



# Office of Children and Family Services

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Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	18-OCFS-LCM-01
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services
<b>Date:</b>	January 2, 2018
<b>Subject:</b>	<b><i>Application for Child Care Assistance and How to Complete the Application for Child Care Assistance Revisions</i></b>
<b>Contact Person(s):</b>	Joe Ziegler, OCFS Division of Child Care Services (518) 402-6520 <a href="mailto:Joe.Ziegler@ocfs.ny.gov">Joe.Ziegler@ocfs.ny.gov</a>
<b>Attachments:</b>	OCFS-6025: <i>Application for Child Care Assistance</i> (Rev. 12/2017) OCFS-6026: <i>How to Complete the Application for Child Care Assistance</i> (Rev. 12/2017)

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local departments of social services (LDSSs) of revisions (12/2017) 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 substantive changes made to the forms listed above, and to provide information to LDSSs 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 LDSSs of the issuance of the *Application for Child Care Assistance* (OCFS-6025) for families applying only for child care assistance<sup>1</sup> and the accompanying instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026), the new federal reporting requirements, and the requirement to distribute voter registration forms to families applying for or receiving child care assistance. The current LCM updates the forms *Application for Child Care Assistance* (OCFS-

<sup>1</sup>The term ‘applying only for child care assistance’ means that the family is applying solely for child care assistance either when funds are available, or when funds are available and the LDSS has included the category of family in its Child and Family Services Plan. 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, Supplemental Nutrition Assistance Program (Food Stamps), Home Energy Assistance, Medicaid, or other services.

6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), but does not replace the LDSS requirements set forth in [16-OCFS-LCM-17](#).

LDSSs continue to have the option of accepting one of the three documents listed below, for parents 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.

LDSSs are reminded that they must continue to inform all applicants of their rights and responsibilities by providing:

- 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. Forms Revisions

The following substantive changes have been made to the *Application for Child Care Assistance* (OCFS-6025):

General – The revision date was changed on every page to 12/2017.

#### Page 1

- Updated the title of the form LDSS-2921 to *New York State Application for Certain Benefits and Services*.
- Reordered the four questions in Section 2 pertaining to children in the household, such that the first question asks if each child needs child care. The remaining questions are only answered for children in need of child care, not all children in the case.
- Revised the child citizenship question to include United States nationals and persons with satisfactory immigration status, in addition to United States citizens.

#### Page 2

- Added the words “active duty” to the question about U.S. military status in Section 3.

#### Page 3

- Added Workers’ Compensation and Safety Net benefits to Section 7.
- Changed the income source “Self-Employment” to “Net Self-Employment Income.”
- Deleted “and my family’s income does not exceed 85 percent of the state median income for a family of the same size” from Section 9 Resources.
- Added examples of resources to Section 9 Resources.

The instructions, *How to Complete the Application for Child Care Assistance* (OCFS-6026), have also been revised to reflect the 12/2017 revision date on every page as well as the instructions that were affected by the substantive changes in each section of the application. In addition, the following changes have been made to *How to Complete the Application for Child Care Assistance* (OCFS-6026):

#### Page 2

- Added a clarification that the provision of race and ethnicity information is voluntary and does not affect eligibility or benefit levels.

- Added a clarification that the citizenship or immigration status of the child's parent or other household members will not affect eligibility or benefit levels.

Page 4

- Revised Section 9 to remove the family resources certification and examples because they are now on the application. Added the statement: "This section contains important information about your rights and responsibilities relative to receiving assistance. By signing and submitting an application, you indicate that you understand and agree to the statements in this section."

#### **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 <http://ocfs.state.nyenet/admin/Forms/> and <http://ocfs.ny.gov/main/documents/docsChildCare.asp>. These forms will be made available in Spanish, Chinese, Russian, Haitian Creole, Korean, and Italian on the OCFS intranet and internet websites.

Hard copies of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026) in English will be available within 30 days from the release of this LCM, and the Spanish version will be available soon after.

To order hard copies of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026), in English and Spanish, complete the [Request for Forms and Publications \(OCFS-4627\)](#) and mail to:

**OCFS Forms and Publications Unit**  
52 Washington Street, Room 134 North Bldg.  
Rensselaer, NY 12144-2834

OR

**Call the Forms Hotline: 518-473-0971**

#### **V. Effective Date**

Effective March 1, 2018, LDSSs may no longer distribute, electronically, by mail, or in person, all previous versions of the *Application for Child Care Assistance* (OCFS-6025) and *How to Complete the Application for Child Care Assistance* (OCFS-6026). Previous versions must be replaced with the 12/2017 versions by March 1, 2018. LDSSs may begin to distribute the 12/2017 versions of the forms upon the date of publication of this LCM. LDSSs must accept and process any applications or recertification forms submitted by applicants or recipients using the previous versions of these forms during the period March 1, 2018, through May 1, 2018. After May 1, 2018, previous versions of these forms cannot be accepted.

Also, effective March 1, 2018, LDSSs 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. However, LDSSs must accept a previously approved local equivalent form if submitted by an applicant through May 1, 2018. After May 1, 2018, previously approved local equivalents cannot be accepted.

*/s/ Janice M. Molnar*

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**Issued by:**

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Deputy Commissioner  
Division of Child Care Services