



# FAMILY INDEPENDENCE ADMINISTRATION

James K. Whelan, Executive Deputy Commissioner (Acting)

Stephen Fisher, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN # 14-93-OPE

### REFERRALS TO EARLY LEARN PROGRAMS

<b>Date:</b> August 21, 2014	<b>Subtopic(s):</b> Child Care, Group Day Care
<p> This procedure can now be accessed on the FIAweb.</p>	<p>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).</p> <p>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.</p> <p>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.</p> <p>Instructions on searching for an Early Learn Program in ACCIS is provided in <b>Attachment A</b> of this policy bulletin.</p> <p><i>Effective Immediately</i></p> <p><b>Related Item:</b> PB #14-69-OPE PD #13-18-EMP PD #09-40-EMP</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

**Attachments:**

**Attachment A** ACCIS – Finding Early Learn Programs by Zip Code

# ACCIS

Finding Early Learn Programs by  
Zip Code

# Attachment A

## AUTOMATED CHILD CARE INFORMATION SYSTEM MAIN MENU

FIA

ACCIS MAIN MENU

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 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



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

# Attachment A

**AUTOMATED CHILD CARE INFORMATION SYSTEM MAIN MENU**

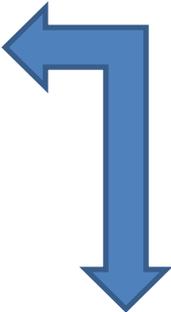
**FIA**

**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  
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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

- Program Directory
- Program/Provider Search**
- Track A Child
- WMS Search
- NYS DOH Search ▶
- Return (Esc)



To continue select  
"Program/Provider Search"

# Attachment A

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

Help-F1

4 Search-F11

Exit-Esc

Screen 1 of 1

The screenshot shows a search interface with several sections:

- 1** Pgm/Prov Type: A dropdown menu with 'G' selected.
- 2** SEARCH CRITERIA: A dropdown menu with 'ACD Funding (Y/N/A/H)' selected and 'Y' entered in the adjacent field.
- 3** Zip: A text input field containing '11212'.

Other sections include:

- BY LOCATION:** Boro, Street, Search Adjacent Zips, School Pickup, RA.
- BY LEVEL OF CARE OR AGE:** I/T/P, S, Age (0.00).
- BY SPECIAL FEATURES:** 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 .

# Attachment A

## 52 Active GDC Programs

Show  All  Active  Closed  Pending  Suspended

Voucher Only  Contract Only

to 52

Pref	Program Number	Program Address	Program Name	Lic	Enr	Res	Wait	Lic	Enr	Res	Wait	
												Cap
<input type="checkbox"/>	1600248	URBAN STRATEGIES FANNIE BA		Inf	0			Pre	0			
<input type="checkbox"/>	829	SARATOGA AVE SHELTER	BK 11212	Tod	0			Sch	40			
<input type="checkbox"/>	1602318	AMBASSADOR CHRISTIAN DC ACD.		Inf	0			Pre	10			
<input type="checkbox"/>	993	CLARKSON AVENUE	BK 11212	Tod	11			Sch	0			
<input type="checkbox"/>	0387102	BRIGHTSIDE ACADEMY - BELMONT		Inf	5	0	0	1	Pre	40	0	0
<input type="checkbox"/>	50-56	BELMONT AVENUE	BK 11212	Tod	7	2	1	0	Sch	0		0
<input type="checkbox"/>	1602019	BUTTERCUP DAYCARE		Inf	0			Pre	13			
<input type="checkbox"/>	16	GLENMORE AVE.	BK 11212	Tod	6			Sch	0			
<input type="checkbox"/>	2390501	CALVARY DAY CARE CENTER		Inf	0			Pre	20			
<input type="checkbox"/>	474	E 96TH ST	BK 11212	Tod	5			Sch	0			
<input type="checkbox"/>	2394701	CAREY'S CHILD CARE CENTER		Inf	0			Pre	21			
<input type="checkbox"/>	9202	KINGS HIGHWAY	BK 11212	Tod	0			Sch	0			
<input type="checkbox"/>	1601103	CARTER WOODSON PROG. P.S 150.		Inf	0			Pre	0			
<input type="checkbox"/>	364	SACKMAN ST.	BK 11212	Tod	0			Sch	200			

Enter check box for "Contract Only"

# Attachment A

## Search Results

11 Active GDC Programs (Contract Only)

Show  All  Active  Closed  Pending  Suspended  Voucher Only  Contract Only 2 to 11

Pref	Program Number	Program Address	Program Name	Lic	Enr	Res	Wait		Lic	Enr	Res	Wait
					Cap	Avl	Avl		Cnt	Cap	Avl	Avl
<input type="checkbox"/>	0387102	BRIGHTSIDE ACADEMY - BELMONT	Inf	5	0	0	1	Pre	40	0	0	0
	50-56	BELMONT AVENUE	BK 11212	Tod	7	2	1	Sch	0			0
<input type="checkbox"/>	0344004	FIRSTSTEPHIYC @ PS/IS 41	Inf	0	0	0	0	Pre	35	0	0	1
	225	NEWPORT STREET	BK 11212	Tod	24	0	0	Sch	0	0	0	0
<input type="checkbox"/>	0350103	FRIENDS OF CROWN HEIGHTS 26	Inf	0	0	0	0	Pre	75	1	0	0
	20	SUTTER AVENUE	BK 11212	Tod	0	0	0	Sch	0	0	0	0
<input type="checkbox"/>	1601901	INNER FORCE TOTS INC.	Inf	8	0	0	40	Pre	230	0	-1	4
	1181	EAST NEW YORK AVE	BK 11212	Tod	101	0	0	Sch	0	0	0	0
<input type="checkbox"/>	0380901	MEDGAR EVERS HS	Inf	0	0	0	0	Pre	105	3	53	18
	60	EAST 93RD ST	BK 11212	Tod	0	0	0	Sch	0			0
<input type="checkbox"/>	0300301	HAAT AZAROW CHILDREN'S CTR	Inf	0	0	0	0	Pre	105	5	5	3
	232	POWELL ST	BK 11212	Tod	0	0	0	Sch	0			0
<input type="checkbox"/>	1572209	PAL WORLD OF CREATIVE EXP	Inf	0	0	0	0	Pre	186	2	0	0
	280	LIVONIA AVE	BK 11212	Tod	0	0	0	Sch	0			0

Help-F1 Choose-F7 More-F10 Print-F12 PageUp PageDn Exit-Esc

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

**Search Results**

**11 Active GDC Programs (Contract Only)**

Show  All  Active  Closed  Pending  Suspended  Voucher Only  Contract Only 2 to 11

Pref	Program Number	Program Name	Lic Cap	Enr Avl	Res Avl	Wait Cnt	Lic Cap	Enr Avl	Res Avl	Wait Cnt
<input type="checkbox"/>	0387102	BRIGHTSIDE ACADEMY - BELMONT	5	0	0	1	40	0	0	0
	50-56	BELMONT AVENUE	7	2	1	0	0			0
<input checked="" type="checkbox"/>	034004	FIRSTSTEPHYC @ PS:IS 41	0	0	0	0	35	0	0	1
	225	NEWPORT STREET	24	0	0	0	0	0	0	0
<input type="checkbox"/>	0350103	FRIENDS OF CROWH HEIGHTS 26	0	0	0	0	75	1	0	0
	20	SUTTER AVENUE	0	0	0	0	0	0	0	0
<input type="checkbox"/>	1601901	INNER FORCE TOTS INC.	8	0	0	40	230	0	-1	4
	1181	EAST NEW YORK AVE	101	0	0	21	0	0	0	0
<input type="checkbox"/>	0380901	MEDGAR EVERS HS	0	0	0	0	105	3	53	18
	60	EAST 93RD ST	0	0	0	0	0			0
<input type="checkbox"/>	0300301	HAT AZAROW CHILDREN'S CTR	0	0	0	0	105	5	5	3
	232	POWELL ST	0	0	0	0	0			0
<input type="checkbox"/>	1572209	PAL WORLD OF CREATIVE EXP	0	0	0	0	186	2	0	0
	280	LIVONIA AVE	0	0	0	0	0			0

Help-F1 Choose-F7 **More-F10** Print-F12 PageUp PageDn Exit-Esc

•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.

# Attachment A

## ACCIS GROUP DAY CARE MAINTENANCE

Record 1 of 1 Screen 1 of 3

Program #  RA  Contract Type  Program Type  Model Tp   
 Contractor #  Contractor Date

**Name, Address and Contact Information**

Name   
 Number  Street   
 Zip  Boro   
 City  State   
 Director  Phone    
 Email   
 Contact  Phone    
 Email   
 Emergency Contact  Phone    
 Email

**Location And Public Transportation**

Cross St   
 Bus   
 Bus Stop   
 Subway   
 Sub Stop

Status  Dt  CURRENT 1098 INFO Week  Last Updt  Method

	Capacities			Current Placements					Available Slots		
	License	Budget	Target	Voucher	Enroll	Reserve	Wait List	Pnd Dep	Lic	Enr	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

Entered   Entry User ID  Last Updt   Updt User ID

•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.

# Attachment A

## Search Results

### 11 Active GDC Programs (Contract Only)

Show  All  Active  Closed  Pending  Suspended  Voucher Only  Contract Only 5 to 11

Pref	Program Number		Program Name		Lic	Enr	Res	Wait	Lic	Enr	Res	Wait		
	Cap	Avl	Avl	Cnt									Cap	Avl
	0387102	03 G FF	BRIGHTSIDE ACADEMY - BELMONT		Inf	5	0	0	1	Pre	40	0	0	0
	50-56		BELMONT AVENUE	BK 11212	Tod	7	2	1	0	Sch	0			0
	0344004	03 G FF	FIRSTSTEPHYC @ PS/IS 41		Inf	0	0	0	0	Pre	35	0	0	1
	225		NEWPORT STREET	BK 11212	Tod	24	0	0	0	Sch	0	0	0	0
	0350103	03 G FF	FRIENDS OF CROWN HEIGHTS 26		Inf	0	0	0	0	Pre	75	1	0	0
	20		SUTTER AVENUE	BK 11212	Tod	0	0	0	0	Sch	0	0	0	0
	1601901	03 G FF	INNER FORCE TOTS INC.		Inf	8	0	0	40	Pre	230	0	-1	4
	1181		EAST NEW YORK AVE	BK 11212	Tod	101	0	0	21	Sch	0	0	0	0
	0380901	03 G FF	MEDGAR EVERS HS		Inf	0	0	0	0	Pre	105	3	53	18
	60		EAST 93RD ST	BK 11212	Tod	0	0	0	0	Sch	0			0
	0300301	03 G FF	HAT AZAROW CHILDREN'S CTR		Inf	0	0	0	0	Pre	105	5	5	3
	232		POWELL ST	BK 11212	Tod	0	0	0	0	Sch	0			0
	1572209	03 G FF	PAL WORLD OF CREATIVE EXP		Inf	0	0	0	0	Pre	186	2	0	0
	280		LIVONIA AVE	BK 11212	Tod	0	0	0	0	Sch	0			0

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

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

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

SEARCH CRITERIA

Pgm/Prov Type  ACD Funding (Y/M/A/H)

BY LOCATION

Boro  Zip  Search Adjacent Zips  RA

Street  School Pickup

BY LEVEL OF CARE OR AGE

I/T/P  S  Age

BY SPECIAL FEATURES

Language  Special Needs(S/O)  Kosher

BY NAME OR NUMBER

Program Name  Program #

Provider Last Name  First Name  Provider #

• 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.

## AUTOMATED CHILD CARE INFORMATION SYSTEM MAIN MENU

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Arrow keys to highlight  
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Exit - Esc