



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

December 4, 2019

Michelle McClave, Commissioner
Albany County Department of Social Services
162 Washington Avenue
Albany, New York 12210

Attn: Alice Geel

Re: MOU 2312
MOU Period: January 1, 2020 to December 31, 2020

Dear Commissioner:

The New York State Office of Children and Family Services (OCFS), through the Division of Child Care Services (DCCS), is pleased to inform you of the OCFS intention to renew the Memorandum of Understanding (MOU) for your Local Department of Social Services (LDSS) Day Care Registration and Inspection program. This letter serves to provide you with the funding level for the above calendar year. The MOU documents will provide LDSS with the necessary information to complete the Day Care Registration and Inspection Project electronic application. The documents are included in the email attachments that accompany this funding letter.

The disbursement of funding for your registration contract is described below:

Maximum Funding Available: **\$245,145.00**

New for 2020:

1. Inspections- Per regulation, Annual Inspections are required for licensed providers and facilities
 2. The penalty for unmet Performance Standards will be 10%
- **Please be advised that the signature of an authorized LDSS representative is not required at this point.** It will only be required once your agency receives the paper copies of the MOU from your program contract manager *after* DCCS review and approval of your electronic application.
 - **No scanned or PDF formats will be accepted.**

The registration MOU electronic application includes the Appendix D (application pages), Staff Plan Form (**all registration staff must be identified by name and title**) and the Draft simplified budget(s).

The Appendix C-1 of Standard Performance Levels and Payment Schedule is attached for your review.

DCCS has entered the 2020 dates into the Day Care Registration application and budget(s) pages for you from a copy of the 2019 Appendix D, budget(s), and staff plan **which you can modify accordingly with current 2020 information**. You may save a copy of the completed documents for your files. **Please**

make all necessary amendments to these forms, which has the most current text, and return for processing. If changes occur after the submission of the Appendix D, please notify the DCCS contract unit immediately. An e-mail address is being requested on the Appendix D for all contacts, including county administrative staff. (You may use your county email if that is more convenient.)

Please do not amend the budget templates; use those forms provided in the attachments and *ensure any subcontractor uses the current template.*

The LDSS Districts that utilize a **subcontractor** to conduct the Day Care Registration and Inspection services will need to include in their electronic application an additional, completed subcontractor budget. **Please do not amend the budget templates.** The subcontractor's budget, if applicable, needs to be included in the LDSS budget in Section B4. The LDSS (and subcontractor's) B section needs either a quarterly or monthly cost in the line item description, in addition to the description for annual expenses over \$500. The OCFS and Total Cost field amounts need to be filled. **LDSS has a ceiling of 5% administration cost when there is a subcontractor.**

As a reminder, where applicable, the LDSS, as the contractor, is responsible for the day care registration and inspection project. Therefore, should LDSS utilize a subcontractor to perform the Registration services on their behalf, **LDSS is required to include in their subcontractor's agreement:**

1. Every standard performance level of the registration MOU found in Appendix C-1.
2. The same rules of confidentiality and professional conduct that are required of all registration staff in the LDSS and the DCCS Regional Offices. It is essential that this language be included.
3. DCCS requests the inclusion of the following statement: It is important to note that during the Day Care Registration and Inspection contract period, training will be conducted and attendance is required, as determined by the OCFS DCCS Regional Office.

It is required to provide to the DCCS Regional Office Manager a signed copy of the subcontractor agreement.

It is the legal responsibility of the contractor, LDSS, to provide supervision and oversight for the Day Care Registration and Inspection Project. DCCS requires for each renewal year, LDSS identify a designee/liaison for the Day Care Registration and Inspection Project. It is a requirement that the LDSS staff person is employed at a professional level. Therefore, it is necessary to provide the DCCS Regional Office with the name of the current LDSS registration staff person responsible for the monitoring of the registration activities as reflected on the Appendix D.

The Appendix C-1 performance standards include the requirement that the contractor maintain identified staffing levels that are necessary to conduct the registration activities and that there be specific, designated staff conducting the registration activities. Therefore, **all registration staff must be identified by name and title**, as well as their percent of time scheduled for the registration project. Abbreviated names and titles are accepted due to format limitations. **We developed a means of electronic transfer of personnel budget information to the Staffing Plan form to better assist in this process. The Staffing Plan form matches the size of the personnel columns in the budget for easy electronic copying of staff names and percentage on the project between these two documents. We added "Paste" buttons for your convenience. Save a copy for your records. You will use this form during the year to report staff changes.**

It is a project requirement that the registration staffing plan is submitted as part of the application. The Regional Office Manager will review and approve your registration personnel. Staff resumes must be submitted to the **DCCS Regional Office Manager** for review and approval.

The staffing levels are also reviewed for approval and updated quarterly on the Summary of Quarterly Registration Review Report by the DCCS Regional Office. It is a quarterly requirement, that after the end of the quarter, any change in registration personnel be reported to the DCCS Regional Office. **However, significant registration staff changes should be reported as they occur, anytime during the year, to the Regional Office on this Staffing Plan form.** If any staffing requirements are not satisfactorily met, there will be a reduction of the quarterly performance payment as described in the Registration MOU Appendix C-1.

The performance-based claiming process provides equal quarterly payments (**1/4 of the total funding, including cents**) for the registration and inspection services upon verification of the standard performance levels being met. After the quarter ends, the appropriate DCCS Regional Office Manager will complete a Summary of Quarterly Registration Review Report. The electronically signed quarterly registration report will be sent to LDSS attention. The DCCS Regional Office report will specify that full quarterly payment will be allocated.

If a performance standard is not met, a payment reduction percentage must be applied as established in the Appendix C-1. A copy of the DRAFT Summary of Quarterly Registration Review Report and Overdue Program Report will be provided to the LDSS contractor and, where applicable, the subcontractor. LDSS will have the opportunity to explain how they were not able to meet the standard due to extraordinary or unforeseen circumstances as stated in the Appendix C-1. After receiving such explanation, the DCCS Regional Office report will specify if the reduction is waived and a full quarterly payment will be allocated, or no waiver issued, and payment reduced.

Upon receiving the completed Summary of Quarterly Registration Review Report electronically, **LDSS submits an ink signed voucher/claim** to the appropriate DCCS Regional Office Manager for the exact amount (including cents) that is in the report. You may create a claim template with standard information for your convenience. However, the claim will need to be printed and ink signed for this Office to process. Please use the Office of the State Comptroller claiming form AC3253-S (2012).

The amount on the claim needs to reflect the **exact amount (including cents)** shown on the quarterly report or Appendix C-1 (if there is no penalty). **There is no rounding to the nearest dollar. Place data inside of the Vendor Box.** This ink signed voucher/claim for payment will be scanned by the DCCS Regional Office Manager to the Registration Contract Manager at DCCS Central Office for the processing of the quarterly payment.

Your contribution in this process cannot be overstated. All efforts to submit your completed registration package **electronically** by **December 13, 2019** or earlier will be greatly appreciated. It is essential to take into consideration that the MOU processing time frame may need a two-month minimum from the time that the MOU and budget are reviewed and approved by DCCS, and LDSS returns by mail the authorized signed documents. The sooner your registration renewal package is returned to the DCCS Program Contract Manager and Regional Office Manager, the sooner the review and approval process can begin.

Please complete all documents in the electronic application and submit the Appendix D, staff plan and budget documents electronically and simultaneously to:

- Shondra Frazier, DCCS Registration Contract Manager at shondra.frazier@ocfs.ny.gov,
- your DCCS Regional Manager,
- **AND** Kevin Helems, DCCS Supervisor of Child Care Resource and Registration Unit
Kevin.Helems@ocfs.ny.gov

We will be anticipating an electronic copy of your completed registration renewal. **Please remember: no scanned or PDF documents will be accepted.** Return the forms attached in this email with current information.

Please contact me with any questions or for technical assistance with the forms. If I am not available, you may contact Kevin Helems via email or at (518) 402-6860.

Thank you for your continued partnership and your commitment to the children and families in New York State. We will contact you as soon as possible with an approved MOU for signature.

Sincerely,

Shondra Frazier

Shondra Frazier

Program Manager Specialist 1

New York State Office of Children and Family Services

52 Washington Street, Room 309 South

Rensselaer, NY 12144

518-473-0677 | Fax: 518-474-9617 | shondra.frazier@ocfs.ny.gov

cc: DCCS Regional Office Manager