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

Transmittal No: 95 LCM-93

Date: August 15, 1995

Division: Services and
Community
Development

TO: Local District Commissioners

SUBJECT: Child Care: Low Income Day Care and At Risk Low Income Child
Care Subsidy Program Allocations

ATTACHMENTS: Attachment A - Low Income and At Risk Low Day Care
Allocations (Not available on-line)
Attachment B - Statement of Intention to Participate -
At Risk (Available on-line)
Attachment C - Child Care Plan (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), April 1, 1995 through March 31, 1996; and
- o Title IV-A At Risk Low Income Child Care Program (ARLICC) April 1, 1995 through September 30, 1995.

There is no requirement for a local match in order to access allocated funds under the LIDC or ARLICC subsidy programs. Social services districts may apply local funds to maintain or expand programs. ARLICC funds must not be used to supplant other funding

LOW INCOME DAY CARE

The State appropriation for the LIDC program for State Fiscal Year (SFY) April 1, 1995 through March 31, 1996 is \$39,366,000. Attachment A indicates your district's LIDC allocation for this SFY. The allocation must be expended by March 31, 1996. (no rollover). The State share is 100% (program and administrative costs.) For social services districts which participate in the Child Care and Development Block (CCDBG) Grant subsidy program, CCDBG administrative costs also will be deducted from the LIDC allocation.

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 eligibility level at or below 200% of the State income standard. Eligible providers include child day care providers as defined in Section 415.1(a) and (h) of Department regulations.

AT RISK LOW INCOME CHILD CARE PROGRAM

The amount of federal funds available to New York State for the ARLICC program for the period of April 1, 1995 through September 30, 1995 is \$9,864,052. Attachment A indicates your district's allocation of these funds. The federal share of the program including administrative costs 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 the provision 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 for a family member 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 are defined in Section 415.1(a), (c), (h) and (n) of Department regulations.

Social services districts must expend their total federal ARLICC allocation during the period April 1, 1995 through September 30, 1995. Any funds that are not expended cannot be carried forward to meet later expenditures nor utilized for any other purpose. Any ARLICC funds designated for the period ending September 30, 1995 which are not expended may be reallocated by the State to other districts which have exceeded their ARLICC allocations.

The status of the ARLICC program beyond September 30, 1995 is uncertain. Federal legislation pending in Congress proposes consolidating a number of child care programs, including ARLICC, into a block grant. Information will be provided to districts as the status of future funding becomes clearer.

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 C, "Child Care Plan", by August 31, 1995.

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 B, "Statement of Intention to Participate in the At Risk Low Income Child Care Program", by August 31, 1995.

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 1994-96 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 C, "Child Care Plan", by August 31, 1995. 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./Rm 209)
Albany, New York 12243-0001

ALL PROGRAMS: Social services districts that elect not to participate in the LIDC or ARLICC programs or that do not have an approved ARLICC 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 18, 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 no local share share being reported on the Schedule H.

Instructions for claiming administrative costs are contained in Manual Bulletin 143b, Local Cost Allocation Manual for Schedule D-2, 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.

Claims for the LIDC program for SFY 1995-1996 must be submitted by May 31, 1996. The social services district's LIDC allocation will be the State and local share of the ARLICC program and administrative expenses, and CCDBG administrative costs.

For social services districts which participate in LIDC and not the CCDBG program, reimbursement for expenditures relating to program administration and activities which improve availability of day care shall be limited to ten (10) percent or \$25,000, whichever is greater of the social services district's allocation for the LIDC program, up to a maximum of \$400,000.

For social services districts which participate in both the LIDC and the CCDBG programs, reimbursement for expenditures relating to program administration and activities which improve availability of day care shall be limited to ten (10) percent or \$25,000, whichever is greater of the social services district's combined allocation for the LIDC program and the CCDBG subsidy program, up to a maximum of \$400,000.

LIDC and CCDBG 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 not being reported on the Schedule H. 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 for Schedule D-2, 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 beginning April 1, 1995 and ending September 30, 1995 must be claimed by November 30, 1995. 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, 1995 for period of April 1, 1995 through September 30, 1995.

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ALL PROGRAMS:

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

TRAINING COSTS: Claiming instructions for district administrative expenditures related to the training of employees which are claimed on the Schedule D-6 "Reimbursement For Training" (DSS-2347-C) for LIDC and ARLICC 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 and ARLICC 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.

CONTACT PERSON

If you have questions regarding the information 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, Userid #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; Userid #FMS001.

Region 5 - Marvin Gold at (212) 383-1733; Userid #0FM270.

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; Userid #0FL130.

Suzanne Zafonte Sennett, Director
Bureau of Early Childhood Services

Attachment B

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 for the period beginning April 1, 1995.

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 C

Child Care Plan

District

Contact Person/Title

Telephone

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 |
|---|-------------------------|--------|
| Check the reasons for care allowed: | | |
| EMPLOYMENT | _____ | X |
| EDUC/TRAINING | _____ | N/A |
| LOOKING FOR WORK | _____ | N/A |
| ILLNESS/INCAP. | _____ | N/A |
| *If any limitations are applied, please attach an explanation. | | |
| Identify the percent of the state income standard used to determine financial eligibility. | _____ % (up to 200%) | 200% |
| Indicate whether child care certificates are made available to assist families in accessing care. | _____ | _____ |
| 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