

NASSAU COUNTY NEW YORK

Department of Social Services Child Care Assistance Program Part 1

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**Department of Social Services
Child Care Assistance Program
Part 1**

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Executive Summary

The Commissioner of the Nassau County Department of Social Services (DSS) contacted the Nassau County Comptroller's Office requesting assistance. At that time, the New York State Office of Children and Family Services (OCFS) had contacted DSS regarding concerns over late payments to day care providers. It was requested by DSS that the Comptroller's Field Audit division help define, analyze and document the day care intake and payment processes and make recommendations to improve DSS' operational efficiency to help alleviate concerns over late payments.

Field Audit began its review with a plan to:

- interview key personnel within the DSS Day Care and Fiscal departments to gain an understanding of their roles and responsibilities,
- obtain written policies/procedures, and
- perform walk-throughs of DSS Day Care operational procedures.

During initial interviews it was reported that many State mandated changes to the NYS Child Care Assistance Program (CCAP) were affecting DSS' operations. It became clear that in order to properly analyze DSS' operations, Field Auditors needed to perform research and have a strong understanding of the underlying structure of CCAP.

The results of Field Audit's research are presented in this report, which is Part 1 of an ongoing Field Audit review, and provides a:

- consolidated overview of the NYS Child Care Assistance Program (CCAP),
- description of OCFS' recent changes and statewide expansion of the CCAP,
- fiscal and operational summary of Nassau County's roles and responsibilities for operating the child care program, and
- comparison of CCAP case and child counts between Nassau County and other counties and regions in NYS.

While Field Audit conducted this research, DSS was able to prioritize processing an excessive backlog of late day care payments to providers which helped mitigate the potential loss of reimbursement funds to Nassau County.

The Comptroller's Field Audit division is continuing its analysis of DSS Day Care internal operations to make recommendations for improvement and mitigate future payment backlogs. Part 2 of this report, which will be released once Field Audit's review has been completed, will detail operational weaknesses identified by Field Audit and include such recommendations to improve departmental efficiency.

New York State Child Care Assistance Program

The New York State Child Care Assistance Program (CCAP, also referred to as Child Day Care, Day Care or Child Care) helps eligible families with the cost of child care. The CCAP is governed by various Federal and NYS laws, regulations and policy directives. According to the New York State Office of Children and Family Services (OCFS) the purpose of the CCAP is to:

- Remove or decrease child care as a barrier to working and other eligible activities,
- Emphasize personal responsibility and parental choice when making child care decisions,
- Provide child care to families meeting income and programmatic eligibility,
- Provide child care to families with an open child protective services case, and
- Set minimum health and safety standards for child care.

Each Local Department of Social Services (LDSS or district), in this case Nassau County DSS, manages the CCAP with funding and support from the OCFS. Families may qualify based on income, reasons for needing child care, and a child's age or individual needs.

Funding Sources

The Federal, State and local governments all provide funding for child care assistance. **The Federal and State governments provide the greatest share of the funding through the New York State Child Care Block Grant (NYSCCBG).** Counties are reimbursed with NYSCCBG funds up to the district allocation as follows:

- 75% for families receiving Temporary Assistance (TA). The County pays the other 25%.
 - Note: Temporary Assistance (TA) is temporary help for needy adults, and children who are unable to work, can't find a job, or whose job does not pay enough.
- 100% for all other eligible families.

Approximately 99% of Nassau County's child care cases are 100% reimbursed by the NYSCCBG. The remaining 1% are TA cases, which are 75% reimbursed by NYS with the County paying the remaining 25%. Nassau County's overall share of funding the child care program has been approximately 1% of the total program cost, including expenditures for staff salaries and benefits.

Eligibility

Families are determined eligible for child care services based on many factors including the:

- Reason for child care,
- Relationship of the parent/caretaker to the child,
- Age of the child,
- Needs of the child,
- Eligibility of the provider,
- Income of the family based on household composition,
- Family's temporary assistance (TA) status,
- Family's eligibility for a child care guarantee, and
- Family's resources.

There are no citizenship or immigration status requirements for parents/caretakers or child care providers. However, the child must be a United States Citizen, United States National, or have satisfactory immigration status. Furthermore, the family must reside in the county that administers the child care assistance payments.

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Families who are eligible to receive CCAP funding are classified into two categories of eligibility: Guaranteed and Non-Guaranteed, which are summarized in the following chart.

NYSCCBG Eligibility Categories Guaranteed vs. Non-Guaranteed		
Feature	Guaranteed	Non-Guaranteed
Funding Stability	Must be funded regardless of local budget limits.	Funding can be cut if the district's NYSCCBG allocation is exhausted.
Priority	Primary. (Mandatory)	Secondary. (Funded if money remains)
Typical Recipients	Families on Temporary Assistance (TA) working or in work activities; families transitioning off TA.	Low-income working families not on Temporary Assistance (TA).
Typical Child Age for ONLY TA Cases	13 and Under.	Can be 13-19 with special needs/court ordered.

Household Composition / Child Care Services Unit (CCSU)

The Child Care Services Unit (CCSU) refers to those adults and children who reside in the same household and who must be considered as a unit for purposes of determining a family's eligibility for child care services. The CCSU differs depending on whether the family is a Temporary Assistance (TA) Family or Non-TA Family.

- For TA families, the CCSU is made up of the caretaker, their children and any other member of the Temporary Assistance Filing Unit.
- For Non-TA families, the CCSU is based on various situations regarding the individuals living in a household, the age of the parents and child(ren), the marital status of the adults and whether adults are residing together with their own child(ren) or shared child(ren).

Income Eligibility & Family Shares

Families who meet programmatic eligibility (e.g., age, reason for care, etc.) for child care services must also be deemed income eligible. Income calculations follow detailed conversion and rounding rules.

The income eligibility thresholds for June 2025 to May 2026 and June 2026 to May 2027 for families with a CCSU of 1-8 are as follows.

Income Eligibility					
Family Size (CCSU)	June 2025-May 2026	June 2026-May 2027	Family Size (CCSU)	June 2025-May 2026	June 2026-May 2027
1	\$ 59,055.18	\$ 60,576.10	5	\$ 131,738.47	\$ 135,131.30
2	\$ 77,226.00	\$ 79,214.90	6	\$ 149,909.30	\$ 153,770.10
3	\$ 95,396.83	\$ 97,853.70	7	\$ 153,316.33	\$ 157,264.88
4	\$ 113,567.65	\$ 116,492.50	8	\$ 156,723.36	\$ 160,759.65

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CCAP families must contribute toward the cost of child care services by paying a Family Share based upon the family's income, with the exception of foster parents, child only cases, protective or preventive cases, families experiencing homelessness, and families in receipt of TA. Additionally, all families with income at or below 100% of the State Income Standard (SIS) are exempt from paying a Family Share. In Nassau County, the provider is responsible for collecting the Family Share directly from the parent/caretaker. The amount paid by Nassau County to a provider is reduced by the required Family Share.

Types of Child Day Care Providers, Licensing/Registration with NYS and Nassau County

Parents/caretakers are given discretion in selecting or arranging for the purchase of various types of child day care services from eligible providers. These include:

- licensed providers (these are heavily State-regulated, higher capacity programs operated in a commercial facility or residence),
- registered providers (these are State-regulated but smaller capacity programs operated in a residence, smaller commercial facility or school setting), and
- enrolled providers who are legally exempt from licensing and registration regulations (these include close family members/friends/trusted neighbors operated in a residence, or pre-k/nursery schools operated by public/private schools that are already regulated by another government body).

OCFS oversees the licensing and registration process for licensed and registered providers, which includes an extensive application process of background checks, safety plans, facility details and inspections to ensure the program meets OCFS requirements to promote the health and safety of children in their care.

Legally exempt providers are enrolled, monitored and overseen by enrollment agencies. The Child Care Council of Nassau, Inc. (CCCN) serves as Nassau County's legally exempt enrollment agency and determines if legally exempt providers meet OCFS standards.

Once a provider is licensed and registered with OCFS, or enrolled by CCCN, they must submit documentation to Nassau County DSS in order to register as a vendor and receive payment for services.

Required Attendance Records and Computer Applications

NYS requires providers to maintain accurate daily attendance records which include the date of attendance, time of arrival/departure, and note any full-day absences. The State encourages providers to keep and submit attendance records digitally via the OCFS approved time and attendance system, Child Care Time and Attendance (CCTA). CCTA interacts with multiple other NYS databases to validate and facilitate payment to providers.

In Nassau County, approximately 80% of providers are using CCTA. The majority of those not using CCTA are Legally Exempt providers who are in the process of being transitioned to using CCTA.

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Day Care Provider Rates

OCFS establishes “market rates” which are based on the results of a statewide market rate survey and are typically updated every two to three years. Providers will be paid the lesser of their actual cost of service rate or their applicable market rate. The market rates are specific to the type of child care, provider’s county, child’s age and the duration of care. Duration of care is based on the following:

- **Weekly** = Care provided for 30 or more hours over the course of five or fewer days in a single week.
- **Daily** = Care provided for at least six but less than 12 hours per day for less than 30 hours in a single week.
- **Part-Day** = Care provided for less than six hours per day.

The current market rates for a Day Care Center in Nassau County are as follows. Rates for other types of providers can be seen on page 25.

Nassau County Day Care Market Rates				
October 1, 2024 - Present				
Day Care Center				
Duration	Age of Child			
	Under 1 1/2 yrs	1 1/2 - 2 yrs	3-5 yrs	6-12 yrs
Weekly	\$ 484	\$ 444	\$ 411	\$ 340
Daily	\$ 97	\$ 90	\$ 85	\$ 75
Part-Day	\$ 65	\$ 60	\$ 57	\$ 50

Utilizing the chart above as an example, a Day Care Center in Nassau County with an actual cost of service rate of \$500 for the weekly care of a 3-year-old would only be approved for the market rate of \$411. If a \$15 Family Share was required, the family would directly pay the provider their \$15 Family Share and the Day Care Center would be paid the remaining \$396 by Nassau DSS.

The family may be responsible for the \$89 difference between the provider’s actual cost (\$500) and the market rate cap (\$411), depending on the provider’s policies. If the parents/caretakers are unwilling or unable to increase their out-of-pocket expenses, they can search for another provider whose costs are closer to the market rate.

Absences and Program Closures

Licensed, registered and some legally exempt providers are entitled to be compensated for qualifying absences and program closures. All local social service districts are required to reimburse up to 80 absences and up to 20 program closures to licensed, registered, and legally exempt group programs on a per child, per provider, per State Fiscal Year basis. Informal legally exempt child care providers are not eligible for payment for program closures.

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Recent Expansion and Changes to the Child Care Assistance Program

CCAP eligibility and funding were drastically expanded in NYS in 2022 and 2023 due to a large infusion of Federal COVID-19 pandemic relief funds and subsequent State-level policy changes aimed at increasing access to affordable child care services and the phased-in establishment of a universal child care system. Various changes have been made to several CCAP components which reduced local district discretion and standardized CCAP policies statewide. Noteworthy CCAP changes made in recent years are discussed below.

Changes to the Categories of Families Served through CCAP

Provisions of Social Services Law were amended which expand eligibility and eliminate District's (the County's) ability to select certain options for family eligibility requirements. This resulted in two categories of eligibility: Guaranteed and Non-Guaranteed. See the chart on page iii for more details.

Changes which Lowered Costs for Parents/Caregivers and Statewide Standardization of Family Shares

NYS mandated changes to the Family Shares which CCAP families pay to providers to contribute toward the cost of child care services. Previously, the Family Share percentage was dependent upon the Local Department of Social Service's (LDSS) discretion as noted in their annual Child and Family Services Plan (CFSP). As a result of these changes, Nassau County's Family Share percentages have decreased from 20% to 1% as summarized in the following chart:

Nassau County Day Care Family Share Percentages 2011-Present		
Year	Nassau Family Share %	Methodology
2011 - 2020	20%	District discretion
March 2022 to July 2022	3%	District discretion, but with a 10% statewide cap
August 2022 to Present	1%	Mandatory 1% statewide cap

Changes which Increased Quantities and Statewide Standardization of Paid Absence and Program Closures

Prior to November 2021, districts were able to choose whether they allowed payments for absences and program closures to certain providers. Nassau chose to pay for up to 15 absences every 6 months with no paid program closures.

In November 2021, OCFS removed the district option to choose and mandated the number of paid absences to be up to 24 per child, per provider, per State Fiscal Year; and then increased mandated paid absences up to 80 in October 2023. Additionally, OCFS required all districts to pay for up to 20 program closures to licensed, registered, and legally exempt group programs on a per child, per provider, per State Fiscal Year basis.

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Changes to Income Eligibility Guidelines

The methodology used to determine income eligibility thresholds for child care services was also changed:

- For 2020-2021 eligibility was set at 200% of the Federal Poverty Level (FPL)/New York State Income Standard (SIS).
- In August 2022, the income threshold was increased to 300% of the Federal Poverty Level (FPL)/New York State Income Standard (SIS), making more than half of young children in NYS eligible.
- In October 2023 the income limit was increased to 85% of the State Median Income (SMI), which aligns New York with the maximum eligibility cap set by the Federal Child Care and Development Block Grant (CCDBG).

The chart below, using a household of four as an example, illustrates how the changes in income eligibility calculations have significantly increased eligibility. For a household of four, the annual income limit has increased 117%, from June 2020 (\$52,400) to June 2025 (\$113,568).

Income Eligibility Limit Family/CCSU of 4 2020 - 2025			
Actual Income Limits			
Time Period	Income Limit Methodology	Federal Poverty Level (FPL) / NYS Income Standard (SIS) OR State Median Income (SMI)	Actual Annual Income Limit
6/1/2020 - 5/31/2021	200% FPL/SIS	\$26,200	\$52,400
6/1/2021 - 5/31/2022	200% FPL/SIS	\$26,500	\$53,000
6/1/2022 - 7/31/2022	200% FPL/SIS	\$27,750	\$55,500
*8/1/2022 - 5/31/2023	*300% FPL/SIS	\$27,750	\$83,250
**6/1/2023 - 5/31/2024	**85% SMI	\$116,765	\$99,250
6/1/2024 - 5/31/2025	85% SMI	\$127,802	\$108,632
6/1/2025 - 5/31/2026	85% SMI	\$133,609	\$113,568

Note: Numbers rounded to the nearest dollar

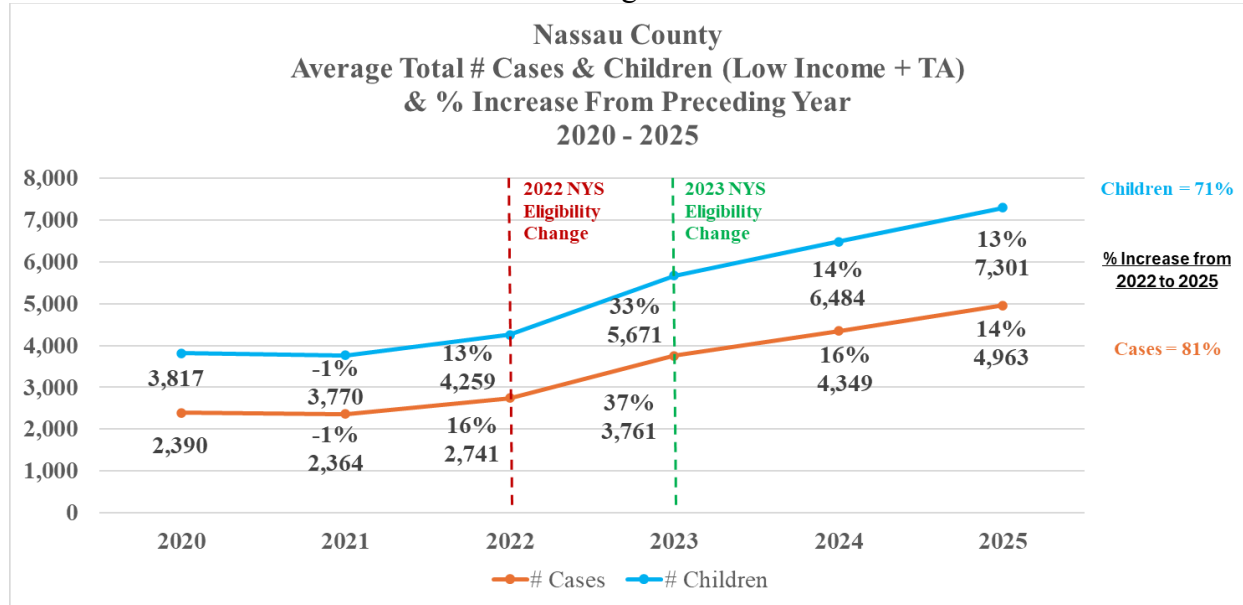
** Effective August 1, 2022, the income eligibility threshold for the Child Care Assistance Program (CCAP) was set at 300% of the FPL/SIS.*

*** Effective October 1, 2023, the income eligibility threshold for the Child Care Assistance Program (CCAP) was set at 85% of the SMI.*

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Impact of Recent Changes to Nassau County

As noted in the chart below, Nassau County has seen significant increases in the number of cases and children receiving child care assistance in recent years. In Nassau County, the eligibility changes have resulted in an 81% increase in the total average number of child care cases and a 71% increase in the number of children receiving child care from 2022 to 2025.



From a Federal Fiscal Year perspective, the increases in cases and children have resulted in a 142% increase in CCAP subsidy expenditures from 2022 (\$57,594,651) to 2025 (\$139,268,953) for Nassau County. Although these program expenditures are almost fully reimbursable, the increase has significantly impacted Nassau County's workload.

DSS Day Care department employees conduct eligibility determinations, case monitoring, and submit payment authorization documentation to DSS Fiscal/Accounts Payable for further review and payment processing.

The chart below illustrates DSS Day Care staffing at various dates from 2020 to 2025. During this timeframe Day Care staffing remained relatively constant and averaged 31 employees, despite dramatic increases in child care cases and children.

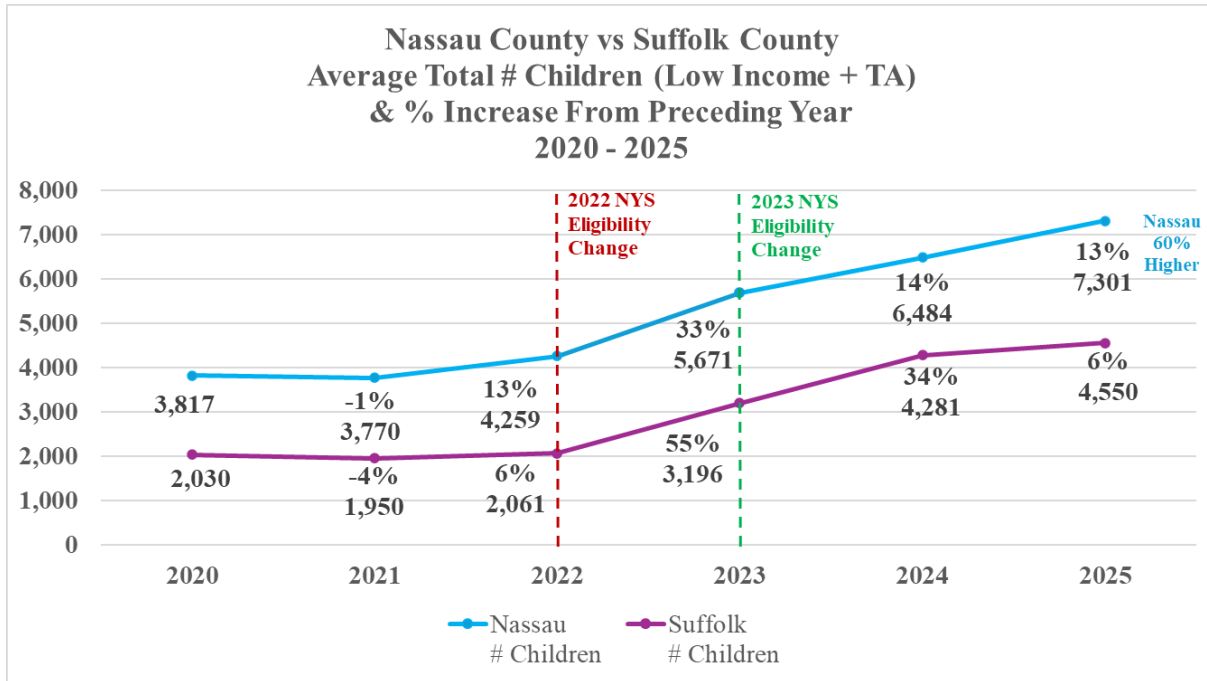
DSS Day Care Staffing					
Total # Employees By Date (2020-2025)					
5/7/2020	12/8/2021	8/22/2022	6/30/2023	12/12/2024	8/18/2025
32	34	29	29	29	33

As of August 2026, DSS Day Care had 29 employees.

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Comparison to Other Child Care Districts in NYS

As noted in the following chart, a comparison of Nassau County to Suffolk County reveals that both counties have seen substantial growth in the number of children receiving child care since eligibility changes were enacted in 2022; however, Nassau County has overall higher quantities. In 2025, Nassau's total average child count was 60% higher than Suffolk County (7,301 children vs 4,550 children).



There are 58 districts in New York State, including NYC. The districts are organized into 10 Regional Economic Development Council (REDC) Regions. As illustrated in the chart below, Nassau County's CCAP case and children counts are some of the largest statewide. In 2025, Nassau County's average number of cases was higher than 5 of the 9 other statewide REDC Regions.

CCAP Average # Cases (Low Income + TA) Comparison by Regional Economic Development Council (REDC) Regions 2020-2025							
REDC	2020	2021	2022	2023	2024	2025	% 2025 NYS Total
Nassau County	2,389	2,364	2,741	3,761	4,349	4,963	5%
Capital Region	1,401	1,231	1,501	2,226	2,733	3,066	3%
Central NY	1,681	1,471	1,764	2,268	2,951	3,218	3%
Finger Lakes	3,102	2,745	3,130	4,227	4,988	5,641	6%
Long Island	3,562	3,540	3,998	5,839	7,195	8,065	8%
Mid-Hudson	2,189	2,095	2,674	3,885	4,996	5,958	6%
Mohawk Valley	653	574	710	1,057	1,369	1,573	2%
New York City	32,711	22,158	22,850	31,163	43,609	60,497	62%
North Country	378	344	398	658	956	1,075	1%
Southern Tier	1,048	981	1,167	1,743	2,199	2,627	3%
Western NY	2,284	2,034	2,373	3,473	4,404	5,194	5%
NYS Total	49,010	37,173	40,565	56,539	75,399	96,915	100%

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Similarly, the following chart displays how Nassau County's average number of children was also higher than 5 of the 9 other statewide REDC regions in 2025.

CCAP Average # Children (Low Income + TA) Comparison by Regional Economic Development Council (REDC) Regions 2020-2025							
REDC	2020	2021	2022	2023	2024	2025	% 2025 NYS Total
Nassau County	3,817	3,769	4,259	5,671	6,484	7,301	4%
Capital Region	2,333	1,980	2,358	3,409	4,143	4,585	3%
Central NY	3,005	2,586	3,060	3,886	4,919	5,304	3%
Finger Lakes	5,634	4,921	5,450	7,180	8,371	9,348	6%
Long Island	5,847	5,719	6,320	8,866	10,764	11,850	7%
Mid-Hudson	3,642	3,440	4,229	5,833	7,298	8,803	5%
Mohawk Valley	1,320	1,166	1,357	1,933	2,381	2,705	2%
New York City	53,551	38,887	40,562	55,506	77,986	107,843	66%
North Country	652	599	652	1,084	1,573	1,744	1%
Southern Tier	1,783	1,633	1,874	2,743	3,452	4,095	2%
Western NY	4,100	3,538	4,056	5,760	7,138	8,326	5%
NYS Total	81,865	64,469	69,917	96,201	128,024	164,602	100%

Next Steps

Comptroller's Field Audit staff have been performing independent research and interviewing key personnel within the DSS Day Care and Fiscal departments to obtain an understanding of their roles and responsibilities, obtain written policies and procedures and perform walk-throughs of DSS Day Care operational procedures.

This information will be utilized to analyze, document and review current departmental procedures. Field Audit will generate recommendations for improving departmental operations and increasing efficiency to achieve compliance with Federal/State regulations and improve services for Nassau County residents.

Additional information will be released once Field Audit's review has been completed and recommendations for improving DSS' operations have been formulated.

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Department of Social Services Child Care Assistance Program Overview

The Commissioner of the Nassau County Department of Social Services (DSS) contacted the Nassau County Comptroller's Office requesting assistance. At that time, the New York State Office of Children and Family Services (OCFS) had contacted DSS regarding concerns over late payments to day care providers. It was requested by DSS that the Comptroller's Field Audit division help define, analyze and document the day care intake and payment processes and make recommendations to improve DSS' operational efficiency to help alleviate concerns over late payments.

This report is Part 1 of an internal Field Audit review that is currently underway. The information contained within serves as a detailed background of the NYS Child Care Assistance Program and Nassau County's roles and responsibilities for operating the program.

Additional information will be released once Field Audit's review has been completed and recommendations for improving DSS' operations have been formulated.

Background

The New York State Child Care Assistance Program (CCAP, also referred to as Child Day Care, Day Care or Child Care) helps eligible families with the cost of child care. According to the New York State Office of Children and Family Services (OCFS) the purpose of the CCAP is to:

- Remove or decrease child care as a barrier to working and other eligible activities,
- Emphasize personal responsibility and parental choice when making child care decisions,
- Provide child care to families meeting income and programmatic (e.g., age, reason for care, etc.) eligibility,
- Provide child care to families with an open child protective services case, and
- Set minimum health and safety standards for child care.

Each Local Department of Social Services (LDSS or district), in this case the Nassau County Department of Social Services (DSS), manages the CCAP with funding and support from the OCFS. Families may qualify based on income, reasons for needing child care, and a child's age or individual needs. If a family qualifies to receive CCAP, they may need to pay a portion of the child care cost, depending on the family's income and household composition (known as a Family Share, Family Copay or Family Fee).

The Nassau County Child Day Care Program is managed by two governmental agencies:

- **NYS OCFS** which regulates child care in NYS, issues regulations and licenses, develops and enforces regulations, inspects programs, investigates complaints, and is where licensing representatives and fire safety inspectors can be reached.
- **Nassau County Department of Social Services (DSS)** which subsidizes eligible parents for child care expenses and pays child care providers directly for those families receiving a subsidy. DSS is responsible for determining families' income, residency, the immigration status of the child(ren) receiving care and programmatic eligibility. DSS is also responsible

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for determining if participating families continue to be eligible for child care assistance, monitoring payment for care, and ensuring the rights and responsibilities of child care assistance families guaranteed by law. DSS makes payments to Day Care providers and submits reimbursement claims to NYS on a monthly basis.

The Federal, State and local governments all provide funding for child care assistance. The Federal and State governments provide the greatest share of the funding through the New York State Child Care Block Grant (NYSCCBG). In addition to NYSCCBG funds, Nassau County has elected to use Federal Title XX funds, also known as the Social Services Block Grant (SSBG), to provide child care for certain child protective services, child preventive services and foster care cases.

Laws, Regulations, and Policy Directives Governing NYS CCAP

CCAP is governed by a multitude of various sources, including:

- Federal Law,
- New York State Social Services Law,
- Federal and New York State Regulations,
- OCFS Administrative Directives (ADMs),
- OCFS Local Commissioner Memorandums (LCMs), and
- OCFS Informational Letters (INFs).

The primary regulations which govern the delivery of child care services are contained within the New York State Code, Rules and Regulations (NYCRR), Title 18, and include:

- Part 358, *Fair Hearings, Notice Requirements*,
- Part 403, *Program Requirements for Social Services*,
- Part 404, *Determination and Redetermination of Eligibility for Social Services*,
 - Includes the regulations pertaining to the process and verification of programmatic and financial eligibility determination for social services.
- Part 405, *Purchase of Services by Social Services Districts*,
- Part 414, *School-Age Child Care*,
- Part 415, *Child Care Services*,
 - Governs the authorization and payment of child care services provided by the NYSCCBG and Title XX, including the requirements for legally exempt child care provider enrollment.
- Part 416, *Group Family Day Care Homes*,
- Part 417, *Family Day Care Homes*,
- Part 418, *Day Care Centers, and*
- Part 628, *State Reimbursement*.

Eligibility

Families are determined eligible for child care services based on many factors including the:

- Reason for child care (*so the parent/caretaker can work or engage in work or education activities, to protect the child, to prevent harm to the child, etc.*),

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- Relationship of the parent/caretaker to the child (*parent, legal guardian, caretaker relative or any other person with whom a child lives who has assumed responsibility for the day-to-day care and custody of the child*),
- Age of the child (*usually under 13 years of age, with some exceptions for special needs children and children under court supervision*),
- Needs of the child (*the child may have special needs or be under court supervision*),
- Eligibility of the provider (*licensed providers, registered providers or enrolled legally exempt informal child care or group child care providers*),
- Income of the family based on household composition (*see Income Eligibility (p. 7-10) & Family Share (p. 10-12) sections*),
- Family's temporary assistance (TA) status (*TA applicant, TA recipient, family transitioning from TA, family who chooses Child Care in Lieu of TA*),
 - Note: Temporary Assistance (TA), also known as Public Assistance (PA), is temporary help for needy adults, and children. If you are unable to work, can't find a job, or your job does not pay enough, TA may be able to help you pay for your expenses. Some examples of TA benefits include monthly cash assistance payments to help families cover basic needs, payments for job training programs to help individuals develop skills and find employment, assistance with tuition payments for work-related education or emergency payments of fuel and/or cost of fuel delivery, Domestic Violence Shelter costs, and Temporary Housing (Hotel/Motel) costs.
- Family's eligibility for a child care guarantee (*districts are required to either guarantee child care services under specific situations regardless of accessible funding or provide services only when funds are available*), and
- Family's resources (*Family resources cannot exceed \$1 million and include the value of:*
 - *cash on hand,*
 - *money in checking and savings accounts,*
 - *stocks, bonds, mutual funds, mortgages (held), mortgage certificates, and other securities,*
 - *lump sum payments,*
 - *individual retirement accounts and deferred compensation accounts and plans, including but not limited to IRAs, 401(k) and 457(b) plans, life insurance policies, trust funds, and annuities, and*
 - *real and personal property including licensed and unlicensed vehicles, homes, buildings, land, recreational properties, other real estate property, non-essential household furnishings, art, and jewelry.*)

Prior to April 2024, local districts had the option to designate the types of families eligible for child care assistance under the NYSCCBG in their annual Child and Family Services Plan (CFSP). The 2024 NYS Budget Bill amended provisions of Social Services Law to expand access and standardize the CCAP across the state, which eliminated the district option to designate families who are eligible if funds are available in the district's CFSP. This resulted in only two categories of eligibility: Category 1 (Guaranteed) and Category 2 (Non-Guaranteed). As such, Title 5-C of NYS Social Services Law, Block Grant for Child Care, Section 410, defines two categories of

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eligible families entitled to participate in the New York State Child Care Block Grant (NYSCCBG), which are generalized in the chart below:

NYSCCBG Eligibility Categories Category 1 vs. Category 2		
Feature	Category 1 (Guaranteed)	Category 2 (Non-Guaranteed)
Funding Stability	Guaranteed. Must be funded regardless of local budget limits.	Conditional. Funding can be cut if the district's NYSCCBG allocation is exhausted.
Priority	Primary (Mandatory)	Secondary (Funded if money remains)
Typical Recipients	Families on Temporary Assistance (TA) working or in work activities; families transitioning off TA.	Low-income working families not on TA
Typical Child Age for ONLY TA Cases	13 and Under	Can be 13-19 with special needs/court ordered.

The primary difference between the two categories is whether the funding is guaranteed or if it is conditional based on available NYSCCBG funds. If a local district runs low on NYSCCBG funding, they will begin closing cases or creating waiting lists starting from the lower categories. Category 1 cases are never closed for lack of funds because their eligibility is mandated by NYS. Category 2 also includes cases that cover TA for approved activities that are not included under Category 1, which include services for eligible children over 13 as well as activities that are not required by a social services district. Further specifics by Category are as follows (see Appendix B for excerpts of the administrative directive detailing these categories):

Category 1 - Families Eligible for a Child Care Guarantee

Under the NYSCCBG, districts are required to guarantee child care services under specific situations for persons who are qualified for or are current or former recipients of TA, regardless of whether they have a waiting list for others. Guarantees are for:

- TA recipients that need child care services for a child aged 13 or younger to enable the caretaker to participate in activities required by a social services district.
 - Required employment activities including orientation, assessment and assigned work activities such as work experience, job readiness training, subsidized employment, job search, on the job training, vocational training and education, or community service.
- TA recipients that need child care services for a child aged 13 or younger to enable the caretaker to engage in work, as defined by the local social services district in the district's employment plan.
- Working families that have applied, and are eligible for TA, but choose instead just to receive child care services (child care in lieu of TA), and
- Transitional Child Care (TCC) services.

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- Families with discontinued TA cases that do not apply for Safety Net Assistance (SNA) are deemed to have voluntarily ended their TA benefits and therefore are potentially eligible for TCC, provided they meet all the criteria. TCC is guaranteed to the parent/caretaker for a period of 12 months after the TA case has discontinued when the:
 - family received TA, or Child Care in Lieu of TA, for 3 out of 6 months, and
 - child is under 13, and
 - family income is 85% of the State Median Income (SMI) or less, and
 - TA case was discontinued for a reason that meets specific criteria.

Category 2 - Families Eligible When Funds are Available

These families are eligible for assistance, but the district is only required to serve them if they have enough money left in their NYSCCBG after Category 1 needs are met. Situations under this category include:

- TA recipients that need child care services for an eligible child aged 13 or older who has special needs or is under court supervision to allow the caretaker to participate in activities required by a social services district.
- TA recipients that need child care services for an eligible child aged 13 or older who has special needs or is under court supervision:
 - To enable the parent or caretaker relative to engage in work,
 - To participate in an approved activity in addition to their required work activity, or
 - To enable sanctioned caretakers to participate in unsubsidized employment.
- TA families or those earning up to 85% of the State Median Income (SMI) who need child care services because the child's caretaker is:
 - Receiving Domestic Violence (DV) services or participating in a screening or assessment to receive services,
 - Participating in an approved substance abuse treatment program,
 - In an emergency situation,
 - A teen parent attending high school or an equivalency program,
 - Physical or mentally incapacitated or has family duties away from home,
 - Attending a two-year degree granting program,
 - Attending a four-year college or university program, or
 - Experiencing homelessness.
- Families (Non-TA) with income up to 85% of the State Median Income (SMI), are eligible when child care is needed because the child's caretaker is:
 - Engaged in work,
 - Actively seeking employment for a period of up to 6 months,
 - Engaged in work when the child's other caretaker is physically or mentally incapacitated or has family duties away from home,
 - Attending work training programs to train workers in an employment field that currently or is likely to be in demand in the near future,

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- Attending programs for dislocated workers (i.e., workers who have been terminated, laid off, unemployed or received notice that unemployment will occur within 6 months), or
- Attending education or vocational activities including:
 - An educational facility providing a standard high school curriculum
 - An educational program leading to a NYS high school equivalency diploma
 - Basic remedial education in reading, writing, mathematics and oral communications
 - Literacy training
 - An English as a Second Language instructional program
 - A training program with a specific occupational goal
 - A prevocational skills training program
 - A demonstration project designed for vocational training or other projects approved by the Department of Labor
- Families eligible without regard to income (*Note: Nassau uses Title XX funds in these cases*), including:
 - a child who has been placed in foster care and is residing in the home with a certified or approved foster parent, or
 - a family which has an open child protective services case or a preventive services case with a child protective services component.

Citizenship Requirements

There are no citizenship or immigration status requirements for parents/caretakers or child care providers. However, the child must be a United States Citizen, United States National, or have satisfactory immigration status. Furthermore, the family must reside in the county that administers the child care assistance payments.

Household Composition / Child Care Services Unit (CCSU)

The Child Care Services Unit (CCSU) refers to those adults and children who reside in the same household and who must be considered as a unit for purposes of determining a family's eligibility for child care services. The CCSU differs depending on whether the family is a TA Family or Non-TA Family.

- For TA families, the CCSU is made up of the caretaker, their children and any other member of the Temporary Assistance Filing Unit.
- For Non-TA families, the CCSU is defined as noted in the following chart:

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Non-TA Child Care Services Unit (CCSU) Compositions	
Situation	CCSU Composition
Married adults residing together	Both adults, and all their children who reside in the household, shared or not, are in the CCSU.
An unmarried individual residing with their own children, and another adult with whom they share children	Both adults, and all their children who reside in the household, shared or not, are in the CCSU.
An unmarried individual residing with their own children, and another adult with whom they <u>do not</u> share children	Each adult along with his/her children, will be considered a separate CCSU.
Parent under age 21 residing with their parents	The young parent, their children, and any other individual in the household with whom they share legal responsibility for the children are in the CCSU.
Child residing with individuals other than the child's parent, stepparent or legal guardian with financial responsibility	Only the child is in the CCSU.
Individuals who are temporarily absent from the household, and whose needs are met by the household (child attending school), or who are required to contribute to the needs of the household (deployed caretaker)	Included in the CCSU.
18,19, or 20-year-olds (not parents) residing with parent/caretaker	Included in the CCSU if indicated in the district's Child and Family Services Plan (CFSP). <i>(Nassau has elected to include 18, 19, or 20 year olds in the CCSU when it will benefit the family).</i>

Income Eligibility

Families who meet programmatic eligibility (e.g., age, reason for care, etc.) for child care services must also be deemed income eligible.

- TA families already meet income requirements by virtue of meeting the income requirements for TA.
- Other families funded using NYSCCBG money must be at no more than 85% of the State Median Income (SMI).

Families who need care while they are engaged in work must be income eligible and be earning at least minimum wage or the equivalent. A self-employed applicant must be able to demonstrate that the self-employment produces personal income equal to or greater than the minimum wage or has the potential for growth in earnings to produce such an income within a year. If a person has been engaged in their self-employment activity for at least a year, they must be able to demonstrate they are earning minimum wage.

Once the CCSU has been determined, all income for the members of the CCSU must be evaluated as to its amount and source. The income calculation is based on one to three months of income, or three to six months if income fluctuates. District staff will separate the countable from excludable income, convert income into rounded yearly amounts and then compare the annual income amount to 85% of the SMI for the CCSU. If the family is receiving TA, there is no separate income eligibility test or calculation.

To determine income eligibility, the following steps are performed:

1. Determine members of the CCSU.
2. Separate countable from excluded income (*See Appendix A for more details*).
3. Convert countable income to a monthly amount.

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- Weekly income is multiplied by 4.333.
 - Bi-Weekly income is multiplied by 2.166.
4. Convert countable gross monthly income to annual income by multiplying by 12.
 5. Round annual income using the following protocols
 - .01 to .24 round down to 0
 - .25 to .74 round up/down to .50
 - .75 to .99 round up to the next .00
 6. Compare the family's countable gross annual income to the appropriate size of family on the 85% SMI. If income is under 85% SMI, the family is eligible. If income is over 85% SMI, the family is not eligible.

The income eligibility thresholds for 6/1/2025-5/31/2026 are as follows:

Income Eligibility Limits Effective 6/1/2025 - 5/31/2026					
Family Size (CCSU)	State Median Income (SMI) for NY	85% SMI for NY	Family Size (CCSU)	State Median Income (SMI) for NY	85% SMI for NY
1	\$ 69,476.68	\$ 59,055.18	11	\$ 196,405.23	\$ 166,944.45
2	\$ 90,854.12	\$ 77,226.00	12	\$ 200,413.50	\$ 170,351.48
3	\$ 112,231.56	\$ 95,396.83	13	\$ 204,421.77	\$ 173,758.50
4	\$ 133,609.00	\$ 113,567.65	14	\$ 208,430.04	\$ 177,165.53
5	\$ 154,986.44	\$ 131,738.47	15	\$ 212,438.31	\$ 180,572.56
6	\$ 176,363.88	\$ 149,909.30	16	\$ 216,446.58	\$ 183,979.59
7	\$ 180,372.15	\$ 153,316.33	17	\$ 220,454.85	\$ 187,386.62
8	\$ 184,380.42	\$ 156,723.36	18	\$ 224,463.12	\$ 190,793.65
9	\$ 188,388.69	\$ 160,130.39	19	\$ 228,471.39	\$ 194,200.68
10	\$ 192,396.96	\$ 163,537.42	20	\$ 232,479.66	\$ 197,607.71

As an example, a family with a CCSU of 4 that has an annual income under \$113,567.65 would be deemed income eligible for child care assistance.

Note: See Appendix C for the income eligibility thresholds for 6/1/2026-5/31/2027.

Recent Changes to Income Eligibility Guidelines

CCAP funding was massively expanded in NYS due to state-level policy changes aimed at increasing access to affordable child care services and the phased-in rollout of a universal child care system.

In 2018, then-Governor Andrew Cuomo established the NYS Child Care Availability Task Force (CCATF), which was co-chaired by then-Lieutenant Governor Kathy Hochul. The CCATF was comprised of representatives from the child care provider community, the advocacy community, representatives of the business community, unions that represent child care providers, representatives from several state agencies and local departments of social services. The CCATF

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focused on developing innovative solutions to improve access to quality and affordable child care in New York.

The CCATF released a report in May 2021 which outlined the key challenges in the state's child care system, focusing on workforce stabilization, increasing child care availability, and addressing affordability. The NYS Fiscal Year 2022 Budget included investments to help stabilize the child care industry, significantly expand subsidy eligibility, limit child care costs for low-income working families, and increase capacity in child care "deserts". The increase in CCAP benefits was primarily driven by a large infusion of Federal COVID-19 pandemic relief funds and subsequent state-level policy shifts aimed at expanding access to affordable child care services to more families.

The most significant catalyst was the American Rescue Plan Act (ARPA) of 2021, which added approximately \$39 billion into the national child care sector.

- Of the \$39 billion, approximately \$24 billion was in Stabilization Grants which helped child care providers stay open by covering operational costs such as personnel costs, rent, utilities, facility maintenance and improvements. NYS received approximately \$1.1 billion in Stabilization funds.
- The remaining \$15 billion was in Supplemental Funding for the Federal Child Care and Development Block Grant (CCDBG) to allow states to expand their existing CCAP programs, including supporting the child care needs of essential workers. NYS received approximately \$700 million in these supplemental discretionary funds.

Many states, including NYS, used the Federal surplus to drastically raise the income limits for families, thus making more families eligible for child care services. In NYS, the income eligibility threshold, which was based on a percentage of the Federal Poverty Level (FPL) (also known as the New York State Income Standard (SIS)), was initially increased from 200% FPL to 300% FPL, and then changed from a percentage of the FPL to 85% of the State Median Income (SMI), the maximum allowed under Federal regulations.

- For 2020-2021 eligibility was generally set at 200% of the Federal Poverty Level (FPL)/New York State Income Standard (SIS).
- In August 2022, as part of the State Fiscal Year 2023 Budget, the income threshold was increased to 300% the FPL/SIS, making more than half of young children in NYS eligible.
- In October 2023 the income limit was increased to 85% of the State Median Income (SMI), which aligns New York with the maximum eligibility cap set by the Federal Child Care and Development Block Grant (CCDBG).

Governor Hochul reconvened the CCATF in March 2023 to evaluate the State's progress and develop additional plans. CCATF released a second report in April 2024 which had a focus on addressing the child care workforce crisis, the sustainability of child care programs post the COVID-19 pandemic and developing a framework leading to a phased-in rollout of universal child care.

The chart below illustrates how the changes in income eligibility calculations have significantly increased eligibility. For a family of 4, the annual income limit has increased 117%, from \$52,400 in June 2020 to \$113,567.65 in June 2025. For that same family, if the FPL had remained at 200% FPL/SIS in June 2025 instead of being increased to 85% SMI, the income eligibility would have been only \$64,300, but is instead \$113,567.65 (\$49,267.65 increase, or 77%).

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Income Eligibility Limit: Family/CCSU of 4 Actual Methodology vs. Prior Methodology 2020 - 2025						
Actual Income Limits					Prior Methodology Income	
Time Period	[A] Federal Poverty Level (FPL) / NYS Income Standard (SIS)	[B] State Median Income	[C] Actual Methodology	[D] Actual Annual Income Limit (A*C or B*C)	[E] Income Limit if Still 200% FPL/SIS (A * 200%)	[F] Increase to Income Limit (D-E)
6/1/2020 - 5/31/2021	\$ 26,200.00	N/A	200% FPL/SIS	\$ 52,400.00	\$ 52,400.00	\$ -
6/1/2021 - 5/31/2022	\$ 26,500.00	N/A	200% FPL/SIS	\$ 53,000.00	\$ 53,000.00	\$ -
6/1/2022 - 7/31/2022	\$ 27,750.00	N/A	200% FPL/SIS	\$ 55,500.00	\$ 55,500.00	\$ -
8/1/2022 - 5/31/2023	\$ 27,750.00	N/A	300% FPL/SIS*	\$ 83,250.00	\$ 55,500.00	\$ 27,750.00
6/1/2023 - 5/31/2024	\$ 30,000.00	\$ 116,765.00	85% SMI**	\$ 99,250.25	\$ 60,000.00	\$ 39,250.25
6/1/2024 - 5/31/2025	\$ 31,200.00	\$ 127,802.00	85% SMI	\$ 108,631.70	\$ 62,400.00	\$ 46,231.70
6/1/2025 - 5/31/2026	\$ 32,150.00	\$ 133,609.00	85% SMI	\$ 113,567.65	\$ 64,300.00	\$ 49,267.65

* Effective August 1, 2022, the income eligibility threshold for the Child Care Assistance Program (CCAP) was set at 300% of the FPL/SIS.

** Effective October 1, 2023, the income eligibility threshold for the Child Care Assistance Program (CCAP) was set at 85% of the SMI.

Child Care is the only major DSS program which has recently undergone extensive income eligibility expansion. For comparison purposes, the other primary DSS programs, Home Energy Assistance Program (HEAP), Medicaid (MA), Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (TA), generally stick to annual adjustments of the Federal Poverty Level (FPL) and utilize variations of percentages of the FPL as an income guideline for establishing maximum income levels for eligibility, ranging from 125% FPL to 200% FPL, depending on the program.

Adjunctive Eligibility (i.e., Fast-Track Eligibility)

Adjunctive Eligibility was introduced as part of the statewide CCAP changes implemented as a result of the NYS Budget for Fiscal Year 2024. Families who participate in the Supplemental Nutrition Assistance Program (SNAP) and/or the Home Energy Assistance Program (HEAP) automatically qualify financially for child care assistance.

A CCSU is deemed financially eligible for child care assistance if the exact same unit has been determined eligible for SNAP and/or HEAP within six months of the child care assistance application. Programmatic eligibility and satisfactory immigration status must still be determined, and families must also complete a child care assistance application and provide districts with their monthly gross income in order to determine their family share.

Family Share

If a family qualifies to receive CCAP, they may need to pay a portion of the child care cost (known as a Family Share, Family Copay or Family Fee). CCAP families must contribute toward the cost of child care services by paying a family share based upon the family's income, with the exception of foster parents, child only cases, protective or preventive cases, families experiencing homelessness, and families in receipt of TA. Additionally, all families with income at or below 100% of the State Income Standard (SIS) are exempt from paying a Family Share. If required to pay a Family Share, the minimum amount is \$1.00. Family Shares may be collected from the

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parent/caretaker by either the provider or the district. In Nassau County, the provider is responsible for collecting the Family Share directly from the parent/caretaker. The amount paid by Nassau County to a provider will be reduced by the required Family Share.

If a family is not exempt from paying an income-based Family Share, the Family Share is 1% of the amount of the family's gross annual income that exceeds the Federal Poverty Level(FPL)/NYS Income Standard (SIS) divided by 52 weeks per year and rounded to the nearest 50 cents, or a minimum of \$1 per week. The Family Share cannot be increased during the eligibility period due to changes in family income, it can only be decreased. The following chart provides example of Family Share based on different income levels and family sizes.

Examples of Family Share Based on Different Income Levels and Family Sizes								
Family Size	Federal Poverty Level (FPL) / NYS Income Standard (SIS)		Family Income \$40,000	Family Income \$60,000	Family Income \$80,000	Family Income \$100,000	Income (Highest Eligibility Level for CCAP)	
	Income	Weekly Family Share	Weekly Family Share	Weekly Family Share	Weekly Family Share	Weekly Family Share	Income	Weekly Family Share
2	\$ 21,150.00	\$ 1.00	\$ 3.50	\$ 7.50	N/A	N/A	\$ 77,226.00	\$10.50
3	\$ 26,650.00	\$ 1.00	\$ 2.50	\$ 6.50	\$ 10.50	N/A	\$ 95,396.83	\$12.50
4	\$ 32,150.00	\$ 1.00	\$ 1.50	\$ 5.50	\$ 9.00	\$ 13.00	\$ 113,567.65	\$15.00
5	\$ 37,650.00	\$ 1.00	\$ 1.00	\$ 4.50	\$ 8.00	\$ 12.00	\$ 131,738.47	\$17.00
6	\$ 43,150.00	\$ 1.00	\$ 1.00	\$ 3.00	\$ 7.00	\$ 11.00	\$ 149,909.30	\$19.50
7	\$ 48,650.00	\$ 1.00	\$ 1.00	\$ 2.00	\$ 6.00	\$ 10.00	\$ 153,316.33	\$19.00
8	\$ 54,150.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 5.00	\$ 9.00	\$ 156,723.36	\$18.50

Example: (1) \$40,000 - \$21,150 = \$18,850, (2) \$18,850 * 1% = \$188.50, (3) \$188.50/52 = 3.625, (4) Rounded down to nearest 0.50 = \$3.50

Source: OCFS

If a Family Share is not paid, services are terminated unless the full amount is paid, or satisfactory payment arrangements have been made. However, failure to pay the Family Share cannot be a basis for denying services as part of a plan of protective services for a child, or for preventing foster care placement.

Recent Changes to Family Shares

Family Shares were also impacted as part of the overall state-level policy changes that have been recently enacted in NYS to lower out-of-pocket costs for parents/caregivers.

Prior to 2021, NYS lacked a statewide cap for Family Shares. The Family Share percentage was dependent entirely upon the Local Department of Social Service's (LDSS) discretion as noted in their annual Child and Family Services Plan (CFSP). CFSP language requested the LDSS to "...select a family share percentage from 10% to 35%...." Nassau County historically selected a 20% Family Share in its CFPS.

Changes to Family Shares were introduced as part of the State Fiscal Year 2023 Budget, mandating a statewide cap with family co-pay contributions to be no more than 10% of their annual income. Nassau County elected to reduce their Family Share from 20% to 1% as a result of this regulation change.

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NYS further altered the Family Share in the State Fiscal Year 2024 Budget, which uniformly limited Family Shares for child care costs statewide to just 1% of the total family income above the Federal poverty line.

The following chart summarizes the changes to Family Shares:

Nassau County Day Care Family Share Percentages 2011-Present		
Child and Family Services Plan (CFSP)	Family Share % Range Required by OCFS	Nassau Family Share %
2011 - 2020	10% - 35%	20%
2021*	1% - 10%	3%
2022**	1% - 10%	1%
2023-Present	1%	1%

*Effective 3/29/22 Nassau County reduced the rate from 20% to 3%.

**Effective 8/1/22 Nassau County reduced the rate from 3% to 1%.

Application Process

To apply for child care benefits, applicants may use one of two different applications, which must be submitted to their Local Department of Social Services:

1. Applicants applying for Category 1 (Guaranteed) assistance must use the *Application for Certain Benefits and Services (LDSS-2921)*. This application is sometimes referred to as the “Common App” and can also be used to apply for:
 - a. Public Assistance (Temporary Assistance)
 - b. Medicaid
 - c. Supplemental Nutrition Assistance Program (SNAP)
 - d. Child Care in lieu of Temporary Assistance
 - e. Services, including Foster Care, and
 - f. Emergency Assistance.
2. Applicants in need of only child care (i.e., Category 2 Non-Guaranteed assistance) may use the more specific and concise *Application for Child Care Assistance (OCFS-6025)*.

Alternately, applicants may also use the Child Care Assistance Application (CCAA) Portal on the OCFS website to apply for child care services online. This CCAA Portal provides a digital version of the OCFS-6025 application, which allows applicants to apply for most types of Category 2 (Non-Guaranteed) child care except for children placed with a relative or alternate caretaker, children in foster care or children with an open protective case or a preventive case with a protective component. The CCAA Portal may not be used to apply for Category 1 (Guaranteed) child care.

When child care eligibility is being determined, the Local Department of Social Services (LDSS) is expected to:

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1. evaluate documents presented for verification,
2. provide assistance in locating documents, when applicable,
3. document the case record by copying documents and recording appropriate notes in the case record, and
4. document relevant information in the “For Agency Use Only” sections of the applications.

Required Supporting Documentation

Applicants are required to provide verification of their circumstances to validate their eligibility and benefit level throughout the life cycle of a case, including at the time of:

- application,
- redetermination,
- anytime when changes in circumstances are reported that affect the family’s need or eligibility for child care services or puts the family's income over 85% SMI, or
- as part of a program review related to fraud and abuse control activities.

Families in receipt of child care assistance need to verify general eligibility factors such as:

- Absence of parent/caretaker (defined as not living with the child and not having any custody of the child)
- Age of child
- Citizenship/immigration status of child
- Household composition (for determining the CCSU)
- Identity
- Income
- Relationship of caretaker to child
- Residency
- Reason for child care (to justify that there is a programmatic reason for the child to be in child care)
- Special needs, if applicable.

As noted in the chart below, applicants must provide verification documentation for different factors depending on whether the case is for a TA or Non-TA family. For families in receipt of TA, many of these factors have already been verified and need not be verified again.

TA vs. Non-TA Family Verification		
Provide Verification for:	TA Families	Non-TA Families
Absent Parent	✓	✓
Age of Children		✓
Citizenship/Residency Status		✓
Household Members		✓
Identity		✓
Income		✓
Reason for Child Care and Schedule	✓	✓
Relationship Between Caretaker and Child(ren)		✓
Special Needs	✓	✓

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Application Processing Deadlines, Eligibility Period, Redetermination and Timely Notices

Eligibility decisions must be made within 30 calendar days of the date of application. Once an application is approved, child care services are authorized for the “eligibility period”. As part of the recent statewide CCAP changes, child care services under the NYSCCBG may be selected to be provided for either a 12-month or 24-month eligibility period, based on the discretion of the LDSS in their annual Child and Family Services Plan (CFSP). Cases funded under Title XX of the Federal Social Security Act can only be authorized for a 12-month period. **Nassau County has elected to not extend eligibility to 24-month, instead utilizing the more traditional 12-month eligibility period for all child care cases.**

Nassau County has also opted to not pay child care providers during the application review and determination period for all families who apply for child care assistance. Providers who perform child care services for applicants during the application review period risk not being compensated by Nassau County if the application is ultimately denied.

Eligibility redetermination is required:

- at the end of every full eligibility period (i.e., every 12 months in Nassau County),
- when case factors indicate that redetermination could be beneficial to the family (an increase in assistance, a decrease in family share), or
- when changes increase income above 85% SMI, resulting in a case discontinuance.

The local district is responsible for reconsidering, re-evaluating, and verifying all factors concerning need and eligibility for child care services. The NYS Welfare Management System (WMS) tracks case expiration dates and provides a listing of these cases. DSS staff review the list and mail out application packets for redetermination.

The applicant is responsible for:

- completing a new application,
- appearing for an interview, if needed,
- reporting any changes since the last eligibility determination was made, and
- providing verification of eligibility factors.

Applicants and recipients must receive written notice of approval, denial, redetermination, termination, or changes in benefits.

- Written notice of the eligibility decision must be provided to the applicant within 15 calendar days of when the determination is made.
- Districts are encouraged to provide families with as much notice as possible. However, the district must provide a minimum 10-day notice for a change that reduces benefits or forces a change in child care. An increase in benefits may be made without the ten days' notice.

Types of Child Day Care and How Providers Get Licensed with NYS/Do Business with Nassau County

Parents/caretakers are given discretion in selecting or arranging for the purchase of child care services from any eligible provider. Child care providers include:

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- licensed providers (these are heavily State-regulated, higher capacity programs operated in a commercial facility or residence),
- registered providers (these are State-regulated but smaller capacity programs operated in a residence, smaller commercial facility or school setting), and
- enrolled providers who are legally exempt from licensing and registration regulations because they do not meet the definition of child day care in NYS. However, because child care assistance funds are used, the State has set minimum standards for these programs to follow. Examples include close family members/friends/trusted neighbors operated in a residence, or pre-k/nursery schools operated by public/private schools that are already regulated by another government body.

More details on the various kinds of child day care are available throughout Nassau County are illustrated in the chart below.

Types of Child Day Care Providers		
Category	Type (Modality)	Service Description
Licensed Child Care	Day Care Center	- More than six children for more than three hours a day. - Operated in a facility, not a residence. - Six weeks to 12 years, with some exceptions
	Group Family Day Care	- Up to 12 or 16 children. - Operated in a residence. - Six weeks to 12 years, with some exceptions. - One or two providers required to meet ratio.
Registered Child Care	Family Day Care	- Up to 6 or 8 children. - Operated in a residence. - Six weeks to 12 years, with some exceptions. - One provider.
	School-Age Child Care	- More than six school-aged children during non-school hours. - Operated in a facility, not a residence.
	Small Day Care Center	- Three to six children for more than three hours a day. - Operated in a facility, not a residence. - Six weeks to 12 years, with some exceptions.
Enrolled Legally Exempt Group Child Care	Groups Under the Auspices of Another Government Agency	- Operated in a facility, not a residence. - Child care program not required to be licensed or registered.
	Groups <u>Not</u> Under the Auspices of Another Government Agency	- Ex., nursery and pre-school programs, summer day camps, child care programs located on Federal/tribal property.
Enrolled Legally Exempt Informal Child Care	Family Child Care	- Operated in a residence (child's home or another residence).
	In-Home Child Care	- Child care program not required to be licensed or registered.

OCFS oversees the licensing and registration process for licensed and registered providers, which includes an extensive application process of background checks, safety plans, facility details and inspections to ensure the program meets OCFS requirements to promote the health and safety of children in their care.

Legally exempt providers are enrolled, monitored and overseen by enrollment agencies. The Child Care Council of Nassau, Inc. (CCCN) serves as Nassau County's legally exempt enrollment agency and determines if legally exempt providers meet OCFS standards.

Once a provider is licensed and registered with OCFS, or enrolled by CCCN, they can submit documentation to Nassau DSS to become a provider eligible to receive payment for day care services overseen by the County.

Department of Social Services Child Care Assistance Program Overview

Starting a Child Care Program in NYS

The NYS Office of Children and Family Services (OCFS) provides support for people and organizations interested in starting child day care programs in their communities. Any child day care program planning to serve three or more children, for more than three hours a day on a regular basis, must obtain a license or registration from OCFS, as defined by Social Services Law § 390. The child care application and inspection process verifies that the proposed child day care program meets OCFS requirements established to promote the health and safety of children in their care.

To start the process all applicants must register for an online account with OCFS and then complete the OCFS online orientation titled “Child Day Care Orientation”. This orientation is designed to help the applicant decide if operating a child care program in New York State is right for them. It outlines the requirements for opening a child care program, spaces where care can be provided, the required ratio of children to adults, and resources for providers. Orientation includes important rules and regulations that providers need to know to run their business. The orientation also provides information on how to best care for children in their program.

The Child Day Care Orientation consists of video tutorials explaining in detail the role of child care providers. The prospective applicant must complete the General Orientation section plus any modality of child care sections that they wish to apply for. The five modalities of licensed and registered child care are:

- Day Care Center
- Family Day Care
- Group Family Day Care
- School-age Child Care
- Small Day Care Centers

The Child Day Care Orientation takes approximately 90 minutes to complete. Additional time is required for each segment of modality of care that the applicant wants to learn about. Once the General Orientation is completed along with the modality of care orientation that the applicant is interested in, an application request can be submitted online by the provider for the selected modality of care. An email link will be sent to the applicant in several days. The email provides the applicant with their facility ID that is used to identify the application and a link to log-on to the NYS Facilities Application and Management System (FAMS). The log-in requires the applicant to have an NY.GOV account to access the system. The application can be completed online, or a physical copy can be printed and filled out by hand. The application must be completed and submitted to OCFS within 180 days to be considered for approval.

OCFS maintains a network of Regional Offices that can provide application materials, information about the process of starting a program, and help with understanding the legal requirements. In addition to the regional offices, Child Care Resource and Referral Agencies (CCRR) provide guidance and resources to help individuals successfully start and operate child care programs. The Child Care Council of Nassau, Inc. (CCCN) is the referral agency that providers in Nassau County would contact.

The application process requires the completion and submission of numerous documents and steps to be completed by the applicant. It is recommended that the application be completed online through FAMS, as the system tracks the applicants’ progress in completing all the requirements of the application process; however, the application may also be completed manually for submission to OCFS.

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Below is a summary detailing some of the extensive application submission requirements:

- Information must be provided about ownership and the structure of the business, which can be a:
 - Corporation
 - Individual Sole Proprietorship
 - Limited Liability Company (LLC)
 - Partnership
 - Unincorporated Association
 - This is an entity recognized by the IRS, but it does not require legal papers to define it. The registration/license document will list the name of each member of the Association.
 - For any legal entity other than Sole Proprietor, formation papers and filing receipts must be submitted.
- Facility site information including a full building and equipment floor plan.
- Proof that the location is in Nassau County.
- Questionnaires are completed regarding safety considerations such as any onsite or nearby pools or bodies of water, firearms, pets or animals, potable water source, environmental hazards, and the type of fuel burning system that is in use.
- A diagram of any outdoor play areas.
- The provider applicant must be up to date with any personal child support obligations.
- Capacity, caregiver to child ratios, and maximum group sizes are determined on the application which must be adhered to at all times.
- Days and hours of operations are specified:
 - Traditional care is defined as Monday through Friday 6AM – 7PM.
 - Hours outside of traditional care are considered non-traditional care and would include evenings, overnight and weekend care.
- Behavior Management Plan (option to use form OCFS-6018 Plan for Behavior Management).
- Schedule of Program Activities.
- Emergency Plan (option to use form OCFS-6011 Emergency Plan).
- Health Care Plan (the Plan must protect and promote the health of children and be followed by all staff).
- Applicant Compliance Agreement (stating that programs will operate in compliance with Federal and State labor and tax laws).
- Additional Required Documents to be submitted
 - Building Fire Safety Plan
 - Child Support Obligation Statement
 - Directions to Site - drawing or map
 - Emergency Evacuation Diagram
 - Environmental Hazards Inspection

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- Fuel Burning System Inspection
- Proof of Residence
- Report of Water Supply Testing
- Request to Provide Additional Shift of Care
- Schedule of Daily Activities
- Comprehensive background checks for providers and their staff are required. The comprehensive background check includes fingerprint image submissions for the owner/operator, director, on-site provider, site supervisors, assistants, substitutes, employees, volunteers and household members aged 18 and over in family/group family programs, in accordance with New York State law and OCFS child care regulations as set forth in NYS Social Service Law §390-b.
 - The requirements for completing comprehensive background checks are set forth on form OCFS-6000. Programs that are in the initial application phase of licensing/registration must submit documents directly to their regulator's office, as noted on form OCFS-6000.
 - Comprehensive background checks for individuals associated with licensed and registered programs should be completed electronically in the Facility Application and Management System (FAMS). The authorized FAMS user may access the system through their program's MY.NY.GOV account.
 - Form OCFS-6000 provides a list of the required forms, information and processes to complete and meet the requirements as outlined below:
 - The New York State Criminal History Record Check is satisfied by completing the fingerprinting process with verification through the NYS Department of Criminal Justice Services.
 - The National Criminal Record Check is satisfied by completing the fingerprinting process with verification through the Federal Bureau of Investigation.
 - The New York State Sex Offender Registry Search is satisfied by using form OCFS-6001 with verification through the NYS Department of Criminal Justice Services.
 - The National Sex Offender Registry Search is satisfied by completing the fingerprinting process with verification through the National Crime and Information Center.
 - The Statewide Central Register (SCR) Database Check is performed using form LDSS-3370 which is used for verification through the NYS Statewide Central Registry (SCR) of Child Abuse and Maltreatment Online Clearance System.
 - The Staff Exclusion List Check is satisfied by using form OCFS-6022 for verification through the New York State Justice Center.
 - The State Sex Offender Registry, Child Abuse or Maltreatment, and Criminal History Repository Search is satisfied by using form OCFS-6001. This must be completed for each state other than New York where an applicant has lived in the last five years.
- Health & Safety Training Requirements as set forth in Social Service Law §390-a

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- Provider applicants must complete a 15-hour in-person health and safety training course approved by NYS OCFS before receiving an initial license or registration for home-based programs. This training must comply with Federal minimum health and safety pre-service training requirements. The trainings can be facilitated through the local Child Care Council.
- In addition to the initial training requirements, Social Services Law § 390-a requires all staff and volunteers to complete a minimum of thirty (30) hours of training every two years including a minimum of five (5) hours annually. Local Child Care Councils offer several program options to meet this requirement.
- Topics and subject matter of required training include the following:
 - principles of childhood development, focusing on the developmental stages of the age groups for which the program provides care,
 - nutrition and health needs of infants and children,
 - child day care program development,
 - safety and security procedures,
 - business record maintenance and management,
 - child abuse and maltreatment identification and prevention,
 - statutes and regulations pertaining to child day care,
 - statutes and regulations pertaining to child abuse and maltreatment,
 - for operators, program directors, employees and assistants of family day care homes, group family day care homes and child day care centers, education and information on the identification, diagnosis and prevention of shaken baby syndrome, and
 - adverse childhood experiences (ACEs), focused on understanding trauma and on nurturing resiliency.
- Training records are tracked on form OCFS-4880 for individual employees and form OCFS-4879 for the Provider.
 - These forms must be available for inspection by OCFS upon request.
 - A copy of form OCFS-4880 and valid documentation of training hours must be kept in employee personnel files and must be available for review by OCFS when requested. This form (when signed and dated) may be used to transfer training hours between day care programs.

For licensed child care providers and facilities, Federal regulations require not less than one pre-licensure inspection to be performed by licensing inspectors (or qualified inspectors designated by OCFS) for compliance with health, safety, and fire standards. Unannounced inspections for compliance with all child care licensing standards, including an inspection for compliance with health, safety and fire standards is required to be performed annually for all licensed and registered providers.

After the application process and inspections are successfully completed a certificate is issued (license) by OCFS to the provider. OCFS tracks and processes data for licensed, registered and legally exempt providers in the Child Care Facility System (CCFS).

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Registering as a Nassau County Child Care Provider

Once licensed or registered by OCFS, the provider then contacts the Nassau County DSS Day Care Department to request a sign-up packet to become a day care provider for Nassau County. The packet includes the following documents or information requests to be provided and submitted to DSS Day Care:

- Provider contact information.
- Provider rates, operating hours and absence policy.
- Completed W-9 form.
- Employer Identification Number (EIN) verification documents, if using Federal Tax ID.
 - Social Security number if not using an EIN.
- Signed Child Care Time and Attendance (CCTA) user agreement.
 - Provider use of CCTA is strongly recommended but not a requirement.

When completed, the packet and respective documents can be submitted to Nassau County DSS Day Care by mail or email for review and approval. Information from the approved provider packet is used to input and establish the provider in the CCTA database. The following information is required to be entered into CCTA:

- Providers' CCFS ID number.
- Providers' approved rates.
- Providers' operating hours.
 - This information is obtained from OCFS's CCFS database.

After the provider is approved by the DSS Day Care Department, the DSS' Fiscal Department will be contacted to set up and obtain a vendor number for the provider for payment processing in the NYS Welfare Management System (WMS).

The processing time for new agreements to be completed and active is approximately five weeks.

Legally Exempt Child Care

NYS OCFS allows parents/caretakers who receive child care assistance from their Local Department of Social Services (LDSS) to choose different types of child care providers, including legally exempt child care. A Legally Exempt Child Care provider is someone providing child care who is exempt from needing a license or registration but is required to enroll as an informal child care provider or a group child care provider and must be at least 18 years old.

There are two types of legally exempt child care: Informal Child Care or Group Child Care. Each type has multiple sub-types which are further detailed below:

Informal Child Care (also known as "Family, Friend and Neighbor Care")

- Family Child Care
 - Child care is provided in a residence in which one or more of the children receiving child care services do not reside in that residence.
 - Maximum capacity is no more than eight children.
 - No more than two children may be in care for more than three hours simultaneously per day, except when the provider is a relative within the third degree of

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consanguinity of the parents or stepparents of all children in care. Relatives within the third degree of consanguinity of the parent(s) or stepparent(s) of the child include: the grandparents of the child; the aunts and uncles of the child, including spouses of the aunts and uncles; the great aunts and great-uncles of the child, including spouses of the aunts and uncles; the siblings of the child; and the first cousins of the child, including spouses of the first cousins.

- In-Home Child Care
 - Child care is provided in the child's own home.
 - All children in care must live in the home.
 - No capacity limits for In-Home Child Care.

Furthermore, both Family Child Care and In-Home Child Care may be provided by a relative-only or a non-relative. A synopsis for each of these sub-types is provided below:

- Relative-Only Care
 - A provider who is at least 18 years of age.
 - Related by blood, marriage or court decree related to all the children as a grandparent, great-grandparent, sibling living in a separate residence, aunt or uncle.
 - Relative-only providers are required to attest to child welfare and criminal history but will not have to complete a comprehensive background check.
- Non-Relative Care
 - A provider who is at least 18 years of age.
 - NOT related by blood, marriage or court decree related to all the children as a grandparent, great-grandparent, sibling living in a separate residence, aunt or uncle.
 - Non-relative providers are subject to a comprehensive background check.

Group Programs (Legally Exempt Group Programs)

- Groups Under the Auspices of Another Agency
 - A program legally operating under the auspices of another Federal, State, tribal, or local government agency. These programs include:
 - Programs operated by a public school,
 - Non-public nursery school voluntary registered nursery school,
 - New York City school-based programs operating under Article 43, and
 - New York State Department of Health/New York City Department of Health Summer Camps.
- Groups Not Under the Auspices of Another Agency
 - A program not operating under the auspices of another Federal, State, tribal, or local government agency. These programs include:
 - Private school or academy providing compulsory education,
 - Non-profit or private nursery school not registered with the New York State Education Department,
 - A program located on Federal property and not certified to operate by the United States Department of Defense,

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- A program located on tribal property and not a grantee of the Child Care and Development Fund, and
- A program providing care for no more than six school-aged children, during non-school hours, for three hours or less per day.

A legally exempt child care provider must enroll with a Legally Exempt enrollment agency when they have decided to provide care to a child who is in receipt of child care assistance. All required forms listed on form OCFS-6000 must be provided to the enrollment agency for their review and approval. The Legally Exempt enrollment agency for Nassau County is the Child Care Council of Nassau, Inc. The enrollment process requires the following to be performed:

- Day Care Enforcement History Attestation and Database Check
 - All providers/directors must attest to whether or not they have had:
 - An application for a license or a registration to operate a child day care program denied, and/or
 - A license or a registration to operate a child day care program revoked, limited, or suspended.
- Comprehensive Background Checks, which are applicable to:
 - All non-relative providers,
 - Informal employees, volunteers, and family child care household members who are not related to the children in care in any way, and
 - All directors, employees, and volunteers in a legally exempt group program.
- Criminal Convictions Attestation for individuals who are not subject to the comprehensive background check must attest to criminal convictions in the State of New York or any other jurisdiction.
 - A review of any disclosed criminal convictions is conducted by the enrollment agency to determine if enrollment of the provider would pose an unreasonable risk to the safety or welfare of the child(ren) in care. The Sex Offender registry is also checked for all subjects.
- Child Welfare Attestations for individuals who are not subject to the comprehensive background check must attest to whether or not they have been the subject of an indicated child abuse and maltreatment report. If they have been, they must attest they have shared the details of that report with the parent.
- Local Child Welfare Database Check for all relative-only providers, which includes checks for Family Court child protective preceding related to the history of Article 10 removal of a child and history of termination of parental rights.
 - This local child welfare history check is conducted by the district in which the provider lives. It does not include history from other districts.
- Training
 - All non-relative providers, their employees and volunteers, and all directors, employees and volunteers at a group program are subject to training requirements which include five hours of pre-service training and five hours of annual training at renewal.
 - All informal providers have the option to take an additional 10 hours of training for an enhanced rate of pay.
- Additional Local Standards, such as:

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- Child and Adult Care Food Program (CACFP) Participation.
 - Proof of Child Care Site.
 - Proof of Provider Identity.
 - Verification of Criminal Conviction.
 - Verification of Child Abuse and Maltreatment Disclosure.
- Annual Inspections
 - All enrolled non-relative legally exempt providers and legally exempt group programs are inspected annually within 90 days of enrollment/re-enrollment.
 - Relative-only providers are exempt from this requirement.

A Notice of Enrollment form is generated by the enrollment agency (i.e., the Child Care Counsel of Nassau, Inc.) after their review and approval of the legally exempt provider. This notice is submitted to the Nassau County Day Care department to inform them that the legally exempt providers may be selected for child care services by an approved child care applicant.

Required Attendance Records, Computer Applications for Child Attendance and Provider Payments

Eligible providers must maintain daily attendance records which include the date of attendance, time of arrival/departure, and note any full-day absences. Such records must be kept current and accurate.

The Child Care Time and Attendance (CCTA) system managed by KinderSystems is the OCFS approved time and attendance system for districts outside of New York City (NYC). KinderSystems provides two separate programs which work together to efficiently manage child care assistance cases, time and attendance records and accurately calculate child care assistance payments to providers:

- KinderConnect: the providers' program to manage a child's time and attendance and submit to the local district for payment.
- KinderTrack: the local districts' program to manage child care assistance cases, review timesheet submittals, and compute payments for providers.

Providers are encouraged to keep and submit attendance records via CCTA, or they can keep and submit paper records to their LDSS for review and processing. While providers are not required to submit timesheets electronically, all districts must offer providers the option to sign up for web submittal. Conversely, as of April 1, 2025, all districts other than NYC must use CCTA for processing and paying claims for reimbursement under NYSCCBG and Title XX.

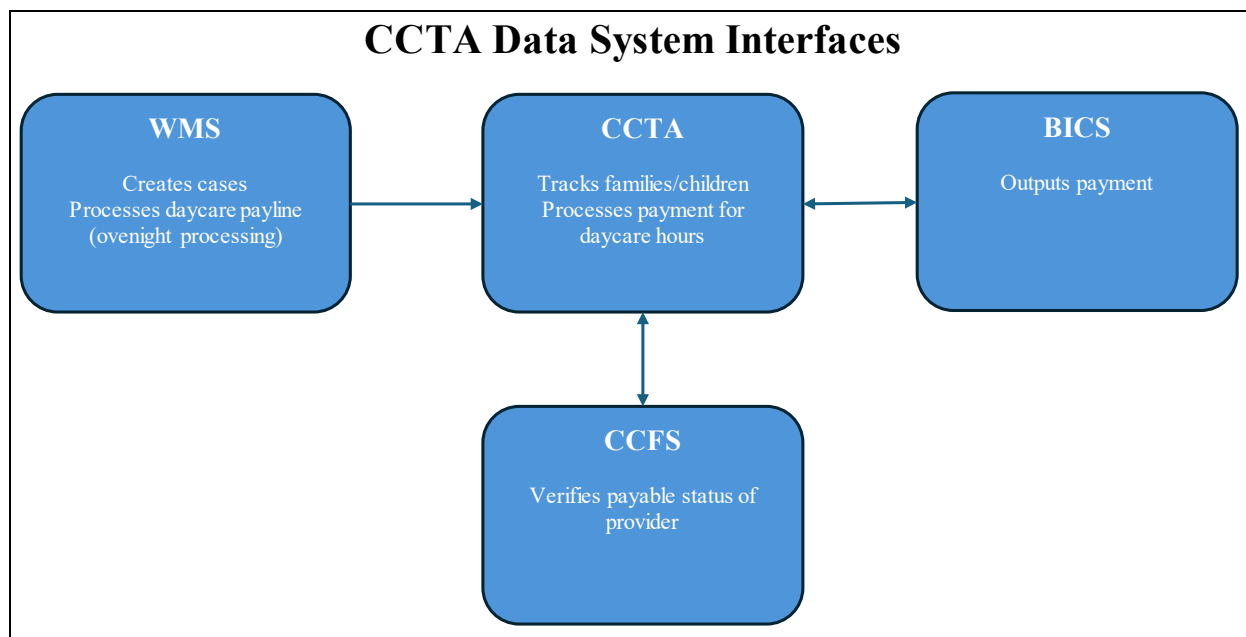
CCTA interacts with multiple other NYS databases to facilitate payment to providers:

- After an application is approved, Day Care staff create a DSS services case in the NYS Welfare Management System (WMS) with ongoing Purchase of Services (POS) lines. The case information is automatically imported into CCTA daily.
- Day Care staff create a schedule(s) for each child and each provider in CCTA. CCTA is then used to track attendance by case and calculate, authorize, and pay timesheets in CCTA to generate payments to providers.

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- As part of the payment authorization process, CCTA connects to the NYS Child Care Facilities System (CCFS) to verify providers are properly licensed and eligible to be paid for child care services.
- Once verified as properly payable, the payment information can be exported from CCTA into the NYS State Benefits Issuance Control System (BICS) for either check generation or direct deposit.

The following illustration shows a summary of these data interfaces.



Source: OCFS Child Care Time and Attendance (CCTA): Examiner Training manual as of May 7, 2025

WMS = NYS Welfare Management System

CCTA = NYS Child Care and Attendance

CCFS = NYS Child Care Facilities System

BICS = NYS State Benefits Issuance Control System

Recent Payment Process Changes – Cancellation of Requirement for Prospective and Enrollment Based Payments

Effective April 30, 2024, Federal regulations required changes to child care provider payments, including paying providers prospectively (i.e., before the service is provided, rather than after completion) and basing payments on a child's authorized enrollment (rather than actual attendance). At that time, NYS OCFS did not have systems in place for districts to pay providers prospectively or based on enrollment, so OCFS applied for temporary waivers of these requirements while a statewide system was developed. OCFS' waivers were granted by the Federal Office of Child Care for the period of April 30, 2024, through August 1, 2026.

In December 2025, Federal investigations were launched due to reports of fraud related to prospective and enrollment-based payments with Minnesota's child care assistant program.

Subsequently, on January 5, 2026, the U.S. Department of Health and Human Services (HHS) through its Administration for Children and Families rescinded provisions in the 2024 Child Care and Development Fund rule that weakened oversight and increased the risk of waste, fraud and abuse in Federally funded state child care. Attendance-based billing was restored, and upfront payments are no longer required.

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Day Care Provider Rates

Child care providers set their own rates (actual cost of service). However, payments for child care services under the NYSCCBG and Title XX must be for the actual cost of care, up to a maximum of the applicable “market rate”, which is established by OCFS. The LDSS must maintain provider rates in their case files so that appropriate rate (actual cost of service or market rate) may be applied for payment. **Providers will be paid the lesser of the actual cost of service rate or the market rate.** Families in receipt of CCAP benefits are responsible for paying any differences between the market rate and the actual amount that the provider charges.

The CCAP market rates are specific to the type of child care, provider’s county, child’s age and the duration of care. Duration of care is based on the following:

- **Weekly** – Child care services are provided for 30 or more hours over the course of five or fewer days in a single week. (The weekly rate is meant to apply to a full-time child care slot, using a minimum threshold of six hours per day up to a maximum of 12 hours per day, for five days in a week. When care exceeds five days in a week or 12 hours in a day, additional rates are applicable.)
- **Daily** – Child care services are provided for less than 30 hours over the course of five or fewer days in a single week and for at least six but less than 12 hours per day.
- **Part-Day** – Child care services are provided for less than six hours per day.

Nassau County’s most recent market rates from October 1, 2024 to present, are as follows:

Nassau County Day Care Market Rates October 1, 2024 - Present									
Day Care Center					School-Age Child Care				
Duration	Age of Child				Duration	Age of Child			
	Under 1 1/2 yrs	1 1/2 - 2 yrs	3-5 yrs	6-12 yrs		Under 1 1/2 yrs	1/2 - 2 yr	3-5 yrs	6-12 yrs
Weekly	\$ 484	\$ 444	\$ 411	\$ 340	Weekly	\$ -	\$ -	\$ 411	\$ 340
Daily	\$ 97	\$ 90	\$ 85	\$ 75	Daily	\$ -	\$ -	\$ 85	\$ 75
Part-Day	\$ 65	\$ 60	\$ 57	\$ 50	Part-Day	\$ -	\$ -	\$ 57	\$ 50

Family Day Care Home and Group Family Day Care Home					Informal Child Care - Standard Rate				
Duration	Age of Child				Duration	Age of Child			
	Under 2 yrs	2 yrs	3-5 yrs	6-12 yrs		Under 2 yrs	2 yrs	3-5 yrs	6-12 yrs
Weekly	\$ 404	\$ 400	\$ 380	\$ 350	Weekly	\$ 263	\$ 260	\$ 247	\$ 228
Daily	\$ 85	\$ 80	\$ 78	\$ 75	Daily	\$ 55	\$ 52	\$ 51	\$ 49
Part-Day	\$ 57	\$ 53	\$ 52	\$ 50	Part-Day	\$ 37	\$ 34	\$ 34	\$ 33

Legally Exempt Group Child Care					Informal Child Care - Enhanced Rate				
Duration	Age of Child				Duration	Age of Child			
	Under 1 1/2 yrs	1 1/2 - 2 yrs	3-5 yrs	6-12 yrs		Under 2 yrs	2 yrs	3-5 yrs	6-12 yrs
Weekly	\$ -	\$ -	\$ 308	\$ 255	Weekly	\$ 283	\$ 280	\$ 266	\$ 245
Daily	\$ -	\$ -	\$ 64	\$ 56	Daily	\$ 60	\$ 56	\$ 55	\$ 53
Part-Day	\$ -	\$ -	\$ 43	\$ 38	Part-Day	\$ 40	\$ 37	\$ 36	\$ 35

Weekly = Care provided for 30 or more hours over the course of five or fewer days in a single week.

Daily = Care provided for at least six but less than 12 hours per day for less than 30 hours in a single week.

Part-Day = Care provided for less than six hours per day.

As a very basic example, a Day Care Center in Nassau County which usually charges \$500 for the weekly care of a 3-year-old would only receive the market rate of \$411. If the Family Share was \$15, the Day Care Center would be paid \$396 by Nassau DSS and \$15 directly from the family.

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The family may be responsible for the \$89 gap between the provider's actual cost (\$500) and the market rate cap (\$411), depending on the provider's policies. If the parents/caretakers are unwilling or unable to increase their out-of-pocket expenses, they can search for another provider whose costs are closer to the market rate.

How Are Provider Market Rates Determined?

Federal and New York State law require the State to establish payment rates for child care assistance that are sufficient to ensure equal access to child care services for eligible children, as compared to children not eligible for assistance [42 USC §9858c(c)(4)(A); New York State Social Services Law (SSL) §410-x(4)]. Federal regulation requires that payment rates be based on the results of the most recent market rate survey or an approved alternative methodology [45 CFR §98.45(f)(2)(i)].

State law requires OCFS to establish market-related payment rates ("market rates") for child care services (SSL §410-x(4)). The market rates must consider the variations in costs of providing child care in different settings and to children of different age groups as well as the additional cost of providing child care to children with special needs. **In 2023, OCFS conducted an online survey of licensed and registered child care providers from across the state,** as well as group day care programs in New York City (NYC) permitted by the NYC Department of Health and Mental Hygiene. Nearly 6,000 child care providers responded to the survey by reporting at least one price.

While not required to be set at the 75th percentile of prices reported on the survey, the Federal Office of Child Care emphasizes the importance of the 75th percentile as a benchmark for ensuring equal access for families with child care assistance. Additionally, rates set above the 75th percentile may be necessary to afford access to high quality care for children.

Based on the results of the 2023 market rate survey, OCFS established market rates at no less than the 80th percentile of prices reported on the survey by licensed, registered and permitted child care providers for each LSSD grouping by modality of care, age group, and rate type (weekly, daily, or part-day). In some instances, the market rates were set above the 80th percentile to provide a minimum 5% increase from 2022 market rates. According to OCFS, these increases allow providers to better meet health, safety, quality and staffing requirements for high quality child care and ensure the providers get paid closer to what they charge private-pay families.

Different market rates have been established over time, including in 2011, 2014, 2016, 2019, 2022 and most recently 2024. Market rates are typically updated every two to three years.

Applying Special Circumstances to Market Rates

There are also special circumstances to consider when determining child care assistance payments which may alter the rates paid to providers, including:

- child support for child care,
- differential payment rates, and
- the market rate for children with special needs

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Child Support for Child Care

The cost of care must be adjusted if there is a child support payment being made to the parent/caretaker for child care or directly to the provider. The child care portion of the child support payment must be deducted from the provider's usual rate for child care, or the market rate, whichever is less. Then the Family Share may be deducted from the balance to arrive at the child care benefit amount that will be paid to the provider.

For example, if a provider should be paid a market rate of \$350 but the non-custodial parent makes a \$50 child care payment, the maximum allowable payment made by the district will be reduced to \$300. If there is a \$15 Family Share, then the child care benefit amount that will be paid by the district to the provider is adjusted down to \$285 and the family will independently pay the provider their \$15 Family Share.

Differential Payment Rates

There are three special circumstances where the rate paid to a provider is more than the weekly or daily market rate: (1) care during non-traditional hours, (2) care for children experiencing homelessness, and (3) nationally accredited programs. Differential payment rates apply to the actual cost of care or the applicable market rate, whichever is less.

As part of its annual Child and Family Services Plan (CFSP), Nassau County has elected not to provide differential rates for national accreditations; however, differential rates are provided for homelessness and care provided during non-traditional hours. Non-traditional hours are defined as child care provided before 6 a.m. or after 7 p.m. during Monday through Friday, any hour during Saturday and Sunday, and any hour during certain Federal holidays. The following chart outlines Nassau's differential rates specified in the 2025 Annual Update filed for its Child and Family Services Plan (CFSP):

Nassau County Day Care Differential Payment Rates	
Differential Payment Rate Category	Differential Payment Rate %
Homelessness: Licensed and Registered Providers <i>(State required minimum of 10%*)</i>	10%
Homelessness: Legally Exempt Providers	0%
Non-traditional Hours: All Providers <i>(State required minimum of 10%*)</i>	10%
Nationally Accredited Programs: Licensed and Registered Providers <i>(Legally exempt child care providers are not eligible for a differential payment rate for accreditation.)</i>	0%

* Minimum differentials raised from 5% to 10% effective 4/1/2025.

Note: Providers that are eligible for multiple differential payment rates will be reimbursed the total amount of all eligible differential payment rates up to 35% above market rate or the actual cost of care, whichever is less, unless the district has an approved waiver from OCFS to pay above the 35% maximum differential payment rate.

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Market Rate for Children with Special Needs

The rate for a child determined to have special needs is 115% of the market rate that would otherwise apply to such child based on the child's age, location of care, type of care, and rate type. CCTA automatically calculates the special needs rate.

Jurisdiction Responsible for Payments When Applicants Move Between Districts

In situations when a family in receipt of child care services moves from one social services district to another social services district within the State, the social service district responsible for paying the provider for the child care services depends upon whether the case is paid with NYSCCBG or Title XX funds.

- NYSCCBG = The district that approves the case is responsible throughout the eligibility period.
- Title XX = The district in which the family resides is responsible for child care services

If a family receiving child care assistance no longer resides in NYS, the family is no longer eligible.

Absences & Program Closure Policies

Licensed, registered and enrolled providers are entitled to be compensated for qualifying absences and program closures. OCFS have changed absence payment regulations over time, resulting in different policies for district reimbursement payments on behalf of children who are temporarily absent from child care.

In October 2023, OCFS amended the CCAP absence policy to standardize the CCAP throughout the State, in accordance with SSL 410-x(9), so that all districts are required to reimburse up to 80 absences per child, per provider, per State Fiscal Year (April 1st through March 31st), when a child is temporarily absent from child care.

Qualifying absences include absences from care when:

- the absence occurs during the child's regularly scheduled time in care (absences cannot be billed by other providers whom the parents use for the occasional time when their regular provider is not available),
- the provider ordinarily charges the caretaker on a daily or part-time basis and child care assistance was not provided elsewhere, and
- the provider charges private-pay families for absences.

Additionally, to ensure equality across the State, districts no longer have the option to elect whether program closures will be paid, or to determine the number of program closures paid to eligible providers per year. All districts are required to pay for up to 20 program closures to licensed, registered, and legally exempt group programs on a per child, per provider, per State Fiscal Year basis. Program closures may be due to holidays (Federal, State, religious or cultural holidays), extenuating circumstances (e.g., natural disaster, severe weather, emergencies), or, in limited circumstances, professional development. Informal legally exempt child care providers are not eligible for payment for program closures.

The following rules apply to payments for program closures:

- Payment only for children who would normally attend on the day the program is closed.

Department of Social Services Child Care Assistance Program Overview

- The provider must also charge private pay families for program closures.
- If the provider charges the family a daily or part-day fee and actual care was provided somewhere else, then the district will not pay for the closed program.

Recent Changes to Absences & Program Closures

Prior to the requirements enacted in October 2023, Nassau County specified their absence and program closure policies in the Annual Updates filed for their Child and Family Services Plan (CFSP).

- Prior to November 2021, districts chose whether they allowed payments for absences and program closures to certain providers, based on the number of absences per child, per month, per base period (either 3 or 6 months depending on district choice). Payment for program closures was also a district option.
- November 2021 OCFS amendments required districts to pay 24 absences per child, per provider, per State Fiscal Year, and had the option in their Child and Family Services Plan (CFSP) to increase the number of paid absences for an additional 1 to 56 absence days per year (for a total of 25 to 80). The District also had the option to choose whether program closures will be paid, or to select the number of program closures paid to eligible providers per year.

The chart below summarizes Nassau's paid absence and program closures from 2011-present.

Nassau County Day Care Payments for Absences and Program Closures 2011-Present					
Child and Family Services Plan (CFSP)	Number of Absences Allowed				
	Absence Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total # of Absences Allowed (# of days)	Paid Program Closures (# Days)
2011 - 2020	In a month	5	3	8	0
	Base period (6 months)	12	3	15	0
2021	State Fiscal Year* (4/1 - 3/31)	24	16	40	0
2022	State Fiscal Year* (4/1 - 3/31)	24	16	40	0
2023	State Fiscal Year* (4/1 - 3/31)	24	56	80	20
2024 - Present	State Fiscal Year* (4/1 - 3/31)	80	N/A	80	20

Source: 2011-2024 Nassau County Child Care Assistant Program (CCAP) Child and Family Services Plan (CFSP) Annual Updates.

*The absence counter resets on April 1st of every year.

Additionally, the following chart serves as an example of the approximate financial impact that the increase in paid absences has had on a 2-year-old child attending a Day Care Center who was paid for the maximum number of absences and program closures per State Fiscal Year. In this example, costs for paid absences and program closures increased from approximately \$1,850 (30 days) to \$9,000 (100 days) for a single child.

Department of Social Services Child Care Assistance Program Overview

Example: Financial Effect of Increased Payable Absences Nassau County Day Care Center, 2 Year Old Child State Fiscal Years 2020 - 2026				
State Fiscal Year	Max # Payable Absences + Program Closures Per State Fiscal Year*	Nassau County Day Care Daily Market Rate for Day Care Center, 2 Year Old Child	Prorated # Payable Absences + Program Closures to Market Rate Timeframe	Estimated Absence Cost Day Care Center, 2 Year Old Child
4/1/19-3/31/2020	30	4/1/19 - 4/30/19 = \$57 5/1/19 - 3/31/20 = \$62	4/1/19 - 4/30/19 = 2 days 5/1/19 - 3/31/20 = 28 days Total = 30 days	4/1/19 - 4/30/19 = \$114 5/1/19 - 3/31/20 = \$1,736 Total = \$1,850
4/1/20-3/31/2021	40	\$62	40 days	\$2,480
4/1/21-3/31/2022	40	\$62	40 days	\$2,480
4/1/22-3/31/2023	100	4/1/22 - 5/31/22 = \$62 6/1/22 - 3/31/23 = \$82	4/1/22 - 5/31/22 = 17 days 6/1/22 - 3/31/23 = 83 days Total = 100 days	4/1/22 - 5/31/22 = \$1,054 6/1/22 - 3/31/23 = \$6,806 Total = 7,860
4/1/23-3/31/2024	100	\$82	100 days	\$8,200
4/1/24-3/31/2025	100	4/1/24 - 9/30/24 = \$82 10/1/24 - 3/31/25 = \$90	4/1/24 - 9/30/24 = 50 days 10/1/24 - 3/31/25 = 50 days Total = 100 days	4/1/24 - 9/30/24 = \$4,100 10/1/24 - 3/31/25 = \$4,500 Total = \$8,600
4/1/25-3/31/2026	100	\$90	100 days	\$9,000

*State Fiscal Year (SFY) is 4/1 - 3/31. The absence counter resets on April 1st of every year.

Nassau County Day Care Daily Market Rate for Day Care Center, 2 Year Old Child:

Rate effective June 1, 2016 = \$57. Rate effective May 1, 2019 = \$62. Rate effective June 1, 2022 = \$82. Rate effective October 1, 2024 = \$90

Nassau County Financial & Operational Information

Program and Administrative Expenditures

The Federal, State and local governments all provide funding to the Child Care Assistance Program (CCAP) with the greatest share coming from the Federal and State governments through the New York State Child Care Block Grant (NYSCCBG). OCFS allocates NYSCCBG funds to Local Departments of Social Services (LDSSs) on a Federal Fiscal Year basis (October 1 - September 30) and LDSSs can be reimbursed for their CCAP program and administrative expenditures up to the amount of NYSCCBG funds they were assigned. Any spending beyond the amount allocated to the LDSS must be absorbed using local district funds.

Local Departments of Social Services (LDSSs) using NYSCCBG funds must maintain district spending for child care services at a level established by OCFS (known as a Maintenance of Effort Level or MOE). If the LDSS does not meet the required MOE at the end of the Federal Fiscal Year, the amount of NYSCCBG funding the LDSS can obtain may be reduced proportionately.

The chart below illustrates Nassau County's NYSCCBG allocations, including any prior year rollover funds and pandemic allocations, and its Maintenance of Effort (MOE) for Federal Fiscal Years 2020 – 2026.

Nassau County NYSCCBG Allocations & Maintenance of Effort Levels Federal Fiscal Years (FFY) 2020 - 2026							
Summary	FFY20 (10/1/19- 09/30/20)	FFY21 (10/1/20- 09/30/21)	FFY22 (10/1/21- 09/30/22)	FFY23 (10/1/22- 09/30/23)	FFY24 (10/1/23- 09/30/24)	FFY25 (10/1/24- 09/30/25)	FFY26 (10/1/25- 09/30/26)
Prior Year Rollover	\$ 5,904,395	\$ 23,552,870	\$ 35,893,685	\$ 48,013,360	\$ 59,245,677	\$ 26,365,914	\$ 18,079,102
Original Ceiling	\$ 66,981,253	\$ 65,063,580	\$ 68,162,116	\$ 63,221,272	\$ 53,264,217	\$ 130,005,918	\$ 144,321,992
Pandemic Funds Allocation	\$ -	\$ -	\$ -	\$ 33,209,818	\$ 16,604,909	\$ -	\$ -
Total Ceiling (Allocation)	\$ 72,885,648	\$ 88,616,450	\$ 104,055,801	\$ 144,444,450	\$ 129,114,803	\$ 156,371,832	\$ 162,401,094
Nassau County MOE	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621

Source: Child Care Block Grant Ceiling Reports for FFY 2020 (10/1/2019-9/30/2020 - FFY 2026 (10/1/25-09/30/26) as of 7/24/2026.

Department of Social Services Child Care Assistance Program Overview

Local Departments of Social Services are reimbursed with NYSCCBG funds for programmatic expenditures (i.e., the cost of paying providers for child care services) up to the LDSS's allocation as follows:

- 75% for families receiving Temporary Assistance (TA). The County pays the other 25%.
 - The 25% local share of claims for expenditures for TA recipients, and any other non-Title XX expenditures that are allowable but not reimbursed under the NYSCCBG allocation, serves as the expenditures against Nassau's MOE.
- 100% for all other eligible families.

Additionally, under Federal requirements, each LDSS may expend no more than 5% of its NYSCCBG allocation for administrative expenditures. Any administrative spending beyond this limit must be absorbed using local district funds.

The 5% limit applies to departmental administrative overhead and relates to staff and overhead costs that are not directly dealing with clients. Staff and administrative costs directly associated with running the CCAP program are exempt from the 5% cap. The following chart provides more details as to the characteristics of the two different categories of NYSCCBG administrative expenditures.

NYSCCBG Administrative Expenditures		
Category on Ceiling Report	"5% Admin. Day Care Block Grant"	"All Other Adm Day Care Block Grant"
Primary Focus	Centralized, non-operational overhead (Executive, HR, Fiscal)	Direct operational program costs to run the CCAP subsidy program
NYSCCBG Cap	Strictly capped at 5% of the total allocation.	No specific % cap (subject to overall allocation total).
Included Administrative Activities	- providing local officials and the public with information about the program	- eligibility determinations and redeterminations
	- conducting public hearings	- preparation and participation in judicial hearings
	- monitoring program activities for compliance with program requirements	- child care placements
	- maintaining substantiated complaint files	- recruitment, licensing, inspection, review, and supervision of child care placements
	- coordinating the resolution of audit and monitoring findings	- rate setting for contract development
	- evaluating program results	- resource and referral services
	- managing or supervising persons with responsibilities providing direct services for Day Care operations	- training
	- travel costs incurred for official business in carrying out the program	- the establishment and maintenance of computerized child care information systems
	- other costs for goods and services required for the administration of the program including rental or purchase of equipment, utilities, and office supplies	

Administrative costs for the Nassau County DSS Day Care department include the following:

- Salaries and wages for current employees, including overtime.
- Fringe Benefits for all current and retired employees (employer contributions or expenses for social security (FICA), health/dental/optical insurance plans, unemployment insurance coverage, pension plans, Medicare reimbursements, MTA Mobility Tax, and CSEA Legal Plan).
 - For monthly reimbursement filings, Fringe Benefits are estimated and submitted at 65% of DSS-wide salary expenses. An annual reconciliation is performed to adjust the Fringe Benefits amount up or down to match actual annual costs once they are determined.
- Non-Salary Costs (contracts, equipment and supplies, training, petty cash).

Department of Social Services Child Care Assistance Program Overview

- District Overhead and Allocated Central Services Costs (allocated expenditures for the DSS Commissioner, their staff and other DSS staff engaged in administrative and support services such as accounting and other monitoring activities, budgeting, payroll preparation, audit services, fraud and abuse activities, data collection activities, legal activities, program coordination and consultation activities, personnel administration, printing and reproduction, automated data processing, insurance, building space and related facilities, etc.)

Administrative costs (salary, fringe benefits, and non-salary expenditures) must be either directly charged or pooled and allocated to specific categories or programs. The process for the distribution and claiming of the district's administration costs are outlined in the LDSS's Cost Allocation Plan and county-wide Central Services Cost Allocation Plan.

Operational and overhead costs that are not directly charged to the program are allocated to the NYSCCBG based on the results of quarterly Services Random Moment Surveys (SRMS) which are conducted by NYS. The SRMS uses sample observations which identify the portion of workers' time that is reimbursable under Federal and State programs. The survey observations are accumulated and summarized into quarterly percentages which are used to mathematically allocate those shared administrative costs amongst different DSS programs.

The administrative expenditures claimed to NYS are based on the allocation of administrative expenditures that are combined and then distributed amongst various DSS programs, not just CCAP. As long as Nassau County does not exceed its NYSCCBG allocation ceiling then all Day Care administrative costs are theoretically 100% reimbursed; there is no metric to measure actual NYSCCBG specific administrative expenditures to the amounts reimbursed on a 1:1 basis. In general, Nassau DSS estimates their reimbursable administrative costs, for all DSS programs, to be approximately 65% of their cost; but this varies by program.

How are Reimbursable Child Care Expenditures Claimed to the State?

Reimbursable Expenditures are submitted to NYS on monthly claims through the NYS Automated Claiming System (ACS) and summarized on the Child Care Block Grant Ceiling Report. There are two different submission types for the NYSCCBG:

- RF2 = Program Expenditures (i.e., the child care subsidies paid to parents/caretakers or providers, which are separated by 100% Day Care Block Grant (Child Care Only Cases) and 75% Day Care Block Grant (TA Cases))
- RF-2A = Administrative Expenditures (Salaries, Fringe Benefits and overhead for staff performing work for the Child Care Assistance Program, which are separated by administrative expenses subject to the 5% cap and administrative expenses not subject to the cap).

A summary of Nassau County's overall CCAP reimbursement process is as follows:

- Providers submit child attendance and payment requests to the Nassau County DSS Day Care department (either digitally through CCTA or paper documents to DSS Day Care).
- Staff at the Nassau County DSS Day Care department review the provider submitted attendance and payment requests, and upon approval submit payment authorization documentation to DSS Fiscal/Accounts Payable for further review and payment processing.

Department of Social Services Child Care Assistance Program Overview

- Payments for child care services are reviewed and verified by the DSS Fiscal/Accounts Payable unit. Payments will then be processed and sent to Day Care providers. DSS Fiscal will provide supporting documentation for processed payments to the Comptroller's Vendor Claim's department for subsequent review upon request.
- In the beginning of the month, a Monthly Case Composite Roll Report is automatically generated by NYS BICS report writing applications, the Production Hosting Reports & Enterprise Documents (PHRED) system or the Text Report Extractor and Translator (TREAT) application, summarizing Nassau County DSS Child Care expenditures for the previous month.
- Staff from DSS Fiscal/Claims and Audits unit assembles information from the Monthly Case Composite Roll Report and additional supporting documents to create a Monthly Statement of Assistance Expenditures and Claims for Federal and State Aid (RF2 Program Expenditures Reimbursement Claim) for the prior month's financial activity.
- Staff from DSS Fiscal/Claims and Audits unit assembles administrative information (such as monthly payroll) to create a Monthly Statement of Administrative Expenditures – Federal and State Aid (RF2A Administrative Expenditures Reimbursement Claim) for the prior month's administrative activity.
- Reimbursement Claims are submitted to NYS by the 20th of the month via the NYS Automated Claiming System (ACS).
- NYS reviews Nassau County's Reimbursement Claims. Approximately 3 months later, Nassau County receives reimbursement funds from NYS via electronic bank transfer/ACH.

Financial activity for the NYSCCBG is monitored via a Child Care Block Grant Ceiling Report which, amongst other things, monitors the LDSS' financial activity and ensures compliance with the LDSS' required Maintenance of Effort.

A summary of Nassau County's NYSCCBG Ceiling Reports for Federal Fiscal Year (FFY) 2020 through June of Federal Fiscal Year 2026 and some significant metrics are noted as follows:

NYSCCBG Ceiling Report Summary Federal Fiscal Years (FFY) 2020 - 2026							
Summary	FFY20 (10/1/19- 09/30/20)	FFY21 (10/1/20- 09/30/21)	FFY22 (10/1/21- 09/30/22)	FFY23 (10/1/22- 09/30/23)	FFY24 (10/1/23- 09/30/24)	FFY25 (10/1/24- 09/30/25)	*FFY26 (10/1/25- 09/30/26)
Prior Year Rollover	\$ 5,904,395	\$ 23,552,870	\$ 35,893,685	\$ 48,013,360	\$ 59,245,677	\$ 26,365,914	\$ 18,079,102
Original Ceiling	\$ 66,981,253	\$ 65,063,580	\$ 68,162,116	\$ 63,221,272	\$ 53,264,217	\$ 130,005,918	\$ 144,321,992
Pandemic Funds Allocation	\$ -	\$ -	\$ -	\$ 33,209,818	\$ 16,604,909	\$ -	\$ -
Total Ceiling	\$ 72,885,648	\$ 88,616,450	\$ 104,055,801	\$ 144,444,450	\$ 129,114,803	\$ 156,371,832	\$ 162,401,094
5% Admin Ceiling	\$ 3,644,282	\$ 4,430,823	\$ 5,202,790	\$ 7,222,223	\$ 6,455,740	\$ 7,818,592	\$ 6,500,296 **
100% Fed Reimb - Day Care Only Cases	\$ 46,982,757	\$ 51,757,722	\$ 54,945,696	\$ 83,734,697	\$ 97,497,179	\$ 134,783,099	\$ 116,308,104
75% NYS Reimb - TA Cases	\$ 891,236	\$ 344,718	\$ 398,449	\$ 679,118	\$ 3,090,310	\$ 1,795,199	\$ 2,522,749
5% Admin	\$ 1,461,817	\$ 1,276,693	\$ 1,275,275	\$ 1,192,393	\$ 1,373,546	\$ 1,645,751	\$ 1,624,119
All Other Admin	\$ 1,240,600	\$ 817,637	\$ 975,231	\$ 884,868	\$ 1,193,384	\$ 1,044,904	\$ 617,879
Reimbursable Expenditures	\$ 50,576,410	\$ 54,196,770	\$ 57,594,651	\$ 86,491,076	\$ 103,154,419	\$ 139,268,953	\$ 121,072,851
(Over)/Under Ceiling (Potential Rollover for Next Year)	\$ 22,309,238	\$ 34,419,680	\$ 46,461,150	\$ 57,953,374	\$ 25,960,384	\$ 17,102,879	\$ 41,328,243
Nassau County MOE	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621	\$ 1,574,621
25% County Expense - TA Cases	\$ 297,077	\$ 114,904	\$ 132,812	\$ 226,371	\$ 1,030,099	\$ 598,398	\$ 840,914
(Over)/Under MOE	\$ 1,277,544	\$ 1,459,717	\$ 1,441,809	\$ 1,348,250	\$ 544,522	\$ 976,223	\$ 733,707
Ceiling Adjustment to Meet MOE	\$ 1,277,544	\$ 1,459,717	\$ 1,441,809	\$ 1,348,250	\$ 544,522	\$ 976,223	\$ 733,707

Source: Child Care Block Grant Ceiling Reports for FFY 2020 (10/1/2019-9/30/2020 - FFY 2026 (10/1/25-09/30/26) as of 7/24/2026.

* FFY26 data only includes claims through 6/30/2026. Data is as of 7/24/2026.

** The 5% Admin Ceiling noted on the FFY26 Ceiling Report from 7/24/26 is based on the original ceiling amount of \$130,005,918, which does not include funds subsequently allocated after the passing of the NY State Fiscal Year 2026-2027 budget. Numbers subject to change as the FFY is still taking place.

TA = Temporary Assistance (also known as Public Assistance)

MOE = Maintenance of Effort

Department of Social Services Child Care Assistance Program Overview

- **The Original Ceiling (i.e., the amount of the NYSCCBG funds allocated to Nassau County excluding any rollovers or other funding sources) has increased 94% from FFY 2020 (\$66,981,253) to FFY 2025 (\$130,005,918).**
- **Reimbursable Expenditures (i.e. the expenditures claimed against the Total Ceiling) have increased 175% from FFY 2020 (\$50,576,410) to FFY 2025 (\$139,268,953).**
- **Nassau County's Reimbursable Expenditures have not gone above its Total Ceiling in any FFY from 2020 to 2025. However, FFY 2025 Reimbursable Expenditures were only under the Total Ceiling due to prior year rollovers.**
- **Nassau County has not spent above its 5% administrative expenditure ceiling in any FFY from 2020 to 2025 and has averaged \$4.4 million under ceiling during this timeframe.**
- **Since Nassau has not reached its Maintenance of Effort Level (MOE) for any of the fiscal years listed above, the actual cost to the County for the NYSCCBG related child care expenditures, after reimbursements, is just the MOE of \$1,574,621 which has remained unchanged for years.**

What Happens if Child Care Expenditures Exceed the NYSCCBG Ceiling?

Districts must continue to open and pay for guaranteed child care cases (i.e., Category 1 cases) for eligible families regardless of whether the district has NYSCCBG funds available to pay for such costs. The district may deny services to a family who is not eligible for a child care guarantee (i.e., Category 2 cases) if the district does not have sufficient funding available because all the available funds are projected to be needed for open child care cases.

In their Child and Family Services Plan (CFSP), districts are given the option to establish a waiting list for new applicants and redeterminations not eligible for a child care guarantee when it has projected it will have insufficient NYSCCBG funds. Separate waiting lists can be maintained for cases funded under the NYSCCBG and those funded under Title XX. If a district doesn't have a waiting list, applicants are simply denied due to insufficient funding. If/when funding becomes available, the district is encouraged to inform previously denied families that they may reapply. (Note: Effective October 1, 2026, establishing waiting lists will become mandatory for all districts, it will no longer be a district option).

When a waiting list has been established, the district must continue to accept all applications for child care assistance and determine eligibility for new cases and redeterminations, prior to placing a family on the waitlist. When a family is determined eligible and is added to a waiting list, the district must still notify the family that their application has been denied due to insufficient funding, and that the family has been placed on the waiting list.

When funds become available, the district must prioritize case openings in the following order: Federally mandated populations must be opened first, followed by State established priorities. More information about case openings, Federal priorities, State priorities and wait lists is included in Appendix B.

Department of Social Services Child Care Assistance Program Overview

Title XX Funds

In addition to NYSCCBG funds, Nassau County has elected to use Title XX Social Service Block Grant (SSBG) funds to provide child care for certain child protective services, child preventive services and foster care cases.

Title XX provides annual funding from the United States Department of Health and Human Services to for a range of social services. Title XX is a capped entitlement program, meaning each state receives a fixed allocation based on its population. Approximately 5% of the total New York State Title XX allotment is allocated to support training activities for LDSSs and the NYS OCFS staff. The remaining 95% is allocated to LDSSs for a variety of other purposes. The majority of Title XX funds are provided for the reimbursement of LDSS expenditures for adult protective services (APS) and domestic violence (DV) services; the remaining Federal award is available to reimburse eligible child welfare services expenditures.

Title XX funds may also include transferred allocations from the primarily Federally funded Flexible Funds for Family Services (FFFS). FFFS funds are allocated by the State to each district to support a range of services to address the needs of low-income families. FFFS funds transferred into Title XX can be used for children and their families with income below 200% of the Federal poverty level. (Note: From FFY 2020 to FFY 2026, Nassau County did not allocate any FFFS funds into their NYSCCBG, only Title XX.)

Title XX Ceiling Reports do not include details specific to Title XX CCAP reimbursements. As a result, auditors have prorated overall Title XX ceiling report reimbursement figures against Title XX child care expenditures to estimate Nassau's Title XX CCAP expenditures and reimbursement data. The average County share of Title XX related expenditures between FFY 2020 – FFY 2025 was \$2.5 million per FFY.

Estimated Title XX Day Care Services for Children Expenditures, Reimbursement & County Share Federal Fiscal Year (FFY) 2020 - 2026											
Federal Fiscal Year	Child Preventative		Child Protective		Other		Total Expenditures	Est % Title XX Reimbursement	Est % County Share	Est \$ Title XX Reimbursement	*Est \$ County Share
	Title XX	Title XX Under 200%	Title XX	Title XX Under 200%	Title XX	Title XX Under 200%					
FFY20 10/1/2019-09/30/2020	\$ -	\$443,190	\$ 403,211	\$310,379	\$2,918,240	\$ 3,935	\$ 4,078,955	23%	77%	\$ 947,800	\$ 3,131,155
FFY21 10/1/2020-09/30/2021	\$ -	\$376,977	\$ 415,667	\$227,289	\$2,226,351	\$ -	\$ 3,246,284	26%	74%	\$ 833,585	\$ 2,412,699
FFY22 10/1/2021-09/30/2022	\$ -	\$242,101	\$ 540,456	\$170,945	\$2,174,327	\$ -	\$ 3,127,829	24%	76%	\$ 756,431	\$ 2,371,398
FFY23 10/1/2022-09/30/2023	\$ -	\$186,342	\$ 834,016	\$ 79,533	\$2,710,472	\$ -	\$ 3,810,363	26%	74%	\$ 993,731	\$ 2,816,632
FFY24 10/1/2023-09/30/2024	\$ -	\$ 92,329	\$ 777,961	\$ 60,155	\$ 11,893	\$ -	\$ 942,338	27%	73%	\$ 250,766	\$ 691,572
FFY25 10/1/2024-09/30/2025	\$ -	\$554,231	\$1,238,116	\$ 69,441	\$2,698,161	\$ -	\$ 4,559,949	21%	79%	\$ 972,454	\$ 3,587,495
**FFY26 10/1/2025-09/30/2026	\$ -	\$583,574	\$1,219,057	\$ 16,640	\$ 255,034	\$ -	\$ 2,074,305	26%	74%	\$ 539,319	\$ 1,534,986

* Child welfare services expenditures not reimbursed via the Flexible Fund for Family Services (FFFS) allocation transferred to Title XX (Title XX below 200%) may be eligible for 62% state child welfare financing reimbursement subject to various other requirements. The figures in this chart do not include the potential of this additional 62% funding.

** FFY26 data only includes claims through 6/30/2026. Data is as of 7/24/2026.

Department of Social Services Child Care Assistance Program Overview

Nassau County Child Care Financial Statistics & Payment Cycle

DSS child care payments are made through the NYS Benefit Issuance and Control System (BICS). A summary of Nassau’s calendar year CCAP expenditures for 2020 through the first quarter of 2026 are summarized in the chart below

Nassau County Day Care Gross Expenditure Report Extracts 1/1/2020 - 03/31/2026							
Appropriation Account	Net Payment Total						
	2020 01/01-12/31	2021 01/01-12/31	2022 01/01-12/31	2023 01/01-12/31	2024 01/01-12/31	2025 01/01-12/31	2026 01/01-03/31
A6055.0 Day Care (NYSCCBG)	\$ 50,269,865	\$ 51,045,908	\$ 59,974,966	\$ 89,650,880	\$ 111,991,285	\$ 141,025,568	\$ 36,860,189
A6070.0 Title XX - Services	\$ 4,039,390	\$ 2,997,679	\$ 3,195,824	\$ 3,968,895	\$ 5,037,926	\$ 3,482,285	\$ 666,560
Grand Totals (NYSCCBG + Title XX)	\$ 54,309,255	\$ 54,043,587	\$ 63,170,790	\$ 93,619,775	\$ 117,029,211	\$ 144,507,853	\$ 37,526,749

Sources: Gross Expenditures Report - LGEX0001 for calendar years 2020 - 2025 and 01/01/2026-03/31/2026.

Note: Amounts have been rounded to the nearest whole dollar.

The following are some statistics related to Nassau’s CCPA expenditures from a calendar year perspective:

- Nassau County’s NYSCCBG payments have increased 181% from 2020 (\$50,269,865) to 2025 (\$141,025,568).
- Title XX child care payments have decreased by 14% from 2020 (\$4,039,390) to 2025 (\$3,482,285).
- Nassau County’s child care related payments for both NYSCCBG and Title XX have increased 166% from 2020 (\$54,309,255) to 2025 (\$144,507,853).
- Since the 2022 eligibility changes:
 - Nassau County’s NYSCCBG payments have increased 135% from 2022 (\$89,650,880) to 2025 (\$141,025,568).
 - Title XX child care payments have increased by 9% from 2022 (\$3,195,824) to 2025 (\$3,482,285).
 - Nassau County’s child care related payments for both NYSCCBG and Title XX have increased 129% from 2022 (\$63,170,790) to 2025 (\$144,507,853).

Nassau County processes the majority of child care payments on a bimonthly cycle, alternating between what is internally referred to as “Big Day Care” and “Little Day Care” payments. The timeframe for providers to submit monthly child attendance so they may be included in the next payment cycle is split between the 1st to the 15th and the 16th to the end of the month, with providers required to submit their attendance by two business days after the end of each date range. For example, a provider must submit their child attendance for 3/1/26-3/15/26 into CCTA by 3/17/26 to have the attendance records included in the next payment cycle.

Big Day Care payments consist of paying providers who submitted their attendance records on time for child care services performed during these two routine billing periods.

Little Day Care payments are processed in between the two Big Day Care payments and consist of a multitude of other scenarios, including:

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- Late submissions for payments which did not meet the routine Big Day Care submission deadline.
- Payments which were found to contain errors during initial review, were removed from a Big Day Care run, and later resubmitted once corrected.
- “Cumulative back payments” for child attendance which was not capable of being entered into CCTA at the time of actual attendance due to delayed application approvals or recertifications or to address individual issues such as specific provider complaints. These payments must be manually data entered into BICS on an individual basis.
- “Single issue” payments to address individual issues and specific provider complaints/errors.

Average expenses for Big Day Care and Little Day Care have increased significantly in recent years due to the statewide expansion of the CCAP, increases in child care cases and provider market rates. As illustrated in the chart below, since 2020, the average Nassau County Big Day Care payment has increased 166%, whereas the average Little Day Care payment has increased by 475%. Since the 2022 eligibility changes, the average Nassau County Big Day Care payment has increased 132%, whereas the average Little Day Care payment has increased by 260%.

Nassau County Child Care Average Big Day Care and Little Day Care Payments 2020 - 2026							
Payment	2020	2021	2022	2023	2024	2025	Q1 2026
Big Day Care	\$ 1,907,593.39	\$ 1,841,322.94	\$ 2,183,572.55	\$ 3,160,948.58	\$ 4,066,274.60	\$ 4,010,253.39	\$ 5,075,150.78
Little Day Care	\$ 339,625.92	\$ 351,723.41	\$ 542,899.39	\$ 768,538.43	\$ 963,001.08	\$ 815,284.10	\$ 1,952,576.70

In addition to the routine Big Day Care and Little Day care payment cycles, Nassau County also processes payments for Legally Exempt Providers. Legally Exempt payments currently follow a manual process. Child attendance submissions, payment generation, review and processing are not performed through CCTA. Instead, physical paper documentation is utilized, with DSS staff performing a manual review of the paper documents and processing payments directly through BICS without the use of CCTA.

Parents/providers have 90 days to submit a paper timesheet to DSS Day Care for review and approval. Timesheets are typically submitted monthly and contain a month’s worth of claims. Unlike Big Day Care and Little Day Care payments, there is no routine payment schedule for Legally Exempt payments. DSS Day Care staff manually review and pay these monthly bills when they have time to do so. Payments are normally made directly to the parent/guardian as a reimbursement for what they had to pay the legally exempt provider.

Similar to the overall trend with Day Care payments, Legally Exempt payments have also increased significantly since 2020. Based on Day Care payment information, Legally Exempt payments have increased by 225% from 2020 (\$730,845) to 2025 (\$2,378,680). Since the 2022 eligibility changes, Legally Exempt payments have increased by 236% from 2022 (\$708,211) to 2025 (\$2,378,620).

Nassau County DSS Day Care Department Staffing

DSS Day Care staffing is comprised of multiple employees with various job titles; with the majority of child care application review and recertification performed by Social Welfare Examiners (also referred to as SWEX workers). The following chart illustrates DSS Day Care

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staffing at various dates from 2020 to 2026. During this timeframe, Day Care staffing averaged 31 employees.

DSS Day Care Employee Job Titles & Staff Counts 2020-2026							
Job Title	# Employees						
	5/7/2020	12/8/2021	8/22/2022	6/30/2023	12/12/2024	8/18/2025	8/18/2026
Accounting Assistant I	0	0	0	0	0	1	1
Caseworker I	1	1	0	0	0	0	0
Caseworker II	1	1	2	2	1	1	1
Chief Social Welfare Examiner Supervisor	1	1	1	1	1	1	1
Clerk I (P-T)	2	2	1	1	0	0	0
Clerk IV	1	1	0	0	0	0	0
Clerk-Typist I (P-T)	0	0	0	2	2	3	2
Clerk-Typist I	1	1	1	1	0	1	1
Clerk-Typist II	0	0	0	0	1	1	1
Multi-Keyboard Operator I	1	1	1	1	1	0	0
Multi-Keyboard Operator II	1	0	0	0	0	0	0
Multi-Keyboard Supervisor I	0	1	0	0	0	0	0
Social Welfare Examiner I	8	10	10	2	5	4	4
Social Welfare Examiner I, Bilingual	1	1	1	0	0	0	0
Social Welfare Examiner I (HELP Program)	0	0	0	0	0	7	4
Social Welfare Examiner II	11	9	8	15	14	10	10
Social Welfare Examiner Supervisor I	1	4	4	4	4	4	4
Social Welfare Examiner Supervisor II	2	1	0	0	0	0	0
Total	32	34	29	29	29	33	29

Day Care staff are organized into five different sub-units, which all have varying responsibilities. An overview of the DSS Day Care department units and unit responsibilities is summarized in the following chart.

Nassau County DSS Day Care Department Units & Responsibilities		
Unit #	Unit Name	Unit Responsibility
42300	Day Care Administration	- Payment processing - Field Provider Complaints – payments, timesheet issues - CCTA Provider set up & maintenance - CCTA work for Foster Care - Legally Exempt Provider background checks - Administration of program & direct supervision of employees
42310	Day Care 1	- Recertifications and case maintenance
42320	Day Care 2	- Recertifications and case maintenance - Day care work for Protective Services, Preventive Services & homeless cases
42330	Day Care 3	- Recertifications and case maintenance - Day care work for Transitional & Public Assistance cases
42340	Day Care 4	- Process New Applications - Summer Camp applications

Comparison to Other Child Care Districts in NYS

There are 58 districts in New York State, including NYC. The districts are organized by Regional Economic Development Council (REDC) Regions as follows:

1. **Capital Region** = Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, Washington
2. **Central NY** = Cayuga, Cortland, Madison, Onondaga, Oswego
3. **Finger Lakes** = Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates
4. **Long Island** = Nassau, Suffolk
5. **Mid-Hudson** = Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
6. **Mohawk Valley** = Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie
7. **New York City** = Bronx, Brooklyn/Kings, Manhattan/New York, Queens, Staten Island/Richmond
8. **North Country** = Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, Saint Lawrence
9. **Southern Tier** = Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, Tompkins
10. **Western NY** = Allegany, Cattaraugus, Chautauqua, Erie, Niagara

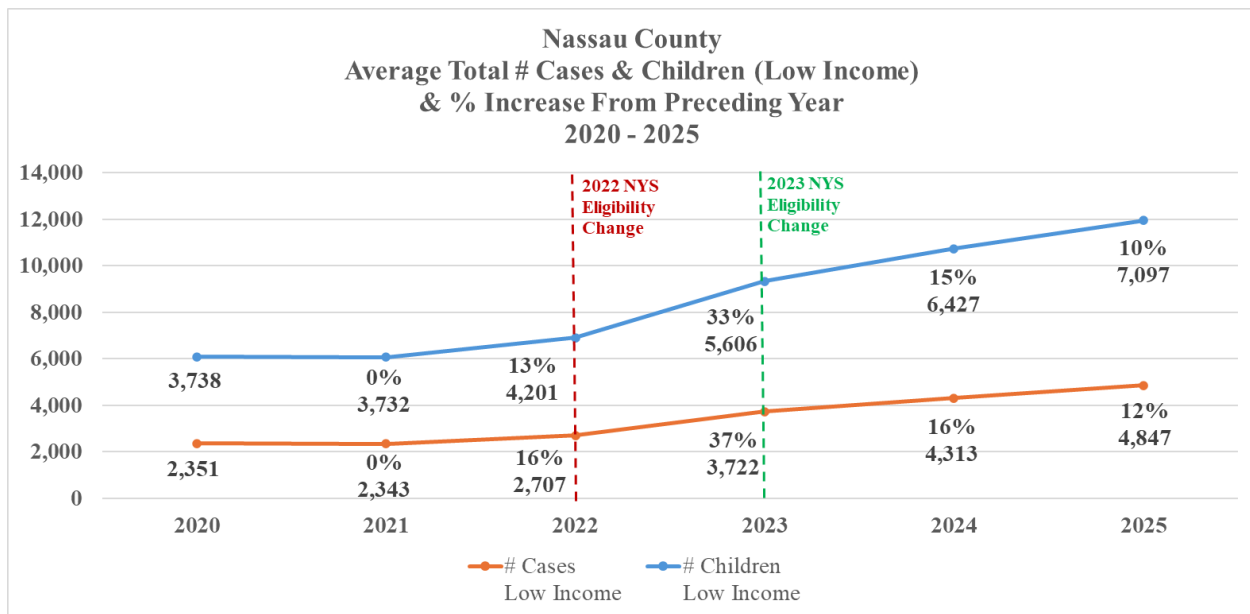
The NYS Division of Child Care Services (DCCS) maintains various child care data including monthly CCAP case and child counts by district. DCCS' monthly CCAP case and child count data contains the numbers of children and families estimated to have received child care assistance payments funded through the NYS Child Care Block Grant (NYSCCBG) for services received in the month, beginning in January 2011 to present.

These counts are not based on active cases or payment issuance dates; they are based on payments for child care services that occurred in the month. The data are a point-in-time estimate for each month because data are extracted retrospectively on a regular schedule (one-month lag for NYC, two-month lag for Rest of State (ROS) counties) and do not include possible future payment adjustments or retroactive payments. Furthermore, the data is split out by type of child care assistance case: "Low Income" (i.e., non-TANF or 100% NYSCCBG funded) or "TA" (i.e. TANF cases or 75% NYSCCBG funded).

Nassau County has seen significant increases in the number of cases and children receiving child care assistance in recent years.

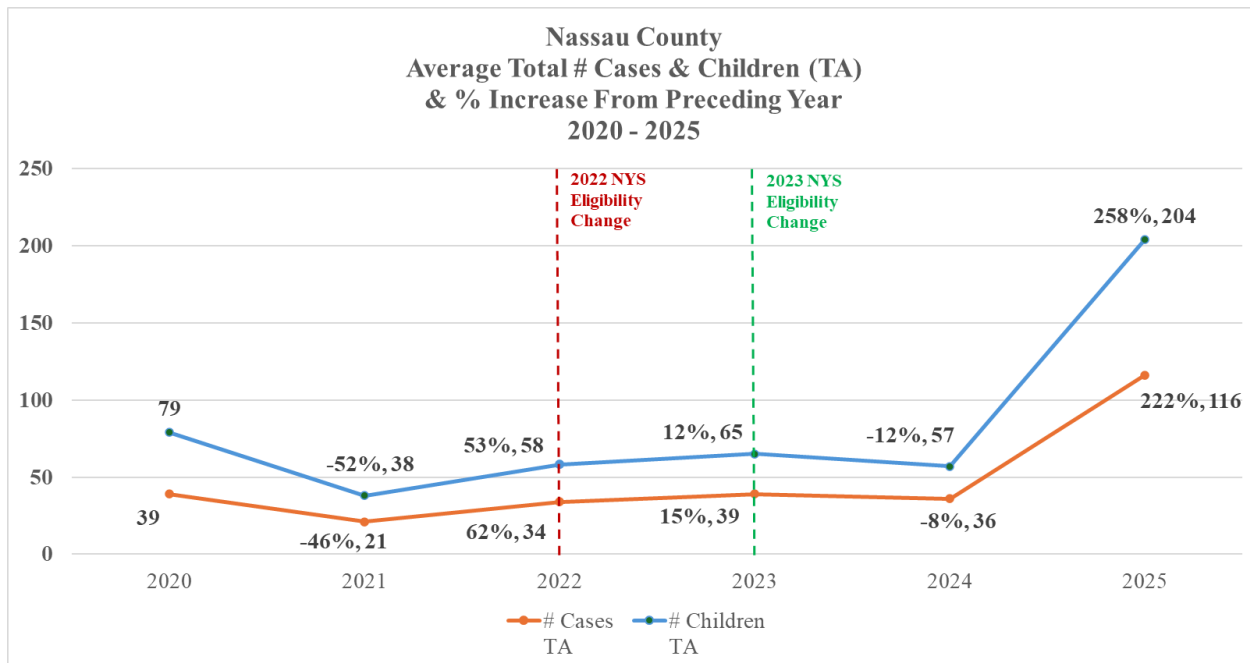
- The average number of Low Income child care cases in Nassau County has increased 106% from 2020 (2,351) to 2025 (4,847); while the average number of Low Income children receiving child care has increased 90% for the same period (2020 = 3,378, 2025 = 7,097).
- Since the 2022 eligibility changes, the average number of Low Income child care cases in Nassau County have increased 79% from 2022 (2,707) to 2025 (4,847); while the average number of Low Income children receiving child care has increased 69% for the same period (2022 = 4,201, 2025 = 7,097).

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As seen in the following chart, Nassau County's average number of TA child care cases and children have also increased significantly; with a 197% increase in TA cases from 2020 (39) to 2025 (116) and a 158% increase in TA child care children for the same period (2020 = 79, 2025 = 204).

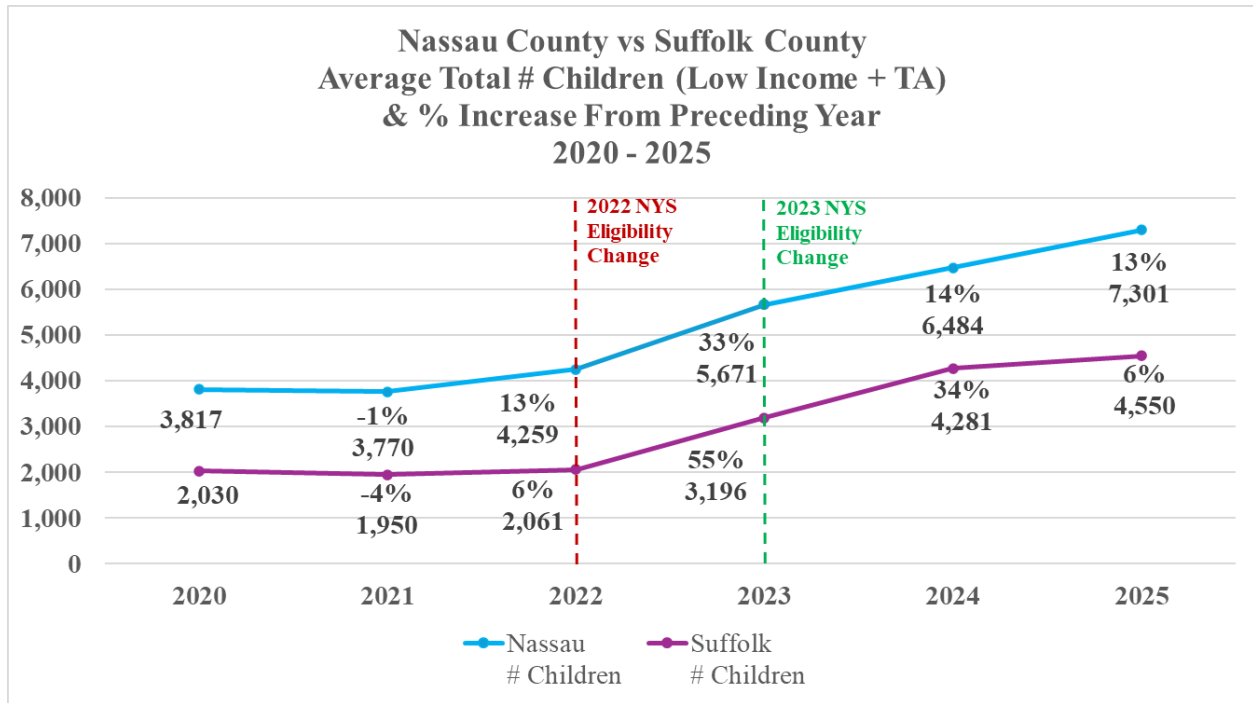
Although not impacted directly by the 2022 eligibility changes, TA child care cases in Nassau County have increased 241% from 2022 (34) to 2025 (116); while the average number of TA children receiving child care has increased 252% for the same period (2022 = 58, 2025 = 204).



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Comparing Nassau to Suffolk County

As noted in the following chart, a comparison of Nassau County to Suffolk County reveals that both counties have seen substantial growth in the number of children receiving child care since 2020. The most significant increases for both counties have occurred since eligibility changes were enacted in 2022. However, Nassau County has overall higher numbers of children. In 2025, Nassau's total average child count was 60% higher than Suffolk County (7,301 children vs 4,550 children).



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Statewide Comparison of CCAP Cases and Children

As noted in the following charts, a comparison of average CCAP total case and child count data by Regional Economic Development Council (REDC) Regions reveals that Long Island has the highest case and child counts than any other REDC Region in the state besides NYC.

Nassau County's CCAP case and children counts are some of the largest statewide. In 2025, Nassau County's average number of cases was higher than 5 of the 9 other statewide REDC Regions.

CCAP Average # Cases (Low Income + TA) Comparison by Regional Economic Development Council (REDC) Regions 2020-2025							
REDC	2020	2021	2022	2023	2024	2025	% 2025 NYS Total
Nassau County	2,389	2,364	2,741	3,761	4,349	4,963	5%
Capital Region	1,401	1,231	1,501	2,226	2,733	3,066	3%
Central NY	1,681	1,471	1,764	2,268	2,951	3,218	3%
Finger Lakes	3,102	2,745	3,130	4,227	4,988	5,641	6%
Long Island	3,562	3,540	3,998	5,839	7,195	8,065	8%
Mid-Hudson	2,189	2,095	2,674	3,885	4,996	5,958	6%
Mohawk Valley	653	574	710	1,057	1,369	1,573	2%
New York City	32,711	22,158	22,850	31,163	43,609	60,497	62%
North Country	378	344	398	658	956	1,075	1%
Southern Tier	1,048	981	1,167	1,743	2,199	2,627	3%
Western NY	2,284	2,034	2,373	3,473	4,404	5,194	5%
NYS Total	49,010	37,173	40,565	56,539	75,399	96,915	100%

Similarly, in 2025, Nassau County's average number of children was also higher than 5 of the 9 other statewide REDC Regions.

CCAP Average # Children (Low Income + TA) Comparison by Regional Economic Development Council (REDC) Regions 2020-2025							
REDC	2020	2021	2022	2023	2024	2025	% 2025 NYS Total
Nassau County	3,817	3,769	4,259	5,671	6,484	7,301	4%
Capital Region	2,333	1,980	2,358	3,409	4,143	4,585	3%
Central NY	3,005	2,586	3,060	3,886	4,919	5,304	3%
Finger Lakes	5,634	4,921	5,450	7,180	8,371	9,348	6%
Long Island	5,847	5,719	6,320	8,866	10,764	11,850	7%
Mid-Hudson	3,642	3,440	4,229	5,833	7,298	8,803	5%
Mohawk Valley	1,320	1,166	1,357	1,933	2,381	2,705	2%
New York City	53,551	38,887	40,562	55,506	77,986	107,843	66%
North Country	652	599	652	1,084	1,573	1,744	1%
Southern Tier	1,783	1,633	1,874	2,743	3,452	4,095	2%
Western NY	4,100	3,538	4,056	5,760	7,138	8,326	5%
NYS Total	81,865	64,469	69,917	96,201	128,024	164,602	100%

Department of Social Services Child Care Assistance Program Overview

Conclusion – Next Steps

Comptroller's Field Audit staff have been performing independent research and interviewing key personnel within the DSS Day Care and Fiscal departments to obtain an understanding of their roles and responsibilities, obtain written policies and procedures and perform walk-throughs of DSS Day Care operational procedures.

This information will be utilized to analyze, document and review current departmental procedures. Field Audit will generate recommendations for improving departmental operations and increasing efficiency to achieve compliance with Federal/State regulations and improve services for Nassau County residents.

Additional information will be released once Field Audit's review has been completed and recommendations for improving DSS' operations have been formulated.

APPENDICES

APPENDIX A – Countable & Excludable Income

Appendix A - Countable & Excludable Income

Determining Income Eligibility	
COUNTABLE INCOME	
Monthly gross income means the monthly sum of income received from the following sources:	
Monthly wages or salary (total money earnings received for work performed as an employee):	Unemployment compensation
- Wages - Salary - Armed forces pay - Commissions - Tips - Piece-rate payments - Cash bonuses earned before deductions are made for taxes, bonds, pensions, union dues and similar purposes	Veterans' pensions
	Workers' compensation from private or public insurance companies when insurance was paid by the employer and not by the individual
	Public assistance or welfare payments include public assistance payments such as ADC, SSI (including State supplemental payments), and home relief
Net income for non-farm self-employment (gross receipts minus expenses from one's own business, professional enterprise, or partnership)	Pensions or retirement benefits paid by a former employer or by a union to a retired person or their survivors
Social security benefits:	Dividends and interest:
- Social security pensions - Survivor benefits - Permanent disability insurance payments (SSI is excluded for children in the CCSU) - Railroad retirement	- Dividends from stockholdings or membership in associations - Interest income from estates or trusts, - Periodic receipts from estates or trust funds - Net royalties
Rental income:	Net income for farm self-employment (gross receipts minus operating expenses from the operation of a farm by a person on his own account, as owner, renter or sharecropper)
- Net income from rental of a house, store or other property to others - Receipts from boarders or lodgers	
Alimony	Child support (except for provisions for child care expenses)
EXCLUDED INCOME	
Exclusions from monthly gross income include:	
Money received from sale of personal property including:	Capital gains
- Stocks - Bonds - House	Money borrowed
	Gifts
	Tax refund
Grant or loans for undergraduate education made or insured under the Higher Education Act and scholarships that preclude their use for current living costs	Withdrawals of bank deposits
	Lump sum inheritances or insurance payments
Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970	Disaster relief payments other than unemployment compensation
The value of:	Per capita payments to or funds held in trust for any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims
- Coupon allotments under the Food Stamp Act - USDA donated foods - Supplemental food assistance - Home produce utilized for household consumption	Earnings of a dependent child under 18 years of age who is not legally responsible for the child
SSI (including state supplemental payments) received by any child(ren)	Veteran's assistance payments made for covered birth defects

APPENDIX B – Excerpts from 23-OCFS-ADM-18 (Priority for Use of Available Funds & Wait List)

Appendix B - Excerpts from 23-OCFS-ADM-18 (Priority for Use of Available Funds & Wait List)

The following are excerpts from 23-OCFS-ADM-18. The full document can be viewed [here](#).

Families Served When Funds Are Available

18 NYCRR section 415.2(a)(3) has been repealed. Families formerly eligible under category three, 18 NYCRR section 415.2(a)(3), are now eligible under category two, as defined in 18 NYCRR section 415.2(a)(2). Districts no longer have the option to elect specific categories of families who will be served. After families who are guaranteed child care assistance, the following families must be served if the district has funds available:

- A family who has applied for or is receiving public assistance when such services are needed for an eligible child aged 13 or older, who has special needs or is under court supervision, for the child's parent(s) or caretaker relative(s) to participate in required activities for TA.
- A family receiving public assistance when such services are needed
 - for a child aged 13 or older, who has special needs or is under court supervision, for the child's parent(s) or caretaker relative(s) to engage in work as defined by the social services district;
 - for a parent or caretaker relative to participate in an approved activity in addition to their required work activity; or
 - for a sanctioned parent or caretaker relative to participate in unsubsidized employment and receives earned wages greater than the minimum amount required under labor law.
- A family receiving public assistance or with income up to 85% of the state median income, when child care services are needed because the child's caretaker is
 - receiving services or participating in a screening or assessment to receive services for victims of domestic violence;
 - participating in an approved substance abuse treatment program or is participating in a screening or assessment to determine the need for such treatment;
 - in an emergency situation, including when the caretaker's absence from the home is necessary because of extenuating circumstances;
 - a teenage parent attending high school or an equivalency program;
 - physically or mentally incapacitated or has family duties away from home;
 - attending a two-year degree granting program at a college leading to an associate degree or certificate of completion;
 - attending a four-year college or university program leading to a bachelor's degree; or
 - experiencing homelessness, in accordance with section 725 of Subtitle VII-B of the McKinney-Vento Act.
- A family with income up to 85% of the state median income and child care services are needed
 - for the child's caretaker(s) to be engaged in work;
 - for the child's caretaker to actively seek employment for a period of up to six months;

APPENDIX B – Excerpts from 23-OCFS-ADM-18 (Priority for Use of Available Funds & Wait List)

- for one of the child's caretakers to be engaged in work and the child's other caretaker is physically or mentally incapacitated or has family duties away from home; or
- for the child's caretaker to attend educational or vocational activities, including
 - a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district;
 - an education program that prepares an individual to obtain a New York State high school equivalency diploma;
 - 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 in those areas;
 - a program providing literacy training designed to help individuals improve their ability to read and write;
 - an English as a second language (ESL) instructional program for individuals whose native or primary language is other than English;
 - a training program that has a specific occupational goal and is conducted by an institution licensed or approved by the New York State Education Department other than a college or university;
 - a prevocational skills training program;
 - a demonstration project designed for vocational training or other projects approved by the New York State Department of Labor; or
- for the child's caretaker to attend a program to train workers in an employment field that currently is or is likely to be in demand in the near future.
- A family in need of child care services without regard to income when
 - a child has been placed in foster care and is residing in the home with a certified or approved foster parent; and/or
 - a family has an open child protective services case or a preventive services case with a child protective services component.

Districts must continue to open guaranteed child care cases for eligible families as defined in 18 NYCRR section 415.2(a)(1), regardless of whether the district has NYSCCBG funds available to pay for such costs. If funds are available, the district may open cases for eligible families, as provided in 18 NYCRR section 415.2(a)(2). The district must prioritize opening these cases as outlined in regulation. Federally mandated populations listed in 18 NYCRR section 415.2(d)(1)(i) must be opened first, followed by state established priorities as defined in 18 NYCRR section 415.2(d)(1)(ii). Additionally, families currently in receipt of assistance based on their designation as a local district priority as of September 30, 2023, must continue to be prioritized for child care assistance, provided such families continue to meet all other applicable eligibility requirements. If the district has funds remaining after all guaranteed cases, federal and state priorities, and cases previously authorized as local priorities have been opened, cases can then be opened for families who are not considered a priority on a first-come-first-served basis. All cases must remain open for the duration of the authorized eligibility period unless one of the discontinuance criteria is met as defined in 18 NYCRR section 415.2(d)(4).

- Federal Priorities

APPENDIX B – Excerpts from 23-OCFS-ADM-18 (Priority for Use of Available Funds & Wait List)

In an effort to promote equity in eligibility determinations across the state, the federal priorities must be opened in the following order:

1. Families experiencing homelessness.
2. Families with very low income.
3. Families who have a child(ren) with special needs.

Very low income will remain at an income level up to 300% of the SIS, provided that the family income does not exceed 85% of the SMI.

o State Priorities

If the district has funds available after opening guaranteed cases and federal priority populations as listed above, state-mandated priorities must be opened in the following order, subject to any families in receipt of assistance as a local district priority as of September 30, 2023:

1. Families with income between 300% of the SIS and up to 85% of the SMI when child care services are needed for the child's caretaker(s) to be engaged in work.
2. Families in which the child in need of child care assistance has an open child protective case or a preventive services case with a child protective services component.
3. Families in need of child care services for a child who has been placed in foster care and is residing in the home with a certified or approved foster parent.
4. Families with a teenage parent who is in need of child care assistance to attend high school or an equivalency program.
5. Families in which the child's caretaker is receiving services for victims of domestic violence or is participating in a screening or assessment to receive services for victims of domestic violence.
6. Families in which the child's caretaker is participating in an approved substance abuse treatment program or is participating in a screening or assessment to determine the need for substance abuse treatment.

Waiting Lists

Pursuant to 18 NYCRR section 415.2(d)(3)(i), when a district has projected that it has insufficient funds available to open or recertify child care assistance cases, the district can deny services to a family who is not eligible for a child care guarantee and may also place the family on a waiting list if the district opted to maintain a waiting list in its CFSP. The district must continue to accept all applications for child care assistance and determine eligibility prior to sending a notice of denial or discontinuance due to lack of funding and, if applicable, placing the family on a waiting list.

If the district has indicated in its CFSP that it will not maintain a waiting list, the district must notify the family that the application has been denied due to insufficient funding for the FFY in which an allocation has been provided by sending the OCFS-LDSS-4780, *Denial of Your Application for Child Care Benefits*, and checking the applicable box on the notice. When funding becomes available, the district is encouraged to inform previously denied families that they may reapply.

If the district has opted in its CFSP to maintain a waiting list, the district must notify the family their application has been denied due to insufficient funding, and that the family has been placed on the waiting list, as applicable. The district must send the OCFS-LDSS-4780, *Denial of Your Application for Child Care Benefits*, for initial determinations, or the OCFS-LDSS-4782, *Notice of Intent to Discontinue Child Care Benefits*, for redeterminations, and check the applicable box on the notice. Districts must issue such notice within 15 days of the eligibility determination.

APPENDIX B – Excerpts from 23-OCFS-ADM-18 (Priority for Use of Available Funds & Wait List)

Separate waiting lists can be maintained for cases funded under the NYSCCBG and those funded under Title XX of the Federal Social Security Act, for districts that opt to use Title XX funds for child care assistance. It is the responsibility of the district to track its waiting list(s). For cases funded under the NYSCCBG, new cases and recertifications must be prioritized and opened in accordance with 18 NYCRR section 415.2(d)(1) when funds become available. After the federal and state priorities, districts must open cases on a first-come-first-served basis. If the eligibility determination was completed over 30 days prior to reaching the family on the waiting list, the district must verify that the information provided on the application is still correct.

The eligibility period begins on the date the family is authorized for child care assistance. A family that has been authorized for child care assistance must continue to receive such services for the duration of the eligibility period regardless of if the district has funds remaining, unless one of the reasons for discontinuance is met as specified in 18 NYCRR section 415.2(d)(4).

Appendix C – Income Thresholds for Child Care Assistance (June 1, 2026 – May 31, 2027)

Appendix C – Income Thresholds for Child Care Assistance (June 1, 2026 – May 31, 2027)

The following are the SMI and 85% of the SMI levels for each family size to be used to determine eligibility for child care assistance, from June 1, 2026, through May 31, 2027.

Income Eligibility Limits Effective 6/1/2026 - 5/31/2027		
Family Size (CCSU)	State Median Income (SMI) for NY	85% SMI for NY
1	\$ 71,266.00	\$ 60,576.10
2	\$ 93,194.00	\$ 79,214.90
3	\$ 115,122.00	\$ 97,853.70
4	\$ 137,050.00	\$ 116,492.50
5	\$ 158,978.00	\$ 135,131.30
6	\$ 180,906.00	\$ 153,770.10
7	\$ 185,017.50	\$ 157,264.88
8	\$ 189,129.00	\$ 160,759.65
9	\$ 193,240.50	\$ 164,254.43
10	\$ 197,352.00	\$ 167,749.20
11	\$ 201,463.50	\$ 171,243.98
12	\$ 205,575.00	\$ 174,738.75
13	\$ 209,686.50	\$ 178,233.53
14	\$ 213,798.00	\$ 181,728.30
15	\$ 217,909.50	\$ 185,223.08
16	\$ 222,021.00	\$ 188,717.85
17	\$ 226,132.50	\$ 192,212.63
18	\$ 230,244.00	\$ 195,707.40
19	\$ 234,355.50	\$ 199,202.18
20	\$ 238,467.00	\$ 202,696.95

Appendix D – Helpful Websites

Appendix D – Helpful Websites

The following are a list of websites that are useful for understanding the NYS Child Care Assistance Program (CCAP).

Nassau County:

- <https://www.nassaucountyny.gov/1902/Day-Care>

Child Care Council of Nassau, Inc.:

- <https://childcarenassau.org/>

NYS Websites:

Office of Children and Family Services, Division of Child Care Services

- <https://ocfs.ny.gov/programs/childcare/>
- <https://ocfs.ny.gov/programs/childcare/regulations/>
- <https://ocfs.ny.gov/main/policies/external/#ADM>
- https://ocfs.ny.gov/programs/childcare/plans/index.php?county=Nassau&county_id=nassau
- <https://ocfs.ny.gov/programs/childcare/ccap/help.php>

Office of Children and Family Services, Child Care Data

- <https://ocfs.ny.gov/programs/childcare/data/#ccap-data>

