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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 94 LCM-156

Date: December 29, 1994

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: Child Care: Low Income Day Care, At Risk Low Income, and Child  
Care and Development Block Grant Subsidy Program Child Care  
Allocations

ATTACHMENTS: 1 - List of Attachments (Available on Line)

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocations for the:

- o State Low Income Day Care Program (LIDC), State Fiscal Year 1994-1995;
- o IV-A At Risk Low Income Child Care Program (ARLICC) State Fiscal Year 1994-1995; and the
- o Child Care and Development Block Grant Subsidy Program (CCDBG) for the period beginning October 1, 1993.

New York State's allocation for the ARLICC program has been reduced by approximately \$200,000. The decrease to social services districts in the ARLICC program will be offset by an increase in the Child Care and Development Block Grant subsidy program. Therefore, for most social services districts, the total amount allocated for all three child care subsidy programs should be at least equal to the total of previous allocations.

There is no requirement for a local match in order to access allocated subsidy funds under the LIDC, ARLICC, or the CCDBG subsidy programs. Social services districts may continue to apply a local match to maintain or expand programs. A maintenance of effort level is a requirement of the CCDBG program. ARLICC and CCDBG funds must not be used to supplant other funding. Due to the growth in the subsidy programs, no reallocation of funds is anticipated to meet expenditures in excess of district allocations.

#### LOW INCOME DAY CARE

The State appropriation for the LIDC program for the State Fiscal Year (SFY) April 1, 1994 to March 31, 1995 is \$39,366,000. Attachment A indicates your district's allocation of LIDC funds for SFY April 1, 1994 to March 31, 1995. The allocation must be expended in this time period (no rollover).

LIDC program funding is available to social services districts for the provision of child care services to families which are employed, participating in approved education/training programs or seeking employment (for up to six months). Each social services district establishes an income level at or below 200% of the state income standard. Eligible providers include child day care providers as defined in Section 415.1(a) of Department regulations.

#### AT RISK LOW INCOME CHILD CARE PROGRAM

The federal allocation to New York State for the ARLICC program for SFY April 1, 1994 to March 31, 1995 has been decreased to \$19,699,226. Attachment A indicates your district's allocation of ARLICC funds for SFY April 1, 1994 to March 31, 1995. The federal share of the program is 50% and the State share is 50% (program and administrative costs). The State share will be deducted from your district's LIDC allocation.

ARLICC program funding is available to social services districts for expansion of child care services to families with gross family incomes at or below 200% of the State income standard which are not currently receiving public assistance, need child care in order to accept employment or remain employed, and without such child care services would be at risk of becoming eligible for ADC. Program rules are detailed in Section 415.10 of the Department's regulations. Eligible providers include child day care providers as defined in Section 415.1(a), enrolled caregivers of informal child care as defined in Section 415.1(c) and enrolled caregivers of legally-exempt group child care as defined in Section 415.1(n). Caregivers of informal child care and legally-exempt group child care must be enrolled for payment purposes as detailed in 92 LCM-143, issued September 17, 1992.

ARLICC program funds are granted to New York State on a federal fiscal year basis. The allocation to social services districts is for the period April 1, 1994 to March 31, 1995 and is based upon the actual federal allocation to New

York State for the first six months of the State fiscal year, April 1, 1994 to September 30, 1994, and an estimate of the federal funds that may be received for the second six months of the State fiscal year, October 1, 1994 to March 31, 1995. Depending upon federal appropriation, it is possible that allocations to social services districts may vary in subsequent years.

Social services districts must expend 50% of their total ARLICC allocation during the period April 1, 1994 to September 30, 1994, and 50% for the period October 1, 1994 to March 31, 1995. Any funds unexpended from the 50% portion of the allocation dedicated for the period April 1, 1994 to September 30, 1994 cannot be carried forward to meet expenditures for the October 1, 1994 to March 31, 1995 period nor utilized for any other purpose. The 50% portion designated for the October 1, 1994 to March 31, 1995 period may be carried over to the next State fiscal year, as long as it is expended by September 30, 1995. Any ARLICC funds designated for the period ending September 30, 1994 which are not expended may be reallocated by the State to other districts which have exceeded their ARLICC allocations.

#### CHILD CARE AND DEVELOPMENT BLOCK GRANT SUBSIDY PROGRAM

CCDBG program funds are granted to New York State on a federal fiscal year basis. Attachment B indicates your district's allocation of CCDBG subsidy program funds for the period beginning October 1, 1993 and ending September 30, 1994. Also provided is your district's maintenance of effort level (MOE) for CCDBG participation.

The Child Care and Development Block Grant Act of 1990 provides for day care subsidies for eligible families who need child care in order to work, seek employment, attend an approved job training or educational program, or as part of a child protective services case. Program rules are provided in Section 415.11 of the Department's regulations, 93 LCM-22 issued March 10, 1993, and 92 LCM-1 issued January 2, 1992. Eligible providers include child day care providers as defined in Section 415.1(a), enrolled caregivers of informal child care as defined in Section 415.1(c) and enrolled caregivers of legally-exempt group child care as defined in Section 415.1(n). Caregivers of informal child care and legally-exempt group child care must be enrolled for payment purposes as detailed in 92 LCM-143, issued September 17, 1992.

In order to be eligible for reimbursement of child care payments from CCDBG funds, the social services district must have implemented the child care certificate program detailed in 92 LCM-138, issued September 3, 1992.

CCDBG subsidy funds are allocated on the following basis: fifty percent for New York City, and fifty percent for social services districts outside of New York City. CCDBG program funds are subject to an annual federal allocation. Depending upon federal appropriation, it is possible that allocations to social services districts may vary in subsequent years.

#### MAINTENANCE OF EFFORT

In order to participate in the CCDBG subsidy program, social services district's must maintain spending for child care services at a level established by the Department in accordance with federal CCDBG rules. The MOE

level is calculated by totaling expenditures in calendar year 1990 for child care services claimed under the following categories: Social Services Block Grant (Title XX), LIDC and administrative costs (local share met with donated funds/in-kind contributions and recipient fees are not included in the calculation of the MOE), Transitional Child Care, ARLICC, Emergency Assistance to Families, Job Opportunity and Basic Skills Training (JOBS)/Cash Grant for child care, Mandated and Optional Preventive child day care, and Pre-and Post-Indicated Protective child day care. CCDBG expenditures cannot be used to meet the MOE dollar amount.

Social services districts must meet the maintenance of effort level in calendar year 1993 and in subsequent calendar years. Social services districts that elect to participate in the CCDBG program and do not meet their MOE may not be eligible for future CCDBG funds and may jeopardize New York State's current and future allocation of CCDBG funds. The MOE for your social services district is listed in Attachment B.

#### HOW TO APPLY

LOW INCOME DAY CARE PROGRAM: Social services districts electing to participate in the LIDC program for the first time must submit and receive approval of Attachment E, "Child Care Plan".

AT RISK LOW INCOME CHILD CARE PROGRAM: All social services districts must indicate whether they intend to participate in the ARLICC program by submitting Attachment C, "Statement of Intention to Participate in the At Risk Low Income Child Care Program".

Social services districts must have an approved plan for the provision of ARLICC services in order to be reimbursed for ARLICC expenditures. Social services districts which have previously submitted and received approval of their ARLICC program plan pages as part of their 1994-95 JOBS Plan submission have already complied with the ARLICC program plan requirement.

Social services districts that did not submit an At Risk Low Income Child Care Program Plan previously and which now elect to participate must submit and receive approval of Attachment E, "Child Care Plan".

CHILD CARE AND DEVELOPMENT BLOCK GRANT SUBSIDY PROGRAM: All social services districts must indicate whether they intend to participate in the CCDBG Subsidy Program by submitting Attachment D, "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program". Social services districts must have an approved plan for the provision of CCDBG services in order to be reimbursed for CCDBG expenditures. Social services districts which have previously submitted and received approval of their CCDBG program plan pages as part of their 1994-95 JOBS Plan submission have already complied with the CCDBG program plan requirement.

Social services districts that did not submit a CCDBG Program Plan previously and which now elect to participate also must submit and receive approval of Attachment E, "Child Care Plan".

Please return completed pages to:

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

ALL PROGRAMS: Social services districts that elect not to participate in the LIDC, ARLICC, or CCDBG programs or that do not have an approved ARLICC or CCDBG program plan may have their subsidy allocation reallocated to other participating social services districts.

#### CLAIMING INSTRUCTIONS

LOW INCOME DAY CARE: Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Vol II, Chapter 3) for Schedule H (DSS-4283) Non-Title XX Services for Recipients. Total expenditures should be reported on line 2 (Day Care Services for Children) column 4 (Low Income Day Care). Enter on line 22, column 4 (Fees for Low-Income Day Care) total fees collected from families. For LIDC program and administrative costs, there is no requirement for a match with local funds. Normal claiming instructions should be followed which will result in a local share being reported on the Schedule H. The State will reimburse the local share through a new line added to the State settlement.

Instructions for claiming administrative costs are contained in Manual Bulletin 143b, Local Cost Allocation Manual, Chapter 9. The administrative expenditures for LIDC are claimed on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B), on line 6, "Low Income Day Care" in Sections I and II. The State will reimburse the local share for LIDC through a new line added to the State settlement.

Claims for the LIDC program for SFY 1994-1995 must be submitted by May 31, 1995. The social services district's LIDC allocation will be the State match for the ARLICC program.

For social services districts which participate in LIDC and not the CCDBG program, reimbursement for administrative costs is limited to ten (10) percent of the social services district's allocation for the LIDC program. For social services districts which participate in both the LIDC and the CCDBG programs, reimbursement for administrative costs is limited to ten (10) percent of the social services district's combined allocations for the LIDC program and the CCDBG subsidy program. A minimum of \$25,000 and a maximum of \$400,000 is available for SFY 1994-1995.

Expenditures for administrative costs, with the exception of countywide A-87 costs, will be reimbursed from the social services district's LIDC allocation, not the CCDBG allocation. Note that the countywide A-87 costs allocated to the LIDC program will be 100% local share since there is no State reimbursement for these costs. Districts that incur excess LIDC administrative expenditures will have their claims adjusted to the administrative cost ceiling by the Department.

AT RISK LOW INCOME CHILD CARE: Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Volume II, Chapter 3). Program expenditures for ARLICC are claimed on the Schedule H-Non-Title XX Services For Recipients (DSS-4283). Total expenditures should be reported on line 2 (Day Care Services For Children), column 7 (At Risk Day Care). Enter on line 17, column 7 (Fees Collected) total fees from families responsible for paying a fee. For ARLICC program and administrative costs, there is no requirement for a match with local funds. Normal claiming instructions should be followed which will result in a local share being reported on the Schedule H. The State will reimburse the local share through a new line added to the State settlement. The social services districts LIDC allocation will be the 50% State match for ARLICC program and administrative expenditures.

Instructions for claiming administrative expenditures are contained in Manual Bulletin 143b, Local Cost Allocation Manual, Chapter 9. Administrative expenditures for ARLICC are claimed on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B) on line 4, "Title IV-A AT RISK CHILD CARE" in Sections I and II. The State will reimburse the local share for ARLICC through a new line added to the State settlement. Reimbursement is not available for expenditures related to the recruitment and training of child care providers, resource development, and licensing activities. The countywide A-87 costs allocated to the ARLICC program will be 50% federal share (up to the district's allocation) and 50% local share.

All expenditures for the ARLICC program for the period April 1, 1994 ending September 30, 1994 must be claimed by November 30, 1994. Due to federal rules regarding claiming and the roll-over of program funds, no exceptions or waivers will be granted for the reimbursement of expenditures submitted after November 30, 1994 for the April 1, 1994-September 30, 1994 period.

All expenditures for the ARLICC program for the period October 1, 1994 ending March 31, 1995 should be submitted by May 31, 1995. Claims submitted after May 31, 1995 will have the State share taken from the State fiscal year 1995-1996 LIDC allocation rather than the State fiscal year 1994-1995 LIDC.

CHILD CARE AND DEVELOPMENT BLOCK GRANT: Instructions for claiming program costs are contained in the Department's Fiscal Reference Manual (Volume II, Chapter 3). CCDBG program expenditures for child care subsidies are claimed on the Schedule H-Non-Title XX-Services For Recipients (DSS-4283). Total expenditures should be reported on line 2 (Day Care Services For Children), column 8 (Block Grant Day Care). Enter on line 17, column 8 (Fees Collected) total fees from families responsible for paying a fee.

Instructions for claiming administrative expenditures are contained in Manual Bulletin 143b, Local Cost Allocation Manual for Schedule D-2, Chapter 9. Administrative expenditures for CCDBG are claimed on the Schedule D-2, Allocation for Claiming of General Services Expenditures (DSS-2347B) on line 5, "Day Care Block Grant" in Section I and II.

For social services districts which participate in both the LIDC and CCDBG subsidy programs, reimbursement for administrative costs is limited to ten (10) percent of the social services district's combined allocations for the LIDC program and the CCDBG subsidy program. A minimum of \$25,000 and a

maximum of \$400,000 is available for SFY 1994-95. Expenditures for administrative costs, with the exception of countywide A-87 costs, will be reimbursed from the social services district's LIDC allocation, not the CCDBG subsidy program allocation. Note that the countywide A-87 costs allocated to the CCDBG program will be 100% local share since there is no State reimbursement for these costs. Districts that incur excess CCDBG administrative expenditures will have their claims adjusted to the administrative cost ceiling by the Department.

CCDBG claims for funds allocated for the federal fiscal year beginning October 1, 1993 (third year of CCDBG) must be liquidated by September 30, 1994. Social services districts cannot carry over unspent funds into the next federal fiscal year. Final claims of expenditures made for the period October 1, 1993 through September 30, 1994 must be submitted by November 30, 1994. Any CCDBG funds that remain unspent will be reallocated to the extent permitted by federal regulations.

#### ALL PROGRAMS:

ADDITIONAL CLAIMING REQUIREMENTS: LIDC, ARLICC, and CCDBG expenditures should also be reported on the Schedule G-2B, Summary of Payments for Day Care-Services Authorization (DSS-2109B). Expenditures made under the Services Types allowed should be reported on the G-2B, the BICS Schedule G-2B Report, and to the Automated Claiming System.

TRAINING COSTS: Claiming instructions for district administrative expenditures related to the training of employees which are claimed on the Schedule D-6 "Reimbursement For Training" (DSS-2347-C) for LIDC, ARLICC and CCDBG programs are covered in Chapter 13 of Manual Bulletin 143b. The local share of those costs (with the exceptions of the A-87 costs) would be reimbursed through the new line item that will be displayed on the State settlement form.

#### SYSTEMS INFORMATION

The reporting and authorization of LIDC, ARLICC, and CCDBG child care services is supported in the WMS Services system. WMS supports payments issued directly to either the provider or the recipient.

Service Type Suffix X designates the State Low Income Day Care Program. For LIDC, a WMS Service case must include the Direct Service Type 03X and the corresponding POS Service Type of 32X through 37X and 3AX.

Service Type Suffix M designates IV-A At Risk Low Income Child Care Program. For ARLICC, a WMS Service case must include the Direct Service Type 03M and the corresponding POS Service Type of 30M through 37M or 3AM through 3GM.

Service Type Suffix L designates the Child Care and Development Block Grant Program. For CCDBG, a WMS Service case must include the Direct Service Type 03L and the corresponding POS Service Type of 30L through 37L, or 3AL through 3GL. The system also supports monitoring the issuance and return of child care certificates. Instructions for the child care certificate can be found in 92 LCM-138 and in the BICS Operations Manual, page A-82, BICS Production Request 32, in the addition dated April 1, 1993. Information is also provided in the BICS Services Payment Processing Manual, II. Authorizations, E. Self Selected Day Care Certificates, pages II.21-II.23.

CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Susan Duchnycz of the Bureau of Early Childhood Services at 1-800-343-8859, extension 432-2544 or direct dial (518) 432-2544. Ms. Duchnycz also may be contacted on-line, User ID # SVC101.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Regions 1-4 - Roland Levie at 1-800-343-8859, extension 4-7549  
or dial direct (518) 474-7549; User ID FMS001.

Region 5 - Marvin Gold at (212) 383-1733; User ID OFM270.

If you have any WMS System questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-342-3727 or dial direct (518) 432-2932; User ID OFL130.

We congratulate district efforts that enable low income parents with children to succeed. We look forward to maintaining the availability of quality and affordable day care to New York's children.

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Frank Puig  
Deputy Commissioner  
Division of Services and Community  
Development



Attachment 1  
List Of Attachments

Attachment A-Low Income and At Risk Day Care Allocations (Not available on-line)

Attachment B-Child Care and Development Block Grant Allocation and Maintenance of Effort Level (Not available on-line)

Attachment C-Statement of Intention to Participate-At Risk (Available on-line)

Attachment D-Statement of Intention to Participate-CCDBG (Available on-line)

Attachment E-Child Care Plan (Available on-line)

Attachment C

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

DISTRICT: \_\_\_\_\_

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

YES \_\_\_\_\_ No \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Approximately \_\_\_\_\_ adults and \_\_\_\_\_ children will be served.  
(number) (number)

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

Commissioner's Signature \_\_\_\_\_  
Date \_\_\_\_\_

Please return form to:

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

Attachment D  
Statement of Intention to Participate in the  
Child Care and Development Block Grant (CCDBG) Subsidy Program

DISTRICT \_\_\_\_\_

This social services district intends to participate in the CCDBG Child Care Subsidy Program for the period beginning October 1, 1993.

\_\_\_\_\_Yes                      \_\_\_\_\_No

This social services district currently offers the CCDBG Child Care Subsidy Program effective (date) \_\_\_\_\_.

OR

This social services district intends to offer the CCDBG Child Care Subsidy Program effective (date) \_\_\_\_\_

Approximately \_\_\_\_\_ adults and \_\_\_\_\_ children will be served.  
(number) (number)

By deciding to participate in the Child Care and Development Block Grant Program, this social services district agrees to comply with all applicable assurances and requirements of the Child Care and Development Block Grant Act, related federal regulations as set forth in 45 CFR Part 98, the New York State Child Care and Development Block Grant State Plan, and related State regulations and guidelines pertaining to the administration and implementation of the Child Care and Development Block Grant Program in New York State.

The following documents shall constitute a Memorandum of Understanding between the social services district and the Department regarding the implementation of the Child Care and Development Block Grant program in that district:

- o the Local Commissioners Memorandum allocating the Child Care and Development Block Grant funds for 1993 including all related attachments;
- o the social services district's "Statement of Intention to Participate in the Child Care and Development Block Grant Subsidy Program," executed and submitted to the Department; and
- o the social services district's approved Child Care and Development Block Grant program plan.

## Assurances

The social services district assures that the regulations issued in 18 NYCRR Part 415 will be used in determining eligibility for CCDBG services.

The social services district assures that it will meet its requirement for maintenance of effort in child care expenditures as specified in Attachment B of this LCM.

The social services district assures that the CCDBG subsidy program funds will not be used to supplant any other federal, State, or local funds used for child care services.

The social services district assures that caretakers will make the final decision regarding the selection of an eligible child care provider for the CCDBG Program.

The social services district assures that it has implemented the CCDBG child care certificate program as detailed in 92 LCM-138.

The social services district assures that it will operate the CCDBG Program according to State and federal requirements.

Commissioner's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Please return form to:

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

Attachment ECHILD CARE PLAN

District

Contact Person/Phone

Complete the portions of the chart which pertain to the program which your district intends to begin utilizing. The elements of the chart which are preprinted are not subject to local option and cannot be changed. A key to the program names is provided at the bottom of the chart.

	LIDC	ARLICC	CCDBG
Check the reasons for care allowed:			
EMPLOYMENT	_____	X	X
EDUC/TRAINING	_____	N/A	X
LOOKING FOR WORK	_____	N/A	X
ILLNESS/INCAP.	_____	N/A	N/A
*If any limitations are applied, please attach an explanation.			
Identify the percent of the state income standard used to determine financial eligibility.	_____%	200%	200%
Indicate whether child care certificates are made available to assist families in accessing care.	_____	_____	YES
Indicate the unit with primary responsibility for administration of the program.			

## Key to Program Names:

LIDC = State Low Income Day Care

ARLICC = At Risk Low Income Child Care

CCDBG = Child Care and Development Block Grant

NOTE: Districts intending to offer CCDBG services must complete page 2 of this plan.

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

1. The following are mandated priorities for service under the CCDBG program.

- A. Children with special needs
- B. Children of families with "very low income"
- C. Children of parents under 21 years of age

Identify the percentage of income below 200% of the state income standards that the district will use to define "very low income" and provide the rationale for selecting this level.

\_\_\_\_\_% Rationale:

2. Indicate whether any optional priorities will be applied by the district:

- \_\_\_\_\_ children of parents whose eligibility for Transitional Child Care has expired;
- \_\_\_\_\_ children of homeless parents who are otherwise eligible;
- \_\_\_\_\_ children of parents who are enrolled in substance abuse treatment programs who are otherwise eligible; and
- \_\_\_\_\_ a locally identified priority. Describe the priority and give rationale.

3. Attach additional pages as needed to describe how the district will: 1) target each identified priority for child care services; and 2) ensure that members of the identified populations receive priority for services.

Please return the completed pages to:

Ms. Susan Duchnycz  
New York State Department of Social Services  
Bureau of Early Childhood Services  
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Albany, New York 12243-0001