



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-135-OPE

### DUAL ENROLLMENTS IN CHILD CARE AND OUT OF SCHOOL TIME (OST) HOURS

<b>Date:</b> October 23, 2008	<b>Subtopic(s):</b> ACCIS, 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 Job Centers of the rules for approving dual enrollments of children utilizing both free and paid child care provider services.</p> <p>Workers must inform the parents/caretakers that:</p> <ul style="list-style-type: none"> <li>• the Out-of-School Time (OST) providers are the best option for school age children;</li> <li>• he/she cannot have both OST and subsidized child care during the same hours; and</li> <li>• if child care is needed for different hours (beyond the OST hours), the reason for the additional hours must be tied to his/her work hours or travel time to and from work.</li> </ul> <p><b>Note:</b> OST hours of service are from 3:00 PM to 6:00 PM, weekdays and from 8:00 AM to 6:00 PM during school holidays and summer vacation.</p> <p>Once the parent/caretaker has demonstrated a need for both types of care, the Worker must annotate the need for and approval of the additional child care by entering a case comment on the Automated Child Care Information System (ACCIS) Child Maintenance screen.</p> <p>If the Administration for Children Services (ACS) receives a match that shows the child is enrolled in two or more types of child care and there is no documentation/case note(s) to support the need for the additional care, the parent/caretaker will be called in to discuss the child care situation and determine if the need for both types of care exist.</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*

If the additional care is not needed, the parent/caretaker must choose the form of care he/she prefers.

*Effective Immediately*

**Related Items:**

[PD #07-29-EMP](#)  
[Employment Process Manual](#)