



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	19-OCFS-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services
<b>Date:</b>	May 31, 2019
<b>Subject:</b>	<b><i>Application for Child Care Assistance and How to Complete the Application for Child Care Assistance Revisions</i></b>
<b>Contact Person(s):</b>	Maryellen DeCicco, OCFS Division of Child Care Services, 518-408-3395 Maryellen.DeCicco@ocfs.ny.gov
<b>Attachments:</b>	OCFS-6025, <i>Application for Child Care Assistance</i> (Rev. 05/2019) OCFS-6026, <i>How to Complete the Application for Child Care Assistance</i> (Rev. 05/2019)

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) of revisions to the following forms:

- *Application for Child Care Assistance* (OCFS-6025)
- *How to Complete the Application for Child Care Assistance* (OCFS-6026)

This LCM is intended to convey substantive changes made to the forms listed above, to provide information to LDSSs regarding the distribution and use of these revised forms, and to provide guidance to LDSSs on the use of the shaded areas of the form intended for agency use only.

### II. Background

In [16-OCFS-LCM-17](#), the New York State Office of Children and Family Services (OCFS) informed LDSSs of the issuance of the *Application for Child Care Assistance* (OCFS-6025)

for families applying only for child care assistance<sup>1</sup> and the accompanying instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026), the new federal reporting requirements, and the requirement to distribute voter registration forms to families applying for or receiving child care assistance. In [18-OCFS-LCM-01](#), OCFS informed LDSSs of revisions to both forms. The current LCM updates the forms *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), but does not replace the LDSS requirements set forth in 16-OCFS-LCM-17.

LDSSs continue to have the option of accepting one of the three documents listed below, for parents applying for child care assistance only:

- the *New York State Application for Certain Benefits and Services* (LDSS-2921), or
- the *Application for Child Care Assistance* (OCFS-6025), or
- a local equivalent to the OCFS-6025 that has been approved by OCFS.

LDSSs are reminded that they must continue to inform all applicants of their rights and responsibilities by providing each of the following:

- LDSS-4148A: *What You Should Know About Your Rights and Responsibilities*
- LDSS-4148B: *What You Should Know About Social Services Programs*
- LDSS-4148C: *What You Should Know If You Have an Emergency*

### III. Program Implications

Prior to issuing the May 2019 revisions, OCFS asked LDSSs for their feedback on the *Application for Child Care Assistance* (OCFS-6025) and the accompanying instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026). The current revisions of the forms incorporate many LDSS suggestions while balancing the need to maximize the forms' usefulness for as many LDSSs as possible. Formatting and minor language changes were made to facilitate ease of understanding and completion of the form by applicants. The following substantive changes have been made to the *Application for Child Care Assistance* (OCFS-6025):

General – The revision date was changed on every page to 05/2019.

#### Page 1

- The header at the top of the page was changed to add an instruction to applicants to “Complete all questions not listed as optional.”
- It was clarified that former addresses must be provided for the past year.
- A place to enter an email address (optional) was added to Section 1.
- Racial information was indicated as optional.

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<sup>1</sup>The term “applying only for child care assistance” means that the family is applying solely for child care assistance either when funds are available or when funds are available and the LDSS has included the category of family in its Child and Family Services Plan. Families “applying only for child care assistance” are not applying for guaranteed child care, nor are they applying for any other benefits, such as Public Assistance (also known as Cash Assistance and Temporary Assistance), the Supplemental Nutrition Assistance Program (formerly known as food stamps), the Home Energy Assistance Program, Medicaid, or other services.

- Pre-filled, shaded “N/A” entries in the final four columns of data entry for line 1 were removed.
- At the bottom of the page, the reference to using the back of the page for additional information was removed.

#### Page 2

- It was clarified that Section 3 is applicable to spouses/other parents living in the home.
- The word “Cash” was added before “Public Assistance” in Section 3.
- In Section 4, “person under 21” was changed to “children under 21” to clarify whose name should be entered when the parent is under 21.
- The absent parent’s date of birth and Social Security number were removed from Section 4 because this information is not necessary for determining eligibility for Child Care Assistance. In this space, questions about the absent parent’s availability to provide care were added.
- The employment information in Sections 5 and 6 were revised to better capture the applicant’s work schedule and to remove redundancy with income information collected in Section 7.
- It was clarified that Section 6 only applies to a spouse/other parent who lives in the home.

#### Page 3

- The wording of “Wages/Salary” in Section 7 was changed to “Income from Work (including wages, salary, overtime, commissions, training programs, tips).”
- A new Section 9 was added to collect child care provider information.
- A new Section 10 was added to collect children’s school information.

#### Page 4

- The notices were moved to the fourth page of the form and renumbered as Section 11. Individual notices were reordered.
- The citizenship notice was revised.
- Section 11 for the withdrawal of an application was removed and explained in the instructions.

The instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026), have also been revised to include the 05/2019 revision date on every page, as well as applicable changes to the instructions that were affected by substantive changes in each section of the application as described above. Additionally, a statement was added to the bottom of page one saying that applicants may withdraw their applications with a signed, written request to the LDSS. Finally, Section 2 on page two was revised to clarify that the name, date of birth, sex, and relationship should be entered for all persons living in the home (even those not applying), and the remaining information in Section 2 only pertains to persons who are applying with you. If an LDSS receives an *Application for Child Care Assistance* (OCFS-6025) with a third gender marker X, the LDSS should contact the Office for guidance.

The shaded sections at the top of page one and the bottom of page four of the *Application for Child Care Assistance* (OCFS-6025) include a range of fields that LDSSs may want to use when processing applications. If an LDSS uses the *Application for Child Care Assistance* (OCFS-6025), the LDSS is not required to use the fields in the shaded sections

of the application that are designed for agency use only. However, the LDSS must track the eligibility decision and the supervisory approval of the eligibility decision. The agency use section on page four of the *Application for Child Care Assistance* may be used to record that information. OCFS encourages LDSSs to develop policies and procedures to process applications for child care assistance consistently and efficiently, including the utilization of the agency use sections of the application.

#### **IV. Access to the Revised *Application for Child Care Assistance* and Instructions**

The revised English versions of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026) are available on the OCFS intranet and internet websites at the following links:

- <http://ocfs.state.nyenet/admin/forms/BECS/>
- <http://ocfs.ny.gov/main/documents/docsChildCare.asp>

These forms will be made available in Bengali, Chinese, Haitian Creole, Korean, Russian, and Spanish on the OCFS intranet and internet websites.

Hard copies of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026) in English will be available within 30 days from the release of this LCM, and other language versions will be available soon after.

To order hard copies of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), in English and Spanish, complete the [Request for Forms and Publications \(OCFS-4627\)](#) and mail it to:

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

OR

**Call the Forms Hotline: 518-473-0971**

#### **V. Effective Date**

Effective July 1, 2019, LDSSs may no longer distribute, electronically, by mail, or in person, the 12/2017 versions of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026). The 12/2017 versions must be replaced with the 05/2019 versions by July 1, 2019. LDSSs may begin to distribute the 05/2019 versions of the forms upon the date of publication of this LCM. LDSSs must accept and process any applications or recertification forms submitted by applicants or recipients using the 12/2017 versions of these forms during the period July 1, 2019, through September 1, 2019. After September 1, 2019, the 12/2017 versions of these forms cannot be accepted.

Also effective July 1, 2019, LDSSs may no longer distribute, electronically, by mail, or in person, any previously approved local equivalents of the *Application for Child Care*

*Assistance (OCFS-6025) and How to Complete the Application for Child Care Assistance (OCFS-6026)*. Revised local equivalent forms must be submitted to the OCFS Division of Child Care Services for approval. However, LDSSs must accept a previously approved local equivalent form if submitted by an applicant through September 1, 2019. After September 1, 2019, local equivalents approved prior to the effective date of this LCM cannot be accepted.

*/s/ Janice M. Molnar*

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**Issued by:**

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Title: Deputy Commissioner

Division/Office: Division of Child Care Services