



Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

October 19, 2022

Mr. Leonard Townes, Commissioner
Westchester County Department of Social Services
County Office Building #2
112 East Post Rd.
White Plains, NY 10601-5113

Dear Commissioner Townes:

This letter is to inform you that the amended child care section found in your Child and Family Services Plan, 2022 Annual Plan Update, was approved and became effective on October 18, 2022.

Proposed Changes:

Appendix M#3 section two:

The agency strives to audit all current child care subsidy, OPI conducts a monthly random review of active child care cases. From a master list of all active child care cases, OPI will randomly select 40-50 cases per month to review. The primary focus of this review is to ensure that all active child care cases are still complying with the child care program rules and regulations. The review includes obtaining the most recent employment information and/or school attendance verification, child care provider information and household composition information. OPI will verify if the information provided to the child care unit when the case was activated still applies. Any changes in employment, child care provider and household composition will be reported to the child care worker to re-evaluate the case. OPI will also review referrals from CCSU and the field. Cases that have been investigated within the past 90 days will generally be excluded from current audits.

Verification of participation in required activities (other than employment) is generally applicable only in TA cases as CCSU service cases rarely involve customers who require such assistance for reasons other than work-related needs. Whenever applicable however, OPI investigators will verify the current status of all customers who are mandated to participate in any required activity.

Appendix M#3 section three:

The sampling methodology pertaining to the determination of which caregivers of subsidized services will be reviewed by OPI is similar to that of the CCSU cases described earlier. OPI strives to review all such caregivers, in turn, by identifying them via lists obtained from several sources. In addition to the

lists of currently contracted providers compiled each year by Central Office, OPI will assemble a list of non-contracted providers for review.

Careful review is made of the caregivers' attendance forms and accompanying documents to verify that child care was provided during the days and times on the attendance forms. OPI regularly audits sample populations of providers. Reviews are completed either at random or based on leads from CCSU or other sources. Under normal circumstances OPI strives to audit every provider at least once every two years. Due to Covid-19 restrictions, OPI has been limited in performance of field investigations.

Your request has been approved with an effective date of October 18, 2022.

If you have any questions about this approval or the child care section found in your district's Child and Family Services Plan, 2022 Annual Plan Update, please contact Sonoma Pelton at 518-408-6074, or by email at Sonoma.Pelton@ocfs.ny.gov.

Sincerely,

A handwritten signature in black ink that reads "Nora Yates". The signature is written in a cursive style with a long horizontal stroke at the end.

Nora K. Yates
Deputy Commissioner
Division of Child Care Services

Enc: Approved 2022 Annual Plan Update