



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Acting Commissioner

Administrative Directive

Transmittal:	18-OCFS-ADM-09
To:	Commissioners of Social Services
Issuing Division/Office:	Division of Child Care Services
Date:	April 25, 2018
Subject:	Revised Legally-Exempt Enrollment Forms
Suggested Distribution:	Directors of Services Directors of Temporary Assistance Supervisors of Day Care Supervisors of Temporary Assistance Child Care Assistance Staff
Contact Person(s):	Christine Anderson (518)-408-3269 or Christine.Anderson@ocfs.ny.gov .
Attachments:	<ul style="list-style-type: none"> OCFS-LDSS-4699, <i>Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care</i> (Revised 4/2018) OCFS-LDSS-4700, <i>Enrollment Form for Legally-Exempt Group Child Care</i> (Revised 4/2018)

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law and Other Legal Ref.	Manual Ref.	Misc. Ref.
06-OCFS-INF-06 12-OCFS-LCM-01 17-OCFS-ADM-04		18 NYCRR 415.4			

I. Purpose

The purpose of this Administrative Directive (ADM) is to advise local social services districts (“districts”) of revisions to the forms used to enroll legally-exempt child care providers (LECCP) funded under the New York State Child Care Block Grant (NYSCCBG), pursuant to Title 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) Section 415.4(f) and that districts must immediately begin providing these revised forms to all applicants for, and recipients of, child care subsidy funded under the NYSCCBG who are interested in using a LECCP.

II. Background

Pursuant to NYCRR 415.4(f), districts must provide a child's parent/caretaker that has applied for or is receiving child care subsidies under the NYSCCBG, and who is interested in using a LECCP, with an enrollment package and notify the parent/caretaker that the complete package must be submitted to the applicable Legally-Exempt Caregiver Enrollment Agency (LECEA).

In response to changes in the Section 658E(c)(2)(I) of the Child Care and Development Block Grant Act of 2014 (CCDBG), requiring minimum health and safety pre-service training in specified topic areas for child care providers, OCFS promulgated changes to 18 NYCRR sections 414.14, 415.4, 416.14, 417.14, 418-1.14, and 418-2.14.

On May 31, 2017, OCFS issued 17-OCFS-ADM-04 to officially notify districts of the pre-service health and safety training requirement, that the enrollment package would be revised to comply with the new requirement, and that, until the enrollment packet could be revised, districts must provide the "Dear Enrolling Legally-Exempt Caregiver" letter and the OCFS-4699.3, Legally-Exempt Child Care Training Record Form (revised 4/2017) with the enrollment packages distributed to newly enrolling child care subsidy applicants and recipients.

OCFS adopted emergency regulations, effective April 16, 2018, that require minimum staff-to-child supervision ratios and maximum group size requirements, unless a more stringent standard is required by law.

III. Program Implications

The legally-exempt provider enrollment forms (OCFS-LDSS-4699 and OCFS-LDSS-4700) have been revised to address the minimum pre-service health and safety training, as well as other revisions to aid in the enrollment process. The enrollment form for legally-exempt group providers (OCFS-LDSS-4700) has also been revised to include the minimum staff-to-child supervision ratios and maximum group size requirements.

Districts are required to provide the current version of the OCFS-LDSS-4699 or the OCFS-LDSS-4700, as applicable, to a child's caretaker, who has applied for or is receiving child care subsidies under the NYSCCBG and who is interested in using a LECCP. Each district must have procedures in place to distribute the current version(s) of the enrollment package and required attachments to all applicants for, and recipients of, child care subsidy who wish to use a LECCP.

Effective August 1, 2018, all LECCPs enrolling to provide subsidized child care services must submit the applicable, revised enrollment form to the LECEA, or their enrollment cannot proceed.

IV. Required Action

Effective immediately, districts must distribute the revised legally-exempt enrollment forms, OCFS-LDSS-4699, and OCFS-LDSS-4700, to all applicants for, and recipients of, child care subsidy funded under the NYSCCBG who are interested in using an LECCP. Use of these updated forms relieves districts of the obligation to provide the "Dear Enrolling Legally

Exempt Caregiver” letter with the enrollment packages distributed to newly enrolling child care subsidy applicants and recipients as previously directed by 17-OCFS-ADM-04.

V. Systems Implications

None

VI. Additional Information (Optional)

- The forms can be downloaded from: <http://ocfs.ny.gov/main/documents>
- To request hard copies of the forms, please
 - complete form OCFS-4627, *Request for Forms and Publications*, which is available at the same link above. Once completed, the OCFS-4627 must be mailed to the following address:

OCFS Forms and Publications Unit
52 Washington Street, Room 134 North Bldg.
Rensselaer, NY 12144-2834

OR

- call the OCFS forms hotline: (518) 473-0971.

VII. Contacts

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VIII. Effective Date

Effective Immediately

/s/ Janice M. Molnar, Ph.D.

Issued By:
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