1. The Instructions page is the first page of the Care Stabilization Grant application. **Review the Instructions completely** before beginning the application. **Scroll down** the page and **click the expandable menus (>)** to view more information.

2. Make sure you have all the required information and **Click on the Next button**.

**INSTRUCTIONS**

Welcome to the New York State Office of Children and Family Services Child Care Stabilization Grant application. To be considered for these funds, please review the eligibility requirements, allowable uses for funds and the application process before completing the application at [https://ocfs.ny.gov/childcare-stabilization/](https://ocfs.ny.gov/childcare-stabilization/)

**GETTING STARTED WITH YOUR STABILIZATION APPLICATION**

**DEADLINE FOR STABILIZATION GRANT APPLICATION SUBMISSION is Tuesday November 30, 2021 at 11:59 PM.** Any applications received after the deadline will not be reviewed.

- Who is Eligible for Stabilization funds?
- Allowable Uses for Grant Funds

**Completing the application**

After determining you are eligible to apply, you can get started with the application. Your application will have a lot of information already completed based on your facility ID. To finalize the application, you will need your:

- License/registration/enrollment information including: legal name, contact information
- Average Monthly Expenses
- Your bank information if you would like your award deposited directly into your account, otherwise paper checks will be sent via US mail.

Now let’s get started........
Tips for Navigating the Application

1. There are eight steps that you need to complete in the application. Steps cannot be skipped, and need be done in order. As steps in the application are completed, the color of the steps will change from a purple circle to a green checkmark.

2. To go back and forth between completed steps, use the Previous/Next buttons at the bottom of the page, or click on the green checkmark next to any step. Do NOT use your web browser’s back button or you will exit the application.

3. Many of the fields will be pre-filled with information from the state database about your facility. These fields cannot be edited. If any of this information is incorrect, please contact your licensor.

4. Fields marked with a * Red asterisk must be filled out to continue.

5. Important: For security reasons, if you leave the application or logout/login, your progress will NOT be saved, and you will need to start over.

6. Be sure to use the EDIT option on Step 8 Review Application if changes need to be made. Once an application is submitted, it cannot be edited and can only be withdrawn completely.