



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-22
<b>To:</b>	Local Social Services Districts Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services
<b>Date:</b>	August 16, 2022
<b>Subject:</b>	<b>Application for Child Care Assistance and How to Complete the Application for Child Care Assistance Revisions</b>
<b>Contact Person(s):</b>	OCFS Bureau of Child Care Assistance <a href="mailto:ocfs.sm.districtsupport.subsidy@ocfs.ny.gov">ocfs.sm.districtsupport.subsidy@ocfs.ny.gov</a>
<b>Attachments:</b>	OCFS-6025, <i>Application for Child Care Assistance</i> (Rev. 07/2022) OCFS-6026, <i>How to Complete the Application for Child Care Assistance</i> (Rev. 07/2022)

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local social services districts (districts) of revisions to the following forms:

- *Application for Child Care Assistance* (OCFS-6025)
- *How to Complete the Application for Child Care Assistance* (OCFS-6026)

This LCM is intended to convey substantive changes made to the forms listed above and to provide information to districts regarding the distribution and use of these revised forms.

### II. Background

In [16-OCFS-LCM-17](#), *Application for Child Care Assistance*, the New York State Office of Children and Family Services (OCFS) informed districts of the issuance of the *Application for Child Assistance* (OCFS-6025) for families applying only for child care assistance<sup>1</sup> and the accompanying instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026), the new federal reporting requirements and the requirement to distribute voter registration forms to families applying for or receiving child care assistance. In [18-OCFS-LCM-01](#) and [19-OCFS-LCM-13](#), *Application for Child Care*

<sup>1</sup> The term “applying only for child care assistance” means that the family is applying solely for child care assistance either when funds are available or when funds are available, and the district has included the category of family in its Child and Family Services Plan. Families “applying only for child care assistance” are not applying for guaranteed child care, nor are they applying for any other benefits, such as Public Assistance (also known as Cash Assistance and Temporary Assistance), the Supplemental Nutrition Assistance Program (formerly known as food stamps), the Home Energy Assistance Program, Medicaid, or other services.

*Assistance and How to Complete the Application for Child Care Assistance Revisions*, OCFS informed districts of revisions to both forms. The current LCM updates the forms *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), but does not replace the requirements set forth in 16-OCFS-LCM-17.

Districts continue to have the option of accepting one of the three documents listed below for parents applying for child care assistance only:

- the *New York State Application for Certain Benefits and Services* (LDSS-2921), or
- the *Application for Child Care Assistance* (OCFS-6025), or
- a local equivalent to the OCFS-6025 that has been approved by OCFS.

Districts are reminded that they must continue to inform all applicants of their rights and responsibilities by providing each of the following:

- LDSS-4148A: *What You Should Know About Your Rights and Responsibilities*
- LDSS-4148B: *What You Should Know About Social Services Programs*
- LDSS-4148C: *What You Should Know If You Have an Emergency*

### III. Program Implications

Prior to issuing the July 2022 revisions, OCFS assessed and reviewed inquiries sent by districts regarding the *Application for Child Care Assistance* (OCFS-6025) and the accompanying instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026). The current revisions of the forms maximize the forms' usefulness for as many districts as possible and assists districts in obtaining the necessary information to determine a family's eligibility for child care assistance. Formatting and minor language changes were made to facilitate ease of understanding and completion of the form by applicants.

General revisions were made to the *Application for Child Care Assistance* (OCFS-6025), including the revision date (07/2022) and formatting changes to several columns throughout the application. In Section 2, a column was added for the applicant to provide their gender identity, which is optional. Also in Section 2, the reference to a child with a disability was changed to special needs, consistent with regulation. In Section 4, "Names of children under 21" was changed to "Names of children under 19" to align with the definition of an eligible child according to regulation. In Section 11, information was added for jurisdictional purposes. If a family who is receiving child care assistance moves out of the originating district that granted eligibility, the applicant is authorizing the transfer of case information from one district to another. Also in Section 11, gender identity and sexual orientation were added to the non-discrimination notice.

The instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026), have also been revised to include general revisions as well as the applicable changes to the instructions that were affected by substantive changes in each section of the application as described above. A statement was added on page one affirming that an applicant can file their application by other electronic means as approved by OCFS. This is to assist the applicant in submitting the application and the district in accepting an application electronically. In Section 2, the explanation was provided to assist the applicant on how to identify their gender identity. On page three of the instructions, the definition of a child with a disability was changed to match the definition of a child with special needs, according to regulation. In Section 3, it was clarified that a parent who is considered temporarily absent from the household should

be considered and included in “Other Household Information” when completing the application.

#### **IV. Access to the Revised *Application for Child Care Assistance* and Instructions**

The revised English versions of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026) are available on the OCFS intranet and internet websites at the following links:

- <http://ocfs.state.nyenet/admin/forms/BECS/>
- <http://ocfs.ny.gov/main/documents/docsChildCare.asp>

The notices will soon be made available in Arabic, Bengali, Chinese, French, Haitian Creole, Italian, Korean, Polish, Spanish, Yiddish, Russian, and Urdu. Hard copies of the English version of both the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026) will be available within 30 days from the release of this LCM, and other language versions will be available soon after online.

To request hard copies, complete the [Request for Forms and Publications \(OCFS-4627\)](#), which can be found by clicking the link or by visiting <https://ocfs.ny.gov/forms/>. Once completed, mail the OCFS-4627 form to the following address:

- New York State Office of Children and Family Services  
Forms and Publications Unit  
52 Washington Street, Room 116 South Bldg.  
Rensselaer, NY 12144-2834

#### **OR**

- Call the OCFS Forms Hotline: (518) 473-0971

#### **V. Effective Date**

Effective September 1, 2022, districts may no longer distribute, electronically, by mail, or in person, the 05/2019 versions of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026). The 05/2019 versions must be replaced with the 07/2022 versions by September 1, 2022. Districts may begin to distribute the 07/2022 versions of the forms upon the date of publication of this LCM. Districts must accept and process any applications or recertification forms submitted by applicants or recipients using the 05/2019 versions of these forms during the period September 1, 2022, through November 1, 2022. After November 1, 2022, the 05/2019 versions of these forms cannot be accepted.

Also, effective September 1, 2022, districts may no longer distribute, electronically, by mail, or in person, any previously approved local equivalents of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026). Revised local equivalent forms must be submitted to the OCFS Division of Child Care Services for approval. However, districts must accept a previously approved local equivalent form if submitted by an applicant through November 1, 2022. After November 1, 2022, local equivalents approved prior to the effective date of this LCM cannot be accepted.

***/s/ Nora K. Yates*** \_\_\_\_\_

**Issued by:**

Name: Nora K. Yates

Title: Acting Deputy Commissioner

Division/Office: Division of Child Care Services