Erie County Department of Social Services

Child Care Policy, Procedures and Billing Manual

Mark Poloncarz
County Executive

Carol Dankert, LMSW
Commissioner

Important Telephone Numbers

Child Care Resource Network
1000 Hertel Avenue
Buffalo, New York 14216
[716] 877-6666

NYS Office of Children and Family Services
Child Care Licensing and Information
295 Main Street
Buffalo, New York 14202
[716] 847-3828

Erie County Accounting/Voucher Audit
95 Franklin, Rath Bldg - 4th Floor
Buffalo, New York 14202
[716] 858-6557

Erie County Department of Contract Compliance
[716] 858-7203

Transition to Work (TTW), Temporary Assistance Specialized Teams (TAS), TA9

Temporary Assistance Day Care: is guaranteed for TANF or Safety Net households involved in approved training programs or work site assignments and paid employment. This program enables parents to work or participate in approved training programs while receiving child day care services. Day Care approvals are determined by the TA examiner.

TTW & TA9:
8:00am – 4:00pm
290 Main Street
Buffalo, New York 14202

TAS:
8:30am – 4:00pm
478 Main Street 6th Floor
Buffalo, NY 14202

Important Telephone Numbers

Erie County Day Care Unit

Non-Temporary Assistance Day Care: is available to employed families who earn 175% or less of the State Gross Income Standard. Parents contribute toward the cost of care based on a sliding income scale. This assistance is also provided to teen parents attending high school.

Transitional Day Care: is available when a Temporary Assistance case is closed and there is a need for day care services due to employment. Transitional day care is guaranteed for 12 months if working families earn 200% or less of the State Income Standard. Parents contribute to the cost of care based on a sliding income scale.

Hours of Operation**:** 8:00am - 4:30pm
290 Main Street - 3rd Floor
Buffalo, New York 14202
[716] 858-8953

Children's Services

Preventive/Protective Services Day Care: is available for children services cases when day care is mandated as part of the individual service plan.

Hours of Operation: 8:30am - 4:00pm

478 Main Street - Hens & Kelly Building
Buffalo, New York 14202

[716] 858-8349

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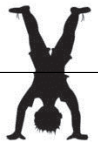

1.0 Introduction

This document constitutes the operating policies and procedures for all child care providers who provide child care and receive payment for child care services through the Erie County Department of Social Services (ECDSS).

The most current ***Child Care Policies, Procedures and Billing Manual*** is available in the Department Highlights on the Erie County Department of Social Services homepage (http://www2.erie.gov/socialservices/).

2.0 Types of Providers Who Provide Child Care

The following are the types of child care providers covered by this manual and a list of child care resources:

2.1 Family Day Care Providers/Registered Providers

Family Day Care Providers care for up to six children at a time in a residence. They may add one to two school-age children (maximum allowable number depends on children's ages). They are registered by the NYS Office of Children and Family Services. Registered providers may provide overnight care as long as they are in compliance with New York State Regulation 417.3(c), 417.7(a), and 417.8 (a).

2.2 Group Family Day Care Providers

Group Family Day Care Providers care for up to twelve children at a time in a residence and may add one to two school-age children. A provider must use an assistant when more than six children are present. They are licensed by the State of New York.

2.3 Day Care Centers

Day Care Centers are licensed providers who provide care for more than six children at one time in a facility that has been approved by the State of New York.

2.4 School-Age Child Care

School-age child care facilities care for more than six children. They, generally, serve school-age children from kindergarten through age 12 and care for children during non-school hours. They also may provide care during school vacation periods and holidays.

Note: ECDSS does not pay for universal pre-kindergarten, private kindergartens, nursery schools or Head Start programs.

2.5 Legally-exempt Child Care Providers

Legally Exempt Child Care Providers are required to enroll with Child Care Resource Network at 1000 Hertel Ave, Buffalo, NY 14216; telephone 877-6666.

A. Legally-Exempt Group Child Care is provided by caregivers meeting State requirements but are not required to be licensed or registered with New York State. Caregivers of Legally-Exempt Group Child Care include:

1. pre-kindergarten or nursery school program for children three years of age or older, or a program for school-age children conducted during non-school hours, operated by a public school district or by a private school or academy which is providing elementary or secondary education or both in accordance with the compulsory education requirements of the Education law, provided that such pre-kindergarten, nursery school or school-age program is located on the premises or campus where the elementary or secondary education is provided

2. a nursery school or program for preschool-age children operated by a nonprofit agency or organization or a private proprietary agency which provides services for three or less hours per day

3. a summer day camp for children under thirteen years of age operated by a nonprofit agency or organization or a private proprietary agency in accordance with Subpart 7-2 of the State Sanitary Code

4. a day care center, family day care home or other child care program located on federal property and operated in compliance with federal laws and regulations for such child care services.

B. Legally-Exempt Family Child Care Providers must meet the standard of legal care as set forth by the State of New York including but not limited to the following:

1. She or he must be 18 years old or meet the minimum requirements of employment for minors.

2. If she or he is providing child care as a relative, she or he may be eligible to be paid unless she or he is legally responsible for the child in care. If she or he is not a relative, and she or he is caring for a child outside the child's home, she or he cannot provide care for more than two children for more than 3 hours per day (in addition to his/her own children). She or he may provide care for more than 2 children if it is for less than 3 hours per day.

3. If she or he is receiving Temporary Assistance or Food Stamps she or he must report this income to his or her worker. Providing child care will not exempt him or her from work participation.

4. She or he must meet Health and Safety guidelines as set by the State of New York.

5. Legally-exempt family child care providers are required to submit criminal and medical attestations for

themselves and all household members 18 years of age and older. The medical attestation determines if the provider/household members are physically and mentally fit to provide care. The criminal attestation requests information on any prior convictions and general health/safety questions relating to children in their care.

6. The provider and parent must jointly complete a Home Safety Checklist. The provider must meet all of the requirements and agree to abide by all of the health and safety conditions before she or he can be enrolled. The provider must also agree to a home safety on-site inspection by the CCRN.

7. A criminal background check is conducted on all legally-exempt family child care providers and household members 18 years of age and older, per local district policy.

2.6 Contracted Child Care

A. A provider must be licensed/registered and insured to enter into a contract with the County (day care centers, school-age programs, family and group family day care providers).

B. In addition to any policies and procedures outlined in this manual, contracted providers must adhere to all other requirements outlined in their contracts. Where there appears to be conflict between the two documents, language in this manual prevails.

- For day care centers, school age programs, family or group providers to become contracted contact: Sharon Sullivan, Erie County Department of Contract Compliance, 7th Floor, Rath Building, 95 Franklin, Buffalo, NY 14202; telephone 858-7203.

- If a provider changes status (e.g., from family day care to group family day care) the provider must request a new contract and submit a copy of his or her license.

C. A contract is effective in the month it is returned and accepted by the Agency. For example, if a contract ended in December and a new contract was returned with January's billing in February, January would be a non-contracted month. A contract will not be accepted unless it is complete.

2.7 Non-Contracted Child Care

A. A provider must be licensed/registered to enter into a non-contract with the County (day care centers, school-age programs, family and group family day care providers).

B. Non-contracted providers cannot bill for absences or holidays.

C. By regulation, the Agency cannot pay a non-contracted provider for Preventive child care.

D. For day care centers, school age programs, family or group providers to become a non-contracted provider contact: Elizabeth Bochorski, Day Care Unit, 3rd Floor, 290 Main St, Buffalo, NY 14202; telephone 858-3995.

2.8 Child Care Resource Contacts

Child Care Resource Network is a resource for providers throughout Erie County. It is the primary child care referral source in the county. Child Care Resource Network also administers the USDA Food Program, provides mini-grants to help providers, holds training and meetings to benefit child care providers. Their phone number is 877-6666.

3.0 Child Care Programs Offered by the County

There are three programs through which a family might be eligible for child care assistance from Erie County:

3.1 Day Care Services Unit

The Day Care Unit includes: (1) Transitional Child Care (TCC) - for families whose Family Assistance case has closed within the last year due to earned income, received Family Assistance three out of the last six months prior to case closing, and whose household income is under 200% of the State poverty level; (2) Low Income Day Care - for families earning under 175% of the State poverty level, not eligible under TCC; (3) Teenage Parent - for parents under the age of 19 and in high school.

3.2 Family Assistance and Safety Net Programs

The Family Assistance and Safety Net Programs, located in the TTW, TAS and TA9 units include: 1) Families who are working and receiving Temporary Assistance because their income is not sufficient to close their Temporary Assistance cases. Employment must be maintained to receive child care assistance; (2) Families enrolled in the employment program, participating in work experience or **approved** educational programs.

3.3 Protective/Preventive

These cases involve families serviced by the Department of Social Services Child Protective or Preventive programs, whose children are not in foster care and where the child care is part of their "approved child welfare plan." Child care for children who have been placed in foster homes will be paid up to the market rate currently in effect. **Children receiving preventive child care and foster care children must use a contracted provider.**

4.0 Absence Policy

A. Legally-exempt family child care and non-contracted providers may not charge or request payment from the County for absences, but must mark absences on the billing form for days that care is authorized, and the child is not present.

B. All providers must maintain a daily sign-in sheet, which contains the child's name, and a parent's signature for both the time in, and time out each day. These sign-in sheets will be retained at the provider's facility for use as requested by the County for auditing purposes. Failure to maintain sign-in sheets, and produce them upon request, may warrant the County withholding payment until time of verification.

C. A provider, who has a contract with the County ("contracted provider"), may be paid by the County for absences up to the following limits:

Regular Absences	Medically Related Extended Absences *
No more than 12 absences for every 3 month period	No more than 15 absences per month with a maximum of 20 per 3 month period *** Doctor's excuse required**

D. Attendance reflected on billing must be actual, accurate, and complete when turned in as part of the billing process. Absences are to be used for all times that a child is authorized to be in care, the provider is available but the child is not present on that day.

E. If a child is authorized for care before and after school plus school holidays and is in attendance for a full day that is not a school holiday the provider must include an explanation as to why the child is in care and not in school (e.g., sick).

5.0 Authorization Notices

5.1 Authorization Notice ("Approval Letter")

A. An authorization is an agreement that the County will pay the client's child care costs up to the appropriate allowance (less parent fees, if applicable) to a specific provider within the specified periods of authorization. The agreement is between the County and the client only. The County will only pay the specific provider for the days the child (ren) is(are) actually in attendance with the exception of allowable absences paid to contracted providers. The County will not pay two different providers for the same time period.

B. If a parent uses a child care program above and beyond the authorized days and times, the parent is responsible for payment. The County will pay only for hours the client was working or in assigned activities and will not pay more than the authorized hours that will include travel time. If a provider is aware that the care is being given for reasons not stated, such as shopping, other appointments, etc., the provider must only bill the County for the hours the client was working or in an assigned activity.

C. Providers will be notified in writing when a client is authorized to receive child care assistance. No representative for either the County or the provider should at any time issue or accept an authorization that is not in writing, except in the case of an emergency regarding a Protective, Preventive or Foster Care client. In this case, the Preventive/ Protective Services Unit only can verbally authorize

care and written authorization will follow as soon as possible.

D. Dates written on the authorization form include the first and last days of service that is authorized.

E. **Providers who take children prior to receiving written authorization (except for emergency Protective or Preventive cases as outlined above) are not guaranteed payment by the County. The provider must consider a child a private pay client until they receive an authorization from the County.**

F. A copy of any corrections that are made to the original authorization (reduction in hours, or increase in parent fee, for example) will be sent to the provider prior to the date that the change is to take effect.

G. Authorizations may be written as follows:

- A total number of hours for which care is needed for specific days of the week.
- If days of care are regular it will be noted on the authorization (e.g., M-F or M, W, F).
- If a client works a rotating shift it will be noted on the authorization.
- School-aged children needing care on school holidays will be authorized for a designated number of hours per day for school holidays.

5.2 Extending Child Care Authorizations

If the County chooses to extend child care services beyond the date indicated on the initial authorization letter, an additional authorization letter indicating a new start and end date will be sent. If a new authorization letter extending care is not received by the provider prior to the end of the original authorization letter, the provider should assume the parent is no longer eligible for child care services.

6.0 Discontinuance Notices

NOTE: This section does not apply to transfers to another child care provider - see Section 14 for information on "Transfers Between Providers."

A. A Notice of Intent To Change will be sent to providers as a mechanism to keep providers informed of child care eligibility status, and, while not required by regulation, are important to advise day care providers of changes in eligibility for which they may bill.

B. Providers will be mailed a written notice of discontinuance prior to any change in child care eligibility status that affects the day care payment. Generally this will be ten days before the discontinuance, however there is no guarantee. Notices to providers will be mailed at the same time they are mailed to clients. **By regulation a client is normally entitled to ten days notice, unless she or he waives his or her right, however only she or he may request it, a provider does not have that option.**

C. **A discontinuance notice is only necessary to providers if authorized day care is reduced from the time reflected in the most recent authorization letter.**

- When a client receives a letter of discontinuance, the provider will receive notification that the client is being discontinued. **No letters of discontinuance will be backdated**. They will reflect changes to authorization on or after the date of the letter unless there has been specific agreement between the provider and the County that the effective date of the change is prior to the date the letter is sent. In this case the date the agreement was made and the names of the people who agreed will be noted on the letter.

- If the client corrects the problem that caused them to receive a discontinuance notice, a new authorization notice will be sent if care is to be continued after a discontinuance notice is issued.

D. Providers will not be paid beyond the date noted on the discontinuance notice.

E. Participants may be discontinued from child care assistance if it is determined that funding limitations exist. Priority for continuing assistance will be outlined in the County's Consolidated Services Plan.

F. Ten days' notice cannot be guaranteed when a child is placed in foster care. Also, no payment can be made from the time the child is placed in foster care.

7.0 Billing

7.1 Billing/Payment Process

A. All child care providers are expected to submit their billings for services after the last business day of the month printed on the roster.

B. The County agrees that payment for services will be sent out to the provider in a timely manner. In most instances, payments will be made 10-12 business days after the billing has been received by Accounting. No inquires regarding payment should be made before the 17th of each month.

C. **Important: Providers may only bill for days a client worked or was in an assigned activity. If you believe a client is not utilizing child care for the purpose authorized (e.g., not working, not participating in employment activities or service activities) contact the assigned worker.**

7.2 Completing the Billing Forms

A. To be paid you must submit a completed roster and calendar or submit web attendance for online attendance.

B. All copies of day care billing forms should be sent to:

ECDSS Room 426

95 Franklin St

Buffalo, New York 14202

C. Keep a record of your billing forms and a record of the expected amount owed to you by the Erie County Department of Social Services.

D. Billing forms should be completed as follows:

1. Print your vendor name, vendor number, and roster number. Transfer the child's name from the roster to the calendar in the same order that the names appear on the roster.
2. On the calendar, write the time in and time out the days you cared for the child and below each day write the actual number of hours of service provided to the nearest one-half hour.
3. If you are claiming an absent day, enter an 'A' below the total hours as appropriate.
4. Compute billing charges for your records.
   - Using appropriate rates, calculate total charge.
   - Deduct the parent fee.

   Note: Parent fee is deducted every Monday, so if the month ends on Tuesday, we will be taking the whole parent fee on Monday.

- Deduct any contribution from a non-custodial parent.
- Final total is the Social Service Charge. (The expected amount from ECDSS.)

5. Sign and date the roster and calendar. Both parent and provider signatures are required, unless at a day care center where there is a central billing office and the parents are not seen. Unsigned forms will be returned for signature, thus delaying payment.

Note: Do not submit your roster and calendar until all service for the month has been completed. Incomplete, unsigned, unreadable rosters and calendars that are submitted before the month has ended will be returned.

7.3 Parent Fees

A. It is the provider's responsibility to collect parent fees, and to notify the client if the parent fee is late. Parent fees are paid directly to the provider.

B. Parent fees are noted on the *Approval Letter.*

C. Parents are required to pay parent fees regardless of absences, vacations, etc. Parent fees are to be paid to the provider who is authorized to bill and does bill for any particular period.

D. Providers should send notice to the worker if the parent fees are late, and the worker will send the client a notice regarding the overdue fees. The client must make an agreeable payment arrangement for daycare assistance to continue.

7.4 Non-Custodial Parent Contribution

Family Court, or any court which has jurisdiction on child support issues, may order the non-custodial parent to pay toward the cost of child care. The child care provider will be informed of the non-custodial parent's contribution on the authorization letter.

7.5 Partial Payments

The County will pay for all cases that are authorized on bills submitted by providers. If a bill contains a case(s) that initially does not have an authorization, Accounting will attempt to process further payment as quickly as possible once there is an authorization on the system for that case(s). It is anticipated that payments for cases whose authorizations have been corrected can be made in the last week of the month.

7.6 Billing Errors and Omissions/Re-Billing

Providers are responsible for carefully reviewing bills for accuracy before submitting them. However if a billing error is discovered, a provider may re-bill within 6 months of the original billing.

7.7 Billing Disputes/Appeal Process

In the event of nonpayment for services for a client of the provider, the following procedure shall be followed until the variance is settled.

A. The provider must first review his or her work in an effort to find any error that may have caused the nonpayment.

B. The provider must notify the client's caseworker for authorization issues.

C. The provider may appeal to the supervisor of the worker.

7.8 Registration Fees/Activity Fees/Other Fees

- The County will not pay activities fees.
- Contracted providers may not charge any ECDSS client additional fees that are over the approved rate for care (i.e., vacation time for provider).

8.0 Fraud

8.1 Fraud Allegations Concerning Providers

A. Cases will be referred to the ECDSS Special Investigations Division (SID) anytime there is a question regarding any suspected misuse of the program, misrepresentation of eligibility documentation, suspected fraudulent bills submitted by a child care provider, or a provider receiving benefits or payments he or she was not entitled to receive.

B. Allegations of provider fraud will be referred to SID for investigation. Failure to fully cooperate with the investigation may result in discontinuance from the child care program.

C. Payments will continue to the provider until SID informs the Accounting Division otherwise. The provider and/or the client will be notified that an investigation is ongoing.

D. Upon preliminary review of possible child care provider fraud, the provider will be interviewed by a fraud investigator and program or accounting staff as necessary.

E. Upon a finding of fraud or improper billing, the provider will be required to make restitution to the County by means of a repayment agreement AND, a recommendation may be made for a one-year suspension from status as a provider. Failure to enter into the repayment agreement or make the required repayments may result in withholding of monies owed.

8.2 Fraud Allegations Concerning Clients

A. Cases will be referred to the Special Investigations Division (SID) anytime there is a question regarding any suspected misuse of the program, misrepresentation of documentation of eligibility, suspected fraudulent bills submitted by a client receiving benefits or payments she or he was not entitled to receive.

B. If SID determines that a fraudulent act has occurred, the client's case may be closed and the provider may receive a discontinuance notice. In some cases a client will enter into repayment agreements and his or her case will remain open. In other instances, the case will be referred to the District Attorney's office.

9.0 Rates

A. The County will pay providers by the type of provider and the age of the child.

B. Change in age category - if a birthday occurs which will result in a change in rate for a child, the new rate will become effective the first day of the following billing period. When a child turns 13 years old, all child care will be terminated effective on his or her birthday, unless the

child is receiving Preventive Day Care. Then on a case-by-case basis care may be continued until the end of the school year. Also child care may continue beyond a child's 13th birthday if there is existing medical documentation that the child needs continuing care.

C. The current rates are available through the Daycare Unit, 3rd Floor, 290 Main Street, Buffalo, NY 14202 & Erie County Department of Contract Compliance, 7th Floor, Rath Building, 95 Franklin, Buffalo, NY 14202.

D. A contracted provider may not charge ECDSS clients more than the ECDSS rate.

E. If a provider changes from one provider type to another (e.g., from Family Day Care to Group Family Day Care) it is the responsibility of the provider to notify ECDSS. Contracted providers must request a new contract from the Erie County Department of Contract Compliance at 858-7203. Non-contracted providers must advise Elizabeth Bochorski in the Daycare Unit at 858-3995. The provider must submit a new copy of license/registration. If the provider is contracted, a new contract must also be signed and returned. The appropriate pay rate changes will then be made. Any increase in rates will be effective for the billings of the month in which the contract and all required documents are received and accepted by the County, e.g., if a contract is returned and accepted in January, January's billings received in February will be the first paid under the new rate.

10.0 Rotating Shifts

A. Approval letters for clients with rotating shift schedules will contain the maximum hours of care the client may need.

B. Rotating Shift forms are not required. However, the provider should request a work schedule from the client to ensure that child care is only provided during hours the client is working.

C. Verification that child care is provided only during hours the client is working will be accomplished through the recertification process, random checking, and fraud investigations.

11.0 Special Needs Children

A. The County is authorized to pay a higher rate for special needs children. The provider must complete a special needs request.

B. The additional funding is available:

- For a child who meets the criteria for special needs (refer to application for special needs funding) and meets all other eligibility criteria for child care funding;
- When a completed application with all appropriate verification is submitted and approved;
- Only for the period of approval; and
- Only for providing child care services related to the care of children with special needs or incurred additional costs as the result of caring for such children.

C. A new application re-verifying all eligibility criteria must then be submitted prior to the end of the approval period if ongoing funding is being sought.

D. Applications are available by calling the appropriate worker for the client's case. Requests should be submitted back to the worker.

12.0 Temporary Assistance Daycare Special Instructions

Anyone who is receiving Temporary Assistance and who is deemed employable is mandated to participate in an approved work experience or educational program.

It is the goal to focus everything that is said and done in the welfare system on helping people find and keep employment. This begins the moment people apply for assistance and continues until all, who are able, have achieved economic independence. The work experience and educational assignments will provide more opportunity for participants in this endeavor by enhancing and increasing their responsibility for their own success.

When the Temporary Assistance case opens, Temporary Assistance will provide child care for any activities required by the client's employment plan until full-time employment is obtained. The client must submit a completed Child Care Payment Questionnaire to their Temporary Assistance worker to request approval in accordance to the authorization for daycare from the Employment Counselor.

Who to Call:

Any problem related to child care issues may be addressed to the client's Temporary Assistance worker.

13.0 Tax Reporting

All child care payments made to providers over $600 annually must be reported to the Internal Revenue Service (IRS). An IRS Form 1099 will be submitted to the IRS reporting all County child care payments. You are required to report this non-employee compensation on your tax return and you are allowed to take business expenses against the income. For more information contact the IRS or your tax advisor.

A provider cannot be paid until a *1099 Informational Form* is completed and returned to the County.

14.0 Transfers Between Providers

Note: Procedures regarding transfers are different than those for discontinuances of care (see Section 6.0)

A. The County policy is that a client has the right to choose his or her child care provider, and therefore may transfer to a new provider. **The County does not require that notice be given to the provider**; however, the County does require that a new authorization be in effect before the client may begin to use a new provider.

B. Existing authorizations are only valid for the provider indicated on the authorization letter. Switching children from one site to another, even within the same day care organization, must be prior approved. **The earliest effective date of such a transfer will be the date the County is notified and approves of the change in provider. The start dates of these authorizations will not be back dated**.

C. Providers who choose to accept children prior to receiving written authorization or prior to the start date, or after the end date, as indicated on the authorization letter are doing so AT THEIR OWN RISK.

D. The previous provider may not charge for absences if the provider has terminated the child(ren) from care.

E. Providers may choose to enter into an agreement with the client requiring the client to provide a certain number of days notice before the child is moved. This would be a contract between the client and the provider, one to which the County is not a party. Should the client violate this agreement the resolution is between the two parties involved.

F. **Under no circumstances will the County pay two providers for the same time period.**

15.0 Waiting Lists

When it is determined by the County that child care spending is at a maximum level based on funding, a waiting list will be established. Interested parents can complete a waiting list application. Completed applications will be prioritized based on criteria in the County's Consolidated Services Plan.

16.0 One Hundred Seventy-five Percent of the State Poverty Level 2011

The charts below indicates gross income standards used to determine eligibility for Non-Temporary Assistance Day Care Services.

	175%	
Family Size	**Yearly**	**Monthly**
1	$19,057.50	$1,588
2	$25,742.50	$2,145
3	$32,427.50	$2,702
4	$39,112.50	$3,259
5	$45,797.50	$3,816
6	$52,482.50	$4,374
7	$59,167.50	$4,931
8	$65,852.50	$5,488

* Poverty Levels are typically adjusted in June.

17.0 CCTA—Child Care Time and Attendance

Effective March 2011, Erie County joined a few other counties in New York State to utilize the CCTA system. CCTA, Child Care Time and Attendance, is a new system which is able to determine eligibility for the day care subsidy program, record time and attendance through the internet and compute payments to providers. This system has been implemented in 57 counties in New York State. In Erie County, initially 4 contracted providers at 17 sites will participate in "Web Attendance" starting 4/1/11 for payment 5/11. In the planning stages, 100 letters were sent to contracted providers informing them that the system would be coming and the need for a computer to record time and attendance. All departments within Erie County that issue day care payments utilize this system including the Child Care Subsidy, Temporary Assistance, Child Protection and Children's Services cases.

~ Notes ~

~ Payment Questionnaire ~

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

95 FRANKLIN STREET – BUFFALO, NEW YORK 14202

CHILD CARE – PAYMENT QUESTIONNAIRE

CLIENT NAME JOANN FALL CASE # P123456ABC

ADDRESS 123 SUMMER

BUFFALO NY 14222

IMPORTANT

- ◊ You and your child care provider must complete and sign this Questionnaire.
- ◊ A separate Questionnaire must be completed for each child care provider.
- ◊ A new Questionnaire must be completed and included with each Quarterly Report.
- ◊ A new Questionnaire must be completed if you change child care providers.
- ◊ A new Questionnaire must be completed if your hours of employment change.
- ◊ A new Questionnaire must be completed if your household composition changes.
- ◊ A new Questionnaire must be completed if the cost of your child care changes.

TO BE COMPLETED BY CENTER/PROVIDER

PROVIDER NAME SUSAN DAY SS # / TAX ID # 111-11-1111

Facility Name ABC DAY CARE CENTER VENDOR # 111111ZZ

ADDRESS 80 GRANT ST LICENSE #

BUFFALO NY 14213 PHONE # 716-892-1111

Are you in receipt of Financial Assistance? ☐ YES ☑ NO

If **YES**, enter your Case #

PROVIDER'S SIGNATURE *Susan Day* DATE 10/28/11

RETURN TO:

CASEWORKER/EXAMINER Mr. Brown UNIT / WORKER # DCU

PHONE # 858-1111

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I. PARENT: COMPLETE DAILY WORK/TRAINING SCHEDULE (e.g. 9am-5pm)

S	M	T	W	TH	F	SAT.
	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	

II. PROVIDER: COMPLETE FOR EACH CHILD IN CARE

	CHILD 1	CHILD 2	CHILD 3	CHILD 4	CHILD 5
Child's Name	Susan Fall	Johnny Fall			
Child's DOB	3/1/11	9/3/03			
Hours attending school	0	7:30am-2:30pm			
Date child started in care	10/17/11	10/17/11			
Hours in care per day	9	3hrs, 9 hrs Holidays/Recess			
Circle days in care per week	M T W Th F S Su	M T W Th F S Su	M T W Th F S Su	M T W Th F S Su	M T W Th F S Su
Hourly cost of day care					
Daily cost of day care					
Weekly cost of day care					

AGENCY USE ONLY								
PAYMENT TYPE		III ENTER A (4) TO INDICATE THE CURRENT CHILD CARE ARRANGEMENT FOR						
FULL TIME	PART TIME	CURRENT CHILD CARE ARRANGEMENT	CHILD 1	CHILD 2	CHILD 3	CHILD 4	CHILD 5
37	38	Day Care Center	✓	✓			
34	36	Group Family Day Care Provider					
32	33	Family Day Care Provider					
R8	R6	School Age Child Care Program					
R0	R1	Watched in Your Home by a Relative					
30	31	Watched in Your Home by a Non-Relative					
R2	R3	Watched in a Relative's Home					
R4	R5	Watched in a Non-Relative's Home					

NOTE: Payments will be based on the actual number of hours employed, plus a reasonable travel time allowance.

THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Joann Fall	10/14/11	Susan Day	10/14/11
CLIENT'S SIGNATURE	DATE	PROVIDER'S SIGNATURE	DATE

B-3923 (Rev. 9/03) Reverse

95 Franklin Street
Buffalo, NY 14202

www.erie.gov/depts/socialservices

Rev 1/12