



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #09-40-EMP

(This Policy Directive Replaces PD #08-21-EMP)

ENROLLING CHILDREN RECEIVING CASH ASSISTANCE INTO ACS CONTRACTED CHILDCARE CENTERS AND FAMILY CHILDCARE NETWORK PROVIDERS

Date: November 30, 2009	Subtopic(s): Childcare
AUDIENCE	The instructions in this policy directive are for Job Center staff who process and authorize childcare and are informational for others.
REVISIONS TO ORIGINAL PROCEDURE	References to Important Information About Childcare (LDSS-4647) have been removed. The LDSS-4647 has been made obsolete (see PD #09-38-OPE).
POLICY	Employable applicants/participants are required to participate in work-related activities in order to receive Cash Assistance (CA). If childcare is needed in order to comply with work requirements, the parent/guardian has the responsibility of securing a childcare provider. Childcare must be in place before the applicant/participant can be assigned to work activities.
BACKGROUND	<p>New York City Children’s Services (ACS) offers a variety of group childcare centers and family childcare provider networks through contracts that are available to children of FIA participants as well as low-income families.</p> <p>Job Center staff (authorized ACCIS users) who process childcare can make a direct enrollment in ACCIS when a participant chooses an ACS contracted childcare center or family childcare network provider once an actual start date has been provided.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

REQUIRED ACTION

Revised

See [PD #09-38-OPE](#) on Important Information about Childcare

JOS/Childcare Specialists are required to assist parents/guardians in locating a childcare provider that meets the needs of the child. The JOS/Childcare Specialist must discuss the applicant's/participant's rights and responsibilities as outlined in the State booklet titled *What You Should Know About Your Rights and Responsibilities* ([LDSS-4148A](#)).

The applicant has the right to:

- seek a child care provider that is;
 - suitable for the child's needs;
 - accessible from the parent's home or work place;
 - affordable;
 - appropriate for the age category of the child.
- receive information about how to locate a provider;
- choose to receive child care assistance in lieu of cash assistance;
- be excused from a required work activity if there is a child under 13 years of age for whom he/she is unable to find an appropriate, accessible, affordable and suitable child care provider.

The applicant has the responsibility to:

- follow up on referrals provided by the worker or other program in an effort to help you locate a childcare provider;
- indicate in writing the providers contacted, when they were contacted, and the reason why he/she did not choose that provider;
- choose one of the providers to which he/she is referred unless he/she is able to show why the provider was not suitable, accessible, affordable, or appropriate.

JOS/Childcare Specialists must provide at least two referrals to regulated/licensed childcare providers that are appropriate, accessible, and affordable according to the standards set forth in **LDSS 4148A**. Referrals must include at least one ACS contracted childcare center or family childcare network provider unless there are no vacancies near the parent's/guardian's home or work site.

See [PB #08-11-OPE](#) for required forms based on provider type.

The JOS/Childcare Specialist must give the parent/guardian the child care packet that includes all of the child care provider forms, notices, and informationals, as well as the Childcare Provider Enrollment Supplement Form (**CS-274W**). The JOS/Childcare Specialist must also provide the Childcare Appointment Confirmation and Contact List Form (**CS-667C**) to sign and bring to any visited providers for signatures.

See [CS-574EE](#) for types of childcare providers

Locating an ACS Contracted Childcare Center or Family Childcare Network Provider

The JOS/Childcare Specialist must conduct a search in ACCIS to locate an ACS contracted childcare center or family childcare network provider. A search can be done by zip code or name. The JOS/Childcare Specialist may also use this process to search for a private childcare center if no other ACS regulated/licensed care is available.

The JOS/Childcare Specialist can view the available slots for the ACS Contracted Childcare Center or Family Childcare Network Provider in ACCIS. The JOS/Childcare Specialist must call to verify the continued availability of open slots. If the ACS contracted childcare center or family childcare network provider indicates that there are open slots, the JOS/Childcare Specialist can make an appointment for the parent/guardian to make a visit.

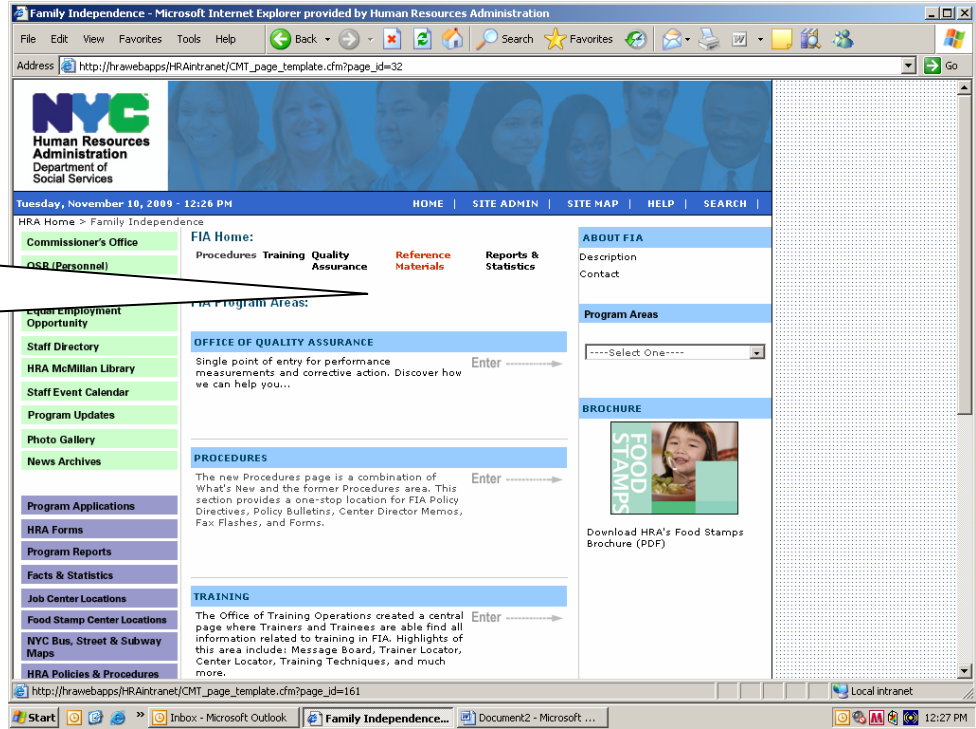
See [PD #07-29-EMP](#).

ACS contracted childcare centers do not service school-aged children. Refer parents/guardians of school-aged children to Out-of-School-Time (OST) programs administered by the Department of Youth and Community Development (DYCD).

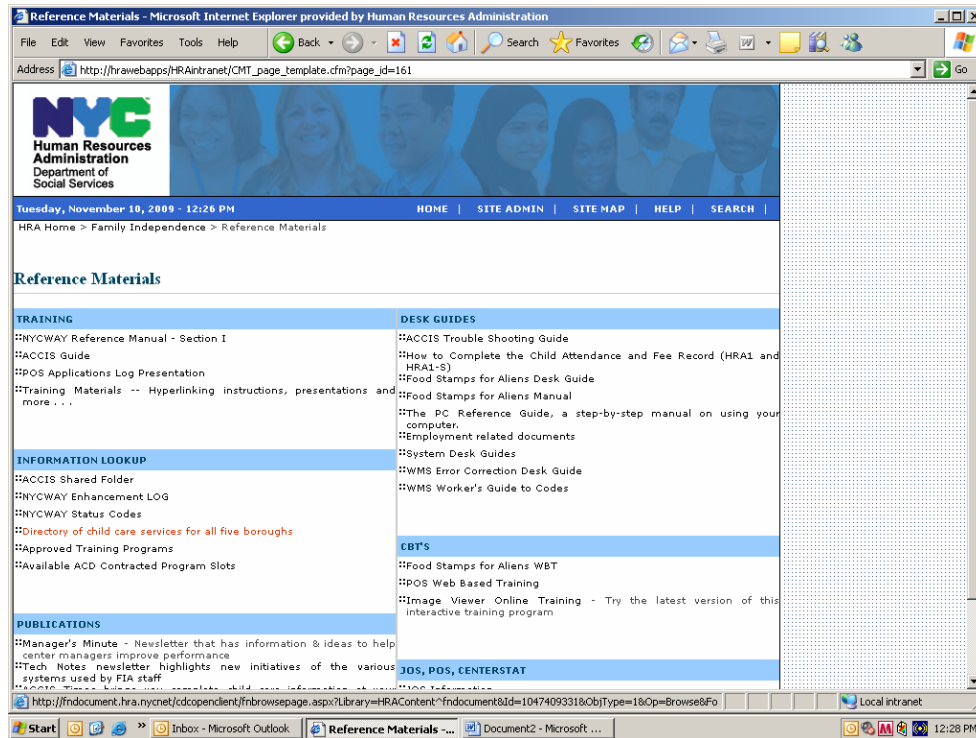
JOS/Childcare Specialist can also locate ACS contracted childcare centers and family childcare network providers by accessing the FIAweb. The directory can be found in the "Reference Materials" section and is broken down by borough.

The document is time sensitive (the number of available slots will change) so it is important to call the contract center or network to make sure there are available slots before making a referral.

Access the FIAweb and click on "Reference Materials."



Click on "Directory of childcare services for all five boroughs."



For all parents applying for/receiving CA, the JOS/Childcare Specialist must complete and sign the Authorization for Childcare Payment Form (**CS-273K**) for the parent/guardian to take to the contracted center or network provider. Contracted centers and network providers have been instructed not to accept the child for enrollment without the authorized Form **CS-273K**.

No information should be entered into ACCIS until the parent returns with the Childcare Provider Enrollment Supplement (**CS-274W**) signed by the contracted center or network.

Note: The only time that Form **CS-273K** is given prior to enrolling the provider in ACCIS is when referring to ACS contracted childcare/family childcare network providers. Reservations for network providers must be made with the approval of the network.

ACS Contracted Childcare Center/Family Childcare Provider Network Filling Out Form **CS-274W**

When the parent/guardian returns to the Job Center with the completed Form **CS-274W**, the ACS contracted center or network providers should have completed the following:

- Page 1:
 - Their name, ACCIS program or provider number; if the childcare center has an ACCIS number, the license, rates and other provider information are already in the system. It is not necessary for the JOS/ Childcare Specialist to request this information or attach a copy of the provider's license or registration to Form **CS-274W**. ACS contracted centers or networks are not required to fill out the entire Form **CS-274W**.
 - Annotated "ACS Contract" to indicate that this is a fully-funded ACS center or family childcare network provider.
- Childcare provider information section:
 - Entered name(s) of the child(ren) who will attend the program.
 - Stated the days and hours childcare will take place.
 - Indicated whether care will be full-time or part-time in the "total hours per week" section.

The form should be signed by the network representative or contracted center representative.

The JOS/Childcare Specialist must also ensure that the Parent/Caretaker section on top of page 1 of Form **CS-274W** has been completed.

Once he/she has verified that Form **CS-274W** is complete, the JOS/Childcare Specialist must call the ACS contracted childcare center or family childcare provider network again to verify that the slot is still available. If the ACS contracted childcare center/family childcare provider network confirms that the slot is still available, but does not have a start date for the child to begin the program, the authorized ACCIS user will make the reservation. It is important that the reservation is made in ACCIS as soon as possible. In addition, in order to assign the parent/guardian to work activities, the JOS/Childcare Specialist must help the parent/guardian find interim childcare and provide the parent/guardian with two new referrals and another childcare return appointment.

No start date provided by program

Start date provided by program

If a start date is provided by the program, the authorized ACCIS user can enroll the child directly and give an engagement assignment. See **Attachment A** for the reservation and direct enrollment process.

If a parent/guardian returns to the Job Center with Form **CS-274W** not filled out and childcare not in place, the JOS/Childcare Specialist must ensure that the individual completes Form **CS-667C** indicating the reason for not choosing a childcare center or provider. The JOS/Childcare Specialist must also call the ACS contracted childcare center/family childcare provider network to find out if the parent/guardian actually visited the site. If the contracted childcare center/family childcare provider network still has slots available and the parent refuses the referral without good cause, the JOS/Childcare Specialist must enter Action Code **133R** (Refused Childcare Referral/Placement) into NYCWAY.

Refusal to accept eligible providers (without good cause) will not excuse the parent/guardian from engagement, and the JOS/ Childcare Specialist must give the individual a work assignment. However, if the parent/guardian refuses to accept a provider because childcare does not meet either the appropriate, accessible, affordable, or suitable criteria as stated in the **LDSS-4148A** state booklet, the parent/guardian may be excused from a work activity until childcare is secured. The parent/guardian must provide a reasonable explanation detailing why a provider was refused and what criteria the provider failed to meet.

Entering the Appropriate NYCWAY Code


Once the childcare process is complete, access the online Employability Plan (EP) and select Care Type **1** (Paid childcare in place). Childcare Type **1** will generate Action Code **933T** (applicant) or **133T** (participant) indicating that the childcare process is complete and childcare is in place.


PROGRAM IMPLICATIONS

Model Center Implications

There are no Model Center implications.

Paperless Office System (POS) Implications

JOS/Childcare Specialists must access NYCWAY to make entries, review and print NYCWAY information related to childcare by using the WMS plug  or by minimizing POS and clicking the NYCWAY icon on their desktop. Childcare Specialists must then scan and index all non-POS generated childcare related forms and notices signed by the applicant/participant into the electronic case record including Forms **CS-274W**, **CS-273K**, and **CS-667C**.

A case comment must be entered for seeking/refusing childcare. Enter a case comment by clicking on the case comments icon  or pressing <ALT>M on the keyboard.

JOS/Childcare Specialists will record childcare expenses on the **Other Expenses** window at the “Has Child or Dependent Care Expenses?” question. POS will not budget any childcare expenses entered. JOS/Childcare Specialists must use ACCIS to authorize childcare payments.

Food Stamp Implications

Childcare expenses not covered by CA are budgeted for FS purposes as a childcare deduction.

When the actual childcare expenses exceed 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 an FS deduction for the out-of-pocket childcare expense. The JOS/Childcare Specialists must determine how the parent/guardian will pay for the expense while participating in a work-related activity.

Medicaid Implications

There are no Medicaid Implications.

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 #09-14-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 electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken, on their case.

Conferences

An applicant/participant can request and receive a conference, with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain to the applicant/participant, the reason for the Agency's action(s).

If the determination is that the applicant/participant has presented good cause for the infraction or that the outstanding Notice of Intent needs to be withdrawn for other reasons, the FH&C AJOS/ Supervisor I will settle in conference (SIC), enter detailed case notes in NYCWAY and forward all verifying documentation, submitted by the applicant/participant, to the appropriate JOS/Worker, for corrective action to be taken. In addition, if the adverse case action still shows on the "Pending" (**08**) screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/ Case Update Data Entry Form ([LDSS- 3722](#)), change the **02** to an **01** if the case has been granted aid continuing (ATC) or prepare and submit a PA Recoupment Data Entry Form ([LDSS-3573](#)), to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report ([M-186a](#)).

If the determination is that the applicant/participant has not shown good cause for the infraction or that the Agency’s action(s) should stand then the AJOS/Supervisor I will explain to the applicant/participant why s/he cannot settle the issue(s) in conference (SIC). The AJOSI/Supervisor I must complete a Conference Report.

Evidence Packets Should the applicant/participant elect to continue his/her appeal by requesting or proceeding to a Fair Hearing, already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

All evidence packets must include copies of the following items: A detailed History Sheet Form ([W-25](#)), or a printout of the POS case comments, the Childcare Provider Enrollment Supplement Form (**CS-274W**), the Authorization for Childcare Payment Form (**CS-273K**) and any other childcare related documents.


REFERENCES

[91 ADM-34](#)
[18 NYCRR Sec. 415.8](#) (c), (e), (f), (i), (l)
[03-OCFS-LCM-19](#)

RELATED ITEMS

[PD #07-29-EMP](#)
[PB #07-68-OPE](#)
[PB #07-111-OPE](#)
[PB #08-11-OPE](#)
[PD #09-38-OPE](#)
[Employment Process Manual](#)

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

CS-273K Authorization for Childcare Payment (Rev. 6/07)
CS-274W Childcare Provider Enrollment Supplement (Rev.4/08)
CS-667C Childcare Appointment Confirmation and Contact List (Rev. 4/07)
Attachment A Making a Reservation or Direct Enrollment in ACCIS

Authorization For Child Care Payment

We will pay child care fees for the following children:

1. Child's Name: _____ Date of Birth: _____
MONTH DAY YEAR

2. Child's Name: _____ Date of Birth: _____
MONTH DAY YEAR

3. Child's Name: _____ Date of Birth: _____
MONTH DAY YEAR

Name of Parent or Legal Guardian: _____

Case Number: _____

Eligibility for Child Care Determined on: _____
MONTH DAY YEAR

SAMPLE

To the Child Care Provider:

You will be paid (up to the maximum amount allowed by New York State) for caring for the children above **for as long as the parent or guardian above remains eligible.**

All parents and guardians who receive subsidized child care are required to be involved in an authorized work-related activity. If parents or guardians discontinue their work activity, they are no longer eligible for child care. If that happens, we will send you a letter, advising you that you should discontinue your services as of the effective date on the termination letter.

Make sure this authorization is signed. The City of New York cannot pay for child care if the parent or guardian is not eligible.

Authorized Worker: _____
PLEASE PRINT

Title: _____ Center: _____

Telephone Number: _____ Date: _____

Signed: _____
WORKER'S SIGNATURE

Child Care Provider Enrollment Supplement*

To be used with LDSS-4699/LDSS-4700 for all unregulated providers

PARENT/CARETAKER'S NAME:		CASE NUMBER:
ADDRESS:		
TELEPHONE:	SOCIAL SECURITY NUMBER (OPTIONAL, SEE BELOW): ¹	ACCIS CASE NUMBER:
PROVIDER'S NAME:		DATE OF BIRTH: ²
ADDRESS WHERE CARE IS GIVEN:		
PROVIDER'S ADDRESS (IF DIFFERENT):		
TELEPHONE:	PROVIDER'S SOCIAL SECURITY/LICENSE NUMBER/EIN	
<p>¹ The parent/caretaker may, but does not have to, list his/her Social Security number. You cannot be required to disclose your Social Security number as a condition of eligibility for child care services. If provided, your Social Security number will be used to assist in identifying your child care file. It may also be used by Federal, State and local agencies to prevent duplication of services and fraud, and for Federal reporting.</p> <p>² Legally-responsible relatives (parents, stepparents, and legal guardians) cannot be paid as child care providers for their own child(ren).</p> <p>³ If the provider is less than 18 years old, the Employment of Minors Form must be completed.</p>		

Provider/Agency Name: _____

ACCIS Provider Number (if available): _____

Provider's License Type: _____ License Number: _____

Expiration Date: _____ / _____ / _____
MM DD YYYY

Provider Rate (All providers, except ACS-contracted programs, must complete this section.)

My weekly child care rates are as follows:

Indicate the rate charged for each age level	INFANT Under 18 months	TODDLER 18 months – under 3 years	PRESCHOOL 3 years – under 6 years	SCHOOL-AGE 6 – 12 years
Full time (30 hours or more per week)				
Part time (15 – 29 hours per week)				
Hourly (1 – 14 hours per week but less than 3 hours per day)				

- *ATTENTION:**
1. Regulated/licensed providers are not required to complete the **LDSS-4699** or the **LDSS-4700**. They should complete only pages 1 and 2 of this form and return to the parent/legal guardian. Regulated providers without an ACCIS number must also submit a copy of their license along with the completed **CS-274W**.
 2. Informal providers must provide documentation of BOTH their identification and their address in order to be paid by ACS. Please ask your JOS/ACS Worker for the Proof of ID and Residency for Your Child Care Provider or "Babysitter" (**CS-574FF**), which is the list of approved types of ID.

Indicate the weekly schedule(s) of child care services for the child(ren) listed below:

Child's Name	CHILD'S NAME			CHILD'S NAME			CHILD'S NAME		
Date of Birth	MONTH	DAY	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR
Date Care Began	MONTH	DAY	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR
Weekly Schedule	From	To		From	To		From	To	
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
OFFICE USE ONLY	Total Hours per Week			Total Hours per Week			Total Hours per Week		
	ACS Child Care Rate			ACS Child Care Rate			ACS Child Care Rate		

I acknowledge that receiving payment from the City of New York for child care services provided does not make me an employee of the City of New York. I am an employee of the parent/legal guardian of the child for whom I provide care.

Provider Certification

I am enrolling this child in a child care program. I understand that I will be paid only after the child's attendance data is received by ACS and for so long as the above parent/guardian is engaged in an FIA-approved activity or employed. If the parent/guardian fails to meet these criteria, I will be sent a letter from ACS informing me that ACS will no longer pay for child care. I agree that the amount I am charging this parent is not more than the amount I charge for other children of the same age. **I understand that I cannot be paid if I do not list all my rates.**

I will allow the parent/guardian of the children named on this form unlimited access to his/her children and the premises and will make myself available whenever the children are in my care.

I certify that the statements above are accurate and true to the best of my knowledge. I understand that providing false information may lead to the suspension or termination of payments and the recovery of any payments to which I was not entitled.

Provider's Name (print clearly): _____ Official Title (if applicable): _____

Signature: _____ Date: _____

Parent/Guardian Certification

I certify that I have reviewed the above information and that it is correct. I understand I must report any changes to ACS.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

For Agency Use Only:

Is child care authorized for this applicant/participant? Yes No

Agency-approved start date for child care: _____ / _____ / _____
MM DD YYYY

Child Care Appointment Confirmation and Contact List

Parent/Guardian's Name: _____ Case Number: _____

I understand that I must be employed and/or participating in a work-related activity.

I understand that in order for me to obtain or to continue with employment and/or participating in a work-related activity, child care arrangements must be in place for my child(ren) who need(s) care. I will confirm these child care arrangements by keeping the following two child care appointments that were made for me.

<i>Provider Name (Worker-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Worker-Referred)</i>			

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

The provider was not open for the days or hours needed or could not care for your child's special needs.

You were unable to get to the provider by car or public transportation.

The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.

Other: _____

<i>Provider Name (Worker-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Worker-Referred)</i>			

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

The provider was not open for the days or hours needed or could not care for your child's special needs.

You were unable to get to the provider by car or public transportation.

The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.

Other: _____

If I locate a provider on my own, I will write the name, address and telephone number of the provider on the form; in addition, I will have the provider sign the form.

<i>Provider Name (Self-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Self-Referred)</i>			

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

The provider was not open for the days or hours needed or could not care for your child's special needs.

You were unable to get to the provider by car or public transportation.

The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.

Other: _____

<i>Provider Name (Self-Referred)</i>	<i>Telephone Number</i>	<i>Appointment</i>	
		<i>Date</i>	<i>Time</i>
<i>Provider Address (Self-Referred)</i>			

PROVIDER: Are there any available openings? Yes No

License No.: _____ Provider's Signature: _____

Reason for not choosing this provider (your reason must include one of the following):

The provider was not open for the days or hours needed or could not care for your child's special needs.

You were unable to get to the provider by car or public transportation.

The provider is not accessible because the travel distance from your home to the child care provider and then to your work activity exceeds 1 hour and 30 minutes.

Other: _____

I will accept one of the worker- or self-referred openings or seek other licensed or "legal" informal care so I can participate in my activity as noted above.

If I use regulated care, I understand I must also obtain all of the needed medical/immunization records so that my child(ren) can start as soon as possible.

I will provide a written explanation if I do not accept the two Worker-referred providers or am unable to locate a legal informal provider.

I understand that I have an appointment to bring back this form, the child care provider enrollment form(s) (**LDSS-4699/LDSS-4700** and/or **CS-274W**) provided to me and other supporting documentation (if applicable) no later than _____ or risk being found ineligible for benefits.

RETURN APPOINTMENT DATE

PARENT / GUARDIAN'S SIGNATURE

DATE

JOS / CHILD CARE WORKER'S SIGNATURE

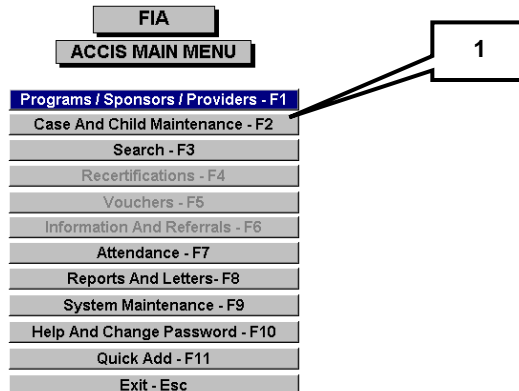
DATE

Making a Reservation or Direct Enrollment in ACCIS

In order to make a reservation or direct enrollment in ACCIS, the JOS/Child Care Worker must:

Select the Child's Record

1. Select **Case And Child Maintenance-F2**.



2. Type the ACCIS Case Number in the ACCIS Case # field.

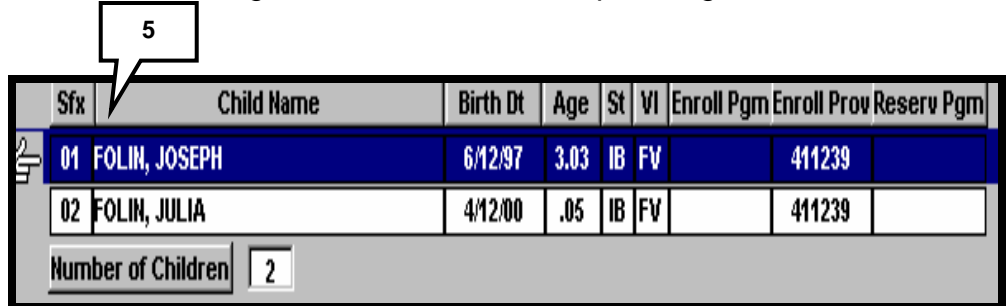
3. Select **View-F3**.

The screenshot shows the ACCIS CASE MAINTENANCE screen. The menu bar includes: New-F2, View-F3 (highlighted), Modify-F4, Next-F5, Prior-F6, Save-F7, Delete-F8, Cancel-F9, More-F10, Child-F11, and Print-F12. Below the menu bar, there are fields for ACCIS Case #, Last Name, First, and MI. A callout box labeled '2' points to the ACCIS Case # field. The screen also displays MAILING ADDRESS and TELEPHONE INFORMATION, WELFARE MANAGEMENT SYSTEM, and GENERAL INFORMATION sections.

4. Select **Child-F11**.



5. Select the child for whom the reservation is being made for by either double clicking on the child's name or pressing **More-F10**.



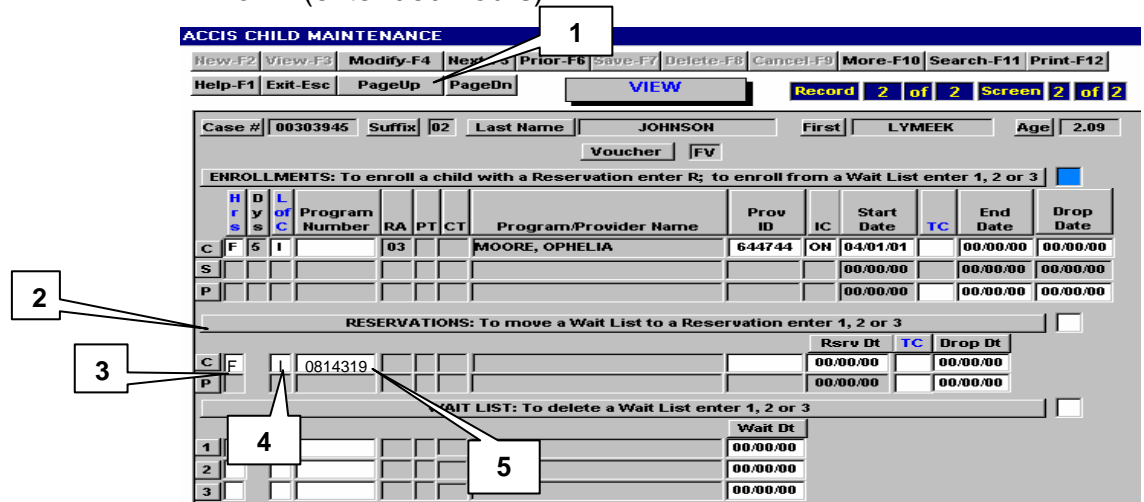
When the child's record is displayed, select **PageDn**.

Once the child's record is selected the JOS/Child Care Worker can make a reservation or a direct enrollment in ACCIS.

A. Making a Reservation

Once the child's case has been selected:

1. Select **Modify-F4**.
2. Go to the "Reservations" section.
3. Place cursor in "Hrs column" and type F (full-time), P (part-time) or X (extended hours).



4. Type either **I** (infant: six (6) weeks up to one (1) year and five (5) months), **T** (toddler: one (1) year and six (6) months up to two (2) years and 11 months), **P** (preschool: three (3) years up to five (5) years and 11 months), in the “L of C” (Level of Care) field.
5. Type the ACS Contracted Program Number in the Program Number field. The reservation or enrollment will automatically be filled in with the current date. If the participant is currently enrolled with a provider and is due to start with the ACS contracted center immediately, terminate the current enrollment with an end date that is one day prior to the reservation date.
6. Select **Save-F7**.

The screenshot shows the ACCIS CHILD MAINTENANCE software interface. At the top, there is a menu bar with options: New-F2, View-F3, Modify-F4, Next-F5, Prior-F6, Save-F7, Delete-F8, Cancel-F9, More-F10, Search-F11, Print-F12. Below the menu bar, there are buttons for Help-F1, Exit-Esc, PageUp, PageDn, and a MODIFY button. A status bar indicates Record 1 of 1 and Screen 1 of 2. The main form contains the following information:

- Case #: 50000002, Sfx: 01, Last Name: SOUTH, First: ASHLEY, MI
- Applic Dt: 11/03/99, Birth Dt: 05/15/92, Age: 10.00, Sex: F, Ethnicity: , SSN: - -
- School: , Elig Ind: EL, Bud St: IB, AUTH CARE: Hr/Dy: P, Dy/Wk: 5
- WELFARE MANAGEMENT SYSTEM: PA Number: 004021672, Sfx: 01, Category: ADC, Line Number: , Line Status: , Line St Dt: 00/00/00, CCRS CIN#: , CCRS LS:
- FUNDING: Reason For Care: 1, 04, 2, 3, Priority: 3, Effective Date: 04/19/02, Funding Streams: 1, 29, Exp Dt: 00/00/00, 2, Exp Dt: 00/00/00, 3, Exp Dt: 00/00/00
- VOUCHER: Indicator: FV, Code: , Wait List Dt: 00/00/00, Number: , Issue Dt: 11/03/99, Expir Dt: 00/00/00, Ext Exp Dts: 1, 00/00/00, 2, 00/00/00, Rate: N, Date: 11/03/99
- SPECIAL NEEDS: Code: N, 15/40, N
- COMMENTS: (Empty text area)
- Entered: 06/14/00 09:52AM, Entry User ID: LUNA1984, Last Updt: 04/22/02 02:07AM, Updt User ID: NYCWAY

7. Select **Yes**.

The above information for reservations should be repeated for any additional children.

B. Making a Direct Enrollment

JOS/Workers who are authorized ACCIS users and have a confirmed start date from an ACS center or family network provider can also make direct enrollments for children with no reservation in ACCIS or those with a reservation.

B. I Making a Direct Enrollment for Children Without a Reservation

1. Follow the directions in section **A** to access the child's record.
2. Select **Modify-F4**.
3. Go to the **Enrollment** section.
4. Place the cursor in the "Hrs column" under the "Enrollment" section and type F (full-time), P (part-time) or X (extended hours).
5. Type either **I** (infant: six (6) weeks up to one (1) year and five (5) months), **T** (toddler: one (1) year and six (6) months up to two (2) years and 11 months), **P** (preschool: three (3) years up to five (5) years and 11 months), in the "L of C" (Level of Care) field.
6. Type the ACS Contracted Program Number in the Program Number field. The enrollment will automatically be filled in with the current date. If the participant is currently enrolled with a provider and is due to start with the ACS contracted center immediately, terminate the current enrollment with an end date that is one day prior to the reservation date.

The screenshot displays the 'ACCIS CHILD MAINTENANCE' application window. At the top, a menu bar includes options: Modify-F4, Next-F5, Prior-F6, Save-F7, Delete-F8, Cancel-F9, More-F10, Search-F11, and Print-F12. Below the menu bar, a 'VIEW' button is highlighted. The main window shows a child's record for Case # 00303945, Suffix 02, Last Name JOHNSON, First LYMEEK, and Age 2.09. A 'Voucher' button is visible. The 'ENROLLMENTS' section contains a table with columns: Hrs, L of C, Program Number, RA, PT, CT, Program/Provider Name, Prov ID, IC, Start Date, TC, End Date, and Drop Date. The first row shows an enrollment for MOORE, OPHELIA with Hrs 'C', L of C 'I', Program Number '03', and Start Date '04/01/01'. Below the enrollment table is the 'RESERVATIONS' section, which includes a table with columns: Rsrv Dt, TC, and Drop Dt. The first row shows a reservation with Rsrv Dt '00/00/00' and Drop Dt '00/00/00'. At the bottom, there is a 'WAIT LIST' section with a table containing a 'Wait Dt' column and three rows of data.

7. Select **Save-F7**.

The above information for direct enrollments should be repeated for any additional children.

B. II Making a Direct Enrollment for Children with a Reservation in ACCIS

If a reservation has already been made in ACCIS, the Worker may enroll the child in the child care center or provider network once a start date is given, as follows:

1. Follow instructions for selecting the child's record in section A
2. Go to the **Reservation** section.
3. Place cursor in the TC field, right click and choose EN from the drop down list of options.
4. Enter in the drop date (the drop date is the current date or the date the reservation will drop from current status to previous status).
5. Go to the **Enrollment** section and enter the start date for the enrollment (same date as the reservation drop date).
6. Select **Modify-F4**.

The screenshot displays the ACCIS CHILD MAINTENANCE interface. At the top, a blue header bar contains the text "ACCIS CHILD MAINTENANCE" and a callout box labeled "6" pointing to the "Modify-F4" button in the menu bar. Below the header, a menu bar includes options like "New-F2", "View-F3", "Modify-F4", "Next-F5", "Prior-F6", "Save-F7", "Delete-F8", "Cancel-F9", "More-F10", "Search-F11", and "Print-F12". A status bar shows "Record 4 of 4 Screen 2 of 2".

The main data entry area shows the following information:

- Case #: 40152470, Suffix: 04, Last Name: BRITO, First: NAKIA, Age: 3.02
- Voucher: FV

Section 5: ENROLLMENTS: To enroll a child with a Reservation enter R; to enroll from a Wait List enter 1, 2 or 3

H	D	L	Program	RA	PT	CT	Program/Provider Name	Prov ID	IC	Start Date	TC	End Date	Drop Date
C	0									00/00/00		00/00/00	00/00/00
S										00/00/00		00/00/00	00/00/00
P	F	5	T			07	GRAIT-MAYNARD, MARGARET	378820		09/01/06	SD	09/12/06	09/12/06

Section 2: RESERVATIONS: To move a Wait List to a Reservation enter 1, 2 or 3

C	F	P	Rsrv Dt	TC	Drop Dt				
C	F	P	0706501	07	G FF	GRAIT DAY CARE CENTER	03/03/08		00/00/00
P							00/00/00		00/00/00

Section 3: WAIT LIST: To delete a Wait List enter 1, 2 or 3

1	Wait Dt
1	00/00/00
2	00/00/00
3	00/00/00

Callouts: "5" points to the ENROLLMENTS section header. "2" points to the RESERVATIONS section header. "4" points to the TC field in the reservation table. "3" points to the Drop Dt field in the reservation table. "6" points to the Modify-F4 button in the menu bar.

7. Place cursor in "Hrs column" under the ENROLLMENT section and type F (full-time), P (part-time), or X (extended hours).
8. Type either **I** (infant: six (6) weeks up to one (1) year 5 months), or **T** (toddler: one (1) year 6 months up to two (2) years 11 months), or **P** (preschool: three (3) years up to five (5) years 11 months) in the "L of C" (Level of Care) field.
9. Type the ACS Contracted Program Number in the Program Number field. If the participant is currently enrolled with a provider and is due to start with the ACS Contracted Program immediately, terminate the current enrollment with an end date that is one day prior to the START date.
10. Select **Save-F7**.
11. Exit the Child Screen.

ACCIS CHILD MAINTENANCE 10

Records 1 of 1 Screen 1 of 1

Case # 40152470 Suffix 04 Last Name BRITO First HAKIA Age 3.02
 Voucher FV

ENROLLMENTS: To enroll a child with a Reservation enter R; to enroll from a Wait List enter 1, 2 or 3

Hrs	Dy	L of C	Program Number	RA	PT	CT	Program/Provider Name	Prov ID	IC	Start Date	TC	End Date	Drop Date
C		0								00/00/00		00/00/00	00/00/00
S										00/00/00		00/00/00	00/00/00
P	F	5	T			07	GRAIT-MAYNARD, MARGARET	378820		09/01/06	SD	09/12/06	09/12/06

RESERVATIONS: To move a Wait List to a Reservation enter 1, 2 or 3

C	F	P	Program Number	RA	G	FF	Program/Provider Name	Rsrv Dt	TC	Drop Dt
C	F	P	0706501	07	G	FF	GRAIT DAY CARE CENTER	03/03/08		00/00/00
P								00/00/00		00/00/00

WAIT LIST: To delete a Wait List enter 1, 2 or 3

	Wait Dt
1	00/00/00
2	00/00/00
3	00/00/00

Callout 7 points to the 'Hrs' column header.
 Callout 8 points to the 'L of C' field in the enrollment row.
 Callout 9 points to the 'Program Number' field in the enrollment row.
 Callout 10 points to the 'Save-F7' button.

12. Verify that the enrollment appears in ACCIS.

ACCIS CHILD MAINTENANCE

New-F2 View-F3 Modify-F4 Next-F5 Prior-F6 Save-F7 Delete-F8 Cancel-F9 More-F10 Search-F11 Print-F12

Help-F1 Exit-Esc PageUp PageDn **VIEW** Record 3 of 4 Screen 2 of 2

Case # 40132348 Suffix 03 Last Name JOHNSON First MICHAELA Age 4.07

Voucher FV

ENROLLMENTS: To enroll a child with a Reservation enter R; to enroll from a Wait List enter 1, 2 or 3

H	D	L	Program	RA	PT	CT	Program/Provider Name	Prov ID	IC	Start Date	TC	End Date	Drop Date
r	y	o	Number										
s	s	f											
C	F	5	P	0330001	03	G	FF	NEW LOTS SCHENCK DCC		01/14/08		00/00/00	00/00/00
S										00/00/00		00/00/00	00/00/00
P	F	5	P		03			TROTMAN, JACQUELINE	575206	ON	10/27/06	SD	05/15/07

RESERVATIONS: To move a Wait List to a Reservation enter 1, 2 or 3

	Rsrv Dt	TC	Drop Dt
C			00/00/00
P	F	P	0330001 03 G FF
			NEW LOTS SCHENCK DCC
			12/26/07 EN 01/14/08

WAIT LIST: To delete a Wait List enter 1, 2 or 3

	Wait Dt
1	00/00/00
2	00/00/00
3	00/00/00

12

13. Print the Placement Notice for Parents.