



ONONDAGA COUNTY DEPARTMENT OF SOCIAL SERVICES-ECONOMIC SECURITY  
DAY CARE UNIT  
421 MONTGOMERY STREET, 5<sup>TH</sup> FLOOR  
CIVIC CENTER  
SYRACUSE, NY 13202  
PHONE: (315)435-5683 FAX: (315)435-5682

**IMPORTANT INFORMATION ABOUT YOUR DAY CARE APPLICATION**

WELCOME TO THE DAY CARE OFFICE!

We would like to take this opportunity to give you information about Day Care Services.

- The Day Care Unit determines eligibility for Day Care Services for working families.
- If you are receiving Temporary Assistance and are enrolled in the JobsPlus! Program, your JobsPlus! Worker can help you with child care.
- Our office hours are Monday-Friday 8:00 AM – 4:30 PM. During these hours, there is always someone available at the service desk to accept your paperwork, make photocopies or answer your questions.
- You are not required to have a face to face interview for day care services. The application and any paperwork that we request in connection with your application can be MAILED, FAXED or EMAILED to the department. You may also drop off paperwork to the Day Care Office during regular office hours. For after-hours there is a drop box located next to the building entrance of the Edward Kochian County Office Building at 600 S. State Street.
- Application and forms are available online at the Day Care site at <http://www.ongov.net/dss/dayCare.html>
- Day Care Unit email address: [DayCareDocs@dfa.state.ny.us](mailto:DayCareDocs@dfa.state.ny.us)

**PLEASE COMPLETE AND RETURN ALL APPLICATION PAPERWORK TO YOUR WORKER AS SOON AS POSSIBLE.** We cannot begin the eligibility determination until all paperwork is in. Once your application has been submitted to this office, a worker will review it and you will be notified by mail if additional information is needed.

You do not need to wait until you have all of the paperwork completed in order to submit your application. It is important to submit your application as soon as possible. If you are having difficulty obtaining some of the information, your worker may be able to assist.

- **YOU ARE PERSONALLY RESPONSIBLE** for paying your child care provider. If eligible, you will receive an authorization letter that will state when the Agency can begin paying your provider and the amount of your parent fee.
- Please be advised that we cannot pay for child care services before your application date, and we cannot pay until you are determined eligible. If you are determined eligible, we may be able to pay back to the date of your application, less any parent fee. Your application date is the date that your application is received and date stamped by this office.
- Child Care Solutions is the enrollment agency for Onondaga County. The Day Care Unit cannot assist you in finding a provider, however if you need assistance in finding a provider you can call CHILD CARE SOLUTIONS at (315) 446-1220 ext. 303; email them at [ParentHelp@childcaresolutionscny.org](mailto:ParentHelp@childcaresolutionscny.org) or by using their website, [www.childcaresolutionscny.org](http://www.childcaresolutionscny.org).

CONTINUED ON REVERSE

- Day Care eligibility is determined by your gross income and family size. Resources are not counted and neither are any of your expenses. Please see the chart at the end of this letter for the current income standards.
- The PARENT FEE is also known as the FAMILY SHARE. A parent fee is the part of the cost of the child care that you are responsible for and **MUST** be paid to your PROVIDER WEEKLY. This fee is determined by your gross income and family size. **You are responsible for payment of the parent fee back to the day that your case was authorized, as listed on your authorization letter.**
- This packet contains the forms that you will need to have completed as part of your child care application. If you have chosen an INFORMAL PROVIDER, there is additional paperwork that must be completed which is not included in this packet. For informal providers, Onondaga County requires a background check on the provider and all other persons in the household 18 years of age or older. Additionally, a home safety check must be completed at the informal provider's home. Your worker will send you the additional forms needed if you have chosen an informal provider. If you decide to use or change to an informal provider after you have filed your day care application, you must notify your worker immediately so that we can mail you the appropriate paperwork.

**NOTE: AN INFORMAL PROVIDER IS A PROVIDER THAT IS NOT LICENCED OR REGISTERED WITH THE STATE OF NEW YORK AS A CHILD CARE PROVIDER. AN INFORMAL PROVIDER MAY ONLY CARE FOR 2 CHILDREN THAT ARE NOT RELATED TO HIM OR HER FOR THREE OR MORE HOURS.**

**IN ADDITION TO THE FORMS IN THIS PACKET, there may be other documentation requirements that must be submitted to your worker. Some examples include:**

- I. ID, birth certificates and social security cards.
- II. Divorce, separation and custody papers, copies of child support orders.
- III. Verification of all income.

**DAY CARE SERVICES INCOME ELIGIBILITY STANDARDS (EFFECTIVE 6/1/17)**

FAMILY SIZE	1	2	3	4	5	6	7	8	EACH ADD'L PERSON
ANNUAL	\$24,280	\$32,920	\$41,560	\$50,200	\$58,840	\$67,480	\$76,120	\$84,760	+ \$8,640
MONTHLY	\$2,023	\$2,743	\$3,463	\$4,183	\$4,903	\$5,623	\$6,343	\$7,063	+\$720

**\*\*IF THE GROSS INCOME FOR THE APPROPRIATE FAMILY SIZE EQUALS OR EXCEEDS THESE LEVELS, THE CASE IS INELIGIBLE FOR DAY CARE ASSISTANCE.\*\***

**If you have any questions, please call us at 315-435-5683.**

