

NOTICE TO DAY CARE RECIPIENTS ABOUT DAY CARE SERVICES PROGRAM

RULES AND ELIGIBILITY

Clients who are employed, in vocational training, attending high school or actively seeking employment may be eligible for child care services, but only for the hours necessary for them to work, attend training, go to school or job search. When childcare is used for any other reason, it will be the client's responsibility to pay for such care, not the Department of Social Services Day Care Unit. The Department is not authorized to pay for childcare used other than for the purposes stated above. Misuse of child care funds can be grounds for the Department to discontinue your child care, to seek repayment of child care funds that were illegally spent and to seek other penalties against you.

Day Care Services Clients are responsible for reporting **IMMEDIATELY** any changes in financial circumstances, living arrangements, employment, household composition or other circumstances that affect the family's need for eligibility for child care. You can phone 379-2285 to report changes or send changes in writing, mailed to: Department of Social Services, ATTN: Day Care Unit, 6 Judson Street, Canton, NY 13617.

All clients are responsible for providing accurate, complete and current information regarding family income and composition and any other relevant facts related to the family's eligibility for childcare. We ask that you provide documents and other information that verifies the facts of your circumstances.

Your signature on the bottom of this notice indicates that you understand the rules in this notice regarding child care services and agree to keep the Department of Social Services informed of facts pertinent to your child care case. **Both parents MUST sign if living in the same household.**

(signature)

(signature)

(date)

RIGHTS AND RESPONSIBILITIES

By signing below you acknowledge that you have received (either past or present) the following booklets:

- What You Should Know About Your Rights and Responsibilities (LDSS-4148A)
- What You Should Know About Social Services Programs (LDSS-4148B)
- What You Should Know If you Have an Emergency (LDSS-4148C)

These booklets contain important information about your rights and responsibilities concerning your participation in programs through St. Lawrence County Department of Social Services and are provided to you at initial application and upon request.

(signature)

(date)

BOTH SECTIONS OF THIS NOTICE MUST BE SIGNED WHEN APPLYING AND/OR RECERTIFYING FOR DAY CARE SERVICES.