

NYS Office of Children and Family Services
BUREAU OF EARLY CHILDHOOD SERVICES

POLICY STATEMENT

ID NUMBER: 99-4

TOPIC: Family Day Care or Group Family Day Care
Not Provided in the Day Care Provider's Home

MODALITIES IMPACTED: FDC, GFDC

APPLICABLE REGULATIONS: 416.2(a)(5), 416.2(a)(8), 417.2(a)(5) and 417.2(a)(8)

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EFFECTIVE: IMMEDIATELY (Revised 12/04)

THIS POLICY STATEMENT IS EFFECTIVE IMMEDIATELY AND CANCELS ALL PREVIOUS MEMOS OR STATEMENTS ON THIS TOPIC

The purpose of this policy statement is to examine situations in which a Family Day Care (FDC) or Group Family Day Care (GFDC) Provider will be caring for children in a residence other than his/her own. When such a situation arises, it becomes necessary to perform a State Central Register data base check and fingerprint not only the FDC or GFDC provider but all individuals 18 years of age or older who reside in the home in which the care will be provided.

Although the individuals residing in the home are not directly involved in the care of the children, it is reasonable to presume they may have regular or incidental contact with the children being cared for in the home. In order to determine if any of the individuals in the home in which the care will be provided has been, or is currently the subject of an indicated child abuse and maltreatment report a DSS 3370 State Central Register Clearance Form must be completed. These situations do not follow the normal conventions for data base checks. Therefore, rather than require all registrars and licensors to learn a unique procedure for these applicants, any registrar or licensor

who encounters this situation should refer it to the BECS SCR Regional Office Liaisons for processing. Each Regional Office Liaison has been trained how to complete the DSS 3370 for these particular situations.

Below is a list of each region and their designated liaison:

Buffalo Regional Office- Patricia Harper (716) 847-3813

Rochester Regional Office- James Piersa (585) 238-8265

Syracuse Regional Office- Fred Pearsall (315)423-5649 and Bonnie Waite (315) 423-1207

Albany Regional Office- Sharon Salisbury (518) 473-9483

Yonkers Regional Office- Angela Reshard-Player (914) 376-8815

Long Island Regional Office- Dale Goldstein (631) 342-7072

NYC Department of Health- Andrea Batts (Family Day Care Homes) (212) 662-4188 and Ryan Bansi – (212) 676-2450.

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Update Approved [X] Suzanne Zafonte Sennett 6-30-05