



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #05-16-EMP
(This Policy Bulletin Replaces PB #02-242-EMP)

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

Date: January 26, 2005	Subtopic(s): Child Care
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to remove specific date references to the Holiday Break, Mid-Winter Recess and Spring Recess, and to provide general instructions. In addition, the "Enrollment of New/Licensed Child Care Providers into ACCIS" section has been removed.</p>
<p> Refer to PD #04-15-EMP</p>	<p>Purpose:</p> <p>The purpose of this policy bulletin is to remind Job Center staff of FIA's policy of providing payment for child care during school breaks to participants with school-age children. For specific information concerning Summer Recess, see Policy Directive #04-15-EMP.</p>
<p>Revised information</p>	<p>The New York City Department of Education school breaks during the school year are:</p> <ul style="list-style-type: none"> • Holiday Recess • Mid-Winter Recess • Spring Recess
<p>New information</p>	<p>Although public schools will be closed during these periods, public assistance participants are still required to attend their work assignments.</p> <p>Note: If the child(ren) attend a private school with a different school break schedule, the parent/guardian must attach a copy of the school calendar to the School Break Child Care Provider form (W-273PP) to document the dates that the private school is closed.</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*

Continuing Provider

For parents/guardians who continue using the same provider, the provider must note in the "FT Days" column on the Provider Attendance Sheet (**HRA1**) the number of full-time days s/he cared for the child(ren) during the month. (Day Care Centers and School-Age Programs report full-time care in the "Other Paid Days" column.)

New Provider for School Break Only

For parents/guardians who need to obtain a new provider for the school breaks only and will return to the regular provider when the school session resumes, it will be necessary for the parent/guardian to submit the **W-273PP**.

Parents/guardians who are unable to obtain the **W-273PP** from their Work Experience Program (WEP)/Vendor site can go to a Job Center to obtain the form.

The parent/guardian must bring the completed **W-273PP** to the Job Center. The JOS/Worker must, before data-entering the information into the Automated Child Care Information System (ACCIS), confirm with the parent/guardian that the child(ren) will be returning to the current provider when the school session resumes.

New Provider Beyond School Break

If the parent/guardian indicates that the new provider will remain beyond the school break, the JOS/Worker must give the parent/guardian a Child Care Provider Application and Voucher Form (**W-273B**) to complete. The JOS/Worker must instruct the parent/guardian that s/he and the provider are to complete the **W-273B** and return the form to the Job Center. The **W-273PP** must not be used in these instances.

Data Entry into ACCIS

Depending on the type of child care the child(ren) are currently enrolled in, the JOS/Worker must use the following steps to enroll the child(ren) with a different provider/program for the school breaks:

- Verify that the case is eligible to receive child care benefits.
- In the ACCIS **Child Maintenance** Screen 2 of 2, follow the steps on the next two pages to enroll the child(ren) with a school break child care provider.

A **W-273B** is required whenever a new provider provides care beyond the school break.

Terminate the Current Enrollment

1. Click Modify (F4).
2. Type **26** in the Termination Code (TC) field.
3. Type the date (month/day/year) of the last day of school before the school break in the **End Date** field and the **Drop Date** field.
4. Click Save (F7).

Enter the School Break Enrollment

- **Child(ren) Currently Enrolled with an Informal Provider or Licensed Family Care Provider**

1. Enter the enrollment information obtained from the **W-273PP**.
2. Type the date (month/day/year) of the first day of the school break in the **Start Date** field.
3. Type **26** in the **TC** field.
4. Type the date (month/day/year) of the last day of the school break in the **End Date** field.
5. Leave **Drop Date** blank.
6. Click Save (F7).

- **Child(ren) Currently Enrolled with a Licensed Program or Network Family Child Care Provider**

1. Click More (F10) on the ACCIS Provider Maintenance Screen.
2. From Menu, click **Complete Current/Supplementary Enrollment**.
3. Click **Supplemental** on the **Supplemental Indicator Box**.
4. Click Modify (F4) on the **Supplementary Enrollment** screen.
5. Enter the enrollment information.
6. Type the date (month/day/year) of the first day of the school break in the **Start Date** field.
7. Type **26** in the **TC** field.
8. Type the date (month/day/year) of the last day of the school break in the **End Date** field.
9. Leave the **Drop Date** field blank.
10. Click Save (F7).

- **Children Not Currently Enrolled with Any Provider**
 1. Enter the enrollment information obtained from the **W-273PP**.
 2. Type the date (month/day/year) of the first day of the school break in the **Start Date** field.
 3. Type **26** in the **TC** field.
 4. Type the date (month/day/year) of the last day of the school break in the **End Date** field.
 5. Leave **Drop Date** blank.
 6. Click Save (**F7**).

Enter Regular School Session Provider

1. Click More (**F10**) on the **ACCIS Provider Maintenance** Screen.
2. From Menu, click **Complete Current/Supplementary Enrollment**.
3. Click **Supplemental** on the **Supplemental Indicator** box.
4. Click Modify (**F4**) on the **Supplementary Enrollment** screen.
5. Enter the enrollment information.
6. Enter the date (month/day/year) of the first day of school after the school break in the **Start Date** field.
7. Click Save (**F7**) on the **Supplementary Enrollment** screen.

Effective Immediately