

May, 2012

Dear Colleague:

Happy spring!



National Child Care Provider Appreciation Day

May 11, 2012

Child Care Provider Appreciation Day is May 11th this year. We, at the Division of Child Care Services (DCCS), would like to take this opportunity to recognize the tireless efforts of child care providers and their employees who care for children. As we all know, caring for young children is more than a job; it is a profession that helps young children begin to lay the foundation for success in school, at home and in their communities. Keeping children safe, secure, healthy, and happy can't happen without a lot of effort and devotion on your part. **What you do and how you do it matters. Thank you!**

This letter is chock full of important information. Some information is new and some is a reminder of past updates. The Division of Child Care Services sends these updates to keep you informed and provide technical assistance. We hope you find the information helpful.



**We are almost at the two year Midpoint for
Four Year Licensing/Registration Periods.**

What is expected of me?

Time passes quickly. It has been almost two years since the passage of the law extending child care licenses and registration renewals from two years to four years. Although the licensing period is extended, there are two-year responsibilities in regulation and law with which all providers must comply. Here is a checklist of the two-year responsibilities for your program:

Day Care Centers	School Age Child Care Programs	Family-Based Child Care
Staff medicals	Staff medicals	N/A
Training	Training	Training
Heating system/boiler inspection	Heating system/boiler inspection	N/A
Fire alarm inspections	Fire alarm inspections	N/A
Local codes Inspection (every year unless in a school)	Local codes Inspection (every year unless in a school)	N/A

In addition to the above, licensors and registrars will monitor for compliance with health and safety regulations such as child: staff ratios, supervision strategies, building safety compliance, CPR and first aid training compliance etc.

You may be wondering why medical statements for family-based programs are not listed above as a requirement at the two-year mark. That is because the regulations for family-based programs have not been updated since the new change in the renewal period. The regulation, associated with medical statements in family-based programs, was tied specifically to the renewal cycle. So now that the cycle is four years, staff medicals are required at the four-year renewal cycle. The Division, however, supports a two-year medical check-up for all caregivers and will be looking to update this requirement in revised regulations. **In the meantime, we highly recommend that all caregivers in family-based child care programs update their medical statements every two years.**



Crib Standards
Effective December 28, 2012

Effective December 28, 2012, all child care providers in all 50 states must have compliant cribs in their homes or facilities. It is important that you, the provider, understand that you must be in compliance with the new Federal Consumer Product Safety Commission (CPSC) law by December 28, 2012. **Cribs are expensive, so we urge you to plan for this important change. When you purchase a new crib, you must ask the manufacturer or retailer for a copy of the Certificate of Compliance. The Certificate of Compliance is truly the only way to show that the crib is certified to meet the Consumer Product Safety Commission’s standards. Your licensor/registrar will ask to see this Certificate of Compliance for verification that you are complying with this new law.**

For more information, go the CPSC webpage: <http://www.cpsc.gov/onsafety/2011/06/the-new-crib-standard-questions-and-answers/> or call the CPSC Hotline: (800) 638-2772.



We are happy to announce a new look for the Office of Children and Family Services website, which also means a new look for the DCCS website. We hope you like the changes and that information is easier for you to find. You can find us at: <http://www.ocfs.state.ny.us/main/childcare>. If you have comments or suggestions, please send those to us via: <http://www.ocfs.state.ny.us/main/contact/contact.asp>.



Waiver Requests

Waivers: Any program that requests a waiver for a regulation must submit the ***Request for Waiver*** form (OCFS-4887) to the DCCS Regional Office manager, or if you are operating in a borough of New York City (NYC), all Requests for Waiver forms must be submitted to the Borough Office Manager at the NYC

Department of Health and Mental Hygiene's Bureau of Child Care. This form is posted on the web at: <http://www.ocfs.state.ny.us/main/documents/docsChildCare.asp>. Providers must remain in full compliance with the regulation while their waiver request is being reviewed by the manager. When filling out the form, remember to include (1) the specific regulation for which a waiver is sought; (2) the reason the waiver is necessary; and (3) a description of what will be done to achieve or maintain the intended purpose of the regulation to protect the health, safety and well-being of children and (4) the time period needed for the waiver. If approved, failure to adhere to the terms of the waiver will result in its termination and may constitute cause for the Office to begin an enforcement action. The full text of regulation 413.6 can be found at: <http://www.ocfs.state.ny.us/main/childcare/regs/413Definitions.asp#s6>.



New E-learning Topic Coming Soon

Stay Tuned. OCFS is completing a new approved **on-line training** course titled: **Transportation**. When the training module is complete, an announcement will be posted to the DCCS website under the heading "***Latest News and Events***" at: <http://www.ocfs.state.ny.us/main/childcare/default.asp>.



Effective Immediately: Corporation Board Presidents will be Notified of Enforcement Actions

Because of the important role they have in program governance and oversight, board presidents of incorporated day care centers, school age child care programs and home-based programs will be notified by mail of all enforcement actions concerning programs they oversee. This is in addition to notification to the program director at the day care center or school age child care program or the on-site provider of the home-based program.



Fraud is a Crime

Child day care fraud is the deliberate submission or filing of forged, false or altered documents to Office of Children and Family Services (OCFS), its agents, the Child and Adult Care Food Program (CACFP), local Department of Social Services or any other government agency. Most providers are extremely vigilant about making sure that their documentation is valid. However, OCFS has been experiencing an increase in child care fraud cases. Examples of child day care fraud include provider submission of: altered fingerprint records, forged medical statements, invalid training certificates, submission of OCFS fingerprint cards for non-child care staff, falsified child attendance records and subsidy fraud.

Fraud is a serious violation of the trust OCFS extends to its provider community. As such, all suspected cases of fraud will be investigated by the appropriate authority and may be referred to the OCFS Bureau of Day Care Enforcement for further action, the District Attorney's Office, local Departments of Social Services and the Food

program, as appropriate. If you have been found to have committed child care fraud you may lose your eligibility to care for children whose families receive child care subsidy payments and/or have your registration or license revoked.

It is far better to be late in filing a form or to have missing documentation than it is to submit an altered or forged document. Missing documentation is a violation; forged documentation is a crime.



**Changes to Educational Incentive Program
(EIP) Funding April 1, 2013**

Beginning June 1, 2013 EIP scholarships will be awarded only for training taken from a trainer with the New York State Early Learning Trainer Credential (NYSELTC) or a trainer who is in the process of becoming a NYSELTC trainer. The NYSELTC is a trainer approval process that verifies the education and qualifications of trainers who provide professional development to early learning providers in the state. In collaboration with partners statewide, the New York State Association for the Education of Young Children (NYSAEYC) has developed this trainer approval process. There are currently two types of approved trainers; verified specialty trainers and credentialed trainers. The application process entails a review of a trainer's level of education, experience working with children and families, and training experience verified by the NYSAEYC. In addition, the quality of the instructional design, content and delivery of the professional development they offer, as well as their professionalism, are evaluated through a portfolio review process. If you currently provide training to child care staff or hire persons to train your staff and are interested in becoming a credentialed trainer (NYSELTC), visit the following website: www.nycecpdi.org.



1. MAT Recertification, 2. More Frequent Inspections, 3. Distance Learning Requires Pre-approval 4. Pool Season is Coming

REMINDERS



Renewing Medication Administration Training (MAT)

Help us to help you! MAT renewal letters are mailed directly to the medication administrant's home address 90 days prior to the certification expiration date. The renewal letters are sent to the name and address that is currently listed in the MAT program's database. Please contact the MAT program if you or your staff's name or home address and/or place of employment have changed since you initially took the MAT course. In addition, the medication administrant needs to be listed in the Child Care Facility System (CCFS) for the correct program. The lack of correct information could result in failure to receive the MAT letter containing renewal information including the user ID and password necessary to access the online testing option for MAT certification renewal. Failure to renew could cause a lapse in authorization to administer medications. Please direct correspondence regarding mailing address to mat@pdp.albany.edu or call (866) 665-5537 and update your licenser or registrar with staffing information.



Increased Presence in the Field

The Office of Children and Family Services serves New York's public by promoting the safety, permanency and well-being of our children, families and communities. We achieve these results by setting and enforcing policies, building partnerships, and funding and providing quality services. In order to promote safety and well-being of children in child care, our licensors and registrars must be available to providers for technical assistance and must inspect programs to evaluate compliance with regulations. Research shows that unannounced inspections of child care programs encourages compliance with regulatory standards and improves quality. The recent change in licensing and registration from two years to four years for subsequent renewal periods was an opportunity for the Division of Child Care Services to evaluate the timing of inspections and their purpose. **As a result, we expect to have licensors and registrars in the field more often.** What this means is that your program may be visited by your licensor or registrar more frequently.



30- Hour Training Reminder

The Social Services law changed licensing and registration periods from two years to four years, **but the 30 hours of required training is still on a two-year cycle.** Thirty hours of training is required every two years. If you haven't done so already, check out the Division's free training courses at:

<http://www.ecetp.pdp.albany.edu/elearn.shtm>. *All distance learning (on-line) courses that child care employees take toward meeting their required 30 hours of training every two years, must be pre-approved, including CPR and first aid training.* The list of pre-approved training courses can be found at:

<http://ecetp.pdp.albany.edu/distance.aspx> or by calling your licensor or registrar.



Pool Season and Home-Based Care

Spring/Summer season means open swimming pools and the need to be vigilant about safety and outdoor water hazards. Family-based providers using pools must review any previously approved pool plan and call their licensor/registrar if anything has changed re: layout, use plan, and structural changes (deck, stairs, etc.). Providers who wish to be approved to use a residential pool for the first time will need OCFS approval prior to pool use.

Contact your licensor/registrar before you plan to include pool use in your activities as an on-site inspection will be needed. **Reminder- wading pools are prohibited**-use the sprinkler! For more information visit:

http://www.ocfs.state.ny.us/main/childcare/pool_guidelines.asp .

Best wishes for a safe and enjoyable spring and summer season.

Sincerely,

Janice M. Molnar Ph.D.
Deputy Commissioner
Division of Child Care Services