



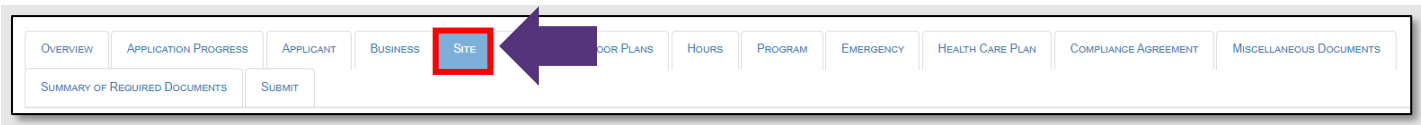
## Group/Family Day Care Initial Application in FAMS – Site Tab

The Site section of the initial application contains 10 sections of information about the child day care site. This guide will walk applicants through identifying the site-specific information including contact information, directions to the site, safety considerations, and more.

- [Section 1 – Facility Site Information](#)
- [Section 2 – Facility Site Address](#)
- [Section 3 – Facility Mailing Address](#)
- [Section 4 – Facility Site Instructions](#)
- [Section 5 – Proof of Residence](#)
- [Section 6 – Safety Considerations](#)
- [Section 7 – Water Supply](#)
- [Section 8 – Environmental Hazards](#)
- [Section 9 – Fuel Burning Supply Inspection](#)
- [Section 10 – Child Support Obligation](#)

### Using the Site Tab

1. **Log in to FAMS** and select a facility.
2. On the FAMS Facility Dashboard page, **select the Site tab.**

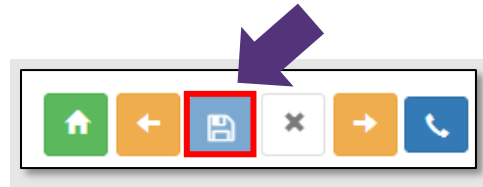


### 3. Complete Section 1 – Facility Site Information

Enter the site contact information.



**NOTE:** Select the **disk icon** at the top of the application window to save your information. Be sure to save your progress often while completing your application.



#### 4. Complete Section 2 – Facility Site Address

The Office (OCFS) lists names and addresses of child care providers on its [website](#) to enable families to search for providers. **Select** the box “**Do NOT list my street address**” if you do not want your address to be listed.

#### 5. Complete Section 3 – Facility Mailing Address

If your facility mailing address is the same as your site address, **select Yes and continue to Step 6**. Otherwise, enter your mailing address and save.

#### 6. Complete Section 4 – Facility Site Instructions



For the purpose of finding the site, provide any special instructions or detailed directions to your program from the nearest highway, major intersection, bus stop or subway entrance. List all major landmarks. Be specific about exit numbers and road names. You may supplement these instructions by uploading or mailing a drawing or map to your Regulator or Regulatory Office as listed on your FAMS dashboard...

Note: although the option to mail a copy of documents into the office is allowed, we strongly encourage applicants to upload all documents. This will help speed up the process since the application will not be reviewed and marked received until all documents are either uploaded or received by the office.

If there are no special directions or other instructions that would be helpful for a visit or accessing the program location, **select No and continue to Step 7.**

Section 4 - Facility Site Instructions

Are there special instructions regarding getting to your site that would be helpful for the purposes of getting to a site visit? \*  Yes  No

Directions to Site Give detailed directions to your program from the nearest highway, major intersection, bus stop or subway entrance. List all major landmarks. Be specific about exit numbers and road names. You may supplement these instructions with a drawing or map using the Upload button below.

Directions to Site - drawing or map upload: You may supplement your instructions with a drawing or map.

Upload  Mail a copy of my drawing or map. ⓘ

## 7. Complete Section 5 – Proof of Residence

Documentation must be submitted to verify that the program site is being used as a personal residence. Acceptable documentation includes a copy of a driver's license, NYS Non-driver ID, or lease or rental agreement. Please **submit** proof of residence via the **Upload** button to upload the document from your device or mail a copy to your local Regulator or Regulatory Office as listed on your FAMS dashboard.

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Section 5 - Proof of Residence

**Proof of Residence upload: \*** Documentation must be submitted to verify that the site is being used as a personal residence. Example of acceptable documentation include copies of driver's license, NYS Non-Driver ID, or lease or rental agreement.

Mail a copy of my proof of residence.

**NOTE:** Select the “How to upload a document to FAMS” link (insert link) for instructions on uploading documents to your application.

## 8. Complete Section 6 – Safety Considerations

This section consists of two columns of various questions related to pools and bodies of water on or bordering the site property. Other questions ask whether there are firearms or pets/animals on the premises. **Select Yes** when applicable.

Section 6 - Safety Considerations

**Pools and Bodies of Water on Premises**

Above Ground Pool: \*  Yes  No

Deck with access to a body of water: \*  Yes  No

Drainage or run-off ditch: \*  Yes  No

Hot tub or spa: \*  Yes  No

In-ground swimming pool: \*  Yes  No

On-ground swimming pool (wading or inflatable): \*  Yes  No

Private well: \*  Yes  No

River, stream, creek, pond, or lake: \*  Yes  No

Other: \*  Yes  No

Explain other pools or bodies of water: \*

**Pools and Bodies of Water on Bordering Property**

Above Ground Pool: \*  Yes  No

Deck with access to a body of water: \*  Yes  No

Drainage or run-off ditch: \*  Yes  No

Hot tub or spa: \*  Yes  No

In-ground swimming pool: \*  Yes  No

On-ground swimming pool (wading or inflatable): \*  Yes  No

Private well: \*  Yes  No

River, stream, creek, pond, or lake: \*  Yes  No

Other: \*  Yes  No

Explain other pools or bodies of water: \*

**Other Items**

There are firearms, shotguns, rifles, or ammunition on the premises: \*  Yes  No

There are pets or animals on the premises: \*  Yes  No

## 9. Complete Section 7 – Water Supply

If the program uses a private water supply, applicants must submit to the Office of Children and Family Services (OCFS) a [OCFS-LDSS-6014 Report of Water Supply Testing](#) from a state licensed laboratory or individual that the water meets the standards for drinking established by the New York State Department of Health (DOH). This report must be based on a test performed within the last 12 months preceding the date of the child care center application. Information on locating county health offices can be found at [County Health Departments \(ny.gov\)](#).

If the site does not use a private water supply, **select No** and **continue to Step 10**.



## 10. Complete Section 8 – Environmental Hazards

One of your most important jobs when you open a child day care program is keeping the children safe. If a potential environmental hazard exists on either the site or surrounding area, the Office of Children and Family Services Environmental Hazards Inspection Form must be completed by an appropriate local official or authority, with documentation of the inspection or test attached. For more information, please review the [OCFS LDSS 7040 Environmental Hazards Guidance Sheet](#).

**Upload** your environmental hazard inspection form or mail a copy to your local Regulator or Regulatory Office as listed on your FAMS dashboard.

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If, to the best of your knowledge, NO potential environmental hazards exist on either the site or the surrounding areas, **select the appropriate radio button and continue to Step 11.**

Save your information.

**NOTE:** To determine if your program may be in a county with radon, go to [ocfs.ny.gov](http://ocfs.ny.gov) for helpful radon information.



Section 8 - Environmental Hazards

**Are there potential environmental hazards at the site or surrounding areas? \***

A potential environmental hazard exists on either the site or surrounding areas.

To the best of my knowledge, NO potential environmental hazards exist on either the site or surrounding areas.

Environmental Hazards Inspection upload: \*

Upload your completed [OCFS-LDSS-7042 Environmental Hazard Information Form](#).

Mail a copy of my environmental hazard inspection form.

## 11. Complete Section 9 – Fuel Burning Supply Inspection

Inspections are required for the following fuel burning supplies: wood, coal, pellet, or other solid fuel burning stove or fireplace; permanently installed gas space heater, gas fireplace, or wood burning furnace or boiler. The following items do NOT require an inspection: water heater, kitchen stove, gas/oil/electric boiler, or outside wood boiler.

Upload your completed [OCFS-4926 Fuel Burning Inspection System Form](#). You can also mail a copy to your local Regulator or Regulatory Office as listed on your FAMS dashboard.

Note: although the option to mail a copy of documents into the office is allowed, we strongly encourage applicants to upload all documents. This will help speed up the process since the application will not be reviewed and marked received until all documents are either uploaded or received by the office.

If the program site does not have a fuel burning system, select the applicable radio button and continue with Step 12.

Section 9 - Fuel Burning Supply Inspection

**Does this site have a Fuel Burning System? \***

The site does not have a fuel burning system.

The site does not AT ANY TIME use a fuel burning system.

The site does use a fuel burning system.

Fuel Burning System Inspection upload: \*

Upload your completed [OCFS-4926 Fuel Burning Inspection System Form](#).

Mail a copy of my Fuel Burning System inspection form.



## 12. Complete Section 10 – Child Support Obligation

The requirements of the General Obligations Law may affect your license/registration to provide child care if you have an obligation to pay child support and you are not doing so. If you are four or more months behind in your child support obligations, General Obligations Law requires that OCFS issue you a license for no longer than a period of six months.

Please note that any false statement on the certification would be a Class E Felony under Section 175.35 of the Penal Law.

Please complete and upload your notarized [OCFS-6036 Child Support Obligation Form](#) or mail a copy of this form to your local Regulator or Regulatory Office as listed on your FAMS dashboard.

Note: although the option to mail a copy of documents into the office is allowed, we strongly encourage applicants to upload all documents. This will help speed up the process since the application will not be reviewed and marked received until all documents are either uploaded or received by the office.

Section 10 - Child Support Obligation

**Child Support Obligation \*** ? If you are four or more months behind in your child support obligations, General Obligations Law requires that we issue you a license for no longer than a period of six months

**Child Support Obligation Statement upload: \*** Upload your notarized [OCFS-6036 Child Support Obligation Statement](#).

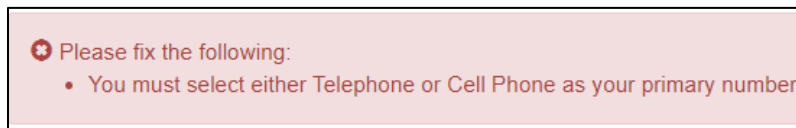
Upload  Mail a copy of my Child Support Obligation. ?



13. **Select Save.** A window will pop up with a message “Processing Request” for a short time then a message will display near the top of the page.



Or a message will appear near the top of the window asking you to complete required fields.



Continue to scroll down the page. Only after you have entered data in all the fields with the red question will you then able to Save.