



## Office of Children and Family Services

ANDREW M. CUOMO  
Governor

SHEILA J. POOLE  
Commissioner

January 13, 2020

Dear Provider,

Thank you for your patience as you work diligently to comply with the new federal background clearance procedures that took effect in New York on September 25, 2019. We have been monitoring implementation of the new comprehensive background check requirements on a daily basis and acknowledge the impact these changes are having on child care programs.

Among other issues, OCFS has received feedback from child care programs and itinerant service providers regarding the ability to provide services to children in care at child care programs. In an effort to be responsive to the concerns being raised, OCFS is pleased to offer options to address these concerns. The enclosed Informational Letter (INF) provides details concerning two options: a parental consent form or categorization of separate space. It is our hope that these options provide some measure of relief and assure the provision of services to children. Programs may still choose to have service providers sign in as visitors and supervise the itinerant provider, which had worked successfully in some settings.

OCFS appreciates your flexibility and understanding as we continue to implement these new requirements. We strongly recommend that you monitor the OCFS website for ongoing updates: <https://ocfs.ny.gov/main/childcare/>. Please direct any questions that you have to your licensing or registration agency.

With best wishes for the New Year.

Sincerely,

A handwritten signature in black ink that reads "Janice Molnar".

Janice Molnar, Ph.D.  
Deputy Commissioner  
Division of Child Care Services