



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	16-OCFS-LCM-19
<b>To:</b>	Local District Commissioners Director of Services Child Care Unit Supervisors Temporary Assistance Unit Supervisors
<b>Issuing Division/Office:</b>	Division of Child Care Services
<b>Date:</b>	September 21, 2016
<b>Subject:</b>	<b>Travel Time for Child Care Services</b>
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<b>Attachments:</b>	None

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) on how to determine the amount of time needed by an applicant for child care services to travel between a child care provider and the site of employment, educational program, or other approved activity.

### II. Background

The Office of Children and Family Services (OCFS) regulations at Title 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York section 415.4(c)(3) provide that the child care services authorized by the LDSS must be reasonably related to the hours of employment, education, or training of a child's parent or caretaker, as applicable, and permit time to drop-off and pick-up the child. LDSSs were informed in 15-OCFS-INF-10 of the results of the Improper Payments Review of child care services cases, funded under the New York State Child Care Block Grant, conducted in 2015 pursuant to the requirements of the federal *Improper Payments Elimination and Recovery Improvement Act of 2012*. The Improper Payments Review found that LDSSs made errors in determining whether child care services should be authorized on a full-time basis or part-time basis. The determination of the amount of travel time and the documentation of that decision were factors in a number of these types of errors. The policy clarification in this LCM can assist LDSSs in avoiding these types of errors in the next Improper Payments Review in 2017. This Review will obtain a

random sample of child care subsidy cases who received services for one or more months during the period October 1, 2016, through September 30, 2017.

### III. Program Implications

The OCFS-6025 (revised 7/2016), [Application for Child Care Assistance](#), has been revised to include an area for the applicant to indicate the travel times for the drop-off and pick-up of the child(ren) between the sites of the child care provider and the parent or caretaker's work or other approved activity. Until the LDSS-2921, *Statewide Common Application*, is revised or the LDSS revises its approved local equivalent to the LDSS-2921, LDSSs should collect such information from the applicant or recipient.

The LDSS can accept the amount of travel time indicated by the applicant, provided the travel time is one hour or less each way. If the amount of travel time indicated by the applicant is more than one hour each way, then the LDSS must request additional information or documentation as appropriate to determine if the amount of travel time indicated by the applicant is a reasonable estimation.

LDSSs must implement this policy for new applications and for cases undergoing redetermination of eligibility effective October 1, 2016.

*/s/ Janice M. Molnar*

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**Issued By:**

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