

# **Erie County Social Services Department PUBLIC ASSISTANCE DAY CARE GUIDE QUESTIONS AND ANSWERS, INFORMATION**

## **WHEN CAN I RECEIVE CHILD CARE ASSISTANCE?**

While you are in receipt of Public Assistance for workfare & community service assignments, and employment, ECDSS will provide you with child care assistance, as long as the provider has NY State approval.

## **WHAT IF I ONLY NEED CHILD CARE WHEN MY CHILD IS NOT IN SCHOOL?**

You should still complete child care forms and have a child care provider in place for when your child is on Holiday, Recess, or if there is an emergency closing.

## **WHERE CAN I GET CHILD CARE FORMS?**

Child care forms are available at ECDSS 290 Main St. on the 5th, 6th, 7th, 8th, & 10th floors.

## **HOW DO I FIND A GOOD DAY CARE?**

1. Ask friends, neighbors or relatives who they use.
2. Research on the internet for day care center.
3. Use the Child Care Resource Network 716-877-6666 located at 1000 Hertel Ave Buffalo, NY 14216 or use their web site [www.ocfs.state.ny.us](http://www.ocfs.state.ny.us). The CCRN will assist you with a list of child care centers in your area and any other questions you may have.

## **WHAT DO I LOOK FOR IN A GOOD DAY CARE?**

1. Make a list of what's important to you.
2. Research all your possibilities.
3. Call possible centers on the phone and ask some preliminary questions.
4. Visit and interview center you have good feelings about. Go to center unannounced.
5. Check centers references i.e.: current parents and past parents.
6. Take your child to the center for a visit see how he/she reacts to center teacher, other children.

## **HOW DO I FILL OUT THE CHILD CARE FORMS AND WHAT ARE THE FORMS FOR?**

### **If I use a Licensed (Day Care Centers) child care provider what form do I use?**

In your childcare package you will find a form (B-3923) CHILD CARE – PAYMENT QUESTIONNAIRE. This is the only form you will need to complete. Completely fill out the form and return to your public assistance worker. *Please note: you must have your children's medical and immunization records up to date.*

### **If I use a Legally Exempt (Informal i.e. family) child care provider what forms do I use?**

**There are two forms.**

1. In your childcare package you will find a form (B-3923) CHILD CARE – PAYMENT QUESTIONNAIRE. **Completely fill out the white form and return to your public assistance worker at 290 Main St. Buffalo, NY 14202.**

2. You will also find form (OCFS-LDSS-4699), ENROLLMENT FORM FOR PROVIDER OF LEGALLY-EXEMPT CHILD CARE AND LEGALLY EXEMPT IN-HOME CHILD CARE. This form is needed for LEGALLY EXEMPT (Informal) child care. **Completely fill out the 14 page form and any**

**additional forms needed, and send to: Child Care Resource Network 2635 Delaware Ave. Buffalo, NY 14216.**

IF APPLICABLE, ANY OF THE FOLLOWING ADDITIONAL FORMS SHOULD BE SENT WITH ENROLLMENT FORM FOR PROVIDER OF LEGALLY EXEMPT CHILD CARE AND LEGALLY EXEMPT IN-HOME CHILD CARE, TO THE CHILDCARE RESOURCE NETWORK.

**Additional papers with child care package:**

**Employment of Minors Form & Employment of Minors, Information**

You will need to be complete these if you are using minors for child care providers. These forms are attached behind your 14 page Enrollment form for provider of legally-exempt child care and legally exempt in-home childcare.

**Legally-Exempt In-Home Child Care Provider Agreement Form**

This form must be completed if your child is being watched in your home.

**Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider**

This sheet explains your responsibilities when employing someone in your home.

**Legally Exempt Child Care Provider Training Record Form**

Once a provider completes 10 or more hours of training areas listed, and it is verified by the Enrollment Agency, the provider maybe eligible for an enhanced reimbursement rate.

**Parental Acknowledgement**

This form is used when you still want to use the informal provider you selected even though they have a criminal background, have had a child removed from his/her care, termination of their parental rights and denial, revocation or suspension of a license or registration to operate a child day care program.

**IF I NEED ASSISTANCE WITH FILLING OUT THE CHILDCARE FORMS OR QUESTIONS REGARDING THE CHILD CARE PROCESS WHO CAN I CALL?**

You may call Mrs. Szarowicz at 858-4575 located at 290 Main St 6<sup>th</sup> floor. Please call first before coming in to make an appointment.

*I have read the above and acknowledge it is my responsibility to have my child (ren) enrolled with a child care provider by the time my workfare site assignment or employment starts. Failure to do so can lead to adverse action on my case.*

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client name: \_\_\_\_\_ Date: \_\_\_\_\_

Worker signature: \_\_\_\_\_ Date: \_\_\_\_\_