



# FAMILY INDEPENDENCE ADMINISTRATION

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### POLICY BULLETIN #08-11-OPE

*(This Policy Bulletin Replaces PB #06-85-OPE)*

#### FORMS REQUIRED TO BE COMPLETED BY CHILD CARE PROVIDERS

<p><b>Date:</b> January 30, 2008</p>	<p><b>Subtopic(s):</b> Child Care Forms</p>				
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to remind staff which forms are required in order to enroll a provider into the Automated Child Care Information System (ACCIS) and to inform them that the Securing a Child Care Provider Prior to Engagement or Recertification form (<b>W-274X</b>) has been revised to replace the reference to the Child Care Fact Sheet and Planner form (<b>W-574EE</b>), which is now obsolete, with the new designation <a href="#"><u>CS-574EE</u></a>.</p> <p>The forms required depend on the type of child care arrangement chosen by the applicant/participant. They are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Provider Type</th> <th style="width: 50%; padding: 5px;">Required Form(s)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">           Legally-Exempt Family or In-Home Child Care Providers (informal care/"babysitters")         </td> <td style="padding: 5px; vertical-align: top;">           Child Care Provider Enrollment Supplement (<a href="#"><u>CS-274W</u></a>) and New York State Office of Children and Family Services (OCFS) Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care (<a href="#"><u>OCFS LDSS-4699</u></a>)         </td> </tr> </tbody> </table>	Provider Type	Required Form(s)	Legally-Exempt Family or In-Home Child Care Providers (informal care/"babysitters")	Child Care Provider Enrollment Supplement ( <a href="#"><u>CS-274W</u></a> ) and New York State Office of Children and Family Services (OCFS) Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care ( <a href="#"><u>OCFS LDSS-4699</u></a> )
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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*

Provider Type	Required Form(s)
Legally-Exempt Group Child Care Providers (Refers to all non-licensed child care other than by informal child care providers. It includes, but is not limited to, child care programs run by school districts, private schools, non-profit organizations, summer camps and day care centers)	<b>CS-274W</b> and New York State Office of Children and Family Services (OCFS) Enrollment Form for Provider of Legally-Exempt Group Child Care ( <a href="#">OCFS LDSS-4700</a> )
Licensed Regulated Child Care Programs/Providers	<b>CS-274W</b> (Licensed and regulated programs/providers need <i>only</i> complete the <a href="#">CS-274W</a> ).

Staff is further reminded that because different provider enrollment forms are required, depending on the type of provider used, the provider enrollment forms will no longer be mailed to participants prior to their engagement or recertification appointments. Instead, the **W-274X** will be sent along with the [CS-574EE](#) to potentially engageable participants who have children but do not appear to have child care in place.

The **W-274X** explains what forms are required, depending on the provider and provides instructions about how the participant may obtain the appropriate provider enrollment form prior to his/her appointment. The form is designed to encourage the applicant/participant to secure a provider and/or document that child care is in place when s/he reports to his/her engagement or recertification appointment.


*Effective Immediately*

The **W-274X** was revised to include a reference to the **CS-W-274EE**

**Related Items:**

- [PB #07-68-OPE](#)
- [PB #07-111-OPE](#)
- [PB #07-135-OPE](#)

**Attachments:**

 Please use Print on Demand to obtain copies of forms

- W-274X**                      Securing a Child Care Provider Prior to Engagement or Recertification (Rev. 1/30/08)
- W-274X (S)**                Securing a Child Care Provider Prior to Engagement or Recertification (Spanish) (Rev. 1/30/08)



Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Center: \_\_\_\_\_

## Securing a Child Care Provider Prior to Engagement or Recertification

Recently you should have received an engagement or recertification appointment notice. Our case records show that there are children under the age of 13 in your household. In order to receive Cash Assistance (CA), you must be engaged in a work-related activity unless otherwise exempt. The City of New York will pay for your child care and, if needed, will help you find a child care provider for the time you are required to be engaged in a work-related activity.

In order to facilitate the engagement/recertification process and eliminate the need for return appointments, we encourage you to begin the process of securing and/or documenting your child care prior to your engagement/recertification appointment.

If you already have a child care provider secured, you should complete the form that corresponds to the type of child care you have, as described below. If you do not already have child care, please review the enclosed Child Care Fact Sheet and Planner form (**CS-574EE**) for more information regarding the different types of child care providers and for information on arranging child care.

Once you have secured a provider:

- With your provider, complete the enclosed Child Care Provider Enrollment Supplement form (**CS-274W**).
- Informal (legally-exempt) child care providers are not required to have a license. If you are using a legally-exempt child care provider, one of the following forms must be completed and signed with the provider in addition to the **CS-274W**:
  - Enrollment form for Providers of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care (**OCS-LDSS-4699**) (Legally-exempt *family* child care refers to child care provided *outside* the parent/legal guardian's home, usually a neighbor, friend or relative, for up to two children for more than three hours per day or for more than two children if care is provided for less than three hours per day; legally-exempt *in-home* child care refers to child care provided *in* the parent/legal guardian's home, usually by a neighbor, friend or relative.)
  - Enrollment form for Provider of Legally-Exempt Group Child Care and Legally-Exempt In-home Child Care (**OCS-LDSS-4700**) (Legally-exempt *group* child care refers to all *nonlicensed* child care other than by informal child care providers. Legally-exempt group child care includes, but is not limited to, child care programs run by school districts, private schools, nonprofit organizations, summer camps and day care centers.)

To obtain the **LDSS-4699** or **LDSS-4700** you can:

- Request one from your Worker at your Job Center;
- Obtain one from the kiosk at any Job Center; or
- Download the form from <http://www.ocfs.state.ny.us/main/forms>. You can access the Internet for free at any public library.

Once you have the correct form:

- Complete it with your child care provider, ensuring that both you and the provider have signed each section.
- Bring the completed form(s) with you to your appointment.

If you have any questions, please contact your Worker.

SAMPLE



Fecha: \_\_\_\_\_

Número del Caso: \_\_\_\_\_

Nombre del Caso: \_\_\_\_\_

Centro: \_\_\_\_\_

### Obtención de Proveedor de Cuidado Infantil Antes de la Participación o Recertificación

Usted debe haber recibido hace poco un aviso de cita de participación o recertificación. Hemos notado en nuestros archivos de casos que hay niños menores de 13 años de edad en su hogar. Para poder recibir Asistencia en Efectivo (Cash Assistance – CA) usted tiene que estar participando en una actividad de trabajo, a menos que esté exento(a) de ello. La Ciudad de Nueva York pagará por el cuidado infantil y si es necesario le ayudará a buscar a un proveedor de cuidado infantil para el tiempo durante el cual se le requiera participar en una actividad de trabajo.

Para facilitar el proceso de participación/recertificación y para eliminar la necesidad de citas recurrentes, le sugerimos que empiece a buscar y/o documentar su cuidado infantil antes de la cita de participación/recertificación.

Si usted ya ha obtenido a un proveedor de cuidado infantil, debe llenar el formulario que corresponde al tipo de cuidado infantil seleccionado, como indicado más abajo. Si aun no tiene cuidado infantil, favor de repasar la adjunta Planificación y Hoja Informativa de Cuidado Infantil formulario (CS-574EE [S]) para información respecto a los diferentes tipos de proveedores de cuidado infantil y también para información de cómo hacer los arreglos.

Una vez que haya obtenido un proveedor:

- Junto con su proveedor, llene el formulario adjunto Suplemento de Inscripción del Proveedor de Cuidado Infantil, (CS-274W [S]).
- A los proveedores informales (legalmente-exentos) no se les requiere tener licencia. Si usted tiene un proveedor de cuidado infantil legalmente-exento, uno de los siguientes formularios tiene que ser llenado y firmado con el proveedor además del CS-274W [S]:
  - Formulario de OCFS de Inscripción para Proveedor de Servicios de Cuidado Infantil en Familia y de Cuidado Infantil a Domicilio Legalmente-Exento (LDSS-4699-S) (Cuidado Infantil *familiar* legalmente-exento se refiere a cuidado *fuera* del hogar del padre/madre/tutor, usualmente por un vecino, amigo o pariente. El cuidado es de hasta dos niños por más de tres horas al día o más de dos niños si el cuidado es por menos de tres horas al día; cuidado infantil *en el hogar* legalmente-exento se refiere a cuidado en el hogar del padre/madre/tutor, generalmente por un vecino, amigo o pariente.)
  - Formulario de OCFS de Inscripción para Proveedor de Cuidado Infantil en Grupo Legalmente-Exento (LDSS-4700S) (Cuidado Infantil *en grupo* legalmente-exento se refiere a todo cuidado infantil *sin licencia*, excepto cuidado prestado por proveedores informales. Cuidado infantil en grupo legalmente-exento incluye, pero no se limita a, programas de cuidado infantil de los distritos escolares, escuelas privadas, organizaciones sin fines de lucro, campamentos de verano y guarderías infantiles.)

Para obtener el **LDSS-4699-S** o el **LDSS-4700S** usted puede:

- Pedírselo a su Trabajador en su Centro de Trabajo
- Obtenerlo en un quiosco en cualquier Centro de Trabajo; o
- Imprimirlo del Internet en <http://www.ocfs.state.ny.us/main/Forms>. Usted puede obtener acceso gratuito al Internet en cualquier biblioteca pública.

Una vez que haya conseguido el formulario correcto:

- Llénelo junto con su proveedor de cuidado infantil, y asegúrese de que ambos hayan firmado cada sección; y luego
- Traiga el/los formulario(s) con usted a su cita.

Si tiene alguna pregunta, favor de comunicarse con su Trabajador.

SAMPLE