



Robert P. Astorino
County Executive

Kevin McGuire
Commissioner
Department of Social Services

24391

DATE: January 19, 2012

TO: Board of Acquisition and Contract

FROM: Kevin McGuire
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”) for the provision of a subsidy coordinator who will assist providers with technical training in Child Care Time and Attendance Tracking System (CCTA) developed by the New York State Office of Children and Family Services (OCFS) and informing them of any regulatory or procedural changes throughout the year for the period January 1, 2012 through December 31, 2012 in an amount not to exceed \$40,000 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”) for the provision of a subsidy coordinator to assist providers with technical training in Child Care Time and Attendance Tracking System (CCTA) developed by the New York State Office of Children and Family Service and informing them of any regulatory or procedural changes throughout the year for the period January 1, 2012 through December 31, 2012 for an amount not to exceed \$40,000 to be paid subject to appropriation and pursuant to an approved budget on a monthly basis upon submission of invoices. The subsidy coordinator also functions as a liaison between the providers and the department by answering commonly asked questions and responding to customer service inquiries regarding payments and authorizations.

The services to be provided pursuant to this proposed agreement serve a **public purpose** by availing the vendor community of a source of information regarding policy and procedures relating to child care subsidies.

The **goals and objectives** of this agreement are to provide subsidy support services to the vendor community in the form of training and information regarding policies and procedures that apply to child care subsidies.

The **goals and objectives as stated in the resolution will be tracked and monitored** to evaluate success using the established performance measurement indicators developed by the Department and approved by the County's Budget Office.

In 2011, the subsidy coordinator (liaison) assisted the Department with providing information and technical support to over 162 providers in the area of entering attendance online in the CCTA application implemented by New York State to reduce fraud and increase accuracy in the calculation of child care hours. In addition, the subsidy coordinator responded to 838 requests for subsidy support services from 345 providers. These services included resolving issues regarding payments, addressing issues regarding rules and regulations and responding to inquiries pertaining to the status of individual cases.

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.

RESOLUTION

Upon a communication from the 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”) for the provision of a subsidy coordinator who will assist providers with technical training in Child Care Time and Attendance Tracking System (CCTA) developed by the New York State Office of Children and Family Services (OCFS) and informing them of any regulatory or procedural changes throughout the year for the period January 1, 2012 through December 31, 2012 in an amount not to exceed \$40,000 to be paid subject to appropriation and 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
2012	101	22	8900	5960		\$40,000

Budget Funding Year(s): 2012
(must match resolution)

Start Date: 01/01/12

End Date: 12/31/12

Funding Source

Tax Dollars: 20%

State Aid: --

\$40,000

Federal Aid: 80%

(must match resolution) Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/01/2012 - JOMAR VIEIRA, SECRETARY