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Dear *EarlyLearn* and City Council discretionary funded programs –

As you know, the insurance coverage provided through the New York City Central Insurance Program (CIP) will no longer be available beginning November 1, 2013. Contractors must obtain their own Commercial General Liability, Workers' Compensation and Disability, and Fidelity Bond (crime) coverage – **sites cannot provide services to children without this insurance coverage.**

Upon obtaining insurance, but no later than November 8, 2013, providers are required to submit a proof of insurance to the attention of Jean Sheil at jean.sheil@acs.nyc.gov. For Workers' Compensation, Disability Benefits, and Employer's Liability coverage the submitted proof of insurance must comply with Section 7.08(A) of Appendix A of your *EarlyLearn* or discretionary contract. For all other required insurance coverage, you are required to submit proof of insurance in accordance with Section 7.08(B) of Appendix A of your *EarlyLearn* or discretionary contract which includes a copy of the Certificate of Insurance, the additional insured endorsement, and a duly executed Certification by Broker (page 5 in the attached "Insurance Requirements" document). As stated, these proof of insurance must be submitted to the attention of Jean Sheil at jean.sheil@acs.nyc.gov **no later than November 8, 2013.**

For the Commercial General Liability insurance (which may include additional, supplementary or alternate, umbrella, abuse and molestation and/or corporal punishment coverage), The City of New York, together with its officials and employees, must be named as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 20 10. Please note: do not name the Administration for Children's Services as the Additional Insured as this is not acceptable. The City's address to include on the "Certificate Holder" box of the Certificate of Insurance is as follows:

The City of New York
c/o The Administration for Children's Services
150 William Street, 9th Floor
New York, New York 10038

Please see attached for electronic versions of the documents that were distributed during the Central Insurance Program Informational Forum on August 1.

The insurance requirements document titled “Appendix A: General Provisions Governing Contracts for Consultants, Professional, Technical, Human and Client Services” is standardized language that is incorporated in City contracts. ACS is not requiring its *EarlyLearn* or discretionary providers to provide Professional Liability insurance as described in Section 7.03 at this time. It was noted at the meeting that Professional Liability insurance may be a NYCHA requirement. If you have obtained Professional Liability coverage, it is not necessary to include the City as an Additional Insured on such coverage; however, we ask that you provide ACS with proof of coverage such as a Certificate of Insurance.

Below is the contact information for the presenters at the meeting. Should you have more questions, please reach out to the appropriate individual.

Mayor’s Office of Contract Services (MOCS)

- Lisa Flores lflores@cityhall.nyc.gov
- information on what CIP will cover up until October 31, 2013

ACS Business Law

- Nancy Belson nancy.belson@dfa.state.ny.us
- contractual insurance obligations

ACS Financial Services

- Sunday Bafunso sunday.bafunso@dfa.state.ny.us
- loss run requests and copies of your CIP certificate must be in writing and sent from the director / senior staff / board of an agency

ACS Early Care & Education

- Maria Benejan maria.benejan@dfa.state.ny.us
- general questions

For more information about:

Worker’s Compensation and Employer’s Liability Insurance and Disability Benefits – www.wcb.ny.gov or 866.750.5157

Unemployment insurance – www.labor.ny.gov or 518.457.2635

ACS and MOCS understand that this is a significant transition for providers - we remain committed to supporting you through this process. Please do not hesitate to reach out with any questions.