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NEW YORK STATE  
OFFICE OF CHILDREN & FAMILY SERVICES  
52 WASHINGTON STREET  
RENSSELAER, NY 12144

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## Local Commissioners Memorandum

<b>Transmittal:</b>	08-OCFS-LCM-08
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services Division of Administration
<b>Date:</b>	June 6, 2008
<b>Subject:</b>	<b>New York State Child Care Block Grant Subsidy Program Allocations for State Fiscal Year 2008-2009</b>
<b>Contact Person(s):</b>	Eileen M. Mahoney (518) 473-0711; E-mail Address Eileen.Mahoney@ocfs.state.ny.us
<b>Attachments:</b>	A: New York State Child Care Block Grant Local District Allocations B: Maintenance of Effort Level
<b>Attachment Available Online:</b>	Yes

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts of their allocations and maintenance of effort (MOE) levels for the New York State Child Care Block Grant (NYSCCBG) subsidy program for the period April 1, 2008 through March 31, 2009. It also explains the allowable uses for these federal and State funds. The NYSCCBG appropriation for districts for the period April 1, 2008 through March 31, 2009, State fiscal year (SFY) 2008-09, is \$724,126,281.

In order to participate in the NYSCCBG subsidy program, the commissioner of the social services district must agree to comply with the program requirements of the NYSCCBG as set forth in Title 5-C of Article 6 of the Social Services Law and Title 18 of the New York State Code of Rules and Regulations (18 NYCRR) Parts 358, 404, 405, 407, 415, and 628. Title 5-C of Article 6, under Section 410-x (4.), requires the Office of Children and Family Services (OCFS) to establish, in regulation, the applicable market-related payment rates that will establish the ceilings for State and

federal reimbursement for payments made under the NYSCCBG. The amount to be paid or allowed for child care assistance funded under the Block Grant and under Title XX shall be the actual cost of care but no more than the applicable rate established in regulations. Local districts must pay the applicable market rate unless the actual cost of care is less, in which case, districts must pay the actual cost of care. The social services district also must agree to comply with the requirements for the federal Child Care and Development Fund (CCDF). Social services districts provide such legal assurances as part of the submittal of their Child and Family Services Plan.

## **II. Program Implications**

### **ALLOCATION INFORMATION**

Attachment A indicates district allocations of the NYSCCBG subsidy funds for the period beginning April 1, 2008 and ending March 31, 2009. Allocations are listed on Attachment A for two six-month periods to allow for the reporting of federal funds on a federal fiscal year (FFY) basis. The allocations cover the period April 1, 2008 to September 30, 2008, the last half of federal fiscal year 2007-08, and the period October 1, 2008 to March 31, 2009, the first half of the federal fiscal year 2008-09. Local social services districts were issued their NYSCCBG allocations for the first half of the federal fiscal year 2007-08, October 1, 2007 to March 31, 2008, in 07 OCFS LCM-07 dated May 2, 2007. Any unspent NYSCCBG funds for the period October 1, 2007 to March 31, 2008, will be carried into, and be available for, the period ending September 30, 2008. Any portion of a district's NYSCCBG allocation for the period October 1, 2007 through September 30, 2008, including any TANF funds transferred from a district's 2008-09 Flexible Fund for Family Services (FFFS) allocation for the period April 1, 2008 to September 30, 2008, that is not claimed by the district by March 31, 2009, will be available to the district through the end of the FFY 2008-09, which is September 30, 2009. Claims for the period October 1, 2007 through September 30, 2008 cannot be rolled forward into the next federal fiscal year.

The allocations to districts for SFY 2008-09 use the SFY 2007-08 district allocations as a base. These base allocations were adjusted by the following factors:

- 2% reduction in the General Fund for Local Assistance
- Districts' prior year rollover (described below)
- Child care market rate increase (described below)

The allocation adjustments reflect the guiding principle that the intent of the NYSCCBG allocations is primarily for subsidies during the allotted state fiscal year, and should be used accordingly. On a statewide basis, 47 of the 57 local districts outside of New York City have rolled in excess of \$51 million from FFY 2006-07 into FFY 2007-08.

As noted above, SFY 2007-08 local district allocations were the starting point for the SFY 2008-09 allocations. After first applying the 2% cut in the general fund across the allocations based on a district's percent of the total base allocation, a second adjustment was made for rollover. For districts that rolled an amount forward from FFY 2006-07 into FFY 2007-08 in excess of 10 percent of their SFY 2007-2008 allocations, a reduction was made to their SFY 2008-09 allocations in the amount of 40 percent of the rollover. These rollover adjustments totaled \$19.5 million dollars

statewide. This \$19.5 million in combination with \$13.7 million of prior year quality funding, repurposed for child care subsidies, provides \$33.2 million, the estimated cost of market rate increases. As a third and final step, the \$33.2 million was distributed in the SFY 2008-09 allocations according to a district's need for market rate funding relative to the need of all districts.

While the NYSCCBG allocation is the primary resource available to districts in meeting child care subsidy needs for low income families and those individuals on public assistance, there remains the authority for local districts to transfer additional funds from the FFFS into the NYSCCBG. Under the FFFS, \$654 million of New York State's \$2.44 billion TANF annual grant award will be allocated to local social services districts for TANF eligible programs. Consistent with federal rules, a statewide total of 30 percent of the State's total TANF funds may be transferred to the CCDF and/or to the Title XX Social Services Block Grant, with an upward statewide limit of 10 percent for the Title XX transfer. Under the SFY 2008-09 Enacted Budget, a district may transfer up to 54 percent of its FFFS allocation to the CCDBG and Title XX combined, with up to 37 percent of its FFFS allocation going to Title XX. Any FFFS funding your district chooses to use for child care must be transferred to the NYSCCBG and not claimed as a direct charge to TANF funding. In addition, local share requirements for child care subsidies paid on behalf of public assistance recipients and the local maintenance of effort are unchanged.

Each social services district may expend no more than five percent of its NYSCCBG allocation, including any funds transferred from FFFS, for administrative activities. Administrative activities do not include the costs of providing direct services such as eligibility determinations and re-determinations; preparation and participation in judicial hearings; child care placements; the recruitment, licensing, inspection, review and supervision of child care placements; rate setting for contract development; resource and referral services; training; and the establishment and maintenance of computerized child care information systems.

A district, at its option, may make payments for eligible families for transportation to and from a child care provider. A district will be reimbursed for transportation expenses charged by a child care provider that are separate and apart from the regular rate charged by the provider. Also, the district may make arrangements using other providers of transportation services. Expenditures for transportation are reimbursed as a program cost under the district's NYSCCBG allocation if the provision of transportation services is included in the district's Child and Family Services Plan.

## **ELIGIBLE FAMILIES**

There are three broad categories of families eligible for child care services under the NYSCCBG when such care is not otherwise available from the caretaker(s) of the child in need of services. Eligible families are defined in 18 NYCRR 415.2. Social services districts are required to include this information in the districts' Child and Family Services Plans, including those families that the districts have chosen to serve and prioritize under categories two and three given below.

The first category is families that are eligible for a child care guarantee.

The second category is families that are eligible if funds are available. This category includes

such families as low income working families and teen parents who are completing high school.

The third category is families that are eligible if funds are available and if the district includes them as eligible families in the child care section of the Child and Family Services Plan.

## **PARENTAL CHOICE**

Social services districts must inform parents or caretakers requesting NYSCCBG services that they may:

- choose to have care provided by one of the child day care providers with whom the social services district has contracted for the provision of child care services; or
- request a child care certificate which enables the parents or caretakers to select from a full range of child care arrangements including care by regulated child care providers and providers of legally-exempt child care.

The child's parents or caretakers must be given discretion in selecting or arranging for the purchase of child care services from any eligible provider. The case record should document that parents or caretakers have been apprised of the full range of providers eligible for payment and of their right to elect to use a child care certificate. Social services districts must allow parents to select, and must have a method to pay, any and all legal providers with whom they do not contract. A contract may not be made a condition of receiving payment from NYSCCBG funds.

## **REIMBURSEMENT**

Claims for expenditures for child care services for families receiving public assistance will be reimbursed at 75 percent with NYSCCBG funds up to the district's NYSCCBG allocation. Claims for expenditures for child care for all other eligible families will be reimbursed at 100 percent NYSCCBG funds, as long as the district's maintenance of effort (MOE) is met, up to the district's NYSCCBG allocation.

## **MAINTENANCE OF EFFORT**

Social services districts must maintain local spending for child care services at a level established by OCFS in accordance with State statute. The MOE for each social services district is listed in Attachment B. Note that the MOE has not changed from the previous year even though NYSCCBG funding has increased.

The MOE was calculated by totaling the local district share of expenditures in federal fiscal year 1994-95 for child care services claimed under the following categories: State Low Income Day Care program and administrative costs, Transitional Child Care, At-Risk Low Income Child Care, Child

Care and Development Block Grant, Emergency Assistance to Families, JOBS-related child care and employment-related child care. In addition, the MOE for those social services districts participating in the Child Assistance Program (CAP) was adjusted to reflect the district share for federal fiscal year 1996-97 CAP child care expenditures included in their NYSCCBG allocation.

Each social services district must meet its MOE level in cash in FFY 2007-08 and in each subsequent federal fiscal year. The MOE is met by the 25 percent local share of claims for expenditures for public assistance recipients as reported on Schedule H and any other non-Title XX expenditures that are allowable but not reimbursed under the district's NYSCCBG allocation. Claims submitted under NYSCCBG will be processed to ensure that the district's MOE requirement is met. Claims for administrative costs exceeding the 5% administrative cap will not count toward meeting the MOE and will not be eligible for federal and State reimbursement.

## **SYSTEMS INFORMATION**

Procedures for the authorization of payment for child care services in the Welfare Management System (WMS) are as follows:

For child care payments for eligible families applying for or receiving public assistance, districts can continue to use the DSS-3209 IM/WMS Authorization. Districts may, at their option, utilize the DSS-2970 WMS Services Authorization to authorize payment for child care for public assistance families. Purchase of Service Type Suffix Code (Data Element #23021) value "S" designates child care services funded under the NYSCCBG for public assistance applicants/recipients and reimbursed at 75% federal and State share up to the district's allocation ceiling.

Districts have the option to authorize payments for child care for NYSCCBG eligible families not in receipt of public assistance on the DSS-3209 for Food Stamps and Medical Assistance only cases.

For all other eligible families, districts must authorize payment in WMS/Services by using Purchase of Service Type Suffix Code value "R" on the DSS-2970 WMS Services Authorization which designates child care services funded under NYSCCBG for non-public assistance families and reimbursed at 100% federal and State share up to the district's allocation ceiling.

In circumstances of an adult only public assistance case in which the children are not included in the public assistance filing unit, child care payment is authorized as a public assistance family and reimbursed at 75% federal and State share. For cases in which children are in receipt of public assistance but the caretaker is not included in the public assistance filing unit, child care is authorized in WMS Services and reimbursed at 100% federal and State share up to the district's allocation ceiling.

WMS Services continues to support monitoring the issuance and return of child care certificates. Instructions for the child care certificate are included in 92 LCM-138 and in the BICS Operations Manual, page A-82, BICS Production Request 32, in the addition dated April 1, 1993. Information is also provided in the BICS Services Payment Processing Manual, Chapter 2, Authorizations, Self Selected Day Care Certificates.

## CLAIMING INSTRUCTIONS

NYSCCBG expenditures for child care subsidies for families receiving public assistance are claimed on Schedule H Non-Title XX Services for Recipients (LDSS-4283), line 2 (Day Care Services for Children), column 13 (Day Care Block Grant 75%). NYSCCBG program expenditures for child care subsidies for all other eligible families are claimed on the Schedule H, line 2, column 12 (Day Care Block Grant 100%). Please refer to the Fiscal Reference Manual, Volume 2, Chapter 3 for detailed instructions for completing the Schedule H.

NYSCCBG child counts and expenditures also must be reported on the Schedule G-2 Summary of All Payments for Day Care (LDSS-2109EL). Expenditures made under the services types allowed must be reported on the Schedule G-2, via the Automated Claiming System. The BICS Schedule G-2 report provides the information needed to file the report. Please refer to the Fiscal Reference Manual, Volume 2, Chapter 3 for Schedule G-2 instructions.

Administrative expenditures for the NYSCCBG are claimed in accordance with the Services RMS as Child Care Block Grant costs on line 6, section 1A (associated A-87 costs are claimed on line 4, section 2) of the Schedule D-2, Allocation for Claiming General Services Administration Expenditures (LDSS-2347B). Instructions for completing the Schedule D-2 are contained in Chapter 9 of Volume 3 of the Fiscal Reference Manual County Cost Allocation Plan for districts outside of New York City. For New York City, the instructions are contained in Chapter 9 of Volume 4 of the Fiscal Reference Manual.

Claiming instructions for district administrative expenditures related to the training of employees which are claimed on the Schedule D-6 "Reimbursement Claim For Training" (LDSS-2347-C) for the NYSCCBG program are covered in Chapter 13 of Volume 3 of the Fiscal Reference Manual for districts outside of New York City. New York City should refer to Chapter 13 of Volume 4 of the Fiscal Reference Manual.

## CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Eileen Mahoney of the Division of Child Care Services at (518) 473-0711. Ms. Mahoney also may be contacted via e-mail at [EILEEN.MAHONEY@ocfs.state.ny.us](mailto:EILEEN.MAHONEY@ocfs.state.ny.us)

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

Regions 1 - 4 – James Carroll at 1-800-343-8859, ext. 4-7549, or (518) 474-7549;  
E-mail address: [James.Carroll@otda.state.ny.us](mailto:James.Carroll@otda.state.ny.us)

Region 5 - Michael Borenstein at (631) 854-9704;  
E-mail address: [Michael.Borenstein@otda.state.ny.us](mailto:Michael.Borenstein@otda.state.ny.us).

Region 6 - Marian Borenstein at (212) 961-8250;  
E-mail address: [Marian.Borenstein@otda.state.ny.us](mailto:Marian.Borenstein@otda.state.ny.us).

If you have WMS/Services questions, please contact Dan McCarthy of the OCFS IT Operations at 800-342-3727; E-mail address: [Dan.McCarthy@ocfs.state.ny.us](mailto:Dan.McCarthy@ocfs.state.ny.us)

If you have WMS/IM questions, please contact Tully Lenihan of the Office of Temporary and Disability Assistance at (518) 474-8749; E-mail address: [Tully.Lenihan@otda.state.ny.us](mailto:Tully.Lenihan@otda.state.ny.us).

**Issued By:**

*/s/ Thomas Tipple*

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Thomas Tipple  
Deputy Commissioner  
Division of Administration

*/s/ Janice M. Molnar*

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Janice M. Molnar  
Deputy Commissioner  
Division of Child Care Services

**ATTACHMENT A**  
**NEW YORK STATE CHILD CARE BLOCK GRANT**  
**LOCAL DISTRICT ALLOCATIONS**  
**4/1/2008 - 3/31/2009**

DISTRICT	APRIL 1, 2008 THROUGH SEPTEMBER 30, 2008	OCTOBER 1, 2008 THROUGH MARCH 31, 2009	TOTAL ALLOCATION
Albany	\$5,097,896	\$5,097,895	\$10,195,791
Allegany	\$308,794	\$308,794	\$617,588
Broome	\$2,481,225	\$2,481,224	\$4,962,449
Cattaraugus	\$692,030	\$692,029	\$1,384,059
Cayuga	\$503,671	\$503,670	\$1,007,341
Chautauqua	\$2,667,281	\$2,667,280	\$5,334,561
Chemung	\$1,591,880	\$1,591,879	\$3,183,759
Chenango	\$320,284	\$320,284	\$640,568
Clinton	\$400,733	\$400,733	\$801,466
Columbia	\$514,348	\$514,347	\$1,028,695
Cortland	\$556,706	\$556,705	\$1,113,411
Delaware	\$605,821	\$605,820	\$1,211,641
Dutchess	\$2,326,811	\$2,326,810	\$4,653,621
Erie	\$11,274,274	\$11,274,274	\$22,548,548
Essex	\$283	\$282	\$565
Franklin	\$511,539	\$511,539	\$1,023,078
Fulton	\$483,407	\$483,407	\$966,814
Genesee	\$470,968	\$470,968	\$941,936
Greene	\$248,828	\$248,827	\$497,655
Hamilton	\$4	\$3	\$7
Herkimer	\$370,214	\$370,214	\$740,428
Jefferson	\$1,211,603	\$1,211,602	\$2,423,205
Lewis	\$152,293	\$152,292	\$304,585
Livingston	\$526,631	\$526,631	\$1,053,262
Madison	\$388,919	\$388,919	\$777,838
Monroe	\$15,284,556	\$15,284,555	\$30,569,111
Montgomery	\$352,386	\$352,386	\$704,772
Nassau	\$14,031,490	\$14,031,490	\$28,062,980
Niagara	\$1,351,030	\$1,351,029	\$2,702,059
Oneida	\$3,319,025	\$3,319,025	\$6,638,050
Onondaga	\$7,126,394	\$7,126,393	\$14,252,787
Ontario	\$957,252	\$957,252	\$1,914,504
Orange	\$3,455,017	\$3,455,017	\$6,910,034

**ATTACHMENT A**  
**NEW YORK STATE CHILD CARE BLOCK GRANT**  
**LOCAL DISTRICT ALLOCATIONS**  
**4/1/2008 - 3/31/2009**

DISTRICT	APRIL 1, 2008 THROUGH SEPTEMBER 30, 2008	OCTOBER 1, 2008 THROUGH MARCH 31, 2009	TOTAL ALLOCATION
Orleans	\$581,566	\$581,566	\$1,163,132
Oswego	\$1,092,624	\$1,092,623	\$2,185,247
Otsego	\$451,217	\$451,217	\$902,434
Putnam	\$437,643	\$437,643	\$875,286
Rensselaer	\$1,780,105	\$1,780,105	\$3,560,210
Rockland	\$3,604,446	\$3,604,445	\$7,208,891
St Lawrence	\$966,749	\$966,748	\$1,933,497
Saratoga	\$1,163,679	\$1,163,678	\$2,327,357
Schenectady	\$2,678,423	\$2,678,422	\$5,356,845
Schoharie	\$230,113	\$230,112	\$460,225
Schuyler	\$307,648	\$307,648	\$615,296
Seneca	\$91,597	\$91,596	\$183,193
Steuben	\$1,198,863	\$1,198,862	\$2,397,725
Suffolk	\$14,423,110	\$14,423,110	\$28,846,220
Sullivan	\$1,030,928	\$1,030,928	\$2,061,856
Tioga	\$629,337	\$629,337	\$1,258,674
Tompkins	\$868,893	\$868,892	\$1,737,785
Ulster	\$1,662,189	\$1,662,189	\$3,324,378
Warren	\$843,732	\$843,732	\$1,687,464
Washington	\$534,683	\$534,683	\$1,069,366
Wayne	\$543,826	\$543,826	\$1,087,652
Westchester	\$9,295,759	\$9,295,759	\$18,591,518
Wyoming	\$89,991	\$89,991	\$179,982
Yates	\$310,920	\$310,919	\$621,839
Upstate	\$124,401,634	\$124,401,606	\$248,803,240
New York City	\$237,661,521	\$237,661,520	\$475,323,041
State Total	\$362,063,155	\$362,063,126	\$724,126,281

**ATTACHMENT B  
NEW YORK STATE CHILD CARE BLOCK GRANT**

**MAINTENANCE OF EFFORT LEVEL  
Federal Fiscal Year 1995 Basis**

<b>District</b>	<b>MOE Amount</b>	<b>District</b>	<b>MOE Amount</b>
Albany	\$ 1,019,127	Oneida	\$ 283,468
Allegany	68,895	Onondaga	1,204,201
Broome	518,534	Ontario	73,752
Cattaraugus	34,769	Orange	32,900
Cayuga	15,101	Orleans	36,152
Chautauqua	558,879	Oswego	41,453
Chemung	63,364	Otsego	28,900
Chenango	27,933	Putnam	62,728
Clinton	99,395	Rensselaer	164,819
Columbia	7,848	Rockland	235,830
Cortland	53,422	St. Lawrence	101,658
Delaware	34,955	Saratoga	30,127
Dutchess	193,433	Schenectady	228,165
Erie	1,264,742	Schoharie	12,101
Essex	16,498	Schuyler	9,515
Franklin	26,381	Seneca	19,292
Fulton	38,407	Steuben	148,022
Genesee	49,813	Suffolk	692,326
Greene	20,310	Sullivan	28,491
Hamilton	2,738	Tioga	22,049
Herkimer	14,318	Tompkins	70,752
Jefferson	81,936	Ulster	208,356
Lewis	11,454	Warren	22,063
Livingston	76,936	Washington	32,583
Madison	12,147	Wayne	39,416
Monroe	4,221,021	Westchester	1,018,071
Montgomery	11,738	Wyoming	13,806
Nassau	1,574,621	Yates	11,683
Niagara	364,420		
		New York City	52,937,271
		State Total	68,293,085