



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	24-OCFS-LCM-02-R1 (Revised, June 7, 2024)
To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Division of Child Care Services Bureau of Child Care Assistance
Date:	R1: June 7, 2024 Original publication date: March 7, 2024
Subject:	Application for Child Care Assistance and How to Complete the Application for Child Care Assistance Revisions
Contact Person(s):	OCFS Bureau of Child Care Assistance ocfs.sm.districtsupport.subsidy@ocfs.ny.gov
Attachments:	OCFS-6025, Application for Child Care Assistance (Revised) OCFS-6026, How to Complete the Application for Child Care Assistance (Revised)

R1: This Local Commissioners Memorandum was revised and reissued on (June 7, 2024) to reflect revisions related to consents and notices, and the area on the application for local social services district staff to add systems information pertaining to the child care assistance case. Changes are reflected in OCFS-6025, *Application for Child Care Assistance* and OCFS-6026, *How to Complete the Application for Child Care Assistance*.

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 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](#), the New York State Office of Children and Family Services (OCFS) informed districts of the issuance of the *Application for Child Care Assistance* (OCFS-6025) for families applying only for child care assistance¹ and the accompanying instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026); the federal reporting requirements; and the requirement to

¹ The term “applying only for child care assistance” means that the family is applying solely for child care assistance when funds are available. 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, the Home Energy Assistance Program, Medicaid, or other services.

distribute voter registration forms to families applying for or receiving child care assistance. In [18-OCFS-LCM-01](#), [19-OCFS-LCM-13](#), and [22-OCFS-LCM-22](#), *Application for Child Care Assistance and How to Complete the Application for Child Care Assistance Revisions*, OCFS informed districts of revisions of both forms.

The current LCM replaces and cancels the following LCMs, *Application for Child Care Assistance and How to Complete the Application for Child Care Assistance Revisions*:

- 18-OCFS-LCM-01
- 19-OCFS-LCM-13
- 22-OCFS-LCM-22

The LCM also 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 related to distributing voter registration forms.

Districts continue to have the option of accepting one of the three documents listed below for applicants 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

OCFS is committed to supporting districts and families who are applying for the Child Care Assistance Program (CCAP) and aid in reducing barriers that may occur during the application process. Making changes to the information on the application and its simpler layout can minimize the amount of time it takes to complete it. The updated revisions maximize the forms' usefulness and facilitate the applicants' understanding in completing the forms.

General revisions were made to the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), including the revision date (06/2024), formatting changes, and layout modifications to the entire application. This also includes the removal of information and sections that are not required for districts to determine child care eligibility. The new format adds a simpler, more effective way to read the application and understand what information is being requested.

Application for Child Care Assistance (OCFS-6025) Revisions

The shaded area at the top of the application was removed and section numbers were replaced by titles, with the first section now titled, "Tell us about yourself." The information added to this section includes the county of residence, a floor option with the apartment number, a phone number type, and how the applicant would like to be contacted. The information that was removed includes the applicant's middle initial, former address, and additional phone numbers.

The next section is new and contains benefit information. If the applicant and any adult(s) applying with them receives the listed benefits, the applicant must check all that apply. If they do not receive any of these benefits, they would choose the option, "None of these." The adult(s) applying with the applicant include their spouse who lives with them, the child's parent who lives with them, an individual who is temporarily absent from the home and must contribute toward the needs of the household, or any other

adult living in the home who is legally responsible for the child(ren) in need of child care assistance. The district remains responsible to determine the child care services unit and may reach out to the applicant if additional information is needed after submission of the application.

The subsequent section is now titled, "Tell us about your household's circumstances." This area no longer asks if the applicant is receiving or applying for public assistance through a different application and if the applicant is pregnant.

The section that follows is now titled, "Tell us about everyone in your home." There were no substantive changes to this section.

The next section of the application is now titled, "Tell us about parent(s) who do not live in the home." The absent parent's name and address were removed, as this information is not needed to determine child care eligibility.

The next section is now titled "Tell us about your job and other activities" and captures employment, training, and education information. The employment section inquires if the applicant needs child care to work, is about to start a new job, or is searching for work. If they are about to start a new job, the applicant would indicate their start date. The applicant can also check the box if they have more than one job. If so, they can provide that information on additional pages, if necessary. The application no longer collects information on the work phone number, the employer's address, whether the job includes overtime, and the hourly wage. When the applicant indicates that their activity schedule is not consistent each week, the applicant must provide their schedule from the previous week. The next two areas added information regarding training and educational program schedules. If these areas are applicable, there are designated spaces where the applicant must report if they are or will be attending a training or education program, the name of the training/education program, the start date, the total number of hours, and their schedule, also using the previous week if their schedule varies.

The next section requests the same information for other adult(s) applying with the applicant and their activities. This section has the same layout as the applicant's activity information.

The following section is now titled "Tell us about your household income." There were no substantive changes to the section.

Several sections were removed from the application to limit the amount of information requested from the family and assist the district in only requesting information needed to determine child care assistance eligibility. The three sections that were removed include travel time information, child care provider information, and the child's school information.

The next section is now titled, "Consents and Notices." The wording has been modified for an easier understanding of what these notices and consents mean for applicants.

The final section on the application is required for the applicant and any adult(s) applying with them to sign and attest that: 1) they have read, understand, and agree with the consents and notices; 2) they want to apply for child care assistance; 3) they have been honest; and 4) the application is complete. The information regarding where the application is returned was removed for redundancy, as this information is listed on the instructions. The shaded area at the bottom of the application was revised and several boxes were removed including the registry number, version number, reuse indicator and CIN lines 7 through 9.

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

The instruction form *How to Complete the Application for Child Care Assistance (OCFS-6026)* has also been modified in the relevant sections to include the changes made to the application as described above. To continue making the application and instructions easier to understand, the information regarding categories was simplified. These changes were also made to reflect the removal of category 3 child care cases.

The title of each section on the instructions corresponds to the title of each section on the application. The instructions for providing information regarding sex and gender identity are now separated, as identifying one's sex is required and identifying one's gender identity is optional. The instructions outline what information is needed in the new sections regarding the applicant and other adult(s) applying with them and their activities.

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 (traditional), French, Haitian-Creole, Italian, Korean, Polish, Russian, Spanish, Urdu, and Yiddish. 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

Districts may begin to distribute the 06/2024 versions of the forms upon the date of publication of this LCM. Effective immediately, the district may no longer distribute electronically, by mail, or in person, any previous versions of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), and all previous versions must be replaced with the 06/2024 versions. Districts must accept and process any applications or recertification forms submitted by applicants or recipients using the 03/2024 versions of these forms until 45 days after the publication of this LCM. After that date, the 03/2024 versions of these forms cannot be accepted.

Also, effective immediately, 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.

/s/ Nora K. Yates _____

Issued by:

Name: Nora K. Yates

Title: Deputy Commissioner

Division/Office: Division of Child Care Services