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NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
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Commissioner

Informational Letter

Transmittal:	03 OCFS INF 04
To:	Local District Commissioners
Issuing Division/Office:	Division of Development & Prevention Services
Date:	March 17, 2003
Subject:	Child Care Subsidy Training
Suggested Distribution:	Child Care Unit Supervisors and Staff Services and Temporary Assistance Directors Temporary Assistance Supervisors and Staff Employment Unit Supervisors and Staff
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Attachments:	NONE
Attachment Available On – Line:	

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

I. Purpose

The purpose of this release is to advise social services districts of the availability of training for those individuals involved in the delivery of child care subsidies. Training is designed to provide core knowledge necessary for the implementation of the child care subsidy program by district staff. The training presents federal and State requirements and guidelines for the child care subsidy program.

The training is intended for new and experienced local district staff and supervisors who are involved in the child care subsidy process, whether in Services, Temporary/Public Assistance, Employment, or other units. It is also intended for local district subcontractor staff who have a direct role in the subsidy process. The Statewide Training Automated Registration (STARS) has information such as: who should attend, course objectives, course description and key topics.

In the past, enrollment of Temporary Assistance staff at this training has been low. Temporary Assistance staff should be encouraged to attend. The training is comprehensive and encompasses requirements regarding Temporary Assistance applicants and recipients who need child care services.

The training is conducted by the Professional Development Program, University at Albany Rockefeller College, in a two-day, regionally based session. Participation is limited to 28 trainees per offering. Trainees are encouraged to attend sessions in their geographic area. For registration information, please contact your staff development/training coordinator. Staff development coordinators in each district have responsibility for the STARS registration system for both OTDA and OCFS training. Trainees registered in this manner will receive registration confirmation and directions to the session. For information regarding reimbursement for lodging, and to check on the availability of late registration, contact Barbara Sander, SUNY Albany Rockefeller College, 135 Western Avenue-Draper 306, Albany, New York 12222-0001, telephone (518) 442-5803, fax (518) 442-5754.

The training schedule for 2003 is as follows:

Jan. 28 - 29	Albany (Albany)
Feb. 19 - 20	Westchester (White Plains)
Mar. 4 - 5	Chemung (Elmira)
Mar. 19 - 20	Rockland (New City)
Apr. 15 - 16	Jefferson (Watertown)
May 7 - 8	Erie (Buffalo)
June 10 -11	Clinton (Plattsburg)
June 26 -27	Suffolk (Hauppauge)
Sept. 17 -18	Onondaga (Syracuse)
Oct. 15 -16	Dutchess (Poughkeepsie)
Oct. 29 - 30	Broome (Binghamton)
Nov. 18 - 19	Monroe (Rochester)

As part of the ongoing evaluation of training, attendees of previous child care training sessions will be surveyed to see how effective training was in providing the knowledge and skills necessary to perform their job activities.

Issued By

Larry G. Brown

Deputy Commissioner

Division of Development & Prevention Services