



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

62394

DATE: March 26, 2018

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner 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 provide the services of a Subsidy Support Specialist who will help to identify and assist eligible families with successful navigation through the child care subsidy system for the period from January 1, 2018 through December 31, 2018 in an amount not to exceed \$60,000 to be paid pursuant to an approved budget and subject to appropriation

Authority is requested for the County of Westchester (“County”), acting by and through its Department of Social Services (“Department”), to enter into an Agreement with the Child Care Council of Westchester, Inc. (“CCCW”) whereby CCCW will provide the services of a Subsidy Support Specialist who will help to identify and assist eligible families with successful navigation through the Child Care Subsidy System for the period from January 1, 2018 through December 31, 2018 in an amount not to exceed \$60,000 to be paid pursuant to an approved budget and subject to appropriation.

The services to be provided pursuant to this agreement serve a **Public Purpose** by providing information and linkage to the eligible families who can take advantage of the existing Child Care Subsidy Support Services to receive quality and safe child care providers, thereby eliminating the impediment to seeking full time employment by this population.

The **goals and objectives** of the proposed agreement are as follows:

- 1) Increase eligible families’ awareness of the Child Care Subsidy Program;
- 2) Assist families in successfully navigating the Child Care Subsidy System;

- 3) Assist with child care/after school programs and providers;
- 4) Increase families' awareness of their child care options and the importance of quality; and
- 5) Assist with communication between the Department of Social Services (DSS) Child Care Subsidy Unit and the child care/after school programs and providers.

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. They include, but are not limited to, review of various reports submitted by the Council and on site visits.

The **goals and objectives as stated in the agreement are in the best interests of the County in terms of fiscal responsibility** in that the targeted population can take advantage of the existing Child Care Subsidy Support Services to receive quality and safe child care providers and thereby eliminate the impediment to seeking full time employment which in turn brings financial advantage to this population and the County as well.

Based on the Performance Measurement Indicators, as of December 31st, 2017, the Council served 1,161 parents/families with the Subsidy Support Services which included answering questions about subsidy rules and regulations, prescreening families for eligibility, helping families with the application process and submitting applications on behalf of families. The Council helped 376 families submit applications and/or supporting documents, including a total of 262 initial or recertification applications. The Child Care Subsidy Unit shared the determination of 195 of these applications, indicating that 62% were approved for child care subsidy. The collaboration between the Council and the Child Care Subsidy Unit of DSS was integral to our successful execution of this contract.

	Jan-Mar	April-June	July-Sept	Oct-Dec	YTD
Total Parents/Families Served (unduplicated count)	286	345	282	248	1,161

The 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 with even date. This contract is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as the federal funding for this program falls under the Social Service Block Grant.

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 (“County”) is hereby authorized to enter into an agreement with the Child Care Council of Westchester, Inc. (“CCCW”) whereby CCCW will provide the services of a Subsidy Support Specialist who will help to identify and assist eligible families with successful navigation through the Child Care Subsidy System for the period from January 1, 2018 through December 31, 2018 in an amount not to exceed \$60,000 to be paid pursuant to an approved budget; and be it further

RESOLVED, that this Agreement 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
2018	101	22	8900	5960	-----	\$60,000

Budget Funding Year(s): 2018 Start Date: 01/01/2018 End Date: 12/31/18
(must match resolution)

Funding Source Tax Dollars: 85%
 State Aid: 0%
\$60,000 Federal Aid: 15%
 (must match resolution) Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/26/2018 - LISA MRRHAJ SECRETARY