

Low Income Day Care Policy Statement for Parents and Caretakers

You must be employed and working (or engaged in activity approved by the district). The Dutchess County Department of Community and Family Services (DCDCFS) Low Income Day Care can only pay for childcare for your children while you are actually working (or engaged in activity approved by the district) plus a reasonable time to travel to and from work. If there are two parents in the household and one is home on a given day, DCDCFS will not pay for childcare for that day.

You must report all changes immediately. This includes, but is not limited to: changes in employment status from full-time to part-time or the reverse, changes in gross monthly total income (wages, child support, social security or any other earned or unearned income), changes in household composition, changes in address, and changes in providers.

You have the right to choose your own provider, however, if the provider you choose is not a licensed or registered childcare provider, the provider will have to be enrolled by the Child Care Council of Dutchess and Putnam, Inc. (Child Care Council). Providers that are not registered or licensed are often referred to as legally exempt child care providers. You and your provider must complete the OCFS-LDSS-4699 Enrollment Form for Legally Exempt Family Child Care and Legally Exempt In-Home Child Care or OCFS-LDSS 4700 Enrollment Form for Provider of Legally Exempt Group and return the completed form to the Child Care Council. The Child Care Council will determine whether or not the person you selected to care for your child meets the New York State health and safety requirements and can be enrolled. Payments to a childcare provider begin on the date that they are enrolled by the Child Care Council. We can pay legally exempt retroactively to the date of application or the date that you started using the provider (whichever date is later).

If you stop working due to a temporary disability DCDCFS will not pay for your children to attend childcare. If you return to work within six weeks, however, your subsidy will be reinstated.

You will be required to pay a share of your childcare costs. This fee must be paid directly to your provider on a weekly basis.

If you start working in a daycare that your child attends, you cannot provide care for your child at the daycare program. If you do provide care for your child at the daycare program, all payments made during that time will be considered an overpayment Regulation 415.6(e)(4). Non-compliance with any of the above can result in suspension or termination of your childcare subsidy. Collection and/or prosecution will also be pursued, if appropriate.

Parent/Caretaker Signature

Date

Parent/Caretaker Signature

Date

Worker Signature

Date