FAMILY INDEPENDENCE ADMINISTRATION

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Office of Procedures

POLICY BULLETIN # 14-93-OPE

REFERRALS TO EARLY LEARN PROGRAMS

Date: August 21, 2014	**Subtopic(s):** Child Care, Group Day Care
🖳 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to instruct all Job Opportunity Specialists (JOS) in the Job Centers to stress to parents of young children who require child care services the benefits of utilizing Early Learn Programs and to give instructions on how to search for an Early Learn Program in the Automated Child Care Information System (ACCIS). Early Learn is an educational model that merges child care and early education into a single, seamless system. The benefits of using an Early Learn Program is that it provides a more stable form of child care for 8 to 10 hours a day and full year programs for children through Child Day Care, Head Start and the Universal Pre-Kindergarten (UPK) program. In order to increase the enrollment rate of children into the Early Learn Programs, when an applicant/participant requires or requests a referral to a child care provider and has a child or children between the ages of three and five years, the two referrals to regulated child care providers must be to Early Learn Programs in or near the applicant's/participant's home zip code. Instructions on searching for an Early Learn Program in ACCIS is provided in **Attachment A** of this policy bulletin. *Effective Immediately* **Related Item:** PB #14-69-OPE PD #13-18-EMP PD #09-40-EMP

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*

Distribution: X

Attachments:

Attachment A ACCIS – Finding Early Learn Programs by Zip Code

ACCIS

Finding Early Learn Programs by Zip Code

AUTOMATED CHILD CARE INFORMATION SYSTEM MAIN MENU

FIA

ACCIS MAIN MENU

To access a menu option, use the Tab or Up/Down Arrow keys to highlight the option and press Enter, or press the option's F.. key or point and left click the mouse

Programs / Contractors / Providers - F1
Case And Child Maintenance - F2
Search - F3
Recertifications - F4
Vouchers - F5
Information And Referrals - F6
Attendance - F7
Reports And Letters- F8
System Maintenance - F9
Help And Change Password - F10
Quick Add - F11
Exit - Esc

To search for an Early Learn Program –
•Click on "Search" or
• Press the "F3" function key on the keyboard

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Program Directory
Program/Provider Search
Track A Child
WMS Search
NYS DOH Search   ▶
Return (Esc)
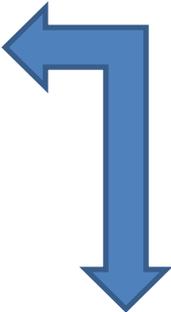
To continue select "Program/Provider Search"

IVCP Search For GDC's, FDC's or Providers

Help-F1 | **4** Search-F11 | Exit-Esc | Screen **1** of **1**

SEARCH CRITERIA

1 Pgm/Prov Type | G | **2** ACD Funding (Y/N/A/H) | Y

BY LOCATION

Boro | | **3** Zip | 11212 | Search Adjacent Zips | | RA |
Street | | School Pickup |

BY LEVEL OF CARE OR AGE | | | BY SPECIAL FEATURES

I/T/P | | S | | Age | 0.0 0 | Language | | Special Needs(S/O) | | Kosher |

BY NAME OR NUMBER

Program Name | | Program # |
Provider Last Name | | First Name | | Provider # |

SEARCH CRITERIA should display
1. Box labeled Pgm/Prov Type - "G" (Group). If not displayed, change to "G".
2. Box labeled ACD Funding (Y/N/A/H) "Y" for Contracted types FF, PF,PP).). If not displayed, change to "Y". Proceed to #3.

3. Enter a 5-digit Zip Code. Proceed to #4

4. Select "Search-F11" to display results .

3

Enter check box for "Contract Only"

•The Early Learn Programs are now displayed. The boxes that contain "G" (Group) and "FF" (Fully Funded) are the Early Learn Programs.

NOTE: License Capacities in "red" font denotes slots are not available.
• To view all information on Slot availability , place the arrow near the desires Program and click on More-F10 to continue.

ACCIS GROUP DAY CARE MAINTENANCE

| New-F2 | View-F3 | Modify-F4 | Next-F5 | Prior-F6 | Save-F7 | Delete-F8 | Cancel-F9 | More-F10 | Prvdr-F11 | Print-F12 |

| Help-F1 | Exit-Esc | PageUp | PageDn | **VIEW** | Record 1 of 1 Screen 1 of 3 |

GDC

Program # 0344004   RA 03   Contract Type FF   Program Type G   Model Tp GD

Contractor # 00621   Contractor Date 07/01/13

Name, Address and Contact Information

Name   FIRSTSTEPNYC @ PS/IS 41
Number   225   Street   NEWPORT STREET
Zip   11212   Boro   BK
City   BROOKLYN   State   NY
Director   CHANDA HILL   Phone   718   443-4100
Email
Contact   CHANDA HILL   Phone   718   443-4100
Email
Emergency Contact   Phone   -
Email

Location And Public Transportation

Cross St
Bus
Bus Stop
Subway
Sub Stop

Status AC Dt 07/26/13   CURRENT 1098 INFO   Week 00/00/00   Last Updt 00/00/00   Method

| | **Capacities** | | | **Current Placements** | | | | | **Available Slots** | | |
	License	Budget	Target	Voucher	Enroll	Reserve	Wait List	Pnd Dep	Lic	Enrl	Rsrv
Infant	0	0	0	.00	.00	.00	.00	.00	0.00	0.00	0.00
Toddler	24	0	0	.00	.00	.00	.00	.00	24.00	0.00	0.00
Preschool	35	34	34	.00	34.00	.00	1.00	.00	1.00	0.00	0.00
School Age	0	0	0	.00	.00	.00	.00	.00	0.00	0.00	0.00

Program Slot Count

Entered 7/26/2013 4:16PM   Entry User ID GG3924   Last Updt 7/27/2014 03:24AM   Updt User ID SYSTEM

• Capacities , Current Placements & Available Slots are displayed here.   In the upper left hand corner of this screen, Click "Exit-Esc" to return to the previous page.

• Click "Exit-Esc" to return to the previous page.

• Click "Exit-Esc" to return to the FIA ACCIS Main Menu

NOTE: TO conduct a search for Early Learn Programs in another zip code, enter the 5-digit zip code and click on Search F11 to continue.

Attachment A

FIA

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