



FAMILY INDEPENDENCE ADMINISTRATION


James K. Whelan, Executive Deputy Commissioner

Jill Berry, Deputy Commissioner
Office of Program Support

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #15-83-OPE

CENTER FOR CHILDREN'S INITIATIVES (CCI)

Date:	Subtopic(s):
September 21, 2015	Child Care
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff at the Rider Job Center and the Child Care Review Team (CCRT) about a new child care initiative. Parents/guardians who meet certain criteria will receive an outreach letter explaining the services offered by the Center for Children's Initiatives (CCI) and a referral to the CCI consent form. CCI is an organization that connects parents/guardians with licensed child care providers. The outreach initiative will begin on September 21, 2015, and will continue for a total of twelve (12) weeks.</p> <p>The referrals for CCI services should be offered to parents/guardians who meet the agency's eligibility requirements to receive child care benefits and:</p> <ul style="list-style-type: none"> • have a toddler who is currently enrolled with an informal (unlicensed) provider in the Automated Child Care Information System (ACCIS); or • request that their toddler be enrolled with an informal provider. <p>Note: A toddler is defined as a child between the ages of 18 months up to the child's third birthday.</p> <p>The "Need Child Care Assistance?" (FIA-1144a) and the CCI Parent Off-Site Referral form (Attachment A) along with a self-addressed return envelope must be provided in person or via mail to parents/guardians who are eligible for a referral to CCI.</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

The **FIA-1144a** gives the parents/guardians a brief explanation of the services offered by CCI and also tells the parent/guardian that they have 14 days to mail-in the *Parent Off-Site Referral* form, if interested. The *Parent Off-Site Referral* form that is provided by CCI must be completed and returned by the parents/guardians that are interested in receiving further information from CCI. All *Parent Off-Site Referral* forms will be returned to the CCRT.

For parents/guardians who currently have a toddler enrolled with an informal provider in ACCIS, the **FIA-1144a**, the *Parent Off-Site Referral* form and a return envelope will be sent to them via a mass mailing.

A list of the parents/guardians that will receive the mailing will be generated by Management Information Systems (MIS) and given to CCRT. At the time that the mass mailing is scheduled to begin, the CCRT will call the parents/guardians that have a telephone number available to inform him/her of the CCI program and that he/she will receive information in the mail.

For parents/guardians, requesting to have a toddler enrolled with an informal provider at the Rider Job Center, the JOS/Worker/Child Care Specialist must inform the parent/guardian of CCI's services and give him/her the **FIA-1144a**, the *Parent Off-Site Referral* form and the return envelope for the parent/guardian to complete and mail to CCRT. As part of this initiative, the Rider Job Center staff will continue to inform the parents/guardians that meet the criteria of CCI's services for 10 weeks.

If a parent/guardian wishes to leave the *Parent Off-Site Referral* form with the JOS/Worker/Child Care Specialist at the Job Center, the form must be forwarded to the Rider Job Center Director or Designee. The Rider Job Center Director or Designee must keep a log of all the cases that the *Parent Off-Site Referral* form was received and ensure that the form is forwarded and received by CCRT.

The JOS/Worker at CCRT will take the following actions with all *Parent Off-Site Referral* forms received:

- Annotate case information for responses received on a spreadsheet.
- Scan and index the form into Document Type: Inter/Intra-Agency Correspondence; Document Description: Referral Information.
- Forward the form to CCI via fax to 212-929-5785.

On a weekly basis, CCI will send CCRT a list of parents who agree to receive Basic Services from CCI. When this list is received, CCRT will enter Action Code **13CI** (Center for Children Initiative Referral) in the New York City Work Accountability and You (NYCWAY) system. These cases will appear on the CCCIP Worklist.


When a participant is requesting a change from an informal provider to a licensed provider, the JOS/Child Care Specialist at the Rider Job Center must check NYCWAY to see if there is an Action Code **13CI** posted which will indicate that this change request is a result of the CCI referral. If the Action Code **13CI** is posted in NYCWAY, once the JOS/Child Care Specialist has made the change in ACCIS, he/she must enter Action Code **13CL** (Referral Changed to Licensed Child Care) in NYCWAY.

Eight (8) weeks from the effective date of this initiative, CCRT will begin reviewing the CCCIP Worklist. CCRT will check ACCIS to verify which of these parents/guardians switched from an informal provider to a licensed provider. CCRT will annotate the Worklist to reflect this change and verify that Action Code **13CL** is entered in NYCWAY to close Action Code **13CI**. If the provider change to a licensed provider is reflected in ACCIS but Action Code **13CL** has not been entered in NYCWAY, the CCRT will enter the action code.

At the end of the twelve (12) weeks, NYCWAY will automatically post Action Code **13CX** (Concluded) for all cases that have an open Action Code **13CI** posted.

Attachments:

Attachment A	Center for Children’s Initiative Parent Off-Site Referral Form
FIA-1144a (E)	Need Child Care Assistance?
FIA-1144a (S)	Need Child Care Assistance? (Spanish)

 Please use Print on Demand to obtain copies of forms.



Parent Off-Site Referral Form

Public Assistance Case Number: _____ Date: _____

Cell Phone: _____ Best time to call _____

Parent Name: _____ Telephone: _____ Best time to call _____

Address: _____ Apt# _____ City _____ Zip: _____

Email: _____ Language spoken: _____

Child(ren) Name: (1) _____ (2) _____ (3) _____ (4) _____

Child(ren) Date of Birth: (1) _____ (2) _____ (3) _____ (4) _____

Time Childcare is required: (1) _____ (2) _____ (3) _____ (4) _____
AM-PM AM-PM AM-PM AM-PM

Needs Assistance Finding:

- Day Care Centers
- Family Day Care
- Group Family Day Care
- Infant and Toddler Programs
- UPK/Pre-K Programs
- Before/After School Programs
- Camps and Holiday/ School Breaks Programs
- Special Needs Programs and Resources
- Schools () Public () Private () Charter School
- In-Home Care (Nanny Agencies)
- Nursery Programs
- Early Head Start/ Head Start Programs

Would you like information on how to apply for child care subsidy (ACS)? YES NO

Reasons for seeking Child Care **Employed** **Student** **Seeking Employment**
 Other _____
Specify

By signing this form, I _____ authorize HRA to disclose this form, which contains personal and confidential information about me to the Center for Children’s Initiatives. I understand I have the right to revoke this authorization at any time by notifying HRA in writing, except to the extent that action has already been taken in reliance of this consent. I understand that signing this form is voluntary. Refusal to sign this form will not affect my eligibility for benefits. I certify that I have read this release or had it read to me.

Signature: _____

Date: _____

Date: _____
Case Number: _____
Case Name: _____
Center: _____

Need Child Care Assistance?

Finding child care that is right for your child can be hard to do. We are pleased to inform you that child care assistance is available through the Center for Children’s Initiatives (CCI). CCI has a database of licensed and registered programs, which is updated regularly through the New York State Office of Children and Family Services (“OCFS”).

Some of the basic services provided by CCI are:

- Telephone consultations relating to child care;
- Childcare search checklists;
- Supply information about public subsidies and child care tax credits;
- Online child care referrals; and
- Advice on child development and other child care issues.

If you are interested in taking advantage of CCI’s services, please complete the enclosed Off-site Referral form and mail it to:

The Human Resources Administration
FIA Child Care Review Team
150 Greenwich Street, 36th Floor #36-29
New York, NY 10007

We must receive your Off-site Referral form within 14 days of the date of this letter. Once your information is received, a CCI representative will contact you.

Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Centro: _____

¿Necesita Asistencia de Cuidado Infantil?

Puede resultar difícil encontrar cuidado infantil adecuado para su niño(a). Nos complace informarle de que hay asistencia de cuidado infantil disponible por medio del Centro de Iniciativas para el Niño (CCI). El CCI posee una base de datos de programas registrados y con licencia, actualizada con regularidad por medio de la Oficina de Servicios para Niños y Familias (OCFS) del Estado de Nueva York.

Algunos de los servicios básicos brindados por CCI son los siguientes:

- Consultas telefónicas relacionadas con cuidado infantil;
- Listas de control para búsqueda de cuidado infantil;
- Presentación de información sobre subsidios públicos y créditos tributarios de cuidado infantil;
- Envíos en línea a cuidado infantil; y
- Consejería sobre desarrollo infantil y otros asuntos de cuidado infantil.

Si a usted le interesa aprovechar los servicios de CCI, por favor llene el formulario de Envío Fuera del Local en adjunto y envíelo por correo a:

The Human Resources Administration
FIA Child Care Review Team
150 Greenwich Street, 36th Floor #36-29
New York, NY 10007

Debemos recibir su formulario de Envío Fuera del Local dentro de 14 días a partir de la fecha de este aviso. Una vez recibida su información, un representante de CCI se comunicará con usted.