



## Please Read Before Completing the Application

### Important Information for the Parent & Provider

#### The Enrollment Agency will:

- Process the Enrollment Form for Provider of Legally Exempt Family Child Care and Legally Exempt In-Home Care.
- Complete criminal background, child welfare and sex offender registry checks on the provider to determine a provider's eligibility to be enrolled.
- Complete criminal background and sex offender registry checks on all household members, volunteers and/or employees when care is conducted in the provider's home.

#### The Department of Social Services will:

- Determine a parent's eligibility for child care subsidy.
- Issue payment for subsidized child care services.

#### Payment

For payment to occur, a parent has to have an active, approved day care subsidy and the parent's chosen provider has to be enrolled with the Enrollment Agency. If either the parent or provider have questions regarding the child care subsidy or payment, the parent should contact the Social Services' worker assigned to the subsidy case. The general phone number for the low income subsidy program is (716) 858-8953. The general phone number for Temporary Assistance is (716) 858-8000.

#### Reminders:

- Answer all questions, unless it indicates the information is optional. Failure to complete all required sections of the application may cause a delay in processing your case. Please provide accurate spelling of children's names and dates of birth as this is essential to payment.
- List all employees, volunteers and household members aged 18 and older, including birth dates, on the page 3 of the Enrollment Form.

#### Return Forms:

**Child Care Questionnaire (B-3923) to:**

Department of Social Services  
PO Box 120  
Buffalo NY 14201-9903

**Legally Exempt Enrollment Form (LDSS-4699) to:** Child Care Resource Network  
(For Care Given in Erie County)\*

1000 Hertel Avenue  
Buffalo NY 14216

If mailing, attach sufficient postage as more than one stamp may be required.

*\*NOTE: The Enrollment Agency to process your enrollment form is based on the county where care is given. For example, if the parent lives in Buffalo and care is done in the provider's home in Niagara Falls, the county where care is given is Niagara County. Enrollment Agencies are listed on reverse side.*



COUNTY WHERE CARE IS GIVEN	ENROLLMENT AGENCY
Erie County	Child Care Resource Network 1000 Hertel Avenue Buffalo, NY 14216
Niagara County	Niagara Community Action Program, Inc. 1521 Main Street Niagara Falls, NY 14305
Genesee County	Community Action of Orleans and Genesee, Inc. 5073 Clinton Street Rd Batavia, NY 14020
Cattaraugus or Wyoming County	ACCORD Corporation 15 Martin St Wellsville, NY 14895
Chautauqua County	Chautauqua Child Care Council 402 Chandler St Jamestown, NY 14701 Attention: Jen Irwin