

CHILD CARE
IMPORTANT INFORMATION
YOU MUST KNOW:

1. **Changes of address, household composition, income, child support, schooling, and child care hours needed must be reported immediately.**
2. Payment of care is the parent(s) or legal guardian's responsibility. We assist when allocated monies are available and eligibility criteria are met. Any time eligibility criteria are not met; day care funding will not be available. With the exception for Transitional Cases, cases will not be opened prior to the receipt of an application.
3. When available, funding is used as part of a plan for eligible families who work a minimum of 10 hours per week and whose gross income is below 200% of the Federal Poverty Level (FPL) to obtain/maintain self-support. You can find FPL's at <https://ocfs.ny.gov/programs/childcare/>
4. This department assists in these efforts by providing information/referral etc. and subsidies to eligible families in accordance with PART 415 of the Child Care Regulations.
5. An eligible provider must be used (e.g.: legally-exempt provider, registered provider, licensed day care center). A legally-exempt provider cannot care for more than two unrelated children in their home, at the same time, for more than three hours. If a provider is determined to be an ineligible provider at any time, the parent will be responsible for the payment of all day care fees incurred from that date on.
6. Eligible families must pay a weekly Family Share, which is based on gross income and computed on a sliding fee scale (we don't consider expenses). The minimum fee being \$1.00. The Family Share and other contributions are the parents/legal guardian's responsibility and are required to be paid every week care is provided.
7. Recoupment of overpayments will be sought in accordance with 18 NYCRR 415.4 and 05-OCFS-ADM 3.
8. Read all the Notice of Decision. Funds are authorized based on this information! If you are eligible it will give the rate WCDSS will pay, the weekly share, the absent parent's contribution, and other important information.
9. Parents/legal guardians are responsible for the cost of care which exceeds the rates given on the Notice of Decision, the amount the absent parent is to contribute, and costs incurred while not eligible (see #10).
10. Child Care funds are not available to pay security deposits, holding fees, processing fees, penalty fees (ex. if you do not give proper notice before removing your child from care), field trip fees, fees charged when care is not available (e.g.. when the day care is closed), fees incurred due to double billing and time ineligible for benefits (e.g. time you are doing homework, are on vacation with your child, are on vacation from school, are not working, working but not getting paid), absences billed by registered providers in excess of the limits set in the CFS Plan (24 absences within a year), or to refund monies paid by families.
11. If a parent or absent parent is available to provide care, day care assistance will not be approved.
12. Child Care assistance will not be opened or continued if eligibility criteria are not met. These include but are not limited to: a) The applicant must be financially eligible and the Family Share must be less than the cost of care. b) Child Care is needed on a regular basis. c) The provider must be considered a legal provider d) you pay your required Family Share each week.
13. More information can be located on the Office of Children and Family Services website at <https://ocfs.ny.gov/programs/childcare/>
14. **Changes of address, household composition, income, child support, schooling, and child care hours needed must be reported immediately** and verified prior to, or immediately when a change occurs so that possible fraud charges, an overpayment, or discontinuance of benefits don't occur. You may fax us at 946-7623 Attn. Child Care Unit.

Send all mail to the attention of Child Care Unit. If you have any questions about Child Care assistance, please call 315-946-4881 ask to speak with a Child Care Unit worker.