



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #11-110-OPE

### CALL-IN OF ACTIVE LEGALLY-EXEMPT (INFORMAL) CHILDCARE PROVIDERS

<b>Date:</b> November 29, 2011	<b>Subtopic(s):</b> Childcare, WHEDCO
<p> This procedure can now be accessed on the FIAweb.</p> <p><b>Note:</b> Assignments to TAG, WeCARE, Substance Abuse Treatment, and the Grant Diversion Program will not terminate automatically.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the citywide enrollment agency for legally-exempt (informal) childcare providers, Women’s Housing and Economic Development Corporation (WHEDCo), has begun calling in all informal childcare providers that are active in the Automated Childcare Information System (ACCIS) that have not been reviewed by the enrollment agency.</p> <p>WHEDCo began sending notices to informal childcare providers on November 1, 2011 informing them that they must be enrolled to continue receiving subsidized childcare payments. A series of forms must be completed by both the parent(s) and provider and the provider must pass multiple background checks in order to be successfully enrolled.</p> <p>If a provider fails to keep their appointment with WHEDCo, the childcare will be terminated in ACCIS. The Cash Assistance (CA) participant’s engagement assignment will be terminated and the participant will be called in according to the current procedure detailing the WHEDCo process (PD #10-17-EMP).</p> <p>Any parent that comes into the Job Center with questions or concerns should call New York City Children’s Services (ACS) at 212-361-5803.</p> <p><i>Effective Immediately</i></p> <p><b>Related Item:</b></p> <p><a href="#">PD #10-17-EMP</a></p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298