

**CHILD AND FAMILY SERVICES PLAN and  
CONSOLIDATED SERVICES PLAN**

**ADMINISTRATIVE COMPONENT- DIVISION OF SOCIAL SERVICES**

May 1, 2004 – December 31, 2006

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**ADMINISTRATIVE COMPONENT- DIVISION OF SOCIAL SERVICES**

**May 1, 2004 – December 31, 2006**

**I. CHILD CARE**

Please refer to the attached Child Care Plan which includes the four required appendices (Administrative [G-1]; Other Eligible Families [G-2]; Reasonable Distance, Very low Income, Child Support, Case Closings, Case Openings and Case Reviews [G-3]; and District Options [G-4]) and seven optional appendices (Priority Populations [G-5]; Title XX Child Care [G-7]; Additional Local Standards [G-8]; Payments for Absences [G-9]; Payments for Program Closures [G-10]; Transportation, Differential Payment Rates and Sleep [Appendix G-11]; and Child Care Exceeding 24 Hours [G-12]).

**II. FINANCING PROCESS**

**a. Funds Used**

The Department of Social Services uses three major sources of funds to support Child Welfare, Adult, and Child Care services - federal, state, and local government. For 2004, the total cost of these services is budgeted to be about \$166 million with \$50 million reimbursed by the federal government, \$72 million by state government and \$43 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 \$72 million projected in 2004. At the same time the county's share increased by 30% from \$33 million in 2002 to \$43 million for 2004. Although the county share of the budget has actually been increasing, the increase has largely been done to offset the decline in state revenue.

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. In 2004, DHHS will be exploring various funding opportunities to shore up existing programs and services. Within DHHS, the 5 divisions will look for opportunities to blend funding streams to support critical services and staff.

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

Given funding contracting, resource allocation is demand driven for many services including foster care and adoption where the amount that is spent is primarily a function of the number of children in care or receiving an adoption subsidy. In the case of preventive services, due to a substantial county budget deficit in 2002 and 2003, Monroe County reduced its local share of funds to Preventive programs thereby reducing a number of contracts. In 2004, it is projected that Monroe County will have to further reduce the number of preventive contracts as the funds to support them have been significantly cut. These cuts have resulted in the tightening of referral criteria to focus on families at imminent risk of placement. Monroe County will apply to access some new funds to serve PINS 16 & 17 to offset funding cuts in preventive services.

Monroe County is committed to and practices an open RFP process whenever it has funds available to purchase contracted services. DHHS staff work closely with the county's contract office to develop RFPs as well as to jointly review applications, select vendors, and negotiate contracts. Historically, Monroe County has invited OCFS as well as community members and other agencies to participate in application review processes to ensure that the best provider is selected.

Monroe County anticipates issuing RFPs in 2004 in the areas of child care payment process; childcare provider visitation, support and education project; and diversionary services to PINS 16 & 17.

## **III. MONITORING PROCEDURES**

Contract monitoring procedures differ somewhat for the three main areas in which Monroe County Department of Human and Health Services - Child and Family Services Division and Older Adult Care Path 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 UCR forms completed by the contract agencies. MCDHHS preventive caseworkers review all UCRs 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 DHHS 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 2002 Annual Report.*

Foster Care: Improved management of purchased foster care remains a high priority for MCDSS. 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 UCRs, 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) 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 Elder Abuse 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 DSS 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.*

#### **IV. APPENDICES**

Appendix A: Legal Assurances – Department of Social Services

Appendix B: Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services

Appendix C: Estimate of Persons to be served

Appendix D: Non-Residential Services to Victims of Domestic Violence

Appendix E – Chafee Foster Care Independence Program Use of Allocations - N/A

Appendix F: Department of Social Services – Program Information Matrix

Appendix G: Child Care Plan Update

## 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 are 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 childcare 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.);
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 District Attorney's Office and Child Protective Services.**

The IMPACT Team is a collaborative effort of the Rochester Police Department, Monroe County Sheriff's Office, Monroe County Department of Human and Health 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 investigations 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 and is currently in the signature process. It is reviewed annually by the participating agencies.

**APPENDIX C**

**Estimate of Persons to be Served – Please see signature page for  
waiver request**

**Appendix D-1  
Non-Residential Services to Victims of Domestic Violence**

County: Monroe

Contact Person: Corinda Crossdale

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.

**The following information must be provided as part of the Child and Family Services Plan regarding non-residential services to victims of domestic violence:**

1. The county will provide non-residential services to victims of domestic violence:

Directly \_\_\_\_\_

Through a purchase of service agreement X

2. Provide the following for each agency providing services:

Agency name: Alternatives for Battered Women

Business address: P.O. Box 39601  
Rochester, NY 14604

Telephone number: 585-232-7353

Contact Person: Cathy Mazzotta

Email: Mazzotta@frontiernet.net

**Program Requirements**

1. 70 percent of 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). Services must be provided regardless of financial eligibility; services must be provided in a manner which address 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, how the program fits into the overall**

**organizational structure, and how special needs populations are accommodated:**

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 a 38-bed emergency domestic violence shelter for women and children, ABW also non- residential services which help provide a full continuum of support for victims of domestic violence and their children:

- 24-HOUR HOTLINE - providing access to the shelter, information and referral and counseling.
- WALK-IN COUNSELING - short-term individual counseling is available for extremely urgent situations.
- SANA Y SALVA - SAFE AND SOUND - crisis and on-going residential and non-residential services for Latina women.
- CHILDREN'S PROGRAM - a full range of services for children and their mothers (who are residing in the shelter)
- TRANSITIONAL SUPPORT SERVICES - small groups, topic focused groups, open community support groups and individual consultation is available to women from the community who are coping with the effects of an abusive relationship or the aftermath.
- FAMILY COURT ADVOCACY - an ABW advocate is stationed at the Domestic Violence Intensive Intervention Court located at the Hall of Justice. This program assists women who are petitioning this part of Family Court for an Order of Protection.
- DATING VIOLENCE EDUCATION - a preventive, educational program for youth and those that work with youth in Monroe County.
- SPEAKER'S BUREAU - individualized presentations about domestic violence and agency services.

ABW is open to all residents in Monroe County. Staff and volunteers are trained to work with a wide variety of individuals and families. ABW has bilingual staff and volunteers for all programs. ABW has responded to concerns expressed from the Latino and Hispanic communities, which has resulted in the development of the SANA Y SALVA program. 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 TTY and provides contracted interpreters. Training has been provided to advocates of domestic violence serving the community of deaf people.

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

**Provide an estimate of the number of victims of domestic violence needing non-residential services and a description of the indicators used to determine that estimate (2002):**

Shelter/Hotline

7,000 callers; 2,400 were first-time callers  
700 women and children received shelter

Sana Y Salva - Safe and Sound Housing (services to Latina women)

50 women and 59 children received shelter  
64 Latina women received assistance through the hotline

Children's Program

300 children and their mothers were served during their shelter stay  
Services for children living in the larger community were utilized 400 times

Prevention-Education

10 skills based groups took place reaching 100 students  
255 presentations took place reaching 4,290 students  
Private consultations was given to 5 individuals

Transitional Support Services

250 women received counseling through 700 sessions  
300 women attended community support groups  
50 women attended topic specific groups

Court Programs

0 women were served through the Domestic Violence Regional Collaborative in Supreme Court (this project was de-funded)  
15 individuals attended Court Information Sessions  
1,200 victims received services through the Court Advocacy Program

3. All core services listed in 18 NYCRR 452 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 detailed description of each service, and for each, how it is provided and the frequency, including days and hours available. Responses should not**

**be replication of the regulatory language, but instead should include details specific to the program.**

ABW provides emergency residential shelter services as well as a full continuum non-residential service from crisis to support services for women who have been victims of domestic violence. The non-residential components of the program include:

**Telephone Hotline Assistance/Information and Referral**

24 hour telephone line for counseling, support and information for victims of domestic violence and their families.

**Counseling**

Sana Y Salva

Bilingual counseling, shelter services, and advocacy for Latina women experiencing domestic violence.

Children's Programs

Supportive counseling sessions, play groups and structured activities for children who have been exposed to domestic violence.

Transitional Support Services

Individual counseling, support groups and topic-focused groups to assist victims in recovering from trauma.

**Advocacy**

Court Advocacy Program

The three DV Court Advocate CAP, located in the IDV, Family and the DVII Court, provide counseling, advocacy and referral to legal and community resources for victims and their children. 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.

**Community Ed/Outreach**

Dating Violence Prevention Program

Educational programs and skill-based groups for youths to achieve healthy, violence-free interpersonal relationships.

Hotline services are available 24 hours, 7 days per week. Other services are normally delivered Monday through Friday during daytime business hours. Some group sessions and educational programs are offered in the evening.

**4. Explain how the location where the services are provided maintains the safety of the persons receiving services and the confidentiality of their identities.**

The ABW shelter is located in a confidential location in Monroe County for the protection of its clients. Some group activities, counseling sessions and educational activities are conducted at the shelter, which is a secure facility. 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.

**5. List each staff responsible for providing non-residential services including title, name, responsibilities and qualifications (staff listed are funded by DHHS)**

Shelter/Hotline staffing

Claire Parker, MSW - Administrative Coordinator

Carolyn Washington, Associates degree in Human Services (and is enrolled in school to receive Bachelor of Social Work degree; also has work experience) - Program Coordinator

Shelter/Hotline Counselors

9 full-time counselors and 20 per diem

Educational degrees vary from Bachelor to Associate degrees; one part-time employee has Ph.D.

ALL receive 3 weeks of intense training and regular supervision

Children's Program

Beth Ragsdale, MSW - Program Manager

Mya Stevens, BSW - Program Counselor

Trudy McIntyre, Associates in Human Services – Program Counselor

Kristen Reed, Bachelor Degree - Child Care Worker

Prevention - Education Program

Paula Sheinberg, MEd - Program Coordinator

Transitional Support Services

Janet Chaize, Master of Counseling - Program Coordinator

Jo Ann Langer, MSW - Program Counselor

Court Programs

Mary Aufleger, BSW - Court Advocate

ABW also makes use of volunteers for the Hotline and other non-residential supportive services. In 2002, **135** volunteers contributed their time to ABW activities for a total of 9,545 hours. The Court Advocacy Program subcontracts with Legal Aid Society of Rochester for 1.0 FTE of attorney time to assist clients through the legal system.

**APPENDIX D-2**  
**NON-RESIDENTIAL SERVICES TO VICTIMS OF DOMESTIC VIOLENCE**

County: Monroe

Contact Person: Corinda Crossdale

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 regardless of their financial eligibility. 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 programs must comply with 18 NYCRR Part 462.

**The following information must be provided as part of the Child and Family Services Plan regarding non-residential services to victims of domestic violence:**

6. The county will provide non-residential services to victims of domestic violence:

Directly \_\_\_\_\_ Through a purchase of service agreement X

2. Provide the following for each agency providing services:

Agency name: Lifespan  
Business address: 1900 Clinton Avenue South  
Rochester, NY 14618  
Telephone number: 585-244-8400  
Contact Person: Art Mason  
Email: Amason@lifespan-roch.org

**Program Requirements**

1. 70 percent of 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). Services must be provided regardless of financial eligibility; services must be provided in a manner, which address 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, how the program fits into the overall**

**organizational structure, and how special needs populations are accommodated:**

Monroe County contracts with Lifespan for the Elder Abuse Prevention Program (EAPP). Elderly persons eligible for this program are 60 years of age or older and are suspected of having been abused, neglected or exploited. Individuals must live within Monroe County. Needs of special populations are handled on an individual basis and may include translator for non-English speaking or hearing impaired individuals, transportation assistance (mobility impaired) and materials printed in large type for visual impairments. While Lifespan does not directly address medical issues, they will arrange for medical care and coordinate services such as transportation, home health care. In 2003, EAPP initiated a support group for perpetrators called SEAM group. While participation is small, there has been positive feedback by participants and staff. EAPP and LIFESPAN are committed to continue SEAM in 2004.

LIFESPAN operates a number of programs and services for the older population in Monroe County. EAPP is an integral component of LIFESPAN array of services. By locating the EAPP programs within this agency, older adults and their families have an opportunity to connect with a variety of resources, supports and programs to enable the elderly family member to remain in the community for as long as possible.

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

**Provide an estimate of the number of victims of domestic violence needing non-residential services and a description of the indicators used to determine that estimate:**

Using statistics from the elder abuse incidence studies, it is estimated that approximately 2000 elderly are victims of elder abuse/neglect each year in Monroe County. Lifespan opened 277 cases in 2003 and completed 59 extended information and referral cases for the Elder Abuse Prevention Program (EAPP). The "SEAM" perpetrators group enrolled 3 women and 1 man, all participants completed the program.

8. All core services listed in 18 NYCRR 452 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 detailed description of each service, and for each, how it is provided and the frequency, including days and hours available. Responses should not**

**be replication of the regulatory language, but instead should include details specific to the program.**

### **Telephone Hotline Assistance**

Lifespan is open Monday through Friday 8:00am to 4:30pm. Lifeline serves as a 24-hour hotline for elder abuse and will make appropriate referrals to EAPP if needed. Administrators at Lifespan are also on call on a rotating basis and provide after hours coverage for consultations. During Lifespan's office hours Lifeline has a direct phone link to Eldersource (phone calls can be transferred).

### **Information and Referral**

Cases are referred from Eldersource or other community resources. If a case is not found not to be eligible for elder abuse services, the case will be referred to a more appropriate agency including Monroe County Adult Protective Services (Monroe County Adult Protective Services also refers to Lifespan and EAPP when appropriate). The same applies when a case comes directly to EAPP.

In 2003, Lifespan opened 277 cases and completed 59 extended information and assistance. After careful analysis and review of incoming calls the program moved from referral to assistance based programming. Elderly persons eligible for this program are 60 years of age and over and are suspected of having been abused, neglected or exploited.

### **Counseling**

LIFESPAN, through their Elder Abuse Prevention Program (EAPP), provides individual social work intervention and counseling to elderly clients and their families. Counseling is the primary activity of EAPP to eliminate the incidence of elder abuse and its risk factors.

### **Advocacy and Community Ed/Outreach**

Public education and advocacy are an essential part of the mission of Lifespan and EAPP. 429 professionals in an 11 county area were trained and 2,561 people were presented to on scams, elder awareness and elder abuse in 2003. 56 people, all professionals, attended a half-day Elderabuse in the Latino community conference in 2003. "Domestic violence across the Lifespan" was the theme of this conference. A staff member from Lifespan also serves as chairperson for the Adult Services Subcommittee of the Citizens Advisory Council for the Monroe County Department of Social Services. In the past year EAPP initiated a support group for perpetrators, the SEAM group.

The Elder Abuse Consortium with Lifespan as the lead agency provides advocacy for funding of elder services and legislation. Lifespan also directly advocates for the client by providing assistance in legal proceedings, getting orders of protection, escorting them to court, etc. Lifespan operates a legal advocacy program for victims of elder abuse through legal aid (through another state funding source).

### **Optional Services**

Medical services are not provided directly, but referrals are made when appropriate along with coordination of services, including transportation to facilitate medical care.

4. Explain how the location where the services are provided maintains the safety of the persons receiving services and the confidentiality of their identities.

EAPP provides services primarily in the home of elderly clients. Clients are also seen in day programs and sites away from potential abusers to preserve the confidentiality of disclosures and to preserve the safety of clients.

5. List each staff responsible for providing non-residential services including title, name, responsibilities and qualifications

There are 5 staff members

Paul Caccamise, CSW – Administrator

Art Mason, CSW – Program Manager

Linda Guido, CSW – Social Worker

Christine Hickey, CSW – Social Worker

Sam Contreras, CSW – Social Worker

Anne Smith, Bachelor in Human and Health Services – Social Worker

All staff screen calls for eligibility, investigate cases of elder abuse and provide appropriate interventions to preserve the safety of clients. The program manager provides clinical supervision and provides community education presentations about elder abuse. The Administrator provides supervision for the Program Manager and oversight for the program.

## **Appendix E**

**Chafee Foster Care Independence Program Use of Allocations – Not submitted since the county is not using part of its Federal Fiscal Year 2002-2003 Independent Living allocations for room and board up to 30 percent.**

**APPENDIX F  
2002 PROGRAM INFORMATION**

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

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

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

**APPENDIX F  
2002 PROGRAM INFORMATION**

County Name: <b>MONROE</b>					County Code: <b>26</b>			
		<b>11 Homemaker Component</b>			<b>12 Housekeeper/ Chore</b>	<b>13 Housing Improvmt Component</b>		<b>14 Info &amp; Referral</b>
		<b>A</b>	<b>B</b>	<b>C<sup>1</sup></b>		<b>A<sup>1</sup></b>	<b>B</b>	
Goals:	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	<b>Y</b>	Y	Y	Y	Y	Y	Y
	5	<b>N</b>	N	N	N	N	N	Y
Method:	D	Y	Y	Y	Y	Y	Y	Y
	U	N	N	N	N	N	N	N
	R	Y	Y	Y	Y	N	N	Y
Eligibility Categories								
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 SNA		Y			Y	Y		N
14 IE		Y			Y	N		N
WR		N			N	Component B		Y
Income Stndrds	Eligibility							
State Stndrds		200%			200%	200%		WR
Local Stndrds		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.

**APPENDIX F  
2002 PROGRAM INFORMATION**

County Name: <b>MONROE</b>							County Code: <b>26</b>			
		<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>
Goals:	1	A	B	C	D					
	2	Y	N	Y	N	N	N	N	Y	Y
	3	Y	N	Y	N	N	N	N	Y	Y
	4	Y	N	Y	N	Y	Y	N	Y	Y
	5	Y	N	Y	N	N	N	N	Y	Y
Method:	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
Eligibility Categories										
02 FCAA		N	N	N	N	N	Y	N	Y	Y
03 TANF		Y	N	Y	N	Y	Y	N	Y	Y
04 EAF		Y	N	Y	N	Y	Y	N	Y	Y
05 AGED		Y	N	Y	N	Y	Y	N	Y	N
06 BLIND		Y	N	Y	N	Y	Y	N	Y	Y
07 DISABLED		Y	N	Y	N	Y	Y	N	Y	Y
08 MA		Y	N	Y	N	Y	Y	N	Y	Y
09 URM *		N	N	N	N	Y	Y	N	Y	Y
10 UEM **		N	N	N	N	Y	Y	N	Y	Y
13 SNA		Y	N	Y	N	Y	Y	N	Y	Y
14 IE		Y	N	Y	N	Y	Y	N	Y	Y
WR		N	N	N	N	Y	Y	N	N	N
Income Eligibility Standards										
State Stndrds		200%				WR	WR		200%	150%
Local Stndrds		125%				WR	WR		150%	150%

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

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

**APPENDIX F  
2002 PROGRAM INFORMATION**

County Name: <b>MONROE</b>		County Code: <b>26</b>						
		<b>22 Personal Care Services</b>	<b>23 Victim Domestic Violence</b>	<b>24 CHAP</b>	<b>25 Preventive Child Mandated</b>	<b>26 Preventive Child Optional</b>	<b>38 Day Care All</b>	
Goals:	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	N	N	N	
Method:	D	N	N	Y	Y	Y	Y	
	U	N	N	N	Y	Y	N	
	R	N	N	N	Y	Y	Y	
Eligibility Categories								
	02	FCAA	N	N	Y	Y	Y	
	03	TANF	N	Y	Y	Y	Y	
	04	EAF	N	Y	Y	Y	Y	
	05	AGED	N	N	Y	Y	Y	
	06	BLIND	N	N	Y	Y	Y	
	07	DISABLED	N	N	Y	Y	Y	
	08	MA	N	N	Y	Y	Y	
	09	URM *	N	N	Y	Y	Y	
	10	UEM **	N	N	Y	Y	Y	
	13	SNA	N	Y	Y	Y	Y	
	14	IE	N	N	N	Y	Y	
	WR		N	Y	N	Y	Y	
Income Eligibility Standards								
	State Stndrds			WR		WR	WR	***
	Local Stndrds		NA	WR		WR	WR	200%

\* Unaccompanied Refugee Minor

\*\* Unaccompanied Entrant Minor

\*\*\*For Title XX, standards are 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  
2004 PROGRAM INFORMATION**

County Name: <b>MONROE</b>		County Code: <b>26</b>
<b>Key to Goals</b>	<b>Maximum State Standards Title XX Day Care</b>	
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

**DAY CARE**

TITLE XX	STATE CHILDCARE BLOCK GRANT	<b>DAY CARE</b>
<u>200%</u> Family of 2	<u>200%</u>	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.

**APPENDIX G-1  
 CHILDCARE SECTION  
 DATED 2004-2006**

**County: MONROE**

**I. Administration (Required Section)**

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

Public Assistance Families: *Financial Assistance Services Division*

Transitioning Families: *Financial Assistance Services Division*

Income Eligible Families: *Financial Assistance Services Division*

Title XX: *Child and Family Services Division*

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

Total NYSCCBG Amount:	\$ 44,869,094
A. Subsidy	\$ 43,009,870
B. Other program costs (excluding subsidy)	\$ 1,603,224
C. Administrative costs	\$ 256,000

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 checked="" type="checkbox"/> Screening of legally-exempt providers	AMRIC TBD	\$75,000 \$75,000
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Childcare Information Systems		
<input checked="" type="checkbox"/> Other	Payment Processing Service/Package- Provider TBD	\$115,000
	Early Care Impact Study *	\$10,000

\* Early Care Impact Study is being conducted by the Children's Institute and supports their research in early childhood education and care in Rochester.

**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/CSP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
<b>1.</b> 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	
<b>2.</b> PA families or families with income up to 200% of the State Income Standard (SIS) when the caretaker is:  a) participating in an approved substance abuse treatment program  b) homeless  c) a victim of domestic violence  d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Note:</b> Monroe County's priority is to serve families up to 140% of SIS for the period 5/1/2004 – 5/1/2006. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p> <p>a) If this is part of the PA parent/guardian's employment plan approved by DHHS. This does not apply to IEDC cases.</p> <p>b)</p> <p>c)</p> <p>d) Family will submit in writing a request for childcare with description of the emergency, 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.</p>
<b>3.</b> Families with an open child protective services case when childcare is needed to protect the child.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Covered via Title XX

<p><b>4.</b> Families with income up to 200% of the SIS when childcare services are needed because the child's caretaker:</p> <p>a) is physically or mentally incapacitated</p> <p>b) has family duties away from home</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><b>Note:</b> Monroe County's priority is to serve families up to 140% of SIS for the period 5/1/2004 – 5/1/2006. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p> <p>a) Applicant must have letter from physician stating unable to provide care, medical 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)</p>
<p><b>5.</b> Families with income up to 200% of the SIS when childcare services are needed for the child's caretaker to actively seek employment for a period up to 6 months.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<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 140% of SIS for the period 5/1/2004 – 5/1/2006. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p><b>6.</b> 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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Note:</b> Monroe County's priority is to serve families up to 140% of SIS for the period 5/1/2004 – 5/1/2006. As additional funds become available, Monroe County will expand its priority populations based on its Openings &amp; Closings Criteria (G-3)</p>
<p><b>7.</b> Families with income up to 200% of the SIS when childcare services are needed for the child's caretaker to participate in approved educational or vocational activities as defined in 415.2.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

<p><b>8.</b> Families with income up to 200% of the SIS when childcare services are needed for the child's caretaker to satisfactorily participate in an undergraduate or community college program with a specific vocational sequence leading to an associate degree or certificate of completion within a determined time frame which shall not exceed 30 consecutive calendar months.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>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 parent(s)/caretakers are also working at least 20 hours per week</p>
<p><b>9.</b> PA recipients and families with incomes up to 200% of the SIS who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree 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.*</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## APPENDIX G-3

### III. Reasonable Distance, Very Low Income, Child Support, Family Share, Case Closings and Openings and Case Reviews (Required Section)

#### Reasonable Distance

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 childcare benefits.

*Very Low Income is defined as 125% of the State Income Standard and working at least 20 hours per week.*

#### Child Support\*

Your district has the option on when to implement the child support requirement for low-income families (select one)

- immediately; or
- at the next case action or at WMS recertification, whichever occurs first.
- our district requests a waiver (complete Appendix G-12)

#### Family Share

Family share is the weekly amount paid towards the costs of the childcare services by the child's parent or caretaker. The family share of childcare is calculated by applying the family share percentage against the amount of the family's gross income that is in excess of the State Income Standard divided by 52.

*Family Share Percentage selected by our district is 25%.*

#### Case Closings

If all NYSCCBG funds are committed, our district will discontinue funding to those families that have higher incomes and are lower priorities in order to serve families with lower incomes and higher priorities. Described below is how our district will select cases to be closed in the event that there are insufficient or no funds available. Monroe County will use a combination of income bands and categories within to determine

priorities for case closing. Cases will be closed utilizing the priorities within one band before moving to a lower income band.

### **1<sup>st</sup> to be closed**

Cases with income between 185% - 200% of the SAI **AND** in the following priority:

- 1) A family which is at risk of becoming dependent on public assistance when childcare services are needed:
  - (1) for the child's caretaker(s) to be employed at least 20 hours per week; or
  - (2) to enable a teenage parent to attend high school or an equivalency program; or
  - (3) 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.
- 2) Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.
- 3) 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.
- 4) 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.
- 5) Family 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 engage in work as defined by the social services district.
- 6) A family receiving public assistance when childcare services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.

### **2nd to be Closed**

Cases with income between 161% - 184% of the SAI; **AND** in the following priority:

- 1) A family which is at risk of becoming dependent on public assistance when childcare services are needed:
  - (1) for the child's caretaker(s) to be employed at least 20 hours per week; or

- (2) to enable a teenage parent to attend high school or an equivalency program; or
  - (3) 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.
- 2) Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.
  - 3) 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.
  - 4) 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.
  - 5) PA families when caretaker is in an emergency situation of short duration.
  - 6) Family 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 engage in work as defined by the social services district.
  - 7) 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.
  - 8) PA families when caretaker is part of a substance abuse treatment program
  - 9) A family receiving public assistance when childcare services are necessary:
    - (1) to enable a teenage parent to attend high school or an equivalency program; or
    - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.

**3rd to be Closed**

Cases with income between 141% - 160% of the SAI; **AND** in the following priority:

- 1) A family which is at risk of becoming dependent on public assistance when childcare services are needed:
  - (1) for the child's caretaker(s) to be employed at least 20 hours per week; or
  - (2) to enable a teenage parent to attend high school or an equivalency program; or
  - (3) 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.

- 2) Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.
- 3) 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.
- 4) 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.
- 5) PA families when caretaker is in an emergency situation of short duration.
- 6) Family 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 engage in work as defined by the social services district.
- 7) 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.
- 8) PA families when caretaker is part of a substance abuse treatment program
- 9) A family receiving public assistance when childcare services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.

#### **4th to be Closed**

Cases with income between 125% - 140% of the SAI; **AND** in the following priority:

- 1) A family which is at risk of becoming dependent on public assistance when child care services are needed:
  - (1) for the child's caretaker(s) to be employed at least 20 hours per week; or
  - (2) to enable a teenage parent to attend high school or an equivalency program; or
  - (3) 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.
- 2) Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.
- 3) 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.

- 4) 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.
- 5) PA families when caretaker is in an emergency situation of short duration.
- 6) Family 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 engage in work as defined by the social services district.
- 7) 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.
- 8) PA families when caretaker is part of a substance abuse treatment program
- 9) A family receiving public assistance when childcare services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.

#### Case Openings

Described below is how our district will select cases to be opened in the event that there are funds available. Monroe County will use a combination of income bands and categories within to determine priorities for case openings. Monroe County will serve all eligible families within an income band before moving to a higher income band.

#### **1st to open**

Cases with income between 125% - 140% of the SAI; **AND** in the following priority:

- 1) A family receiving public assistance when childcare services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.
- 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 and who has special needs or is under court supervision in order to enable the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district.
- 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:
  - (1) for the child's caretaker(s) to be employed at least 20 hours per week; or
  - (2) to enable a teenage parent to attend high school or an equivalency program; or
  - (3) 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.

## 2nd to open

Cases with income between 141% - 160% of the SAI; **AND** in the following priority:

- 1) A family receiving public assistance when childcare services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.
- 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 and who has special needs or is under court supervision in order to enable the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district.
- 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:
  1. for the child's caretaker(s) to be employed at least 20 hours per week; or
  2. to enable a teenage parent to attend high school or an equivalency program; or
  3. 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.

### **3rd to open**

Cases with income between 161% - 184% of the SAI; **AND** in the following priority:

- 1) A family receiving public assistance when childcare services are necessary:
  - (1) to enable a teenage parent to attend high school or an equivalency program; or
  - (2) for the child to be protected because the child's parent(s) or caretaker relative(s) is physically or mentally incapacitated or has family duties away from home necessitating his or her absence.
- 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 and who has special needs or is under court supervision in order to enable the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district.
- 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:
  1. for the child's caretaker(s) to be employed at least 20 hours per week; or
  2. to enable a teenage parent to attend high school or an equivalency program; or
  3. 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.

#### **4th to open**

Cases with income between 185% - 200% of the SAI; **AND** in the following priority:

- 1) Family 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 engage in work as defined by the social services district.
- 2) 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.
- 3) 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.
- 4) Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.
- 5) A family which is at risk of becoming dependent on public assistance when child care services are needed:
  1. for the child's caretaker(s) to be employed at least 20 hours per week; or
  2. to enable a teenage parent to attend high school or an equivalency program; or
  3. 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.

## **Case Reviews**

Step One: Case Examiner Review. Examiners review enrollment forms for accuracy and utilize DOCS and the County Clerks Office to identify any criminal background of the proposed provider.

Step Two: Front End Detection System. Monroe County is revising its FEDS Plan to include subsidized childcare.

Step Three: Audit and Eligibility Verification Review. For the legally exempt provider a Social Services Investigator does a follow-up DOCS and County Clerk check of the criminal background if it was not done initially or if the Case Examiner found something that raised concern or questions. When information is identified, the District conducts unannounced and announced visits to confirm information provided on the enrollment forms.

## APPENDIX G-4

### IV. District Options (Required Section)

Districts have certain flexibility to administer the childcare subsidy program to meet local needs. Check which options that your district wishes to include in your ICP/CSP. 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 childcare services (complete Appendix G-7).
4.  Our district has chosen to establish additional local standards for childcare providers (complete Appendix G-8).
5.  Our district has chosen to make payments to childcare providers for absences (complete Appendix G-9).
6.  Our district has chosen to make payments to childcare providers for program closures (complete Appendix G-10).\*
7.  Our district has chosen to pay for transportation to and from a childcare provider (complete Appendix G-11).
8.  Our district has chosen to pay up to a 15% higher than the applicable county rates for regulated childcare services that have been accredited by a nationally recognized childcare 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 childcare 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 childcare providers who provide childcare 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 Childcare 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, childcare 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 ICP/CSP. 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 priority populations have been selected:

#1: PA families when caretaker is part of a substance abuse treatment program.

#2: 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.

#3: PA families when caretaker is in an emergency situation of short duration.

#4 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.

#5. Families where childcare services are needed because the child's caretaker is physically or mentally incapacitated.

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

#7. 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

#8. 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.

**APPENDIX G-7  
TITLE XX CHILDCARE**

Projected total Title XX expenditures for plan duration: **\$ 1,380,000**

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more.

Family Size: (2)                      200%                      (3) 200%                      (4)      200%

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

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

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

- YES     NO

If yes, describe eligibility criteria:

*Available only with doctor's statement and administrative approval. Additional supporting documentation may be required. This can be authorized for up to a maximum of 3 months at any one time. If the condition continues beyond three months, the case will be reviewed by the worker and Supervisor to determine if it should be transferred to Preventive Day Care. Continuation beyond three months will be based upon the client's ability and timeframe to return to the workforce.*

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

- YES     NO

Does your district use Title XX funds for childcare for open child protective services cases?

- YES    NO

Does your district use Title XX funds for childcare for open child preventive services cases?

- YES     NO

## **APPENDIX G-8 ADDITIONAL LOCAL STANDARDS FOR CHILDCARE PROVIDERS**

State law allows districts to propose local standards in addition to the State standards for providers who will receive childcare subsidies.

1. Described below are the additional standards that will be required of providers as well as which providers must comply with each additional standard.

***Provider Type: Legally-Exempt***

**Standard A:** Informal provider criminal records check. When a criminal history check or self-attestation of a legally-exempt family provider or any resident of the childcare premises over the age of 18 reveals the conviction of any crime, Monroe County may refuse to allow such childcare provider to participate in the Monroe County Childcare Assistance Program consistent with 01-OCFS-LCM 11.

**Standard B:** Informal family providers inspection: Informal family providers will be visited to ensure that they are available to provide the care authorized and to check for major safety concerns. Inspections are initially done unannounced. If the provider is not at the address at the time of the visit, a card is left and they are requested to contact the investigator.

**Standard C:** Informal family providers quality improvement home visit: Informal family providers will be visited by a quality childcare professional that will provide information to the provider concerning becoming a registered family provider and information regarding basic child development and safety. The home visitor will also confirm that the provider is available to provide the care authorized and to check for major safety concerns.

**Standard D:** All Informal providers will be strongly encouraged to participate in a Provider Enrollment Seminar to assist them in accurately completing Attendance sheets and to provide them with information regarding payment procedures, dispute settlement and inform them of available resources for self-employed childcare.

2. Described below are the methods and resources that will be utilized to determine that these additional standards are being met.

**Standard A:** Informal provider criminal records check. Examiner staff and Social Services Investigator staff will review DOCS and County Clerk information.

**Standard B:** Informal family providers inspection: Monroe County will contract with an independent vendor to conduct visits with all enrolled legally exempt family providers to ensure that they are providing the care authorized and to

check for major safety concerns. These inspections will occur after the provider is enrolled and will not impede the client's ability to access childcare in a timely manner. Cases where contact can not be made after two attempted visits will be referred to the Special Investigation Unit for a determination about whether the provider should be dis-enrolled.

Standard C: Informal family providers quality improvement home visit: Monroe County will contract with an independent vendor to conduct visits with all enrolled legally exempt family providers to provide information concerning becoming a registered family provider and information regarding basic child development and safety. The home visitor will also review if the provider is providing the care authorized and to check for major safety concerns. These inspections will occur after the provider is enrolled and will not impede the client's ability to access childcare in a timely manner. Cases where contact can not be made after two attempted visits will be referred to the Special Investigation Unit for a determination about whether the provider should be dis-enrolled.

Standard D: District staff will conduct these seminars monthly at convenient locations throughout the community. All Informal providers will be strongly encouraged to participate in a Provider Enrollment Seminar to assist them in accurately completing attendance sheets and to provide them with information regarding payment procedures, dispute settlement and inform them of available resources for self-employed childcare. Providers will be encouraged to attend the seminar after the provider is enrolled and will not impede the client's ability to access childcare in a timely manner.

### 3. Described below is the justification for each additional standard.

Standard A: From 1/1/03 – 11/03, Monroe County denied 39 providers (out of 17,000) due to them having a criminal record and not reporting it or the severity of the criminal offenses justified their not being approved to provide care. In many other instances, prospective providers decline to complete the application when they found out that there would be a record check. We do not maintain numbers on these.

Standard B: From 1/1/03 – 11/03, Monroe County has done 1,705 unannounced visits which resulted in 500 providers denied/closed or 30%. Monroe County has been finding providers who are not providing care at all, fake addresses for site of day care [i.e., check cashing business; PO box], fraudulently filling out information on applications and/or attendance sheets, and parents being paid to provide care to their own child. In the safety arena, we are finding homes where providers are smoking though they attested on the application that they did not smoke at the site, providers transporting children in cars when they do not have

a valid drivers license and house appears unsafe/unsanitary. Monroe County feels that it is cost effective and professionally responsible to continue to do these visits.

Standard C: Monroe County feels that by investing resources to encourage and support legally exempt providers to become registered will help to ensure better care for children as well as offer the provider a higher level of income which may assist them in stabilizing their own family.

Standard D: Approximately 10% of the monthly attendance sheets (roughly 1,100) are filled out incorrectly by providers, which cause payments to be held. Many providers are living "close to the vest" and the income from childcare is essential to their maintaining their home and paying their bills. In many instances, providers have expressed frustration and confusion with completing the form, knowing where to send it, sending it at the wrong time of the month, etc... Informal seminars that will be used to teach them how to complete the forms as well as some preemptive problem solving, should educe the number of unmatched and unpaid attendance sheets.

Note: The safety and security of children in Monroe County is an important priority. Monroe County strongly supports the requirements for parental choice in selecting a childcare provider, however, Monroe County also strongly supports the belief that large numbers of related or unrelated children being concurrently supervised by any informal childcare provider increases the chance for serious health and safety problems. For this reason Monroe County seeks the assistance of OCFS to establish in regulation a maximum number of children, related or unrelated, served by an informal provider at any one time be no greater than 6.

**APPENDIX G-9  
PAYMENT TO CHILDCARE PROVIDERS FOR ABSENCES**

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

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

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	12	3	15
Base period	24	16	40

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 childcare and in-home childcare providers are not eligible to receive payment for absences.**

**APPENDIX G-10  
PAYMENT TO CHILDCARE 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 Childcare |
| <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*

**Note: Legally exempt family childcare 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).

*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 percent** above county rate.

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

Limitations to the above differentials are as follows:

*The district will determine which nationally recognized organizations providing accreditation to licensed and registered childcare providers are acceptable. Currently acceptable accreditation includes the National Association for Education of Young Children (NAEYC), National Association for Family Childcare (NAFCC) and National School Age Childcare Association (NSACCA). 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.*

**Sleep**

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

Monroe County does not generally pay for sleep. If special circumstances exist, then childcare to allow a parent to sleep may be paid with Administrative approval and supporting documentation. 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; and parents incapacitated due to medical treatments that prohibit their ability to care for the children.

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



Districts may provide childcare 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 childcare services during a break in activities (check any that are eligible). As long as the family has been determined eligible for childcare subsidy consistent with the case opening criteria in place at the time.

entering an activity     waiting to begin employment     break between activities