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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-5

TO: Commissioners of  
 Social Services

DIVISION: Services and  
 Community  
 Development

DATE: January 21, 1993

SUBJECT: Child Care: Revised Client Notification Forms

SUGGESTED

DISTRIBUTION: Directors of Services  
 Directors of Income Maintenance  
 Child Care Supervisors and Staff  
 Fair Hearing Staff  
 Staff Development Coordinators

CONTACT PERSON: Dee Woolley, Userid #89A800  
 1-800-342-3715, ext. 4-9324 or (518) 474-9324

ATTACHMENTS: Attachment 1 - List of Attachments (Available on-  
 line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 ADM-27		358			
90 ADM-31		404			

The purpose of this INF is to introduce revised forms which may be used by social services districts to provide notification to clients as required by Section 358 and Section 404 of Department regulations. The attached model notices may be used by social services districts in administering the following child care programs: Low Income Day Care services, Title XX Child Care services, Transitional Child Care services, At Risk Low Income Child Care services and Child Care and Development Block Grant services.

On September 26, 1990 the Department released 90 ADM-31, entitled "Employment- and JOBS-Related Child Care, Transitional Child Care and Local Child Care Market Rates for All Forms of Child Care." This ADM included forms to assist social services districts in complying with the client notification and fair hearing requirements relative to Transitional Child Care. At the request of social services districts, the Department has revised the Transitional Child Care notices to allow their use for all income eligible child care programs. These forms are not intended for use when providing notification to applicants for, or recipients of, JOBS-related and Employment-related child care services.

Attachment A may be used to notify applicants of the action taken on their application for child care benefits. Attachment B may be used to notify recipients of child care services of the social services district's intent to change their child care benefits. Attachment C may be used to notify recipients of child care services of the social services district's intent to discontinue their child care benefits. Attachment D may be used to notify recipients of child care services of impending discontinuance due to nonpayment of the parent fee.

Social services districts electing to use the attached notices should reproduce two-sided copies. Copies will not be provided by the Department. When mailing notices, two copies of the notice should be sent to recipients so that the recipient may use one when requesting a fair hearing.

Questions regarding this INF may be directed to Dee Woolley, Bureau of Early Childhood Services, phone 1-800-342-3715 extension 4-9324 or dial direct (518) 474-9324. Ms. Woolley also may be contacted on-line, Userid #89A800.

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Anona Joseph  
Associate Commissioner  
Office of Community Development

Attachment 1

List of Attachments

Attachment A: Action Taken on Your Application for Child Care Benefits  
(Available on-line)

Attachment B: Notice of Intent to Change Child Care Benefits (Available  
on-line)

Attachment C: Notice of Intent to Discontinue Child Care Benefits  
(Available on-line)

Attachment D: Notice of Delinquent Fees (Available on-line)