REVISED 4/1/2022

IMPORTANT NOTICE

Dear Child Care Provider:

The Office of Children and Family Services issued an Administrative Directive to local Departments of Social Services advising of the following regulatory changes effective December 1, 2021.

* The definition of “engaged in work” was revised. A person must work a minimum of 10 hours per week to receive low income subsidized child care.
* Established a 12-month eligibility period
* When a child turns 13 years old, the child remains eligible through the end of the 12-month eligibility period.
* Family Share once a child is determined eligible, the family share will only be recalculated in the 12-month eligibility period,
	+ if there is a change in circumstance that will decrease the amount of the family share
	+ at recertification
* Absences  the County will make payments to child care providers for 60 absences per child, based on state fiscal year April 1 to March 31, regardless of the reason.
	+ the provider must be licensed, registered or enrolled,
	+ the provider must require payment for absences from families not receiving child care subsidies,
	+ the provider must be open and available to provide care on the day the child is absent,
	+ enter in CCTA or timesheet: absent and reason if known

Providers requesting retro claims for absences must submit a rebilling form within 90 days of original payment.

Claims should be mailed to:

Erie County Department of Social Services

Accounting Department Room 426

95 Franklin Buffalo NY 14202

or

faxed to (716) 858-7739,

if you send by fax please notify the Accounting Division @ (716) 858-6557

<https://www3.erie.gov/socialservices/day-care>