Informational Letter

Transmittal:	04-OCFS-INF-08
To:	Local District Commissioners
Issuing Division/Office:	Division of Development and Prevention Services
Date:	July 8, 2004
Subject:	Child Care Subsidy Training
Suggested Distribution:	Directors of Services and Temporary Assistance, Child Care Unit Supervisors and Staff, Child Support Unit Supervisors and Staff, Temporary Assistance Supervisors and Staff, Employment Unit Supervisors and Staff, Accounting
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Attachments:	None
Attachment Available On – Line:	n/a

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

I. Purpose

The purpose of this release is to advise social services districts of the availability of two training programs for those individuals involved in the delivery of child care subsidies:

- The Child Care Subsidy Training Program is designed to provide core knowledge necessary for district staff to implement the child care subsidy program. The training presents federal and state requirements and guidelines for the child care subsidy program. It is intended for new and experienced local district staff and supervisors who are involved in the child care subsidy process, whether in Services, Temporary Assistance, Employment or other units. It is also intended for local district subcontractor staff who have a direct role in the subsidy process.

- The Child Care Subsidy and Child Support Training Program was recently developed in response to local districts' interests. This program addresses the changes in the child care subsidy regulations which require that all low-income custodial parents or caretakers seeking a child care subsidy to demonstrate that they are actively pursuing child support, or demonstrate that they have good cause not to pursue child support. This training is intended for local district staff and supervisors who are involved in implementing the child support requirements related to the child care subsidy process,

whether in Child Support and Collection, Services, Temporary Assistance, Employment or other units, and also for local district subcontractor staff who have a direct role in the subsidy process.

The training schedules for 2004 are as follows.

CHILD CARE SUBSIDY TRAINING PROGRAM SCHEDULE 2004	
DATE	LOCATION
May 4 - 5	Albany
May 19 - 20	Erie
June 30 - July 1	Suffolk
September 21 - 22	Onondaga
October 13 - 14	Warren
November 3 - 4	Dutchess

CHILD CARE SUBSIDY AND CHILD SUPPORT TRAINING PROGRAM SCHEDULE 2004	
DATE	LOCATION
June 15	Albany, *pilot training, by invitation only*
June 22	Albany
June 24	Poughkeepsie
July 7	Syracuse
July 14	Buffalo
July 15	Rochester
July 20	Melville

Both trainings are conducted by the Professional Development Program of Rockefeller College at the State University of New York (SUNY) at Albany. Sessions are available at locations throughout the state, and trainees are encouraged to attend sessions in their geographic area. Each session has a maximum of 28 participants. Details on training, including the course location, objectives, description, and key topics, are available through the Statewide Training Automated Registration (STARS) program. To register, contact your staff development /training coordinator. Staff development coordinators in each district have responsibility for the STARS registration system for both OTDA and OCFS training. Trainees registered in this manner will receive registration confirmation and directions to the sessions.

For information regarding reimbursement for lodging and to check on the availability of late registration, call Barbara Sander of Rockefeller College at SUNY Albany at (518) 442-5803.

Larry G. Brown s/s

Issued By:
Larry G. Brown
Deputy Commissioner
Division of Development and Prevention Services