Essential Worker Scholarship
Steps to Apply

• Open one of the following Web browsers; Chrome, Explorer, Safari (do not use Internet Explorer)
• Visit OCFS Public website - https://ocfs.ny.gov/childcarerelief
• Click on the ‘Apply Now’ button.
• The application will ask you sign into NY.GOV with your username and password OR create an account by clicking on ‘Don’t have an Account?’

• If you do not have an Account, it will ask you to select an Account type.
  • Select ‘Personal’

• Click on ‘Sign Up for a Personal NY.gov ID’
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- Complete the Self Registration.

![Self Registration Form]

- You will receive a confirmation with your information – click Continue.

![Confirmation Email]

- You will get a confirmation that an activation email was sent to your account – Click Finish.
Essential Worker Scholarship  
Steps to Apply

- This will open – but don’t try to sign-in yet!

Check your email! Email From: ny.govId@its.ny.gov
  - Email Subject is Welcome to NY.GOV Id with your name
  - In the body of the email there will be a link – to ‘Click Here’ to activate your account

This email was sent in response to your registration of a NY.gov ID.

Dear [Name],

Thank you for registering a NY.gov ID. Your Username is [Username].

Please click here to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser:

https://qa.my.ny.gov/activate/c4/activatr.xhtml?rid=a7f122378967-4f69-9459-31af09e9a990&nymgovid=angon

Thank you,

New York State

- Select 3 Secret questions to use as security in case you forget your password later. Click Continue when done entering these.
Essential Worker Scholarship
Steps to Apply

• Click Continue

![NY.gov ID Activation](image)

• Create a password and click continue

![NY.gov ID Activation](image)

• Click on Continue

![NY.gov ID Activation](image)

• YOU ARE READY NOW TO APPLY! Return to the OCFS Public website.
  https://ocfs.ny.gov/childcarerelief
  - Click Apply – now you will have the NY.GOV username and password needed to proceed with your application for the scholarship.
Essential Worker Scholarship
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- Next it will take you to the Child Care Pandemic Relief Fund Page. You can choose a different language on the top right-hand corner of the page. Start the application by clicking on the 'Apply for Essential Worker Scholarship' button.

- **Am I eligible for an Essential Worker Scholarship?**

  You are eligible if you can answer yes to these questions below:
  - I live in New York State.
  - My job, or my co-applicant’s job, is classified as an Essential Worker in New York State. The NYS definition of an Essential Worker can be found at: https://esd.ny.gov/guidance-executive-order-2026
  - My Annual Household Income is less than the maximum income based on my family’s size.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Max income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$52,260</td>
</tr>
<tr>
<td>3</td>
<td>$65,880</td>
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<tr>
<td>4</td>
<td>$79,500</td>
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<tr>
<td>5</td>
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<td>6</td>
<td>$106,740</td>
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<td>7</td>
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<tr>
<td>8</td>
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<tr>
<td>9</td>
<td>$147,600</td>
</tr>
<tr>
<td>10</td>
<td>$161,220</td>
</tr>
</tbody>
</table>

  - There are no other parents or legally responsible adults (age 21 or older) who are able to provide care while I am at work.
  - My child(ren) is a U.S Citizen or has a Satisfactory Immigration Status. <insert hyperlink to the list>
  - My child(ren) is:
    - Less than 6 weeks of age or older
    - Under 19 and is mentally or physically incapable of caring for themselves or under court supervision.
  - My child care provider is an active NYS Licensed/Registered/Permitted facility.
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• What will I need to apply?
  o Current Email Address
  o Proof of Income (example: Paystub, W-2, 1099)

• Understanding your applications status:
  After you complete the online application, you will know the status of the scholarship.
  o If you do not meet one of the above eligibility requirements, your application will not be approved and will be marked **ineligible**. If you feel this decision has been made in error, your circumstances have changed or you made a mistake in the information you provided, you are welcome to apply again.
  o If you meet all of the eligibility requirements, the application will be approved and you will be **Eligible** to receive the scholarship.
    o A follow-up email will be sent to your child care provider so they can register and start the weekly certification process.
  o If additional information is required, for example you are not able to find your child care provider in the search, we will send your application to The Office of Children & Family Services (OCFS) for review. The application will be set as **Under Review** and you will receive an email when the decision is made.

• When and How will Payments be made?
  o Payments will be paid directly to your child care program; you will not receive any money directly from OCFS. Parents are responsible for any tuition amount the scholarship does not cover.
  o Providers are required to certify your child’s weekly attendance for payments to be made.