



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #12-20-OPE

(This Policy Directive Replaces PD #10-29-OPE)

SUMMER CHILDCARE

Date: July 19, 2012	Subtopic(s): Childcare, Camp
AUDIENCE	The instructions in this policy directive are for staff in the Job Centers who process childcare and are informational for all others.
REVISIONS TO THE PRIOR DIRECTIVE	This policy directive has been revised to include the web site workers can use to find a list of summer camps to refer parents/guardians, and to update the telephone number of the Summer Child Care Unit.
POLICY	Childcare for the summer months must be in place for all school-age children to ensure that parents/guardians receiving Cash Assistance (CA) will be able to continue in work-related activities.
BACKGROUND	<p>There are several summer childcare options available to CA families. Parents/guardians who are engaged in work-related activities have the option of:</p> <ul style="list-style-type: none"> • keeping the child with the current school year provider; • enrolling the child with a temporary summer childcare provider; • enrolling the child in a regular rate summer camp; or • enrolling the child with a new year-round program or provider. <p>A mailing is sent each year by New York City Children’s Services (ACS) to parents/guardians regarding preparation for summer childcare. The purpose of the mailing is to remind parents/guardians of the need to plan for the summer vacation and inform them of options for summer childcare.</p>

Summer childcare for parents/guardians in work-related activities

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

REQUIRED ACTION

Summer Childcare for Parents/Guardians Engaged in Work-Related Activities

The process for securing childcare during the summer months for parents/guardians already engaged in work-related activities is as follows:

Current school year provider

- If the child will remain with the current school year provider during the summer, no forms need to be submitted. Providers caring for the child more than six hours per day need only indicate this in the “FT Days” column on the Provider Attendance Sheet (**ACS1**). Providers utilizing the Childcare Automated Phone System (CAPS) must enter the number of full-time days in the system.

Temporary summer childcare

- If the child will be enrolled with a temporary childcare provider during the summer or will be enrolled in a summer camp, the parent/guardian must complete the Child Care Provider Enrollment Supplement (**CS-274W**) and either the Enrollment Form for Provider of Legally-Exempt Family Childcare and Legally-Exempt In-Home Childcare (**OCFS-LDSS-4699**) or the Enrollment Form for Provider of Legally-Exempt Group Childcare (**OCFS-LDSS-4700**), with the camp or provider and return it to the JOS or Childcare Specialist in the Job Center.

See [PD #12-11-EMP](#).

Reminder: Parents/guardians utilizing legally-exempt childcare providers must have the provider approved by the legally-exempt childcare provider enrollment agency prior to receiving authorization for payment.

New Information

- If the parent/guardian needs assistance in securing temporary summer childcare or a new permanent childcare provider, the JOS/Worker must provide parents/guardians with names of available regulated childcare providers, in accordance with current procedure.
- If the parent/guardian is interested in a summer camp program and needs additional information or assistance in finding a program in their neighborhood, the JOS/Worker must refer him/her to the Child Care Specialist who will conduct a search in ACCIS by zip code to find a summer camp program with vacancies or obtain a listing of summer camps on the internet at: www.nyc.gov/health, click on “topics A to Z,” scroll down to “D” and click on “Day Camps.”
- When the parent/guardian returns to the Job Center with the completed forms, Child Care Specialist must process the childcare requests in ACCIS.

Parents/guardians in
WEP/vendor activities

For parents/guardians participating in approved work activities, the **CS-274W**, **OCFS-LDSS-4699**, and **OCFS-LDSS-4700** forms will be available at Job Centers and WEP/vendor sites. The parent/guardian must bring the completed forms to the Job Center for processing. Transitional Childcare (TCC) families that need to make new childcare arrangements should contact the TCC hotline at **(212) 835-7681** to request forms.

Summer Childcare Program/Camp Registration Fees

Requests must be
received by the first
week in July.

Camps that charge a registration fee must forward documentation requesting the registration payment to the Summer Childcare Unit at 66 John Street, 7th Floor, New York, NY 10038, or fax the documentation to **(212) 361-5822**. Requests must be received by the first week in July.

New telephone number

The Voucher Payment Unit (VPU) will only process requests for registration fees (up to a maximum of \$50) for newly enrolled children who are on CA and whose parents/guardians are in compliance with engagement requirements, or who are TCC families.

Summer ACEE Project

The ACEE Project, implemented in June 2004, allows selected programs/camps to submit the enrollment information via the Internet for automated eligibility determination and enrollment of eligible children.

The Summer Camp Child Enrollment Form (**CS-274N**) is an expedited enrollment form to be completed for ACEE participants. Form **CS-274N** replaces form **CS-274W** for all ACEE Project camps.

Confirmation of
enrollment in the
ACEE Project

The Summer Childcare Unit has instructed all Camp Directors to make a copy of the completed **CS-274N** form and give it to the parent/guardian as confirmation of enrollment of the child in the camp for engagement purposes.

The Summer Childcare Unit will distribute a list of summer programs participating in the ACEE Project to all Job Center Childcare Liaisons.

New telephone number If a parent/guardian reports to the Job Center with an original completed **CS-274N** form and the camp is one of those listed as part of the ACEE Project, the JOS/Worker must scan Form **CS-274N**, file it in the electronic case record, and then refer the parent/guardian to the Childcare Liaison. The Childcare Liaison will fax the form to the Summer Childcare Unit at **(212) 361-5822** to the attention of the Summer Childcare Unit, who will expedite the enrollment process.

Camps Not Listed For parents/guardians wanting to enroll a child in a camp that is not included on the Summer ACEE Camp Listing or in ACCIS, the JOS/Worker must:

- inform the parent/guardian that the camp must be willing to accept direct payment from ACS.
- have the parent bring Form **CS-274W** to the camp for completion.
- forward the completed forms with a copy of the program license to Childcare Support Services (CCSS) at 109 East 16th Street, 3rd Floor, New York, NY 10003, or fax to **(212) 835-8252**. CCSS will enroll the new camp into ACCIS, providing them with an ACCIS number.
- enroll the child in ACCIS.

If the camp does not accept direct payment from ACS but the parent/guardian still wishes to enroll the child in that particular camp, the JOS/Worker must inform the parent/guardian that it is the parent's/guardian's responsibility to pay the required camp fees.

Out of School Time (OST) Summer Day Camp Program

Refer to [PD #10-01-EMP](#) for information about OST Summer Childcare Programs.

Parents/guardians of school-aged children must be given information about the Department of Youth and Community Development (DYCD) Out of School Time (OST) summer day care camps for elementary and middle school children. The camps provide a mix of academic and recreational activities. They are open five days a week from 8:00 AM to 6:00 PM and operate from July 5 to August 17, 2012. OST Programs are available at no cost to families and have no income eligibility requirements.

The JOS/Worker can help the parent/guardian find an OST Summer Day Camp by:

- calling **311**,
- calling **800-246-4646**, or
- visiting the DYCD web site at www.nyc.gov/dycd.

Enrollment Process for Temporary Summer Childcare Providers or Summer Camp

Summer camps and temporary summer childcare providers must be enrolled in ACCIS in order to receive payment. For summer camps already enrolled in ACCIS, The Job Center Child Care Specialist can enter summer childcare information into ACCIS up to four weeks prior to the camp start date.

To enroll a child attending a regular rate summer camp or enrolled with a temporary provider in ACCIS, the JOS/Worker must:

- ensure that the submitted **CS-274W**, **OCFS-LDSS-4699**, and **OCFS-LDSS-4700** forms have been completed;
- verify that the case/child is eligible; and
- begin the data entry process from Child Maintenance Screen 2 of 2 in ACCIS as follows:
 - Terminate the Current Enrollment
 - Click **Modify – F4**.
 - Enter **25** (Transfer to Another Program) in **TC** field.
 - Enter the last day of care by this provider in the **End Date**.
 - Enter the last day of care by this provider in the **Drop Date**.
 - Enter the Summer Enrollment
 - Enter the enrollment information of the temporary provider: **Hrs, Loc, Provider/Program**.
 - Enter the date day care begins with this provider in the **Start Date**.
 - Enter **31** (Summer Enrollment for Voucher Use Only) in **TC** field.
 - Enter the date day care will end with this provider in **End** date.
 - Leave **Drop Date** blank.
 - Click **Save – F7**.

Terminating Enrollment with Temporary Summer Childcare Providers or Summer Camp

At the end of the summer the JOS/Worker must terminate the summer childcare and enroll the child with the regular school session provider. The JOS/Worker must:

- ensure that the submitted **CS-274W**, **OCFS-LDSS-4699**, and **OCFS-LDSS-4700** forms have been completed;
- begin the data entry process from Child Maintenance Screen 2 of 2 in ACCIS as follows:
 - Enter Regular School Session Provider
 - Click **More – F10**.
 - Click **Complete/Supplementary Enrollment** on menu.
 - Click **Supp.** on the **Supp. Indicator box**.
 - Click **Modify – F4** on the **Supplementary Enrollment** screen.
 - Enter the enrollment information: **Hrs, Loc, Provider/Program**.
 - Enter the date child will return to current provider in the **Start** date.
 - Click Save – **F7** on the Supplementary Enrollment screen.


PROGRAM IMPLICATIONS

Paperless Office System (POS) Implications

JOS/Workers at POS Centers will record childcare expenses on the **Other Expenses** window in the “Has Child or Dependent Care Expenses?” question. POS does not budget any childcare expenses entered. JOS/Workers at POS Centers may access ACCIS to make childcare entries by minimizing POS and clicking the ACCIS shortcut



on the desktop.

- Scan the completed and signed **OCFS-LDSS-4699/LDSS-4700** and/or **CS-274W** form into the electronic case record. Enter a case comment for the childcare by clicking the case comments  icon or pressing <ALT>M on the keyboard.
- Scan all non POS-generated forms and notices that are signed by the individual into the electronic case record.

Food Stamp Implications

When the actual summer childcare expense exceeds the maximum permitted childcare allowance, the excess childcare expense is counted as an out-of-pocket expense for food stamp budgeting. This may or may not increase the food stamp allotment.

Beginning August 29, 2012, the Food Stamp Program will be called the Supplemental Nutritional Assistance Program (SNAP)

Medicaid
Implications

There are no Medicaid implications.

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

For Limited English-Speaking (LESA) participants, make sure to obtain appropriate interpreter services in accordance with [PD #11-33-OPE](#). For hearing-impaired participants, make sure to obtain appropriate interpreter services in accordance with [PD #08-20-OPE](#).

**FAIR HEARING
IMPLICATIONS**

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date.

Avoidance/
Resolution

The applicant/participant must receive either adequate or timely and adequate notification of all actions taken, depending upon the circumstances of his/her case. When a parent's/guardian's **OCFS-LDSS-4699/LDSS-4700** and/or **CS-274W** form, or **CS-274N** form are correct and the payments have not been authorized in a timely manner, the parent/guardian may request a Fair Hearing.

Revised

In an effort to resolve the issue without a Fair Hearing, the JOS/Worker must review the case record and the documentation submitted. If all the documentation is in order and the provider is eligible, authorize payment.

Conferences

An applicant/participant can request and receive a conference with a Fair Hearing & Conference (FH&C) AJOS/Supervisor I at any time. If the applicant/participant comes to the Job Center and requests a conference, the Receptionist must notify the FH&C AJOS/Supervisor I. In Model Centers, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C staff.

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 the reason for the Agency's action(s) to the applicant/participant.

If the applicant/participant has in fact presented good cause for the infraction or shown that the outstanding NOI needs to be withdrawn for other reasons, the FH&C AJOS/Supervisor I will Settle in Conference (SIC), enter detailed case notes in New York City Work, Accountability and You (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 the Welfare Management System (WMS), the AJOS/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry Form ([LDSS-3722](#)), change the 02 to 01 if the case has been granted Aid to Continue (ATC), or prepare and submit a PA Recoupment Data Entry Form – WMS ([LDSS-3573](#)) to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report ([M-186a](#)).

If the participant fails to show good cause for the infraction or if it is determined that the Agency’s action(s) should stand, the AJOS/Supervisor I will explain to the applicant/participant why he/she cannot SIC. The AJOS/Supervisor I must complete form **M-186a**.

Evidence Packets


Should the applicant/participant elect to continue his/her appeal by requesting or proceeding to a Fair Hearing, which has already been 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 a detailed history, copies of relevant WMS screen printouts, other documentation relevant to the action taken, and copies of NYCWAY **Case Notes** screens.

RELATED ITEMS

- [PD #12-11-EMP](#)
- [PD #10-01-EMP](#)

ATTACHMENTS

 Please use Print on Demand to obtain copies of forms.

- CS-274N** Summer Camp Child Enrollment Program Form (ACEE) (Rev. 7/08)
- CS-274W** Childcare Provider Enrollment Supplement (Rev. 4/08)

Summer Camp Child Enrollment Form

Division of Child Care / Head Start (ACEE)



Camp Information

Summer Camp Name: _____

Camp Address: _____

Camp Address Line 1

Camp Address Line 2

City

State

Zip Code

ACCIS Program Number: _____

Family Information

Parent Name: _____

Parent Address: _____

Parent Address Line 1

Parent Address Line 2

City

State

Zip Code

Cash Assistance Case Number: _____

Parent Social Security Number: _____

(Optional)

**Will the child(ren)
return to the
school year
provider?***

Child(ren)'s Name	Date of Birth	Camp Start Date	Camp End Date	Yes	No

I understand and acknowledge that the program will have access to the names of all children under the age of 16 in the household. I authorize ACS to provide the program with information about my children's eligibility for participation and enrollment in this program.

Signature of Parent

_____/_____/_____
Date

Are you the parent of all children under the age of 16 in the household? Yes No

If no, the head of household must sign this form.

Head of Household Name (please print)

Head of Household Signature

_____/_____/_____
Date

Camp Director Name (please print)

Camp Director Signature

_____/_____/_____
Date

**Fax this form (for manual enrollments only) along with the Summer Camp Acceptance Form (CS-931) to (212) 835-7739.
Email questions to summerchildcare@acs.nyc.gov.**

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
Date Care Began	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	

SAMPLE

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