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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-14

Date: February 9, 1994

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: Child Care: Change in Facility Identification Number for  
Child Care Facilities

ATTACHMENTS: Attachment A - Day Care Center Letter (on-line)  
Attachment B - School Age Child Care Letter (on-line)  
Attachment C - Group Family Day Care Letter (on-line)  
Attachment D - Family Day Care Letter (on-line)

The purpose of this Local Commissioners Memorandum (LCM) is to notify local districts of changes in the facility identification numbers for all regulated child care providers - day care centers, school-age child care programs, group family day care homes and family day care homes.

For many years the Department has maintained a Provider File as the data base for child day care providers. This file has been the sole source of information for the child day care provider rosters generated by the Department. In addition, the Provider File has been used by the State Central Register for clearances of employees and prospective employees for day care centers and school age child care programs.

For the past two years, the Bureau of Early Childhood Services has maintained both the provider file and the Department's Facility Information System (FIS). FIS has become the system of record for a variety of service providers who are licensed, registered or certified by the department, including family day care homes, group family day care homes, day care centers and school-age child care programs. As of May 1994, FIS will be used for automated support of the SCR clearance process and for the generation of child day care provider rosters. The Provider File will be discontinued at that time.

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With the transition to FIS, all child day care providers are being assigned new facility identification numbers. The Department expects to issue new licenses and registration certificates to all child day care providers, excluding day care center providers in New York City, in March, 1994. These documents will include the new facility identification number instead of the previous identification number. All other information, including expiration dates, will remain unchanged. Day care center providers in New York City will receive a letter advising them of their new facility identification number.

When the Provider File is discontinued, production of the following reports which the Department currently furnishes to social services districts also will cease:

- o 705 - day care centers;
- o 739 - family day care/group family day care providers; and
- o 1661 - certified family day care providers.

In place of the reports listed above, the Department will furnish social services districts with two monthly rosters of child day care providers. The two new rosters are entitled "The Family /Group Family Day Care Roster as of (date)" and "The Day Care Centers/SACC Roster as of (date)." These rosters will contain all the same information currently available on the 705, 739 and 1661.

Initially, the Department will continue to mail hard copies of the monthly rosters to social services districts. When it becomes feasible, hard copy mailings will be discontinued and the monthly rosters will be transmitted electronically to social services districts. Additional information will be provided to social services districts prior to discontinuance of the hard copy mailings.

The change in facility identification numbers does not impact on the WMS or BICS systems. Social services districts can continue to use current conventions for POS/BICS payments and the local BICS provider file.

Questions regarding this LCM may be directed to Sara Blake of the Bureau of Early Childhood Services at (518) 474-9324. Questions regarding systems may be directed to Gerald Seeley at (518) 432-2932. Both may also be contacted on-line - Ms. Blake, Userid #sv0010 and Mr. Seeley, Userid #0fl130.

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Frank Puig, Deputy Commissioner  
Division of Services and Community  
Development

ATTACHMENT A  
DAY CARE CENTER LETTER

March, 1994

Dear \_\_\_\_\_:

Attached is a new license for your day care center. This license replaces the one which you were issued previously. Please note that the new license assigns a facility number to identify your program which is different from your previous provider number. Effective immediately you must post this new license and use your new facility number to identify your program.

This change is the result of improvements we have made to our computer system. As the result of these enhancements, the clearance of day care center employees, prospective employees and volunteers by the State Central Register (SCR) will be more fully automated. We anticipate that this will improve our response to your requests. However, in order for the new system to work properly, you must use your new facility number when requesting SCR clearances. If you use your old provider number, the clearance request will be returned to you for correction.

If you have questions regarding this letter, please feel free to contact the Regional Operations Unit of the Bureau of Early Childhood Services at (518) 474-9324.

Sincerely,

Jo Ann Friedell, Director  
Bureau of Early Childhood Services

ATTACHMENT B  
SCHOOL AGE CHILD CARE LETTER

March, 1994

Dear \_\_\_\_\_:

Attached is a new registration for your school-age child care program. This registration replaces the one which you were issued previously. Please note that the new registration assigns a facility number to identify your program which is different from your previous provider number. Effective immediately you must make this new registration available upon request and use your new facility number to identify your program.

This change is the result of improvements we have made to our computer system. As the result of these enhancements, the clearance of school-age child care employees, prospective employees and volunteers by the State Central Register (SCR) will be more fully automated. We anticipate that this will improve our response to your requests. However, in order for the new system to work properly, you must use your new facility number when requesting SCR clearances. If you use your old provider number, the clearance request will be returned to you for correction.

If you have questions regarding this letter, please feel free to contact the Regional Operations Unit of the Bureau of Early Childhood Services at (518) 474-9324.

Sincerely,

Jo Ann Friedell, Director  
Bureau of Early Childhood Services

ATTACHMENT C  
GROUP FAMILY DAY CARE LETTER

March, 1994

Dear \_\_\_\_\_:

Attached is a new license for your group family day care home. This license replaces the one which you were issued previously. Please note that the new license assigns a facility number to identify your program which is different from your previous provider number. Effective immediately you must post this new license and use your new facility number to identify your program.

This change is the result of improvements we have made to our computer system. You must use your new facility number when corresponding with the Department or your licensing agency. This will make it easier for us to respond to your questions and requests promptly.

If you have questions regarding this letter, please feel free to contact the Regional Operations Unit of the Bureau of Early Childhood Services at (518) 474-9324.

Sincerely,

Jo Ann Friedell, Director  
Bureau of Early Childhood Services

ATTACHMENT D  
FAMILY DAY CARE LETTER

March, 1994

Dear \_\_\_\_\_:

Attached is a new registration for your family day care home. This registration replaces the one which you were issued previously. Please note that the new registration assigns a facility number to identify your program which is different from your previous provider number. Effective immediately you must make this new registration available for inspection and use your new facility number to identify your program.

This change is the result of improvements we have made to our computer system. You must use your new facility number when corresponding with the Department or your registering agency. This will make it easier for us to respond to your questions and requests promptly.

If you have questions regarding this letter, please feel free to contact the Regional Operations Unit of the Bureau of Early Childhood Services at (518) 474-9324.

Sincerely,

Jo Ann Friedell, Director  
Bureau of Early Childhood Services