



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

57054

DATE: May 4, 2017

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, 2017 through December 31, 2017 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, 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 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, 2017 through December 31, 2017 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
- 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 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, the Department is able to report that the Child Care Council exceeded its goal by 31% in 2016. CCCW, through this program, assisted 1,307 families with 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 was also able to contribute to the improvement of the application process by developing the verification of employment form and a revised work schedule form. Both of these forms have provided better information for the Westchester County Department of Social Services (DSS) to process applications. The collaboration between the Council and DSS made this contract year successful. Out of the 150 families for whom CCCW submitted applications to determine eligibility, 74% were approved for child care subsidy.

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 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, 2017 through December 31, 2017 in an amount not to exceed \$60,000 to be paid pursuant to an approved budget; 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
2017	101	22	8900	5960	-----	\$60,000

Budget Funding Year(s): 2017 Start Date: 01/01/2017 End Date: 12/31/17
(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 - 06/22/2017 - LISA MRIJAJ, SECRETARY