



Kenneth W. Jenkins
Westchester County Executive

Department of Social Services
Leonard G. Townes
Commissioner

113309

DATE: March 24, 2026

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes, 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. whereby it will provide the services of a Child Care Assistance Specialist who will help to identify and assist eligible families with successful navigation through the child care assistance system, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$80,460.

Authorization is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (DSS7005-26) with the Child Care Council of Westchester, Inc. ("CCCW"), whereby CCCW would provide the services of a Child Care Assistance Specialist who will help to identify and assist eligible families with successful navigation through the Child Care Assistance System, for the period from January 1, 2026 through December 31, 2026, in an amount not to exceed \$80,460, to be paid on a monthly basis pursuant to an approved budget and subject to appropriation (the "Agreement").

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 Assistance 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 Assistance Program
2. Assist families in successfully navigating the Child Care Assistance 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 Assistance Unit and the child care/after school programs and providers

The goals and objectives 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 Assistance 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.

The goals and objectives will be tracked and monitored using Performance Measurement Indicators developed by the Department. They include, but not limited to, review of various reports submitted by the Council and onsite visits.

A resolution exempting the proposed Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been submitted to your Honorable Board by separate resolution of even date herewith.

It should be noted that this Agreement 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 Social Services Block Grant.

Accordingly, the County of Westchester is hereby requesting authority to enter into an agreement the Child Care Council of Westchester, Inc. for the aforesaid purpose.

An appropriate resolution requesting your Honorable Board's approval is attached herewith.

LGT/EM/fb

Attachment

R E S O L U T I O N

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to enter into an agreement (DSS7005-26) with the Child Care Council of Westchester, Inc. ("CCCW"), whereby CCCW will provide the services of a Child Care Assistance Specialist who will help to identify and assist eligible families with successful navigation through the Child Care Assistance System, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$80,460, to be paid on a monthly basis pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, this Agreement is subject to County Appropriations; 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 this 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 take such action and execute such documents as may be necessary and proper to effectuate the purposes hereof.

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5960	N/A	\$80,460

2. Budget Funding Year(s): 2026

Start Date: January 1, 2026 End Date: December 31, 2026
(must match resolution)

3. Funding Source:

Federal	N/A	CFDA#(s)	N/A		
State	N/A	State ID#(s)	N/A		
Operating/ Tax Levy	100%				
Capital	N/A				

4. Total NTE: \$80,460
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2026 - RAYMOND SCULKY, SECRETARY