



Special Child Care Funding (SCCF) Frequently Asked Questions February 2016

General Information

Q1. What is Special Child Care Funding (SCCF)?

A. SCCF is a City Tax Levy initiative funded by the Mayor and the New York City Council to provide low-income child care vouchers to children on the Administration for Children's Services (ACS) Division of Early Care and Education (ECE) Voucher Waitlist. There is no funding from New York State or any other sources.

Q2. Where can I use a SCCF voucher?

A. SCCF vouchers may be used to pay for child care services provided in New York City by a provider who is licensed and/or has been previously approved by WHEDCo [see below section "*Choosing a Child Care Provider*" for more details]. Providers that can accept the voucher include both licensed child care provider (group or family) and legally exempt group providers.

Q3. Who is eligible for the SCCF voucher?

A. Children currently on the Voucher Waitlist may be eligible for SCCF. In order to qualify for the SCCF voucher, family income must be at or below 200% of the State Income Standard and the child's parent/guardian/caretaker must be employed a minimum of 20 hours per week or enrolled in an approved educational/vocational training program. For two-parent households, combined family income must be at or below 200% of the State Income Standard and **both** parents must be employed or enrolled in an approved educational/vocational training.

Q4. How long does SCCF last?

A. As long as SCCF is part of the City budget, SCCF will provide funding for child care services for eligible children and families until a child turns 13. A child cannot remain part of the SCCF program after the month in which s/he turns 13 for any reason.

Q5. How many vouchers were available through SCCF?

A. For Fiscal Year 2016, ACS estimates that SCCF will fund vouchers for approximately 1,500 children. As of February 5, 2016, all funding for this initiative has been used, and we will not be accepting more applications at this time.

Getting Selected for SCCF

Q6. How were children selected to receive SCCF?

A. Children are selected based on how long they have been on the Voucher Waitlist. Children who have been on the waitlist the longest get selected first.

Q7. How will I know if my child has been selected for SCCF?

A. ACS will send a letter (called the "SCCF-1") to families inviting them to submit application materials to determine eligibility to receive SCCF for the child(ren) identified in the letter.



Q8. How often will ACS be selecting children for SCCF?

A. It depends on how much funding is available. The last mailing was sent out to families in December 2015 and that mailing used the rest of the funding currently available. As children turn 13, and age out of eligibility for funding, funding will be available to offer SCCF vouchers to other children on the Voucher Waitlist.

Q9. How many children have been invited to apply for SCCF? How many children are currently being supported by this funding?

A. ACS has invited the parents of over 12,600 children to apply for SCCF since funding began in Fiscal Year 2015. As of February 2016, approximately 1,500 are enrolled.

Eligibility

Q10. If I received the SCCF-1, does that mean I'm eligible for SCCF?

A. No, you are not automatically eligible for SCCF. You are receiving this letter as your child is on the Voucher Waitlist and you are being invited to apply for SCCF. ACS needs to review application materials to determine whether the child(ren) is eligible to receive SCCF.

Q11. If I have more than one child on the Voucher Waitlist, are they all eligible to participate in SCCF?

A. It depends. ACS selects children from the Voucher Waitlist in the order in which they appear on the Waitlist, from the oldest date to the most recent. Therefore, not all children in the same family may be eligible for SCCF at the same time. Eligible children will be identified on the SCCF-1 parent letter and application.

Q12. I received the SCCF-1 letter and want to use the funding for a different child – can I do that?

A. No. SCCF is not transferable and cannot be used for children not listed in the SCCF-1 letter.

Q13. Can I write in my child's name on the application if it is not on the SCCF application?

A. No. The name(s) of eligible children will be pre-printed on the SCCF application that ACS mails to you.

Q14. Who should I notify if my family's eligibility status changes while I'm receiving SCCF?

A. The family is responsible for notifying ACS immediately when any changes in family income and composition, child care arrangements, and other circumstances occur. Please call (212) 835-7610 or send an email to SCCF@acs.nyc.gov.

Applying for SCCF

Q15. How do I apply for the SCCF?

A. ACS invites families with children on the Voucher Waitlist to apply for SCCF based on available funding and length of time a child has been on the waitlist. Once a parent receives the SCCF-1 letter and the accompanying SCCF application, s/he must complete and submit both parts of the application with the required documentation. All applications must be postmarked and received by the due date provided on the SCCF-1 parent letter. Parents must mail all documents along with the application to: **NYC ACS, ATTN: SCCF Unit, 66 John Street, 7th Floor, New York, NY 10038**. Parents may also scan and email applications to SCCF@acs.nyc.gov.



Q16. What is ACS's process for reviewing applications?

A: ACS records receipt of the application and reviews the application for completeness. If complete, we review those applications for family eligibility. Once a family is deemed eligible, we review the family's choice of preferred child care program to ensure the program is eligible. If the selected program is eligible, ACS enrolls the child and sends the family a placement notification, with a start date for child care services.

For incomplete applications, or complete applications that we determine to be ineligible for SCCF, ACS issues a notice of ineligibility. As SCCF is funded entirely by City money, it is not a program covered by New York State laws or regulations. Therefore, applicants are not entitled to a fair hearing to contest the determination of ineligibility. Regardless of whether the family is eligible or whether the child received the SCCF voucher, the child remains on the Voucher Waitlist until age 13.

Q17. How long will it take ACS to review SCCF applications?

A: It takes ACS 3-4 weeks to review applications and notify parents of their eligibility for SCCF when the selected provider is already approved by ACS and 6-7 weeks when the selected provider is new to ACS.

Q18. How will I be notified of my eligibility after submission of the application?

A. ACS will mail eligible families a child enrollment placement notice that will include the approved child care start date. Ineligible families will receive a notice in the mail indicating they are not eligible. Parents may call (212) 835-7610 or email SCCF@acs.nyc.gov if they believe that our determination is mistaken.

As SCCF is funded entirely by City money, it is not a program covered by New York State laws or regulations. Therefore, applicants are not entitled to a fair hearing to contest the determination of ineligibility.

Checking Status of SCCF Application

Q19. What is the best way to get information about my SCCF application?

A: Parents may call (212) 835-7610 or email SCCF@acs.nyc.gov. To visit 66 John Street in person, parents must call the above number and make an appointment.

Q20. Will ACS provide information about my SCCF case status to a representative that I designate?

A: ACS does not disclose child specific information to a third party representative without legally required authorization submitted by the parent(s). To designate a representative, a parent must provide ACS a notarized statement with a current date, case number, case name, and the signature of the parent stating that the family is authorizing the third party to represent them and that ACS may discuss the case with the representative.

Notarized statements can be mailed to **NYC ACS, ATTN: SCCF Unit, 66 John Street, 7th Floor, New York, NY 10038**. Notarized statements can also be scanned and emailed to SCCF@acs.nyc.gov. Once a representative has been designated, they may call (212) 835-7610 or email SCCF@acs.nyc.gov. To visit 66 John Street in person, the representative must call the above number and make an appointment.



Enrolling in Child Care Services

Q21. I submitted my SCCF application materials - can I enroll my child into a child care program and begin receiving services?

A: In order to receive funding from ACS via SCCF, parents must wait to hear back from ACS confirming SCCF eligibility. ACS will send eligible parents an official letter with an authorized start date for child care services. ACS **will not** cover the cost for child care if parents enroll in a program prior to receiving official notification of eligibility from ACS.

Voucher Waitlist

Q22. How do I add a child(ren) to the Voucher Waitlist ?

A. For households with an existing ACS case, parents should contact their ACS Resource Area to add a child to the waitlist. For households who currently do not have an active ACS case, parents should call (212) 835-7610 or send an email to VoucherWL@acs.nyc.gov and request a Voucher Waitlist Request Form ECE-010. Completed Voucher Waitlist Request Forms should be mailed to **NYC ACS, ATTN: New VWL Request, 66 John Street, 7th Floor, New York, NY 10038**. Completed forms can also be scanned and emailed to VoucherWL@acs.nyc.gov. Upon receipt of the completed Voucher Waitlist Request Form and after ACS approves your application, we will place your child on the Voucher Waitlist and notify you of your child's placement on the list.

Q23. How do I know if my child(ren) is on the Voucher Waitlist?

A. Whenever children are placed on the Voucher Waitlist, ACS mails a form confirming a child(ren) has been placed on the waitlist with the date the child was placed on the list. However, if parents want to check and see if your child is on the waitlist, you can also call (212) 835-7610 or send an email to VoucherWL@acs.nyc.gov.

Q24. If my child enrolls in child care through SCCF, does he/she lose their place on the Waitlist?

A. No. SCCF is a City Tax Levy funded initiative. All children who receive SCCF will keep their spot on the waitlist for a Child Care Block Grant (CCBG) funded voucher (receipt of a SCCF voucher does not confer CCBG eligibility).

Choosing a Child Care Provider

Q25. Can I use any type of provider for SCCF enrollment?

A. No. Only providers that are currently known to ACS and/or that are licensed may be used. The following providers can receive payment using SCCF:

- Licensed (group) center based programs
- Licensed/registered family or group family child care provider or
- Legally-exempt (school-based) group program previously approved by WHEDCo

Legally-exempt/informal providers (family, friend, trusted neighbor) **are not** eligible to provide child care services using SCCF.



Q26. If I already have a child care provider, can I use the same provider to participate in this funding opportunity?

A. You may continue to use the same provider, but **only** if that provider is a licensed (group) center based program, a licensed/registered family or group family child care provider, or a legally-exempt (school-based) group program previously approved and enrolled with WHEDCo. Licensed (group) center based programs and group family child care providers not known to ACS must submit additional documentation. Please refer to *"Special Child Care Funding Application Required Documentation/Information by Program/Provider Type"* for additional information.

Information on program/provider documents and forms may be obtained online under the 'For Programs and Providers' link on the Early Care and Education page at the ACS website at www.nyc.gov/acs.

Q27. How do I know if my provider is enrolled with WHEDCo and approved by ACS?

A. Parents should call (212) 835-7610 to obtain more information about their choice of provider.

Q28. My child is currently receiving child care by a program/provider. If I continue my child care services with this provider, will SCCF pay for child care before I get approved?

A. No. SCCF will only begin paying once ACS approves the eligibility of the SCCF application and notifies families of the eligibility decision. ACS **will not** cover the cost for child care for services delivered prior to the authorization date listed on the placement notification letter.

Q29. If my initial provider is not approved can I submit paperwork to use a different provider?

A. Yes, please reference *"Special Child Care Funding Application Required Documentation/Information by Program/Provider Type"* for additional information. However, any requests for legally-exempt/informal providers and legally-exempt group programs not previously approved by WHEDCo and ACS will be denied because those providers and programs are ineligible for SCCF.

You must submit additional documents to use a different provider to ACS within **40 days** of being notified by ACS that the initial provider is not approved. For additional information, email SCCF@acs.nyc.gov. Information on program/provider documents and forms may be obtained online under the 'For Programs and Providers' link on the Early Care and Education page at the ACS website at www.nyc.gov/acs.

Q30. Who should I notify if I wish to change providers?

A. Children enrolled under the SCCF service can request a transfer form to change providers. Requests for an enrollment transfer form can be obtained by email at VEU@acs.nyc.gov. In order to change providers, parents should submit appropriate documentation for the new provider.

Please reference *"Special Child Care Funding Application Required Documentation/Information by Program/Provider Type"* for additional information. All documents along with the application should be mailed to **NYC ACS, ATTN: VEU Unit, 66 John Street, 7th Floor, New York, NY 10038**. Applications and supporting documentation can also be scanned and emailed to VEU@acs.nyc.gov. Information on program/provider documentations and forms may be obtained online under the 'For Programs and Providers' link on the Early Care and Education page at the ACS website at www.nyc.gov/acs.



Q31. I need help finding a new program/ provider. How do I find a new program/provider approved for SCCF?

A. For more information on programs/providers in your neighborhood area, please visit the NYC Department of Health and Mental Hygiene website *Child Care Connect* at <https://a816-healthpsi.nyc.gov/ChildCare/SearchAction2.do>.

Parents can also call (212) 835-7610 for more information on programs and providers approved for use with SCCF.



**Special Child Care Funding Application
Required Documentation/Information by Program/Provider Type**

If the program/provider is a...	Required Documentation/Information
Program/Provider Currently Serving ACS Subsidized Children (already approved by ACS)	Indicate your ACS Provider ID (six-digit) or ACS Program ID (seven-digit) on the SCCF application
Licensed <u>Center-Based</u> Provider Not Currently Serving ACS Subsidized Children	<ul style="list-style-type: none"> ▪ NYC ACS' SCCF Program Application Form (Form# SCCF-1402) ▪ Copy of NYC DOHMH License ▪ Copy of IRS Letter indicating Tax/Employer Identification Number (TIN/EIN) ▪ Program brochure, application or parent notice <u>including all fiscal information</u> such as: <ul style="list-style-type: none"> a) detailed full-time and part-time fees <u>for each level of care—infant, toddler, preschool and school-age</u> b) all other costs—insurance, registration, books/supplies, fundraising, membership, trip fares, etc. c) days and hours of operation ▪ Proof of private pay child care payments ▪ Market Rate –Rate Adjustment Review Request Form ▪ YMS Terms & Conditions for ACS Child Care Voucher Program Payments Form ▪ YMS Direct Deposit Authorization Form ▪ IRS Form W-9
Registered/Licensed <u>Home-Based</u> - Family Child Care Provider, or - Group Family Child Care Provider Not Currently Serving ACS Subsidized Children	<ul style="list-style-type: none"> ▪ NYC ACS' SCCF Program Application Form (Form# SCCF-1402) ▪ Copy of child care permit/license/registration issued by NYC DOHMH or NYS OCFS ▪ Copy of IRS Letter indicating Tax/Employer Identification Number (TIN/EIN) OR copy of a signed Social Security Card ▪ YMS Terms & Conditions for ACS Child Care Voucher Program Payments Form ▪ YMS Direct Deposit Authorization Form ▪ IRS Form W-9