

+-----+  
| LOCAL COMMISSIONERS MEMORANDUM |  
+-----+

Transmittal No: 92 LCM-80

Date: May 19, 1992

Division: Family and Children  
Services

TO: Local District Commissioners

SUBJECT: Low Income Day Care Allocations-SFY 1992

ATTACHMENTS: Attachment A-District Allocation (not available on-line)

I am pleased to inform you of your allocation for the Low Income Day Care Program. Attachment A indicates your allocation of State funds for State fiscal year April 1, 1992 to March 31, 1993 (SFY 92-93). The State share of the Low Income Day Care Program is 87.5% and the social services district match is 12.5%. The district share of child care and administrative costs may be provided in cash or in-kind.

This year's Low Income Day Care Program appropriation remains the same as last year, \$36,866,000. Therefore, there is no increase in the Low Income Day Care Program allocations to the social services districts over the 1991-92 levels. Allocations to social services districts are based on the 1991-92 allocation, not expenditures during SFY 91-92.

Due to the growth in the Low Income Day Care Program, no reallocation of Low Income funds is anticipated. Districts whose expenditures exceed their Low Income Day Care allocation will need to participate in the IV-A At Risk Low Income Child Care (ARLICC) program or the Child Care and Development Block Grant (CCDBG) Subsidy program in order to maintain their current program. Districts which anticipate expanding child day care programs must do so through ARLICC and CCDBG. Please refer to 91 LCM-112 and 91 LCM-180 for information on the ARLICC program, and to 92 LCM-1 for information on the CCDBG Subsidy program.

Program requirements for this year's Low Income Day Care Program are effective April 1, 1992. The program will continue to operate under the current guidelines with one significant program change. Reimbursement for administrative costs has been increased from eight (8) percent to ten (10) percent of the allocation available to the district or \$25,000, whichever is greater. The maximum reimbursement is \$350,000.

#### CLAIMING INSTRUCTIONS

Claims for the Low Income Day Care Program for SFY 92-93 must be submitted by May 31, 1993. Instructions for program costs are contained in the Fiscal Reference Manual (Vol II, Chapter 3, page 99) for Schedule H (DSS-4283) Non-Title XX Services for Recipients.

Administrative costs are included in the allocation provided in Attachment A. Districts that incur excess Low Income Day Care administrative expenditures will have their claims adjusted to the administrative cost ceiling by the Department. Instructions for administrative costs are contained in Bulletin 143B, Local Cost Allocation Manual for Schedule D-2, (DSS-2347B) General Services Distribution & Claiming. Please note that the limitation on administrative reimbursement is currently 10%, not 8% as stated in Bulletin 143B.

The district's Low Income Day Care Program allocation will be the state match for the ARLICC program. Please refer to the new LCM issued for the At Risk Low Income Child Care program allocations for SFY 92-93 and 91 LCM-180 for details regarding the match requirements.

#### CONTACT PERSON

If you have any questions regarding information contained in this LCM, please contact Susan Duchnycz of the Bureau of Early Childhood Services at 1-800-342-3715, extension 4-9324 or direct dial at (518) 474-9324; User ID SVC101.

If you have any claiming questions, please contact the Office of Financial Management, Roland Levie (Upstate) at 1-800-342-3715, extension 4-7549 or dial direct at (518) 474-7549; User ID FM0020 or Marvin Gold (Metro) at (212) 804-1108; User ID OFM270.

If you have any WMS System questions, please contact Gerald Seeley of the Bureau of Services Information Systems at 1-800-342-3727 or dial direct at (518) 432-2932; User ID OFL130.

Date May 19, 1992

Trans. No 92 LCM-80

Page No. 3

---

We congratulate district efforts which have enabled low income parents with children in need of child care to complete their education and to maintain employment. We look forward to maintaining the availability of quality and affordable day care to New York's children.

---

Joseph Semidei  
Deputy Commissioner  
Family and Children  
Services