



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #03-189-EMP

**CHILD CARE PAYMENTS FOR SCHOOL-AGE CHILDREN DURING 2003-2004
SCHOOL BREAKS**

Date: December 19, 2003	Subtopic(s): Child Care
<p> This procedure can now be accessed on the FIAweb.</p> <p> PB 02-242-EMP</p>	<p>The purpose of this bulletin is to remind staff that HRA will pay child care during school breaks for participants in work assignments who have school-age children.</p> <p>The three upcoming New York City Department of Education school breaks are:</p> <ul style="list-style-type: none"> • Wednesday, December 24, 2003 through Friday, January 2, 2004 (Holiday); • Monday, February 16, 2004 through Friday, February 20, 2004 (Midwinter Recess); and • Monday, April 5, 2004 through Tuesday, April 13, 2004 (Spring Recess) <p>Although public schools will be closed during these periods, public assistance participants must attend their work activities as assigned.</p> <p>The Office of Child Care will mail an informational letter to parents/guardians, reminding them of the school break dates and their responsibility to ensure child care is in place during the breaks (sample of December holiday break letter attached).</p> <p>JOS/Workers should refer to Policy Bulletin #02-242-EMP (Child Care Payments for School-Age Children During School Breaks) to enroll temporary providers during school breaks.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>EXP 76J December 2003 School Break Letter</p>

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*

EXP-76J
Office of Child Care
School Break Mailing
180 Water Street 18th Floor
New York, NY 10038



The CITY of NEW YORK
Human Resources Administration
Family Independence Administration

Parent Name
Parent Address
City, State Zip Code

SCHOOL HOLIDAY BREAK !!!!!

December 24th - January 2nd

YOUR SCHOOL-AGE CHILDREN AGES 5-12...

will be out of school from Wednesday, December 24th to Friday, January 2nd for the December Holiday Break .

This means that you will have to arrange *full time* child care for the days you must report to work or attend your work activity.

It is **your responsibility** to arrange full time child care for your child. You may:

- Use your current provider for full time child care.
- or**
- Use a different provider for the school break and return to your current provider afterwards.

If you use a different provider for the Holiday School Break and plan to return to your regular provider afterwards, the school break provider will need to complete a School Break Child Care Provider Application and Voucher Form (Form W-273PP). You can obtain this form from your WEP coordinator or your Job Center, or you may call the Child Care Hotline to have one mailed to you.

If you use your current child care provider for full time care (more than six (6) hours per day) on the days your children are out of school, your provider is eligible to receive the full time rate for those days.

If you do not have a child care provider for the school break and need help finding one, you can contact the Child Care Resource and Referral Consortium at 1-888-469-5999.

HRA wishes you and your family a

Happy Holiday Season



Nombre del Padre o la Madre
Dirección del Padre o la Madre
Ciudad, Estado, Código Postal

Receso Escolar de Días Feriados!!!!

24 de diciembre hasta el 2 de enero

Su niño de edad escolar entre 5-12 años ...

no tendrá que asistir a clases empezando el miércoles, 24 de diciembre hasta el viernes, 2 de enero durante el Receso Feriado en Diciembre.

Esto significa que usted debe planificar el cuidado de sus niños a tiempo completo para los días que deba presentarse al trabajo o acudir a su actividad de trabajo.

Es **su responsabilidad** planificar el cuidado infantil de sus niños. Usted puede:

- Usar su proveedor actual para cuidado infantil por tiempo completo.
- Usar un proveedor distinto durante el receso escolar y luego continuar con su proveedor actual

Si usa un proveedor distinto para el receso escolar durante los días feriados y tiene intención de continuar luego con su proveedor usual, el proveedor de receso escolar necesitará completar un Formulario de Comprobante y Solicitud de Proveedor para Cuidado Infantil durante Receso Escolar (Formulario W-273PP). Usted puede obtener este formulario de su coordinador de WEP o de su Centro de Empleo, o puede llamar a la Línea Directa de Cuidado Infantil para que se le envíe uno por correo.

Si usa su proveedor actual de cuidado infantil para cuidado a tiempo completo (más de seis (6) horas al día) durante los días que sus niños esten fuera de clases, su proveedor tiene derecho a recibir la tarifa de tiempo completo por el cuidado durante esos días.

Si no tiene un proveedor de cuidado infantil para el receso escolar y necesita ayuda para conseguir uno, comuníquese con el Consortio de Envíos y Recursos para Cuidado Infantil al 1-888-469-5999

La HRA Les desea a usted y a su familia:

Felices Días Feriados