



Robert P. Astorino
County Executive

Grant E. Mitchell, MD
Acting Commissioner
Department of Social Services

15483

DATE: November 19, 2010
TO: Board of Acquisition and Contract
FROM: Grant E. Mitchell, MD
Acting Commissioner, Department of Social Services

RE: Resolution authorizing the County of Westchester to enter into an Agreement with the Child Care Council of Westchester, Inc. (“CCCW”) whereby CCCW will: 1) provide child day care referral services to eligible customers seeking day care services; 2) provide inspection services of the Group Family Day Care providers and Family Day Care providers who are caring for subsidized children, and 3) provide a staff person who will act as a liaison between the CCCW and the Department of Social Services to inform providers of payment procedures/policies and answer their questions regarding budgeting and reimbursemen, for the period January 1, 2011 through December 31, 2011, in an amount not to exceed \$133,200, to be paid subject to appropriation and pursuant to an approved budget on a monthly basis upon submission of invoices

Authority is requested for the County of Westchester, acting by and through its Department of Social Services, to enter into an Agreement with the Child Care Council of Westchester, Inc. (“CCCW”) whereby CCCW will: 1) provide child day care referrals to eligible customers seeking day care services; 2) provide inspection services of the Group Family Day Care and Family Day Care providers who are caring for subsidized children, and 3) provide a staff person to act as a liaison between the CCCW and the Westchester County Department of Social Services who will keep providers informed of budgeting and procedural issues, for the period January 1, 2011 through December 31, 2011, for an amount not to exceed \$133,200 to be paid subject to appropriations and pursuant to an approved budget on a monthly basis upon submission of invoices. It should be noted that the amount authorized for this contract represents a ten percent (10%) reduction of last year’s authorization.

The services to be provided pursuant to this agreement serve a **Public Purpose** by providing information and linkage to the eligible public in need of quality and safe child

care providers, thereby eliminating an impediment to seeking full time employment, by this population.

The **goals and objectives** of this contract are: 1) to assist the employed caretakers in households eligible for child day care subsidies to locate child day care providers, and 2) to ensure the health and safety of children being cared for by the child day care providers.

The **goals and objectives are in the best interest** of the County as regards **public health and public safety** because providing the public with information and referral services regarding licensed, registered day care improves the quality of day care services in the County and assures employed, eligible caretakers that their children are in a safe, healthy environment while they work. These facilities are staffed by trained individuals who stimulate children's interests and who also help school age children with school work. Children who attend stimulating, licensed child care also tend to be motivated and energetic. The goals and objectives of the proposed contract have a two-fold **fiscal impact** for the County since referrals made by CCCW generate revenue for licensed, registered day care providers, and subsidized day care allows parents to work, enabling them to move toward economic independence.

The **goals and objectives as stated in the resolution will be tracked and monitored** to evaluate success through the monitoring of established performance measurement indicators developed by the Department and approved by the County's Budget Office. They include, but are not limited to, review of various reports submitted by the vendor stating the number of inquiries received regarding child care placements, the number of child care placements made, the number of "follow-up" contacts made to customers, the number of vacancy inquiries made and on site visits.

According to available statistics pertaining to the current contract, the agency has provided quality services as demonstrated by the following:

For the nine (9) month period beginning with January 1, 2010 and ending on September 30, 2010, the Child Care Council has provided 406 enhanced resource and referral services to 346 households seeking child care; 119 of these responded to a follow-up survey, and 71% of the 119 indicated that they were able to locate child care providers.

The liaison, who is also called the subsidy coordinator, was involved in many projects during the period from January 1, 2010 through October 13, 2010. These projects included:

I) Services to parents

The coordinator responded to 2,880 requests for subsidy support services from 1,162 parents. These services included: a) assisting parents in completing a child care application; b) assisting parents in understanding rules, regulations, and documentation requirements, and c) pre-screening parents regarding child care eligibility.

II Services to providers

The coordinator responded to 533 requests for subsidy support services from 290 providers. These services included: a) resolving issues regarding payments; b) addressing issues regarding rules and regulations, and c) responding to inquiries pertaining to the status of individual cases

III Additional activities

The coordinator also was involved in several other projects. Among these were:

- a) Promoted financial assistance available and the subsidy support services throughout Westchester County.
- b) Provided one-on-one technical assistance to child care programs to improve their business practices and enhance their ability to work successfully with subsidized parents and the subsidized program.
- c) Developed and recommended the use of universal child care packet for all District Offices.
- d) Supplied the child care community with resources and tips to help them provide accurate and complete information to the subsidy unit.
- e) Informed the child care community of changes in the subsidy programs.

Your Honorable Board's authority to exempt this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xxi has been requested through a separate resolution.

Accordingly, the County of Westchester, acting by and through its Department of Social Services, is seeking your Honorable Board's permission to enter into an agreement with the Child Care Council of Westchester, Inc. as stated above.

Approval of the attached Resolution is most respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT -- 12/18/2010 -- JIMARA PERA, SECRETARY

RESOLUTION

Upon a communication from the Acting Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with the **Child Care Council of Westchester, Inc. ("CCCW")** whereby CCCW will: 1) provide child day care referrals to eligible customers seeking day care services; 2) provide inspection services of the Group Family Day Care and Family Day Care providers who are caring for subsidized children, and 3) provide a staff person to act as a liaison between the CCCW and the Westchester County Department of Social Services, who will keep providers informed of budgeting and procedural issues, for the period January 1, 2011 through December 31, 2011, for an amount not to exceed \$133,200 to be paid pursuant to an approved budget on a monthly basis upon submission of invoices; and be it further

RESOLVED, that this contract is subject to County Appropriation; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute any documents necessary to implement the Resolution.

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2011	101	22	8900	5960	—	\$119,880
2011	101	22	8900	5990	—	\$ 13,320

Budget Funding Year(s): 2011
(must match resolution)

Start Date: 01/01/11

End Date: 12/31/11

5960 5990

Funding Source

Tax Dollars:

41%

~~66%~~

State Aid:

36%

-0-%

Federal Aid:

23%

34%

\$133,200

(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/22/2010 - JUDY VIEIRA SECRETARY