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POLICY BULLETIN #08-114-OPE

LEGALLY-EXEMPT CHILD CARE PROVIDER FORMS FOR USE IN THE BRONX JOB CENTERS

Date: September 8, 2008	Subtopic(s): Forms, Childcare
<p> This procedure can now be accessed on the FIAweb.</p> <p>Use of Form W-274CC</p>	<p>The purpose of this policy bulletin is to inform staff at the Bronx Job Centers that the Child Care Enrollment Agency Process went into effect on September 8, 2008. This bulletin is informational for all other staff.</p> <p>Two new legally-exempt child care provider forms have been created for use in Bronx Job Centers. They are the:</p> <ul style="list-style-type: none"> • Child Care Enrollment Call-in Notice (W-274CC) • Please Read – Important Information for Parents Who Use Legally-Exempt Childcare Providers (W-603AA) <p>If a participant’s temporarily approved child care is terminated by an Enrollment Agent (EA), the EA will enter his/her decision into the Child Care Facilities System (CCFS) and a notice will be generated to the provider, the parent, and the Agency.</p> <p>CCFS will update the status of the provider in the Automated Child Care Information System (ACCIS) to “terminated.” ACCIS will update the New York City Work, Accountability and You (NYCWAY) system with Action Code 13EB (Provider Terminated/Suspended-Participant). Action Code 13EC (Child Care Call-in Appointment) will autopost as a result of the 13EB and a W-274CC will be sent to the participant via NYCWAY batch processing.</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*

Use of Form **W-603AA**

The **W-603AA** explains to applicants/participants what is required if they elect to use an informal child care provider to care for their children. JOS/Workers at the Bronx Job Centers must hand out Form **W-603AA** to applicants/participants during their application/recertification interviews. Workers must also include Form **W-603AA** in the child care information packets.

In addition, The Child Care Return Appointment (**W-273NN**) has been updated to include a Snippet specific to the Bronx Job Centers. The Snippet will be included on Form **W-273NN** when the EA makes one of the following decisions that requires a new child care return appointment:

- **13ED** (Childcare Provider Denied); or
- **13EM** (Childcare Provider Decision Pending)

The EA will enter his/her decision in CCFS which will update the Provider status in ACCIS. ACCIS will update NYCWAY with a **13ED** or **13EM**; this will generate Action Codes **933S/933D** (Applicants) or **133S/133D** (Participants). Action Codes **933S/933D** or **133S/133D** will generate the Child Care Return Appointment (**W-273NN**) to call the applicant/participant into the Job Center.

Effective Immediately

Attachments:

W-274CC	Child Care Enrollment Call-In Notice
W-274CC (S)	Child Care Enrollment Call-In Notice (Spanish)
W-603AA	Please Read – Important Information For Parents Who Use Legally-Exempt Child Care Providers
W-603AA (S)	Please Read – Important Information For Parents Who Use Legally-Exempt Child Care Providers (Spanish)
W-273NN	Child Care Return Appointment (Rev. 9/8/08)
W-273NN (S)	Child Care Return Appointment (Spanish) (Rev. 9/8/08)

☞ Please use Print on Demand to obtain copies of forms.

Date: _____
Case Number: _____
Case Name: _____
Center: _____

Child Care Enrollment Call-In Notice

You were recently notified that your child care provider is no longer authorized for payment for one or more of your children.

You have an appointment at Job Center _____

Appointment Date: _____ Time: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel Directions:

In order to facilitate the child care 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 child care appointment date.

If you already have selected another child care provider, you should complete the form that corresponds to the type of child care you have, as described below. If you have not already chosen another child care provider, 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 child care provider:

- With your provider, complete the enclosed Child Care Provider Enrollment Supplement Form (**CS-274W**). Regulated providers only need to complete 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 Form **CS-274W**:
 - Enrollment form for Providers of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care (**OCFS-LDSS-4699**) (Legally-exempt family child care refers to child care provided outside of the parent's/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's/legal guardian's home, usually by a neighbor, friend or relative.) Also, complete and bring to your appointment the following forms which apply to your case:

- Employment of Minors (**OCFS-LDSS-4699.1**)
 - Employment of Minors Information (**OCFS-LDSS-4699.1A**)
 - Legally-Exempt In-Home Child Care Provider Agreement (**OCFS-LDSS-4699.2**)
 - Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider (**OCFS-LDSS-4699.2A**)
 - Parental Acknowledgment (**OCFS-LDSS-4699.4**)
- Enrollment form for Provider of Legally-Exempt Group Child Care and Legally-Exempt In-Home Child Care (**OCFS-LDSS-4700**) (Legally-exempt group child care refers to all unlicensed 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 Forms **OCFS-LDSS-4699** and/or **OCFS-LDSS-4700** you may:

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

Once you have the correct form(s):

- Complete it with your child care provider, ensuring that both you and the provider have signed each section.
- Take the completed form(s) to the enrollment agency to be reviewed and stamped prior to your child care appointment.
- Bring the completed form(s) with you to your appointment.
- Your assignment may terminate on the appointment date on page 1 if you have not secured child care by this date.

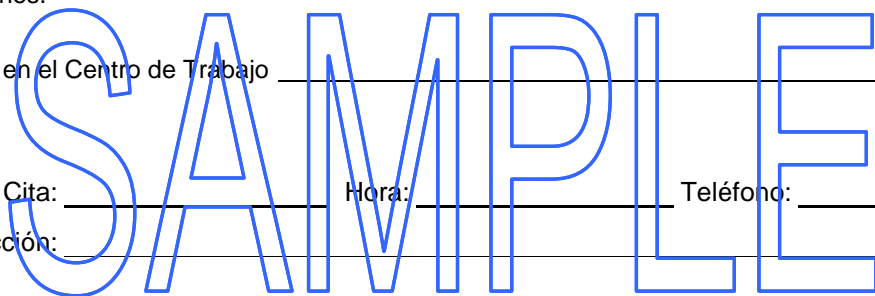
If you have any questions, please contact your Worker.

Fecha: _____
Número de Caso: _____
Nombre del Caso: _____
Centro: _____

Aviso de Llamado a Cita de Inscripción de Cuidado Infantil

Recientemente a usted se le notificó de que su proveedor de cuidado infantil ya no está autorizado para pagos para uno o más de sus niños.

Usted tiene una cita en el Centro de Trabajo _____
Fecha de la Cita: _____ Hora: _____ Teléfono: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____



Indicaciones de Viaje: _____

Para facilitar el trámite de cuidado infantil y eliminar la necesidad de citas de vuelta, le recomendamos que comience a conseguir y/o documentar el cuidado infantil antes de la fecha de su cita de cuidado infantil.

Si usted ya ha seleccionado a otro proveedor de cuidado infantil, tiene que llenar el formulario que corresponde al tipo de cuidado infantil que tiene, según se indica más abajo. Si usted no ha elegido a otro proveedor de cuidado infantil, favor de repasar el adjunto formulario Hoja Informativa de Planificación de Cuidado Infantil (**CS-574EE-S**) para más información sobre los diferentes tipos de proveedores de cuidado infantil y sobre cómo arreglar cuidado infantil.

Una vez que usted haya conseguido proveedor de cuidado infantil:

- Junto con su proveedor, llene el adjunto Suplemento de Inscripción del Proveedor de Cuidado Infantil (**CS-274W-S**). Los proveedores regulados sólo tienen que llenar el formulario **CS-274W-S**.
- A los proveedores de cuidado infantil informales (legalmente exentos) no se les requiere que tengan licencia. Si usted está usando de un proveedor de cuidado infantil legalmente exento, tiene que llenar y firmar uno de los siguientes formularios junto con el proveedor además del formulario **CS-274W-S**:
 - El formulario Providers of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care (**OCS-LDSS-4699**) (Legally-exempt family child care se refiere al cuidado infantil que se brinda fuera del hogar de los padres/tutor legal, normalmente un vecino, amigo o pariente, hasta para dos niños por más de tres horas al día o para más de dos niños si el cuidado se brinda por menos de tres horas al día. El cuidado infantil legalmente exento en el hogar se refiere a cuidado infantil brindado en el hogar del padre/madre/tutor legal, normalmente por un vecino, amigo o pariente.) Además, llene y traiga a su cita los siguientes formularios que corresponden a su caso:

- Employment of Minors (**OCFS-LDSS-4699.1**)
 - Employment of Minors Information (**OCFS-LDSS-4699.1A**)
 - Legally-Exempt In-Home Child Care Provider Agreement (**OCFS-LDSS-4699.2**)
 - Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider (**OCFS-LDSS-4699.2A**)
 - Parental Acknowledgment (**OCFS-LDSS-4699.4**)
- Formulario Enrollment for Provider of Legally-Exempt Group Child Care and Legally-Exempt In-Home Child Care (**OCFS-LDSS-4700**) (Cuidado infantil legalmente exento en grupo se refiere a todo cuidado infantil sin licencia que no sea por parte de proveedores informales de cuidado infantil. El cuidado infantil en grupo legalmente exento incluye, entre otros, programas de cuidado infantil administrados por los distritos escolares, escuelas privadas, organizaciones sin fines de lucro, campamentos de verano y guarderías infantiles.)

Para obtener los formularios **OCFS-LDSS-4699** y/o **OCFS-LDSS-4700** usted puede:

- Solicitar los formularios a su Trabajador en el Centro de Trabajo; o
- Bajar los formularios de: <http://www.ocfs.state.ny.us/main/forms>. Usted puede entrar al Internet gratis en cualquier biblioteca pública.

Una vez que tenga los formularios correctos:

- LLénelos junto con su proveedor de cuidado infantil, y asegúrese de que ambos usted y el proveedor hayan firmado todas las secciones.
- Lleve los formularios llenados a la agencia de inscripción para ser revisados y sellados antes de su cita de cuidado infantil.
- Traiga los formularios llenados con usted a su cita.
- Su asignación puede terminarse el la fecha de la cita en la **página 1** si usted no ha conseguido cuidado infantil para esta fecha.

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

****PLEASE READ****

**IMPORTANT INFORMATION FOR PARENTS WHO USE
LEGALLY-EXEMPT CHILD CARE PROVIDERS**

**Notice to Applicants and Participants Regarding Legally-Exempt Provider
Enrollment Agencies**

This notice is to inform you that beginning September 8, 2008, all informal and legally-exempt child care providers are required to enroll with a Legally-Exempt Provider Enrollment Agency.

If you are using or planning to use an informal provider (babysitter) such as a family member, friend or a legally-exempt group child care provider who requires payment for their child care services, please be aware that all informal and legally-exempt group child care providers are required to be approved by an enrollment agency in order to receive subsidized child care payments from the City of New York.

Legally-exempt group child care providers are those child care programs that are exempt from licensing. These programs include, but are not limited to, child care programs run by school districts, private schools, nonprofit organizations, summer camps and day care centers.

The Legally-Exempt Provider Enrollment Agency will be responsible for:

- **conducting background checks for all persons age 18 and older working or residing where the child care services are provided;**
- **inspecting the facilities where the child care services are provided in order to monitor compliance with health and safety requirements;**
- **enrolling the child care providers into the agency database of providers; and**
- **determining if the child care provider can be authorized for payment.**

Licensed/regulated providers are not subject to this new requirement.

If you have any questions regarding this new requirement, you may speak to your Worker, the child care specialist or directly to an Enrollment Agent located at your local Job Center.

****FAVOR DE LEER****

**INFORMACIÓN IMPORTANTE PARA PADRES/MADRES
QUE USAN PROVEEDORES DE CUIDADO INFANTIL
LEGALMENTE-EXENTOS**

**Aviso a los Solicitantes y Participantes con Respecto a las Agencias de
Inscripción de Proveedores Legalmente-Exentos.**

Este aviso es para informarle que a partir del 8 de septiembre, del 2008, todos los proveedores de cuidado infantil informales y los que son legalmente-exentos, tendrán que inscribirse con una Agencias de Inscripción de Proveedores Legalmente-Exentos.

Si usted actualmente está usando o planeaba usar un proveedor informal (niñera), tal como un miembro de su familia, un amigo(a) o un proveedor en grupo legalmente-exento que requiere pago por sus servicios de cuidado infantil, favor de estar pendiente de que ahora todo proveedor informal en grupo legalmente-exento tiene que ser aprobado por una agencia de inscripción para poder recibir pagos subsidiados de cuidado infantil por parte de la Ciudad de Nueva York.

Los proveedores de grupo legalmente-exentos que proveen cuidado infantil son aquellos programas que proveen cuidado Infantil y que son exentos de licenciatura. Estos programas incluyen, pero no se limita a, programas de cuidado infantil dirigidos por el distrito escolar, escuelas privadas, organizaciones sin fines de lucro, campamentos de verano, y guarderías de cuidado infantil.

La Agencia de Inscripción de Proveedores Legalmente-Exentos será responsable por:

- **llevar acabo chequeo historial a toda persona de 18 años de edad o mayor, que trabaje o resida donde se provee servicios de cuidado infantil;**
- **inspeccionar el lugar donde se proveen los servicios de cuidado Infantil, para poder controlar el cumplimiento de los requisitos de salud y seguridad;**
- **inscribir los proveedores de cuidado infantil y ingresarlos al la base de datos de la agencia de proveedores de cuidado infantil; y**
- **determinar si al proveedor de cuidado infantil se le puede autorizar pago.**

Los Proveedores Autorizados/Regulados no están sujetos a este nuevo requisito.

Si tiene alguna pregunta sobre este nuevo requisito, puede hablar con su Trabajador, el especialista de cuidado infantil o directamente con un Agente de Inscripción en el Centro de Trabajo más cercano a usted.

Date: _____
Case Number: _____
Case Name: _____
Job Center: _____

Child Care Return Appointment

Please return for the following reason(s)

I. CHILD CARE IS NEEDED

133S (Participant/Sanctioned Individual)

933S (Applicant)

Documents required:

II. ADDITIONAL INFORMATION IS NEEDED

133D (Participant/Sanctioned Individual)

933D (Applicant)

Check the boxes that apply

Check the boxes that apply

- Complete and return the child care provider enrollment form(s) provided
- Secure and return all documentation listed

- LDSS-4699**
- LDSS-4700**
- CS-274W**

Documents required:

I will bring the above-mentioned documentation with me to my new appointment.

I will return to this **mandatory appointment** on:

Appointment Date: _____ Time: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant's/Participant's/Sanctioned Individual's Signature

Date

Worker's Signature

Date

Fecha: _____
Número del Caso: _____
Nombre del Caso: _____
Centro de Trabajo: _____

Cita de Vuelta de Cuidado Infantil
Favor de regresar por la(s) siguiente(s) razón(es)

I. SE NECESITA CUIDADO INFANTIL

133S (Participante/Persona Sancionado[a])

933S (Solicitante)

Documentos necesarios:

II. SE NECESITA INFORMACIÓN ADICIONAL

133D (Participante/Persona Sancionado[a])

933D (Solicitante)

Marque las casillas que correspondan

- Llene y devuelva el formulario de inscripción del proveedor de cuidado infantil
- Consiga y devuelva toda la documentación listada

Marque las casillas que correspondan

- LDSS-4699**
- LDSS-4700**
- W-274W**

Documentos necesarios:

Traeré toda la documentación mencionada más arriba a mi nueva cita.

Regresaré a esta **cita obligatoria** el:

Fecha de la Cita: _____ Hora: _____ Teléfono: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Firma del Solicitante/Participante/Persona Sancionado(a)

Fecha

Firma de Trabajador

Fecha