

## **CHILD AND FAMILY SERVICES PLAN**

January 1, 2007 – December 31, 2009

**Monroe County Department of Human Services  
Local Department of Social Services  
ADMINISTRATIVE COMPONENT**

**12/15/2009 -12/31/2010 UPDATE**

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## **I. FINANCING PROCESS**

### **a. Funds Used**

No changes from previous APU.

### **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 continuing to review services it currently purchases to ensure that purchased services follow the core priority areas: *Safety, Self-Sufficiency and Healthy Development, Effective and Efficient Utilization of Limited Resources*. Monroe County DHS follows all Monroe County policies and procedures regarding RFP/RFQ for selecting vendors for services to ensure that the processes are open and competitive and are designed to select the best provider for that service or resource.

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 this end, Monroe County has undertaken several steps to help ensure that the programs and services that are being contracted for are delivering what Monroe County expects for the children and families it is charged to serve.

In 2007, Monroe County was selected to participate in the OCFS Getting to Outcomes (GTO) Training Demonstration Project. Monroe County worked closely with the project’s consultants over the 12 month technical assistance period. DHS staff along with key stakeholders in many of the Preventive programs participated in training sessions focused on understanding GTO concepts and developing a shared language to use to move forward with implementing outcome and performance based contracting. Monroe County took this a step further by redesigning the Preventive application format to be consistent with GTO concepts. While OCFS has ended the GTO pilot project, Monroe County sees value in continuing to utilize a this model with its Preventive annual applications and contracts.

In 2008, Monroe County Administration implemented an electronic, web based contract tracking and management system. This system was piloted with select group of 2008 contracts and fully utilized for all 2009 contracts. This new contract system tracks performance and outcomes for each contract. Contractors are required to enter quarterly outcome and performance data into the contract shell. This

information is then used by the respective department to facilitate oversight and monitoring of contract performance to ensure that funds are being wisely spent.

To further Monroe County's understanding of what services are "effective" and which ones may need more technical assistance from DHS staff, CFS Administration along with staff from Preventive Services and Planning & Research, piloted an evaluation project to track foster care outcomes for youth discharged from juvenile justice preventive programs in 2005, 2006 and 2007 at 3, 6, 12 and 18 months post discharge. In addition to tracking subsequent foster care admissions, OCFS placement information as well as adult arrest information were also tracked and recorded. An analysis of the findings was written up and shared internally as well as with the individual programs. As a result of this experience in piloting an evaluation of discharged youth, DHS Administration is committed to evaluating youth discharged from all Preventive funded programs. DHS Administration is currently seeking resources to support this outcome evaluation process. DHS Administration will use information gleaned from this evaluation when making future funding and contracting decisions. DHS Administration is planning to have this be the ongoing evaluation effort that informs decisions.

Monroe County Adult Protective Services has two major contracts with local agencies. Catholic Family Center (CFC) provides financial management (representative payee or power of attorney), case management, and/or guardianship services for up to 230 persons annually. CFC acts on behalf of the commissioner as guardian of last resort for adults who are determined by a court of law to be in need of protective services and there is no one else available, willing or capable of acting in this capacity. Lifespan runs the Elder Abuse Prevention Program (EAPP) which provides public education and intervention in cases of elder abuse or mistreatment. The contracts for these programs detail eligibility criteria, referral procedures, performance expectations and reporting requirements. CFC provides monthly summaries of case management activity and financial ledger sheets for APS clients. Databases maintained at DHS track participant involvement in the programs and monitor timeliness of case management summaries. Lifespan submits an annual statistical report of all case activity and a summary of public awareness activities in the community.

## II. MONITORING PROCEDURES

Preventive Services: No change from what was submitted in prior APU

Foster Care: No change from what was submitted in prior APU

Adult Protective Services: No change from what was submitted in prior APU

## APPENDIX A

### LEGAL ASSURANCES DEPARTMENT OF SOCIAL SERVICES

Appendix A is a required submission for the CFSP and the APU. It contains the requirements each social services district must fulfill in order to meet the existing mandates found in the state or federal statutes. Since the activities indicated are **statutorily mandated**. 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 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.);
5. establish at least one method of paying for child care provided by caregivers who do not have a contract with the district;
6. determine that legally-exempt child care providers are operating in compliance with 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 18 NYCRR Part 385;
9. guarantee child care services to a family who is in receipt of public assistance (PA) when such services are needed for a child under 13 years of age in order to enable the child's parent or caretaker relative to engage in work as defined by the social services district.
10. guarantee child care services to applicants for or recipients of public assistance who are employed and would otherwise be financially 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;
11. guarantee child care services to families transitioning from public assistance whose PA cases have been closed or who voluntarily close their PA case, and who are no longer financially eligible for PA due to an increase in earned income or child support. The family must include an eligible child under the age of 13 who needs child care in order for the parent to be engaged in work, and the family's gross income must be at or below 200% of the State Income Standard. For transitional child care, the eligibility period begins with the first month in which a family becomes ineligible for PA or "child care in lieu of PA" and is limited to 12 months in duration.
12. inform recipients of public assistance and former public assistance recipients of the child care guarantees for eligible families.
13. inform families in receipt of public assistance of their responsibility to locate child care;
14. 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;

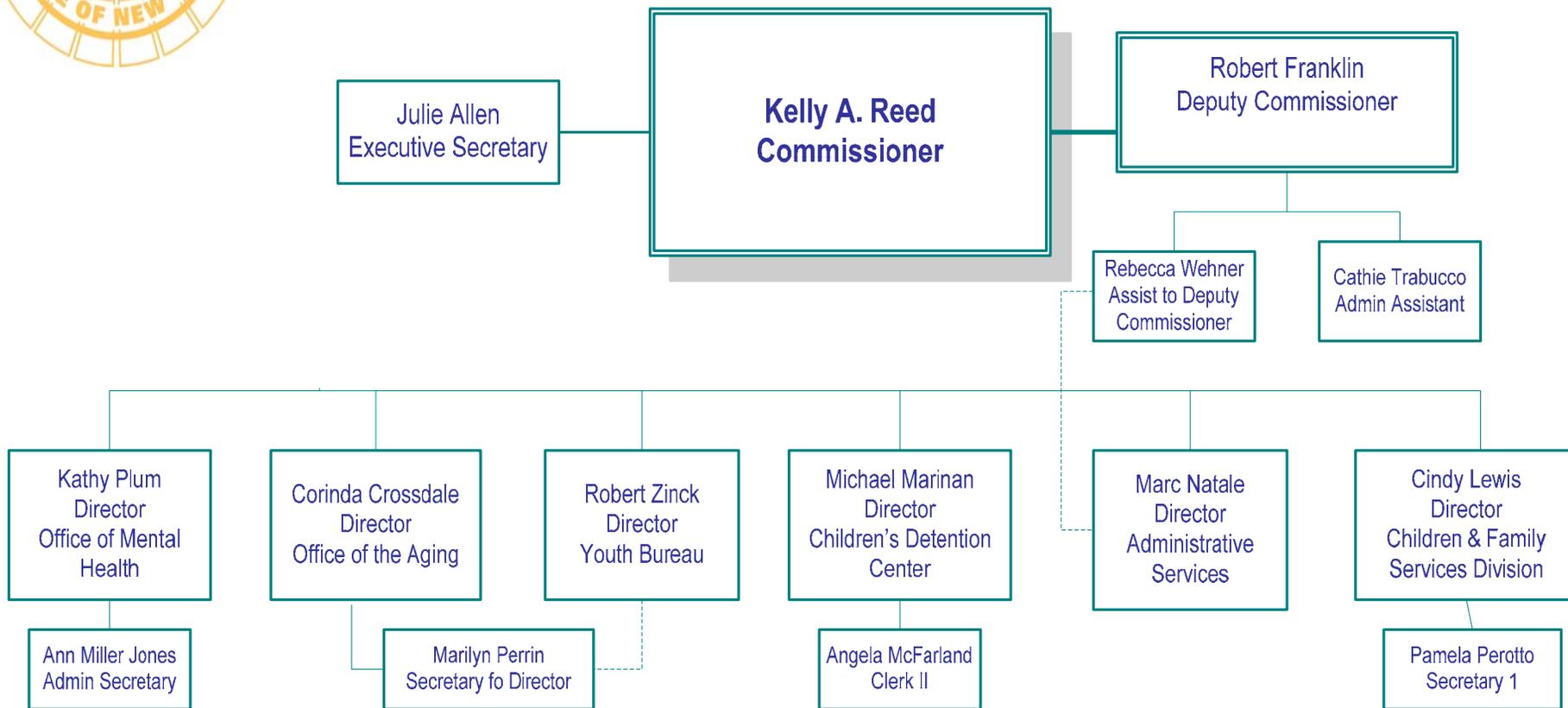
15. offer two choices of legal child care, at least one of which must be a licensed or registered provider, to recipients of public assistance who have requested assistance in locating child care for a required work activity and who have demonstrated an inability to obtain care;
16. inform recipients 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;
17. 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 public assistance;
18. 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
19. allocate NYSCCBG subsidy funds in a manner that provides eligible families equitable access to child care assistance funds.
20. provide child care to families who are eligible as long as funds are available, and to other families which are eligible if funds are available and if the social services district has listed such families as eligible in the Child and Family Services Plan.

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.

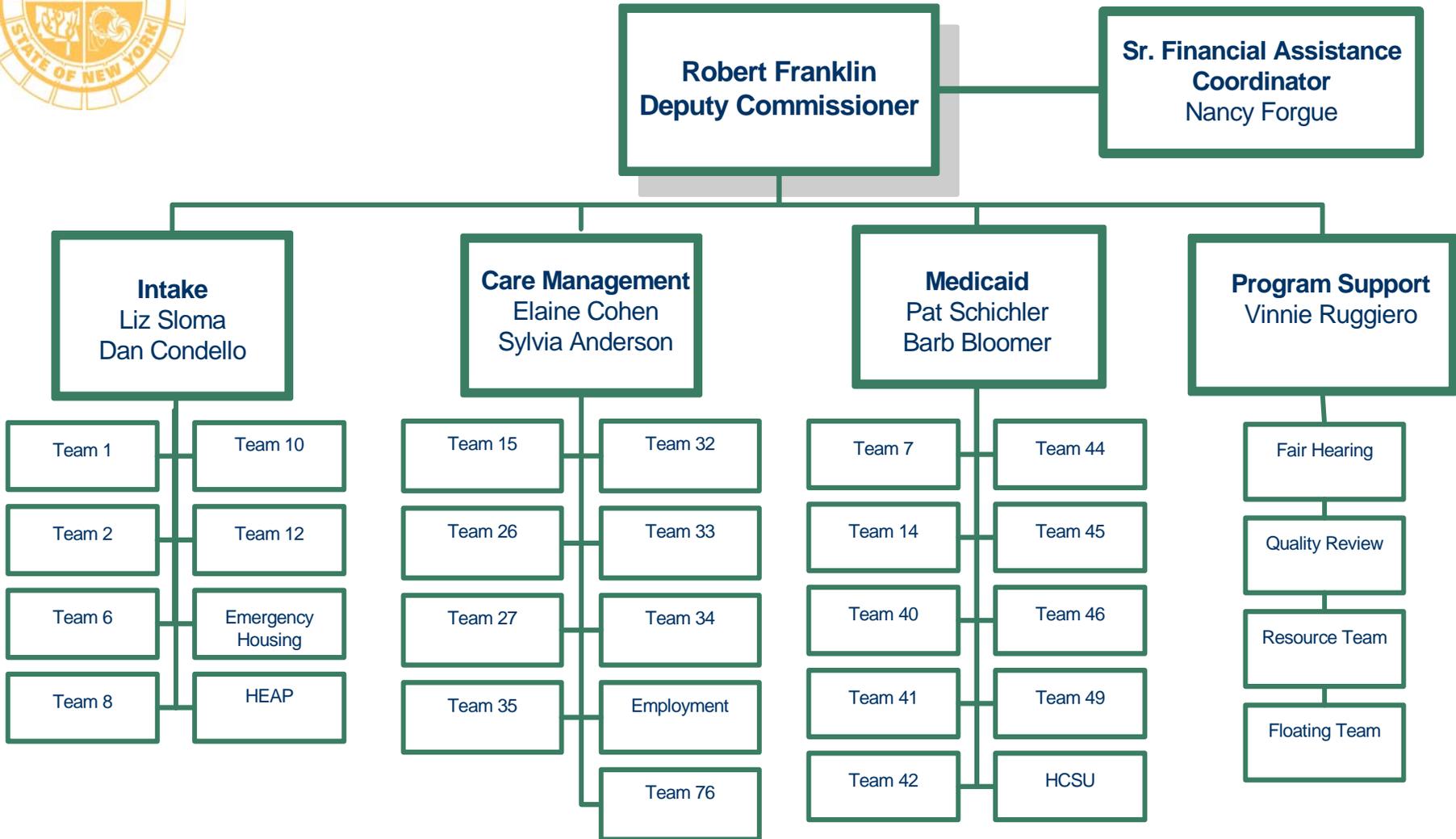


## Monroe County Department of Human Services Department Heads (11/09)



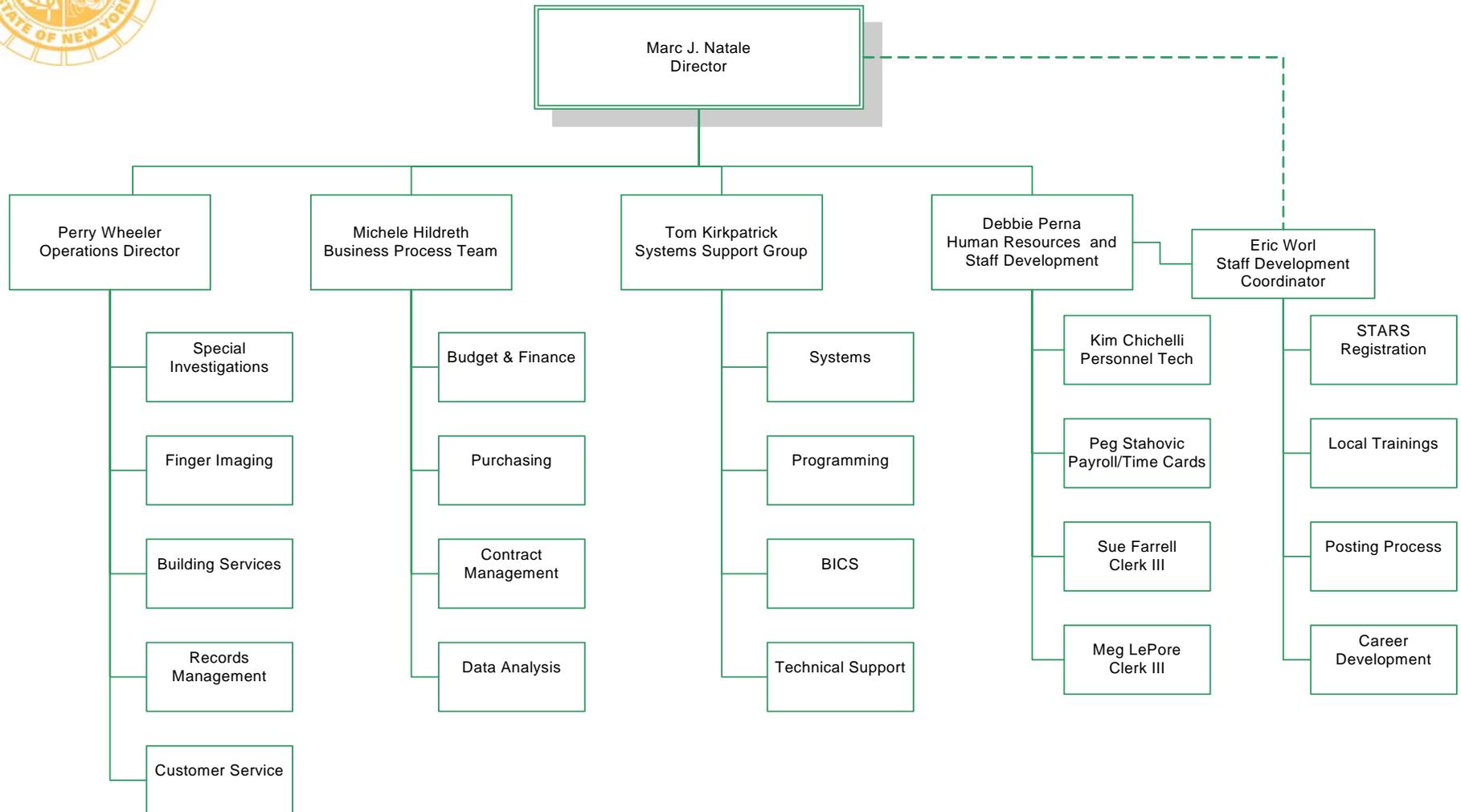


## Monroe County Department of Human Services Financial Assistance Division (11/09)



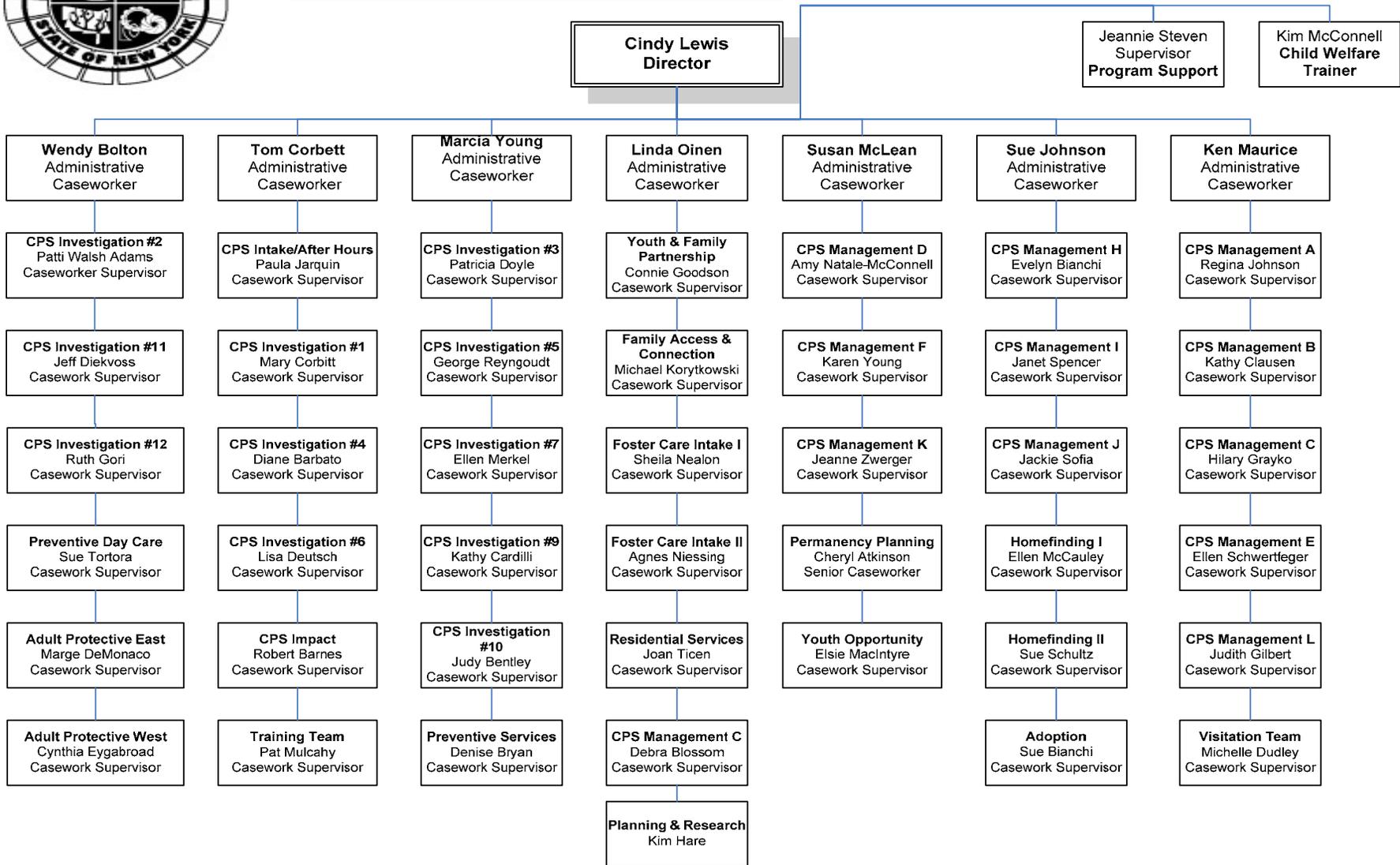


## Monroe County Department of Human Services Administrative Services Division





Monroe County Department of Human Services – Child and Family Services Division 9/09



## **APPENDIX B**

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

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

The Monroe County Multidisciplinary Child Abuse Team (MDT) 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, Planned Parenthood of Rochester/Syracuse Region, Catholic Family Center, New York State Police, Rochester City School District, Linden Oaks Sexual Abuse Treatment Center, 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.

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

Monroe County further defines the local process for complying with the Abandoned Infant Protection Act through a MOU between the Monroe County District Attorney's Office and Monroe County Department of Human Services.

**Memorandum of Understanding Collaborating Agencies  
for the  
Monroe County Multidisciplinary Child Abuse Team (MDT)**

The Monroe County Multidisciplinary Child Abuse Team (MDT) is a multi-agency collaborative effort coordinated, integrated and facilitated by the Bivona Child Advocacy Center (BCAC). The involved collaborating agencies are: Child Protective Services from the Monroe County Department of Human Services, the Rochester Police Department, Monroe County Sheriff's Office, the New York State Police, Monroe County District Attorney's Office, Monroe County Law Department, Rochester City School District, Planned Parenthood of Rochester/Syracuse, Catholic Family Center, Golisano Children's Hospital at Strong's REACH Program and the Bivona Child Advocacy Center. The BCAC integrates the experience, resources and abilities of the above agencies to provide the most comprehensive and effective interventions in cases involving child physical and sexual abuse, all while minimizing additional trauma to the child. Professionals in the community now recognize this collaborative effort as the standard of care and the best practice for such child abuse interventions.

The MDT Guidelines for Child Abuse Investigations incorporated in this Memorandum describe the purposes, structures, operating policies and procedures for the MDT and the resource commitments and responsibilities of each collaborating agency and jurisdiction.

In signing this Memorandum, each collaborating member agrees to participate in the MDT 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.

Bivona Child Advocacy Center  
**Mary E. Whittier, Executive Director**



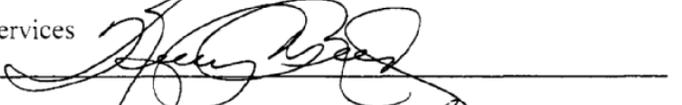
Catholic Family Center  
**Carolyn A. Portanova, Executive Director**



Monroe County Law Department  
**Daniel M. DeLaus, County Attorney**



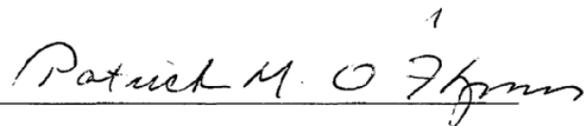
Monroe County Department of Human Services  
**Kelly Reed, Commissioner**



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



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

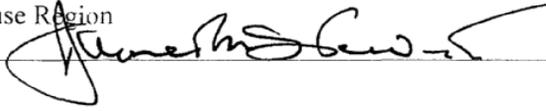


New York State Police  
**Major Mark Koss**



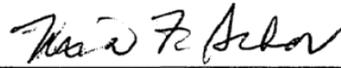
Planned Parenthood of Rochester/Syracuse Region

**James Stewart, President/CEO**



REACH Program, Golisano Children's Hospital at Strong

**Nina Schor, MD, Ph.D, Pediatrician-in-Chief**



Rochester City School District

**Dr. Jean-Claude Brizard, Superintendent**



Rochester Police Department

**David T. Moore, Chief of Police**



9/25/08

Date completed 11/12/08

This agreement amends the Memorandum of Understanding dated 11/12/08 by the addition of the following parties from Linden Oaks Sexual Abuse Treatment Services (LOSATS):

Thomas Neilans Ph.D. *T. H. Neilans, Ph.D.* Date 7/8/09

Carl W. Christensen LCSW *Carl Christensen* Date 7/8/09

Emanuel Petracca LCSW *Emanuel Petracca, LCSW* Date 7-6-09

Partners, Linden Oaks Sexual Abuse Treatment Services

All signatures to this agreement agree to be bound by the terms and conditions of the original MOU.

## 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.
13. 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 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 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 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 B-2**  
**ABANDONED CHILD MOU**  
**BETWEEN THE MONROE COUNTY DISTRICT ATTORNEY**  
**and**  
**THE MONROE COUNTY DEPARTMENT of HUMAN SERVICES**

MEMORANDUM of UNDERSTANDING (“MOU”) made this 1st day of December, 2009, between the Monroe County District Attorney (“DA”) and the Monroe County Department of Human Services (“MCDHS”).

WHEREAS, both the Monroe County District Attorney and the Commissioner of the Monroe County Department of Human Services have previously executed a Memorandum of Understanding, with other parties, concerning the Monroe County IMPACT Team, which memorandum establishes guidelines for inter-agency cooperation in the investigation of child abuse and maltreatment; and

WHEREAS, the parties to this memorandum desire to further set forth their understanding with regard to their respective responsibilities in cases involving abandoned infants, as provided for under the “Abandoned Infant Protection Act”, enacted by the New York State Legislature as Chapter 156 of the Laws of 2000.

NOW THEREFORE, the parties agree as follows:

1. The “Abandoned Infant Protection Act” is a state law which is intended to prevent infants from being abandoned in an unsafe manner that could result in physical harm to the child.
2. To accomplish that goal, the Act establishes an affirmative defense to criminal charges of Abandonment of a Child and/or Endangering the Welfare of a Child when a parent, guardian, or other legally responsible person abandons an infant under all of the following conditions:
  - a. The abandoned infant is five days old or less.
  - b. The person who abandons the infant must intend the infant to be safe from physical injury and be cared for appropriately.
  - c. The infant must be left with an appropriate person or in a suitable location. If the infant is left in a suitable location, the person who abandons the infant must immediately notify an appropriate person of the infant’s location.
3. The procedure to be followed in the investigation of a case which meets the criteria of the Abandoned Infant Protection Act are the same as are set forth in the Monroe County IMPACT Team Guidelines for Child Abuse Investigation. The Act does not in any way affect the normal

4. A "suitable location", as specified in the Act, is a location which must be acceptable to the District Attorney. The District Attorney hereby designates any hospital, a staffed police station or a staffed fire department facility as an appropriate location, provided the infant is left with a responsible member of the medical, law enforcement or fire department staff at that location. If the infant is left in an otherwise suitable location, where no one is present to take charge of the infant, or with a non designated staff member, it will not constitute an affirmative defense.

The foregoing is accepted and agrees to by:

Dated: 12/7/09

By:   
Michael C. Green  
Monroe County District Attorney

Dated: 12/1/09

By:   
Kelly A. Reed  
Commissioner, MCDHS

**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**

**No change from information submitted in previous APU.**

## **APPENDIX E**

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

**Not submitted since the county is not using part of its Federal Fiscal Year 2008-2009 Independent Living allocations for room and board up to 30 percent.**

## APPENDIX F

### PROGRAM INFORMATION MATRIX 2008 PROGRAM INFORMATION

Page 1

County Name: **MONROE**

County Code: **26**

		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	N	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	N	Y	Y	N
03 TANF		Y	N	Y	Y	Y	Y	Y	Y	Y
04 EAF		Y	N	Y	Y	N	N	Y	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	N	Y	N	Y***
<b>Income Standards Eligibility</b>										
State Standards		WR	200%	200%	200%	150%	WR	WR	200%	WR****
Local Standards		WR	NA	150%	150%	150%	WR	WR	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 (continued)**

**2008 PROGRAM INFORMATION**

County Name: MONROE	County Code: 26
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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	
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	Y	N	N	N	N	N	Y
5	N	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
<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
Income Eligibility Standards							
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 (continued)**

**2008 PROGRAM INFORMATION**

County Name: <b>MONROE</b>	County Code: <b>26</b>
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	15 Preventive Adults Component				16 A&B Prot Adults	17 Prot Child	19 WIN Couns	20 Transp	21 Unmarr Parent
	A	B	C	D					
<b>Goals:</b>									
1	Y	N	Y	N	N	N	N	Y	Y
2	Y	N	Y	N	N	N	N	Y	Y
3	Y	N	Y	N	Y	Y	N	Y	Y
4	Y	N	Y	N	N	N	N	Y	Y
5	N	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	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 SN	Y	N	Y	N	Y	Y	N	Y	Y
14 IE	Y	N	Y	N	Y	Y	N	Y	Y
WR	N	Y	N	N	Y	Y	N	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 (continued)**  
**2008 PROGRAM INFORMATION**

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 (continued)**  
**2008 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>35</u> %
<u>200</u> % Family of 3		
<u>200</u> % Family of 4 or more		

**OTHER PROGRAM LIMITATIONS**

## II. Other Eligible Families if Funds are Available

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 DHS. 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 1/1/06– 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>a) is physically or mentally incapacitated</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<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>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	
<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>	<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 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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	
<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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>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. <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) an education program that prepares an individual to obtain a NYS High School equivalency diploma</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in a GED program must be in addition to a minimum of 17.5 hours of weekly employment. <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>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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in program must be in addition to a minimum of 17.5 hours of weekly employment. <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>d) a program providing literacy training designed to help individuals improve their ability to read and write;</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in program must be in addition to a minimum of 17.5 hours of weekly employment. <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>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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in program must be in addition to a minimum of 17.5 hours of weekly employment. <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>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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in a degree program must be in addition to a minimum of 17.5 hours of weekly employment. <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>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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in a training program must be in addition to a minimum of 17.5 hours of weekly employment. <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>h) a prevocational skill training program such as, a basic education and literacy training program</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in a skill training program must be in addition to a minimum of 17.5 hours of weekly employment. <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>i) a demonstration project designed for vocational training or other project approved by the Department of Labor.</p> <p>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.</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Attendance in a demonstration project vocation training program must be in addition to a minimum of 17.5 hours of weekly employment. <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>8. 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>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Students must maintain a minimum 2.0 GPA. Participation in a college 2+2 program does not qualify because it is reasonably expected to lead to enrollment in a four-year college or university program. <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>9. PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a <u>two-year college or university program</u> (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>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

<p><b>10.</b> PA recipients and low income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a <u>four-year college or university program</u> (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>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	
<p><b>11.</b> 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 a program to train workers in an employment field that currently is or is likely to be in demand in the near future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	

### APPENDIX G-9 Revised

#### 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:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	4		4
Base period	24		24

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

**Paid absences will ONLY BE ALLOWED for Child and Family Services (SO) cases in those circumstances where:**

- **Child is to appear in court or keep appointments related to provision of preventive, foster care, adoption, or child protective services, or other needs as set forth in the child's Services Plan**
- **Child's Illness**
- **Parent's Illness**
- **Snow days IF PROVIDER IS OPEN**
- **School Vacations of 4 days or less**
- **Official school closings for other reasons IF THE PROVIDER IS OPEN**

MCDHS Division of Child and Family Services has an implied legal responsibility for client management activities related to social case work services in child protective services, foster care, adoption, preventive day care and preventive services. These cases are identified as SO cases. Day care can be authorized on SO cases either due to the parent participation in treatment/counseling/parenting program and the child needs supervision in order for the parent to participate; and/or there is concern for safety/supervision of the child so the child is in child care to provide adequate supervision; and/or the child is in foster care and the foster parent works and needs child care during their work hours.

**Program closures do not count as absences.**

**Payments will only be made for days on which the parent is scheduled to work or attend an approved program.**

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

**APPENDIX H  
 ANNUAL PLAN UPDATE  
 CHECKLIST  
 ADMINISTRATIVE COMPONENT – LOCAL DEPARTMENT OF SOCIAL SERVICES  
 MONROE COUNTY**

All Local Department of Social Services are required to complete this checklist. For each item below, please indicate by marking "YES" or "NO" whether there are any changes to report. For each item that is answered "Yes" or where a "NO" response is not an option, a written response is required clearly indicating what has changed and reason for the change. Responses should be attached on separate page and added at the end of this appendix.

<u>YES</u>	<u>NO</u>	
		I. Financing Process
<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. General Information
<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. Purchase of Services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Performance or Outcome Based Provisions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	II. Monitoring Procedures
		III. Appendices
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Appendix A – Legal Assurances
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Appendix B – Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services (Check "No" if the memorandum is current, designates suitable locations for abandoned infants and there are no changes since the last CFSP or APU.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Appendix C – Estimate of Persons to be Served
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Appendix D – Non-Residential Services to Victims of Domestic Violence
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. Appendix E – Chafee Foster Care Independence Program Use of Allocations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Appendix F – Department of Social Services – Program Information Matrix
		g. Appendix G – Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Appendix G-1 – Administration
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Appendix G-2 – Other Eligible Families if Funds are Available
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Appendix G-3 – Reasonable Distance, Very Low Income, Family Share, Case Closings and Case Openings, and Fraud and Abuse Control Activities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Appendix G-4 – Districts Options
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Appendix G-5 – Priority Populations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Appendix G-6 – Funding Set-Asides
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Appendix G-7 – Title XX Child Care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Appendix G-8 – Additional Local Standards for Child Care Providers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Appendix G-9 – Payment to Child Care Providers for Absences
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Appendix G-10 – Payment for Child Care Providers for Program Closures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Appendix G-11 – Transportation, Differential Payment Rates, and Sleep
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Appendix G-12 – Child Care Exceeding 24 Hours, Child Care Service Unit, Waivers, Break in Activities