the data and trends noted in the Self Assessment. Outcomes should be expressed as desired changes within each program area to address the underlying conditions or factors as noted in the district’s self assessment. The outcomes must also be related to the use of OCFS funding, and/or required areas of services by the social services district and Youth Bureau. If the county receives RHYA funding, outcomes and strategies must be included and should address the coordination of available resources for runaway and homeless youth. Districts may incorporate outcomes from their Child and Family Services Review Program Improvement Plans. Districts are required to address at least two of the following State-determined adult service goals.
  - a. Impaired adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
  - b. To pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
  - c. To utilize multi-disciplinary community resources to improve assessments as well as develop service plans which reduce risk and protect adults.
  - d. To provide protective services in the least restrictive manner, respecting the adult’s rights to self-determination and decision-making.

List the district’s outcomes for each program area below:

Child Protective Services	
Child Preventive Services	
Foster Care	
Adoption	
Detention	
Youth Development	
Runaway & Homeless Youth	
Domestic Violence	
Adult Protective Services	
Child Care	



- Identify quantifiable indicators (measures) of the desired changes in order to track progress.

Child Protective Services	
Child Preventive Services	
Foster Care	
Adoption	
Detention	
Youth Development	
Runaway & Homeless Youth	
Domestic Violence	
Adult Protective Services	
Child Care	

**VI. Strategies to Achieve Outcomes**

- Describe strategies that will be implemented to achieve the identified outcomes, including those strategies that support your Child and Family Services PIP outcomes. Each strategy should include the timeframe for completion and a designation of what agency(ies) or department(s) is/are responsible for implementation. Explain how OCFS-administered funding supports achievement of outcomes. Strategies must be related to the achievement of outcomes. If the county receives RHYA state aid, the strategies must provide for the coordination of all available county resources for those populations.

Child Protective Services	
Child Preventive Services	
Foster Care	
Adoption	
Detention	
Youth Development	
Runaway & Homeless Youth	
Domestic Violence	
Adult Protective Services	
Child Care	

**VII. Plan Monitoring**

- Describe the methods and the processes that will be used by the district to verify and monitor the implementation of the Child and Family Services Plan and the achievement of outcomes.

**VIII. Financing Process**

- Describe the financing for the district’s services.

- a.** Include general information about the types of funds used (e.g. federal, State, local, TANF, or innovative funding approaches). Include new uses of TANF or Flexible Funds for Family Services for program services. Include any innovative approaches to funding or new uses of funds to support the service delivery system.
  
  - b.** If purchase of service agreements are used, describe the criteria and procedures used by the district for selecting providers for all child welfare, adult protective, and non-residential domestic violence purchase of services (e.g. RFP process, news releases on availability of funds, sister agencies panel).
- 2.** Describe how purchase service contracts will be monitored.
- a.** Describe procedures that will be used to ensure that the services being purchased are effective in meeting the outcomes as outlined in the contract and your plan. Include the frequency of monitoring, tools that will be used, and who will be involved.

**APPENDIX D**

**Relationship Between County Outcomes and Title IV-B Federal Goals**

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List each district outcome that supports or relates to achievement of the federal goals identified below. Many of your outcomes are listed under your Child and Family Services Review PIP, and should be included here.

**Title IV-B of the Social Security Act, Subpart I**

**Goal 1:** Families, including nuclear, extended, and adoptive families, will be strengthened and supported in raising and nurturing their children; in maintaining their children’s connections to their heritage; and in planning their children’s future.

Outcomes:

**Goal 2:** Children who are removed from their birth families will be afforded stability, continuity, and an environment that supports all aspects of their development.

Outcomes:

**Goal 3:** Victims of family violence, both child and adult, will be afforded the safety and support necessary to achieve self-sufficiency (adult) and/or to promote their continued growth and development (child).

Outcomes:

**Goal 4:** Adolescents in foster care and pregnant, parenting, and at-risk teens in receipt of public assistance will develop the social, educational, and vocational skills necessary for self-sufficiency.

Outcomes:

**Goal 5:** Native American families, including nuclear, extended, and adoptive families, will be strengthened and supported in raising and nurturing their children; in maintaining their children’s connections to their heritage; and in planning their children’s future.

Outcomes:

**APPENDIX E**  
Public Hearing Requirements

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Complete the form below to provide information on the required elements of the public hearing.

Date Public Hearing held: (at least 15 days prior to submittal of Plan)

Date Public Notice published: (at least 15 days in advance of Public Hearing)

Name of Newspaper:

Number of Attendees:

Areas represented at the Public Hearing:

- |                                      |                                         |                                          |
|--------------------------------------|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Health      | <input type="checkbox"/> Legal          | <input type="checkbox"/> Child Care      |
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Mental Health  | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Aging       | <input type="checkbox"/> General Public |                                          |
| <input type="checkbox"/> Other:      | <input type="checkbox"/> Other:         | <input type="checkbox"/> Other:          |

Issues identified at the Public Hearing:

**APPENDIX F**  
Program Matrix

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Each district will enter their Program Information into the Welfare Management System (WMS). Instructions for completing this process are located in the Plan Guidance Document. Answer the questions below related to the information you entered into the WMS system.

1. Are there changes to the services your county intends to provide during the County Planning cycle?  
 No  Yes
2. If there are changes to the services, please indicate what those changes are.

**APPENDIX G**  
Technical Assistance Needs

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In the space below, describe technical assistance or training, if any, requested by the district to implement this plan. Please be as specific as possible.

**APPENDIX H**  
Memorandum of Understanding  
Between the District Attorney's Office and Child Protective Services

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Chapter 156 of the Laws of 2000 (the Abandoned Infant Protection Act) went into effect in July 2000, and was **amended effective August 30, 2010**. This law is intended to prevent infants from being abandoned in an unsafe manner that could result in physical harm to them. Please send an electronic copy of your signed MOU with your County Plan or include a narrative summary of the cooperative procedures to be followed by both parties in the investigation of incidents of child abuse and maltreatment, consistent with their respective obligations for the investigation or prosecution of such incidents, or as otherwise required by law.

- Copy of active MOU is being sent with the County Plan.
- Active MOU is not attached, but a narrative summary is provided below.

**Narrative Summary:**

**APPENDIX I**  
2012 Estimates of Persons to Be Served

Required only if the district does not seek a waiver, as noted on Appendix A

Type of Care/Service	Total*	Children	Adults
Adoption			
Child Care			
Domestic Violence			
Family Planning			
Preventive Child Mandated			
Preventive Child Non-Mandated			
Child Protective Services			
Child Protective Services Investigation			
Unmarried Parents			
Preventive – Adults			
Protective Services Adults – Services			
Protective Services Adults – Investigation			
Social Group Services Senior Citizens			
Education			
Employment			
Health Related			
Home Management			
Homemaker			
Housekeeper/Chore			
Housing Improvement			
Information and Referral			
Transportation			

\*Total equals children plus adults



**County Child and Family Services Plan**

<b>Type of Care/Service — Foster Care</b>	<b>Total</b>	<b>Non JD/PINS Child</b>	<b>OCFS JD/PINS Child</b>	<b>DSS JD/PINS Child</b>
Institutions				
Group Homes/Residences				
Agency Operated Boarding Homes				
Family Foster Care				
Unduplicated Count of All Children in Care				

<b>Type of Care/Service – Adult</b>	<b>Total</b>	<b>Adults</b>
Residential Placement Services		

**APPENDIX J**

**Non-Residential Domestic Violence Services (Complete a Copy for Each Program)**

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In accordance with the Domestic Violence Prevention Act and subsequent budget provisions, districts are required to provide non-residential services to victims of domestic violence, either directly or through a purchase of service agreement. Whether provided directly or through a purchase of service, each program must be approved through the Child and Family Services Plan process. Non-residential domestic violence programs must comply with 18 NYCRR Part 462. Please provide the information required below.

County: \_\_\_\_\_ Phone Number: (    )    -  
County Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**SECTION A**

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**Program Closure**

Complete this section if an approved non-residential domestic violence program “closed” during the previous year.

Name of program:  
Date closed:  
Reason for closing:

**SECTION B**

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Complete this section for each program that provides non-residential domestic violence services in the district.

To promote accuracy through the review and approval process, OCFS recommends that this section be completed by the non-residential DV program.

Agency Name:  
Business Address:  
Contact Person:  
Telephone Number: (    )    -  
E-mail Address:

**Program Requirements**

1. Seventy percent of the clientele served must consist of victims of domestic violence and their children. This program is intended to be a separate and distinct program offering specialized services for victims of domestic violence.

Describe how the program is separate and distinct and how it fits into the overall agency.

2. Services must be provided regardless of financial eligibility; services must be provided in a manner that addresses special needs, including physically handicapped, hearing

impaired, and non-English speaking; and services must address the ethnic compositions of the community served.

Describe the eligibility criteria for clients of the non-residential domestic violence program and how special needs populations are accommodated.

3. There must be evidence that the program is needed, based on the number of persons to be served and evidence that the indicators used are realistic.

Provide an estimate of the number of victims of domestic violence needing non-residential services and description of the indicator/data used to determine that estimate.

4. Where are the non-residential domestic violence services provided?

Describe the type of location (e.g. at the business office, at the school, etc.). The specific should not be included and should not be identifiable from the information provided.

5. Explain how the location(s) where the non-residential domestic violence services are provided to ensure the safety of the persons receiving services and the confidentiality of their identities. Do not provide the location addresses.

6. All of the **core services** listed in 18 NYCRR 462.4 must be provided directly by the program, as defined in the regulations, and must be provided in a timely manner. For each of the core services listed below, include:

- a. Days and hours the service is available

- b. How the service is provided

- c. Where the service is provided, when the service is provided at a location other than the program location (i.e., accompanying the client to court)

- d. Details specific to this program other than program location.

#### **Telephone Hotline Assistance**

Include hotline operation hours and detail the methods currently being used for the operation of the hotline service (e.g. coverage, staff responsibility, any technology used).

#### **Information and referral**

**Advocacy**

Describe all types offered, including accompaniment.

**Counseling**

Describe all types offered, including individual and group.

**Community Education and Outreach**

Describe methods used, target audience, and messages conveyed. If there is more than one domestic violence provider in the community, describe how the outreach activities are coordinated.

**Optional Services** (e.g., support groups, children’s services, translation services, etc.)

- 7. Each program must employ both a qualified director and a sufficient number of staff who are *responsible for providing core and optional services*.

List each of the staff/volunteer positions responsible for providing non-residential services including title, responsibilities and qualifications.

- **Do not** give names
- Resumes **are not** required

Title:

Responsibilities:

Qualifications:

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Title:

Responsibilities:

Qualifications:

---

Title:

Responsibilities:

Qualifications:

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Title:

Responsibilities:

Qualifications:

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Title:

Responsibilities:

Qualifications:

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Title:

Responsibilities:

Qualifications:

**APPENDIX K**  
Child Care Administration

Describe how your local district is organized to administer the child care program, including any functions that are subcontracted to an outside agency.

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families:

Transitioning Families:

Income Eligible Families:

Title XX:

2. Provide the following information on the use of New York State Child Care Block Grant (NYSCCBG) Funds.

FFY 2009-2010 Rollover funds (available from the NYSCCBG ceiling report in the claiming system): .....\$

Estimate FFY 2010-11 Rollover Funds .....\$

Estimate of Flexible Funds for Families (FFS) for child care subsidies.....\$

NYSCCBG Allocation 2011-12 .....\$

Estimate of Local Share .....\$

**Total Estimated NYSCCCBG Amount** .....\$

**a. Subsidy** .....\$

**b. Other program costs excluding subsidy** .....\$

**c. Administrative costs** .....\$

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

Function	Organization	Amount of Contract
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Determining if legally-exempt providers meet State-approved additional standards		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input type="checkbox"/> Other		

**APPENDIX L**  
Other Eligible Families if Funds are Available (Required)

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your county wants to serve using the NYSCCBG funds and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is: <ul style="list-style-type: none"> <li data-bbox="240 737 906 810">a) participating in an approved substance abuse treatment program</li> <li data-bbox="240 821 906 852">b) homeless</li> <li data-bbox="240 905 906 936">c) a victim of domestic violence</li> <li data-bbox="240 989 906 1020">d) in an emergency situation of short duration</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 737 1084 768"><input type="checkbox"/> Yes</li> <li data-bbox="922 772 1084 804"><input type="checkbox"/> No</li> <li data-bbox="922 821 1084 852"><input type="checkbox"/> Yes</li> <li data-bbox="922 856 1084 888"><input type="checkbox"/> No</li> <li data-bbox="922 905 1084 936"><input type="checkbox"/> Yes</li> <li data-bbox="922 940 1084 972"><input type="checkbox"/> No</li> <li data-bbox="922 989 1084 1020"><input type="checkbox"/> Yes</li> <li data-bbox="922 1024 1084 1056"><input type="checkbox"/> No</li> </ul>	
3. Families with an open child protective services case when child care is needed to protect the child.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:		
<ul style="list-style-type: none"> <li data-bbox="240 1283 906 1314">a) is physically or mentally incapacitated</li> <li data-bbox="240 1367 906 1398">b) has family duties away from home</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="922 1283 1084 1314"><input type="checkbox"/> Yes</li> <li data-bbox="922 1318 1084 1350"><input type="checkbox"/> No</li> <li data-bbox="922 1367 1084 1398"><input type="checkbox"/> Yes</li> <li data-bbox="922 1402 1084 1434"><input type="checkbox"/> No</li> </ul>	
5. Families with income up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to six months.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>7. Families with income up to 200% of the State Income Standard when child care services are needed for the child’s caretaker to participate in:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>		
<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth grade level</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>e) English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose primary language is other than English</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>f) a two-year full-time degree granting program at a community college, a two-year college, or an undergraduate college with a specific vocational goal leading to an associate degree or certificate of completion</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>h) a prevocational skill training program such as a basic education and literacy training program</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>Note:</b> The parent/caretaker must complete the selected programs listed under number seven within 30 consecutive calendar months. The parent/caretaker cannot enroll in more than one program.</p>		



<p>8. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associate's degree or certificate of completion and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>9. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associate's degree or a certificate of completion that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>10. PA recipients and low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program leading to a bachelor's degree and that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity as long as the parent(s) or caretaker is also working at least 17½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>11. Families with incomes up to the 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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the caretaker engaging in such a program.		
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**APPENDIX M**

Reasonable Distance, Very Low Income, Family Share, Case Closing and Openings, Recertification Period, Fraud and Abuse Control Activities (Required)

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**Reasonable Distance**

Define “reasonable distance” based on community standards for determining accessible child care.

The following defines “reasonable distance”:

Describe any steps/consultations made to arrive at your definition:

**Very Low Income**

Define “very low income” as it is used in determining priorities for child care benefits.

“Very Low Income” is defined as \_\_\_\_\_ % of the State Income Standard.

**Family Share**

“Family share” is the weekly amount paid towards the costs of the child care services by the child’s parent or caretaker. In establishing family share, your district must select a percentage from 10% to 35% to use in calculating the family share. The weekly family share of child care costs is calculated by applying the family share percentage against the amount of the family’s annual gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by the county \_\_\_\_\_ %.

**Note:** The percentage selected here must match the percentage selected in Title XX Program Matrix in WMS.

**Case Closings**

The district must describe below how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Describe below how districts will select cases to be closed in the event that there are insufficient or no funds available.

1. Identification of local priorities in addition to the required federal priorities (select one).

- The district has identified local priorities in addition to the required federal priorities (Complete Section 2)
- The district has not identified local priorities in addition to the required federal priorities (Complete Section 3).

2. Describe how priority is given to federally mandated priorities and describe local priorities. If all NYSCCBG funds are committed, the district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Describe in the space below how the district will select cases to be closed in the event that there are insufficient or no funds available.

a. The district will select cases to be closed based ONLY on income.

- No.
- Yes. Check 1 or 2 below.

- 1)  The district will close cases from the highest income to lowest income.
  - 2)  The district will close cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
- b.** The district will select cases to be closed based ONLY on categories of families.
- No.
- Yes. List the categories in the order that they will be closed, including the optional categories selected in Appendix L:
- c.** The district will select cases to be closed based on a combination of income and family category.
- No.
- Yes. List the categories and income groupings in the order that they will be closed:
- d.** The district will select cases to be closed on a basis other than the options listed above.
- No.
- Yes. Describe how the district will select cases to be closed in the event that there are insufficient funds to maintain the district's current case load:
- e.** The last cases to be closed will be those that fall under federal priorities. Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be closed last.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2
- 3.** If all NYSCCBG funds are committed, case closings for families that are not eligible under a child care guarantee and are not a federally mandated priority must be based on the length of time in receipt of services. The length of time used to close cases may be based either on the shortest or longest time the family has received child care services, but must be consistent for all families.
- a.** Identify how the district will prioritize federal priorities. Cases that are ranked 1 will be closed last.
- Very low income     Rank 1     Rank 2
- Families that have a child with special needs     Rank 1     Rank 2
- The district will close cases based on the federal priorities and the amount of time the family has been receiving child care services.

- Shortest time receiving child care services
- Longest time receiving child care services
- b.** The district will establish a waiting list for families whose cases were closed because our county did not have sufficient funds to maintain our current caseload.
  - No.
  - Yes. Describe how these cases will be selected to be reopened if funds become available:

**Case Openings**

Describe below how priority is given to federally mandated priorities and how the district will select cases to be opened in the event that insufficient funds are available.

1. The first cases to be opened will be those that fall under the federal priorities.  
Identify how your district will prioritize federal priorities. Cases that are ranked 1 will be opened first.  
Very low income     Rank 1     Rank 2  
Families that have a child with special needs     Rank 1     Rank 2
2. The district will select cases to be opened based ONLY on income.
  - No.
  - Yes. Check 1 or 2 below.
    - 1)  The district will open cases from the lowest income to highest income.
    - 2)  The district will open cases based on income bands. Describe the income bands, beginning at 200% of the State Income Standard and ending at 100% of the State Income Standard:
3. The district will select cases to be opened based ONLY on category.
  - No.
  - Yes. List the categories in the order that they will be opened, including the optional categories selected in Appendix L:
4. The district will select cases to be opened based on a combination of income and category of family.
  - No.
  - Yes. List the categories and income groupings in the order that they will be opened:
5. The district selects cases to be opened on a basis other than the options listed above.

- No.
- Yes. Describe how the district will select cases to be opened in the event that there are not sufficient funds to open all eligible families:

6. The district will establish a waiting list when there are not sufficient funds to open all eligible cases.

- No.
- Yes. Describe how these cases will be selected to be opened when funds become available:

The district's recertification period is every  six months  twelve months

**Fraud and Abuse Control Activities**

Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment in addition to procedures for referring such applications to the district's front-end detection system.

Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving subsidized child care services with any Child and Adult Care Food Program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

**APPENDIX N**  
District Options (Required)

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Districts have some flexibility to administer their child care subsidy programs to meet local needs. Check which options that your district wishes to include in your county plan. Complete the attached appendices for any area(s) checked.

1.  The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
2.  The district is using Title XX funds for the provision of child care services (complete Appendix P).
3.  The district has chosen to establish additional local standards for child care providers (complete Appendix Q).
4.  The district has chosen to make payments to child care providers for absences (complete Appendix R).
5.  The district has chosen to make payments to child care providers for program closures (complete Appendix S).
6.  The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
7.  The district has chosen to pay up to 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix T).
8.  The district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix T).
9.  The district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
10.  The district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix T).
11.  The district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix T).
12.  The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U)
13.  The district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
14.  The district has chosen to pay for breaks in activity for low income families (non public assistance families). Complete Appendix U.

15.  The district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification, and/or enrollment forms (attach copies of the local equivalent forms your district uses).

*Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.*



**APPENDIX O**  
Funding Set-Asides (Optional)

**Total NYSCCBG Block Grant Amount, Including Local Funds**

Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$
Category:	.....	\$

**Total Set-Asides**.....\$

Describe for each category the rationale behind specific set-aside amounts from the NYSCCBG (e.g., estimated number of children).

Category:  
Description:

Category:  
Description:

Category:  
Description:

Category:  
Description:

The following amounts are set aside for specific priorities from the Title XX block grant:

Category:	.....	\$
Category:	.....	\$
Category:	.....	\$

**Total Set-Asides (Title XX)**.....\$

Describe for each category the rationale behind specific amounts set aside from of the Title XX block grant (e.g., estimated number of children).

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:

**APPENDIX P**  
Title XX Child Care (Optional)

---

Enter projected total Title XX expenditures for the plan's duration: .....\$

Indicate the financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of one or two, 255% for a family of three, and 225% for a family of four or more. Districts that are utilizing Title XX funds *only* for child protective and/or preventive child care services must not enter financial eligibility limits as these services are offered without regard to income.

Family Size: (2)      %      (3)      %      (4)      %

Programmatic Eligibility for Income Eligible Families (Check all that apply.)

- Title XX:     employment                       education/training  
                  seeking employment            illness/incapacity  
                  homelessness                       domestic violence  
                  emergency situation of short duration  
                  participating in an approved substance abuse treatment program

Does the district apply any limitations to the programmatic eligibility criteria?

- Yes     No

(See Technical Assistance #1 for information on limiting eligibility.)

If yes, describe eligibility criteria:

Does the district prioritize certain eligible families for Title XX funding?

- Yes     No

If yes, describe which families will receive priority:

Does the district use Title XX funds for child care for open child protective services cases?

- Yes     No

Does the district use Title XX funds for child care for open child preventive services cases?

- Yes     No

**APPENDIX Q**

Additional Local Standards for Child Care Providers (Optional)

---

The district may propose local standards in addition to the State standards for legally-exempt providers who will receive child care subsidies. This appendix must be completed for **each** additional standard that the district wishes to implement.

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer

- Provider's household member age 18 or older

- Legally-exempt in-home child care program. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer

- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer

- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider                       Provider's Employee                       Provider's Volunteer

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

- Local social services staff  
Provide the name of the unit and contact person:

Contracted agency

Provide the name of the agency and contact person:

4. Are there any costs associated with the additional standard?

Yes     No

**Note:** Costs associated with the additional standard cannot be passed on to the provider.

5. Describe the steps for evaluating whether the additional local standard has been met.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

Initial enrollment                       During the 12-month enrollment period  
 Re-enrollment                               Other

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

8. Describe the justification for the additional standard in the space below.

**APPENDIX R**

**Payment to Child Care Providers for Absences (Optional)**

The following providers are eligible for payment for absences (check all that are eligible):

- Day Care Center                       Legally-Exempt Group  
 Group Family Day Care               School Age Child Care  
 Family Day Care

Our county will only pay for absences to providers with which the district has a contract or letter of intent.

- Yes     No

Base period (check one)                       3 months                       6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month			
Base period			

List reasons for absences for which the district will allow payment:

List any limitations on the above providers' eligibility for payment for absences:

**Note:** Legally-exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.

**APPENDIX S**

Payment to Child Care Providers for Program Closures (Optional)

---

The following providers are eligible for payment for program closures:

- Day Care Center                       Legally-Exempt Group
- Group Family Day Care     School Age Child Care
- Family Day Care

The county will only pay for program closures to providers with which the district has a contract or letter of intent.

- Yes     No

Enter the number of days allowed for program closures (maximum allowable time for program closures is five days).

List the allowable program closures for which the county will provide payment.

**Note:** Legally-exempt family child care and in-home child car providers are **not** allowed to be reimbursed for program closures.

**APPENDIX T**

**Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt and In-Home Providers, and Sleep (Optional)**

---

**Transportation**

Describe any circumstances and limitations your county will use to reimburse for transportation. Include what type of transportation will be reimbursed (public vs. private) and how much your county will pay (per mile or trip). Note that if the county is paying for transportation, the Program Matrix in WMS should reflect this choice.

**Differential Payment Rates**

Indicate the percentage above the market rate your county has chosen.

- Accredited programs may receive a differential payment up to \_\_\_\_\_ % above market rate.
- Care during non-traditional hours may be paid up to \_\_\_\_\_ % above market rate.
- Limitations to the above differentials:

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is more than 15% above the applicable market rate, describe below why the 15% maximum is insufficient to provide access within the district to accredited programs and/or care provided during non-traditional hours.

**Enhanced Market Rate for Legally-Exempt Family and In-Home Child Care Providers**

Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have annually completed 10 or more hours of training and the training has been verified by the legally-exempt caregiver enrollment agency.

- No.
- Yes. Our market rate will not exceed 75% of the child care market rate established for registered family day care.

**Sleep**

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps, as well as any limitations pertaining to payment:

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight).



**APPENDIX U**

**Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers,  
and Breaks in Activities (Optional)**

---

**Child Care Exceeding 24 Hours**

Child Care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other situations where the caretaker’s approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the county will pay for child care exceeding 24 hours.

- On a short-term or emergency basis
- The caretaker’s approved activity necessitates care for 24 hours on a limited basis

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

**Child Care Services Unit (CCSU)**

Indicate below if your county will include 18-, 19-, or 20-year-olds in the CCSU, which is used in determining family size and countable family income.

The district will include the following in the CCSU (check all that apply).

- 18-year-olds
- 19-year-olds
- 20-year-olds

**OR**

The district will only include the following in the CCSU when it will benefit the family (check all that apply)

- 18-year-olds
- 19-year-olds
- 20-year-olds

Describe the criteria your district will use to determine whether or not 18-, 19-, or 20-year olds are included in the CCSU.

**Waivers**

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your county is requesting a waiver.

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. Indicate below if your county will make such payments (check one).

- Two weeks
- Four weeks

Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income

families are eligible for child care services during a break in activities (check any that are eligible):

- Entering an activity
- Waiting for employment
- On a break between activities

**APPENDIX V**  
**Persons In Need of Supervision (PINS) Diversion Services**

This appendix refers to the PINS Diversion population only. Complete sections 1 through 4 for PINS Diversion population only.

**1. Designation of Lead Agency (check one):**

- Probation                                       LDSS

**2. Inventory of PINS Diversion Service Options – Describe below the current inventory of available community services within each category below for the PINS Diversion population. For each service, include the geographic area (countywide or specific cities or towns). Please note that the first three service categories are required.**

<b>Service Category</b>	<b>Geographic Area</b>	<b>Service Gap – Check one</b>
Residential Respite – required		<input type="checkbox"/> Yes <input type="checkbox"/> No
Crisis Intervention 24 hours/day – required		<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversion Services/other alternatives to detention – required		<input type="checkbox"/> Yes <input type="checkbox"/> No
Alternative Dispute Resolution Services – optional		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No

**3. PINS Diversion Procedures – Please provide a description of any changes that have been made to these procedures since the submission of your last comprehensive plan, including any collaborative team processes.**

<b>PINS Diversion Services Protocol</b>	<b>Responsible Agency(ies)</b>	<b>Brief Description of How Provided</b>
1. Provides an immediate response to youth and families in crisis (includes 24 hours a day response capability)	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	
2. Determines the need for residential respite services and need for alternatives to detention	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	

PINS Diversion Services Protocol	Responsible Agency(ies)	Brief Description of How Provided
3. Serves as intake agency – accepts referral for PINS diversion services, conducts initial conferencing, and makes PIN eligibility determinations	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	
4. Conducts assessment of needs, strengths, and risk for continuing with PIN behavior Name of assessment instrument used:	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	
5. Works with youth and family to develop case plan	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	
6. Determines service providers and makes referrals	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	
7. Makes case closing determination	<input type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Both <input type="checkbox"/> Other (name)	

**4. PINS Diversion Services Plan**

**a. Development of PINS Diversion Services Plan and MOU**

**i.** Planning activities – Briefly describe all PINS Diversion Services Planning activities the county has engaged in related to this current plan.

**ii.** List stakeholder and service agency involvement in planning.

**b.** Please define the PINS Diversion population in your county. Specifically, please provide the following:

**i.** Number of PINS Diversion referrals filed by parents:

- ii. Number of PINS Diversion referrals by schools:
- iii. Number of PINS Diversion referrals other sources:
- iv. Number of PINS Diversion cases closed as Successfully Diverted:
- v. Number of PINS Diversion cases closed as Unsuccessful and Referred to Petition:

5. Identify any **aggregate** needs assessment conclusions and/or priorities regarding the PINS Diversion Population that have been developed as part of the planning process.
6. Please identify the intended outcomes to be achieved for the PINS Diversion population. For each outcome:
- a. In the first column, identify quantifiable and verifiable outcomes of the desired change in conditions or behaviors for the PINS Diversion population.
  - b. In the second column, identify the specific raw number or percentage change indicator sought for that outcome.
  - c. In the third column, **describe the strategies** to be implemented to achieve the identified indicator and outcome. Each strategy should include the timeframe for completion, and a designation of who is responsible for implementation.

Outcome (For PINS Diversion Population)	Indicator (Expressed as a raw number or % change )	Strategy/Plan to achieve (Who, what, and when)

**APPENDIX J**

**Non-Residential Domestic Violence Services (Complete a Copy for Each Program)**

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In accordance with the Domestic Violence Prevention Act and subsequent budget provisions, districts are required to provide non-residential services to victims of domestic violence, either directly or through a purchase of service agreement. Whether provided directly or through a purchase of service, each program must be approved through the Child and Family Services Plan process. Non-residential domestic violence programs must comply with 18 NYCRR Part 462. Please provide the information required below.

County: \_\_\_\_\_ Phone Number: (    )    -  
County Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**SECTION A**

---

**Program Closure**

Complete this section if an approved non-residential domestic violence program “closed” during the previous year.

Name of program:  
Date closed:  
Reason for closing:

**SECTION B**

---

Complete this section for each program that provides non-residential domestic violence services in the district.

To promote accuracy through the review and approval process, OCFS recommends that this section be completed by the non-residential DV program.

Agency Name:  
Business Address:  
Contact Person:  
Telephone Number: (    )    -  
E-mail Address:

**Program Requirements**

1. Seventy percent of the clientele served must consist of victims of domestic violence and their children. This program is intended to be a separate and distinct program offering specialized services for victims of domestic violence.

Describe how the program is separate and distinct and how it fits into the overall agency.

2. Services must be provided regardless of financial eligibility; services must be provided in a manner that addresses special needs, including physically handicapped, hearing

impaired, and non-English speaking; and services must address the ethnic compositions of the community served.

Describe the eligibility criteria for clients of the non-residential domestic violence program and how special needs populations are accommodated.

3. There must be evidence that the program is needed, based on the number of persons to be served and evidence that the indicators used are realistic.

Provide an estimate of the number of victims of domestic violence needing non-residential services and description of the indicator/data used to determine that estimate.

4. Where are the non-residential domestic violence services provided?

Describe the type of location (e.g. at the business office, at the school, etc.). The specific should not be included and should not be identifiable from the information provided.

5. Explain how the location(s) where the non-residential domestic violence services are provided to ensure the safety of the persons receiving services and the confidentiality of their identities. Do not provide the location addresses.

6. All of the **core services** listed in 18 NYCRR 462.4 must be provided directly by the program, as defined in the regulations, and must be provided in a timely manner. For each of the core services listed below, include:

- a. Days and hours the service is available

- b. How the service is provided

- c. Where the service is provided, when the service is provided at a location other than the program location (i.e., accompanying the client to court)

- d. Details specific to this program other than program location.

#### **Telephone Hotline Assistance**

Include hotline operation hours and detail the methods currently being used for the operation of the hotline service (e.g. coverage, staff responsibility, any technology used).

#### **Information and referral**

**Advocacy**

Describe all types offered, including accompaniment.

**Counseling**

Describe all types offered, including individual and group.

**Community Education and Outreach**

Describe methods used, target audience, and messages conveyed. If there is more than one domestic violence provider in the community, describe how the outreach activities are coordinated.

**Optional Services** (e.g., support groups, children’s services, translation services, etc.)

- 7. Each program must employ both a qualified director and a sufficient number of staff who are *responsible for providing core and optional services*.

List each of the staff/volunteer positions responsible for providing non-residential services including title, responsibilities and qualifications.

- **Do not** give names
- Resumes **are not** required

Title:

Responsibilities:

Qualifications:

---

Title:

Responsibilities:

Qualifications:

---

Title:

Responsibilities:

Qualifications:



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Title:

Responsibilities:

Qualifications:

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Title:

Responsibilities:

Qualifications:

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Title:

Responsibilities:

Qualifications:

**APPENDIX Q**

**Additional Local Standards for Child Care Providers (Optional)**

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The district may propose local standards in addition to the State standards for legally-exempt providers who will receive child care subsidies. This appendix must be completed for **each** additional standard that the district wishes to implement.

1. Check or describe in the space provided below the additional local standards that will be required of child care providers/programs.

- Verification that the provider has given the parent/caretaker complete and accurate information regarding any report of child abuse or maltreatment in which they are named as an indicated subject
- Local criminal background check
- Requirement that providers that care for subsidized children for 30 or more hours a week participate in the Child and Adult Food Care Program (CACFP)
- Site visits by the local district
- Other (please describe):

2. Check below the type of child care program to which the additional standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt family child care program. Check all that apply.
  - Provider
  - Provider's Employee
  - Provider's Volunteer

- Provider's household member age 18 or older

- Legally-exempt in-home child care program. Check all that apply.
  - Provider
  - Provider's Employee
  - Provider's Volunteer

- Legally-exempt group providers not operating under the auspices of another government agency. Check all that apply.
  - Provider
  - Provider's Employee
  - Provider's Volunteer

- Legally-exempt group providers operating under the auspices of another government or tribal agency. Check all that apply.
  - Provider
  - Provider's Employee
  - Provider's Volunteer

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

- Local social services staff

Provide the name of the unit and contact person:

Contracted agency

Provide the name of the agency and contact person:

4. Are there any costs associated with the additional standard?

Yes     No

**Note:** Costs associated with the additional standard cannot be passed on to the provider.

5. Describe the steps for evaluating whether the additional local standard has been met.

6. Indicate how frequently reviews of the additional standard will be conducted. Check all that apply.

Legally-Exempt Programs:

Initial enrollment                       During the 12-month enrollment period  
 Re-enrollment                               Other

7. In the space below, described the procedures the district will use to notify the Legally-Exempt Caregiver Enrollment Agency (EA) as to whether the legally-exempt provider is in compliance with the additional local standards. Districts must notify the EA within 25 days from the date they received the referral from the EA. (Districts need to describe this procedure only if the additional local standard is applied to legally-exempt child care providers.)

8. Describe the justification for the additional standard in the space below.

# County Child and Family Service Plan Guidance Document

This document includes directions and guidance for completing your required county plan. It is intended to provide information, clarification and, in some sections, optional ways for Local Departments of Social Services (districts) to develop their responses. Districts must use the forms provided to complete the plan.

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## Cover Page

This page should include the effective dates of the plan (January 1, 2012 – December 31, 2016); the name of the contact person and his or her phone number, title, and email address.

## Table of Contents

The Table of Contents for the plan must be completed by adding page numbers.

## Appendix A: Plan Signature Page/Legal Assurances/Waiver

All signatures must be included, along with the date(s). The signatures on this page attest to the district's compliance with assurances A through H (below), which are incorporated by reference into your plan. The legal assurances are statutorily mandated; districts must indicate that they are complying with these standards or must provide a remediation plan if they are not.

Fill in the name of the county in the spaces indicated. The page must then be printed out so it can be signed by the appropriate officials. You may scan the page and send it via e-mail along with your plan or by fax to 518-474-9452, attention Kristin Gleeson. The county must retain the original, signed copy of the signature page.

### Legal Assurances

#### A. General

1. All providers of service under this plan operate in full conformance with applicable federal, state, and local fire, health, safety and sanitation, and other standards prescribed in law or regulations. Where the county is required to provide licensure for provision of services, agencies providing such services shall be licensed.
2. All recipients of funds are required to operate each program or activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by persons who are handicapped to the extent required by law.
3. Benefits and services available under the State Plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 (as amended).
4. The activities covered by this plan serve only those individuals and groups eligible under the provisions of the applicable state and federal statutes.
5. There is in operation a system of fair hearings and grievances under which applicants for or recipients of services and care may appeal denial, exclusion, reduction, termination, or choice of services/care; mandatory nature of service/care; or failure to take timely action upon an application for services/care.
6. Adequate and timely notice is provided to applicants for and recipients of services and care as required NY 18 NYCRR 407.5(h) (2) (I).
7. Title XX-funded services are available to eligible individuals in every geographic area within the district. Where different services are made available to a specific category of individuals in different geographic areas, services are available to all eligible individuals in that category who reside in that area.

## **B. Child Protective Services**

1. The district maintains an organizational structure and staffing, policies, and practices that maintains compliance with 18 NYCRR 432.
2. The district has specifically reviewed 18 NYCRR 432.2 (f)(3) to determine its compliance with all assurances outlined in those regulations.

## **C. Preventive Services for Children**

1. Children and families in need of the core Preventive Services have these services provided to them in a timely manner. Core services include Day Care, Homemaker, Transportation, 24-hour access to Emergency Services, Parent Aide or Parent Training, Clinical Services, Crisis Respite Care, Services for Families with AIDS/HIV+, and Housing Services.
2. The district maintains efforts to coordinate services with service agencies and other public and private agencies within the district that provide services to children including the use of referral procedures with these agencies and formal and informal agreements.
3. The district has prepared plans and procedures for providing or arranging for 24-hour access to emergency services for children who are at risk of foster care as specified in 18 NYCRR 423.4. Staff is aware of such plans and procedures.

## **D. Youth Development**

1. Where the county receives State funds pursuant to Executive Law 420, the district's youth program maintains an organizational structure and staffing, policies, and practices that comply with Article 19-A of the Executive Law and 9 NYCRR Subpart 165-1.

## **E. Adult Protective Services**

1. The district has established a process that enables the commissioner to act as a guardian and representative or protective payee on behalf of a client in need of protective services for adults (PSA) when no one else is willing or capable of acting in this capacity.
2. In providing protective services for adults, the district will implement each responsibility contained in 18 NYCRR Part 457.

## **F. Domestic Violence Services**

1. Domestic violence victims seeking non-residential services are provided with all needed core services directly from the provider in a timely manner and as otherwise specified in 18 NYCRR Part 462.
2. Non-residential services are provided regardless of the person's financial eligibility; must provide services in a manner that addresses ethnic composition of the community; must provide services in a manner that addresses needs of victims who are disabled, hearing impaired, or non-English speaking, and must provide services in a safe and confidential location.

## **G. Child Care**

The district assures that when providing child care services under the New York State Child Care Block Grant (NYSCCBG), the Social Services Block Grant (Title XX), and other child care services funded with State or federal funds, it is in compliance with all pertinent State and federal laws and regulations and policies, which include but are not limited to the following:

1. Providing parents or other eligible caretakers with information about the full range of providers eligible for payment with child care subsidy funds.
2. Offering child care certificates to assist parents in accessing care.
3. Informing clients of criteria to consider when selecting a child care provider.
4. Allowing parents or other eligible caretakers to select any legal, eligible child care provider (districts may disapprove providers chosen by families with a preventive or protective case under certain circumstances).
5. Establishing at least one method of paying for child care provided by caregivers who do not have a contract with the county.
6. Determining that legally-exempt child care providers are operating in compliance with any additional State-approved local standards.
7. Giving priority for subsidies to children of families with very low income and to families that have children with special needs.
8. Guaranteeing child care services to families that have applied for or are in receipt of public assistance (PA) when such services are needed for children under 13 years of age in order to enable custodial parents or caretaker relatives to participate in activities required by a social services official including orientation, assessment, or work activities as defined in 18 NYCRR Part385.
9. Guaranteeing child care services to families who are in receipt of PA when such services are needed for children under 13 years of age in order to enable the parents or caretaker relatives to engage in work as defined by the social services district.
10. Guaranteeing child care services to applicants for or recipients of public assistance who are employed and would otherwise be financially eligible for public assistance benefits that choose to receive child care subsidies for children under 13 years of age in lieu of public assistance benefits for such period of time as the applicants/recipients continue to be financially eligible for public assistance.
11. Guaranteeing child care services to families transitioning from PA whose PA cases have been closed or who voluntarily close their PA cases, and who are no longer financially eligible for PA due to an increase in earned income or child support. The family must include an eligible child under the age of 13 who needs child care in order for the parent to be engaged in work, and the family's gross income must be at or below 200% of the State Income Standard. For transitional child care, the eligibility period begins with the first month in which a family becomes ineligible for PA or "child care in lieu of PA" and is limited to 12 months in duration.



12. Informing recipients of PA and former PA recipients of the child care guarantees for eligible families.
13. Informing families in receipt of public assistance of their responsibility to locate child care.
14. Informing families in receipt of public assistance of the criteria the district will use to determine that a family has demonstrated an inability to obtain needed child care because of the following reasons:
  - unavailability of appropriate child care within a reasonable distance from the individual's home or work site;
  - unavailability or unsuitability of informal child care by a relative or under other arrangements; or
  - unavailability of appropriate and affordable regulated child care arrangements.
15. Offering two choices of legal child care, at least one of which must be a licensed or registered provider, to recipients of public assistance who have requested assistance in locating child care for a required work activity and who have demonstrated an inability to obtain care.
16. Informing recipients of public assistance that their public assistance benefits cannot be reduced or terminated when they demonstrate that they are unable to work due to the lack of available child care for a child under the age of 13.
17. Advising recipients of public assistance that the time during which they are exempted from their required activity due to the lack of available child care will still count toward the families' time limit on public assistance.
18. Providing payment for the actual cost of care (rate charged by the provider to non-subsidized families unless a lower payment rate has been established in a negotiated contract) up to the applicable market rate.
19. Allocating NYSCCBG subsidy funds in a manner that provides eligible families equitable access to child care assistance funds.
20. Providing child care to families who are eligible, as long as funds are available, and to other families which are eligible if funds are available and if the social services district has listed such families as eligible in the Child and Family Services Plan.
21. Not requiring a contract with child care providers as a condition for payment when providing child care subsidies under the NYSCCBG. The district provides parents or other eligible caretakers the option to either enroll the child with an eligible provider who has a contract with the district or to receive a child care certificate to arrange child care services with any eligible provider.
22. Obtaining approval from OCFS as part of the district's Child and Family Services Plan before imposing any additional requirements on child care providers that serve subsidized children.

## H. Staffing

The Organizational Chart requirements will be met by the social services district's assurance that the organizational chart submitted to the Office of Financial Operations and Audit for the Random Moment Survey process is current.

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### Appendices B-1 to B-6: Lists of Required Interagency Consultation

These appendices must be completed for the planning of child protective, child welfare, adult protective, and day care services, as well as RHYA if the county receives RHYA state aid. Detailed meeting information does not need to be included in the county plan, but districts are directed to maintain meeting agendas and/or minutes for a period of five years.

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#### Appendix B-1: Protective Services for Adults

Some agencies and organizations that may be consulted for these mandated areas are listed below.

**Aging:** Representatives from the area agencies on aging, senior citizen centers and voluntary organizations that provide services to the elderly population.

**Health:** Representatives from the county Public Health Department including public health nurses and the environmental staff, Title XIX-funded home care providers and other medical and health service providers.

**Mental Health:** Representatives from the county Mental Health Department, psychiatric and developmental centers, community support systems core agencies, and other organizations and agencies involved in the provision of mental health services to mentally ill and developmentally disabled adults.

**Legal:** Representatives from legal aid organizations, children's attorneys, the courts, the legal advocacy attorney from the area agency on aging, and the County Attorney's office.

**Law Enforcement:** Representatives from the State Police; city, town, or village police; the Sheriff's department; and the District Attorney's office.

#### Appendix B-2: Child Protective Services (CPS)

This section must include specific agencies represented.

#### Appendix B-3: Child Welfare Services

Examples of these agencies/organizations include: Youth Bureaus or Boards, Departments of Probation, Family Court judges, mental health agencies, and legal and law enforcement agencies.

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## Appendix B-4: Child Care Services

Examples of these agencies/organizations include: Youth Bureaus or Boards, Departments of Probation, Family Court judges, mental health agencies, and legal and law enforcement agencies.

## Appendix B-5: Runaway and Homeless Youth (RHYA)

Examples of these agencies/organizations include: Departments of Social Services, RHYA providers, and other public and private and/or voluntary agency providers.

## Appendix B-6: Youth Development

Examples of these agencies/organizations include: task forces, coalitions, Youth Boards, parents, youths, community providers; and municipal youth boards.

## Appendix C: List of Data Sources Used in Needs Assessment

On the form provided, check all data sources used during your required interagency consultations and in preparing your needs assessment.

### List of Potential Sources

**America's Children: Key Indicators of Well-Being:** an annual report of indicators measuring the well-being of children and youth in the United States. A detailed report with more extensive narrative is published biannually. [www.childstats.gov](http://www.childstats.gov)

**Behavior Risk Factor Surveillance System (BRFSS):** a telephone survey sponsored by the Centers for Disease and Prevention (CDC) that tracks health risks in the United States. The BRFSS specifically focuses on producing state estimates, which can be used to monitor progress towards health goals or to evaluate state policies. <http://www.cdc.gov/brfss/>

**Kids' Well-Being Indicators Clearinghouse (KWIC)** – a website operated by the New York Council of Children and Families that provides data on indicators of children's health, education, and well-being. KWIC aims to provide data to help assess the needs of children in New York, to design and improve programs, and specifically focus on outcomes. KWIC data is based on the Touchstones framework, which focuses on preventative measures, early intervention, and family and youth involvement. Touchstones provide goals to guide state efforts and future expectations of child health and well-being, provide benchmarks for monitoring well-being over time, and help focus planning. <http://www.nyskwic.org/>

**New York State Department of Health (DOH):** a section of the DOH website contains County and state health data and statistics from a variety of sources with links to more detailed state tables and reports. Available data range from incidence of AIDS and HIV to vital statistics and demographic information for New York. Reliable and consistently updated data allow users to better monitor and measure community health in their counties. <http://www.health.state.ny.us/statistics>

**OCFS Data Warehouse:** a database with information on children in foster care; incidence of child abuse, sexual abuse, and maltreatment; and transitions into adoption. The warehouse uses data provided by Child Protective Services (CPS) and Foster and Adoptive Home Development. It is designed to meet the needs of local districts, regional offices, and state OCFS

staff who need access to management reports and data in the CONNECTIONS and child welfare legacy systems. For more information, email [data.warehouse@dfa.state.ny.us](mailto:data.warehouse@dfa.state.ny.us)

**OCFS Child and Family Services Review (CFSR) Data Packets:** packets are available in the Public Folders. Updated twice a year, they provide district-specific performance on key outcomes measures, including recurrence of maltreatment, permanent exits from foster care for both reunification and adoption, re-entry, stability and others. This data is designed to help districts monitor their progress in meeting their goals related to safety and permanency.

**Youth Risk Behavior Surveillance System:** a CDC survey of high school students (grades 9 through 12) that monitors adolescent health behaviors that contribute to some of the leading causes of death, social problems, and disability among youth and adults. The survey aims to establish the prevalence of such behaviors, monitor decreases and increases over time, and measure progress towards meeting Healthy People 2020 goals.  
<http://www.cdc.gov/HealthyYouth/yrbs/index.htm>

**U.S. Census/American Community Survey:** a nationwide survey designed to provide communities a fresh look at how they are changing, with information such as age, race, income, commute time to work, home value, veteran status, and other important data.  
[http://factfinder.census.gov/home/saff/main.html?\\_lang=en](http://factfinder.census.gov/home/saff/main.html?_lang=en)

## Program Narrative

### I. Outcome Framework/Mission/Vision

1. If your district has one, please describe your district's outcome framework, mission, and/or vision.

Please describe your district's outcome framework/mission/vision. Many districts have found it useful to establish a mission or vision statement or to use a framework, such as New York State Touchstones. This assists the county in focusing its planning and work. If your district does not have such a statement, leave this area blank.

2. Describe your district's demographic, economic, and social characteristics.

This information helps to frame some of the issues that affect the needs of your district. These issues should be addressed in your needs assessment if they have an impact on the safety, permanency, and well-being of children and families.

### II. Planning Process

1. Describe the county planning process and how that consultation informed your district's needs assessment, priorities, and outcomes.

Present a brief overview of your district's planning process for identifying needs, selecting outcomes, and determining strategies to address those outcomes. The planning process is strengthened by the engagement of various public and private agencies, community-based organizations, families, youth and other partners. Each has a unique contribution to make to the planning process and each in turn benefits from having been involved. Identify key players, stakeholders and other contributors to publicly acknowledge their support. This is an opportunity for you to showcase your collaborative work and to acknowledge functioning planning groups.

Community agencies: Briefly describe how the planning process relates to the development of other county plans including those developed by health, mental health, probation, alcohol and substance abuse, workforce development and/or education agencies. Many counties have also benefited from including the business community, faith based community, law enforcement, the United Way or other community funders in the planning decisions.

Youth: Involving youth in the planning process focuses their energy, insights and perspectives on improving the community in which they reside. Utilizing youth as a resource has been demonstrated to have a positive impact on adults who then see young people in new, productive ways. Briefly describe youth participation in the planning process.

### **III. Self Assessment**

1. Describe successes and achievements the district has experienced since the last plan update in each of the program areas listed below:
  - a. Child protective services
  - b. Child preventive services
  - c. Foster Care
  - d. Adoption
  - e. Detention
  - f. Youth Development
  - g. Runaway and Homeless Youth
  - h. Domestic Violence
  - i. Adult protective services
  - j. Child Care
2. Noting the data and trends as identified in Appendix C, and the cumulative district consultations (Appendices B-1 to B-6), describe the underlying conditions or factors that influence the district's performance in meeting the needs of children, youth, adults, and families (as applicable) in each of the program areas listed in the Section 1 above.

An example may include the following:

Child Protective Services: CFSR data indicate an 18% Recurrence Rate in 2010, which is an increase of 2% over 2009. The number of CPS reports has steadily increased over the past five years (400 in 2006 to 513 in 2010). As noted in the consultation meetings, a cut in preventive services, in addition to the hiring freeze of CPS and preventive caseworkers that began in 2009, have negatively impacted the district's ability to provide a continuum of services to families in need of child protective and preventive services.

#### **IV. Priority Program Areas**

From the Self Assessment in Section III, please identify the needs that you have determined to be priorities. Highlight the needs that are priorities, based on data analysis, the review of outcome measures, and/or the input from stakeholders and staff.

#### **V. Outcomes**

- 1.** Outcomes are based on the district's performance as identified through the data and trends noted in the Self Assessment (Section III). Outcomes should be expressed as desired changes within each of the program areas to address the underlying conditions or factors as noted in the district's Self Assessment.

The outcomes must also be related to the use of OCFS funding and/or required areas of services by the social services district and Youth Bureau. If the county receives RHYA funding, outcomes should address the coordination of available resources for runaway and homeless youth. Districts may incorporate outcomes from their Child and Family Services Review Program Improvement Plans. Districts are required to address at least two of the following State-determined adult service goals.

- a.** Impaired adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
- b.** To pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
- c.** To utilize multi-disciplinary community resources to improve assessments as well as develop service plans which reduce risk and protect adults.
- d.** To provide protective services in the least restrictive manner, respecting the adult's rights to self-determination and decision-making.

New York State must account to the federal government for the five goals listed in Title IV-B of the Social Security Act (see Appendix D). Many locally developed outcomes will be linked to these five broad goals. Incorporate outcomes from your Child and Family Services Review Program Improvement Plan (PIP) in this section as well. Locally developed outcomes must address, or be linked to, at least two of the four Adult Service goals as listed noted in the Program Narrative document.

You may use Appendix D, Goal 2, to report other outcomes that result from county integrated planning.

- 3.** Districts are to include quantifiable indicators or measures they will be using to assess their progress. These measures may include CFSR data measures, QYDS data measures, or any others as noted in Appendix C.

## **VI. Strategies to Achieve Outcomes**

Describe the strategies that will be implemented with the goal of meeting the outcomes described in Section V, including the strategies that support your Child and Family Services PIP outcomes. Include the agency or department that will be the lead in ensuring that the strategies are implemented and monitored for their effectiveness in reaching the outcomes. Include timeframes and indicate milestones or benchmarks that will be obtained.

## **VII. Plan Monitoring**

1. Briefly describe the methods and processes by which the implementation of the Child and Family Services Plan and the achievement of outcomes will be verified and monitored by the county.

Monitoring is important for program accountability, achievement of client outcomes, providing information for inform the needs assessment process, and the process for ensuring the proper the allocation of resources.

Ongoing review of the plan and its progress keeps the planning process active, allows for changes midstream and helps prepare for future plans. This is the process for monitoring the implementation of the entire plan.

## **VIII. Financing Process**

1. Briefly describe the relationship between OCFS funding and other funding administered by the district, such as the Youth Bureau. This would also include, for example, TANF, PINS allocations, purchase of services, and other grants obtained locally.

In this section, discuss how the social services district's delivery system is financed. Provide general information on the types of funds used (e.g., local, state, federal), and the criteria and procedures used for selecting service providers for child welfare, adult protective, and non-residential domestic violence. If applicable, you may also include how the Flexible Funds for Family Services allocation has been used to support outcomes in the plan.

If not previously described, include the needs assessment process, the achievement of outcomes, and the selection of strategies.

2. Describe procedures that will be used to ensure that the services being purchased are effective in meeting the outcomes as outlined in the contract and your plan. Include the frequency of monitoring, tools that will be used, and who will be involved.

## **Appendix D: Relationship Between County Outcomes and Title IV-B Federal Goals**

New York must demonstrate to the federal government its compliance with the goals defined in Title IV-B of the Social Security Act, Subpart I. It is expected that some of the district outcomes will be supportive of and linked to the five broad goals listed below and in Appendix D. Keep in mind that many of your outcomes have already been listed in your Child and Family Services Review PIP, and should be included here.



**Goal 1:** Families, including nuclear, extended, and adoptive families, will be strengthened and supported in raising and nurturing their children; in maintaining their children's connections to their heritage; and in planning their children's future.

**Goal 2:** Children who are removed from their birth families will be afforded stability, continuity, and an environment that supports all aspects of their development.

**Goal 3:** Victims of family violence, both child and adult, will be afforded the safety and support necessary to achieve self-sufficiency (adult) and/or to promote their continued growth and development (child).

**Goal 4:** Adolescents in foster care and pregnant, parenting, and at-risk teens in receipt of public assistance will develop the social, educational, and vocational skills necessary for self-sufficiency.

**Goal 5:** Native American families, including nuclear, extended, and adoptive families, will be strengthened and supported in raising and nurturing their children; in maintaining their children's connections to their heritage; and in planning their children's future.

## **Appendix E: Public Hearing Requirements**

The law requires that at least one public hearing must be held during the development of and prior to the submission of the plan. Such public hearing(s) shall be held only after 15 days' notice is provided in a newspaper of general circulation in the district. Such notice must specifically identify the times during the public hearing when child protective services, adult services, and family and children's services components of the plan are to be considered.

Using the form provided in Appendix E, include the dates(s) of public hearing(s); how the hearing(s) was/were publicized; the number of person who attended, including a general description of their interests and affiliations; and the major issues raised at the hearing(s) and how these comments were used in the planning process. The plan should not be completed prior to the public hearing and should be considered a draft until after the public hearing.

One goal of the public hearing is to inform the community of the services available in the district and how they can be accessed. The public hearing also allows the public to raise issues and offer ways to improve delivery and provision of services in the district. Comments and issues raised at the hearing must be incorporated into the planning process if they are deemed to be valid. Implementing strategies that provide for meaningful public input can help to enhance the local planning process.

Public hearing information must be provided using the form for Appendix E that is included in this packet. **The plan is not to be submitted until 15 days after the public hearing.**

## **Appendix F: Program Matrix**

Districts are required to enter Preventive Program Matrix information into the Welfare Management System (WMS). Please note in Appendix F if changes have been made to the matrix since your last annual plan, and what those changes are.

WMS allows local districts to update their Title XX Matrix by using the **Title XX Appendix F Update Menu**. The matrix is the basis for the authorization/payment of Title XX services for each local district. State income standards are established using the Federal Poverty Levels



(FPL), which are updated periodically by the U.S. Department of Health and Human Services. When new Federal Poverty Levels are set, the State updates the WMS Title XX Services Matrix and the Title XX Matrix Update process is initiated. Local districts are notified when the Title XX Matrix (Appendix F) is available for their updates.

Each district must designate a worker (or workers) who will receive the yearly notice that the Title XX Matrix (Appendix F) is available for the district's update. The district must provide the State with the worker's name and user identification number.

Each district must update its WMS Title XX Matrix as necessary, and submit it to the State for review. Districts are not able to alter State-mandated fields. The updates are done by a district worker who has been assigned security function 180 by the district's LAN administrator (this does not have to be the same person who receives the annual update notice). The worker who does the update will be notified after the State reviews the district's submission.

See Attachment 3, page 32, for detailed information about entering Appendix F information into WMS.

### **Appendix G: Technical Assistance Needs**

On the form provided, briefly describe specific types of technical assistance and/or training you may require from the OCFS or other state agencies in order to implement your plan.

### **Appendix H: Memorandum of Understanding Between the Local District Attorney's Office and Child Protective Services**

The district may provide a scanned copy of the memorandum or a narrative summary that outlines the cooperative procedures to be followed by the LDSS and the District Attorney's office in investigating incidents of child abuse and maltreatment, consistent with their respective obligations for the investigation or prosecution of such incidents and as otherwise required by law.

Chapter 156 of the Laws of 2000 (the Abandoned Infant Protection Act) went into effect in July 2000, and was amended effective August 30, 2010. It is intended to prevent infants being abandoned in an unsafe manner that could result in physical harm to the child. The following three conditions must be met under the law:

- 1) The abandoned infant is not more than 30 days old.
- 2) The person who abandons the infant must intend that the infant be safe from physical injury and be cared for appropriately.
- 3) The infant must be left with an appropriate person or in a suitable location and the person who leaves the child promptly notifies an appropriate person of the child's location.

A "suitable location" is not defined in the law. District Attorneys are to designate suitable locations where a child may be left with a responsible member of the staff at the location. Consideration is to be given to hospitals, staffed police stations, and staffed fire stations.

As this Act did not eliminate the responsibility for a mandated reporter to report the abandonment to the State Central Register of Child Abuse and Maltreatment (SCR), mandated reporters continue to be required to report such situations to the SCR and the Local Department of Social Services will continue to have the responsibility to conduct child protective services investigations as required by law in such reported cases.

As districts already have agreements with their District Attorneys, this agreement should be amended to include language referencing the Abandoned Infant Protection Act and outlining the procedures for jointly responding to cases that appear to fall within the parameters of that Act. The agreement should include a list prepared by the District Attorney of those places deemed appropriate as suitable locations under this Act. As part of this plan, each district should include verification that the District Attorney agreement has been amended to include a reference to this Act and should include the names, addresses, and phone numbers of all designated locations.

### **Appendix I: 2012 Estimate of Persons to be Served**

*(Required only if the social services district does not seek a waiver.)*

The Appendix I waiver is on the signature page (Appendix A).

### **Appendix J: Non-Residential Domestic Violence Services**

This appendix is required for all non-residential services to victims of domestic violence. A separate Appendix J is required for **each** non-residential service provider to victims of domestic violence program in the district. In designating an agency as a non-residential services provider for victims of domestic violence, the district must determine that this provider meets the standards defined in [18 NYCRR Part 462](#). Please refer to these regulations for complete information on staffing standards and other requirements.

As program information is included in Appendix J, remember that each program identified as a provider of non-residential services to victims of domestic violence must meet the following requirements:

- At least 70% of the clientele of the program must consist of victims of domestic violence and/or their children
- The program must directly provide the core services (see 18 NYCRR Part 462 for definitions)

Please note that legal assurances relating to the provision of non-residential services to victims of domestic violence have been included in Appendix A. These specify that the district must provide services regardless of the person's financial eligibility; must provide services in a manner that addresses ethnic composition of the community; must provide services in a manner that addresses needs of victims who are disabled, hearing impaired, or non-English speaking, and must provide services in a safe and confidential location.

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## Appendices K through U – Child Care

The Child Care section of the county plan is designed to reflect the flexibility allowed in the delivery of child care services under a block grant model. It is structured to reflect both federal and State requirements while allowing districts to address locally defined needs and priorities.

Planning activities continue to support a partnership between the State and the district for meeting shared goals and outcomes. Child Care services covered in the county plan include the New York State Child Care Block Grant (NYSCCBG) and Title XX. The district has the option of including additional information as may be determined locally to clarify or strengthen the plan. The district is responsible for developing the Child Care Section of the county plan that will allow them to meet the needs of the community and to maximize the use of available funds.

Districts must use the forms for the Child Care section included in this packet, which is designed to be completed as an electronic document.

The Child Care section is divided into four required appendices and seven optional appendices as follows:

### **Required Appendices:**

*Appendix K:* Administration

*Appendix L:* Other Eligible Families if Funds are Available

*Appendix M:* Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, Recertification Period, and Fraud and Abuse Control Activities

*Appendix N:* District Options

### **Optional Appendices:**

*Appendix O:* Funding Set-Asides

*Appendix P:* Title XX for Low Income Child Care

*Appendix Q:* Additional Local Standards for Child Care Providers

*Appendix R:* Payment to Child Care Providers for Absences

*Appendix S:* Payment to Child Care Providers for Program Closures

*Appendix T:* Transportation, Differential Payment Rates, Enhanced Market Rates for Legally-Exempt, and Sleep

*Appendix U:* Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Breaks in Activities

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## *Instructions for Required Appendices*

### **Appendix K: Child Care Administration**

Describe how the district is organized to administer the child care subsidy program.

- In the first section, identify which unit(s) is/are responsible for child care for different categories of families.
- In the second section, provide an estimate of how the district will use New York State Child Care Block Grant (NYSCCBG) subsidy funds.

In the Total Block Grant Amount, provide an estimate of the district's NYSCCBG allocation, plus any local share. Then estimate the amount of funding that will be designated for subsidies to families, other program costs, and administrative costs. The total of these three amounts should add up to the total NYSCCBG amount.

Allowable program costs include the following costs of providing child care services:

- eligibility determinations and re-determinations;
- participation in adjudicatory and judicial hearings;
- child care placements, including transportation to such placements;
- inspection, review, and supervision of child care placements, including monitoring compliance with any additional local child care requirements imposed;
- training of LDSS staff; and
- the establishment of computerized child care information systems.

The district may spend no more than 5% of its annual block grant allocation for administrative activities. The term “administrative activities” does not include the costs of providing child care services as set forth above. Administrative activities include, but are not limited to, the following:

- providing local officials and the public with information about the program;
- conducting public hearings;
- monitoring program activities for compliance with program requirements;
- maintaining substantiated complaint files;
- coordinating the resolution of audit and monitoring findings;
- evaluating program results;
- managing or supervising persons with responsibilities listed under allowable program costs;
- traveling for official business in carrying out the program; and
- obtaining goods and services required for the administration of the program, including rental or purchase of equipment, utilities, and office supplies.

- In the third section, a district must indicate if the district has a contract or formal agreement with another organization, provide the name of the organization, and the amount of the contract.

## Appendix L: Other Eligible Families if Funds are Available

Indicate other families, if any, that will be eligible under NYSCCBG and will be included as part of the county plan. If the district has elected to serve one or more of these families, they must be served as long as funds are available. Refer to Attachment 1, page 27, for a list of eligible families that are guaranteed child care, families that must be served if funds are available, and other eligible families that the district may serve if the funds are available and they have indicated in their county plan that they will serve these families.

On the form for Appendix L, select “Yes” in the column next to the category of eligible families the district will serve. Select “No” in the column next to the category of eligible families the district will **not** serve. Each category and sub-category should be addressed with either a “Yes” or “No.” You may select “Yes” and “No” for subcategories under one optional category. For example, a district may elect to pay for child care services when the parent or caretaker is physically or mentally incapacitated, but not when the parent or caretaker has family duties away from the home. Describe any limitations that will be imposed on other eligible families the district has proposed to serve as part of its county plan.

## Appendix M: Reasonable Distance, Very Low Income, Family Share, Case Closings and Openings, Recertification Period, and Fraud Abuse and Control Activities

### Reasonable Distance

A recipient of public assistance benefits who has children under age 13 years of age needs child care in order to participate in required work activities. If the recipient is unable to find an appropriate and available child care provider within a reasonable distance from the recipient’s home or work activity site, he/she cannot be penalized for failure to comply with work requirements.

A district is required by regulation to define “reasonable distance” in its county plan. Distance may be defined in terms of time and/or the distance in miles required for a public assistance recipient to travel from home to a work activity site with a stop at a child care provider. **The definition must be defined as a one-way trip, not a round trip.** Describe any processes or consultations that helped you arrive at your definition of reasonable distance.

### Very Low Income

Federal regulations require that two specific populations be prioritized: families with very low income and families with children who have special needs. In this section, define the term “very low income.” “Very low income” may be defined as 200% of the State Income Standard (SIS) or at a lower percentage. The definition of very low income does not affect eligibility, but it does affect prioritization of categories of eligible families for NYSCCBG, with the exception of families who are eligible for a child care guarantee. If a district designates an amount less than 200% of the SIS as a definition of very low income, this lower percentage must be taken into account when prioritizing families for opening and closing cases.

## Family Share

The district must indicate the family share percentage it will use (from 10% to 35%). The State's sliding fee scale for the weekly family share of child care is calculated by applying the family share percentage to the excess of the family's gross annual income over the State Income Standard, divided by 52.

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### Instructions for Case Closings and Openings

Describe the district's process for selecting cases that do not fall under the child care guarantee for closing and opening when insufficient or no funds are available. You must address the following:

1. federal priorities for families with very low income and families that have children with special needs;
2. locally identified priorities, if any; and
3. funding set-asides, if any.

Eligible families are defined in Child Care Technical Assistance #1. Determinations regarding closing cases and limiting case openings may only be made from the following two categories:

- families that are eligible as long as funds are available; and
- families that are eligible as long as funds are available and the district has listed these families as eligible in its **county plan**.

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### Case Closings

Describe how the district complies with federally mandated priorities for "very low income" and families that have "child(ren) with special needs." You may want to consider whether Category 2 and Category 3 families (see Attachment 1, page 27) will be differentiated from one another in the selection process for case closings and whether particular families within each of these categories will be given priority over other families. For example, a district may choose to close cases from Category 3 before closing any cases from Category 2. In addition, if a district has selected to serve all potentially eligible families in Category 3, it may also elect to describe cases that would be closed first **within this category**. No cases will be closed based on insufficient funds for any family that falls under the child care guarantee.

When all available funds have been committed, either through set-asides approved in the district's county plan or because all of the available funds are projected to be needed for open cases, the district may discontinue funding to families that are not eligible for a child care guarantee and have lower priorities. If no priorities are established beyond the federally mandated priorities and all funds are committed, case closings for families that are not eligible under a child care guarantee and are not under a federally mandated priority must be based on the length of time they have received services. The length of time may be based on either the shortest or longest time the family has received child care services, but must be consistent for all

families. The district must specify in its county plan whether case closings will be based on the shortest or longest length of time families have received child care services.

A district may elect to place cases that have been closed due to insufficient funds on a waiting list. If additional funds become available, the process to open these cases should be included below in the district's definition of opening cases when limited funds are available.

### **Opening Cases When Limited Funds are Available**

Describe how the district complies with federally mandated priorities for "very low income" and families that have a "child(ren) with special needs." Also describe how cases will be selected from all potential applicants if a limited amount of funds are available for case openings. Consider how the district will address cases that were closed due to insufficient funds.

Families must be given the opportunity to apply, even if there are insufficient funds to open their cases. A district may elect to place such families on a waiting list. If a district establishes a waiting list, the district must describe how cases will be selected from the list to be opened if additional funds become available.

### **Recertification Period**

Check the district's recertification time period – either six or twelve months.

### **Fraud and Abuse Control Activities**

Describe the district's fraud and abuse control activities for its child care subsidy program. Identify the criteria that will be used to determine which applications present a higher than acceptable risk for fraudulent or erroneous child care subsidy payments and describe the procedure for referring such applications to the district's front-end detection system.

Describe the sampling methodology the district uses to determine which cases require verification of applicants' or recipients' continued need for child care, including verification of participation in employment, education, or other required activities. The district cannot use criteria such as the age of provider, the gender of provider, a post office box address, or evidence that the child lives in the same residence as the provider as indicators in drawing the sample.

Also describe the district's sampling methodology for reviewing providers of subsidized child care services who are enrolled in the Child and Adult Care Food Program. The review will compare child care providers' attendance forms and Child and Adult Care Food Program inspection forms to verify that child care actually was provided on the days listed on the child care providers' attendance forms.

### **Appendix N: District Options**

Select the options, if any, the district wishes to establish in administering the child care subsidy program. Appendices O through V must be completed only if the district selected options associated with those Appendices.

Districts that use local equivalent forms in place of State forms must submit copies of the local forms. OCFS will review the forms to determine whether they meet all statutory and regulatory requirements. Previous approvals for local equivalent forms will **not** be carried



forward in this county plan. Any local equivalent forms you wish to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

### *Instructions for Optional Appendices*

#### **Appendix O: Funding Set-Asides**

Complete this appendix if your district plans to set aside portions of its allocations to serve one or more of its priority populations. A district may choose to set aside a portion of funds or to set aside all of its NYSCCBG, including families eligible for a child care guarantee. A district may also set aside funds for Title XX child care.

Set-aside amounts should be based on a 12-month period. Amounts may be adjusted from one category to another without a plan amendment as long as the total adjustments in a calendar year do not exceed 10% of any category. All such adjustments require a page replacement and notification to the Office of Children and Family Services within 30 days of the adjustment. Adjustments exceeding 10% of any category require a plan amendment.

Indicate the categories of families and amount of money set aside. Explain why one category of families was selected over another category.

#### **Appendix P: Title XX Child Care**

Complete this appendix if your district is utilizing Title XX funds to provide child care to low-income families. Describe anticipated expenditures, financial eligibility limits, and financial and programmatic eligibility. Also describe local priorities, if any, for Title XX child care.

If the district is utilizing Title XX funds **only** for child protective and/or preventive cases, do not include financial eligibility limits, as child care services in these instances are provided without regard to income.

#### **Appendix Q: Additional Local Standards for Child Care Providers**

Complete this appendix if your district will require additional local standards for legally-exempt families and in-home or legally-exempt group child care providers. Describe the additional local standards and the justification for them. Additional local standards cannot supersede State regulations or State requirements. Describe how these additional local standards will be met and monitored. A district may make participation in the Child and Adult Care Food Program a condition of enrollment for legally-exempt providers who will be providing an average of more than 30 hours of care per week to one or more subsidized children.

Include in this appendix the district's procedures for notifying the legally-exempt caregiver's enrollment agency if the district determines that the provider is not in compliance with the additional local standard. Any additional standards established by a district may not extend the timeframes for the legally-exempt caregiver enrollment agency to review the enrollment package.

A district may not incur costs associated with additional local standards that, under the legally-exempt enrollment regulations, will be funded by OCFS through direct contract with the enrollment agency. OCFS cannot reimburse a district for services that duplicate activities already funded through a different mechanism.



Any previous approvals for additional local standards will not be carried forward into this county plan. Therefore, any additional local standards a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

### **Appendix R: Payment to Child Care Providers for Absences**

Complete this appendix if the district has opted to pay for absences only to licensed, registered, or legally-exempt group child care providers with which the district has a contract or letter of intent or to all providers of subsidized child care services, except for legally-exempt family child care providers and legally-exempt, in-home child care providers. A district must describe the types of child care providers that are eligible to receive payment for absences, the reasons for absences, whether it will require a contract or letter of intent, and any limitations placed on providers who will be eligible for payment for absences.

While regulations state the maximum number of absences allowed, a district may choose a lower limit on the number of paid absences it will allow during its base period. A district must choose a base period of three months or six months for determining the number of allowable absences.

The following chart summarizes the maximum allowable limit for which reimbursement for payment for temporary absences from child day care may be claimed.

<b>Period</b>	<b>Routine limits (# of days)</b>	<b>Extenuating circumstance(s) (# of days)</b>	<b>Total # of absences allowed (# of days)</b>
1 month	12	3	15
3 months	12	8	20
6 months	24	16	40

### **Appendix S: Payment to Child Care Providers for Program Closures**

Complete this appendix if the district has opted to pay for program closures only to licensed, registered, or legally-exempt group child care providers with which the district has a contract or letter of intent or to all providers of subsidized child care services, except for legally-exempt family child care providers and legally-exempt, in-home child care providers. Select which type of child care providers are eligible to receive payment for program closures and indicate whether or not the district will require a contract or letter of intent for payment of program closures. State the maximum number of program closures the district will allow per year and the number of program closures for which it will provide payment. While regulations set the maximum number of program closures at five days, the district may choose a lower limit for the number of program closures for which it will pay.

## **Appendix T: Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt and In-Home Providers, and Sleep**

### **Transportation**

Complete this section if the district will make payments to eligible families for transportation to and from a child care provider. A district will be reimbursed for transportation expenses charged by a child care provider that are separate and apart from the regular rate charged by the provider. Also, the district may make arrangements using other providers of transportation services. Expenditures for transportation are reimbursed as a program cost under the district's NYSCCBG allocation. Indicate on Appendix F under transportation (column 20) if the district will pay for transportation costs.

### **Differential Payment Rates**

Complete this section if the district has established differential payment rates above the market rate for child care services provided by licensed and registered child care providers that have been accredited by nationally recognized child care organizations. Nationally recognized organizations that provide such accreditation include the National Association for Education of Young Children (NAEYC), the National Association for Family Child Care (NAFCC), and the National School Age Child Care Association (NSACCA).

Also complete this section if the district has established differential payment rates for child care services that are provided during non-traditional hours (evenings, nights, or weekends). Provide this rate for all types of providers, as federal regulations do not allow rate setting that would limit access to a full range of providers.

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Differential payment rates established by districts may be up to 15% higher than the applicable market rates. The differential payment rates for accredited programs may be different from the rates for care provided during non-traditional hours.

There can be a total of only 15% in differential payments to any one provider. For example, a provider who is nationally accredited and who also provides child care for non-traditional hours is eligible only for a maximum of 15% above the market rate for the respective type of care and age of the child.

A district may establish a payment rate that is more than 15% above the applicable market rate if this level is necessary to provide access to accredited programs or care provided during non-traditional hours. The district must describe why the 15% maximum is insufficient to provide access and state the percentage above the market rate it proposes to use.

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### **Enhanced Market Rate for Legally-Exempt Family and In-Home Child Care Providers**

Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have annually

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completed 10 or more hours of training and the training has been verified by the legally-exempt caregiver enrollment agency. This rate cannot exceed 75% of the child care market rate established for registered family day care.

### **Sleep**

Complete this section if the district will pay for child care services to provide sleep time for a parent or caretaker who works a second or third shift. A district can pay for up to eight hours of child care services while a parent or caretaker sleeps. A district must describe the criteria used in determining the need to pay for child care while a parent or caretaker sleeps and the number of hours the district will allow.

## **Appendix U: Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, and Breaks in Activities**

### **Child Care Exceeding 24 Hours**

Complete this section if the district will pay for child care services that exceed 24 consecutive hours when such services are provided on a short-term basis or when the parent/caretaker's approved activity necessitates care for 24 hours on a limited basis. Describe any limitations the district establishes in determining whether to pay for child care services that exceed 24 consecutive hours.

### **Child Care Services Unit (CCSU)**

Complete this section if the district has chosen to include 18-, 19-, and/or 20-year-olds in the Child Care Services Unit (CCSU). The CCSU is the basis the district uses to determine family size and countable family income. A district may elect to always include 18-, 19-, and/or 20-year-olds in the CCSU or to include them only when it would benefit the family. A district that elects to include 18-, 19- or 20-year-olds in the CCSU only when it benefits the family must describe the criteria used to determine this benefit.

### **Waivers**

Complete this section if the district is requesting a waiver of any regulatory provision that is non-statutory. Describe the regulatory provision that the district wishes to have waived. The waiver must be approved by OCFS before implementation.

### **Breaks in Activities**

Complete this section if the district will pay for child care services for low-income families during breaks in activities. This can be for a period not to exceed two weeks or for a period not to exceed one month when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period.

A district may provide child care services during a break between activities or while the caretaker is waiting to enter an approved activity or employment.

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## **Child Care Technical Assistance**

See technical assistance documents “Eligible Families” (Attachment 1, page 27) and “Limiting Eligibility for Other Eligible Families if Funds are Available,” (Attachment 2, page 31).

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### **Appendix V: Persons in Need of Supervision (PINS) Diversion Services**

The PINS Reform Law (Chapter 57 of the Laws of 2005) required that the Local Department of Social Services (LDSS) Consolidated Services Plan or the Child and Family Services Plan (Integrated County Plan) include a Persons In Need of Supervision (PINS) diversion services portion of that plan. This requirement applies to all counties and supports increased services to PINS youth and families, reduced use of detention, and collaboration to develop productive responses to status offenders and their families.

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Please note that the information in this form is specific to the PINS Diversion population and process in your county, **not** to the post-petition PINS population or the Juvenile Delinquency (JD) population.

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#### **1. Designation of a Lead Agency**

Counties should configure their PINS Diversion services according to their individual efficiencies and strengths. The designation may be changed in the future through an update to the plan or at the time of the next plan submission. While the LDSS is required to identify one lead agency, cooperative procedures may determine that require other agencies to perform certain functions or services.

#### **2. Inventory of PINS Diversion Service Options**

List PINS Diversion services that are available in your district and indicate whether a service gap exists. Respite programming may already be available through LDSS preventive services, other state agencies, or local providers. Counties may have existing RHYA programs, which are authorized to provide respite and/or “crisis intervention” services as additional services. Counties may coordinate efforts with providers to establish regional services. The Office of Court Administration (OCA) supports conflict resolution programs in counties. For more information, contact Uniform Court Services, State Alternative Dispute Resolution Office at 518-238-2888, ext. 234.

#### **3. PINS Diversion Procedures**

Record the agency that is responsible for each procedure and a brief description of how each procedure will be provided.

#### **4. PINS Diversion Services Plan Narrative**

Briefly describe the organizations in the county that have been involved to date in the PINS Diversion planning process. Schools, law enforcement officials, and the local family court are critical partners. Respite service providers, youth bureaus, detention facilities, and others also are important to the planning process.

#### **5. Needs Assessment**

Include a summary of the data and the analysis used to determine the needs of the PINS Diversion population. List data sources (e.g., Communities That Care, Youth Assessment and Screening Instrument aggregate reports, PINS/complaint [source or type] information, status at closing, cases referred for petition, etc). Specify whether the findings relate to county, city, town, neighborhood, school or other specific groups within the PINS Diversion population. Describe and any conclusions drawn or changes made to strategies to address the needs of this population. Data collected through the needs assessment process can be useful in selecting outcomes in the next section.

#### **6. Outcomes**

List desired changes in community, family, or individual behaviors or conditions in terms that are specific, measurable, achievable, realistic, and timely. Outcomes should be derived from the aggregate needs, and could include specific populations (e.g., truants, ungovernable youth, females, males, Special Education youth); specific PINS Diversion processes (e.g., pre-PINS collaborative work, improved service timelines, improved services, focus on evidence based interventions); or aggregate data based outcomes (e.g., reduced number of PINS referred to petition, reduced parental PINS, reduced school PINS, or reduction in specific YASI risk assessment scores). It is important to note that the outcomes in this section are **only** for the PINS Diversion population and/or process.

## Attachment 1: Child Care Technical Assistance – Eligible Families

Families are eligible for child care services under the New York State Child Care Block Grant (NYCCBG) program if the family meets one or more of the following criteria:

- 1. Families which are guaranteed child care.** A social services district must guarantee child care services to a family which meets the criteria set forth below regardless of whether the social services district has any State or federal funds available under the NYSCCBG program to pay for all or a portion of the child care costs.
  - e.** A social services district must guarantee child care services to a family that has applied for or is receiving public assistance when such services are needed for a child under 13 years of age in order to enable the child's parent(s) or caretaker relative(s) to participate in activities required by a social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.
  - f.** A social services district must guarantee child care services to a family that is receiving public assistance when such services are needed for a child under 13 years of age in order to enable the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district.
  - g.** A social services district must guarantee child care services to a family that has applied for and would otherwise be eligible for public assistance benefits or was in receipt of public assistance and voluntarily closed their public assistance case while still eligible for public assistance, when:
    - (1) child care is needed for a child under 13 years of age in order to enable the child's parent(s) or caretaker relative(s) to be employed for at least the number of hours that would be required if the family were in receipt of public assistance; and
    - (2) the family is eligible for public assistance but chooses to receive child care services in lieu of public assistance.
  - h.** A social services district must guarantee child care services for a period up to 12 consecutive months after the month in which the public assistance case closed or, for those who chose child care in lieu of public assistance, the month after the family is no longer financially eligible for public assistance, provided:
    - (1) the case closed or the family became financially ineligible for public assistance due to increased income from either employment or child support; or because the family voluntarily ended their public assistance case and their income is no longer within public assistance standards;
    - (2) the family received public assistance in at least three of the six months immediately preceding the case closing; or, for a family which chose child care in lieu of public assistance, was eligible for public assistance in at least three of the six months immediately preceding their ineligibility for public assistance;

- (3) the family includes an eligible child that is under the age of 13 and needs child care services in order to enable the child's parent(s) or caretaker relative(s) to be employed; and
- (4) the family has income at or below 200 percent of the applicable State income standard

**2. Families which are eligible when funds are available.** A social services district must provide child care services to a family eligible under this category, to the extent that the district continues to have funds available under either the district's allocation from the New York State Child Care Block Grant program or any local funds appropriated for such program, subject to any priorities or set asides as approved by the Office of Children and Family Services.

- a.** A family which has applied for or is receiving public assistance when child care services are needed for an eligible child who is age 13 years or older and who has special needs or is under court supervision, in order to enable the child's parent(s) or caretaker relative(s) to participate in activities required by a social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.
- b.** A family receiving public assistance when child care services are needed for an eligible child who is age 13 years or older and who has special needs or is under court supervision in order to enable the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district.
- c.** A family receiving public assistance when child care services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.
- d.** A family with income up to 200 percent of the State income standard which is at risk of becoming dependent on public assistance when child care services are needed:
  - (1) for the child's caretaker(s) to be employed; or
  - (2) to enable a teenage parent to attend high school or an equivalency program.

**3. Families which are eligible if funds are available and if the social services district has listed such families as eligible in the district's Child and Family Services Plan.** The following families are eligible provided the social services district has listed such families as eligible families in the district's Child and Family Services Plan and the district continues to have funds available from the NYSCCBG or any local funds appropriated for such program:



- a. A family receiving public assistance when child care services are necessary for a parent or caretaker relative to participate in an approved activity in addition to their required work activity.
- b. A family receiving public assistance when child care services are necessary for a sanctioned parent or caretaker relative to participate in unsubsidized employment whereby the parent or caretaker relative receives earned wages at a level equal to or greater than the minimum amount required under federal and State labor law.
- c. A family receiving public assistance or with income up to 200 percent of the State income standard when child care services are needed for the child to be protected because the child's caretaker is:
  - (1) participating in an approved substance abuse treatment program or in screening for an assessment of the need for substance abuse treatment;
  - (2) homeless or receiving services for victims of domestic violence and needs child care in order to participate in an approved activity or in screening for or an assessment of the need for services for victims of domestic violence; or
  - (3) in an emergency situation of short duration including, but not limited to, cases where the caretaker's absence from the home for a substantial part of the day is necessary because of extenuating circumstances such as a fire, being dispossessed from the home, seeking living quarters or providing chore/housekeeper services for an elderly or disabled relative.
- d. A family with income up to 200 percent of the State income standard when child care services are needed for the child to be protected because the child's caretaker(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.
- e. A family with an open child protective services case when it is determined on a case-by-case basis that such child care is needed to protect the child.
- f. A family with income up to 200 percent of the State income standard when child care services are needed for the child's caretaker(s) to participate in one of the following activities provided such activity is an allowable activity set forth in the social services district's Child and Family Services Plan and the district determines that the activity is necessary part of a plan for the family's self-support:
  - (1) actively seek employment for a period of up to six months as established by the social services district in its Child and Family Services Plan, if the caretaker documents that he or she is currently registered with a New York State Department of Labor Division of Employment Services Office, provided that the child care services will be available only for the portion of the day the family is able to document is directly related to the caretaker engaging in such activities; or



- (2) education or vocation activities including attendance in one of the secondary or post-secondary programs allowable under Part 415 of the State regulations.
- g.** A family receiving public assistance or with income up to 200 percent of the State income standard when child care services are needed for the child's caretaker(s) to attend a two year program other than one with a specific vocational sequence leading to an associates degree or certificate of completion, or a four year college or university program leading to a bachelor's degree provided:
- (1) the program is reasonably expected to improve the earning capacity of the caretaker;
  - (2) the caretaker is and continues to participate in non-subsidized employment whereby the caretaker works at least 17 ½ hours per week and earns wages at a level equal to or greater than the minimum amount required under federal and State labor law while pursuing the course of study; and
  - (3) the caretaker can demonstrate his or her ability to successfully complete the course of study.

## **Attachment 2: Child Care Technical Assistance – Limiting Eligibility for Other Eligible Families if Funds are Available**

Districts may choose to serve all of these other eligible families, none of these other eligible families, some of these other families, or may add criteria that may limit eligibility within any of the Category 2 and Category 3 descriptions provided in Attachment 1.

The following is a partial list of ways a district may choose to limit eligibility within categories.

### **Time Limitations**

Districts may choose to limit eligibility by setting certain time limitations. For example, districts may choose to support certain activities for a period of time that is shorter than the allowable State maximum. One example of this is seeking employment. Although State reimbursement is available for districts choosing to cover child care for a period of up to six months while a parent looks for work, a district could choose to cover this activity for a shorter period of time such as three months.

### **Restricting Programmatic Eligibility**

Districts may wish to modify one or more categories of eligibility. For example, although reimbursement is available for a long list of educational activities, districts may decide that they can only support certain educational activities. For example, districts may limit educational activities to basic remedial education. Alternatively, districts may choose to pay for educational activities only in combination with another activity such as part-time work.

### **Restricting Income Eligibility**

Districts may wish to restrict income eligibility to certain families. Although families with income up to and including 200 percent of the State income standard are financially eligible for subsidies through the NYSCCBG, districts may set different financial eligibility limits for the optional categories of other eligible families. For example, the district could limit eligibility for individuals who are attending a two-year college program to an income less than 200 percent of the State income standard.

### **Eligibility Until Funds Run Out**

Districts may wish to serve some categories of families up to a certain amount of funds per year. For example, a district could set aside funds for families in substance abuse treatment programs. Families who apply for child care for this purpose would be eligible as long as they meet eligibility criteria and as long as the district has funds available in the set-aside. Once the set-aside is exhausted, no additional families would be authorized under this category. If a category of eligibility will be limited by set-aside funds, Appendix G-6, Attachment 2-Funding Set-Asides, must be completed.

### Attachment 3: Updating Title XX Matrix in the Welfare Management System

To complete the Title XX matrix in WMS, follow the steps below.

#### STEP 1

From the “Welfare Management System Menu” main page, type **13** next to **INDICATE SELECTION NUMBER** and transmit.

```
WMSMENU
                                WELFARE MANAGEMENT SYSTEM MENU
USE APPROPRIATE SF KEY (1-24) OR INDICATE SELECTION NUMBER 13 xmt ^

01 PA/FS BUDGET CALCULATION      17 TIME LIMIT TRACKING MENU
02 MA BUDGET CALCULATION         18 AUTO SDX/WMS MENU
03 STATISTICS                    19 CCRS MENU
04 APPLICATION REGISTRY MENU     20 EEDSS HOST SYSTEM MENU
05 DENIAL ENTRY (APP AND SVCS)   21 W4139R INQUIRY REPORT
06 SIGN OFF                      22 DOMESTIC VIOLENCE MENU
07 N-S DATA ENTRY & DISPOSITION 23 GIS MENU
08 MAPPER APPLICATIONS          24 FS PERIODIC CONTACT MENU
09 SERVICES FULL DATA ENTRY     25 MEDICAL ASSISTANCE MENU
10 SERVICES UNDERCARE/MAINTENANCE 26 SSA 40 QUARTER MATCHING
11 CLIENT NOTICES MENU          27 CBIC MENU
12 WMS CASE & INDIVIDUAL INQUIRY 28
13 TITLE XX Appendix F UPDATE MENU 29 IV/A-IV/D RESPONDENT INFORMATION
14 RFI MENU                     30 FAIR HEARING MENU
15 BICS MENU                    31 MMIS INQUIRY MENU
16 WMSMENU (MENU KEY)          32 IRCS MENU

                                ROW= 3 COL= 75
```

## STEP 2

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Select **WSTXX4** to update the Comprehensive Service Plan Title XX Matrix (Appendix F) for both annual and five-year plans. Leave the "Service" line blank and transmit.

```
WSTXX1                NEW YORK STATE DEPT OF SOCIAL SERVICES
                        TITLE XX MATRIX

DISTRICT 01
SERVICE  _
(Enter SERVICE for WSTXX2 single service Update/Approval)
(Leave SERVICE blank for WSTXX4 Annual Plan Update/Approval)

      WSTXX2 (Immediately Update One SVC)
      X WSTXX4 (Annual Plan Update)
      WSTXXH (TITLE XX Matrix Information)

                                XMIT _

ROW=12 COL= 24
```

### STEP 3

The **WSTXX4** screens take the place of the paper spreadsheets that the districts used to fill in manually. There are five (5) services screens in **WSTXX4**. The district will not be able to access the State-mandated fields. Review the data on each of the screens and make any changes necessary.

```

WSTXX4          NEW YORK STATE DEPT OF SOCIAL SERVICES          PAGE 01 OF 05
EFF DATE 03/02/11          TITLE XX MATRIX INQUIRY
                          COUNTY 01 ALBANY

SVC  -GOALS-  -MOP-  -----ELIGIBILITY-----
      1 2 3 4 5  1 2 3  01 02 03 04 05 06 07 08 09 13 14
      PERCENT          (1)   (2)   (3)   (4)   (5)   (6)
01   N Y Y Y N  Y N Y  Y Y Y Y N Y Y Y Y Y Y
    999.99 / 999.99    999999  999999  999999  999999  999999  999999

04   N N N N N  N N N  N N N N N N N N N N
    000.00 / 200.00    000000  000000  000000  000000  000000  000000

05   N N N N N  N N N  Y N Y N N N N N N N
    000.00 / 200.00    000000  000000  000000  000000  000000  000000

06   Y Y Y Y Y  Y N N  Y Y Y Y Y Y Y Y N
    000.00 / 200.00    000000  000000  000000  000000  000000  000000

07   N N Y Y N  Y N N  Y Y Y Y Y Y N Y Y
    150.00 / 150.00    016245  021855  027465  033075  038685  044295

NOTE:-
NO UPDATES POSSIBLE

                                XMIT
ROW=23 COL= 75
  
```

### STEP 4

After the data is updated, **each screen** must be transmitted to the State. When all five screens have been transmitted, the State is notified via an automatic e-mail that the District record is available for review.

#### Single Service Update

You can use the **WSTXX2** code to make an immediate change to a single service. This may be done either during the Title XX Matrix (Appendix F) Update or at any time it is necessary.

**For a Single Service update, take STEP 1 as before.**

## STEP 2

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Enter the **Service Code** to be updated in the “SERVICE” field and select **WSTXX2** from the menu.

```
WSTXX1          NEW YORK STATE DEPT OF SOCIAL SERVICES
                  TITLE XX MATRIX

DISTRICT 01
SERVICE 38
(Enter SERVICE for WSTXX2 single service Update/Approval)
(Leave SERVICE blank for WSTXX4 Annual Plan Update/Approval)

X WSTXX2 (Immediately Update One SVC)
- WSTXX4 (Annual Plan Update)
- WSTXXH (TITLE XX Matrix Information)

XMIT █

PLEASE MAKE A VALID SELECTION

ROW=23 COL= 66
```

The following DIRECT services may be reviewed for possible update:

- |                                  |                                             |
|----------------------------------|---------------------------------------------|
| 01 Adoption Services             | 14 Information and Referral                 |
| 04 Education                     | 15 Preventive – Adults                      |
| 05 Employment                    | 16 Protective – Adults                      |
| 06 Family Planning               | 17 Protective – Children                    |
| 07 Placement Services for Adults | 20 Transportation                           |
| 08 Foster Care – Children        | 21 Unmarried Parents                        |
| 09 Health Related                | 22 Personal Care Services                   |
| 10 Home Management               | 23 Services to Victims of Domestic Violence |
| 11 Homemaker                     | 25 Preventive – Children (mandated)         |
| 12 Housekeeper/Chore             | 26 Preventive – Children (non-mandated)     |
| 13 Housing Improvement           | 38 Child Care (all service types)           |

### STEP 3

```

WSTXX2      NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES  04/29/11
              TITLE XX MATRIX **UPDATE**                          10:34:12
              COUNTY 01  ALBANY
              SERVICES 38  LAST TRANSACTION 00/00/00

GOALS  1 2 3 4 5      PROVISION METHOD  1 2 3
        Y Y Y Y N          Y N Y

      ELIGIBILITY 01 02 03 04 05 06 07 08 09 13 14
                  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y

NON-DAYCARE
PERCENTAGE
FAMILY SIZE          (1)   (2)   (3)   (4)   (5)   (6)
INCOME LIMIT

DAYCARE
FEE PERCENTAGE 015.00 / 100.00
FAMILY SIZE          (1)   (2)   (3)   (4)   (5)   (6)
PERCENTAGE          275.00 275.00 275.00 275.00 275.00 275.00
INCOME LIMIT        029783 040068 050353 060638 070923 081208

NOTE:- _____ SUBMIT _ XMIT ^
STATE DAYCARE PRCNT - 200.00 275.00 255.00 225.00 225.00 225.00
ROW=23 COL= 75
  
```

Enter “Y” (yes) or “N” (no) for Goals, Provision Method, and Eligibility categories and then update the data in the table in the bottom part of the screen.

#### Goals

- |                         |                                 |                          |
|-------------------------|---------------------------------|--------------------------|
| 01 Self Support         | 02 Self-Care (Self-Sufficiency) | 03 Prevention/Protection |
| 04 Community Based Care | 05 Institutional Care           |                          |

#### Provision Method

- |          |              |               |
|----------|--------------|---------------|
| 1 Direct | 2 POS Public | 3 POS Private |
|----------|--------------|---------------|

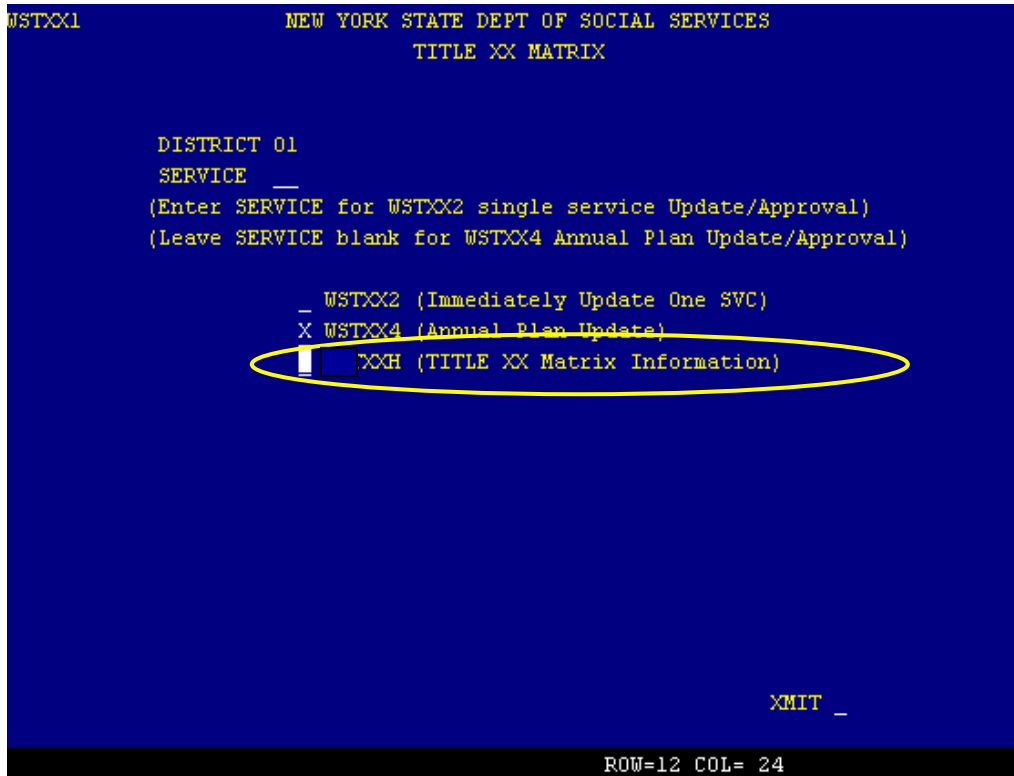
#### Eligibility

- |                              |                                           |
|------------------------------|-------------------------------------------|
| 01 IVE Determination Pending | 09 Refugee Assistance Program             |
| 02 FCAA (IV-E)               | – Unaccompanied Refugee Minor             |
| 03 TANF                      | 13 Home Relief – SNA                      |
| 04 EAF                       | 14 Eligibility to be determined by income |
| 05 SSI – Aged                | (non-categorical)                         |
| 06 SSI – Blind               | 19 Not eligible due to income             |
| 07 SSI – Disabled            | (system-generated)                        |
| 08 MA                        |                                           |

When changes are complete, submit the changes for review by entering a "Y" in the **SUBMIT** field and transmitting. The State is notified via an automatic e-mail that the district record is available for review. The State's reply is automatically sent to the district worker who submitted the changes. If the yearly Title XX Matrix (Appendix F) update is in progress, the changes will be applied to those pending records. Otherwise, the changes are immediately applied to the WMS Title XX database.

### WMS Information

For information on the Title XX Matrix Update Screens, select **WSTXXH** from the main screen.





Choose the topic number you wish, enter it in the **SELECT OPTION** and transmit.

```
WSTXXH          NEW YORK STATE DEPT OF SOCIAL SERVICES
                TITLE XX MATRIX

                1.  TITLE XX Processes
                2.  Data Entry
                3.  WSTXX1 Overview (TITLE XX Menu)
                4.  WSTXX2 Overview (Immediate SVC Update)
                5.  WSTXX3 Overview (TITLE XX Median Income Levels)
                6.  WSTXX4 Overview (TITLE XX Annual Plan Update)
                7.  WSTXX5 Overview (TITLE XX Mandatory Data Update)
                8.  WSTXX6 Overview (Appendix F District Progress)

                F6  SIGNOFF
                F16 WSTXX1

                SELECT OPTION █ XMIT █
                ROW=23 COL= 67
```