



NASSAU COUNTY
DEPARTMENT OF SOCIAL SERVICES
60 CHARLES LINDBERGH BLVD., SUITE 160
UNIONDALE, NEW YORK 11553-3686
Web: <http://www.nassaucountyny.gov/>

Dear Parent/Guardian:

Thank you for your recent request for information on getting help to pay for child care.

You do not have to come into the office for an eligibility interview. You may complete the whole application process by mail. If you prefer, you may come in for an interview.

The first thing you need to know is that there are two kinds of care that you can use:

1. Licensed and registered care. This care is provided by NYS trained centers or day care homes.
2. Legally-exempt care. This care is provided by the people who are not required to be licensed or trained. Usually, these are friends of the family or family members. They can also be licensed centers that do not have a contract with Nassau County Department of Social Services. Your family income must fall into a certain range to use this type of care.

Your application packet has been organized into three (3) parts.

1. The Green dot section contains your application and the list of documents you need to qualify for help. For your convenience, a return envelope is enclosed.

All green dot documents must be returned to this Department in the envelope with the green dot. The application packet also contains two lists. The first list is the information we need to determine your eligibility. The second list gives examples of the documents you may submit to provide the information we need. You must submit one primary or two secondary documents to prove each item.

2. The red dot section contains additional information that will be needed if you decide to use legally-exempt care.
 - a) Because legally-exempt family providers are not licensed and legally-exempt group providers do not have contracts with the Department of Social Services, NYS requires them to attest to certain requirements. You should review the requirements for the type of care you choose with your legally-exempt provider, complete the form that applies to you, and return in the red-dot envelope. These documents will be reviewed by the enrollment agency contracted by NYS to monitor legally-exempt care.

Please see additional information on Red Dot Care attached.

3. The section with no dot contains information on your rights and responsibilities as a child care subsidy consumer.

Main points to take note of are that:

- a) You must be truthful about the information you give under penalty of law. You may be prosecuted for submitting false information.
- b) By signing the child care application, you consent to investigations or inspections by either the Nassau County Department of Social Service, the NYS contracted enrollment agency for legally-exempt providers, the Child and Adult Care Food Program, or all three.

After we review your application, you may be asked for additional information. You will be given extra time to return this information. If your application is denied and your circumstances change, or if you decide that you need child care help at a later date, you may reapply at any time. Please keep copies of all documents that you submit. If you have additional questions you may contact a screener in the Child Care Application Center at (516) 227-7976.

REQUIRED ELIGIBILITY INFORMATION AND INSTRUCTIONS

1. Application for Child Care Assistance:
 - The Application (included in your application packet) **MUST BE** completely filled out. If your spouse lives in your household, he/she must also sign and date the Application. He/she also must submit all relevant documentation. Interpreter Services are available upon request.
 2. Verification of Consent:
 - Your day care provider may wish to assist you with the application process. Please complete the release Form #632 (included in your application packet).
 - We will need to verify all the information you submit to us.
 3. Verification of Residence
 4. Verification of Identity
 5. Verification of Marital Status
 6. Verification of Income and Employment (Each parent/caretaker must meet eligibility criteria)
 - If you receive the same amount of gross income in each pay stub you must submit the last four (4) weeks or last one (1) month of current pay stubs from your job and form 882A must be completed by your employer. If the gross amount on your pay stubs vary; you must submit three (3) months of pay stubs from your employer and form 882A completed by your employer. If you are submitting paystubs, notarization is optional.
 - If you do not receive pay stubs, we will need a letter from your employer (on company letterhead) verifying your employment. Your employer must also complete and notarize form 882A to document your current day/hours worked per week and gross income.
 - If you are self-employed you must complete and notarize form 882B and submit all required paperwork including your most recent tax return and filings. If you do not have a copy of your tax return or recent filings, you must complete IRS form 4506-T to order a free transcript of your most recent tax return and filings.
 - You must submit proof of all household income including SSI, Social Security, Veterans Benefits, NYS Disability, Workman's Compensation, Unemployment Insurance, rental income, stocks, interest, and dividends income.
 - A separate 882A or 882B form must be completed for each employed household member.
 7. Capacity Letter from your Day Care Provider:
 - If you already have a day care provider, please submit a capacity letter from him/her stating the number of children currently in his/her care.
 - There are legal limits to the number of children each provider may have in care.
 - Before your provider can be approved, we must have a letter attesting to the number of children in his/her care.
 8. Verification of Custody:
 - If you are applying for day care for a child for whom you have legal guardianship or temporary custody, you must submit legal verification from the courts. If you are in the process of obtaining legal guardianship or guardianship or custody, you must submit verification from the courts that you have applied.
 9. Child Support Income:
 10. Verification of Household Composition (Statement from landlord; friend or neighbor listing all members of your household)
 11. Other: _____
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