



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #08-46-EMP

ENROLLMENT PROCESS FOR LEGALLY-EXEMPT (INFORMAL) CHILD CARE PROVIDERS

Date: December 31, 2008	Subtopic(s): Employment, Child Care
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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 child care processing.

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 child care provider who is accessible, affordable, suitable, and secure.

Child care 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 child care services most appropriate for the child's needs including a legally-exempt (informal) child care provider.

This initiative is beginning with providers of informal child care in the Bronx.

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

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*

Legally-exempt (informal) providers include babysitters such as family members, friends, family or group child care programs that are exempt from the State of New York Office of Children and Family Services (OCFS) licensing and registration requirements. Legally-exempt group child care programs may include, but are not limited to, child care 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 child care regulations require that both the parent/guardian and the provider certify in writing:

- that the site where the child care 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 child care 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.

In a new initiative, OCFS expanded New York State's child care regulations addressing the enrollment and monitoring of child care to include the NYC social service district.

WHEDCO will only handle those providers who render child care services in the Bronx.

All other boroughs will have EAs as this initiative rolls out.

Effective September 8, 2008, OCFS began the legally-exempt (informal) provider enrollment process in the Bronx. OCFS has contracted with the Women's Housing and Economic Development Corporation (WHEDCO) to be the EA for the Bronx. WHEDCO will station enrollment agents in each of the Bronx Job Centers (except at the Rider Job Center #38) and one central office located at:

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

Because it primarily serves single adults, Rider Job Center applicants/participants requiring the services of a legally-exempt (informal) provider must go to the central WHEDCO office. The central office will also service HIV and AIDS Services Administration (HASA) 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 office and the HASA/WeCARE locations. Providers will also be serviced by the central office and not the on-site Job Center EA.

The EA will be responsible for enrolling, monitoring, and inspecting new legally-exempt (informal) child care providers who render child care services in the Bronx. Additionally, as Bronx providers currently enrolled by New York City Children's Services (f/k/a Administration for Children's Services [ACS]) require re-enrollment, those providers will be referred to the EA. This process will begin in the Bronx only and will roll-out to the other boroughs as contracted vendors are put in place.

There are approximately 20,000 legally-exempt (informal) child care providers citywide presently active in the Automated Child Care Information System (ACCIS). Those that provide services in the Bronx will be enrolled over the next year with the EA.

The EA along with ACS will be 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 Child Care 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 child care 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.

The EAs will also be responsible for:

- entering the child care providers into CCFS;
- inspecting the facilities where the child care services are provided (if other than the child's own home) in order to monitor compliance with health and safety requirements;
- determining if the child care provider can be approved for payment;
- entering the initial preliminary decision on the provider's status into CCFS;
- stamping a code on the Child Care 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 Child Care and Legally-Exempt In-Home Child Care (**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** to the enrollment agent, the enrollment agent will make a preliminary decision on the status of the provider. This decision will be 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 child care services are provided, etc.

Same-day decisions by EA

Once the EA has made a preliminary decision on the provider, he/she will stamp form **CS-274W** with one of the following provider status codes:

13ET Child Care 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 Child Care 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 Child Care 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 Child Care 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.

Licensed/registered child care providers do not need to be assessed by an EA

N/A Child Care Provider Not Assessed – The provider is not providing services in the EA’s catchment area or the provider is a licensed/registered child care provider. WHEDCO is only reviewing the legally-exempt (informal) providers who service children in the Bronx. A parent/guardian who lives in the Bronx but utilizes a provider outside of the Bronx (e.g., upper Manhattan) 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 child care return appointments will be made using the regular child care return appointment codes **933S/933D** (Applicants) or **133S/133D** (Participants). Decisions made by the EA such as codes **13ED** or **13EM** will require a new child care 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 child care provider in the interim while the legally-exempt (informal) provider is pending investigation.

Revised form **W-273NN**

The **933S/933D** and **133S/133D** codes generate a Child Care Return Appointment (**W-273NN**) form. This notice has been revised to include a snippet that informs parents/guardians (in the Bronx) that if they choose a legally-exempt (informal) provider who will be providing child care services in the Bronx, he/she must have the provider enrollment forms reviewed and stamped by the EA prior to their return appointment. (Snippets will be developed for all other boroughs as they roll-out.)

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. 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 child care 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** (child care call-in appointment) code will be posted on the **CALLD** worklist.

Code **13EC** will generate a Child Care 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 child care situation and find alternate child care.

The engagement assignment will be terminated to allow the parent/guardian time to seek appropriate child care 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

An Important Information For Parents/Guardians Who Use Legally-Exempt Child Care Providers (**W-603AA**) form has been developed to inform parents of the new EA requirement. Form **W-603AA** must be included in the child care packets in the Bronx Centers.

REQUIRED ACTION

Child Care Application Process

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

- give and explain to the applicant/participant the Important Information About Child Care (**LDSS-4647**) form and have the applicant/participant sign and date the form in acknowledgement that he/she has received the form;
- suggest and inform the applicant/participant of the advantages of using regulated child care: 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 Child Care Services](#)
- check to see if there are any slots available for regulated child care; and
- give the applicant/participant two referrals for regulated child care using the Child Care Provider Contact List (**W-273J**).

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

See the Child Care Provider Form Desk Guide (**M-90G**) for forms included in the child care packet

These instructions will expand to apply to all other providers as the EA initiative rolls out

See **CS-574FF** for list of acceptable documents

Initial child care return appointment

- issue the child care packet and include form **W-603AA** that informs the applicant/participant of the new criteria for legally-exempt (informal) child care in the Bronx;
- 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;
- enter the applicant's/participant's case number on form **CS-274W** in the case number box;
- explain that if he/she must secure child care services from a legally-exempt (informal) child care provider, or a caregiver of a legally-exempt group child care that provides services in the Bronx, he/she must be enrolled by the EA 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 EA central office, or having the provider go to the EA central office. However, the applicant/participant is still required to report to the Job Center for his/her child care return appointment with an EA decision;
- explain that forms **OCFS-LDSS-4699**, **OCFS-LDSS-4700** and **CS-274W** must be reviewed and that form **CS-274W** must be stamped by an EA prior to the applicant's/participant's return appointment;
- explain that verification of identity and address of the provider must be provided;
- enter the child care type in the Employability Plan (EP);
- enter a "Child Care Return Appointment" code (**933D** or **933S**) in NYCWAY, which will generate form **W-273NN** with a five-day child care return appointment; and
- issue the applicant the appropriate carfare.

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 child care appointment in the system, the Front Door process will be as follows:

If the applicant/participant reports to the Model Job Center either to see a child care 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 Child Care Return Appointment
- The Worker highlights the appointment and then clicks the “Route to Selected Appointment” button
- FRED will open a new pop-up Routing Guide window that has a set of 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 gets routed to the Customer Service Information Center (CSIC) Child Care
- 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 gets routed to CSIC Child Care because the applicant/participant has already received a decision from the EA

Routing Guide

Instructions

Answer the following questions to determine the appropriate routing for the this applicant/participant

1 Does applicant /Participant have Form CS-274w? Yes No

2 Is the Form CS-274w Stamped? Yes No

3 Does applicant /Participant have Forms LDSS-4699 or LDSS-4700? Yes No

Return to appointments Window Proceed with Routing Option

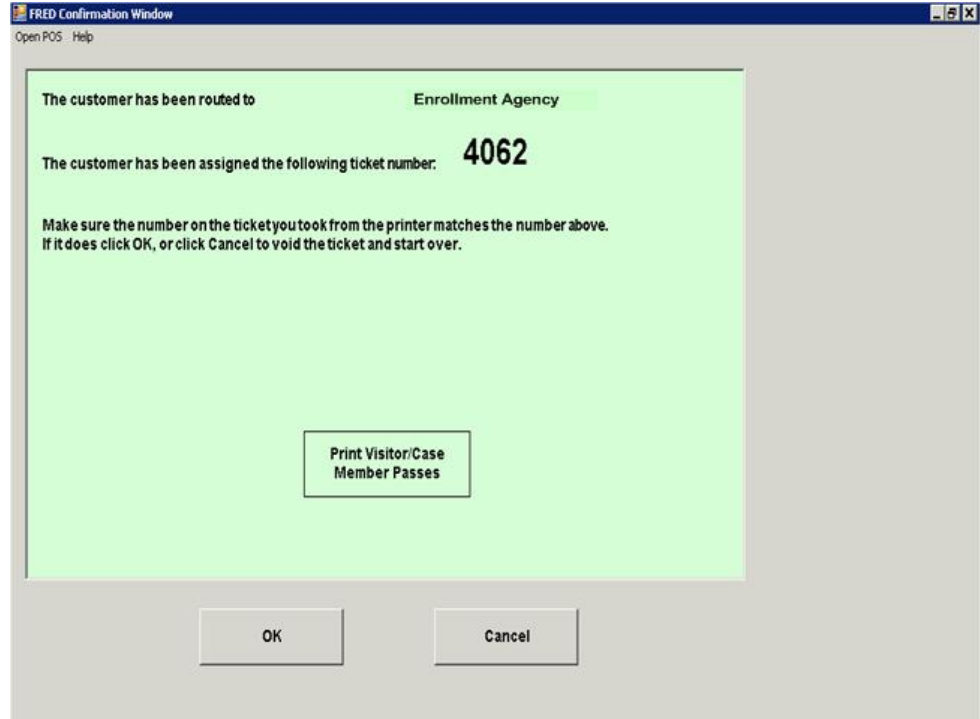
- If the Worker selects “No” to “is it stamped?” (Question #2), then Question #3 is enabled

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 Child Care.
- 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.



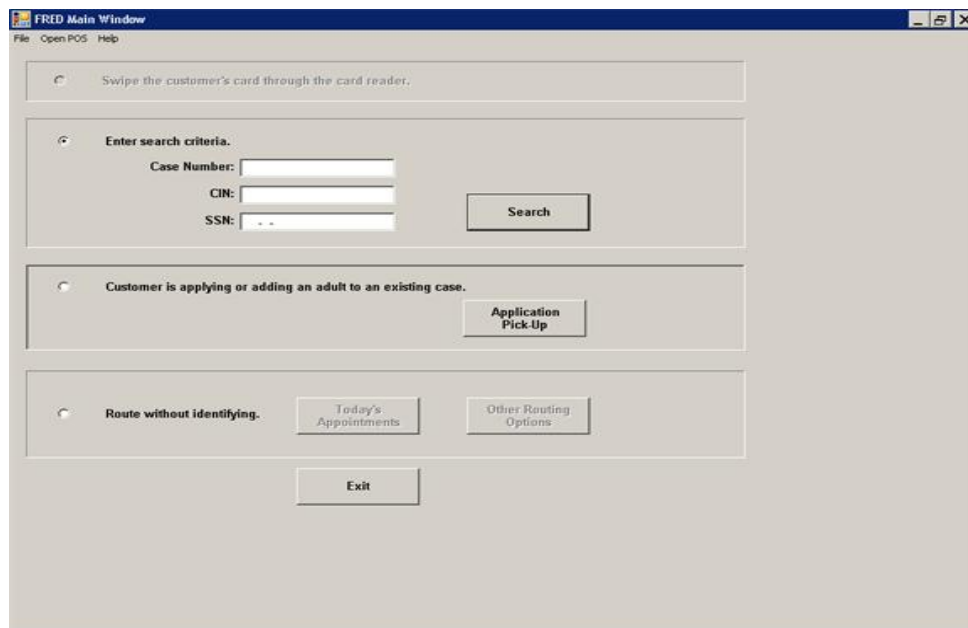
- The Worker clicks the “OK” button
- The system prints a routing ticket to the EA or CSIC Child Care, as appropriate

Applicant/participant does not have an appointment

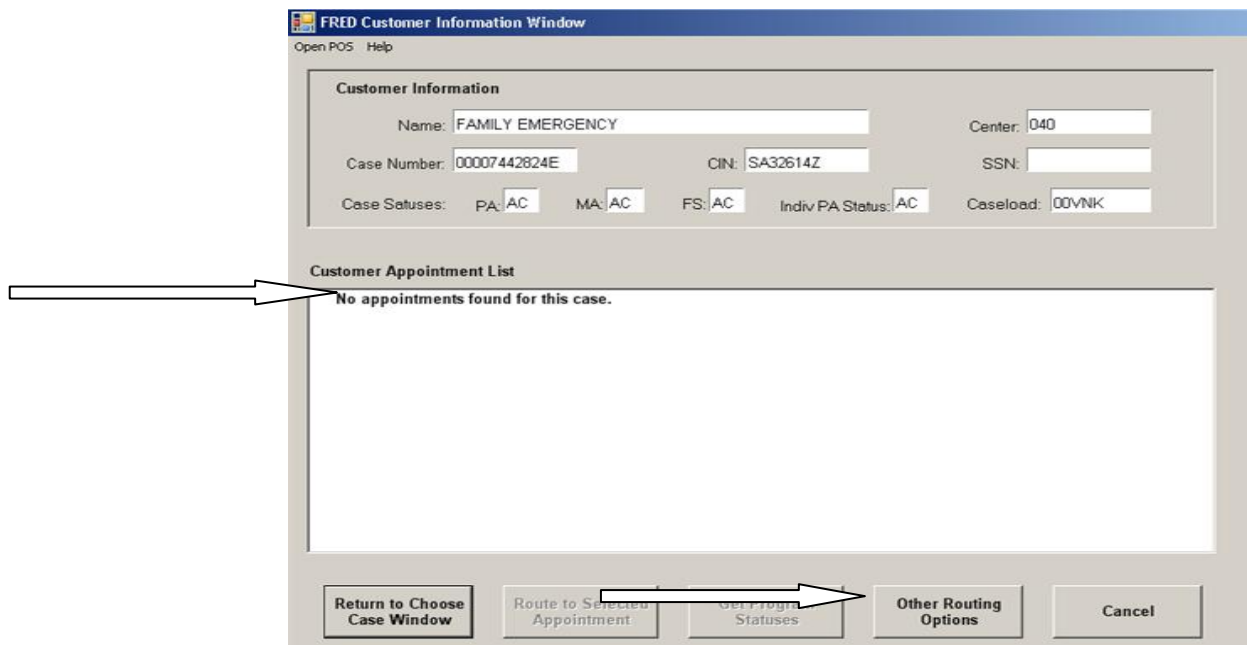
When the applicant/participant comes into a Model Job Center with no appointment to see the enrollment agent, the front door process will be as follows:

- The applicant/participant reports to the Center to see a child care 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.

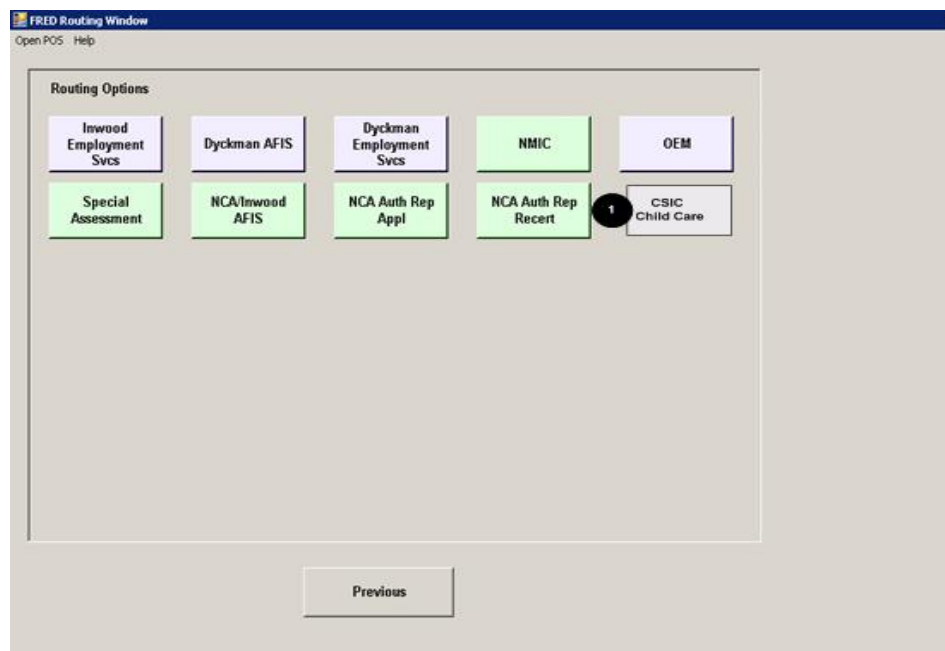


- The Worker will enter the appropriate information and click search
- The “FRED Customer Information Window” appears.

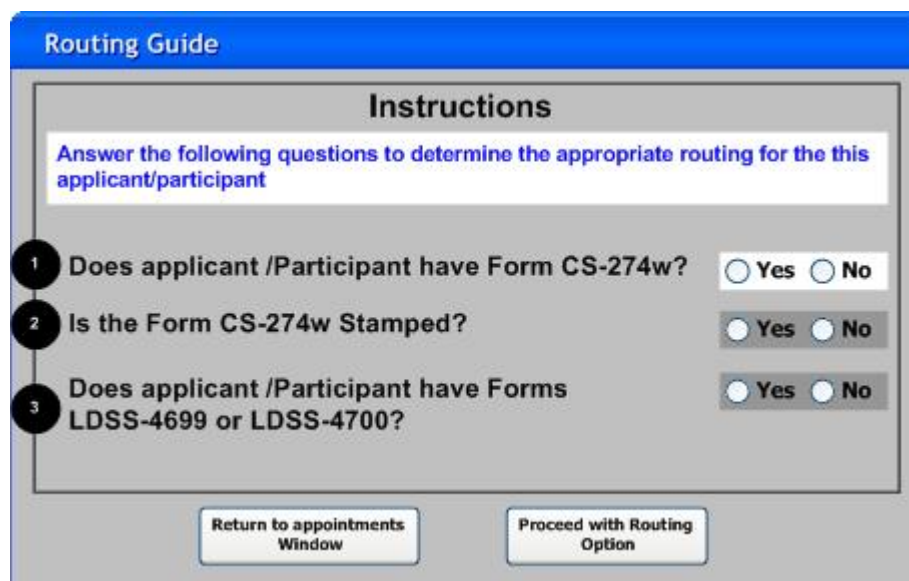


- FRED does not find a child care appointment
- The Receptionist asks the applicant/participant who they are there to see
- The applicant/participant states that he/she has child care issues or child care forms
- The Receptionist clicks the “Other Routing Options” button

The system displays “FRED Routing Window.”

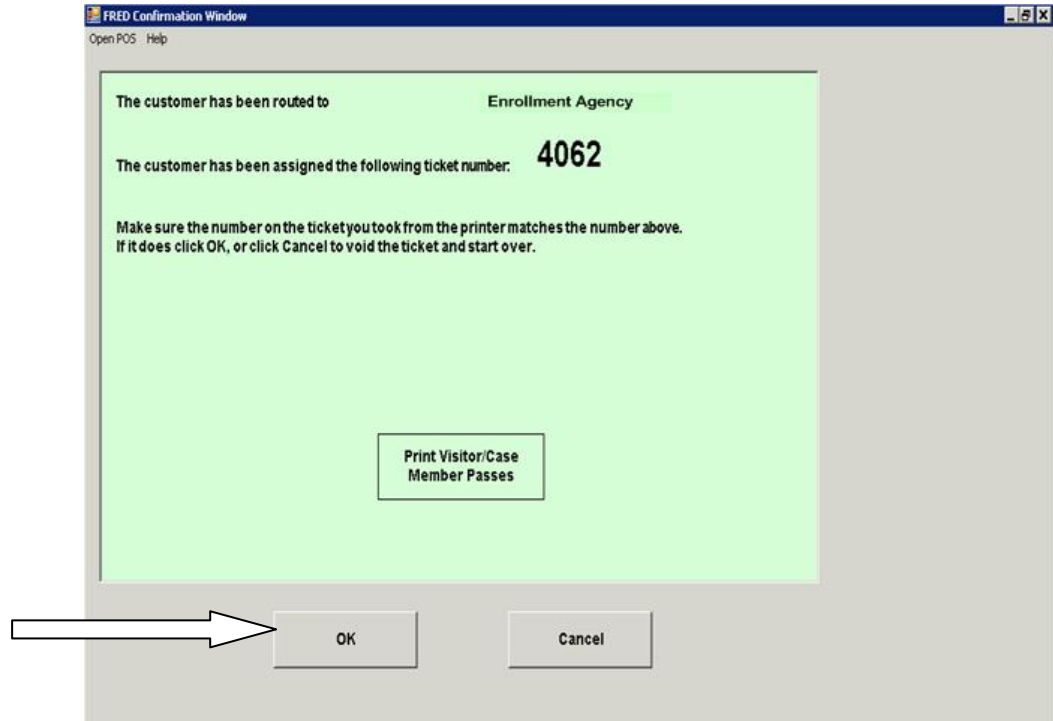


- The Receptionist clicks the new “CSIC Child Care” button
FRED will open the new “Routing Guide” window.



- 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 child care return appointment, the JOS/Worker must inform the applicant/participant of where the enrollment agent is located.

Note: In centers where the applicants/participants are sent to the ACS child care Workers for all child care needs, the ACS child care Workers must provide information regarding the EA and their location on- and off-site.

Enrollment Agency

The EA will review forms **LDSS-4699/4700** and **CS-274W** and make a preliminary decision about the appropriateness of the child care provider. Form **CS-274W** will be stamped with an outcome code confirming the decision by the EA. The EA will give form **CS-274W** to the applicant/participant and then refer him/her to the JOS/Worker/CSIC child care specialist. The EA's initial decision will be one of these choices:

13ET	Child Care Provider Temporary Approval
13EA	Child Care Provider Approved
13EM	Child Care Provider Decision Pending
13ED	Child Care Provider Denied
N/A	Child Care 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;
- enter his/her decision in the CCFS used by OCFS;
- issue a Model Office Numbering, Identification and Queuing (MONIQ) ticket to CSIC Child Care.

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) child care provider, the JOS/Worker or CSIC child care specialist, will:

- 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 child care provider is not an ineligible provider;
- Obtain verification of provider's identity and address;
- enter the child care provider information into ACCIS;
- give the applicant/participant the Authorization for Child Care Payment (**W-273K**) form generated by ACCIS;
- update the EP with child care in place using Child Care Type **2**;

See PB #05-145-EMP for provider eligibility

See **CS-574FF**

- 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 child care specialist, will:

- 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 child care 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 child care 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 child care specialist, will:

- ensure form **CS-274W** is stamped with code **13EM**;
- check the OneViewer for a decision from the EA;
- scan and index form **CS-274W** into the case file;

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

- 1st return appointment based on EA decision
- 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 child care 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 child care return appointment;
 - enter Action Code **933S** to schedule another five-day child care return appointment; and
 - issue the appropriate carfare to applicants only.

Provider enrollment forms not completed

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

- give the applicant/participant two more licensed child care 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) child care 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 child care Action Code **933S** to schedule another five-day child care return appointment;
- 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 child care 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 Child Care 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 child care specialist must follow the instructions for Temporary Approval on page 15.

- 2) Applicant/participant returns with a denial
- The applicant/participant returns with a denial from the EA for the second legally-exempt (informal) child care provider and the applicant/participant has not obtained child care, the JOS/Worker/CSIC child care 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; then
 - scan and index form **CS-274W** and the first two pages of form **OCFS-LDSS-4699/4700** into the case file;
 - inform the applicant/participant that the second provider was denied by the EA and that he/she must arrange interim child care with a regulated child care provider until he/she can obtain a legally-exempt (informal) provider approved by the EA;
 - confirm the availability of slots for two regulated providers;
 - give the applicant/participant a referral for two regulated providers using form **CS-667C**;
- 2nd return appointment based on EA decision
- enter Action Code **933S** to schedule another five-day child care return appointment; and
 - issue the appropriate carfare to applicants only.
- 3) Applicant/participant returns with a provider decision pending
- The applicant/participant returns with a pending decision for his/her second legally-exempt (informal) child care provider. The JOS/Worker/CSIC child care 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, then;
 - scan and index forms **CS-274W** and the first two pages of form **OCFS-LDSS-4699/4700** into the case file;
 - 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 child care with a regulated child care provider until he/she can obtain an legally-exempt (informal) provider approved by the EA;
 - reassure the applicant/participant that he/she still has the option to utilize their 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**;
- 2nd return appointment based on EA decision
- enter Action Code **933S** to schedule another five-day child care return appointment; and
 - issue the appropriate carfare to applicants only.

See PD #08-21-EMP

If the applicant/participant returns and was unable to accept any of the regulated providers to which they were 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 child care 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 child care slots available

When there are no regulated child care 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 child care every thirty days. The Worker must:

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

Child Care 30-day Exemption

To exempt the applicant/participant based on unavailable child care, 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) child care but the providers were denied by the EA;
- check that no age appropriate slots are available for regulated care; and
- enter Action Code **133N** (Child Care 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 child care needs will be conducted in order to make an engagement decision.

Applicant/Participant Returns and Wants Regulated/Contracted Care

See PD #08-21-EMP

If the applicant/participant returns with the decision to use regulated/Contracted Care, the JOS/Worker/CSIC child care specialist will:

- 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** child care return appointment;
- 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 the EA

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) Child Care 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 child care provider to the previously pended legally-exempt (informal) provider, the JOS/Worker/CSIC child care specialist must:

- confirm the child care 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) Child Care 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 child care 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 Child Care Enrollment Call-in Notice (**W-274CC**).

Applicants

If an applicant receives a termination of his/her legally-exempt (informal) child care provider before the case is accepted, NYCWAY will post Action Code **93EB** to indicate that a provider is terminated and child care 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 child care provider forms prior to his/her child care appointment.

If the applicant does not come in to the Job Center to address the child care 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 Cash Assistance and/or Food Stamp benefits.

Participant

When the participant reports for the appointment, the JOS/Worker/CSIC child care specialist must follow the process outlined on page 7 (Child Care Application Process).

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

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 child care for its participants as per current procedure.

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

However, if a TAG participant's child care 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 child care 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 child care in place either temporarily or permanently approved by the EA for participants who chose legally-exempt (informal) child care. 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 child care specialist must follow the process outlined in the Child Care Application Process that begins on page 7.

Recertification

Recertification Process

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

- 1) All participants who already have legally-exempt (informal) child care 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 child care services, prior to the participant's CA recertification date.

On the recertification date the JOS/Worker/CSIC child care 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 child care situation with the parent/guardian and find alternate child care 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 child care 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 child care provider to a legally-exempt (informal) child care provider or change one legally-exempt (informal) child care provider for another.

Participants who now want to change providers or who select a legally-exempt (informal) child care provider will be given forms **OCFS-LDSS-4699** and **OCFS-LDSS-4700** along with a child care 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 child care specialist.

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

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

**PROGRAM
IMPLICATIONS**

Paperless Office System (POS) Implications

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

Food Stamp Implications

When the actual child care expenses are more than the child care payment, the extra child care 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 child care 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.

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

For Limited English-Speaking Ability (LESA) applicants/participants, make sure to obtain appropriate interpreter services in accordance with PD #08-18-OPE. For hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with 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 child care reasons.

REFERENCES

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

RELATED ITEMS

[PD #01-74-EMP](#)
[PD #05-16-EMP](#)
[PD #05-25-ELI](#)
[PD #08-21-EMP](#)
[PB #02-96-SYS](#)
[PB #05-145-EMP](#)
[PB #08-11-OPE](#)
[Employment Process Manual](#)

ATTACHMENTS

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

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

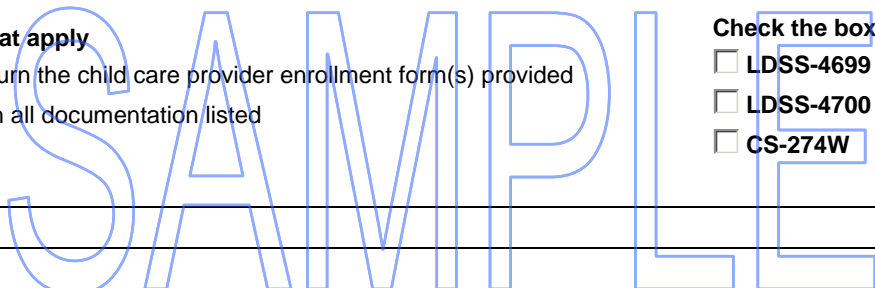
Check the boxes that apply

- 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

Marque las casillas que correspondan

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

- 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 exento 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.