



# Office of Children and Family Services

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## Administrative Directive

<b>Transmittal:</b>	21-OCFS-ADM-28
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Division of Child Care Services
<b>Date:</b>	November 12, 2021
<b>Subject:</b>	<b>Revised Legally Exempt Enrollment Forms</b>
<b>Suggested Distribution:</b>	Directors of Social Services Supervisors of Day Care Child Care Assistance Staff
<b>Contact Person(s):</b>	Legally Exempt Policy Unit ocfs.sm.legally-exemptchildcare@ocfs.ny.gov
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• <a href="#">OCFS-LDSS-4699</a>, <i>Enrollment Form for Provider of Legally Exempt In-Home Child Care and Legally Exempt Family Child Care</i> (Revised 11/2021)</li> <li>• <a href="#">OCFS-LDSS-4699a</a>, <i>Instructions for Enrollment Form for Provider of Legally Exempt In-Home Child Care and Legally Exempt Family Child Care</i> (Revised 11/2021)</li> <li>• <a href="#">OCFS-LDSS-4700</a>, <i>Enrollment Form for Legally Exempt Group Child Care Program</i> (Revised 11/2021)</li> <li>• <a href="#">OCFS-LDSS-4700a</a>, <i>Instructions for Enrollment Form for Legally Exempt Group Child Care Program</i> (Revised 11/2021)</li> </ul>

### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
19-OCFS-ADM-14		415.4(f)(1)			

### I. Purpose

The purpose of this Administrative Directive (ADM) is to inform social services districts (districts) of revisions to the form used to enroll legally exempt informal and group child care providers funded under the New York State Child Care Block Grant (NYSCCBG).

## **II. Background**

Per New York State Regulation 18 NYCRR 415.4(f)(1), the social services district must provide a child's caretaker — who has applied for or is receiving child care assistance under the NYSCCBG and who is interested in using a legally exempt child care provider — with an enrollment package and notify the caretaker that the completed package must be submitted to the applicable enrollment agency.

With this ADM, the New York State Office of Children and Family Services (OCFS) provides an overview of the form revisions and direction on when districts must begin providing the revised forms, dated October 2021, to all applicants for, and recipients of, child care subsidy funded under the NYSCCBG who are interested in using a legally exempt child care provider (LECCP). This ADM supersedes and replaces 19-OCFS-ADM-14, related to the previous version of the enrollment forms.

## **III. Program Implications**

The legally exempt provider enrollment forms (OCFS-LDSS-4699 and OCFS-LDSS-4700) have been revised to aid in the enrollment process. The instruction forms (OCFS-LDSS-4699a and OCFS-LDSS-4700a) have been revised to offer additional information related to any changes made on the respective enrollment forms.

The enrollment form for legally exempt informal providers (OCFS-LDSS-4699) has been revised to assist applicants with correctly identifying their program type based on location of care and provider's relationship to the child(ren) in care, additional language has been added to section headings to clarify what is being requested in those respective sections, and revisions have been made to the child abuse and maltreatment question in Section 6 to minimize erroneous responses to that question.

Part A of the enrollment form for legally exempt group providers (OCFS-LDSS-4700) has also been revised to include a new schedule format to capture the details of a program's operation, certain sections have been reformatted, clarifying language has been added to Section 10 to support required health and safety documents, and a disclaimer notice has been added for directors to read Section 12 before signing Section 11. Additionally, staff and volunteer training certificates must now be attached to the enrollment form and submitted to the enrollment agency. There are no changes to Part B.

Each district must have procedures in place to distribute the enrollment forms and required attachments to all applicants for, and recipients of, child care subsidy who wish to use an LECCP. Local districts must begin distributing the newly revised forms by December 1, 2021. Beginning December 14, 2021, all LECCPs enrolling or re-enrolling to provide subsidized child care services must submit the appropriate newly revised form to the legally exempt caregiver enrollment agency or their enrollment cannot proceed.

**IV. Required Action**

Effective December 1, 2021, districts must distribute the revised legally exempt enrollment forms, OCFS-LDSS-4699 and OCFS-LDSS-4700, to all applicants for, and recipients of, child care subsidy funded under the NYSCCBG who are interested in using an LECCP.

**V. Systems Implications**

None

**VI. Additional Information (Optional)**

- The forms can be downloaded from: <http://ocfs.ny.gov/main/documents>
- To request hard copies of the forms, please complete form OCFS-4627, *Request for Forms and Publications*, which is available at the same link above. Once completed, the OCFS-4627 must be mailed to the following address:

OCFS Forms and Publications Unit  
52 Washington Street  
Rm. 116 South Bldg.  
Rensselaer, NY 12144-2834

**OR**

call the OCFS forms hotline: (518) 473-0971.

**VII. Contacts**

Legally Exempt Policy Unit  
(518) 486-7488  
[ocfs.sm.legally-exemptchildcare@ocfs.ny.gov](mailto:ocfs.sm.legally-exemptchildcare@ocfs.ny.gov)

**VIII. Effective Date**

December 1, 2021

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

Issued by:

Name: Janice M. Molnar, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Child Care Services