



## Office of Children and Family Services

KATHY HOCHUL  
Governor

SHEILA J. POOLE  
Commissioner

January 18, 2022

Dear Provider:

OCFS is pleased to announce we are partnering with our local Child Care Resource and Referral (CCR&R) agencies to distribute more than 214,000 at-home COVID-19 test kits to licensed/registered child care programs. Read on for further details!

Test kits will be distributed by your local CCR&R. Your CCR&R will let you know of the distribution schedule for your area in the next few days. A listing of CCR&Rs can be found at: <https://ocfs.ny.gov/programs/childcare/referral-agencies.php>

On the distribution day(s), individuals receiving the test kits for your program must provide a copy (or photo) of your valid child care license/registration along with photo identification. Tests will be distributed while supplies last.

The number of test kits provided is based on program modality:

- Day Care Center: 22 test kits per program
- School Age Child Care: 22 test kits per program
- Group Family Day Care: 12 test kits per program
- Family Day Care: 6 test kits per program
- Small Day Care Center: 12 test kits per program

The test kits are intended to be used by child care providers, staff, and the families enrolled in your program. Given the limited number of test kits being distributed, we strongly suggest that they are reserved for individuals experiencing symptoms or those that have known exposure to a COVID positive individual. **Child care providers MUST not test children enrolled in their programs! If an enrolled child has symptoms of COVID-19, you may provide a test kit to the child's parent/guardian.**

When administering a COVID-19 test, please follow the instructions provided in the kit.

When you perform a self-test at home, you do not need to report your positive result to your local health department. Results from tests performed at a pharmacy or laboratory are automatically reported to your local health department. **Any positive COVID-19 test result (at home test or laboratory test) MUST continue to be reported to OCFS.**

**Child care programs are required to report all positive cases of COVID-19 to OCFS.**

Thank you for your interest in this important initiative. If you have additional questions, please contact your local CCR&R for assistance.

Sincerely,

Janice M. Molnar, Ph.D., Deputy Commissioner  
Division of Child Care Services