



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #10-05-EMP

*(This Policy Directive Replaces PD #09-42-EMP)*

### ENROLLMENT PROCESS FOR LEGALLY-EXEMPT (INFORMAL) CHILDCARE PROVIDERS

<b>Date:</b> February 4, 2010	<b>Subtopic(s):</b> Employment, Childcare
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**AUDIENCE** The instructions in this policy directive are for all staff in the Job Centers, the Training Assessment Group (TAG), the Begin Education Gain Independence Now (BEGIN) program, and all other staff involved in childcare processing.

**REVISIONS TO THE ORIGINAL DIRECTIVE** This policy directive has been revised to inform staff in the Manhattan region that the legally-exempt (informal) childcare provider enrollment process has expanded to include Manhattan Job Centers. The Manhattan rollout is limited to the following locations: East End Center #23, Waverly Center #13, and Dyckman Center #35.

The Women’s Housing and Economic Development Corporation (WHEDCO), the current Enrollment Agency (EA) in the Bronx and Queens regions, is now the EA for the Manhattan region and each additional region as they rollout. Contact information for WHEDCO’s central office (hub) in Manhattan has been added to this directive.

**POLICY** Parents/guardians required to be engaged in work-related activities have the right to have their children under the age of 13, or under the age of 19 with special needs, placed with an appropriate childcare provider who is accessible, affordable, suitable, and secure.

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 Fax* or fax to: (917) 639-0298

Childcare services may be provided either in or away from the child's place of residence. Parents/guardians have a right to select the type of provider necessary to provide the childcare services most appropriate for the child's needs including a legally-exempt (informal) childcare provider.

Legally-exempt (informal) providers include babysitters such as family members, friends, or group childcare programs that are exempt from the State of New York Office of Children and Family Services (OCFS) licensing and registration requirements. Legally-exempt group childcare programs may include, but are not limited to, childcare programs run by school districts, private schools, nonprofit organizations, summer camps, and child day care centers in New York City (NYC).

Currently, legally-exempt (informal) State childcare regulations require that both the parent/guardian and the provider certify in writing:

- that the site where the childcare will be provided meets all health and safety standards;
- that the parent/guardian and the provider have given true and accurate details of any criminal convictions on the part of the provider or anyone 18 years of age or older who lives or works in the same location where the childcare services are provided;
- the provider's history of day care enforcement; and
- the provider's history of termination of parental rights and/or removal of a child by court order under Family Court Act Article 10.

Providers who are legally-exempt (informal) must first be approved by a provider EA before payment for childcare services can be authorized.

OCFS has contracted with WHEDCO to be the EA citywide. Currently, WHEDCO is the EA for the Bronx region (effective September 2008), the Queens region (effective October 2009), and the Manhattan region (effective January 13, 2010). WHEDCO will roll-out to the other boroughs (Brooklyn, and Staten Island) within the next six months.

New Information

WHEDCO has enrollment agents stationed in each of the Bronx Job Centers (except at the Rider Job Center #38), in each of the Queens Job Centers (except for East River Center #37), and in each of the Manhattan Centers. WHEDCO also has staff at each borough's central office (hubs).

WHEDCO Central Location in the Bronx:

Rider Job Center applicants/participants using a legally-exempt (informal) provider must go to the Bronx central WHEDCO office.

50 East 168th St.  
 (Between Gerard Ave. and Walton Ave.)  
 Bronx, NY 10452  
 Telephone: 718-839-1165  
 Fax: 718-839-1172  
 E-mail: LE@whedco.org

WHEDCO Central Location in Queens:

165-08 88th Ave, 2nd Floor (Jamaica Job Center)  
 Jamaica, NY 11432  
 Telephone: 718-523-2076  
 Fax: 718-291-6542  
 E-mail: LE@whedco.org

WHEDCO Central Location in Manhattan:

109 East 16th Street, 5th Floor  
 New York, NY 10003  
 Telephone: 212-835-8125  
 Fax: 212-835-7710  
 E-mail: LE@whedco.org

Each central office services HIV and AIDS Services Administration (HASA) participants who voluntarily participate in employment programs and utilize informal childcare and Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) applicants/participants utilizing legally-exempt (informal) providers primarily through telephone, fax and e-mail contact between staff in the central offices and the HASA/WeCARE locations. Providers also are serviced by the central offices and not the on-site Job Center EA.

Licensed/registered childcare providers do not need to be assessed by WHEDCO.

WHEDCO is responsible for enrolling, monitoring, and inspecting new legally-exempt (informal) childcare providers who render childcare services in the Bronx, Queens, and Manhattan. Additionally, as providers currently enrolled by New York City Children's Services (ACS) require re-enrollment, those providers will be referred to WHEDCO.

WHEDCO, along with ACS, is responsible for checking the provider's background in the following ways:

- A search of the New York State Office of Court administration records to determine if the provider, staff, volunteers, or anyone in the provider's household 18 years of age or over has a criminal record.
- A search of the State Childcare Facilities System (CCFS), OCFS' database of providers, to determine if the provider has ever been denied an application for a license or registration to operate a childcare program or had a license or registration suspended or revoked.
- A search of the New York State and National Sex Offender Registries to see if the provider, staff, volunteers, or anyone in the provider's household 18 years of age or over is listed.
- A search of the local child welfare database to determine if the provider has had a termination of parental rights or a child removed from care.

WHEDCO is also responsible for:

- entering the childcare providers into CCFS;
- inspecting the facilities where the childcare services are provided (if other than the child's own home) in order to monitor compliance with health and safety requirements;
- determining if the childcare provider can be approved for payment;
- entering the initial preliminary decision on the provider's status into CCFS;
- stamping a code on the Childcare Provider Enrollment Supplement ([CS-274W](#)) form that represents the initial provider's status determination based on a preliminary review of the provider enrollment forms;
- returning a copy of the first two pages of the Provider of Legally-Exempt Family Childcare and Legally-Exempt In-Home Childcare ([OCFS-LDSS-4699](#)) form or the Enrollment Form for Provider of Legally-Exempt Group Childcare ([OCFS-LDSS-4700](#)) form to the applicant/participant or the provider along with the stamped **CS-274W** form; and

- completing the investigation and rendering a final decision on the provider's status in CCFS within 40 days of receipt of the completed provider enrollment forms.

When a parent/guardian presents Form **OCFS-LDSS-4699** or Form **OCFS-LDSS-4700**, WHEDCO makes a preliminary decision on the status of the provider. This decision is based on a review of the forms for the following:

- That the form is completely filled out.
- That the form is signed by both the parent/guardian and the provider.
- Whether or not there are any glaring red flags. Red flags may consist of unfavorable checks on the Health and Safety Checklist, an admission of a criminal history of the provider or other adult living or working in the same facility where the childcare services are provided, etc.

Same-day decisions by  
WHEDCO

Once WHEDCO makes a preliminary decision on the provider, he/she stamps Form **CS-274W** with one of the following provider status codes:

- 13ET** Childcare Provider Temporarily Approved – This means that the provider has submitted the completed provider enrollment forms and there were no negative issues that prevent payment while the provider is under review. The provider can be authorized for payment while the EA conducts a full review if all other provider eligibility criteria are met.
- 13EA** Childcare Provider Approved – This means that this provider has met the requirements for full approval. The Agency can authorize the provider for payment, if all other provider requirements are met (provider/child relationship, capacity, etc.). This code will only be seen on the first day if the provider has already been investigated (no change in information) and is not over capacity.
- 13EM** Childcare Provider Decision Pending – This means that there are areas of concern regarding this provider and a decision cannot be rendered until a full review is conducted. The Agency cannot authorize this provider for payment during the review. In this instance the parent must find a new provider but will have the option to change back to this provider if the EA ultimately renders an approval after the review is completed.

**13ED** Childcare Provider Denied – This means that there was information found by the EA that rendered this provider inappropriate to care for children. The Agency cannot authorize this provider for payment and a new provider must be selected.

**N/A** Childcare Provider Not Assessed – The provider is not providing services in the EA’s catchment area or the provider is a licensed/registered childcare provider. WHEDCO is only reviewing the legally-exempt (informal) providers who service children in the Bronx, Queens, and Manhattan at this time. A parent/guardian who lives in the Bronx/Queens/Manhattan but utilizes a provider outside of these areas (e.g., Brooklyn) will not be enrolled by WHEDCO. The Agency must make an independent decision on the provider’s eligibility for payments.

Return appointments resulting from EA’s decision

All childcare return appointments are made using the regular childcare return appointment codes **933S/933D** (Applicants) or **133S/133D** (Participants). Decisions made by the EA such as codes **13ED** or **13EM** require a new childcare return appointment so that the parent/guardian may find an alternate provider.

The parent/guardian will be given up to two consecutive attempts to find a provider that is approved by the EA. If a second provider is not approved by the second return appointment, the parent/guardian can still have the legally-exempt (informal) provider undergo review, but the parent/guardian must choose a regulated childcare provider in the interim while the legally-exempt (informal) provider is pending investigation.

Revised snippet for the **W-273NN** in Bronx/Queens/Manhattan Centers.

The **933S/933D** and **133S/133D** codes generate a Childcare Return Appointment (**W-273NN**) form that informs parents/guardians that if they choose a legally-exempt (informal) provider who will be providing childcare services in the Bronx/Queens/Manhattan, they must have the provider enrollment forms reviewed and stamped by the EA prior to their return appointment.

Terminated or suspended providers

Once a full investigation has been completed, the provider who was already approved for payment may subsequently be terminated or suspended for any reason. The Automated Child Care Information System (ACCIS) will receive the change of status information from CCFS and will notify New York City Work, Accountability and You (NYCWAY) that the provider status has changed to terminated.

CCFS will send a notice to the provider, ACS, and the parent/guardian that the provider is no longer eligible for enrollment with the reason why. ACS will ultimately send New York City Human Resources Administration (HRA)/Family Independence Administration (FIA) a copy to be filed in the electronic folder.

#### Call-in appointments

A change in the provider status to terminated or suspended indicates a breakdown in childcare that may affect the parent's/guardian's ability to comply with assigned work activity. This change in status will result in the system auto-posting action code **93EB** (Provider Terminated/Suspended – Applicant) or **13EB** (Provider Terminated/Suspended – Participant). These codes will result in a batch call-in appointment generated in NYCWAY and a **13EC** (childcare call-in appointment) code will be posted on the **CALLD** worklist.

Code **13EC** will generate a Childcare Enrollment Call-in Notice (**W-274CC**). Form **W-274CC** will inform the parent/guardian that the HRA has been notified that a provider is no longer authorized for payment and an appointment has been made for the parent/guardian to report to the Job Center to discuss his/her childcare situation and find alternate childcare.

The engagement assignment will be terminated to allow the parent/guardian time to seek appropriate childcare and no infraction will be imposed. Assignments to TAG, WeCARE, Substance Abuse Treatment, and Grant Diversion programs will not terminate automatically. If necessary, the vendor may enter excused hours for those individuals.

In the event the parent/guardian does not keep the scheduled call-in appointment, the parent/guardian will be conciliated as per current employment procedures. However, there will not be any adverse action imposed on parents/guardians who are engaged in unsubsidized employment (working) for failure to report to the interview.

See [PB #08-114-OPE](#).

Important Information For Parents/Guardians Who Use Legally-Exempt Childcare Providers (**W-603AA**) form informs parents about the EA requirement and must be included in the childcare packets in the Bronx/Queens/Manhattan Centers.

**REQUIRED  
ACTION****Childcare Application Process**

When the applicant/participant indicates that he/she requires assistance with childcare, stress the use of regulated care. The Worker must:

- explain to the applicant/participant his/her rights and responsibilities regarding childcare as indicated in the New York State booklet titled What You Should Know About Your Rights and Responsibilities ([LDSS-4148A](#));
- suggest and inform the applicant/participant of the advantages of using regulated childcare: Use one of the following links;
  - For listing of contracted care: [ACS contracted slots availability in all five boroughs](#)
  - For listing of other forms of day care: [Directory of Childcare Services](#)
- check to see if there are any slots available for regulated childcare; and
- give the applicant/participant two referrals for regulated childcare using the Childcare Provider Contact List ([W-273J](#)).

If the applicant/participant wishes to utilize legally-exempt (informal) childcare, the Worker must:

See [PB# 08-155-OPE](#)

- issue the childcare packet which includes the following forms:

<a href="#">CS-274W</a>	Child Care Provider Enrollment Supplement
<a href="#">CS-574EE</a>	Child Care Fact Sheet and Planner
<a href="#">CS-574FF</a>	Proof of ID and Residency for Your Child Care Provider or "Babysitter"
<a href="#">OCFS-LDSS 4699</a>	Enrollment Form For Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care
<a href="#">OCFS-LDSS 4699.1</a>	Employment Of Minors Form
<a href="#">OCFS-LDSS 4699.1A</a>	Employment Of Minors, Information
<a href="#">OCFS-LDSS 4699.2</a>	Legally-Exempt In-Home Child Care Provider Agreement Form
<a href="#">OCFS-LDSS 4699.2A</a>	Parental Responsibilities When Employing A Legally-Exempt In-Home Child Care Provider
<a href="#">OCFS-LDSS 4699.4</a>	Parental Acknowledgement
<a href="#">OCFS-LDSS-4700</a>	Enrollment Form For Provider of Legally-Exempt Group Child Care



- include Form **W-603AA** in the childcare packet which informs the applicant/participant of the criteria for legally-exempt (informal) childcare in the Bronx/Queens/Manhattan;
- explain that Form **OCFS-LDSS-4699** or Form **OCFS-LDSS-4700** and form **CS-274W** must be completed by the parent/guardian and the provider along with any other supplemental forms included in the childcare packet;
- enter the applicant's/participant's case number on Form **CS-274W** in the case number box;
- explain that if he/she must secure childcare services from a legally-exempt (informal) childcare provider, or a caregiver of a legally-exempt group childcare that provides services in the Bronx/Queens/Manhattan, he/she must be enrolled by the WHEDCO before payment can be authorized;
- explain to the applicant/participant that he/she has a choice of returning to the on-site enrollment agent, going to the WHEDCO central office, or having the provider go to the WHEDCO central office. However, the applicant/participant is still required to report to the Job Center for his/her childcare return appointment with a WHEDCO decision;
- explain that Forms **OCFS-LDSS-4699**, **OCFS-LDSS-4700** and **CS-274W** and any other related childcare forms must be reviewed and that Form **CS-274W** must be stamped by WHEDCO prior to the applicant's/participant's return appointment;
- explain that verification of identity and address of the provider must be provided;
- enter the childcare type in the Employability Plan (EP);
- enter a "Childcare Return Appointment" code (**933D** or **933S**) in NYCWAY, which will generate Form **W-273NN** with a five-day childcare return appointment; and
- issue the applicant the appropriate carfare.

See [CS-574FF](#) for list of acceptable documents.

Initial childcare return appointment

**Note:** Participants are not issued carfare.

### **Applicant/Participant Returns to Center**

#### Model Job Center

Applicant/participant has a return appointment

When the applicant/participant returns to a Model Job Center with a scheduled childcare appointment in the system, the Front Door process is as follows:

If the applicant/participant reports to the Model Job Center either to see a childcare specialist or the enrollment agent, his/her card is swiped or a case search is done.

The Front Door Electronic Reception (FRED) Customer Information window will appear.

- FRED finds a Childcare Return Appointment.
- The Worker highlights the appointment and then clicks the “Route to Selected Appointment” button.
- FRED will open a pop-up Routing Guide window that has a set of three questions.

- The Worker answers each question as they become enabled

According to the answer provided to each question in the Routing Guide, the following will occur:

**Question #1:** Does applicant/participant have Form **CS-274W**?

- If the Worker selects “No” to Form **CS-274W** (Question #1):
  - the “Proceed with Routing Option” button will become enabled.
  - the Worker will click the “Proceed with Routing Option” button and the applicant/participant will be routed to the Customer Service Information Center (CSIC) Childcare .

- If the Worker selects “Yes” to Form **CS-274W** (Question #1), then Question #2 is enabled.

**Question #2:** Is Form **CS-274W** stamped?

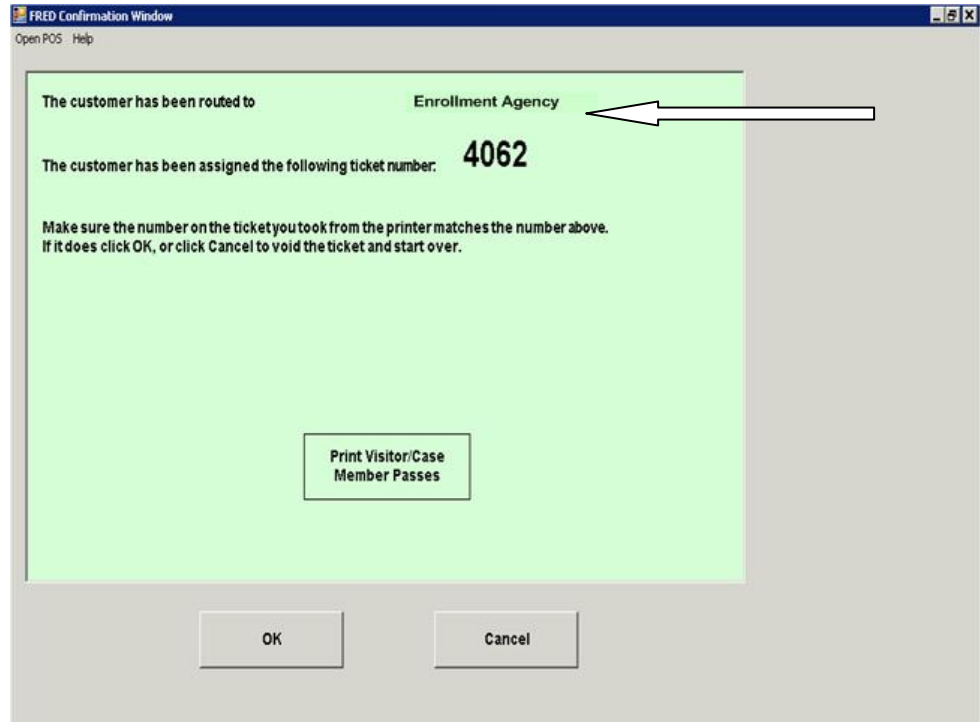
- If the Worker selects “Yes” to “is it stamped?” (Question #2):
  - the “Proceed with Routing Option” button will become enabled.
  - the Worker will click the “Proceed with Routing Option” button and the applicant/participant will be routed to CSIC Childcare because the applicant/participant has already received a decision from the EA.
- If the Worker selects “No” to “is it stamped?” (Question #2), then Question #3 is enabled.

**Question #3:** Does the applicant/participant have Form **LDSS-4699** or **LDSS-4700**?

Whether the Worker selects “Yes” or “No” to this question, the “Proceed with Routing Option” button will be enabled.

- If the Worker selects “No” to Form **LDSS-4699** or **LDSS-4700** (Question #3), the applicant/participant gets routed to CSIC Childcare.
- If the Worker selects “Yes” to Form **LDSS-4699** or **LDSS-4700** (Question #3), the applicant/participant gets routed to the EA.
- the Worker then clicks the “Proceed with Routing Option” button.

The system opens the FRED confirmation window.



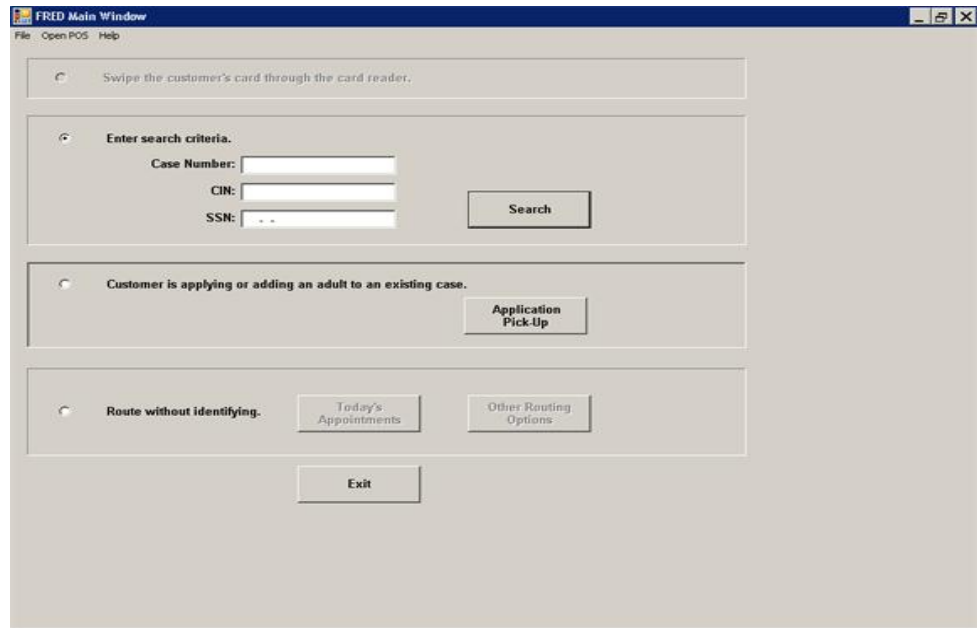
- The Worker clicks the “OK” button
- The system prints a routing ticket to the EA or CSIC Childcare, as appropriate

Applicant/participant does not have an appointment

When the applicant/participant comes into a Model Job Center with no appointment to see the enrollment agent, the front door process is as follows:

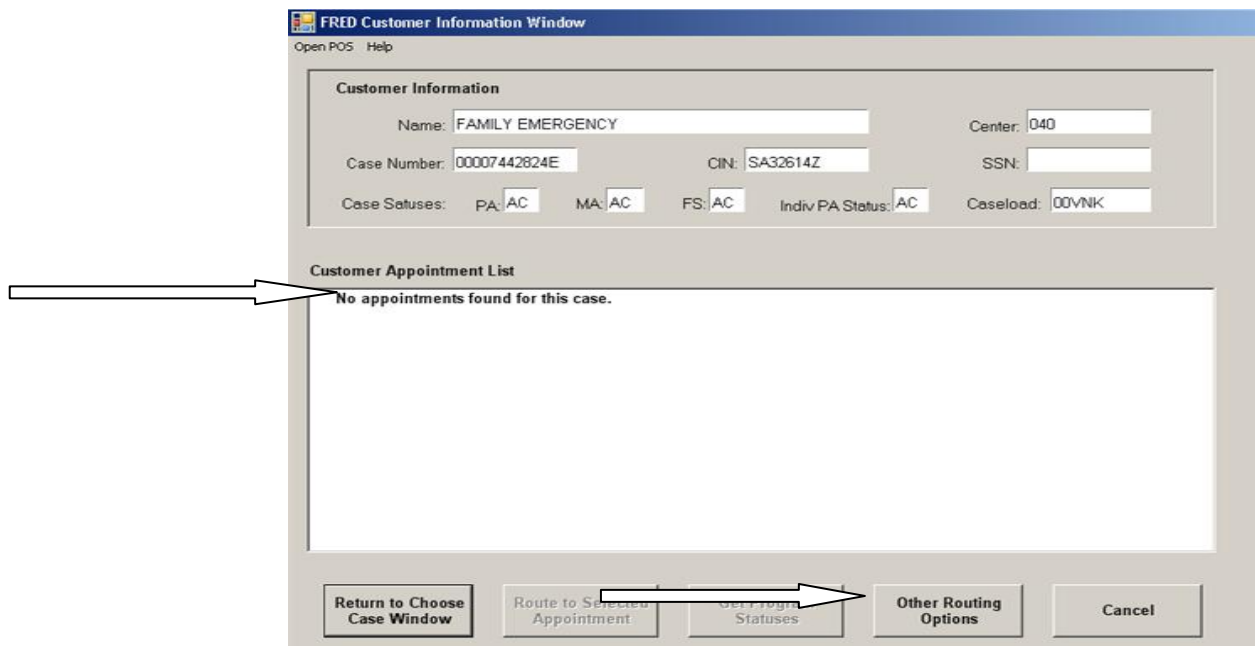
- The applicant/participant reports to the Center to see a childcare specialist or the enrollment agent.

The applicant/participant swipes his/her card or the Worker searches the system for the applicant/participant and any scheduled appointments. When no appointment is found in the system the “FRED Main Window” will appear.



- The Worker will enter the appropriate information and click search.

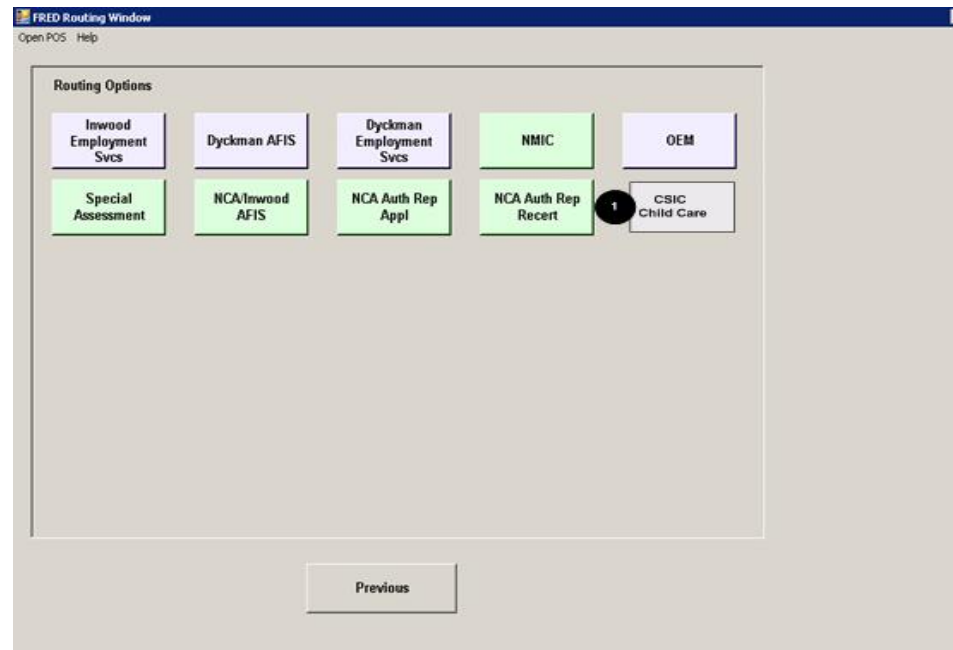
The “FRED Customer Information Window” appears.



- FRED does not find a childcare appointment.
- The Receptionist asks the applicant/participant who he/she is there to see.
- The applicant/participant states that he/she has childcare issues or childcare forms.

- The Receptionist clicks the “Other Routing Options” button.

The system displays “FRED Routing Window.”



- The Receptionist clicks the “CSIC Childcare” button.

FRED will open the “Routing Guide” window.

- The Worker answers each question as they become enabled.

As the questions are answered, the system will guide the Worker according to the process of this procedure.

- The system then opens the “FRED Confirmation Window”
- The Worker clicks the “OK” button
- The system prints a routing ticket to the EA or CSIC, as appropriate

### Non Model Job Center

When an applicant/participant returns to see the enrollment agent prior to his/her childcare return appointment, the JOS/Worker must inform the applicant/participant of where the enrollment agent is located.

## Enrollment Agency

The EA reviews Forms **LDSS-4699/4700** and **CS-274W** and make a preliminary decision about the appropriateness of the childcare provider. Form **CS-274W** is stamped with an outcome code confirming the decision by the EA. The EA gives Form **CS-274W** to the applicant/participant and then refers him/her to the JOS/Worker/CSIC childcare specialist. The EA's initial decision will be one of these choices:

<b>13ET</b>	Childcare Provider Temporary Approval
<b>13EA</b>	Childcare Provider Approved
<b>13EM</b>	Childcare Provider Decision Pending
<b>13ED</b>	Childcare Provider Denied
<b>N/A</b>	Childcare Provider Not Assessed

The EA will:

- give Form **CS-274W** and a copy of the first two pages of Form **OCFS-LDSS-4699** or **OCFS-LDSS-4700** to the applicant/participant to present to the childcare provider;
- enter his/her decision in the CCFS used by OCFS; and
- issue a Model Office Numbering, Identification and Queuing (MONIQ) ticket to CSIC Childcare.

For Non Model Job Centers refer the applicant/participant to the JOS/Worker.

## Return Appointments

### Applicant/Participant Returns with a Temporary Approval from the EA

The applicant/participant returns with Form **CS-274W** from the EA (temporarily approved).

The applicant/participant returns with the first two pages of Form **OCFS-LDSS 4699/OCFS-LDSS 4700** and Form **CS-274W** stamped with a temporary approval of a legally-exempt (informal) childcare provider, the JOS/Worker or CSIC childcare specialist, must:

- ensure Form **CS-274W** is stamped with code **13ET**;
- check the OneViewer for a decision from the EA;
- check the Welfare Management System (WMS), the Paperless Office System (POS), and/or the OneViewer to make sure the childcare provider is not an ineligible provider;
- obtain verification of provider's identity and address from the parent/guardian;
- enter the childcare provider information into ACCIS;
- give the applicant/participant the Authorization for Childcare Payment (**W-273K**) form generated by ACCIS;

See [PB #05-145-EMP](#) for provider eligibility.

See [CS-574FF](#).

- update the EP with childcare in place using Childcare Type **2**;
- refer the applicant/participant to the on-site Back to Work (BTW) vendor or make the appropriate assignment referral to the employment vendor; and
- scan and index Form **CS-274W**, the first two pages of Form **OCFS-LDSS-4699/4700**, and the provider proof of identification and address into the case file.

Applicant/Participant Returns with a Denial from the EA

The JOS/Worker or CSIC childcare specialist, must:

- ensure Form **CS-274W** is stamped with code **13ED**;
- check the OneViewer for a decision from the EA;
- if Form **CS-274W** is not in the OneViewer, scan and index Form **CS-274W** and the first two pages of Form **OCFS-LDSS-4699/4700** into the case file;
- explain that the selected provider has been denied by the EA and that another provider must be sought;
- stress the use of regulated providers;
- confirm availability of slots for two regulated providers;
- give the applicant/participant a referral to two licensed providers using Form **W-273J**;
- give the applicant/participant new childcare application Forms **OCFS-LDSS-4699/4700** and **CS-274W**;
- inform the applicant/participant that if he/she is using another legally-exempt (informal) provider, that the provider must also receive an EA decision prior to the return appointment;
- enter Action Code **933S** to schedule another five-day childcare return appointment; and
- issue the appropriate carfare to applicants only.

Applicant/participant returns with Form **CS-274W** (provider denied)

1st return appointment based on EA decision

Applicant/Participant Returns with a Decision Pending from the EA

Sometimes, based on information presented on Form **OCFS-LDSS-4699/4700**, the EA is unable to render a decision of temporary approval until the provider has undergone a full review. In this instance, the decision will remain pending. The applicant/participant must select another provider until the initial provider is approved.

The JOS/Worker or CSIC childcare specialist, must:

- ensure Form **CS-274W** is stamped with code **13EM**;
- check the OneViewer for a decision from the EA;

Applicant/participant returns with Form **CS-274W** (provider decision pending)



1st return appointment based on EA decision

- scan and index Form **CS-274W** into the case file;
- explain to the applicant/participant that the EA was unable to give an approval for this provider until a full review is completed; therefore, another provider must be sought. Explain that if this provider is ultimately approved, he/she has the option to change providers;
- stress the use of regulated providers;
- confirm the availability of slots for two regulated providers;
- give the applicant/participant a referral for two regulated providers using Form **W-273J**;
- give the applicant/participant new childcare application forms **OCFS-LDSS-4699/4700** and **CS-274W**;
- inform the applicant/participant that if he/she is using another legally-exempt (informal) provider, that provider must get an EA decision prior to the childcare return appointment;
- enter Action Code **933S** to schedule another five-day childcare return appointment; and
- issue the appropriate carfare to applicants only.

Provider enrollment forms not completed

For cases in which the JOS/Worker/CSIC childcare specialist learns the provider enrollment forms are not complete, the JOS/Worker/CSIC childcare specialist must:

- give the applicant/participant two more licensed childcare providers via Form **W-273J**;
- inform the applicant/participant that he/she must have the provider application fully completed by the provider if he/she wishes to utilize an legally-exempt (informal) childcare provider;
- inform the parent/guardian that the forms must be completed by the applicant/participant and provider, and reviewed and stamped by the EA prior to his/her return appointment;
- enter childcare Action Code **933S** to schedule another five-day childcare return appointment; and
- issue the appropriate carfare to applicants only.

Applicant/participant did not go to the EA in Non Model Job Center

In Non Model Job Centers, if the applicant/participant returns with his/her childcare forms completed but he/she did not go to the EA, the JOS/Worker must refer the applicant/participant to the EA.

## Applicant/Participant Returns for His/Her Second Childcare Return Appointment

- |   |   |
|---|---|
| 1) Applicant/participant returns with a temporary approval        | The applicant/participant returns with the appropriate provider enrollment forms completed and a temporary approval from the EA. JOS/Worker/CSIC childcare specialist must follow the instructions for Temporary Approval on page 14.   |
| 2) Applicant/participant returns with a denial                    | <p>The applicant/participant returns with a denial from the EA for the second legally-exempt (informal) childcare provider and the applicant/participant has not obtained childcare, the JOS/Worker/CSIC childcare specialist must:</p> <ul style="list-style-type: none"> <li>• ensure Form <b>CS-274W</b> is stamped with code <b>13ED</b>;</li> <li>• check the OneViewer for a decision from the EA. If Form <b>CS-274W</b> is not in the OneViewer; then</li> <li>• scan and index Form <b>CS-274W</b> and the first two pages of Form <b>OCFS-LDSS-4699/4700</b> into the case file;</li> <li>• inform the applicant/participant that the second provider was denied by the EA and that he/she must arrange interim childcare with a regulated childcare provider until he/she can obtain a legally-exempt (informal) provider approved by the EA;</li> <li>• confirm the availability of slots for two regulated providers;</li> <li>• give the applicant/participant a referral for two regulated providers using Form <b>CS-667C</b>;</li> </ul> |
| 2nd return appointment based on EA decision                       | <ul style="list-style-type: none"> <li>• enter Action Code <b>933S</b> to schedule another five-day childcare return appointment; and</li> <li>• issue the appropriate carfare to applicants only.</li> </ul>   |
| 3) Applicant/participant returns with a provider decision pending | <p>The applicant/participant returns with a pending decision for his/her second legally-exempt (informal) childcare provider. The JOS/Worker/CSIC childcare specialist must:</p> <ul style="list-style-type: none"> <li>• ensure Form <b>CS-274W</b> is stamped with code <b>13ED</b>;</li> <li>• check the OneViewer for a decision from the EA. If Form <b>CS-274W</b> is not in the OneViewer, then;</li> <li>• scan and index forms <b>CS-274W</b> and the first two pages of Form <b>OCFS-LDSS-4699/4700</b> into the case file;</li> <li>• inform the applicant/participant that the EA could not give a decision on the provider until a full review is completed and he/she must arrange interim childcare with a regulated childcare provider until he/she can obtain a legally-exempt (informal) provider approved by the EA;</li> <li>• reassure the applicant/participant that he/she still has the option to utilize his/her provider of choice once the EA has rendered a final approval;</li> </ul>  |

2nd return appointment based on EA decision

- confirm the availability of slots for two regulated providers;
- give the applicant/participant a referral for two regulated providers using Form **CS-667C**;
- enter Action Code **933S** to schedule another five-day childcare return appointment; and
- issue the appropriate carfare to applicants only.

See [PD #09-40-EMP](#).

If the applicant/participant returns and was unable to accept any of the regulated providers to which he/she was referred for valid reasons, another return appointment may be provided with referrals to two new regulated providers. The Worker must:

- inform the applicant/participant that he/she must arrange for another regulated childcare provider, even one he/she independently chooses;
- reassure the applicant/participant that he/she still has the option to utilize his/her legally-exempt (informal) provider of choice once the EA has rendered a final approval;
- confirm the availability of slots for two regulated providers;
- give the applicant/participant a referral for two regulated providers using Form **CS-667C**;
- enter Action Code **933S** to schedule another five-day return appointment; and
- issue the appropriate carfare to applicants only.

No childcare slots available

When there are no regulated childcare slots available and the applicant/participant cannot find an approved legally-exempt (informal) provider, the applicant/participant is exempt from engagement with a review of his/her case for childcare every thirty days. The Worker must:

- inform the applicant/participant that during the 30-day exemption he/she must continue to seek appropriate childcare for his/her child(ren);
- enter a case comment using Action Code **100A** (Case Comment Entry) stating that there were no childcare slots available;
- provide a new childcare packet.

Childcare 30-day Exemption

To exempt the applicant/participant based on unavailable childcare, the Worker must consult the Center Designee who will:

- check NYCWAY to ensure that at least two attempts were made to find legally-exempt (informal) childcare but the providers were denied by the EA;
- check that no age appropriate slots are available for regulated care; and

- enter Action Code **133N** (Childcare Not Found) to exempt the applicant/participant for 30 days.

The individual will be added to the unengaged worklist and will be a part of an unengaged batch call-in at the end of the 30 days. When the applicant/participant reports to the interview, a review of his/her childcare needs will be conducted in order to make an engagement decision.

### **Applicant/Participant Returns and Wants Regulated/Contracted Care**

See [PD #09-40-EMP](#).

If the applicant/participant returns with the decision to use regulated/Contracted Care, the JOS/Worker/CSIC childcare specialist must:

- conduct a Program Provider Search in ACCIS;
- call the providers near the parent's/guardian's home or work to confirm available slots;
- give the parent/guardian the Childcare Appointment Confirmation and Contact List (**CS-667C**);
- update the EP;
- select Care type **3**, which will generate Form **W-273NN** childcare return appointment; and
- give the applicant/participant up to 15 days to enroll his/her child(ren) based on the requirements of the program.

### **For All Providers Who Were Temporarily Approved or Whose Decisions Were Pending From WHEDCO**

After the EA has completed its investigation and made a final decision, the provider, parent/guardian, and the Agency will be notified. The EA will enter the decision into CCFS, which will feed into ACCIS.

### Pended Legally-Exempt (Informal) Childcare Provider is Now Approved

When a pended provider receives final approval by the EA, no action will be taken to authorize that provider in ACCIS unless the parent/guardian notifies the Worker that he/she wants to switch providers.

When a parent/guardian comes in to change the childcare provider to the previously pended legally-exempt (informal) provider, the JOS/Worker/CSIC childcare specialist must:

- confirm the childcare provider is approved by viewing the status of the provider in ACCIS;
- check the OneViewer for the original **CS-274W** form to obtain the provider information;
- obtain verification of identity and address for the new provider;
- scan and index the provider information into the electronic file;
- enter an end date for the existing provider;
- add the new provider information in ACCIS; and
- enroll the child(ren) with the provider.

Temporarily Approved Legally-Exempt (Informal) Childcare Provider is Now Terminated

At the end of the EA’s review a final decision on the temporarily approved provider is made. The EA will enter his/her decision in CCFS, which will generate a notice to the provider, the parent/guardian and the Agency.

CCFS will also update the status of the provider in ACCIS to terminated.

NYCWAY will be updated via ACCIS and will post Action Code **13EB** that indicates a provider has been terminated and childcare is no longer in place.

Participant is in a work assignment

At the posting of Action Code **13EB**, the BTW, BEGIN, Anti Domestic Violence Eligibility Needs Team (ADVENT), and Work Experience Program (WEP) assignments will be terminated, but no adverse action will be imposed as a result of the terminated assignments.

Action Code **13EB** will be followed by Action Code **13EC**, which will generate a batch call-in of the participant via the Childcare Enrollment Call-in Notice (**W-274CC**).

Applicants

If an applicant receives a termination of his/her legally-exempt (informal) childcare provider before the case is accepted, NYCWAY will post Action Code **93EB** to indicate that a provider is terminated and childcare is no longer in place. The BTW assignment will be terminated and the applicant will have to come in to the Job Center to change the provider information.

Form **W-274CC** instructs the applicant (who is now the participant) on how to obtain the childcare provider forms prior to his/her childcare appointment.

If the applicant does not come in to the Job Center to address the childcare issues prior to case acceptance, once the case becomes active, Action Code **13EB** will auto-post and initiate Action Code **13EC**, which is a mandatory engagement batch call-in process and will generate Form **W-274CC**, which is a mandatory engagement call-in letter.

This is a mandatory engagement appointment. Failure to keep this appointment may result in a reduction in CA and/or FS benefits.

Participant

When the participant reports for the appointment, the JOS/Worker/CSIC childcare specialist must follow the process beginning on page 9 (Applicant/Participant Returns to Center).

If the participant fails to keep the engagement call-in appointment, he/she will be subject to conciliation in accordance with current employment procedures.

#### **Jamaica Job Center #54**

The central WHEDCO location in Queens located in the Jamaica Center services both CA/FS individuals/families and non-CA/FS individuals/families. A counter queue, WHEDCO Hub, has been created in FRED that allows FDR to route individuals directly to the WHEDCO central location within the center.

When an individual needs to go to the WHEDCO Hub, FDR must:

- click Other Service Areas in the FRED Routing Window which will cause the **Refer Client to Other Area/ Program** window to open.
- select the new counter queue, "WHEDCO Hub" to route the individual to that service area.

If an individual has been misrouted to the WHEDCO Hub and needs to go to another service area, the Worker in the WHEDCO Hub must refer the individual to the CSIC Supervisor via the Information and Referral Notice (**W-113E**). The CSIC Supervisor will determine where the individual needs to go and, if necessary, must walk over to FDR and have the correct ticket issued for the misrouted individual.

## **Employment Programs**

### **Referral to Training Assessment Group (TAG)**

See [PD #04-14-EMP](#).

When an applicant is referred to TAG through the EP, code **935T** will auto-post for a TAG call-in once the case is accepted and the applicant is now a participant. TAG will arrange childcare for its participants as per current procedure.

TAG will refer those participants who utilize legally-exempt (informal) childcare to the Job Center and the central office of WHEDCO for EA decisions.

However, if a TAG participant's childcare breaks down as a result of the EA's decision, NYCWAY will be updated via ACCIS and will post Action Code **13EB**, which indicates a provider has been terminated and childcare is no longer in place. This code will be followed by Action Code **13EC**, which will generate a batch call-in of the participant to the Job Center via Form **W-274CC**. The TAG assignment will not terminate with Action Code **13EB**.

### **Referral to Begin Education Gain Independence Now (BEGIN)**

Those persons referred to BEGIN will already have childcare in place either temporarily or permanently approved by the EA for participants who chose legally-exempt (informal) childcare. However, should the EA review result in a termination of the provider, the participant will be called in to the Job Center with Action Code **13EC**.

When the participant reports for the Job Center appointment, the JOS/Worker/CSIC childcare specialist must follow the process outlined in the Childcare Application Process that begins on page 8.

Recertification

### **Recertification Process**

At the time a participant is scheduled for recertification the childcare issues will be reviewed. There are three types of issues Workers must address:

- 1) All participants who already have legally-exempt (informal) childcare in place must register their provider with the EA.

Approximately two months prior to the participant's recertification, a list will be given (by the Management Information System [MIS]) to WHEDCO of the names of providers who care for the children of those parents/guardians who are up for recertification for Cash Assistance (CA). WHEDCO will attempt to recertify the providers in advance of the CA recertification.

The EA will send the provider Form **OCFS-LDSS-4699** or **OCFS-LDSS-4700** and a notice explaining what he/she must do in order to be enrolled with the EA and how to continue to receive payments for his/her childcare services, prior to the participant's CA recertification date.

On the recertification date the JOS/Worker/CSIC childcare specialist will:

- review the participant's case for a decision from the EA.
  - address any participants who received a termination of his/her provider from the EA.
  - review the childcare situation with the parent/guardian and find alternate childcare as per instructions in this procedure. Once a new provider is in place, an assignment must be provided if the last assignment already terminated. The batch call-in process will be halted by an open childcare return appointment already in NYCWAY.
  - if no termination is indicated in ACCIS (provider is approved, pending or not yet reviewed by EA), there is no action for the Worker to take.
- 2) Participants who want to change their regulated childcare provider to a legally-exempt (informal) childcare provider or change one legally-exempt (informal) childcare provider for another.

Participants who now want to change providers or who select a legally-exempt (informal) childcare provider will be given forms **OCFS-LDSS-4699** and **OCFS-LDSS-4700** along with a childcare return appointment that has a five-day Future Action Date (**FAD**). He/she will also be instructed to see the EA before returning to the JOS/Worker/CSIC childcare specialist.

- 3) Participants who must be engaged and are in need of childcare:



Participants who are now required to be engaged and need childcare are given an appointment for two licensed childcare providers and the option to choose a legally-exempt (informal) childcare provider. The JOS/Worker/CSIC childcare specialist must follow the instructions on page 7 (Childcare Application Process).

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## **PROGRAM IMPLICATIONS**

Paperless Office  
System (POS)  
Implications

There are no POS implications as a result of this procedure.

Food Stamp  
Implications

When the actual childcare expenses are more than the childcare payment, the extra childcare cost is counted as an out-of-pocket expense for Food Stamp (FS) budgeting. Parents/guardians who choose to forego the FIA payment by using an ineligible provider are entitled to a FS deduction for the out-of-pocket childcare expense. The Worker must determine how the parent/guardian will pay for the expense while participating in a work activity.

For applicants, failure to keep a return appointment will result in the case being denied. The case will be processed for a separate FS determination. For participants, failure to keep a return appointment will initiate the standard conciliation process and a CA sanction. FS eligibility will not be affected as a result of this sanction.

Medicaid  
Implications

There are no Medicaid implications as a result of this procedure.

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## **LIMITED ENGLISH- SPEAKING ABILITY (LESA) AND HEARING IMPAIRED IMPLICATIONS**

For Limited English-Speaking Ability (LESA) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #09-14-OPE](#) and [PD #08-20-OPE](#).

## FAIR HEARING IMPLICATIONS

Avoidance/  
Resolution

Ensure that all case actions are processed in accordance with current procedures and that the electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all action taken on their case.

Conferences

Applicants/participants cannot contest a denial of a provider by the EA.

A denial of a provider by the EA cannot be contested through a Fair Hearing. Only the provider can request a review of the EA's decision at WHEDCO's central office. Applicants/participants can however request a Fair Hearing on the adverse actions resulting from a failure to report to the assignment or an appointment based on childcare reasons.


## REFERENCES

NYCRR 415.4  
[07-OCFS-INF-08](#)

## RELATED ITEMS

[PD #01-74-EMP](#)  
[PD #05-16-EMP](#)  
[PD #05-25-ELI](#)  
[PD #09-40-EMP](#)  
[PB #02-96-SYS](#)  
[PB #05-145-EMP](#)  
[PB #08-11-OPE](#)  
[PB #08-155-OPE](#)  
[Employment Process Manual](#)

## ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

<b>W-273NN</b>	Childcare Return Appointment (Rev. 12/31/08)
<b>W-273NN (S)</b>	Childcare Return Appointment (Spanish) (Rev. 12/31/08)
<b>W-274CC</b>	Childcare Enrollment Call-In Notice (Rev. 12/31/08)
<b>W-274CC (S)</b>	Childcare Enrollment Call-In Notice (Spanish) (Rev. 12/31/08)
<b>W-603AA</b>	Important Information For Parents/Guardians Who Use Legally-Exempt Childcare Providers (Rev. 12/31/08)
<b>W-603AA (S)</b>	Important Information For Parents/Guardians Who Use Legally-Exempt Childcare Providers (Spanish) (Rev. 12/31/08)

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**

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

**Check the boxes that apply**

- 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 engagement appointment** on:

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**This is a mandatory engagement appointment. Failure to keep this appointment may result in a reduction in your Cash Assistance and/or Food Stamp benefits. Please call the telephone number above if you need to reschedule this appointment.**

**You must report to the Job Center with this form.**

\_\_\_\_\_  
Applicant's/Participant's/Sanctioned Individual'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 de participación obligatoria** el:

Fecha de la Cita: \_\_\_\_\_ Hora: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

**Esta cita de participación es obligatoria. El no cumplir con esta cita puede resultar en una reducción de sus beneficios de Asistencia en Efectivo y/o Cupones para Alimentos. Favor de llamar al número de teléfono más arriba si necesita reprogramar esta cita.**

**Usted tiene que presentarse al Centro de Trabajo con este formulario.**

\_\_\_\_\_  
Firma del Solicitante/Participante/Persona Sancionado(a)

\_\_\_\_\_  
Fecha

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 a mandatory engagement appointment at Job Center \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Travel Directions: \_\_\_\_\_

*(Note: A large blue 'SAMPLE' watermark is overlaid on the form fields.)*

**This is a mandatory engagement appointment. Failure to keep this appointment may result in a reduction in your Cash Assistance and/or Food Stamp benefits. Please call the telephone number above if you need to reschedule this appointment.**

**You must report to the Job Center with this form.**

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 de participación obligatoria en el Centro de Trabajo \_\_\_\_\_

Fecha de la Cita: \_\_\_\_\_ Hora: \_\_\_\_\_ Teléfono: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Indicaciones de Viaje:

**Esta cita de participación es obligatoria. El no cumplir con esta cita puede resultar en una reducción de su beneficios de Asistencia en Efectivo y/o Cupones para Alimentos. Favor de llamar al número de teléfono más arriil si necesita reprogramar esta cita.**

**Usted tiene que presentarse al Centro de Trabajo con este formulario.**

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 (**OCFS-LDSS-4699**) (Legalmente-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/GUARDIANS  
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/TUTORES**  
**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.