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NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
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Acting Commissioner

Informational Letter

Transmittal:	14-OCFS-INF-05
To:	Commissioners of Local Social Services Districts
Issuing Division/Office:	The Division of Child Care Services
Date:	August 6, 2014
Subject:	Revision of OCFS-LDSS-4700, Enrollment Form for Provider of Legally-Exempt Group Child Care
Suggested Distribution:	Director of Services Directors of Temporary Assistance Supervisors of Services Supervisors of Temporary Assistance Child Care Assistance Staff Legally-exempt caregiver enrollment agencies
Contact Person(s):	Kara Boni (518) 408-6394 Kara.Boni@ocfs.ny.gov
Attachments:	OCFS-LDSS-4700, Enrollment Form for Provider of Legally-Exempt Group Child Care (Rev. 7/2014)
Attachments Available Online:	OCFS-LDSS-4700, Enrollment Form for Provider of Legally-Exempt Group Child Care, is available at: http://ocfs.ny.gov/main/documents/ (OCFS Internet website) http://ocfs.state.nyenet/admin/forms/ (OCFS intranet website)

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
05-OCFS-ADM-03 06-OCFS-INF-06 05-OCFS-ADM-01 01-OCFS-LCM-11		18 NYCRR 415.4			

I. Purpose

The purpose of this Informational Letter is to inform local social services districts (LSSD) that the New York State Office of Children and Family Services (OCFS) has revised the OCFS-LDSS-4700, Enrollment Form for Provider of Legally-Exempt Group Child Care.

II. Background

Federal guidelines mandate that all states have requirements in place designed to protect the health and safety of children that are applicable to the providers who service children under the Child Care and Development Fund, one of the primary federal sources for the New York State (NYS) Child Care Block Grant. In NYS, to be eligible to provide subsidized child care, child care providers must meet basic health and safety standards, which are verified through one of the following processes:

- Licensing by OCFS, or
- Licensing by New York City Department of Mental Health and Hygiene, or
- Registration by OCFS or one of its subcontractors, or
- Enrollment by a legally-exempt caregiver enrollment agency (LECEA)

When an applicant/recipient of a child care subsidy initially chooses a legally-exempt provider, the district must facilitate the children's enrollment with the provider by providing an enrollment form to the applicant/recipient, with instructions to complete the enrollment form jointly with the provider, and submitting the completed form to the LECEA serving the geographic area where the child care is being provided. The LECEA determines whether the provider can be enrolled, or if the provider is currently enrolled, whether the enrollment can be extended to include the children of the applicant/recipient. A child-specific determination is then documented in the Child Care Facility System by the LECEA.

Once a legally-exempt child care provider is enrolled, the LECEA is responsible for sending re-enrollment forms annually to the enrolled child care provider. Therefore, at the time of the applicant/recipient recertification, *if the legally-exempt child care provider is currently enrolled to provide care for all applicable child(ren) of the applicant/recipient and is currently caring for them*, the LSSD is not required to provide the applicant/recipient with another enrollment form.

The form used for enrollment of legally-exempt group providers in NYS is OCFS-LDSS-4700, Enrollment Form for Provider of Legally-Exempt Group Child Care. OCFS revised this form in June 2014, in order to better obtain information necessary to verify the legally-exempt status of group child care programs.

III. Program Implication

Beginning no later than September 1, 2014, all LSSD and LECEAs must provide the OCFS-LDSS-4700, Enrollment Form for Provider of Legally-Exempt Group Child Care (rev.7/2014), to legally-exempt child care providers and child care subsidy applicants/recipients selecting a legally-exempt child care provider.

As of November 1, 2014, the LECEAs must require that the revised version of the form be submitted.

IV. Access to Legally-Exempt Enrollment Forms

The revised OCFS-LDSS-4700 form can be downloaded from:

<http://ocfs.ny.gov/main/documents/> (OCFS Internet)

<http://ocfs.state.nyenet/admin/Forms> (OCFS intranet)

To request hard copies of the OCFS-LDSS-4700 form:

- Submit the form, OCFS-4627 “Request for Forms and Publications,” which is found on the following sites:

http://ocfs.state.nyenet/admin/forms/Management_Services/

<http://ocfs.ny.gov/main/documents/docs%20Pubs.asp>

or

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

Mail the completed OCFS-4627 form to the following address:

OCFS Resource Distribution Center

11 Fourth Ave

Rensselaer, NY 12144-2629

Janice M. Molnar, Ph.D.

Issued By:

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Deputy Commissioner

Division of Child Care Services