



# FAMILY INDEPENDENCE ADMINISTRATION

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Policy, Procedures and Training

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## POLICY BULLETIN #04-100-OPE

### CHILD CARE STRIKE

<b>Date:</b> May 28, 2004	<b>Subtopic(s):</b> Child Care
<p> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin is for all JOS/Workers and Child Care Specialists in the Job Centers who process child care and informational for all others.</p> <p>The Administration for Children’s Services (ACS) Division of Child Care and Head Start Fully Funded Child Care Programs has notified the Human Resources Administration (HRA), sponsoring boards and parents/guardians that a three-day strike will take place June 9, 10 and 11 that may result in a disruption of service at contracted day care centers.</p> <p>The Office of Child Care (OCC) will mail to parents/guardians a letter providing information about the strike and resources they can use to obtain a backup provider. Parents/guardians in work activities will receive the letter labeled Attachment 1 (Strike Letter for Parents in Work Activity) and parents/guardians who are employed will receive the letter labeled Attachment 2 (Strike Letter for Working Parents).</p> <p>JOS/Workers and Child Care Specialists must assist parents/guardians in locating an alternate provider for the three-day strike. ACS will issue instructions to the parent/guardian about how ACS will pay for backup child care.</p> <p>JOS/Workers, Worksite Supervisors and other relevant staff must inform those parents/guardians in work activities who utilize ACS contracted day care facilities that if alternate care cannot be found any absence due to a lack of child care because of the strike will be excused during the three-day strike.</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*

See PD #01-49-EMP

See PD #01-50-EMP

For the duration of the strike, parents/guardians have the option of HRA paying for the alternate child care provider. The parent/guardian, along with the alternate child care provider, must complete the Child Care Provider Application and Voucher Form (**W-273B**). The parent/guardian must return the completed **W-273B** along with documentation verifying the provider's identification and address to the Job Center or mail all documents to Child Care Support Services (CCSS), 109 East 16th Street, 10th Floor, New York, NY 10003.

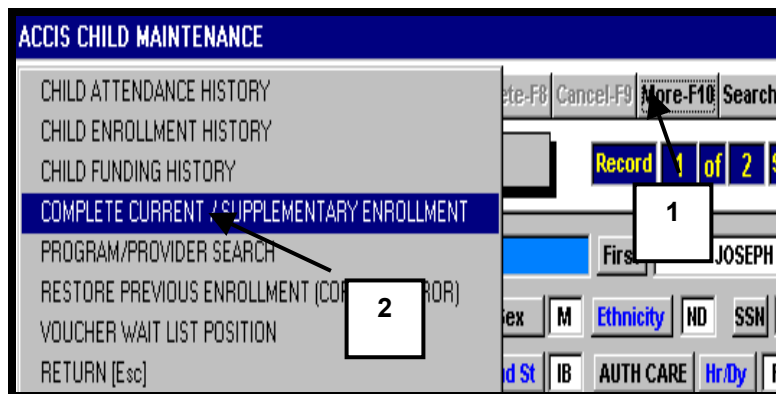
If the parent/guardian submits the **W-273B**, the JOS/Worker must data-enter a Supplemental Enrollment into the Automated Child Care Information System (ACCIS) with a start date of June 9 and an end date of June 11.

To enter a Supplemental Enrollment in ACCIS the JOS/Worker must:

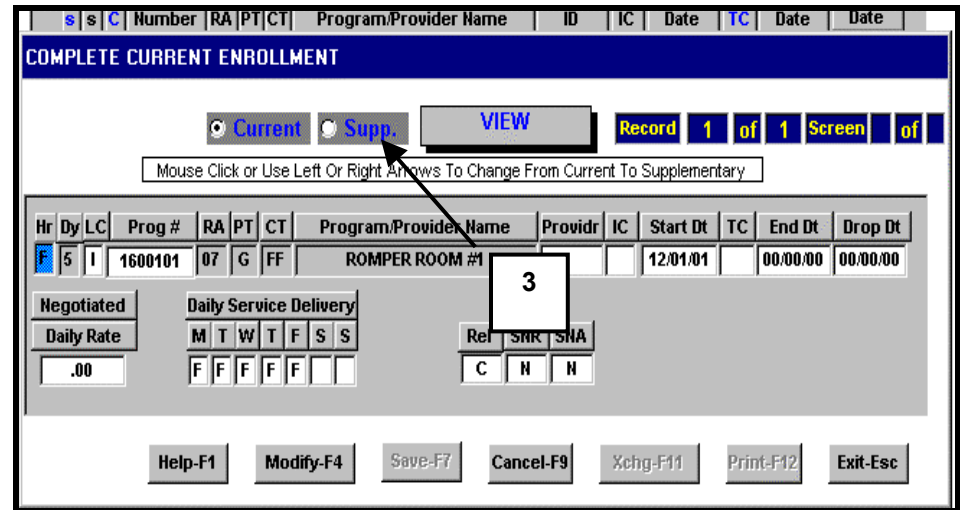
Opening a Child's Record in ACCIS

1. Select **Case and Child Maintenance** from the Main Menu
2. Type **ACCIS Case Number** in ACCIS Case #
3. Select **View – F3**
4. Select **Child – F11**
5. Select the child whose record you want to open by highlighting the child's line from the **ACCIS Children on Case** screen
6. Select **More – F10** and the child's record opens in the View Mode

Adding a Supplemental Enrollment



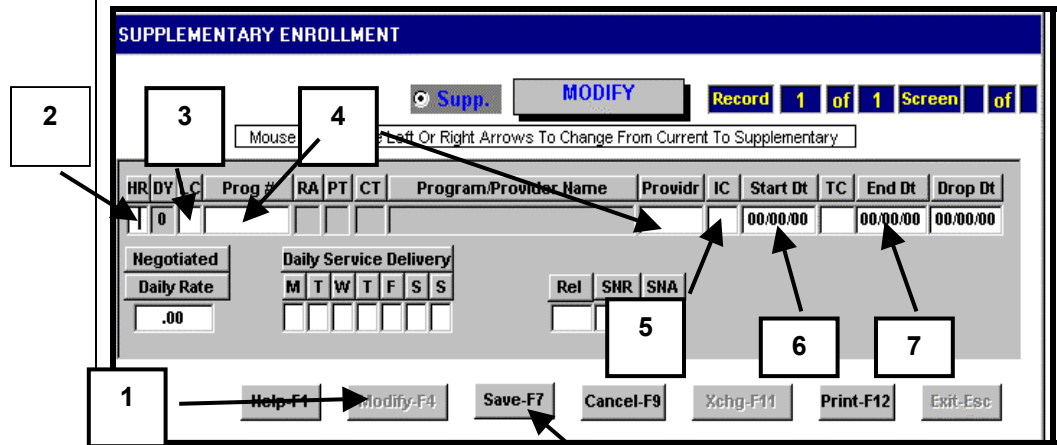
1. Select **More – F10**
2. Select **Complete Current/Supplementary Enrollment**



The current enrollment information will be listed, if there is a current enrollment.

3. Select **Supp. Indicator**

To complete the Supplemental Enrollment process, follow the steps below:



Completing Supplemental Enrollment

1. Select **Modify – F4**
2. Type **F, P, or X** in **HR** field
3. Type **I, P, or S** in **LC** field
4. Type a Program Number in the **Prog #** field or a Provider Number in the **Provider** field
5. Type the informational code in the **IC** field, if applicable
6. Type 06/09/04 for the date the child care begins in the **Start Date** field
7. Type 06/11/04 for the date the child care ends in the **End Date** field
8. Select **Save – F7**

The child has been enrolled with a supplementary (2nd) provider and his/her information is displayed in the S line in the enrollment section of the **ACCIS Child Maintenance** screen.

*Effective Immediately*

**Attachments:**

- Attachment 1**      Strike Letter for Parents in Work Activity
- Attachment 2**      Strike Letter for Working Parents



HUMAN RESOURCES ADMINISTRATION  
FAMILY INDEPENDENCE ADMINISTRATION  
**OFFICE OF CHILD CARE**  
180 WATER STREET  
NEW YORK, N.Y. 10038

Dear Parent/Guardian:

Our records show that your child attends an Administration for Children's Services (ACS) child care program. We are writing because the staff at your child care program may go on strike June 9, 10, and 11. This could result in temporary closing of the center.

We understand that child care is essential to your participation in a work assignment and your family. So, we suggest that you locate a temporary backup provider who can care for your child in case there is a strike. If you need help finding a provider, call (888) 469-5999 for citywide child care referral services. You can also ask a Worker at your Job Center for help locating backup child care.

You will receive notification from ACS about how your backup provider will be paid through ACS. However, if you prefer, your backup provider can be paid by HRA. For HRA to make payment, you and your backup provider must complete a Child Care Provider Form (enclosed) and return it to the Job Center or mail it to Child Care Support Services.

You will be excused from your work assignment for up to five days if your child care program closes due to the strike and you cannot locate backup care. After five days, you will be expected to have temporary backup care in place.

**What should I do?** Locate a backup provider.

**What if I need assistance locating a provider?** Ask for help at your Job Center or call the following:

1. Child Care Resource and Referral: (888) 469-5999

**What do I do once I have found a backup provider?**

2. Wait for further information from ACS about the strike and ACS payment for backup providers.
3. If you want HRA to pay for your backup provider, complete a Child Care Provider Form (**W-273B**) with the provider and either return it to your Job Center or mail it to Child Care Support Services, 109 E. 16th Street, 10th floor, New York, NY 10003.

Please note that it is good practice to always have a backup provider in case of unexpected issues with your primary provider or family emergencies. If you have questions, please contact your Center.

Sincerely,

Kay Hendon  
Executive Director



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FAMILY INDEPENDENCE ADMINISTRATION  
**OFFICE OF CHILD CARE**  
180 WATER STREET  
NEW YORK, N.Y. 10038

Estimado(a) Padre/Madre/Tutor:

Según nuestros archivos, su niño(a) asiste a un programa de cuidado infantil de la Administración de Servicios para el Niño (Administration for Children's Services – ACS). Por la presente carta le informamos de que puede ser que el personal de su programa de cuidado infantil vaya a la huelga el 9, 10 o 11 de junio, lo que podría resultar en el cierre temporario del centro.

Tenemos presente que el cuidado infantil es esencial, tanto respecto a su participación en una asignación de trabajo, como a su familia. Por tanto, le sugerimos que localice a un proveedor suplente temporario que pueda cuidar a su niño en caso de que haya huelga. Si necesita ayuda para ubicar proveedor, llame al (888) 469-5999 a los servicios de envíos a cuidado infantil de toda la ciudad de Nueva York. Además, le puede pedir a un Trabajador de su Centro de Trabajo que le ayude a conseguir cuidado infantil suplente.

Usted recibirá un aviso por parte de ACS que le explicará cómo se efectuarán los pagos a su proveedor suplente mediante ACS. Sin embargo, en caso de que así lo prefiera usted, su proveedor suplente podrá recibir los pagos de parte de la HRA. Para tal caso, es preciso que usted y su proveedor suplente llenen el Formulario del Proveedor de Cuidado Infantil (Child Care Provider Form), que se encuentra adjunto, y que dicho formulario se devuelva al Centro de Trabajo o sea enviado por correo a los Servicios de Apoyo de Cuidado Infantil (Child Care Support Services).

Si se diese el caso de que su programa de cuidado infantil se cierre debido a la huelga, y de que usted no logre conseguir cuidado suplente, se le excusará de su asignación de trabajo por hasta un total de cinco días. Después de los cinco días, se esperará que usted haya arreglado cuidado de reserva temporario.

**¿Qué debo hacer?** Localizar a un proveedor suplente.

**¿Qué tal si necesito ayuda para localizar a un proveedor?** Pida ayuda en su Centro de Trabajo o llame a:

1. Recursos y Envíos de Cuidado Infantil (Child Care Resource and Referral): (888) 469-5999

**¿Qué debo hacer una vez localizado el proveedor suplente?**

2. Espere hasta recibir más información de parte de ACS sobre la huelga y el pago de ACS para los proveedores suplentes.
3. Si desea que la HRA le pague a su proveedor suplente, llene un Formulario del Proveedor de Cuidado Infantil [Child Care Provider Form – **W-273B(S)**] junto con el proveedor, y devuélvalo a su Centro de Trabajo o envíelo por correo a Child Care Support Services, 109 E. 16th Street, 10th floor, New York, NY 10003.
4. Favor de notar que resulta muy práctico el siempre tener un proveedor suplente, en caso de imprevistos o emergencias, ya se trate de su proveedor principal o de su familia. Ante cualquier duda, favor de comunicarse con su Centro.

Atentamente,

Kay Hendon  
Directora Ejecutiva



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