



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-68-OPE

CONVERTED CHILD CARE FORMS

Date: June 05, 2007	Subtopic(s): Child Care, Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff that the following Family Independence Administration (FIA) Child Care forms have been converted to Administration for Children's Services (ACS) Division of Child Care and Head Start forms. Therefore these FIA forms are now obsolete:</p> <ul style="list-style-type: none">▪ W-274AA CILOPA Recertification Letter▪ W-274W Child Care Provider Enrollment Supplement▪ W-274ZZ ACS Child Care Attendance Verification Letter ▪ W-574EE Child Care Fact Sheet & Planner▪ W-574EE (S) Child Care Fact Sheet & Planner (Spanish)▪ W-574FF Proof of ID and Residency For Your Child Care Provider or "Babysitter" ▪ W-667C Child Care Appointment Confirmation and Contact List <p>The ACS child care forms are:</p> <ul style="list-style-type: none">▪ CS-274AA CILOPA Recertification Letter▪ CS-274W Child Care Provider Enrollment Supplement▪ CS-274ZZ ACS Child Care Attendance Verification Letter▪ CS-574FF Proof of ID and Residency For Your Child Care Provider or "Babysitter" ▪ CS-667C Child Care Appointment Confirmation and Contact List ▪ ACS Form W-574EE Child Care Fact Sheet & Planner▪ ACS Form W-574EE (S) Child Care Fact Sheet & Planner (Spanish)

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

The forms were given the NYC ACS Division of Child Care and Head Start logo and references to FIA were replaced with ACS where appropriate.

ACS forms are available through the FIAweb Office of Procedures page (as shown below).

HRA Home > Family Independence > FIAweb Office of Procedures

Office of Procedures Search FI

What's New -- Procedures

June Training Release

- **PB 07-66-OPE** : RELEASE OF The EBT MAG-TEK/CAPS PIN Change Terminal Users Guide
- **PB 07-65-OPE** : State Mailer Regarding Changes in Payphone Access to the EBT Helpline
- **PB 07-64-OPE** : Summer Meals Program
- **PB 07-63-SYS** : Welfare Management System (WMS) Batch Transmission Time Extension
- **PB 07-62-OPE** : Revisions to Forms W-146E, W-147E, W-147M and W-147Q
- **PB 07-61-SYS** : NYCWAY Updates – New Action Codes
- **PB 07-60-EMP** : Workshops for Sanctioned Public Assistance Participants Attending City University of New York (CUNY) Schools
- **PB 07-59-SYS** : Finger Imaging Requirements for Reapplicants
- **CD 07-09** : Mandated Poster – Important Notice: Changes to Payphone Access to the EBT Helpline (FIA-63)
- **CD 07-08** : Mandated Poster – Preventing Standard Utility Allowance (SUA) Errors (FIA-58)

May Training Release

- **TM 07-09** : Page Replacements to the Employment Process Manual
- **PD 07-15-SYS** : Welfare Management System (WMS) Software Release Version 2007.1
- **PD 07-14-ELI** : Revision to the Utility Process
- **PB 07-58-SYS** : Revision to the Turn-Around Document (TAD)
- **PB 07-57-SYS** : NYCWAY Updates – Begin Employment Gain Independence Now (BEGIN) and Employability Plan (EP) Changes
- **PB 07-56-ELI** : Heating Equipment Repair/Replacement (Vendor License Verification)
- **PB 07-55-OPE** : Access NYC Public Benefits Screening Tool
- **PB 07-54-OPE** : Handling Requests for Case Record Review
- **PB 07-53-EMP** : Abridged Glossary of HRA Employment Programs
- **PB 07-52-ELI** : Section 8 Housing Voucher Outreach Program
- **PB 07-51-OPE** : Reinstatement of Form W-274X
- **PB 07-50-EMP** : Revisions to the BEGIN Program Referral Letter (W-573XX)
- **PB 07-49-OPE** : Revisions to Form M-42U and Form W-138Q
- **PB 07-48-ELI** : End of the 2006-2007 HEAP Program Year
- **PB 07-47-SYS** : Changes to the Fair Hearing Compliance Subsystem
- **PB 07-46-OPE** : Shelter Type Codes/Standard Utility Allowance (SUA)

IMPORTANT REMINDERS

Failing to budget the correct SUA is one of our highest FS payment errors. Need help with determining the correct SUA? Please see our Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide form (W-205HH).

[Tutorial: How to Use the FIA Web](#)

HAVE QUESTIONS ABOUT AN FIA PROCEDURE?

Send an E-mail to FIA Call Center at fiacallcenter@hra.nyc.gov or Call (718) 557-1313 then press 2 at the prompt followed by 765

POLICY DOCUMENTS

- Policy Directives
- Policy Bulletins
- Center Director Memos
- FIA Desk Guides
- FIA Transmittals
- Manuals
- Application/Recertification Kit
- Mandated Signage


LOOKING FOR FORMS?

- FIA Forms
- HRA Forms
- MAP Forms
- State Forms
- State Child Care Forms
- ACS Forms
- Yingok Forms
- MKB Project Forms

Samples of the ACS forms are attached. Spanish versions of the forms beginning with **CS** will be available shortly and will be posted to the FIAweb upon receipt.

Center Directors must ensure all versions of the obsolete forms including the multi-lingual equivalents are removed from circulation and recycled.

Effective Immediately

 Please use Print on Demand to obtain copies of the forms.

Attachments:

CS-274AA	CILOPA Recertification Letter
CS-274W	Child Care Provider Enrollment Supplement
CS-274ZZ	ACS Child Care Attendance Verification Letter
ACS Form	
W-574EE	Child Care Fact Sheet & Planner
ACS Form	
W-574EE (S)	Child Care Fact Sheet & Planner (Spanish)
CS-574FF	Proof of ID and Residency For Your Child Care Provider or “Babysitter”
CS-667C	Child Care Appointment Confirmation and Contact List

Obsolete Forms

W-274AA	CILOPA Recertification Letter (Obsolete)
W-274W	Child Care Provider Enrollment Supplement (Obsolete)
W-274ZZ	ACS Child Care Attendance Verification Letter (Obsolete)
W-574EE	Child Care Fact Sheet & Planner (obsolete)
W-574EE (S)	Child Care Fact Sheet & Planner (Spanish)(obsolete)
W-574FF	Proof of ID and Residency For Your Child Care Provider or “Babysitter” (Obsolete)
W-667C	Child Care Appointment Confirmation and Contact List (Obsolete)

Date: _____

Case Number: _____

Case Name: _____

Unit: _____

CILOPA Recertification Letter

This letter is to inform you that your eligibility for child care—only benefits needs to be recertified. In order to continue receiving child care—only assistance, your household must remain within public assistance (PA) income and resource guidelines. You can continue to receive child care—only assistance for as long as you remain income-eligible for PA.

Regardless of your child care provider type, you must complete the following forms:

- ♦ **LDSS-2921** (you must also include verification of child support income and resources – if any – as well as any other changes reported);
- ♦ Request for Information from Employer (**CS-560U**), completed by your employer – be sure to include your pay stubs to document your employment income;
- ♦ Child Care Provider Enrollment Supplement (**CS-274W**).

In addition to the forms listed above:

- ♦ If your child care provider is considered informal care, you must also complete the Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care (**LDSS-4699**);
- ♦ If your child care provider is a legally-exempt program, you must also complete the Enrollment Form for Provider of Legally-Exempt Group Child Care (**LDSS-4700**).

You must answer all the questions on the forms listed above and return the **LDSS-2921** application by _____.

If your provider type has changed or you have additional providers, you can obtain the **LDSS-4699** and **LDSS-4700** as follows:

- ♦ Download the **LDSS-4699** and **LDSS-4700** at <http://www.ocfs.state.ny.us/main/Forms>. You can access the Internet for free at any public library; or
- ♦ Contact the Transitional Child Care (TCC) Unit at (212) 835-7681 to request a form be mailed to you.

Once you have the correct form:

- ♦ Complete it with your child care provider, ensuring that both you and the provider have signed each section.

If you have any questions, please contact the TCC Unit at the number below.

Any time there is a change in your needs, income, resources, living arrangements, address or child care arrangements, you are required to inform the TCC Unit and submit verification of such changes at 109 East 16th Street, New York, NY 10013; (212) 835-7681.

Child Care Provider Enrollment Supplement*

To be used with LDSS-4699/LDSS-4700 for all unregulated providers

PARENT/CARETAKER'S NAME:		CASE NUMBER:
ADDRESS:		
TELEPHONE:	SOCIAL SECURITY NUMBER (OPTIONAL, SEE BELOW): ¹	ACCIS CASE NUMBER:
PROVIDER'S NAME:		DATE OF BIRTH: ²
ADDRESS WHERE CARE IS GIVEN:		
PROVIDER'S ADDRESS (IF DIFFERENT):		
TELEPHONE:	PROVIDER'S SOCIAL SECURITY/LICENSE NUMBER/EIN	
<p>¹ The parent/caretaker may, but does not have to, list his/her Social Security number. You cannot be required to disclose your Social Security number as a condition of eligibility for child care services. If provided, your Social Security number will be used to assist in identifying your child care file. It may also be used by Federal, State and local agencies to prevent duplication of services and fraud, and for Federal reporting.</p> <p>² If the provider is less than 18 years old, the Employment of Minors Form must be completed.</p>		

SAMPLE

Provider/Agency Name: _____

ACCIS Provider Number (if available): _____

Provider's License Type: _____ License Number: _____

Expiration Date: _____ / _____ / _____
MM DD YYYY

Provider Rate (All providers, except ACS-contracted programs, must complete this section.)

My weekly child care rates are as follows:

Indicate the rate charged for each age level	INFANT Under 18 months	TODDLER 18 months – under 3 years	PRESCHOOL 3 years – under 6 years	SCHOOL-AGE 6 – 12 years
Full time (30 hours or more per week)				
Part time (15 – 29 hours per week)				
Hourly (1 – 14 hours per week but less than 3 hours per day)				

***ATTENTION:** 1. Regulated/licensed providers are not required to complete the **LDSS-4699** or the **LDSS-4700**. They should complete only pages 1 and 2 of this form and return to the parent/legal guardian. Regulated providers without an ACCIS number must also submit a copy of their license along with the completed **CS-274W**.

2. Informal providers must provide documentation of BOTH their identification and their address in order to be paid by ACS. Please ask your JOS/ACS Worker for the Proof of ID and Residency for Your Child Care Provider or "Babysitter" (**CS-574FF**), which is the list of approved types of ID.

Indicate the weekly schedule(s) of child care services for the child(ren) listed below:

Child's Name	CHILD'S NAME			CHILD'S NAME			CHILD'S NAME		
Date of Birth	MONTH	DAY	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR
Date Care Began	MONTH	DAY	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR
Weekly Schedule	From	To	From	To	From	To	From	To	
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
OFFICE USE ONLY	Total Hours per Week		Total Hours per Week		Total Hours per Week		Total Hours per Week		
	ACS Child Care Rate		ACS Child Care Rate		ACS Child Care Rate		ACS Child Care Rate		

SAMPLE

I acknowledge that receiving payment from the City of New York for child care services provided does not make me an employee of the City of New York. I am an employee of the parent/legal guardian of the child for whom I provide care.

Provider Certification

I am enrolling this child in a child care program. I understand that I will be paid only after the child's attendance data is received by ACS and for so long as the above parent/guardian is engaged in an FIA-approved activity or employed. If the parent/guardian fails to meet these criteria, I will be sent a letter from ACS informing me that ACS will no longer pay for child care. I agree that the amount I am charging this parent is not more than the amount I charge for other children of the same age. **I understand that I cannot be paid if I do not list all my rates.**

I will allow the parent/guardian of the children named on this form unlimited access to his/her children and the premises and will make myself available whenever the children are in my care.

I certify that the statements above are accurate and true to the best of my knowledge. I understand that providing false information may lead to the suspension or termination of payments and the recovery of any payments to which I was not entitled.

Provider's Name (print clearly): _____ Official Title (if applicable): _____

Signature: _____ Date: _____

Parent/Guardian Certification

I certify that I have reviewed the above information and that it is correct. I understand I must report any changes to ACS.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

For Agency Use Only:

Is child care authorized for this applicant/participant? Yes No

Agency-approved start date for child care: ____ / ____ / ____
MM DD YYYY

Date: _____

Case Number: _____

Case Name: _____

Time: _____

ACS Child Care Attendance Verification Letter

SAMPLE

To: _____

Mr./Ms./Mrs. _____ was here to see the ACS Child Care Worker on the above date to discuss his/her child care needs. The result of the interview is as follows:

Referred to providers for child placement. A return appointment has been scheduled for _____ .
DATE

Child care concerns addressed. No further appointments scheduled.

This applicant/participant must be excused from participation in required activities for the above dates.

ACS Worker's Signature: _____ Telephone No.: _____

ACS Worker's Title: _____ Location: _____

CASH ASSISTANCE IS TIME LIMITED. A JOB IS YOUR FUTURE!

Child Care Fact Sheet & Planner

You Have Many Options in Choosing Child Care!

Regulated Child Care

A regulated child care provider is licensed or registered by the Department of Health and Mental Hygiene (DOHMH) and conforms to health, fire and building codes. Workers must pass medical, character and criminal background checks.

Family Child Care: Up to six children (8 in some cases) may be cared for in the provider's home. No more than two children under two years of age – including the provider's own – are allowed.

Group Family Child Care: Two providers caring for up to 12 children (14 in some cases) in the home of one of the providers.

Child Care Centers: Teachers and other trained staff provide child care in a classroom setting.

School Age Child Care: Many family day care providers and day care centers serve children up to age 13. There are also free programs; many are located in schools. Talk to an ACS worker in your job center or call 311 to find a school age program in your area.

ACS Child Care Centers: The Administration for Children's Services Division of Child Care and Head Start contracts with centers and family day care networks to provide regulated child care. Each program has an educational component to promote school readiness. ACS workers at HRA Job Centers or ACS Resource Areas can help parents locate a vacancy and enroll a child in an ACS day care center or family day care network.

Need help finding child care in your area?

ACS workers at your Job Center can assist you in locating child care. Other resources include: the Child Care Resource and Referral Consortium (CCRRC) at (888) 469-5999.

For children with special needs, call CCRRC or Resources for Children with Special Needs, Inc. at (212) 677-4650.

Child Development Programs

Head Start is a federally-funded, comprehensive child development program that serves children ages three to five and their families. Head Start offers activities and educational programs to prepare children for school and help them succeed later in life. Talk to an ACS worker in your Job Center or call 311 to locate a Head Start program in your neighborhood.

Universal Pre-Kindergarten (UPK) is a comprehensive Department of Education pre-kindergarten program that provides children with a nurturing environment and educational experiences to promote positive early childhood development. Parents may choose a UPK program in a public school or a community-based program. Talk to an ACS worker in your Job Center or call 311 for more information.

Out-of-School Time (OST) programs for youth offered by the Department of Youth and Community Development provide a mix of academic support, sports and recreational activities, arts and cultural experiences at no cost after school, on weekends and during school vacations. Talk to an ACS worker in your Job Center or call 311 for more information.

Informal/Legally-Exempt Providers

Informal care is often provided by relatives, neighbors and friends. Informal providers may care for no more than two unrelated children under age seven at the same time for three or more hours per day in the provider's home. Parents and informal providers must complete a checklist about the health and safety of the home. Background checks and inspections of the informal provider's home may be required. The City of New York will pay these providers if they are unrelated or related to the children – but not if they are the parents or guardians of the children or on the same public assistance case.

Family Day Care Networks

Networks provide referrals and support to groups of family day care providers. Networks are not regulated and affiliation with a network is not a requirements.

For more information call the Department of Health and Mental Hygiene's Family Day Care Registration Office at (212) 280-9251.

There Are Long-Lasting Benefits of Early Childhood Education

Early Childhood Experiences and Brain Development

- Early experiences from birth to age five affect the development of the brain and lay the foundation for intelligence, social and emotional health.
- Research tells us that children, even in the earliest months, have an amazing ability to learn.
- Children who are nurtured and stimulated during the first years of life are more prepared for kindergarten.

Long-Lasting Benefits of Early Childhood Education

- Enhanced language development.
- Higher academic achievement in both reading and math.
- Completion of more years of education.
- More likely to attend college.

What to Consider When Looking for Child Care and Early Childhood Education Programs

- SAMPLE
- **A low child-to-teacher ratio** determines how much attention your child will get and is key to good care. The younger the child, the more individualized attention is needed.
 - **Training in early childhood development** assures that staff understand how children grow and learn so they can be more effective teachers and caregivers.
 - **Relationships** that are warm and sensitive help children develop a positive sense of self and encourage them to respect and cooperate with others.
 - **Curriculum and materials** contribute to the quality of early childhood programs in helping children use their developing language, thinking and motor skills.
 - **A safe and healthy environment.**
 - **Backup and supplemental child care**

Don't forget – make sure to plan backup child care for times when your main child care provider is sick or on vacation and for school breaks and summer vacations. You may need a supplemental provider if you choose a part-day Head Start or UPK program.
 - Are all children under adult supervision at all times?
 - How many other children will be with the child care provider? How many adult staff are with each group?
 - What training does the provider have in child development and early childhood education?
 - How many years of experience in child care does the provider have?
 - Is the provider warm and caring toward children?
 - Does the provider respect each child?
 - What will my child learn from this child care provider?
 - Are there plenty of toys, books and learning materials that offer challenging activities?
 - Does the child care facility look clean?
 - What are the health and safety procedures and policies for handling emergencies?
 - Does the provider have a valid license or certificate?

Important Telephone Numbers	
ACS Division of Child Care and Head Start	311
Child and Adult Care Food Program (CACFP)	(212) 835-7101
Child Care Automated Phone System (CAPS)	(800) 692-0699
Child Care Resource and Referral Consortium (CCRRC)	(888) 469-5999
Department of Health and Mental Hygiene	311
Early Childhood Professional Development Institute	(646) 344-7355
Special Needs	(212) 677-4650
Transitional Child Care	(212) 835-7681



HOJA INFORMATIVA DE PLANIFICACION DE CUIDADO INFANTIL

¡Usted Dispone de Muchas Opciones respecto a Cuidado Infantil!

Cuidado Infantil Regulado

El proveedor de cuidado infantil regulado es aquel que está licenciado por el Departamento de Salud (Department of Health – DOH) y que cumple los códigos de salud, incendio y vivienda. Los trabajadores tienen que pasar una revisión de sus antecedentes médicos, personales y criminales.

Guardería de Cuidado Infantil Familiar: En el hogar del proveedor se pueden cuidar hasta un máximo de seis niños. No se admiten más de dos niños menores de dos años de edad – incluidos los propios niños del proveedor.

Guardería de Cuidado Infantil en Grupo: Dos proveedores cuidando hasta un máximo de 12 niños en el hogar de uno de los proveedores.

Centros de Cuidado Infantil: Maestros y personal capacitado proveen cuidado infantil en un ambiente escolar.

Cuidado Infantil de Edad Escolar: Muchos proveedores de cuidado infantil familiar y guarderías infantiles sirven a niños hasta la edad de 13 años. Además, existen programas gratuitos en la Ciudad de Nueva York, muchos de los cuales se encuentran en escuelas. Llame al 311 para averiguar dónde queda el programa de edad escolar de su vecindario.

Centros de Cuidado Infantil de ACS: La División de Cuidado Infantil y Ambientación Educativa de la Administración de servicios al niño (Administration for Children's Services Division of Child Care and Head Start), anteriormente conocida como ACD, contrata a redes de centros de cuidado infantil y guardería de cuidado familiar para que brinden cuidado infantil regulado a bajo costo. Cada programa tiene su propio componente educacional a fin de preparar a los niños para la escuela. Los Trabajadores de HRA pueden ayudar a los padres a ubicar vacantes y a inscribir a su niño en un centro de guarderías de cuidado infantil de ACS o en una red de cuidado infantil familiar.

¿Necesita ayuda para encontrar cuidado infantil en la zona que vive?

Llame a al consorcio de los Recursos de Cuidado Infantil y Envíos (CCRRC) al (888) 469-5999

Para niños con necesidades especiales, llame a CCRRC o a Recursos para Niños con Necesidades Especiales, Inc. (Resources for Children with Special Needs, Inc.) al (212) 677-4650.

Educación Infantil Temprana

Ambientación Educativa (Head Start) es un programa completo para el desarrollo del niño financiado por el gobierno federal y que sirve a niños entre las edades de tres a cinco años, y a sus familias. Ambientación Educativa ofrece actividades y programas educacionales que preparan a los niños para la escuela y el éxito en la vida. Llame al 311 para ubicar un Programa de Ambientación Educativa en su vecindario.

Prekindergarten Universal (Universal Pre-Kindergarten – UPK) es el programa de prekindergarten completo de la Ciudad de Nueva York que ofrece a los niños un ambiente acogedor y experiencias educacionales creadas para facilitar la expresión social, emocional, física y creativa, y para fomentar el desarrollo cognoscitivo. Padres pueden escoger un programa UPK en una escuela pública o programa de la comunidad. Llame al 311 para más información.

Proveedores Informales/Legalmente-Exentos

El cuidado informal lo prestan a menudo parientes, vecinos y amigos. Los proveedores informales pueden cuidar en el hogar del proveedor, por más de tres horas al día, a un máximo de dos niños de menos de siete años de edad y que no sean sus propios hijos. Tanto los padres como los proveedores deben llenar una lista de control respecto a salud y a la seguridad del local en el cual se presta el cuidado. Revisiones de antecedentes e inspecciones del hogar del proveedor informal pueden ser necesarias. HRA le pagará a estos proveedores, tengan o no parentesco con los niños – pero no en el caso que sean los padres o tutores de los niños o que sean miembros del mismo caso de asistencia pública.

Redes de Cuidado Infantil Familiar

Las redes proporcionan envíos a proveedores de guarderías de cuidado infantil familiar y algunas brindan capacitación al igual que otros beneficios. Las redes no están reguladas y la afiliación con las redes no es obligatoria.

Para información llame a la Oficina de Registro de Cuidado Infantil Familiar del Departamento de Salud (Department of Health's Family Day Care Registration Office) al (212) 280-9251.

Existen Beneficios a Largo Plazo Relacionados con la Educación Infantil Temprana

Educación Infantil Temprana y Desarrollo Intelectual

- Las experiencias tempranas desde el nacimiento hasta la edad de cinco años afectan el desarrollo cerebral y sientan la base de la inteligencia, la salud emocional y el desarrollo moral.
- Según investigaciones, los niños, aun durante los primeros meses de la infancia, poseen una habilidad de aprendizaje increíble.
- Los niños que son tratados con cariño y a quienes se le brindan actividades estimulantes durante los primeros años de la infancia están mejor preparados para kindergarten.

Beneficios a Largo Plazo de la Educación Infantil Temprana

- Desarrollo lingüístico superior
- Logros académicos superiores en lectura y matemática
- Más años académicos completados
- Mayor probabilidad de asistir a la universidad



Qué Debe Tomarse en Cuenta a la Hora de Buscar Cuidado Infantil y Programas de Educación Infantil Temprana

- **Una proporción baja entre maestros y estudiantes** determina la atención que el maestro puede dedicarle a su hijo, lo que resulta clave para un buen cuidado. Mientras menor sea el niño, más individualizada la atención necesaria.
- **La capacitación en desarrollo infantil temprano** garantiza que el personal entienda la manera en la que los niños crecen y aprenden para poder enseñarles y cuidarlos eficazmente.
- **Las relaciones** afectuosas y sensibles son importantes para que los niños desarrollen un sentido de seguridad y de autoestima y que aprendan a respetar y cooperar con los demás.
- **El programa de estudio y los materiales** mejoran la calidad de los programas infantiles de temprana edad al estimular a los niños a utilizar sus facultades lingüísticas, intelectuales y motoras incipientes.
- **Un ambiente sano y seguro**
- **Cuidado infantil alternativo y suplementario**
No se olvide – asegúrese de planificar un plan alternativo de cuidado infantil para cuando su proveedor principal esté enfermo o de vacaciones y para las vacaciones escolares de todo el año, incluidas las de verano. Puede ser que necesite un proveedor suplementario si elige un programa de día parcial de Ambientación Educativa o de UPK.
- ¿Se encuentran todos los niños bajo supervisión de adultos en todo momento?
- ¿Cuántos niños adicionales se encontrarán con el proveedor de cuidado infantil? ¿Cuántos miembros del personal hay en cada grupo?
- ¿Qué tipo de capacitación ha recibido el proveedor en desarrollo infantil y educación temprana?
- ¿Cuántos años de experiencia de cuidado infantil tiene el proveedor?
- ¿Es el proveedor una persona afectuosa con los niños?
- ¿Trata el proveedor a todos los niños de manera respetuosa?
- ¿Qué aprenderá mi niño de este proveedor de cuidado infantil?
- ¿Hay suficientes juguetes, libros y materiales educativos para que el niño pueda participar en actividades estimulantes?
- ¿Luce limpio el local de cuidado infantil?
- ¿Qué medidas de salud y seguridad se han establecido, y qué planes de emergencia se han trazado?
- ¿Tiene el proveedor una licencia o certificado válidos?

Proof of ID and Residency for Your Child Care Provider or "Babysitter"

If you use an informal provider or "babysitter" to care for your children while you participate in a work activity, you must submit proof of the provider's name and address. This documentation is required each time you submit a new child care provider enrollment form.

Proof of identity and residency is required for child care payments. Failure to submit documentation will result in the denial of child care payments.

The provider must submit one of the following forms of documentation to verify his/her identity:

- ◆ Valid photo ID issued by government, employer, school or other official institution/agency
- ◆ Unexpired driver's license/non-driver's identification card
- ◆ U.S. passport
- ◆ Naturalization certificate
- ◆ Adoption papers

OR at least two of the following:

- ◆ Social Security card
- ◆ Birth certificate
- ◆ Baptismal certificate

The provider must submit one of the following forms of documentation to verify his/her residence:*

- ◆ Statement from landlord on his/her official stationery†
- ◆ Current rent statement/receipt with preprinted address†
- ◆ Mortgage records (the provider may [for privacy reasons] cross out any specific financial information on the document)†

OR two of the following:

- ◆ Current mail such as a utility bill or bank statement with the provider's address† (the provider may [for privacy reasons] cross out any specific financial information on the document)
- ◆ Provider's school records indicating current address†

Please note that with regard to proof of residency, the parent of the child in care cannot provide proof of residence for the provider.

* If the provider is not the primary tenant, a statement from the primary tenant must be submitted along with proof of the primary tenant's address.

† Documents used to verify residency cannot be more than 60 days old.

Child Care Appointment Confirmation and Contact List

Parent/Guardian's Name: _____ Case Number: _____

I understand that I must be employed and/or participating in a work-related activity.

I understand that in order for me to obtain or to continue with employment and/or participating in a work-related activity, child care arrangements must be in place for my child(ren) who need(s) care. I will confirm these child care arrangements by keeping the following two child care appointments that were made for me.

<i>Provider Name (Worker-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Worker-Referred)</i>			
<p>PROVIDER: Are there any available openings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>License No.: _____ Provider's Signature: _____</p> <p>Reason for not choosing this provider (your reason must include one of the following):</p> <p><input type="checkbox"/> The provider was not open for the days or hours needed or could not care for your child's special needs.</p> <p><input type="checkbox"/> You were unable to get to the provider by car or public transportation.</p> <p><input type="checkbox"/> The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>			

<i>Provider Name (Worker-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Worker-Referred)</i>			
<p>PROVIDER: Are there any available openings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>License No.: _____ Provider's Signature: _____</p> <p>Reason for not choosing this provider (your reason must include one of the following):</p> <p><input type="checkbox"/> The provider was not open for the days or hours needed or could not care for your child's special needs.</p> <p><input type="checkbox"/> You were unable to get to the provider by car or public transportation.</p> <p><input type="checkbox"/> The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>			

If I locate a provider on my own, I will write the name, address and telephone number of the provider on the form; in addition, I will have the provider sign the form.

<i>Provider Name (Self-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Self-Referred)</i>			

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

The provider was not open for the days or hours needed or could not care for your child's special needs.

You were unable to get to the provider by car or public transportation.

The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.

Other: _____

SAMPLE

<i>Provider Name (Self-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Self-Referred)</i>			

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

The provider was not open for the days or hours needed or could not care for your child's special needs.

You were unable to get to the provider by car or public transportation.

The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.

Other: _____

I will accept one of the worker- or self-referred openings or seek other licensed or "legal" informal care so I can participate in my activity as noted above.

If I use regulated care, I understand I must also obtain all of the needed medical/immunization records so that my child(ren) can start as soon as possible.

I will provide a written explanation if I do not accept the two Worker-referred providers or am unable to locate a legal informal provider.

I understand that I have an appointment to bring back this form, the child care provider enrollment form(s) (**LDSS-4699/LDSS-4700** and/or **CS-274W**) provided to me and other supporting documentation (if applicable) no later than _____ or risk being found ineligible for benefits.

RETURN APPOINTMENT DATE

PARENT / GUARDIAN'S SIGNATURE _____
DATE

JOS / CHILD CARE WORKER'S SIGNATURE _____
DATE



Date: _____
Case Number: _____
Case Name: _____
Unit: Transitional Child Care Unit

CILOPA Recertification Letter

This letter is to inform you that your eligibility for child care-only benefits needs to be recertified. In order to continue receiving child care-only assistance, your household must remain within public assistance (PA) income and resource guidelines. You can continue to receive child care-only assistance for as long as you remain income-eligible for PA.

OBSCOLETTE

Regardless of your child care provider type, you must complete the following forms:

- **LDSS-2921** (you must also include verification of child support income and resources – if any – as well as any other changes reported);
- Request for Information from Employer (**W-560U**), completed by your employer – be sure to include your pay stubs to document your employment income;
- Child Care Provider Enrollment Supplement (**W-274W**).

In addition to the forms listed above:

- If your child care provider is considered informal care, you must also complete the Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care (**LDSS-4699**);
- If your child care provider is a legally-exempt program, you must also complete the Enrollment Form for Provider of Legally-Exempt Group Child Care (**LDSS-4700**).

You must answer all the questions on the forms listed above and return the **LDSS-2921** application by _____:

If your provider type has changed or you have additional providers, you can obtain the **LDSS-4699** and **LDSS-4700** as follows:

- Download the **LDSS-4699** and **LDSS-4700** at <http://www.ocfs.state.ny.us/main/Forms>. You can access the Internet for free at any public library; or
- Contact the Transitional Child Care (TCC) Unit at (212) 835-7681 to request a form be mailed to you.

(continued on next page)

Once you have the correct form:

- Complete it with your child care provider, ensuring that both you and the provider have signed each section.

If you have any questions, please contact the TCC Unit at the number below.

Any time there is a change in your needs, income, resources, living arrangements, address or child care arrangements, you are required to inform the TCC Unit and submit verification of such changes at 109 East 16th Street, New York, NY 10013; (212) 835-7681.

OBSOLETE



Child Care Provider Enrollment Supplement*
(to be used with LDSS-4699/LDSS-4700 for all unregulated providers)

Parent/Caretaker's Name:		Case Number:	
Address:			
Telephone:	Social Security Number (Optional, see below): ¹	ACCIS Case Number:	
Provider's Name:	Date of Birth: ²		
Address Where Care is Given:			
Provider's Address (If Different):			
Telephone:	Social Security/License Number:		
<p>¹The parent/caretaker may, but does not have to, list his/her Social Security number. You cannot be required to disclose your Social Security number as a condition of eligibility for child care services. If provided, your Social Security number will be used to assist in identifying your child care file. It may also be used by Federal, State and local agencies to prevent duplication of services and fraud, and for Federal reporting.</p> <p>²If the provider is less than 18 years old, the <u>Employment of Minors Form</u> must be completed.</p>			

OBSOLETE

Provider/Agency Name: _____ **ACCIS Provider No. (if available):** _____

Provider Rate (All providers, except ACS-contracted programs, must complete this section.)

My weekly child care rates are as follows:

Indicate the rate charged for each age level	INFANT Under 18 months	TODDLER 18 months – under 3 years	PRESCHOOL 3 years – under 6 years	SCHOOL-AGE 6–12 years
Full time (30 hours or more per week)				
Part time (15–29 hours per week)				
Hourly (1–14 hours per week but less than 3 hours per day)				

*ATTENTION: Regulated/licensed providers are not required to complete the **LDSS-4699** or the **LDSS-4700**. They should complete only pages 1 and 2 of this form and submit them with a copy of their license.

Indicate the weekly schedule(s) of child care services for the child(ren) listed below:

Child's Name	Child's Name		Child's Name		Child's Name	
Date of Birth	Month	Day	Year	Month	Day	Year
Date Care Began	Month	Day	Year	Month	Day	Year
Weekly Schedule	From	To	From	To	From	To
Monday						
Tuesday						
Wednesday						
Thursday						
Friday	OBSOLETE					
Saturday						
Sunday						
OFFICE USE ONLY						
	FIA Child Care Rate		FIA Child Care Rate		FIA Child Care Rate	

I acknowledge that receiving payment from FIA for child care services provided does not make me an employee of FIA.

Provider Certification

I am enrolling this child in a child care program. I understand that I will be paid only after the child's attendance data is received by FIA and for so long as the above parent/guardian is engaged in an FIA-approved activity or employed. If the parent/guardian fails to meet these criteria, I will be sent a letter from FIA informing me that FIA will no longer pay for child care. I agree that the amount I am charging this parent is not more than the amount I charge for other children of the same age. **I understand that I cannot be paid if I do not list all my rates.**

I will allow the parent/guardian of the children named on this form unlimited access to his/her children and the premises and will make myself available whenever the children are in my care.

I certify that the statements above are accurate and true to the best of my knowledge. I understand that providing false information may lead to the suspension or termination of payments and the recovery of any payments to which I was not entitled.

Provider's Name (print clearly): _____ Official Title (if applicable): _____

Signature: _____ Date: _____

Parent/Guardian Certification

I certify that I have reviewed the above information and that it is correct. I understand I must report any changes to FIA.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____



Date: _____
Case Number: _____
Case Name: _____
Time: _____

ACS Child Care Attendance Verification Letter

OBSOLETE

To: _____

Mr./Ms./Mrs. _____ was here to see the ACS Child Care Worker on the above date to discuss his/her child care needs. The result of the interview is as follows:

- Referred to providers for child placement. A return appointment has been scheduled for _____ (date).
- Child care concerns addressed. No further appointments scheduled.

This applicant/participant must be excused from participation in required activities for the above dates.

ACS Worker's Signature _____ Tel. No: _____

ACS Worker's Title _____ Location: _____



CHILD CARE  **FACT SHEET & PLANNER**

You Have Many Options in Choosing Child Care!

Regulated Child Care

A regulated child care provider is one that is licensed or registered by the Department of Health (DOH) and conforms to health, fire and building codes. Workers must pass medical, character and criminal background checks.

Family Day Care: Up to six children may be cared for in the provider's home. No more than two children under two years of age – including the provider's own – are allowed.

Group Family Day Care: Two providers caring for up to 12 children in the home of one of the providers.

Day Care Centers: Teachers and other trained staff provide child care in a classroom setting.

School Age Child Care: Many family day care providers and day care centers serve children up to age 13. There are also free programs in New York City; many are located in schools. Call 311 to find a school age program in your area.

ACS Child Care Centers: The Administration for Children's Services Division of Child Care and Head Start (formerly known as ACD) contracts with day care centers and family day care networks to provide low-cost, regulated child care. Each program has an educational component to promote school readiness. HRA Workers can help parents locate a vacancy and enroll a child in an ACS day care center or family day care network.

Need help finding care in your area?

Call the Child Care Resource and Referral Consortium (CCRRC) at (888) 469-5999

For children with special needs, call CCRRC or Resources for Children with Special Needs, Inc. at (212) 677-4650.

Early Childhood Education

Head Start is a federally funded, comprehensive child development program that serves children ages three to five and their families. Head Start offers activities and educational programs to prepare children for school and help them succeed later in life. Call 311 to locate a Head Start Program in your neighborhood.

Universal Pre-Kindergarten (UPK) is New York City's comprehensive pre-kindergarten program that provides children with a nurturing environment and educational experiences designed to promote social, emotional, physical and creative expression and cognitive development. Parents may choose a UPK program in a public school or a community-based program. Call 311 for more information.

Informal/Legally-Exempt Providers

Informal care is often provided by relatives, neighbors and friends. Informal providers may care for no more than two unrelated children under age seven at the same time for three or more hours per day in the provider's home. Parents and informal providers must complete a checklist about the health and safety of the location where care is provided. Background checks and inspections of the informal provider's home may be required. HRA will pay these providers if they are unrelated or related to the children – but not if they are the parents or guardians of the children or on the same public assistance case.

Family Day Care Networks

Networks provide referrals to family day care providers and some offer training and other benefits. Networks are not regulated and affiliation with a network is not a requirement.

For information call the Department of Health's Family Day Care Registration Office at (212) 280-9251.

There Are Long-Lasting Benefits of Early Childhood Education

Early Childhood Education and Brain Development

- Early experiences from birth to age five affect the development of the brain and lay the foundation for intelligence, emotional health and moral development.
- Research tells us that children, even in the earliest months, have an amazing ability to learn.
- Children who are nurtured and stimulated during the first years of life are more prepared for kindergarten.

Long-Lasting Benefits of Early Childhood Education

- Enhanced language development
- Higher academic achievement in both reading and math
- Completion of more years of education
- More likely to attend college



OBSCOLETTE

What to Consider When Looking for Child Care and Early Childhood Education Programs

- **A low child-to-teacher ratio** determines how much attention your child will get and is key to good care. The younger the child, the more individualized attention is needed.
- **Training in early childhood development** assures that staff understand how children grow and learn so they can be more effective teachers and caregivers.
- **Relationships** that are warm and sensitive help children develop a secure, positive sense of self and encourage them to respect and cooperate with others.
- **Curriculum and materials** contribute to the quality of early childhood programs in helping children use their developing language, thinking and motor skills.
- **A safe and healthy environment**
- **Backup and supplemental child care**
- Don't forget – make sure to plan backup child care for times when your main child care provider is sick or on vacation and for school breaks and summer vacations. You may need a supplemental provider if you choose a part-day Head Start or UPK program.
- Are all children under adult supervision at all times?
- How many other children will be with the child care provider? How many adult staff are with each group?
- What training does the provider have in child development and early childhood education?
- How many years of experience in child care does the provider have?
- Is the provider warm and caring toward children?
- Does the provider respect each child?
- What will my child learn from this child care provider?
- Are there plenty of toys, books and learning materials that offer challenging activities?
- Does the child care facility look clean?
- What are the health and safety procedures and policies for handling emergencies?
- Does the provider have a valid license or certificate?



HOJA INFORMATIVA DE PLANIFICACION DE CUIDADO INFANTIL

¡Usted Dispone de Muchas Opciones respecto a Cuidado Infantil!

Cuidado Infantil Regulado

El proveedor de cuidado infantil regulado es aquel que está licenciado por el Departamento de Salud (Department of Health – DOH) y que cumple los códigos de salud, incendio y vivienda. Los trabajadores tienen que pasar una revisión de sus antecedentes médicos, personales y criminales.

Guardería de Cuidado Infantil Familiar: En el hogar del proveedor se pueden cuidar hasta un máximo de seis niños. No se admiten más de dos niños menores de dos años de edad – incluidos los propios niños del proveedor.

Guardería de Cuidado Infantil en Grupo: Dos proveedores cuidando hasta un máximo de 12 niños en el hogar de uno de los proveedores.

Centros de Cuidado Infantil: Maestros y personal capacitado proveen cuidado infantil en un ambiente escolar.

Cuidado Infantil de Edad Escolar: Muchos proveedores de cuidado infantil familiar y guarderías infantiles sirven a niños hasta la edad de 13 años. Además, existen programas gratuitos en la Ciudad de Nueva York, muchos de los cuales se encuentran en escuelas. Llame al 311 para averiguar dónde queda el programa de edad escolar de su vecindario.

Centros de Cuidado Infantil de ACS: La División de Cuidado Infantil y Ambientación Educativa de la Administración de servicios al niño (Administration for Children's Services Division of Child Care and Head Start), anteriormente conocida como ACD, contrata a redes de centros de cuidado infantil y guardería de cuidado familiar para que brinden cuidado infantil regulado a bajo costo. Cada programa tiene su propio componente educacional a fin de preparar a los niños para la escuela. Los Trabajadores de HRA pueden ayudar a los padres a ubicar vacantes y a inscribir a su niño en un centro de guarderías de cuidado infantil de ACS o en una red de cuidado infantil familiar.

¿Necesita ayuda para encontrar cuidado infantil en la zona que vive?

Llame a al consorcio de los Recursos de Cuidado Infantil y Envíos (CCRRC) al (888) 469-5999

Para niños con necesidades especiales, llame a CCRRC o a Recursos para Niños con Necesidades Especiales, Inc. (Resources for Children with Special Needs, Inc.) al (212) 677-4650.

Educación Infantil Temprana

Ambientación Educativa (Head Start) es un programa completo para el desarrollo del niño financiado por el gobierno federal y que sirve a niños entre las edades de tres a cinco años, y a sus familias. Ambientación Educativa ofrece actividades y programas educacionales que preparan a los niños para la escuela y el éxito en la vida. Llame al 311 para ubicar un Programa de Ambientación Educativa en su vecindario.

Prekindergarten Universal (Universal Pre-Kindergarten – UPK) es el programa de prekindergarten completo de la Ciudad de Nueva York que ofrece a los niños un ambiente acogedor y experiencias educacionales creadas para facilitar la expresión social, emocional, física y creativa, y para fomentar el desarrollo cognoscitivo. Padres pueden escoger un programa UPK en una escuela pública o programa de la comunidad. Llame al 311 para más información.

Proveedores Informales/Legalmente-Exentos

El cuidado informal lo prestan a menudo parientes, vecinos y amigos. Los proveedores informales pueden cuidar en el hogar del proveedor, por más de tres horas al día, a un máximo de dos niños de menos de siete años de edad y que no sean sus propios hijos. Tanto los padres como los proveedores deben llenar una lista de control respecto a salud y a la seguridad del local en el cual se presta el cuidado. Revisiones de antecedentes e inspecciones del hogar del proveedor informal pueden ser necesarias. HRA le pagará a estos proveedores, tengan o no parentesco con los niños – pero no en el caso que sean los padres o tutores de los niños o que sean miembros del mismo caso de asistencia pública.

Redes de Cuidado Infantil Familiar

Las redes proporcionan envíos a proveedores de guarderías de cuidado infantil familiar y algunas brindan capacitación al igual que otros beneficios. Las redes no están reguladas y la afiliación con las redes no es obligatoria.

Para información llame a la Oficina de Registro de Cuidado Infantil Familiar del Departamento de Salud (Department of Health's Family Day Care Registration Office) al (212) 280-9251.

Existen Beneficios a Largo Plazo Relacionados con la Educación Infantil Temprana

Educación Infantil Temprana y Desarrollo Intelectual

- Las experiencias tempranas desde el nacimiento hasta la edad de cinco años afectan el desarrollo cerebral y sientan la base de la inteligencia, la salud emocional y el desarrollo moral.
- Según investigaciones, los niños, aun durante los primeros meses de la infancia, poseen una habilidad de aprendizaje increíble.
- Los niños que son tratados con cariño y a quienes se le brindan actividades estimulantes durante los primeros años de la infancia están mejor preparados para kindergarten.

Beneficios a Largo Plazo de la Educación Infantil Temprana

- Desarrollo lingüístico superior
- Logros académicos superiores en lectura y matemática
- Más años académicos completados
- Mayor probabilidad de asistir a la universidad



ORSOLITTLE

Qué Debe Tomarse en Cuenta a la Hora de Buscar Cuidado Infantil y Programas de Educación Infantil Temprana

- **Una proporción baja entre maestros y estudiantes** determina la atención que el maestro puede dedicarle a su hijo, lo que resulta clave para un buen cuidado. Mientras menor sea el niño, más individualizada la atención necesaria.
- **La capacitación en desarrollo infantil temprano** garantiza que el personal entienda la manera en la que los niños crecen y aprenden para poder enseñarles y cuidarlos eficazmente.
- **Las relaciones** afectuosas y sensibles son importantes para que los niños desarrollen un sentido de seguridad y de autoestima y que aprendan a respetar y cooperar con los demás.
- **El programa de estudio y los materiales** mejoran la calidad de los programas infantiles de temprana edad al estimular a los niños a utilizar sus facultades lingüísticas, intelectuales y motoras incipientes.
- **Un ambiente sano y seguro**
- **Cuidado infantil alternativo y suplementario**
No se olvide – asegúrese de planificar un plan alternativo de cuidado infantil para cuando su proveedor principal esté enfermo o de vacaciones y para las vacaciones escolares de todo el año, incluidas las de verano. Puede ser que necesite un proveedor suplementario si elige un programa de día parcial de Ambientación Educativa o de UPK.
- ¿Se encuentran todos los niños bajo supervisión de adultos en todo momento?
- ¿Cuántos niños adicionales se encontrarán con el proveedor de cuidado infantil? ¿Cuántos miembros del personal hay en cada grupo?
- ¿Qué tipo de capacitación ha recibido el proveedor en desarrollo infantil y educación temprana?
- ¿Cuántos años de experiencia de cuidado infantil tiene el proveedor?
- ¿Es el proveedor una persona afectuosa con los niños?
- ¿Trata el proveedor a todos los niños de manera respetuosa?
- ¿Qué aprenderá mi niño de este proveedor de cuidado infantil?
- ¿Hay suficientes juguetes, libros y materiales educativos para que el niño pueda participar en actividades estimulantes?
- ¿Luce limpio el local de cuidado infantil?
- ¿Qué medidas de salud y seguridad se han establecido, y qué planes de emergencia se han trazado?
- ¿Tiene el proveedor una licencia o certificado válidos?



Proof of ID and Residency for Your Child Care Provider or "Babysitter"

If you use an informal provider or "babysitter" to care for your children while you participate in a work activity, you must submit proof of the provider's name and address. This documentation is required each time you submit a new child care provider enrollment form.

Proof of identity and residency is required for child care payments. Failure to submit documentation will result in the denial of child care payments.

The provider must submit one of the following forms of documentation to verify his/her identity:

- Valid photo ID issued by government, employer, school or other official institution/agency
- Unexpired driver's license/non-driver's identification card
- U.S. passport
- Naturalization certificate
- Adoption papers

OR at least two of the following:

- Social Security card
- Birth certificate
- Baptismal certificate

The provider must submit one of the following forms of documentation to verify his/her residence.*

- Statement from landlord on his/her official stationery[†]
- Current rent statement/receipt with preprinted address[†]
- Mortgage records (the provider may [for privacy reasons] cross out any specific financial information on the document)[†]

OR two of the following:

- Current mail such as a utility bill or bank statement with the provider's address[†] (the provider may [for privacy reasons] cross out any specific financial information on the document)
- Provider's school records indicating current address[†]

Please note that with regard to proof of residency, the parent of the child in care cannot provide proof of residence for the provider.

*If the provider is not the primary tenant, a statement from the primary tenant must be submitted along with proof of the primary tenant's address.

[†]Documents used to verify residency cannot be more than 60 days old.



Child Care Appointment Confirmation and Contact List

Parent/Guardian's Name: _____ Case Number: _____

I understand that I must be employed and/or participating in a work-related activity.

I understand that in order for me to obtain or to continue with employment and/or participating in a work-related activity, child care arrangements must be in place for my child(ren) who need(s) care. I will confirm these child care arrangements by keeping the following two child care appointments that were made for me.

Provider Name (Worker-Referred)	Telephone Number	Appointment	
Provider Address (Worker-Referred)		Date	Time

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

- The provider was not open for the days or hours needed or could not care for your child's special needs.
- You were unable to get to the provider by car or public transportation.
- The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.
- Other: _____

Provider Name (Worker-Referred)	Telephone Number	Appointment	
Provider Address (Worker-Referred)		Date	Time

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

- The provider was not open for the days or hours needed or could not care for your child's special needs.
- You were unable to get to the provider by car or public transportation.
- The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.
- Other: _____

If I locate a provider on my own, I will write the name, address and telephone number of the provider on the form; in addition, I will have the provider sign the form.

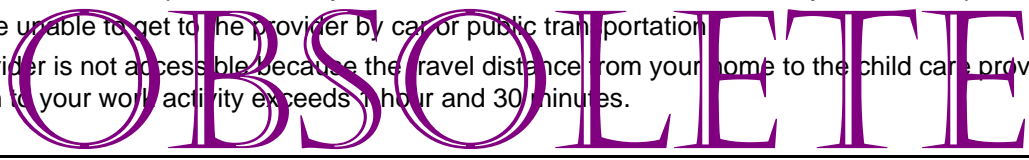
Provider Name (Self-Referred)	Telephone Number	Appointment	
Provider Address (Self-Referred)		Date	Time

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

- The provider was not open for the days or hours needed or could not care for your child's special needs.
- You were unable to get to the provider by car or public transportation.
- The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.
- Other: _____



Provider Name (Self-Referred)	Telephone Number	Appointment	
Provider Address (Self-Referred)		Date	Time

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

- The provider was not open for the days or hours needed or could not care for your child's special needs.
- You were unable to get to the provider by car or public transportation.
- The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.
- Other: _____

I will accept one of the Worker- or self-referred openings or seek other licensed or "legal" informal care so I can participate in my activity as noted above.

If I use regulated care, I understand I must also obtain all of the needed medical/immunization records so that my child(ren) can start as soon as possible.

I will provide a written explanation if I do not accept the two Worker-referred providers or am unable to locate a legal informal provider.

I understand that I have an appointment to bring back this form, the child care provider enrollment form(s) (**LDSS-4699/LDSS-4700** and/or **W-274W**) provided to me and other supporting documentation (if applicable) no later than _____ or risk being found ineligible for benefits.
(return appointment date)

Parent/Guardian's Signature Date

OBSOLETE

JOS/Child Care Worker's Signature Date