



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Commissioner

Informational Letter

Transmittal:	21-OCFS-INF-01
To:	Commissioners of Social Services Executive Directors of Enrollment Agencies
Issuing Division/Office:	Division of Child Care Services
Date:	February 24, 2021
Subject:	Legally Exempt Summer Camp Enrollment
Suggested Distribution:	Directors of Services Child Care Assistance Staff Child Care Providers Child Care Resource and Referral Centers/Enrollment Agencies
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Attachments:	Dear Provider Letter

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
20-OCFS-INF-06 19-OCFS-ADM-14		18 NYCRR 415.15			

I. Purpose

The purpose of this Informational Letter (INF) is to notify local departments of social services (LDSS), child care resource and referral (CCR&R) agencies and enrollment agencies of the option for summer camp programs to apply now for enrollment as a legally exempt group so to allow sufficient time for the directors, employees, and volunteers to undergo required comprehensive background checks.

II. Background

Effective September 25, 2019, the New York State Office of Children and Family Services (OCFS) regulations require all legally exempt group child care directors, employees, and

volunteers to complete comprehensive background clearance checks prior to enrollment. These comprehensive background clearance requirements apply to summer camps permitted by the New York State Department of Health or the New York City Department of Health and Mental Hygiene that seek to enroll as a legally exempt group child care program in order to provide child care services for families receiving child care assistance.

III. Program Implications

Summer camps seeking legally exempt group enrollment for summer 2021 can apply beginning March 1, 2021. Directors interested in applying as a legally exempt summer camp program must have a valid NYSDOH summer camp permit. Directors can apply while their permit is pending, but the permit must be finalized within 30 days of the start of the summer camp to be an enrolled and payable program. Directors must complete Part A of the OCFS-LDSS-4700 (*Enrollment Form for Legally Exempt Group Child Care Program*) and return it to their enrollment agency to initiate the enrollment process. The enrollment agency will send directors the OCFS-6000 packet, which will be used by the director, employees, and volunteers to initiate comprehensive background clearances if they have not already completed this comprehensive background check process and received a satisfactory result. OCFS encourages all LDSS, CCR&Rs, and enrollment agencies to reach out and invite early enrollment for the summer camps that may be seeking to be enrolled in the 2021 summer.

IV. Additional Information

The OCFS-LDSS-4700 and the OCFS-LDSS-4700-a (*Instructions for Enrollment Form for Legally Exempt Group Child Care Program*) can be found in English and Spanish at:

<https://ocfs.ny.gov/main/documents/docsChildCare.asp>

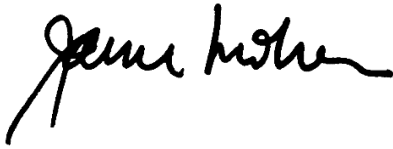
To request hard copies:

- Complete form [OCFS-4627, Request for Forms and Publications](#), which can be found at https://ocfs.ny.gov/main/documents/forms_keyword.asp, and mail it to the following address:

New York State Office of Children and Family Services
Forms and Publications Unit
52 Washington Street, Room 134 North Bldg.
Rensselaer, NY 12144-2834

OR

- Call the OCFS Forms Hotline: (518) 473-0971

A handwritten signature in black ink, appearing to read "Janice Molnar". The signature is fluid and cursive, with a long horizontal stroke at the end.

Issued by:

Name: Janice M. Molnar, Ph.D.

Title: Deputy Commissioner

Division/Office: Division of Child Care Services