



# Office of Children and Family Services

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## Informational Letter

<b>Transmittal:</b>	24-OCFS-INF-12
<b>To:</b>	Local Departments of Social Services Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services
<b>Date:</b>	July 25, 2024
<b>Subject:</b>	<b>Families Placed in Another District in Need of Child Care Assistance</b>
<b>Suggested Distribution:</b>	Social Services Directors Temporary Assistance Directors Child Care Assistance Supervisors Temporary Assistance Supervisors Child Care Assistance Staff
<b>Contact Person(s):</b>	Darci Primeau, Bureau of Child Care Assistance, 518-474-9095 <a href="mailto:Darci.Primeau@ocfs.ny.gov">Darci.Primeau@ocfs.ny.gov</a>
<b>Attachments:</b>	None

### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR Part 415	SSL 62		

### I. Purpose

The purpose of this Informational Letter (INF) is to advise local social services districts (districts) of the policy regarding reimbursement for child care assistance when a district places a family in receipt of services in a district other than their district of residence and the family is subsequently in need of child care assistance.

### II. Background

New York Social Services Law (SSL) 62 outlines the reimbursement requirements for public assistance and care. The district in which any person resides or is found shall be responsible for the assistance and care when there is a need and the person is unable to provide for themselves. However, if a district places a family outside its territory and pays for such services directly or through a grant made to the recipient, the district making such provision shall be responsible for authorizing and paying for other services needed by the family, including child care assistance.

**III. Program Implications**

When a district determines that it is necessary to place a family outside their district for reasons including, but not limited to, lack of available housing or placement, special circumstances, or safety concerns for the family, the district is responsible for an existing or newly authorized child care assistance case during the placement. When the placement ends, the district remains responsible for the duration of any authorized eligibility period for child care assistance, as outlined in 18 NYCRR section 415.4(d)(1), unless one of the criteria for discontinuance under 18 NYCRR section 415.2(d)(4) is met.

A family that is placed outside their district in accordance with the above and who is in need of child care assistance must meet all applicable programmatic and financial eligibility requirements for child care assistance, as established in federal and state law and regulation.

*/s/ Nora K. Yates*

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**Issued by:**

Name: Nora K. Yates

Title: Deputy Commissioner

Division/Office: Division of Child Care Services