



Office of Children and Family Services

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Governor

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Acting Commissioner

Administrative Directive

Transmittal:	23-OCFS-ADM-16
To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Division of Child Care Services
Date:	September 22, 2023
Subject:	Revised Legally Exempt Child Care Enrollment Forms
Suggested Distribution:	Local Departments of Social Services Directors Child Care Supervisors Child Care Assistance Staff
Contact Person(s):	Legally Exempt Policy Unit ocfs.sm.legally-exemptchildcare@ocfs.ny.gov
Attachments:	<ul style="list-style-type: none">• OCFS-LDSS-4699, <i>Enrollment Form for Provider of Legally Exempt In-Home Child Care and Legally Exempt Family Child Care</i> (Revised 4/2023)• OCFS-LDSS-4699a, <i>Instructions for Enrollment Form for Provider of Legally Exempt In-Home Child Care and Legally Exempt Family Child Care</i> (Revised 04/2023)• OCFS-LDSS-4699-S, <i>Formulario de Inscripción para el Proveedor de Cuidado Infantil a Domicilio Legalmente Exento y de Cuidado Infantil Familiar Legalmente Exento</i> (Revised 04/2023)• OCFS-LDSS-4699a-S, <i>Instrucciones e Información para la Inscripción en el Programa de Cuidado Legalmente Exento</i> (Revised 04/2023)• OCFS-LDSS-4700, <i>Enrollment Form for Legally Exempt Group Child Care Program</i> (Revised 04/2023)• OCFS-LDSS-4700a, <i>Instructions for Enrollment Form for Legally Exempt Group Child Care Program</i> (Revised 4/2023)• OCFS-LDSS-4700-S, <i>Formulario de Inscripción al Programa de Cuidado Infantil Grupal Legalmente Exento</i> (Revised 4/2023)• OCFS-LDSS-4700a-S, <i>Instrucciones para la Parte A: Formulario de Inscripción al Programa de Cuidado Infantil Grupal Legalmente Exento</i> (Revised 4/2023)

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
21-OCFS-ADM-28		415.4(f)(1)			

I. Purpose

The purpose of this Administrative Directive (ADM) is to inform local social services districts of revisions to the forms used to enroll legally exempt child care providers (LECCP) funded under the New York State Child Care Block Grant (NYSCCBG).

II. Background

18 NYCRR 415.4(f)(1) requires districts to provide an enrollment package to a child's parent/caretaker who has applied for or is receiving child care assistance under the NYSCCBG and is interested in using a legally exempt child care provider. The district must inform the caretaker that the completed package must be submitted to the applicable enrollment agency. The New York State Office of Children and Family Services (OCFS) has revised the legally exempt provider enrollment forms (OCFS-LDSS-4699 and OCFS-LDSS-4700) to aid in the enrollment process. The instruction forms (OCFS-LDSS-4699a and OCFS-LDSS-4700a) have also been revised to correspond with any changes made on the respective enrollment forms.

III. Program Implications

Some section headings on the enrollment form for legally exempt informal providers, OCFS-LDSS-4699, have been revised to clarify what is required in each section. Revisions have also been made to the child abuse and maltreatment question in Section 9, which is now separated into two parts for clarity.

The enrollment form for legally exempt group providers, OCFS-LDSS-4700, has been revised to add language to "Groups under auspices (GUA): Operated by a public school," under the Type of Group Child Care column heading, to include nursery school, kindergarten and pre-kindergarten or pre-K programs. Revisions have also been made to the training requirements in Section 3 to document enhanced rate trainings that were completed during the enrollment period.

Each district must have procedures in place to distribute the enrollment forms, required attachments, and instructions to all applicants for, and recipients of, child care assistance who wish to use an LECCP. Districts must begin distributing the newly revised forms by September 25, 2023. Beginning October 9, 2023, all LECCPs enrolling or re-enrolling to provide child care services for child care assistance recipients must submit the appropriate newly revised form to the enrollment agency or their enrollment cannot proceed.

IV. Required Action

Effective September 25, 2023, districts must distribute the revised legally exempt enrollment forms, OCFS-LDSS-4699 and OCFS-LDSS-4700, and their corresponding instructions, OCFS-LDSS-4699a and OCFS-LDSS-4700a, to all applicants for, and recipients of, child care assistance funded under the NYSCCBG who are interested in using an LECCP. Effective October 9, 2023, enrollment agencies may only accept the newly revised OCFS-LDSS-4699 and OCFS-LDSS-4700.

V. Systems Implications

None.

VI. Additional Information

The forms can be downloaded from the OCFS website or by clicking the links below:

- [OCFS-LDSS-4699](#), *Enrollment Form for Provider of Legally Exempt In-Home Child Care and Legally Exempt Family Child Care* (Revised 04/2023)
- [OCFS-LDSS-4699a](#), *Instructions for Enrollment Form for Provider of Legally Exempt In-Home Child Care and Legally Exempt Family Child Care* (Revised 04/2023)
- [OCFS-LDSS-4699-S](#), *Formulario de Inscripción para el Proveedor de Cuidado Infantil a Domicilio Legalmente Exento y de Cuidado Infantil Familiar Legalmente Exento* (Revised 04/2023)
- [OCFS-LDSS-4699a-S](#), *Instrucciones e Información para la Inscripción en el Programa de Cuidado Legalmente Exento* (Revised 04/2023)
- [OCFS-LDSS-4700](#), *Enrollment Form for Legally Exempt Group Child Care Program* (Revised 04/2023)
- [OCFS-LDSS-4700a](#), *Instructions for Enrollment Form for Legally Exempt Group Child Care Program* (Revised 04/2023)
- [OCFS-LDSS-4700-S](#), *Formulario de Inscripción al Programa de Cuidado Infantil Grupal Legalmente Exento* (Revised 04/2023)
- [OCFS-LDSS-4700a-S](#), *Instrucciones para la Parte A: Formulario de Inscripción al Programa de Cuidado Infantil Grupal Legalmente Exento* (Revised 04/2023)

To request hard copies of the forms, please complete form OCFS-4627, *Request for Forms and Publications*, which is available at the same link above. Once completed, the OCFS-4627 must be mailed to the following address:

OCFS Forms and Publications Unit
52 Washington Street
Rm. 116 South Bldg.
Rensselaer, NY 12144-2834

OR

You can call the OCFS forms hotline to request that the forms be mailed to you: (518) 473-0971

VII. Contacts

Legally Exempt Policy Unit
(518) 486-7488
ocfs.sm.legally-exemptchildcare@ocfs.ny.gov

VIII. Effective Date

This policy is effective September 25, 2023.



/s/ Nora K. Yates

Issued by:

Name: Nora K. Yates

Title: Deputy Commissioner

Division/Office: Division of Child Care Services