

St. Lawrence County
Department of Social Services
Chris Rediehs, Commissioner
6 Judson Street
Canton, New York 13617-1196
Phone 315-379-2111

Dear Child Care Applicant,

Please find enclosed an application packet for Child Care Services. This information is required for an original application for benefits or for recertification of an existing case.

The application packet contains some or all of the following sections:

1. **INSTRUCTIONS AND CHECKLIST.** Please use this checklist to ensure that you have met all requirements for the application to a timely decision of your eligibility.
2. **APPLICATION FOR CHILD CARE SERVICES.** Please review the page entitled "NOTICE TO ALL DAYCARE RECIPIENTS AND APPLICANTS" carefully as it contains important information about the program requirements including college student work requirements, household composition definitions. These requirements apply to all ongoing cases and new applications for daycare.
3. **CHILD CARE MARKET RATES FOR ST. LAWRENCE COUNTY.** Reimbursement is limited to the current market rates.
4. **POVERTY LEVEL FIGURES.** You will be required to submit copies of your last 3 pay stubs to verify income level. If pay varies, you may be required to send in additional verification. If you are self-employed, we will need a copy of your books for the past three months.
5. **INSTRUCTIONS FOR ENROLLING LEGALLY-EXEMPT PROVIDERS.** If your child care provider cares for one or two children, that individual can enroll as a legally-exempt provider. All providers are encouraged to become a registered family day care provider. See the attached forms for more information. Enrollment forms must be completed by both you and your provider.
All child care providers must be enrolled with the St. Lawrence Child Care Council for you to be eligible for day care benefits.
6. **ENROLLMENT INFORMATION PACKET FOR LEGALLY-EXEMPT PROVIDERS.** Information packet for you to provide to your child care provider.
7. **CRIMINAL BACKGROUND INFORMATION.** Additional forms needed if your child care provider or someone in their home has been convicted of a crime.
8. **WHAT YOU SHOULD KNOW ABOUT YOUR RIGHTS AND RESPONSIBILITIES (When Applying For or Receiving Benefits).** This booklet is a required communication to you. Please review carefully.
9. **WHAT YOU SHOULD KNOW ABOUT SOCIAL SERVICES PROGRAMS, Questions and Answers.** This booklet is a required communication to you. Please review carefully.
10. **WHAT YOU SHOULD KNOW IF YOU HAVE AN EMERGENCY, Questions and Answers.** This booklet is a required communication to you. Please review carefully.

If you have any questions concerning the application form or approval status, please contact the Day Care Unit at 379-2285. Questions concerning the enrollment process for child care providers can be directed to the St. Lawrence Child Care Council at 393-6474.

****Payments may only begin after your application is approved and when your provider is enrolled.**

Only complete applications are considered.

WE MUST DENY ANY APPLICATION THAT IS NOT COMPLETE AFTER 30 DAYS!