



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Acting Commissioner

Local Commissioners Memorandum

Transmittal:	18-OCFS-LCM-17
To:	Local District Commissioners Directors of Services Child Care Unit Supervisors Temporary Assistance Unit Supervisors
Issuing Division/Office:	Division of Child Care Services
Date:	September 19, 2018
Subject:	Revised Client Notice Forms for Child Care Assistance
Contact Person(s):	Joe Ziegler, OCFS Division of Child Care Services (518) 402-6520 Joe.Ziegler@ocfs.ny.gov
Attachments:	OCFS-4773: <i>Child Care Eligibility Redetermination Coming Due</i> (Rev. 09/2018) OCFS-LDSS-4782: <i>Notice of Intent to Discontinue Child Care Benefits</i> (Rev. 09/2018)

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local social services districts (districts) of revisions to the following client notice forms:

- *Child Care Eligibility Redetermination Coming Due* (OCFS-4773)
- *Notice of Intent to Discontinue Child Care Benefits* (OCFS-LDSS-4782)

This LCM is intended to convey substantive 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-03, the New York State Office of Children and Family Services (OCFS) informed districts of changes to the requirement to provide client notification to applicants of child care subsidy benefits and revisions to the client notices for child care assistance.

The current LCM updates two of the client notice forms, *Child Care Eligibility Redetermination Coming Due* (OCFS-4773) and *Notice of Intent to Discontinue Child Care Benefits* (OCFS-LDSS-4782), but does not replace the requirements for districts set forth in 16-OCFS-LCM-03.

III. Revised Client Notice Forms

If a district wishes to use local versions that are equivalents of the client notice forms in this LCM, such forms must be approved by the OCFS Division of Child Care Services (DCCS) prior to their use by the district. Any previous DCCS approval of a local version of these forms is now revoked. Please revise the local versions appropriately and resubmit to DCCS for approval prior to their use by the district.

OCFS-4773 (Rev. 09/2018) *Child Care Eligibility Redetermination Coming Due* must be used by the district to notify the family that the redetermination of their programmatic and family eligibility is coming due, and to advise the family of the documentation needed to determine their continuing eligibility for child care assistance. The following changes have been made to this form:

- The overall formatting and wording of the form has been changed to remove redundancies and enhance clarity and readability.
- The first item of required documentation has been updated to include a third type of application: the OCFS-6025, *Application for Child Care Assistance*. This application type was not previously listed. Additionally, the name of the LDSS-2921 has been updated.
- Proof of income has been revised to align with the OCFS-6025, *Application for Child Care Assistance*.
- The term “verification” is replaced by “proof.”
- Proof of education/training is included as a separate documentation item.
- Clients are advised of the implications of failure to submit the requested information on time, specifically for child care benefits in lieu of temporary assistance or transitional child care.

OCFS-LDSS-4872 (Rev. 09/2018) *Notice of Intent to Discontinue Child Care Benefits* must be used by the district when it intends to end the child care benefit. The only change made to this form was a language revision to the fourth reason to discontinue benefits, which refers to missing information from the client. Clients are advised that without the requested information, the district is unable to determine the client’s continued eligibility for such services and is also unable to determine eligibility for transitional child care.

IV. Access to the Revised Client Notice Forms

The revised client notice forms are available in English and Spanish on the OCFS intranet and internet websites at <http://ocfs.state.nyenet/admin/Forms/> and <http://ocfs.ny.gov/main/documents/docsChildCare.asp>, respectively. These forms will soon be available in Chinese, Haitian Creole, Korean, Italian, and Russian on the OCFS intranet and internet websites.

The revised client notice forms will be available in English and Spanish through the Child Care Time and Attendance System (CCTA) with the fall 2018 CCTA release. Districts are encouraged to use the client notices through CCTA as most of the information will autofill, decreasing the staff time needed to complete the forms.

Hard copies of the revised client notice forms will be available in English within 30 days of the release of this LCM, and the Spanish version will be available soon after.

To order hard copies of forms, complete the OCFS-4627, [Request for Forms and Publications](#) and mail it to:

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

OR

Call: 518-473-0971

V. Effective Date

Districts may begin using the revised client notices immediately. Districts must use the revised client notices (hard copies and electronic copies from the OCFS intranet and internet) no later than December 1, 2018. The revised client notices will be available in CCTA with the next CCTA system release and once available will take immediate effect when generating notices in CCTA. Any previously approved local equivalent forms may no longer be used effective December 1, 2018. Any local equivalent forms must be submitted to the OCFS Division of Child Care Services for approval.

/s/ Janice M. Molnar, Ph.D.

Issued by:

Name: Janice M. Molnar, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Child Care Services