

**CHILD AND FAMILY SERVICES PLAN**  
**Monroe County Department of Human Services**  
**Local Department of Social Services**  
**ADMINISTRATIVE COMPONENT**

January 1, 2007 – December 31, 2009

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## I. FINANCING PROCESS

### II. FINANCING PROCESS

#### a. Funds Used

The Department of Human Services uses four major sources of funds to support Child Welfare, Youth, Adult, and Child Care services - federal, state, and local government. For 2006, the total cost of these services is budgeted to be about \$185 million with \$61 million reimbursed by the federal government, \$69 million by state government and \$55 million from the county government. In recent years both the Federal and the State governments have been funding much of the services through block grants which has the effect of making any new costs 100% local and discourages the development of new programs. Since 2000, Monroe County has experienced a substantial decline in state reimbursement from \$77 million in 2000 to \$69 million projected in 2006. At the same time the county's share increased by 67% from \$33 million in 2000 to \$55 million for 2006. Although the county share of the budget has actually been increasing, the increase is a product of a reduction in state aid and an increase in caseload costs. Monroe County will continue to work with the Office of Children and Family Services and the New York Public Welfare Association to develop a funding structure that will allow counties to respond to increased/emerging needs and encourage increased investment in preventive services. Within DHS, the three divisions will look for opportunities to blend funding streams to support critical services and staff.

#### b. Criteria and Process for Purchase of Service Agreements

Many services in the Child & Family Services Division, such as foster care and adoption, are "demand driven" and criteria for service is mandated by need and regulation. Ancillary services including preventive services and community optional preventive services are developed and implemented based on need. Monroe County DHS is aggressively reviewing services it currently purchases and is developing a strategy to ensure that purchased services follow the core priority areas: *Safety, Self-Sufficiency and Healthy Development, Effective and Efficient Utilization of Limited Resources.*

A comprehensive approach to improving outcomes for children, youth and families includes recognizing, promoting and supporting healthy behaviors and beliefs while focusing resources on priority needs. In the last thirty years policy makers, human service workers, community groups and researchers have increasingly asked if the programs, services and strategies they use actually work? Interest in identifying the most effective efforts has led to research on local, state and national models. The findings of these studies are the basis of a new body of literature across multiple disciplines that describe and highlight "what works" when trying to improve outcomes for children, youth, families and communities.

Monroe County and its partners are implementing several evidence or science-based models to address priority issues in our community but more must be done. Over the last few years, we have seen a significant increase in the percentage of families receiving preventive services that are also active with child protective services. This upward trend suggests two things. The first is that we should be thinking about focusing more of our resources toward primary and secondary prevention in an effort to decrease the number of children entering the system through the doors of CPS. The second is that we must continue our efforts to bring effective, science-verified programs to Monroe County and hold ourselves accountable for delivering them with complete fidelity to those models as they were designed and tested. We can no longer afford to invest in programs that do not have proven, measurable results based on rigorous research.

**To be considered for funding a program must include the following:**

**A. Alignment with the Integrated County Plan framework and Core Priorities:**

**Address two or more of the core priority areas:**

- Safety- Protection and Support of Monroe County’s most Vulnerable Children and Adults
- Self-sufficiency and Healthy Development
- Effective and Efficient Utilization of Limited Resources

**B. A program model that derives its foundation and focus in research based/evidence based elements of effectiveness and which is responsive to the population identified to be served and the impacts sought:**

**C. A results-based performance history that can achieve the outcomes stated:**

- Assessment of program’s performance against the outcome objectives
- Description of past performance history of the program
- Agency’s performance with other programs (if the program is new)
- Demonstration of program’s commitment to continuous program improvement and systems for implementing quality improvements based on performance data

In summary, program-funding decisions will be guided by the following elements detailed above:

- Address a two priority focus areas of the Integrated Plan
- Include evidence-based/research-based program models and elements of effectiveness
- Implementing organization will have a results-based program history

**II. MONITORING PROCEDURES**

Contract monitoring procedures differ somewhat for the three main areas in which Monroe County Department of Human Services - Child and Family Services Division purchase services: Preventive Services, Foster Care and Adult Protective Services. Preventive Services: The method for monitoring preventive contracts is highly developed and includes case monitoring, program monitoring and systems monitoring. Case monitoring is done primarily on the basis of FASPs forms completed by the contract agencies. MCDHS preventive caseworkers review all FASPs to insure that the risk of placement is clear, goals are measurable and achievable, needed services are being provided, the minimum number of home visits were made, etc. Contract agencies, funders and DHS staff worked together and developed a common tool, Family Assessment Functioning, to measure “improve family functioning”. The form is being implemented throughout all the contract programs and is used to identify critical areas in

casework and to aid in creating more focused service plans that address presenting issues and reduce risk factors for the youth and family. Each contract is assigned a monitor who is responsible to work with the vendors to assure adequate utilization levels, track program and contract performance, and immediately address problem areas. Utilization rates are closely monitored, as a general rule are expected to be maintained at a 90% or above, and are discussed at every bi-monthly coordinator meeting. Overall contract performance is reviewed yearly at contract renewal time or on an as needed basis as problems arise. All preventive programs are subject to periodic program and financial audits. Systems monitoring is done through data that are routinely maintained on a case, program, and service basis. This includes data on type and length of service, client characteristics, demographic information, cost, and staffing patterns. These data are incorporated into the contract monitoring process but also form the basis for the preventive program's annual report and are used in budgeting/planning processes throughout the year. Please see attachment 2 for the Preventive Services 2005 Annual Report.

Foster Care: Improved management of purchased foster care remains a high priority for MCDHS. For purchased foster care programs, monitoring is primarily done at the case level and is intended to insure that regulatory standards are met in addition to insuring that the clients' needs are met. Case monitoring is done through the regular review of FASPs, through regular attendance at service plan conferences, and through attendance at court hearings. While these activities allow us to make some inferences about how well particular programs are performing, they do not provide the level of information that a well-defined contract monitoring system can provide. In 2002 – 2003, the services division was reorganized to reduce the number of workers assigned to children receiving purchased foster care and improve our capacity to monitor these programs. Data provided by NYS (CCRS, MAPS) is helpful in monitoring the total foster care system, but needs to be much more accessible for us to do additional analysis if it is to be used for contract monitoring or to ask more sophisticated systems related questions.

Adult Protective Services: Adult Protective Services in Monroe County has two major contracts with local agencies, Family Service of Rochester (FSR)/Catholic Family Center for financial management services and Lifespan for elder abuse services. Family Services provides rep payee, guardianship, financial counseling, and Power of Attorney services for up to 275 Adult Protective clients. Lifespan runs the ElderAbuse Prevention Program (EAPP), which provides public education and publicity around elder abuse and intervenes in cases of maltreatment of the elderly. In both cases the programs' contracts detail eligibility criteria, referral procedures, performance expectations and reporting requirements. In the case of the Financial Management Services program at FSR, FSR submits financial ledger sheets for clients in the program on a monthly basis. Summaries of casework activity are also submitted on a monthly basis. Databases maintained at DHS and at FSR track client involvement in the program and monitor timeliness of report submission. In guardianship cases, a copy of the annual accounting, which is required by law to be submitted to NYS Supreme Court, is also sent. Bimonthly meetings with the FSR program administrator and the Adult Protective supervisors are held to discuss case problems, contract compliance and ongoing program issues. Lifespan submits a semiannual report of each case mutually serviced by Adult Protective and the Elder Abuse program. The program also submits an annual statistical report of all case activity and a summary of public awareness activities in the community. In addition, the APS Administrator and the EAPP director, who is also the chair of the Adult Services Subcommittee of the Citizens Advisory Council, also meet to discuss program issues. Please see attachment 3 for the Adult Protective Services 2002 Annual Report.

### III. APPENDICES

## APPENDIX A

### LEGAL ASSURANCES DEPARTMENT OF SOCIAL SERVICES

*Appendix A contains the requirements each social services district must fulfill in order to meet the existing mandates found in the state or federal statutes. The activities indicated are statutorily mandated. Therefore, no option is given to indicate that any of these activities are not current practice.*

The inclusion of these assurances in the Child and Family Services Plan or Consolidated Services Plan constitutes the district's commitment to maintain compliance with these 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 local district is required to provide licensure for the 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 handicapped persons 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 by 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, staffing, policies and practices that maintain its continued 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. Every child and family needing any of the core services of Preventive Services shall have these services provided to them in a timely manner. Those core services are 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 purchase of 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 a plan 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 and that staff are aware of such plans and procedures.

**D. Adult Protective Services**

1. The district has a process in place to enable 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. The district in providing protective services for adults will implement each responsibility contained in 18 NYCRR Part 457.

**E. Domestic Violence Services**

1. Each domestic violence victim seeking non-residential services will be provided with all needed core services directly from the provider and as otherwise specified in 18 NYCRR Part 462 in a timely manner.
2. Non-residential services will be provided regardless of a person's financial eligibility, will be provided in a manner that addresses the ethnic composition of the community being served and the needs of victims with special needs, and will be provided in a safe and confidential location.

**F. Child Care**

The social services district assures that when providing child care services under the New York State Child Care Block Grant (NYSCCBG) it will:

1. provide parents with information about the full range of providers eligible for payment with child care subsidy funds;
2. offer child care certificates to assist parents in accessing care;
3. inform clients of criteria to consider when selecting a child care provider;
4. allow parents to select any legal eligible child care provider (Districts may disapprove providers chosen by families with a preventive or protective case under certain circumstances.);

CFS Plan 2007-2009 Administrative Component- MC Department of Human Services

5. establish at least one method of paying for child care provided by caregivers who do not have a contract with the district;
6. review enrollment forms for providers of legally-exempt child care to determine that providers are operating legally and comply with State standards and any additional State-approved local standards;
7. give priority for subsidies to children of families with very low income and to children who have special needs;
8. guarantee child care services to a family who has applied for or is in receipt of public assistance when such services are needed for a child under 13 years of age in order to enable the child's custodial parent or caretaker relative to participate in activities required by a social services official including orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.9;
9. guarantee child care services to applicants for or recipients of public assistance who are employed and would otherwise be eligible for public assistance benefits that choose to receive child care subsidies for a child 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;
10. guarantee child care services for up to 12 months for applicants for or recipients of public assistance who have chosen to receive child care subsidies for a child under 13 years of age in lieu of public assistance benefits and who are no longer eligible for public assistance, provided that certain financial and programmatic requirements are also met;
11. guarantee child care services to a family who is in receipt of public assistance when such services are needed for a child under 13 years of age in order to enable the child's custodial parent or caretaker relative to engage in work as defined by the social services district;
12. guarantee child care subsidies for up to 12 months for families whose public assistance has ended, who need child care for a child under 13 years of age in order for the parent or caretaker relative to engage in work, whose income is within 200 percent of the State income standard, who received public assistance in three of the six months prior to case closing, and whose assistance was terminated as a result of increased hours or income from employment or increased income from child support or because the family voluntarily closed its case;
13. inform recipients of public assistance and former public assistance recipients of the child care guarantees for eligible families;
14. inform families in receipt of public assistance of their responsibility to locate child care;
15. inform 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;
16. offer 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;

17. inform 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 thirteen;
18. advise recipients of public assistance that the time during which they are excepted from the reduction or termination of benefits due to the lack of available child care will still count toward the families' time limit on family assistance benefits;
19. provide 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; and
20. allocate NYSCCBG subsidy funds in a manner that provides eligible families equitable access to child care assistance funds.
21. provide child care to those eligible as long as funds are available and other families are determined eligible.

**G. Staffing**

1. 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.

## **APPENDIX B**

### **SUMMARY OF MEMORANDUM OF UNDERSTANDING WITH THE DISTRICT ATTORNEY'S OFFICE FOR CHILD PROTECTIVE SERVICES**

#### **INVESTIGATION OF CHILD ABUSE AND MALTREATMENT**

The IMPACT Team is a collaborative effort of the Rochester Police Department, Monroe County Sheriff's Office, Monroe County Department of Human Services, Monroe County District Attorney's Office, Monroe County Attorney's Office, Rape Crisis Services of Planned Parenthood, Rochester City School District, Bivona Child Advocacy Center, and the Golisano Children's Hospital at Strong REACH Program. The goal is to provide the most comprehensive and effective investigation of child physical and sexual abuse, while minimizing additional trauma to the child.

The areas covered by the MOU include structure, objectives, case assignments and resource sharing in this collaborative team. The MOU has been agreed to by all parties. It is reviewed annually by the participating agencies. (Refer to Attachment B-1 for a copy of the MOU)

#### **ABANDON SAFE CHILD ACT**

Monroe County is working with the County Law Department and other interested parties, to further define the local process for complying with the Abandoned Infant Protection Act. Monroe County anticipates having a signed agreement in the Fall of 2006. This agreement will be forwarded to OCFS under separate cover when fully executed.

**Memorandum of Understanding Collaborating Agencies  
and Law Enforcement Jurisdictions  
for the  
Monroe County IMPACT Team**

The IMPACT Team is a collaborative effort of the Rochester Police department, Monroe County Sheriff's Office, Monroe County Department of Human Services, Monroe County District Attorney's Office, Monroe County Law Department, Rochester City School District, Planned Parenthood of Rochester/Syracuse, the Bivona Child Advocacy Center and Golisano Children's Hospital at Strong's REACH Program. The formation of the IMPACT Team has combined the experience, resources and abilities of the above agencies to provide the most comprehensive and effective investigations of child physical and sexual abuse, hereafter known as child abuse, while minimizing additional trauma to the child. Professionals in the City of Rochester, as well as in the County of Monroe, now recognize the IMPACT Team as the focal point for the coordination of child abuse investigations.

The Guidelines included in this Memorandum describes the purposes, structures, operating policies and procedures for the IMPACT Team and the resource commitments and responsibilities of each collaborating agency and jurisdiction.

In signing this Memorandum, each collaborating member agrees to participate in the IMPACT Team according to the Guidelines, to the best of their abilities. It is further agreed that this Memorandum will be in effect for one year, and that the Guidelines and resource commitments of each collaborating member will be reviewed on an annual basis.

**NOTE: Original Agreement was signed by all parties 2/7/06**

Bivona Child Advocacy Center  
Mary E. Whittier, Executive Director \_\_\_\_\_

Monroe County Law Department  
Daniel DeLaus, County Attorney \_\_\_\_\_

Monroe County Department of Human Services  
Patricia A. Stevens, Commissioner \_\_\_\_\_

Monroe County District Attorney's Office  
Michael C. Green, District Attorney \_\_\_\_\_

Monroe County Sheriff's Office  
Patrick M. O'Flynn, Monroe County Sheriff \_\_\_\_\_

Planner Parenthood of Rochester/Syracuse Region  
Carol Love, President/CEO \_\_\_\_\_

REACH Program, Golisano Children's Hospital at Strong  
Dr. Thomas K. McInerny \_\_\_\_\_

Rochester City School District  
Dr. Manuel Rivera, Superintendent \_\_\_\_\_

Rochester Police Department  
Cedric Alexander, Acting Chief of Police \_\_\_\_\_

DATE COMPLETED 2/7/06

**The Monroe County IMPACT Team Guidelines  
for  
Child Abuse Investigation**

**TEAM STRUCTURE**

1. The Monroe County IMPACT Team is a multi-agency investigative team comprised of Child Protective caseworkers and a supervisor from the Monroe County Department of Human Services; investigators from the Rochester Police Department (RPD); investigators from the Monroe County Sheriff's Office; Referral and Evaluation of Abused Children (REACH) medical providers; the District Attorney's Office (DA); the Monroe County Attorney's Office; Rape Crisis Services of Planned Parenthood; Rochester City School District (RCSD); and the Bivona Child Advocacy Center (BCAC).
2. BCAC is a partnering agency of the IMPACT Team and provides the facility where cases of child sexual and severe physical abuse, whenever possible and practical, are investigated. The CPS team, REACH Program and the victim advocate are all co-located at the BCAC offices at 275 Lake Avenue.
3. The Monroe County District Attorney's Office has designated an Assistant District Attorney, hereafter known as the legal advisor, for the purpose of assisting, overseeing, and coordinating the investigation and prosecution of all criminal cases being investigated by team members. The Monroe County Attorney's Office has also designated a Deputy County Attorney to assist in overseeing and coordinating cases presented to Family Court.
4. The IMPACT Team includes the REACH Program as its primary medical resource to provide 24-hour telephone consultation and examinations as appropriate. Medical examinations are provided on-site at the BCAC through the REACH Program.
5. The IMPACT Team Child Protective caseworkers are supervised by a Child Protective supervisor.
6. The law enforcement personnel working within the IMPACT Team are supervised by their respective agency supervisors.
7. The term "team member" includes Child Protective caseworkers, victim advocate, law enforcement personnel, REACH Program staff, the Assistant District Attorney staff, the Deputy County Attorney's Office, the BCAC staff, RSCD, and the respective supervisory and clerical staff.
8. In general, attempts should be made to resolve case-specific interdisciplinary problems at the lowest possible levels of the team structure. Team members should bring unresolved problems to their immediate supervisors, who will be responsible for addressing them through the hierarchy of the team structure and/or chain of authority in their own organizations. The Administrative Committee (ADCOM) should address interdisciplinary problems of a systemic nature and the Executive Committee should address problems that cannot be satisfactorily resolved by ADCOM.
9. New members to the team will receive orientation material including, but not limited to, the Monroe County IMPACT Team Guidelines, an outline of the IMPACT organizational structure for the

participating agencies, and a team member contact list (with information about office addresses, telephone, pager, and fax numbers, e-mail addresses, etc.).

## **TEAM OBJECTIVES**

1. To maintain an investigative team comprised of Child Protective Services (CPS) and law enforcement personnel who will eliminate the duplication of efforts, promote the proper, thorough, and expeditious collection of relevant facts and evidence, and operate within a coordinated and well-defined system of identifying and investigating reports of child abuse.
2. To establish an investigative team approach whereby CPS and law enforcement work collaboratively, share information, effectively conduct investigative tasks and jointly participate in the decision making process during the investigation of child abuse.
3. To maintain a child-friendly environment where children and families can be interviewed and receive support and services.
4. To provide an immediate assessment of all child abuse cases reported to the team for the purpose of determining an appropriate response.
5. To provide an immediate, professional and joint response to all child abuse reports falling under the established guidelines for investigation.
6. To provide appropriate medical evaluations for children being evaluated for child abuse.
7. To increase the number of child abuse cases that are successfully adjudicated in Family Court and/or result in a conviction in criminal court.
8. To minimize the number of times that victims of child abuse are interviewed, and reduce the number of locations where children are interviewed.
9. To establish and maintain a uniform, centralized, and accurate case-tracking system to be maintained by the BCAC.
- 10..To review cases on a regular basis to ensure a timely, consistent quality investigation and safety plan for children, and to identify any systemic problems
- 11..To provide and coordinate victim advocacy and mental health services for abused children and their families. Whenever possible, the coordination of said efforts will occur at the BCAC.
- 12..To enhance the competency and cultural sensitivity of all professionals involved in the investigation of child abuse through on-going specialized training.
- 13..To maintain accreditation as a Child Advocacy Center by adhering to all of the standards of the National Children's Alliance (NCA).

## **CASE ASSIGNMENTS**

1. Reports of child abuse which come to the unit are in one of two categories:

HOT LINE REPORTS: These reports originate from the New York State Child Abuse and CFS Plan 2007-2009 Administrative Component- MC Department of Human Services

Maltreatment Register either through the local reporting hotline or the state hotline. Assigned to the unit will be the sexual abuse and/or serious physical abuse reports coded by NYS Central Register as abuse (AB) or certain other reports designated by CPS Administration. Hotline reports are registered when there are allegations of sexual abuse and/or serious physical abuse to a child by a perpetrator who is a parent or a person legally responsible for said child. The Family Court Act and the Social Services Law define “persons legally responsible” as parents, legal guardians, foster care and day care providers, employees of residential care facilities for children, and adults who are found in the child’s household. A “perpetrator” is defined as the “person legally responsible” who is actually committing the abuse or it may be the “person legally responsible” who is allowing the abuse to occur, (i.e. a parent who has knowledge of or who has been informed that the child is being abused and fails to take appropriate action to protect the child from further possible abuse).

B. **LAW ENFORCEMENT REFERRALS:** These referrals are reports of alleged abuse of a child made to any law enforcement personnel in circumstances where CPS does not have official authority or jurisdiction to investigate the allegation. These law enforcement referrals may come to the attention of the team by way of a teletype law enforcement referral from the New York State Child Abuse and Maltreatment Central Register; or a communication from the CPS Intake/After Hours team; through a report of abuse from another law enforcement agency; through a report of abuse made by any mandated reporter (Social Services Law section 413 listed mandated reporter); through a report of abuse from any non-mandated person or through new information of abuse received during an on-going investigation.

2. Hot Line Reports made to the IMPACT Team shall come to the immediate attention of the CPS supervisor or designee who shall review the report to make a preliminary determination if a joint response is appropriate.

A. If a preliminary review of the Hot Line Report by the CPS supervisor or designee and law enforcement supervisor/coordinator determines that a joint response IS appropriate, the supervisor or designee shall assign a Child Protective caseworker and the law enforcement supervisor/coordinator shall assign law enforcement personnel to conduct a joint investigation to the case. If law enforcement is not available to respond at that time, Child Protective will begin an investigation according to their guidelines.

B. If the preliminary review of the Hot Line Report reveals that a joint response may be appropriate, the Supervisor or designee shall review the Hot Line Report with the law enforcement coordinator/supervisor and they shall both decide if a joint response is appropriate.

C. If the preliminary review indicates that a joint response is not appropriate, the supervisor or designee shall assign the case to a caseworker for purposes of investigation.

D. Ideally, the child abuse investigation will be coordinated and conducted at the BCAC. If for some reason the investigation cannot be conducted at the BCAC, the IMPACT Team will attempt to minimize unnecessary interviews and/or examinations. The RCSD will cooperate fully with the IMPACT Team by allowing interviews in the schools.

## **JOINT CPS/LAW ENFORCEMENT RESPONSES**

1. The caseworker and law enforcement personnel assigned to the case shall evaluate the circumstances of the report and develop an investigative plan designed to meet both CPS and law enforcement requirements. This plan should include, but not be limited to, the following:

A. Information obtained to assess the immediate and ongoing safety and welfare of the child or children

involved [Preliminary Safety Assessment pursuant to Social Services Law section 424 (6)]. Because the safety of the child is a paramount concern, IMPACT Team members shall take whatever action is necessary to ensure the safety of the child including, but not limited to, obtaining an order of protection, the arrest of the suspect and/or removal of the child from the home.

**B. Information detailing:**

- Who must be interviewed and who will conduct the interviews (to be determined after consultation and coordination among the team members).
- When and in what order will the interviews take place will be determined after consultation and coordination among the team members.
- Where the interviews will be conducted will be determined after consultation and coordination among the team members, with the understanding that ideally interviews will be facilitated at the BCAC.
- Whenever feasible, every effort is made to have the joint investigation held at the BCAC, where all pertinent service providers can coordinate and collaborate with one another.

**C. During any joint investigation, team members shall share all resource services and information as authorized by CPS and/or law enforcement regulations.**

**D. IMPACT Team members shall keep their respective supervisors/coordinators apprised of on-going circumstances and the status of their cases and request any input or assistance, which may be needed.**

## **INVESTIGATIONS BY IMPACT TEAM MEMBERS AND OTHER AGENCIES**

During a child abuse investigation conducted by a member of another agency and an IMPACT Team member, the Team Member shall offer and provide all resources, services and information to the other agency representative as authorized by CPS and/or law enforcement agencies. Whenever possible, the investigation will be coordinated and conducted at the BCAC.

## **EMERGENCY REMOVAL OF CHILDREN**

1. During a joint investigation, if a child's safety cannot be assured by another means, it may be necessary for CPS or law enforcement to take a child into protective custody, i.e. make an emergency removal of a child pursuant to Family Court Act section 1024 or Social Services Law section 417. The decision to make the removal will be made by the Child Protective Worker after consultation with and authorization by the worker's supervisor, his designee or an Administrative Caseworker or a Deputy County Attorney. After the Child Protective caseworker receives the authorization from one of the aforementioned persons, he or she shall make the removal of the child, i.e. take the child into protective custody. It should be noted that this type of removal necessitates the filing of a petition in Family Court forthwith.

In such cases, where a law enforcement official makes an emergency removal of a child, such official must make a child protective referral.

2. Some alternatives to removal which assure a child's safety include: voluntary relocation of the suspect, arrest of the suspect, obtaining an order of protection to prevent the arrested suspect from having contact with the child or placement of the child with a relative. Leaving the child with the non-offending parent will only be

considered if that parent is able to assure the physical and emotional safety of the child.

## **MEDICAL EXAMINATIONS OF CHILDREN**

In any joint Child Protective Services/law enforcement investigation, a medical examination will be obtained whenever there is reason to believe that the victim may have been subjected to sexual contact or serious physical abuse.. The basis for this belief may be the statement of the source of the referral, the disclosure of the victim, an admission by the perpetrator or other investigative information. In cases of physical abuse, or recent sexual abuse (within 96 hours), the examination shall be arranged with the appropriate medical provider, i.e. the primary care provider, Pediatric Emergency Department, or REACH Program. In cases of sexual abuse that occurs beyond 96 hours of the alleged incident, the examination shall be arranged through the REACH Program. Medical evaluations will be conducted by a REACH provider at the BCAC whenever possible. Coordination will occur between the IMPACT Team and the BCAC staff.

## **MEDICAL EXAMINATION FOR THE PURPOSE OF OBTAINING A SEXUAL OFFENSE EVIDENCE COLLECTION**

In reports where the sexual assault of the child occurred within 96 hours of the report, there is a possibility that physical evidence may be obtained through the completion of a sexual offense evidence kit. It shall be the responsibility of law enforcement/CPS to request that the parent/guardian of the child arrange for such an examination. The CPS caseworker will inform the parent/guardian of the importance of the exam and assist law enforcement in obtaining the exam. It should be noted that CPS caseworkers cannot authorize the exam unless the child is placed in protective custody or there is a court order authorizing the exam. If the child is in protective custody, it is the responsibility of the senior caseworker/supervisor/designee to authorize the exam.

The decision to take a child to an emergency room should be carefully weighed, considering among other relevant factors, the timeframe (96 hours) and the nature of the allegation(s). The REACH medical provider is available 24 hours a day for consultation to assist in this decision-making process.

Law enforcement is responsible for collecting the sexual offense evidence kit from the medical facility and submitting it to the Monroe County Crime Laboratory for processing in accordance with agency policy.

## **ORDERS OF PROTECTION**

The purpose of an order of protection is to ensure the personal safety of the victim and to provide a safe environment for the victim, pending the outcome of criminal or Family Court proceedings.

- A. In cases where an arrest of a perpetrator is made in a Monroe County town or village, law enforcement personnel shall ask the arraigning magistrate to issue a temporary order of protection, which prohibits the defendant from contact with the child and presence in the home.
- B. In cases where an arrest of a perpetrator is made in the City of Rochester, the Monroe County District Attorney's office shall request the arraigning judge to issue a temporary order of protection which prohibits the defendant from contact with the child and presence in the home.
- C. In cases where Child Protective Services files an abuse or neglect petition, Child Protective Services shall request the Family Court judge to issue a temporary order of protection, which prohibits the respondent from contact with the child and presence in the home.

## **INTERVIEW OF CHILD VICTIM**

1. In any joint investigation, the following guidelines will be followed with respect to interviewing a child
- CFS Plan 2007-2009 Administrative Component- MC Department of Human Services

victim:

- A. The safety of the child will be the primary factor in determining how soon the child will be interviewed. Whenever possible, the interview of the child shall take place within 24 hours of the receipt of the case.
- B. The following factors shall be considered in determining when the child shall be interviewed:
  - 1. The relationship between the perpetrator and the child as well as the possibility of continued contact between them.
  - 2. The extent and nature of the abuse alleged in the report.
  - 3. The time period between the last reported incident of abuse and when the report was made (reported acts which occurred recently necessitate a quicker response).
  - 4. The possibility that physical evidence may be destroyed, hidden, altered, or rendered valueless if not immediately seized.
  - 5. The reaction to the report by the non-offending parent and the ability and/or willingness of that parent to protect the child from further abuse.
  - 6. The emotional and/or psychological condition of the child due to the trauma endured.
- C. It is imperative that the decision on when, where and how a child victim is to be interviewed shall be discussed and coordinated by the team members assigned to the case. All information obtained by any such member during the investigation shall be made available to any other member assigned to the investigation in accordance with agency regulations, confidentiality restrictions and the lawful disclosure of such information.
- D. Whenever possible, the initial interview of a child victim will be conducted by either the caseworker or the law enforcement personnel at the BCAC, while the other member of the team observes through the one way mirror. The decision will be made on who takes the lead for interviewing the child based on the relationship/rapport established with that child. Interviews provide both members with the ability to obtain information specific to Child Protective and criminal investigative requirements.
- E. When an interview takes place at the child's school, the IMPACT Team will consult with school officials as to who is to be present during said interview.
- F. When a child is nine (9) years old or older, or passed a voir dire, verbal statements made by a child victim will be put into the form of a deposition, which will then be read and sworn to by the child and witnessed by an IMPACT team member. If a child does not pass voir dire, the child's statements shall be summarized in the investigating members' reports.

## **VOIR DIRE-SWEARING CHILDREN UNDER NINE YEARS**

Pursuant to Criminal Procedure Law, Section 60.20(2), any child less than nine years old may not give a sworn statement unless the court is satisfied that he/she understands the nature of an oath. Case law on this matter has determined that a voir dire must be held by a sitting magistrate, judge or justice. For all children under nine, law enforcement personnel must schedule a voir dire with the appropriate judicial officer. Voir dire is not required before speaking with a child for interviewing purposes. City Court judges have agreed to conduct voir dire at the CFS Plan 2007-2009 Administrative Component- MC Department of Human Services

BCAC whenever possible

## **INTERVIEWS WITH CHILDREN IN HOUSEHOLD OTHER THAN THE IDENTIFIED VICTIM**

During joint investigations of abuse within a family, it shall be the responsibility of the team members to interview all children living in the household, i.e. the identified victim and other children within 7 days of the reported abuse.

The purpose of this interview is to ensure that all the children are safe, have not been victims of abuse, and whether they are witnesses to the identified abuse. The BCAC will be made available for purposes of interviewing the other children named in the report. These interviews will be coordinated between the IMPACT Team and the BCAC staff.

## **WHERE INTERVIEWS OF CHILD WITNESSES WILL BE CONDUCTED AND WHO WILL BE PRESENT**

Based on the circumstances of the case, the investigative team will determine the best location to interview a child. The BCAC provides a safe, non-threatening environment for such interviews. The location where the abuse took place is the least desirable location to interview the child. The team must consider both the needs of the child as well as the necessity of completing the investigation promptly in deciding where to interview a child.

Ideally, the IMPACT Team should interview the child alone. In the event that another party must be present or the child requests someone, the investigative team should make clear that the person's role is limited to offering support to the child.

## **INTERVIEW OF THE NON-OFFENDING PARENT OR GUARDIAN**

In all IMPACT Team investigations, it shall be the responsibility of the Child Protective worker and law enforcement personnel to interview the non-offending parent/guardian of a reported abused child. The purpose of this interview is to determine participation in and/or knowledge of the abuse and the existence of corroborating evidence. The obtained information will assist in assessing the risk to the child(ren) and in taking appropriate action to protect the child(ren).

## **INTERVIEW OF ALLEGED SUSPECTS/ALLEGED PERPETRATORS**

In joint investigations, the interview of the suspect is solely the responsibility of law enforcement. This interview will be conducted by law enforcement with or without the Child Protective worker being present. The interview of the suspect will be conducted in accordance with the respective law enforcement policy and generally accepted standards. The timing of this interview by law enforcement is critical. It should be closely coordinated with CPS, and done quickly to ensure the appropriate legal response in a case. Admissions made by the alleged suspect during the law enforcement interview will be shared with the Child Protective caseworker.

It is the Child Protective worker's responsibility to conduct a Child Protective related interview with the alleged perpetrator, which ideally takes place subsequent to the Law Enforcement interview.

## **SUPPORT SERVICES**

All children and families who become involved with the IMPACT Team will be afforded victim advocacy services through the on-site advocate of Rape Crisis Services. Any team member can refer a child or family to the victim advocate and the victim advocate can also initiate these services. Child Protective caseworkers will also refer families to mental health services, through the Department of Human Services' Preventive Team. Child

Protective staff will work with any other mental health providers already active with children and families to ensure that appropriate treatment is received for sexual abuse issues.

## **PHYSICAL EVIDENCE**

In joint investigations, it shall be the responsibility of law enforcement to collect, secure, and process any physical evidence in accordance with departmental policy.

## **CONFIDENTIALITY OF INFORMATION**

In joint investigations, the team members shall protect and safeguard the integrity of all confidential information received in relationship to investigations. No member shall release any confidential information to another individual or agency outside the team unless authorized to do so. Nothing in this paragraph shall prevent team members from obtaining appropriate written waivers and/or authorization permitting the release of said confidential information to any authorized individuals or agencies requesting or needing such confidential information for purposes of criminal prosecution or Family Court proceedings, crime victim's assistance, probation investigations, medical treatment or mental health treatment.

## **CASE REVIEWS**

The team will conduct case reviews on a regular basis to ensure that all investigations of sexual and physical abuse are timely, consistent and comprehensive. These reviews will identify systemic problems and gaps in services, while providing opportunities for team members to utilize a best-practice standard. An individual case such as a fatality or a complex abuse investigation may be reviewed at length to educate team members and identify problems.

## **CASE TRACKING**

The BCAC will maintain a data base for the tracking of child abuse cases from initiation to resolution. This tracking system will also maintain data on all other BCAC cases defined as children seen at the facility by team members either through the REACH program, victim advocate or law enforcement. Team members will assist BCAC staff in their collection of information by completing the appropriate form and submitting it to the BCAC Executive Assistant or designee. Team members will have access to information through the Executive Assistant or designee. Reports will be generated regarding case assignments, case outcomes or to meet any team members' specific request.

## **ORGANIZATIONAL STRUCTURE**

1. Executive Committee shall be composed of the Chief Executive Officers or their designee of the Bivona Child Advocacy Center, the Golisano Children's Hospital at Strong, the Monroe County Attorney's Office, the Monroe County Department of Human Services, Monroe County District Attorney's Office, the Monroe County Sheriff's Office, Planned Parenthood of Rochester/Syracuse Region, the Rochester City School District, the Rochester Police Department and a mental health representative.

The Executive Committee shall be responsible for establishing and maintaining policy and administrative level functions related to the interagency, coordinated delivery of social, legal and medical services to victims of child abuse and their families. The Executive Committee shall be responsible for systems' review and for ensuring that new members are advised of the purpose.

The Executive Committee shall elect a chairperson annually, meet quarterly, maintain minutes of the meetings, and communicate with the Administrative Committee.

2. The Administrative Committee (ADCOM) shall be composed of representatives designated by each of the agencies listed above.

ADCOM shall be responsible for establishing and maintaining a guideline for the coordinated, interagency, direct delivery of service in the investigation of cases of child abuse as well as case review and case tracking. It is the responsibility of ADCOM to advise the Executive Committee of issues appropriate for their consideration. ADCOM is responsible for case review and maintaining the relevant statistical data for case management purposes, yearly status reports and training.

The Administrative Committee shall elect a chairperson annually, meet monthly and maintain minutes of the meetings

**APPENDIX C**  
**2007 ESTIMATES OF PERSONS TO BE SERVED**

**PLEASE SEE SIGNATURE PAGE FOR WAIVER REQUEST**

**APPENDIX D (Administrative-DSS)**

**NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES  
(To be completed for EACH program.)**

**County:** Monroe

**Contact Person:** Gail Maas

*To promote accuracy, Local Districts are strongly encouraged to have the non-residential domestic violence program complete any new information.*

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

Provide the following information for **each** agency providing non-residential domestic violence services (make copies of form as needed): *It is strongly recommended that the Non-Residential Domestic Violence Program complete this information.*

**Agency Name:** Alternatives for Battered Women, Inc

**Business Address:** P.O. Box 39601

Rochester, NY 14604

**Telephone Number:** 585-232-7353 TTY: 585-232-1741

**Contact Person:** Cathy Mazzotta  
(*Preferably Program Director*)

**Email Address:** cathym@abwrochester.org

**PROGRAM REQUIREMENTS**

**1. 70 percent of the clientele served must consist of victims of domestic violence and their**

**children (the intent of which is 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 overall agency.**

Alternatives for Battered Women (ABW) is a not-for-profit agency serving victims of domestic violence in Rochester and Monroe County, New York. In addition to providing Residential Domestic Violence Services ( 38-bed emergency domestic violence shelter for victims of DV and their children), ABW also offers non-residential DV services that help provide a full continuum of support for victims of domestic violence and their children. Participants in this program do not need to be housed in the emergency shelter to access these benefits. In fact, most of the clients using Non-residential services reside in the local community.

Non-Residential Services Include:

- 24-HOUR Crisis HOTLINE - providing access to the shelter, information and referral and counseling.
- WALK-IN COUNSELING - short-term individual counseling is available for extremely urgent situations.
- CHILDREN'S PROGRAM - a group services for children whose mother's are participating in community support groups.
- TRANSITIONAL SUPPORT SERVICES - small groups, topic focused groups, open community support groups advocacy and individual consultation is available to victims of domestic violence residing in the community who are coping with the effects of an abusive relationship on themselves and their lives.
- FAMILY COURT ADVOCACY - an ABW advocate is stationed at the Domestic Violence Intensive Intervention Court located at the Hall of Justice. This program assists victims who are petitioning this part of Family Court for an Order of Protection. This is a collaborative program with Legal Aid Society of Rochester. Clients can obtain court accompaniment, civil legal services for obtaining orders of protection and ongoing support and advocacy throughout the Court process.
- DOMESTIC VIOLENCE PREVENTION EDUCATION PROGRAM: a preventive, educational program for youth and those that work with youth in academic and community based settings in Monroe County.
- SPEAKER'S BUREAU - individualized presentations about domestic violence and agency services to professional and community groups.
- SAFETY FIRST: CPS/DV COLLABORATIVE – ABW has 2 DV advocates outsource at MCDSS-CPS Investigative. This program provides access to and advocacy for victims of domestic violence who are also involved in the child protective system.

**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 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 need populations are accommodated:*

ABW is open to all residents in Monroe County who disclose as victims of domestic abuse and/or family members. ABW also serves victims of domestic violence who come from other NY Counties and States. All services are provided without regard to income. Staff and volunteers are trained to work with a wide variety of individuals and families. ABW has bilingual staff and volunteers available for all programs. Staff and volunteers participate in cultural diversity training as well. The agency has also made itself accessible to the hearing impaired community through establishing a designated TTY line and provides contracted interpreters. ABW was part of a state wide task force in developing and implementing training for victims of domestic violence who are disabled including training for advocates of domestic violence serving the deaf, hard of hearing and latency deaf community. The facility is handicap accessible as well. Residential and non residential services are located in two separate and distinct locations with close proximity to each other.

**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:*

Shelter/Hotline

6,254 callers; 2,142 were first-time callers  
532 women and children received shelter

Children's Program

545 attended playgroups and structured activities in Non-Residential services. Of that number, 187 mothers and children received crisis counseling.

Prevention-Education

632 presentations took place reaching 12,455 students (representing 24 high schools, 3 junior high schools, 9 alternative high schools encompassing a total of 12 school districts. 13 colleges and Adult Ed programs, and 21 youth groups).

Speakers Bureau

222 presentations were conducted by volunteers and staff to raise community awareness and reach out to victims. Presentations were made to community groups, human services organizations, and businesses reaching 4,698 individuals.

Transitional Support Services

835 women received individual counseling sessions  
275 women (unduplicated) attended community support groups  
449 women attended topic-focused groups  
235 women attended DV education groups

Court Programs

873 victims received services through the Court Advocacy Program

Safety First Program:

176 victims of domestic violence who were involved in the CPS syember received support, advocacy and referral services

**4. All the core services listed in 18 NYCRR 462 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, provide:**

- a) A detailed description of each service including how and where the service is provided.**
- b) The days and hours the service is available.**

*Responses should be as explicit as possible and must not be a replication of the regulatory language, but instead should include details specific to this program.*

**Telephone Hotline Assistance**

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

24 hour crisis hotline: operates 24/7 and provides counseling, support, advocacy, information and referral for victims of domestic violence and their families. The crisis hotline provides information on all of ABW's services as well as community resources and is the point of access for the emergency shelter. There are 13 full-time counselors and 16 per diem counselors who receive a 3 week intensive training and regular supervision. Educational degrees vary from Associate of Arts to Masters' degrees. ABW makes use of trained volunteers for the hotline as well. Additionally the crisis hotline has a designated TTY line for the deaf, hard of hearing and latency deaf population.

**Information and referral**

All staff is trained to provide information and referrals about domestic violence, ABW resources as well as community resources. This is done via phone or in person and is available 24 hours a day. ABW is a major resource to the community as a depository of information regarding community resources and services.

## Advocacy

*(Be sure to address each type of advocacy provided and whether accompaniment and/or other types of advocacy are offered)*

In general, all of ABW's staff provide advocacy on the individual case bases and at the community and system wide level. ABW advocates to provide support for victims of domestic violence in obtaining entitlement benefits, appropriate health and mental health care, orders of protection and in other legal proceedings related to abuse. ABW frequently advocates with all 17 law enforcement agencies and crime victims' assistance programs in Monroe County and with the MC District Attorney's office for prosecution of criminal acts perpetrated against victims of abuse.

ABW works with schools, employers and landlords to advocate for services needed for victims and their children. They work closely with the Monroe county Department of Human Services to assist victims in obtaining Public Assistance, Medicaid and Food Stamps as needed.

ABW is an active leading member of the Rochester and Monroe County Domestic Violence Consortium. This group is made up of service providers, law enforcement, legal community, medical professionals, schools and a variety of other professionals who work with the DV community. The consortium meets monthly and advocates throughout the community as well as at the State and Federal level for programs, services and legislation that addresses the needs of victims of domestic violence.

### Safety First Program

This program is a collaborative effort between ABW and Monroe County Child Protective Services. Two domestic violence advocates are outsourced to work directly with 2 CPS Investigations teams. This program offers support and advocacy for victims of domestic violence who are involved with the CPS system. This includes outreach to individuals identified as victims of domestic violence, referral and assistance in accessing needed supports for the non-offending parent and their children. Advocates accompany clients to court and meet with clients out in the community. Clients who are participating in this program have access to all of ABW's programs. This program operates Monday through Friday, normal business hours.

### Court Advocacy Program

The Court Advocate Program advocates are located in the Integrated Domestic Violence court and the Domestic Violence Intensive Intervention Court of Family Court. These advocates provide counseling, advocacy and referral to legal and community resources for victims and their children. Additionally ABW advocates accompany victims to court and provide support throughout their court processes. This project includes a joint program between ABW and Legal Aid Society of Rochester so those victims seeking orders of protection to enhance their safety can obtain legal representation. This program operates in the Hall of Justice during regular business hours, Monday through Friday.

## Counseling

### Children's Programs

Supportive counseling sessions, play groups and structured activities for children who have been exposed to domestic violence. These are offered in the non residential program during regular and evening business hours. Other hours are available on an as needed basis

### Transitional Support Services

Individual counseling, support groups and topic-focused groups to assist victims in recovering from trauma obtaining information on domestic violence, its impact on children and developing safety and service plans. These are offered in the non residential shelter during regularly scheduled hours or as needed.

## Community Ed/Outreach

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

ABW and LifeSpan are the only certified Non-residential service providers in Monroe County, New York. ABW and LifeSpan have a long history of collaboration. LifeSpan works exclusively with Elder Abuse which focuses on the senior and caretakers of seniors. ABW and LifeSpan provide services jointly to clients and ABW refers clients to LifeSpan, who need the specialized services provided by LifeSpan's Elder Abuse program.

### Domestic Violence Prevention Education Program

Educational based programs work with youth to inform and promote the development of skills necessary to achieve healthy, violence-free interpersonal relationships. This program is offered in academic settings, including junior, senior high schools, area colleges and training programs as well as community based youth service providers and faith communities. Companion presentations are provided to parents of youth participating in the DVPEP.

### Community Speaker's Bureau

Provides presentations to raise community awareness and reach out to victims. Presentations are made to community groups, human services organizations, professional groups businesses and professional training programs.

Services provided by the Speakers' Bureau and Domestic Violence Prevention Education Program are normally delivered Monday through Friday during daytime business hours. However educational programs are also offered in the evening and on weekends.

- 5. Where are the non-residential domestic violence services provided (the specific address is not necessary, but rather a description of the location; for example, at the business office, at the school, etc.)?**

Services offered by the Transitional Support Services, and Children's Program are provided in a secured building that is close to but separate from ABW's Emergency Shelter. The Court Advocacy Program is on site at the Hall of Justice to assist victims in obtaining an order of protection. The Prevention and Educational outreach is offered in the community and in schools. The Safety First Program is co-located with Monroe County DHS child Protective Services.

- 6. Explain how the location(s) where the non-residential domestic violence services are provided ensure the safety of the persons receiving services and the confidentiality of their identities.**

The ABW non residential program is located in a confidential location in Monroe County for the protection of its clients. It is close to the shelter and both programs are in secure locations that are not accessible to the general public. Client confidentiality is an important component of ABW services to protect clients from further victimization for seeking help and to provide a safe environment for disclosure of domestic violence incidents. ABW has specific and strict policies and procedures regarding the means by which any client of ABW's confidentiality is to be protected.

**7. Each program must employ a qualified director and a sufficient number of staff 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. Job descriptions that include qualifications may be attached to this Appendix.

Executive Director:

Catherine Mazzotta, MSW, LCSW

Responsibilities: Oversight of Alternatives for Battered Women

Assistant Executive Director:

Janine Lucas, MPA

Responsibilities: Oversight for ABW's non-residential and residential programs

Children's Program:

**Family Service Coordinator:** Carrie Michel-Wynne, BA -

Responsibilities: Oversight for all staff in children's services

Program Coordinator Domestic Violence Prevention Education Program (DVPEP)

**Program Coordinator and Educator:** Paula Sheinberg, MA Ed

Responsibilities: Develop, organize implement, and provide education prevention programming for youth.

Transitional Support Services (TSS)

**TSS Program Coordinator:** Janet Chaize, MS Counseling

Responsibilities: Oversee all aspects of the TSS program, provide individual, group and advocacy services

**TSS Advocate:** Darci Lane, MA Counseling

Responsibilities: provide individual, group and advocacy services

Court Advocacy Program (CAP)

**Court Advocacy Program Coordinator:** Andrea Mills, BS

Responsibilities: Oversees all aspects of the CAP program

Safety First:

**Administrative Coordinator:** Marianne Bryan, BA

Responsibilities: oversight for Safety First Advocates and program

**Safety First Advocate:** Rachel Pellegrino, BA

Responsibilities: provide advocacy, individual support, case management and group support to victims of DV involved in the CPS system, working collaboratively with CPS workers

**Safety First Advocate:** Jeanne Hines, MA Ed

Responsibilities: provide advocacy, individual support, case management and group support to victims of DV involved in the CPS system, working collaboratively with CPS workers

**APPENDIX D-2 (Administrative-DSS)**

**NON-RESIDENTIAL DOMESTIC VIOLENCE SERVICES  
(To be completed for EACH program.)**

**County: Monroe**

**Contact Person:**

*To promote accuracy, Local Districts are strongly encouraged to have the non-residential domestic violence program complete any new information.*

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

Provide the following information for **each** agency providing non-residential domestic violence services (make copies of form as needed): *It is strongly recommended that the Non-Residential Domestic Violence Program complete this information.*

**Agency Name: Lifespan**

**Business Address: 1900 Clinton Ave. S.  
Rochester, NY 14618**

**Telephone Number: 585-244-8400**

**Contact Person: Paul L. Caccamise**  
*(Preferably Program Director)*

**Email Address: pcaccamise@lifespan-roch.org**

**PROGRAM REQUIREMENTS**

3. 70 percent of the clientele served must consist of victims of domestic violence and their children (the intent of which is 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 overall agency.**

**Lifespan's Elder Abuse Prevention program (EAPP) is a separate and distinct program within Lifespan of Greater Rochester. Lifespan is the only not-for-profit agency in Monroe County dedicated exclusively to serving older adults. EAPP has provided education, preventive services and direct intervention to victims of elder abuse since 1987. EAPP intervened in approximately 300 cases of elder mistreatment last year. The majority of perpetrators in elder abuse cases are family members.**

4. 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 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 need populations are accommodated:**

**Clients of EAPP just be 60 or older and must be suspected of being victims of third party elder mistreatment. (Self neglect is not included.) All services are provided without regard to income and without charge. The vast majority of services are provided in the home to accommodate frail and handicapped older clients. Lifespan has a small fund to provide transportation to appointments related to abuse intervention, e.g. Medical Motor Service to court to obtain an order of protection. Lifespan also operates the Deaf and Hard of Hearing program which offers ASL (American Sign Language) interpreter service for deaf clients. EAPP makes use of the Interpreting Service for clients who use ASL as their primary language. EAPP also uses interpreters (primarily in Spanish or Italian) for speakers of other languages.**

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:**

**In calendar year 2005, EAPP served 155 older victims of domestic violence perpetrated by family members. Numbers were obtained by collecting data regarding family relationship, if any, for each perpetrator to the identified victim of elder mistreatment.**

4. All the core services listed in 18 NYCRR 462 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, provide:

- c) A detailed description of each service including how and where the service is provided.
- d) The days and hours the service is available.

**Responses should be as explicit as possible and must not be a replication of the regulatory language, but instead should include details specific to this program.**

*Telephone Hotline Assistance*

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

**Callers may access the EAPP program, by calling 585-325-2800 24 hours a day. EAPP and the Lifespan aging service hotline service, Eldersource are available between 8:30 AM - 4:30 PM M-F. After Hours, Monroe County's 24 hour Lifeline service receives calls, triages them and counsels victims of domestic violence regarding emergent action. Otherwise referrals are forwarded to EAPP for review and intervention the following business day. Lifeline and Lifespan are linked, along with other aging service providers, through the PeerPlace computer network, a database of clients and aging service resources. Referrals between agencies are facilitated through PeerPlace.**

*Information and referral*

**EAPP provides telephone screening, case triage and information and referrals for persons calling about suspected elder abuse.**

### *Advocacy*

*(Be sure to address each type of advocacy provided and whether accompaniment and/or other types of advocacy are offered)*

**EAPP provides advocacy on the individual case level and in the system level. EAPP case managers advocate for victims of elder mistreatment in obtaining entitlement benefits, appropriate health and mental health care, in obtaining orders of protection and in other legal proceedings related to abuse. EAPP frequently advocates with law enforcement and with the DA's office for prosecution of criminal acts perpetrated against older victims of mistreatment.**

**EAPP also convenes the Monroe County Elder Abuse Consortium, a Fatality Review Committee and also coordinates the New York State Coalition in Elder Abuse for the purpose of system advocacy on behalf of victims of elder abuse including domestic violence. EAPP is an active member of the Monroe County Domestic Violence Consortium.**

### *Counseling*

**EAPP counsels older victims around safety plans, options available through services and through the courts for preserving safety and prevention of future mistreatment. The program arranges for therapeutic counseling through Victims Assistance, Rape Crisis, Alternatives for Battered Women and appropriate mental health resources.**

### *Community Ed/Outreach*

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

**EAPP uses a variety of approaches to educate the community about elder abuse. These include regular training of Home Health Aides, presentations on prevention of financial exploitation through a separate Fraud and Scams program, newspaper Guest Essays, TV ads, regional conferences (two in 2006) and presentations to the public and professionals. In 2005 EAPP reached 1925 community residents in group presentations and 951 professionals. In 2005-2006 EAPP developed a curriculum to train law enforcement in the recognition of elder abuse (through a federal VAWA grant) and trained 1200 local law enforcement, probation and parole officers.**

### *Optional services (if applicable)*

**Since 2001 Lifespan has sponsored a psycho educational group for perpetrators of elder abuse known as the SEAM program (Stop Elder Abuse and Mistreatment.) Participants are mandated by the court system and Probation to attend the 12 week**

**curriculum designed to change attitudes about older people and their relationship with older adults.**

8. Where are the non-residential domestic violence services provided (the specific address is not necessary, but rather a description of the location; for example, at the business office, at the school, etc.)?

**Nearly all service is provided in client homes. The SEAM group (described above) takes place weekly in Lifespan offices.**

9. Explain how the location(s) where the non-residential domestic violence services are provided ensure the safety of the persons receiving services and the confidentiality of their identities.

**Lifespan operates a total of 29 programs. Consumers coming to the building may be accessing services in a number of different programs. The EAPP section is not identified as such. EAPP staff carry photo ID cards which identify them as Lifespan employees and as “social workers.” EAPP staff is well trained to be attentive to safety risks for to the victim in their homes and family situations and to tailor interventions which will increase safety form clients.**

10. Each program must employ a qualified director and a sufficient number of staff 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. Job descriptions that include qualifications may be attached to this Appendix.

**Title: Program Manager –Elder Abuse Prevention program**

**Responsibilities: Overall management of the EAPP program, clinical supervision, public education, direct casework**

**Qualifications: MSW, elder abuse experience since 1991, president-elect of the National Adult Protective Services Association, , published in elder abuse publications, trained 1200 law enforcement personnel , consultant for NIJ on law enforcement training, speaker on elder abuse in state and national venues.**

**Title: Care Manager-Elder Abuse Prevention Program**

**Responsibilities: Provides information and referral around elder abuse questions, investigates cases of elder mistreatment, counsels victims and**

**caregivers, provides ongoing case management, assists victims through the court system to obtain orders of protection, and works with law enforcement and DA's office around prosecution of criminal offenses. Offers public and professional training in elder abuse matters. Serves on community task forces and committees such as the Monroe County DV Consortium.**

**Qualifications: MSW plus 2 years experience in human service/geriatric care.**

## **APPENDIX E**

### **CHAFEE FOSTER CARE INDEPENDENCE PROGRAM USE OF ALLOCATIONS**

**Not submitted since the county is not using part of its Federal Fiscal Year 2005-2006 Independent Living allocations for room and board up to 30 percent.**

## APPENDIX F

### PROGRAM INFORMATION MATRIX

#### 2006 PROGRAM INFORMATION

<b>Page 1</b>
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County Name: <b>MONROE</b>
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County Code: <b>26</b>
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		01 Adoption	04 Education	05 Employment	06 Family Plng	Medicl Option	07 Resid Plcmnt Adult	08 Foster Care Child	09 Health Related	10 Home Mgmt.
<b>Goals:</b>	1	N	N	Y	Y	N	N	Y	Y	Y
	2	Y	N	Y	Y	N	N	Y	Y	Y
	3	Y	N	N	Y	N	Y	Y	Y	Y
	4	Y	N	N	Y	N	Y	Y	Y	Y
	5	N	N	N	Y	N	N	Y	Y	N
<b>Method:</b>	D	Y	N	Y	Y	N	Y	Y	Y	Y
	U	N	N	N	N	N	N	N	N	N
	R	Y	N	Y	N	N	N	Y	N	N
<b>Eligibility Categories</b>										
02 FCAA		Y	N	Y	Y	N	Y	Y	Y	N
03 TANF		Y	N	Y	Y	Y	Y	Y	Y	Y
04 EAF		Y	N	Y	Y	N	Y	N	N	N
05 AGED		Y	N	Y	Y	Y	Y	Y	Y	Y
06 BLIND		Y	N	Y	Y	Y	Y	Y	Y	Y
07 DISABLED		Y	N	Y	Y	Y	Y	Y	Y	Y
08 MA		Y	N	Y	Y	Y	Y	Y	Y	Y
09 URM *		Y	N	Y	Y	Y	Y	Y	Y	Y
10 UEM **		Y	N	Y	Y	Y	Y	Y	Y	N
13 SNA		Y	N	Y	Y	Y	Y	Y	Y	Y
14 IE		Y	N	Y	Y	Y	Y	Y	Y	Y
WR		Y	N	N	Under 21 option	N	Y	N	N	N
Income Eligibility Standards										
State Standards		WR	200%	200%	200%	150%	WR	200%	WR***	*
Local Standards		WR	NA	150%	150%	150%	WR	150%	150%	150%

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

Local Standards not specified assumed to be established at State Standards.

\*\*\* When these services as provided as part of a child protective or preventive services case in accordance with the regulations of the Office of Children and Family Services.

\*\*\*\* The 200% state standard only relates to TANF to Title XX transfer funding.

**APPENDIX F**

**2006 PROGRAM INFORMATION**

<b>County Name:</b>	<b>County Code:</b>
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	11 Homemaker Component			12 Housekeeper/ Chore	13 Housing Improvement Component		14 Info & Referral
	A	B	C <sup>1</sup>		A <sup>1</sup>	B	
<b>Goals:</b>							
1	Y	Y	Y	Y	Y	N	Y
2	Y	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y	Y
4	Y	N	N	N	N	N	Y
5	N	Y	N	N	N	N	Y
<b>Method:</b>							
D	Y	Y	Y	Y	Y	Y	Y
U	N	N	N	N	N	N	N
R	Y	Y	Y	Y	N	N	Y
<b>Eligibility Categories</b>							
02 FCAA		N		N		N	N
03 TANF		Y		Y		Y	N
04 EAF		N		Y		N	N
05 AGED		Y		Y		Y	N
06 BLIND		Y		Y		Y	N
07 DISABLED		Y		Y		Y	N
08 MA		Y		Y		Y	N
09 URM *		Y		Y		Y	N
10 UEM **		N		N		N	N
13 SN		Y		Y		Y	N
14 IE		Y		Y		N	N
WR		Y***		Y***		Component B	Y
<b>Income Eligibility Standards</b>							
State Standards		WR****		WR****		200%	WR
Local Standards		125%		125%		200%	WR

<sup>1</sup> This component is mandated for SSI individuals.

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

Local Standards not specified assumed to be established at State Standards.

\*\*\* When these services as provided as part of a child protective, preventive or adult protective services case in accordance with the regulations of the Office of Children and Family Services.

\*\*\*\* The 200% state standard only relates to TANF to Title XX transfer funding.

**APPENDIX F**

**2006 PROGRAM INFORMATION**

County Name: **MONROE**

County Code: **26**

	<b>15 Preventive Adults Component</b>				<b>16 A&amp;B Prot Adults</b>	<b>17 Prot Child</b>	<b>19 WIN Couns</b>	<b>20 Transp</b>	<b>21 Unmarr Parent</b>	
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>						
<b>Goals:</b>	1	Y	N	Y	N	N	N	Y	Y	
	2	Y	N	Y	N	N	N	Y	Y	
	3	Y	N	Y	N	Y	N	Y	Y	
	4	Y	N	Y	N	N	N	Y	Y	
	5	N	N	N	N	N	N	Y	Y	
<b>Method:</b>	D	Y	N	Y	N	Y	Y	Y	Y	
	U	N	N	N	N	N	N	N	N	
	R	Y	N	Y	N	Y	Y	Y	Y	
<b>Eligibility Categories</b>										
02 FCAA		N	N	N	N	N	Y	N	Y	
03 TANF		Y	N	Y	N	Y	Y	N	Y	
04 EAF		Y	N	Y	N	Y	Y	N	Y	
05 AGED		Y	N	Y	N	Y	Y	N	Y	
06 BLIND		Y	N	Y	N	Y	Y	N	Y	
07 DISABLED		Y	N	Y	N	Y	Y	N	Y	
08 MA		Y	N	Y	N	Y	Y	N	Y	
09 URM *		N	N	N	N	Y	Y	N	Y	
10 UEM **		N	N	N	N	Y	Y	N	Y	
13 SN		Y	N	Y	N	Y	Y	N	Y	
14 IE		Y	N	Y	N	Y	Y	N	Y	
WR		N	Y (N)	N	N	Y	Y	N	N	
<b>Income Eligibility Standards</b>										
<b>State Standards</b>		200%				WR	WR		200%	150%
<b>Local Standards</b>		125%				WR	WR		150%	150%

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

Local Standards not specified assumed to be established at State Standards.

## APPENDIX F

### 2006 PROGRAM INFORMATION

Page 4

County Name: <b>MONROE</b>	County Code: <b>26</b>
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		22 Personal Care Services	23 Victim Domestic Violence	24 CHAP	25 Preventive Child Mandated	26 Preventive Child Optional	38 Child Care All
<b>Goals:</b>	1	N	N	N	N	N	Y
	2	N	N	N	N	N	Y
	3	N	N	Y	Y	Y	Y
	4	N	N	N	N	N	Y
	5	N	N	N	Y	N	N
<b>Method:</b>	D	N	N	Y	Y	Y	Y
	U	N	N	N	Y	Y	N
	R	N	N	N	Y	Y	Y
<b>Eligibility Categories</b>							
02 FCAA		N	N	Y	Y	Y	Y
03 TANF		N	Y	Y	Y	Y	Y
04 EAF		N	Y	Y	Y	Y	Y
05 AGED		N	N	Y	Y	Y	Y
06 BLIND		N	N	Y	Y	Y	Y
07 DISABLED		N	N	Y	Y	Y	Y
08 MA		N	N	Y	Y	Y	Y
09 URM *		N	N	Y	Y	Y	Y
10 UEM **		N	N	Y	Y	Y	Y
13 SN		N	Y	Y	Y	Y	Y
14 IE		N	N	N	Y	Y	Y
WR		N	Y	N	Y	Y	Y
<b>Income Eligibility Standards</b>							
State Standards			WR		WR	WR	***
Local Standards		NA	WR		WR	WR	145%

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

\*\*\* For Title XX Day Care, up to: 275% family of 2; 255% family of 3; 225% family of 4 or more

Local Standards not specified assumed to be established at State Standards.

**APPENDIX F**

**2007 PROGRAM INFORMATION**

County Name: <b>MONROE</b>	County Code: <b>26</b>
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Key to Goals	Maximum State Standards Title XX Day Care
1. Self-support	
2. Self-sufficiency	275% Family of 2
3. Protection	255% Family of 3
4. Community-based Care	225% Family of 4 or more
5. Institutional Care	

**PROGRAM LIMITATIONS**

**CHILD CARE**

TITLE XX	STATE CHILD CARE BLOCK GRANT	CHILD CARE
<u>200</u> % Family of 2	200%	Fee <u>25</u> %
<u>200</u> % Family of 3		
<u>200</u> % Family of 4 or more		

**OTHER PROGRAM LIMITATIONS**

Less than 200% of poverty is the limit for all services funded with TANF funds transferred to Title XX.

Monroe County Income standards for Income Eligible Day care is 150% of poverty.

**APPENDIX G-1  
CHILD CARE SECTION  
DATED 2007-2009 [Approved by OCFS 8/6/07]**

**County:** Monroe

**I. Administration (Required Section)**

Describe how your 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: **Financial Assistance Division**

Transitioning Families: **Financial Assistance Division**

Income Eligible Families: **Financial Assistance Division**

Title XX: **Child and Family Services Division**

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

Total NYSCCBG Amount: **\$32,335,289**

- |  |                     |
|--|---------------------|
| A. Subsidy                                 | <b>\$30,380,106</b> |
| B. Other program costs (excluding subsidy) | <b>\$1,699,183</b>  |
| C. Administrative costs                    | <b>\$256,000</b>    |

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

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening		
<input type="checkbox"/> Screening of legally-exempt providers		
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input checked="" type="checkbox"/> Other	<b>Early Care Impact Study</b> is being conducted by the Children's Inst. And supports their research in early childhood education and care in Rochester	<b>\$10,000</b>

## APPENDIX G-2

### II. Other Eligible Families if Funds are Available (Required Section)

Listed below are optional categories of eligible families that your district can include as part of its ICP. Select any categories your district wants to serve 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 checked="" type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard when the caretaker is:		<b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings & Closings Criteria (G-3)
a) participating in an approved substance abuse treatment program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If this is part of the PA parent/ guardian's employment plan approved by DHHS. This does not apply to IEDC cases.
b) homeless	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	With approval of the emergency housing coordinator. This does not apply to IEDC cases.
c) a victim of domestic violence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	With approval of the DV Liaison. This does not apply to IEDC cases.
d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Family will submit in writing a request for childcare with description of the emergency, i.e. parent must participate in court ordered community service, or other court mandated activity, one child is in an intensive care unit and with siblings at home and the parent needs to spend time at the hospital anticipated duration of the emergency, what other alternatives were explored. Worker will review with supervisor request for childcare. If approved, documentation shared with Coordinators or Asst Coordinators requesting administrative approval. All documentation will be placed in the file and reason for/duration noted on NOD.
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<p>4. Families with income up to 200% of the State Income Standard when child care services are needed because the child's caretaker:</p>		<p><b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/07 – 12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>a) is physically or mentally incapacitated</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Applicant must have letter from physician or treating mental health professional stating unable to provide care, medical or psychological reason for this and expected duration. Applicant must also meet income requirements. The letter along with administrative approval from Coordinators or Asst Coordinators as documented in the case file.</p>
<p>b) has family duties away from home</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>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 6 months.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Families who are currently receiving day care subsidy can continue coverage for up to 30 days to seek new employment</p> <p><b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>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.</p>	<input checked="" 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>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Note:</b> The student caretaker must maintain 85% attendance in school to be eligible or the acceptable standard for the school district he/she attends in , whichever is greater. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>

<p>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in a GED program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in a degree program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>g) a training program, which has a specific occupational goal and is conducted by an institution licensed or approved by the State Education Department other than a college or university</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in a training program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>

<p>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in a skill training program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p><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.</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note: attendance in a demonstration project vocation training program must be in addition to a minimum of 17.5 hours of weekly employment. Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p><b>8.</b> 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 associates 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 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Note:</b> Monroe County's priority is to serve families up to 165% of SIS for the period 1/1/06-12/31/09. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p><b>9.</b> 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 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 17 ½ hours per week. The parent/caretaker must demonstrate his or her ability to successfully complete the course of study.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance, Family Share, Case Closings and Openings, and Fraud and Abuse Control Activities\_ (Required Section)

#### Reasonable Distance

Your district is required to define reasonable distance based on community standards for determining accessible child care.

The following defines "reasonable distance": **Within one hour travel time from home or worksite.**

Describe any steps/consultations made to arrive at your definition: **Internal, cross division committee discussions.**

#### Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as 165% of the State Income Standard.

#### Definition of Engaged In Work For Child Care In Lieu of Temporary Assistance

**The minimum number of hours for Federal Fiscal Year 2006 are:**

- **20 hours for a single parent with a child under the age of six years old**
- 30 hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55 hours with at least one parent working 30 or more hours.

If a district proposes a higher minimum number of required hours of work describe the requirement below.

- hours for a single parent with a child under the age of six years old
- hours for a single parent whose children are six years of age and older
- in two parent families the parents must be working a combined total of 55hours with at least one parent working or more hours.

#### 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 family share of child care 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 our district **35%**.

**Case Closings** (select one or two)

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. Described below is how the district will select cases to be closed in the event that there are insufficient or no funds available.

1. families w/children who have special needs
2. very low income

Cases will be closed in the following order:

Families whose income is 200%-166% State Income Standard (SIS)

Families who have children with special needs (within this category closed by income, highest being first)

**Families whose income is 165%-140%SIS**

**Families whose income is 139-100%**

**W/in each income bracket categories will be closed in the following order:**

**1) A family receiving public assistance when childcare services are necessary:**

**(a) to enable a teenage parent to attend high school or an equivalency program; or**

**(b) 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.**

**2) PA families when caretaker is part of a substance abuse treatment program.**

**3) 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.**

**4) Family receiving public assistance when childcare services are needed for an eligible child who is age 13 years or older 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.**

**5) PA families when caretaker is in an emergency situation of short duration.**

**6) Families currently receiving childcare subsidy when childcare is needed to continue for the child's caretaker to actively seek employment (of at least 20 hours per week) for a period of up to 30 days.**

**7) Family which has applied for or receiving public assistance when childcare 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.**

- 8) Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.
- 9) A family which is at risk of becoming dependent on public assistance when child care services are needed:
- (a) for the child's caretaker(s) to be employed at least 20 hours per week; or
  - (b) to enable a teenage parent to attend high school or an equivalency program; or
  - (c) for the child's caretaker(s) to be participating in a 2 year college or university program or a vocational program (not exceeding 24 consecutive months) leading to a certificate or license as long as the caretaker(s) is also working at least 20 hours per week.

The district has not established priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, case closings for families which 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 receiving child care services but must be consistent for all families. The district has chosen to close cases based on:

- shortest time receiving child care services
- longest time receiving child care services

### **Case Openings**

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

**The district will open cases in reverse order of case closings**

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

The district must identify below the criteria it will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payment and procedures for referring such applications to the district's front end detection system.

MCDHS is using the following criteria for referral for fraud and abuse investigation:

1. Working off the books (currently *or previously*)
2. Application inconsistent with prior case information
3. *Resulting from investigation:* Prior history (circle one): denial/ case closing/overpayment/ IPV
4. No absent parent information or information is inconsistent with application

5. No documentation to verify identity or documentation of identity is questionable
6. Self-employed but without *adequate business records* to support financial assertions
7. P.O. Box used as a mailing address *without reasonable explanation*, e.g. high crime area
8. Children under the age of six with no birth certificates available
9. Unsure of own address
10. No income within the last six months

The district must describe below its sampling methodology used to determine which cases it will seek verification of an applicant or recipient's continued need for child care including, as applicable, verification of participation in employment, education or other required activities.

**MCDHS will verify continued need for childcare in cases where: the parent is employed by a temporary agency, where the hours vary, where the duration of educational program or other approved activity doesn't coincide with the daycare authorization period, where the parent is self-employed. MCDHS will attempt to verify a total of approximately 400 childcare cases annually. This works out to be approximately 16% of the total low income caseload. Cases meeting the criteria for review will be referred to the Quality Review team at intake or at recertification to investigators to verify income and continued need every 2 months.**

The district must describe below its sampling methodology used to determine which child care providers of subsidized child care services they will review for the purpose of comparing the child care providers attendance forms for children receiving subsidized child care services and 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.

**MCDHS reviews every attendance sheet to compare days attended versus authorizations as well as to check for provider signature, parent fees collected, and any anomalies which would merit further investigation.**

**Monroe County has approximately 790 child care providers that participate in CACFP. Quarterly the district will randomly select 63 providers that participate in CACFP and care for subsidized children. If the child care provider was previously sampled they will not be counted in subsequent samples. The district will contact the CACFP sponsor to determine the last time the CACFP sponsor conducted an inspection and obtain the names of the subsidized children seen at that inspection. The district will compare the child care provider's subsidy attendance forms (date that corresponds w/ the inspection) with the CACFP inspection forms to verify that child care was actually provided on the days listed on the attendance forms. Monroe County will follow up on any inconsistencies to determine if there was any fraud.**

## APPENDIX G-4

### IV. District Options (Required Section)

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

1.  Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2.  Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3.  Our district is using Title XX funds for the provision of child care services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5.  Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).
7.  Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 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 G-11).
9.  Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10.  Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11.  Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).
12.  Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).
13.  Our 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 G- 12).

14.  Our district has chosen to pay for breaks in activity for low income families (non public assistance families, complete Appendix G-12).
15.  Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt 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 G-5  
PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES**

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: **PA families when caretaker is part of a substance abuse treatment program.** Rank: **1**

Description:

Category: **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.** Rank: **2**

Description:

Category: **PA families when caretaker is in an emergency situation of short duration.** Rank: **3**

Description:

Category: **Families currently receiving childcare subsidy when childcare is needed to continue for the child's caretaker to actively seek employment for a period of up to 30 days.** Rank: **4**

Description:

Category: **Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.** Rank: **5**

Description:

Category: **Families in which the custodial parents are working at least 20 hours per week based on the relationship between family income and poverty level.** Rank: **6**

Description:

**APPENDIX G-5 (Continued)**

**Category: Families where custodial adults are participating in a two-year college or university program or a vocational program (not exceeding 24 consecutive months) leading to a certificate or license, as long as the custodial adults are also working at least 20 hours per week**

**Rank:7**

Description:

**Category: Adolescent parent who is enrolled and with attendance that meets a standard that is acceptable in their school district, who need childcare in order to finish high school are a priority even if they are not employed.**

**Rank:8**

Description:

**APPENDIX G-6  
FUNDING SET-ASIDES**

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

Category:	\$
<b>Total set asides</b>	<b>\$</b>

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

Category:

Category:

Category:

Category:

Category:

**APPENDIX G-6 (continued)**

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

Category:	\$
Category:	\$
Category:	\$
<b>Total set asides (Title XX)</b>	<b>\$</b>

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

Category:

Category:

Category:

Category:





**APPENDIX G-9**  
**PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES**

The following providers are eligible for payment for absences:  
 (Check any that are eligible)

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

Our district will only pay for absences to providers with which the district has a contract or letter of intent.  Yes  No

Base period selected (check one)     3 months               6 months

Number of absences allowed during base period:

<b>Period</b>	<b>Routine Limits (# of days)</b>	<b>Extenuating Circumstances (# of days)</b>	<b>Total Number of Absences Allowed (# of days)</b>
In a month	<b>12</b>	<b>3</b>	<b>15</b>
Base period	<b>24</b>	<b>6</b>	<b>30</b>

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

- Child's illness**
- Parent's illness**
- Snow days if provider is open**
- School vacations of 8 days or less**
- Official school closings for other reasons if provider is open**

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

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

**APPENDIX G-10**  
**PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES**

The following providers are eligible for payment for program closures:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Day Care Center | <input type="checkbox"/> Legally Exempt Group  |
| <input type="checkbox"/> Group Family Day Care      | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> Family Day Care            |  |

Our district 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 program closures is five days). **4 days** Programs can choose any 4 days from the following recognized holidays New Years Day, Christmas, Thanksgiving, Labor Day, and Thanksgiving.

List the allowable program closures for which the district 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 G-11**  
**TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP**

**Transportation**

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip). Note if paying for transportation, Appendix F will need to reflect this choice.

**Monroe County does not pay for transportation**

**Differential Payment Rates**

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **15%** above market rate.

Care during non-traditional hours may be paid up to **0%** above market rate.

Limitations to the above differentials are as follows: **Accredited Programs must enter into a contract (if center) or agreement (if group or family) and have on file with the County of Monroe a copy of their current/valid accreditation certificate. Agreements and contracts are entered into annually.**

Payments may not exceed 15% above market rate. However, if your district wishes to establish a payment rate that is in excess of 15% above the applicable market rate must 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.

**Sleep**

**Yes**

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 and any limitations pertaining to payment:

**Childcare to allow a parent to sleep may be paid with Administrative approval and supporting documentation under the following circumstances: Special circumstances include parents working night shift requiring sleep during the day and the child(ren) are below school-age or the care is during school breaks.**

Indicate the number of hours allowed by your district (maximum number of hours allowed is eight). **6 hours**

**APPENDIX G-12  
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS,  
BREAKS IN ACTIVITIES**

*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 cases where 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.

**Must have prior administrative approval and supporting documentation in the case file.**

**Child Care Services Unit**

The Child Care Service Unit is the basis upon which a district will determine which household and/or family members should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

18 year old       19 year old       20 year old

**-OR-**

Our district will include only the following in the Child Care Services Unit when it will benefit the family (check which ones apply).

18 year old       19 year old       20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year old is included in the Child Care Services Unit. **When the addition of the 18 or 19 year old to the CCSU makes the household eligible for Child Care assistance.**

**Waivers**

Districts have the authority to request a waiver of any regulatory provision that is non-statutory.

Describe and justify why your district is requesting a waiver.

**Breaks in Activities**

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (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 to begin employment     break between activities