

NEW YORK STATE

DEPARTMENT OF SOCIAL SERVICES

40 NORTH PEARL STREET, ALBANY, NEW YORK 12243 - 0001

CESAR A. PERALES
Commissioner



ENHANCEMENT
3/2/91

LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-157

Date: August 30, 1991

Division: Family & Children
Services

TO: Local District Commissioners

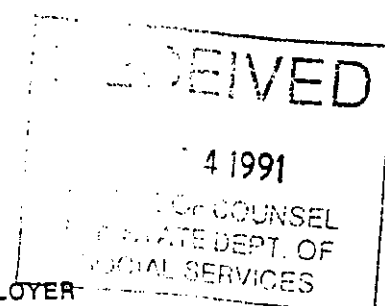
SUBJECT: Day Care Salary Enhancement

- ATTACHMENTS:
1. Salary Enhancement District Allocations (Available on-line)
 2. County Participation Notice (Available on-line)
 3. District Application/Plan (Not available on-line)
 4. Center/Head Start Data Collection (Not available on-line)

Overview

On August 2, 1988, Governor Cuomo signed legislation providing \$12 million in grants to eligible not-for-profit day care centers specifically for employee salary and benefit enhancements for child care workers. These salary increases were to be paid during calendar year 1989. An additional \$4 million was allocated for continuation of day care salary enhancements from January 1, 1990 to March 31, 1990.

Salary enhancement funding was continued in 1990-91 per Chapter 53 of the Laws of 1990 for Head Start programs and in Section 2 of Chapter 657, Laws of 1990 for licensed not-for-profit day care centers. However, funds were not released in State fiscal year 1990-91. Salary enhancement funds have been reappropriated pursuant to Chapters 53 and 50 of the Laws of 1991 respectively, and the Department recently has received approval to disburse salary enhancement program funds for both eligible center and eligible Head Start programs.



There are several significant changes in this year's program. First, two distinct appropriations are available: \$2.0 million for not-for-profit day care centers which are not receiving child care subsidies for 100% of the children they serve and \$1.8 million solely for eligible Head Start programs. Second, participating day care center and Head Start programs must distribute any new funds received only as salary increases, rather than bonuses or benefits as in the past. Finally, the data collection required by participating programs is greatly simplified.

District Allocations

Attached (Attachment #1) is a listing of each district's allocations for day care centers and Head Start programs for continuation of salary enhancements. Also shown is the allocation of administrative funds for each funding stream. Administrative costs are in the amount of five percent of each district's allocation for salary enhancement with a minimum of \$355 for the day care center program and a minimum of \$400 for the Head Start program. While allocations are provided for all districts which have not-for-profit day care centers and/or Head Start programs, a district will be eligible to receive the funds only if it is currently providing, or agrees to provide, day care under the Low Income Day Care Program. For ineligible districts, staff of the not-for-profit centers and Head Start programs are not eligible to receive salary enhancement funds under this legislation.

The day care salary legislation allows for a district or any other person or entity, to contribute funds including the administrative funds to this program. It also allows for the re-allocation of any unused funds to participating eligible districts.

Criteria for Participation

Eligible districts must apply immediately to receive funds by submitting a County Participation Notice form to this Department (Attachment #2). Participating districts must distribute funds to both not-for-profit day care centers and Head Start programs as available in their areas.

Upon receipt of the County Participation Notice form, allocated funds will be disbursed as advances. Each district must submit the District Application/Plan (Attachment #3) as soon as possible and, upon Department approval, must make the allocated funds available to the day care centers and/or Head Start programs in accordance with the approved plan. All payments to the eligible participating day care centers and Head Start programs should be made as soon as possible after plan approval has been received, but no later than March 31, 1992.

The basic criteria for the eligibility of day care center and Head Start programs remain the same. The day care center and Head Start programs must be licensed as of September 1, 1990, be not-for-profit, operate a minimum of 6 hours per day, 5 days per week, and be willing to accept subsidized low-income children in the next available slot if requested by the district. Day care centers are eligible if they are not receiving subsidies for 100% of the children they serve.

Date August 30, 1991

Trans. No 91 LCM-157

Page No. 3

The allocation of district funds must be based on staffing and enrollment data in eligible day care centers and Head Start programs as of September 15, 1990. The children and staff data must be provided in Full Time Equivalents (FTE's) (See Attachments #3 and #4). It should be noted that the September 15, 1990 date is being used as a measurement point in determining the FTE's for the staff positions and slots utilized by low income children. These FTE's are used to calculate the day care center or Head Start program share of the district's allocation only. The day care centers and Head Start programs should then distribute their allocation to eligible staff, whether their positions were used in the calculations for FTE's or not. As in the past, participating districts are able to distribute 20% of the salary funds at local discretion in accordance with the criteria given in the guidelines for the district plan.


It is the responsibility of each district to provide application packets, Center/Head Start Data Collection (Attachment #4), to all potentially eligible programs and to establish an expeditious timeframe for submission of the packets from the programs back to the district for completion of the distribution component of the district plan (Attachment #3). Enclosed are mailing labels of potentially eligible not-for-profit day care centers and/or Head Start programs in your district.

The day care salary enhancement legislation provides that in those cases where an eligible district does not apply for participation, the Commissioner of New York State Department of Social Services may contract either with an eligible not-for-profit child care resource and referral agency which is serving the district, or if unavailable or unwilling, with a statewide not-for-profit organization with a primary function of coordinating eligible child care providers, to distribute these funds under the same requirements that would apply to the district. If these agencies do not exist or decline to apply, the Department will disburse the allocated funds to the eligible day care centers and/or Head Start programs that apply.

Claiming Instructions

All claims for Day Care Salary Enhancement funds must be filed by May 31, 1992. Please refer to 89-ADM 11 which details the claiming instructions for the Day Care Salary Enhancement Program.

If you have any questions on this program or its requirements, please contact the Bureau of Child Care, Joseph DeLucia or Eileen Mahoney at (518) 474-9324.


Joseph Semidei
Deputy Commissioner
Division of Family and Children
Services

SALARY ENHANCEMENT DISTRICT ALLOCATIONS

Attachment 1 - Page 1 of 2

DISTRICT	DAY CARE CENTER			HEAD START		
	CENTER TOTAL ALLOCATION	CENTER DISTRICT ADMIN ALLOCATION	CENTER SALARY PORTION OF ALLOCATION	HEAD START TOTAL ALLOCATION	HEAD START DISTRICT ADMIN ALLOCATION	HEAD START SALARY PORTION OF ALLOCATION
ALBANY	122,756	5,846	116,910	23,976	1,142	22,835
ALLEGANY	5,269	355	4,914	0	0	0
BROOME	23,493	665	22,828	5,318	400	4,918
CATTARAUGUS	13,194	373	12,821	5,757	400	5,357
CAYUGA	9,022	355	8,667	6,548	400	6,148
CHAUTAUGUA	19,723	558	19,165	2,157	400	1,757
CHEMUNG	7,771	355	7,416	28,311	1,348	26,963
CHENANGO	0	0	0	8,761	417	8,343
CLINTON	6,967	355	6,612	9,775	465	9,310
COLUMBIA	7,235	355	6,880	0	0	0
CORTLAND	9,022	355	8,667	3,562	400	3,162
DELAWARE	5,939	355	5,584	12,357	588	11,769
DUTCHESS	29,411	1,401	28,010	19,366	922	18,443
ERIE	162,345	7,731	154,614	83,456	3,974	79,482
ESSEX	5,403	355	5,048	6,811	400	6,411
FRANKLIN	6,699	355	6,344	11,158	531	10,627
FULTON	4,142	355	3,797	0	0	0
GENESEE	15,585	441	15,144	0	0	0
GREENE	4,688	355	4,333	6,109	400	5,709
HAMILTON	0	0	0	0	0	0
HERKIMER	1,318	355	963	0	0	0
JEFFERSON	5,180	355	4,825	3,386	400	2,986
LEWIS	0	0	0	10,421	496	9,924
LIVINGSTON	5,492	355	5,137	0	0	0
MADISON	15,620	744	14,876	0	0	0
MONROE	198,698	9,462	189,236	31,446	1,497	29,949
MONTGOMERY	2,142	355	1,787	5,143	400	4,743
NASSAU	107,745	5,131	102,615	49,336	2,349	46,987
NIAGARA	35,602	1,695	33,907	17,613	839	16,775
ONEIDA	34,524	1,644	32,880	13,279	632	12,647

DAY CARE CENTER				HEAD START		
DISTRICT	CENTER TOTAL ALLOCATION	CENTER DISTRICT ADMIN ALLOCATION	CENTER SALARY PORTION OF ALLOCATION	HEAD START TOTAL ALLOCATION	HEAD START DISTRICT ADMIN ALLOCATION	HEAD START SALARY PORTION OF ALLOCATION
ONONDAGA	118,346	5,636	112,711	28,956	1,379	27,577
ONTARIO	22,797	1,086	21,711	0	0	0
ORANGE	31,287	1,490	29,797	28,680	1,366	27,314
ORLEANS	15,010	715	14,295	2,157	400	1,757
OSWEGO	10,764	355	10,409	10,052	479	9,573
OTSEGO	12,643	358	12,285	14,386	685	13,701
PULPIN	0	0	0	0	0	0
RENSSELAER	30,677	1,461	29,216	18,351	874	17,477
ROCKLAND	29,833	1,421	28,412	38,731	1,844	36,887
ST. LAWRENCE	8,396	355	8,041	13,833	659	13,174
SARATOGA	7,681	355	7,326	4,967	400	4,567
SCHENECTADY	69,000	3,286	65,714	0	0	0
SCHOHARIE	5,180	355	4,825	8,216	400	7,816
SCHUYLER	0	0	0	6,372	400	5,972
SENECA	5,939	355	5,584	0	0	0
STEUBEN	14,494	690	13,804	14,755	703	14,052
SUFFOLK	89,921	4,282	85,639	71,560	3,408	68,153
SULLIVAN	3,527	355	3,172	12,726	606	12,120
TIOGA	6,073	355	5,718	5,670	400	5,270
TOMPKINS	26,784	1,275	25,508	7,777	400	7,377
ULSTER	14,823	706	14,117	10,605	505	10,100
WARREN	1,695	355	1,340	9,959	474	9,485
WASHINGTON	3,840	355	3,485	7,602	400	7,202
WAYNE	24,157	1,150	23,007	13,095	624	12,471
WESTCHESTER	134,764	6,147	128,617	124,678	5,937	118,741
WYOMING	0	0	0	0	0	0
YATES	4,644	355	4,289	2,157	400	1,757
NEW YORK CITY	437,407	20,829	416,578	978,825	46,611	932,215
STATE TOTAL	1,994,675	95,365	1,899,310	1,798,155	88,155	1,710,000

Attachment 2

County Participation Notice

This is to notify the State Department of Social Services that the county of _____

___ will participate
___ will not participate

in the salary enhancement allocation for Head Start Programs and not-for-profit day care centers for the period 4/1/90 to 3/31/91.

Signed: _____
Date: _____

Attachment 3

District Application/Plan

Planning Guidelines and Requirements for the Day Care Salary Allocations

In its enactment of the day care salary enhancement law, the Legislature has taken steps to improve the availability and quality of child care in New York State. They have appropriated \$2 million to increase salaries to the teaching and supervisory staff in not-for-profit day care centers and \$1.8 million for Head Start Programs.

For the purpose of the salary enhancement program, the following definitions apply:

- o An eligible district is a social services district that is providing or agrees to provide low income day care.
- o An eligible day care center is a licensed or certified not-for-profit day care center which provides care for six or more hours per day for five or more days per week and is not receiving child care subsidies for 100% of the children they serve. However, any center whose license or certificate has been denied, suspended or revoked, or which is found to be in violation of Section 390 of the Social Services Law within one year prior to or following September 1, 1990 will be ineligible to receive any portion of these funds.
- o An eligible Head Start is a Head Start program which holds a not-for-profit day care center certificate or permit and provides care for six or more hours per day for five or more days per week. Any Head Start whose day care license or certificate has been denied, suspended or revoked, or which is found to be in violation of section 390 of the Social Services Law within one year prior to or following September 1, 1990 will be ineligible to receive any portion of these funds.

To apply for the Day Care Salary Enhancement Allocation program, districts must submit two forms: the Day Care Salary Enhancement Plan and the Day Care Salary Enhancement Allocation. Prior to the formal submission of a plan, all local district Commissioners or their designees must complete the County Participation Notification and return it to the Bureau of Child Care immediately. (See Attachment 2).

Day Care Salary Enhancement Plan

This allocation to increase the salaries of child care staff of not-for-profit centers and/or Head Start Programs is seen as an opportunity to plan to maintain the increases beyond the availability of these State funds. Therefore, the plan is to be developed by the local district commissioner in consultation with the directors of participating eligible sites. It must address ways to increase the availability of low income day care and the way in which the district and centers will be able to sustain the gains in the recruitment and retention of staff which will be achieved by this allocation.

Part I of the Day Care Salary Enhancement Plan, requires a narrative by the district detailing the methods it will employ to increase the number of day care slots which will be available to families with income up to 200% of the poverty level. Districts which are spending their total low income day care allocation at this time need only note this.

Some suggestions to increase these slots are to:

- o increase the day care rate paid to the centers to induce more centers to contract with the district;
- o contract for more slots with not-for-profit centers already under contract; and
- o develop more family day care or group family day care slots.

Part II of the Day Care Salary Enhancement Plan, requires a narrative detailing the steps which will be taken by the district and centers to maintain that the gains in the recruitment and retention of staff achieved by this allocation. The basic options in this category are:

- o increase the rates paid by the district;
 - o increase the rates paid by non-subsidized children; and
 - o increase the level of support/donations from United Way or employers.
- Other options will also be considered.

Part IIA of the plan requires the local district to state the criteria it used to allocate the 20% discretionary portion of the allocation of the salary enhancement funds.

If all participating sites in a district plan to take the same basic actions to maintain the salary enhancements from this legislation, only one narrative needs to be written. Where individual centers will be taking different actions, this needs to be noted for each center.

Day Care Salary Enhancement Allocation

The allocation plan requires staffing and enrollment data to be provided on a per site basis to the local district as information required to distribute the allocation among centers and/or Head Start programs.

Based upon data collected, the district will be able to complete that portion of the plan detailing the proposed allocation of funds to eligible day care centers and/or Head Start programs. The formula is specified by the legislature and is completed as such:

- o Forty percent of the funds allocated to a district will be distributed to each eligible site based on the site's proportion of its total full time equivalent (FTE) teaching and supervisory staff actually employed as of September 15, 1990, to the total number of eligible full time teaching and supervisory staff in the eligible centers applying for salary enhancement funds.

Forty percent of the funds allocated to a district will be distributed to each eligible site based on the center's proportion of the total number of children (expressed in FTE's) from families having income up to 200% of the poverty level receiving day care services on September 15, 1990 regardless of whether they are receiving subsidized care in these eligible centers to the total number of the eligible children (expressed in FTE's) in the eligible centers applying for salary enhancement funds.

Twenty percent of the funds allocated to the district will be distributed to some or all of the eligible sites to further improve recruitment and retention of qualified staff. Distribution of these funds by local districts to eligible centers based on factors including, but not limited to seniority; education qualifications; worker income; benefit levels; and vacancy and turnover rates. Criteria for distribution of this portion is at the discretion of each district.

Parts III and IIIA are the forms on which the districts will allocate the amounts to be disbursed to each eligible center or Head Start based on the formula detailed by the legislation.

Column 1 - Please list the total allocation for salary enhancements on the allocation line. List all participating eligible day care centers or Head Start programs and their respective permit numbers.

Column 2 - Compute 40% of the salary allocation amount in Column 1 and write the result on the line provided. List each center's total staff in Full Time Equivalents (FTE).

For the purpose of computing a full time equivalent staff, full time will mean any teachers, child care workers or supervisors actually employed as of September 15, 1990, for six or more hours per day for five days a week. Part time worker time will be computed as the ratio of hours employed to that of six hours per day for five days per week.

List the percentages of each site's FTE's out of the total number of FTE's from all participating eligible sites in the middle column. This percentage should then be applied to the staffing allocation to arrive at each site's portion of the staffing allocation.

Column 3 - Take the salary allocation figure shown in Column 2 and put it on the line provided. List the total number of full time equivalents (FTE's) of low income children enrolled in each center on September 15, 1990 whether subsidized or not. List the percentage of each center's FTE's of low income children to the total number of FTE's of low income children from all participating eligible sites. This percentage should then be applied against the low income child allocation to arrive at each site's portion of this allocation. FTE's for children are calculated in the same manner as for staff.

Column 4 - List here the amounts to be given to sites from the district's incentive allocation (20%). This allocation can be given to any or all sites who meet the district's plan criteria for sustaining the gains in recruiting and maintaining staff or for increasing the number of slots available to low income children. The specific criteria for allocation of this discretionary money must be included in the narrative in Part IIA of the district plan.

District _____

Date _____

Day Care Salary Enhancement Plan

Part I

Describe methods which will be used to increase the amount of day care provided for families having income at or below 200% of the poverty level.

District _____

Date _____

Day Care Salary Enhancement Plan

Part II

Describe steps to be taken to sustain the gains in recruitment and retention of staff achieved by the funds allocated.

PART II A

State the criteria used by the district to allocate the 20% discretionary portion of the Salary Enhancement funds.

Attachment 4
Center/Head Start Data Collection

Dear Day Care Center/Head Start Director:

The legislature has made funds available for the continuation of the Day Care Salary Enhancement Initiative pursuant to Social Services Law 410-bb to March 31, 1991.

Basic eligibility criteria remains the same. A participating program must be licensed as of September 1, 1990, be a Head Start or a not-for-profit center, operate a minimum of 6 hours per day, 5 days per week, and be willing to accept subsidized low-income children.

There are, however, several significant changes in this year's program. First, two distinct appropriations have been made available: \$1.8 million has been designated solely for eligible Head Start programs and \$2.0 million for not-for profit day care centers which are not receiving child care subsidies for 100% of the children they serve. Second, participating day care programs must distribute any new funds received only as salary increases, rather than bonuses or benefits as in the past. Finally, the data collection required by day care programs has been greatly simplified.

As in the past, participation in the continuation of the day care salary incentive requires cooperative effort on the part of local districts, day care centers and the State Department of Social Services.

Please complete and return Pages 1 through 4 as follows to this department of social services:

Page 1 - Day Care Program Identification - Program records the required organization and child care service information.

Page 2 - Child Care Enrollment Data - Program identifies the capacity and enrollment of children at the day care program as of September 15, 1990. Children enrolled will be measured in full-time equivalents (FTE's). A full time child is one that is in care 6 hours or more per day for 5 days per week. The formula to determine FTE's is:

$$\text{= of children } X \frac{\text{hours per day}}{5} \times \frac{\text{days per week}}{5}$$

FTE children from families with incomes at or below 200% of the poverty level must be identified. A chart showing the income levels at 200% of the poverty level by family size is included for reference.

Page 3 - Eligible Personnel Listing - Program identifies potentially eligible staff (teachers, aides, child care workers, direct line supervisors, etc.) in full-time equivalents (FTE's) as of September 15, 1990. A full time staff is one that works 6 hours or more per day for 5 days per week. The formulas to determine FTE's is:

$$\# \text{ of staff } \times \frac{\text{hours per day}}{6} \times \frac{\text{days per week}}{5}$$

It should be noted that the September 15, 1990 date is being used as a measurement point for determining the FTE's for the staff positions and slots utilized by low income children. These FTE's are used to calculate the day care center or Head Start program share of the district's allocation only. The day care centers and Head Start programs should then distribute their allocations to eligible staff, whether their positions were used in the calculations for FTE's or not.

Page 4 - Funds Disbursement Assurance - Program provides signed assurance that funds are disbursed in the prescribed manner.

Day Care Program Identification

Center ()
Head Start ()

Name of Center: _____

Address: _____ County: _____

Contact Person: _____ Title: _____

Telephone: () _____
Area Code Number

Date Submitted: _____

Permit No.: _____

Permit Dates: ____/____/____ to ____/____/____
Mo. Day Yr. Mo. Day Yr.

Capacity of Center: _____

Center operates from _____ a.m./p.m. to _____ a.m./p.m.

Signature: _____ Title: _____
Authorized Representative

FUNDS DISBURSEMENT ASSURANCE

I do hereby assure to the Commissioner of the State Department of Social Services that the funds received by _____ will be used solely for employee salary enhancements for teaching, child care, and supervisory staff. I assure that these funds will not supplant or substitute for any other funding for day care services, or to provide services which this center is required to provide, pursuant to contracts which may exist with the state, local social services district(s), authorized agencies, individuals or other organizations.

It is also assured that, to the maximum extent feasible, this center will enhance its future revenues in order to sustain the level of staff salary provided as the result of this allocation.

Signed:

Name: _____

Title: _____

For: _____
(Center)

Address: _____

Income Eligibility Guidelines
200% of Poverty Level

<u>Family Size</u>	<u>Annual Income</u>
1	\$13,208
2	\$17,272
3	\$21,336
4	\$25,400
5	\$29,464
6	\$33,528
7	\$35,028
8	\$36,528
9	\$38,028
10	\$39,528
11	\$41,028
12	\$42,528
13	\$44,028
14	\$45,528
15	\$47,028