

St. Lawrence County
Department of Social Services
Child Care Unit
6 Judson Street
Canton, New York 13617-1196
Phone 315-379-2285
Fax 315-379-2392

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. **ACCESSING APPLICANT/RECIPIENT INFORMATIONAL BOOKS.** Informational document regarding accessing Books 1-3.
3. **APPLICATION FOR CHILD CARE SERVICES.** Including the following documents:
 - a. Notice to Parents/Guardians of Children Receiving Child Care Services
 - b. Occupancy Statement
 - c. Absent Parent Information Form
 - d. Day Care Release Authorization
4. **CHILD CARE MARKET RATES FOR ST. LAWRENCE COUNTY.** Reimbursement is limited to the current market rates.
5. **POVERTY LEVEL FIGURES.** You will be required to submit copies of your last 4 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.
6. **INSTRUCTIONS FOR ENROLLING LEGALLY-EXEMPT PROVIDERS.** If your childcare 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. Please contact the St. Lawrence Child Care Council for additional 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.
7. **ENROLLMENT INFORMATION PACKET FOR LEGALLY-EXEMPT PROVIDERS.** Information packet for you to provide to your child care provider.
8. **CRIMINAL BACKGROUND INFORMATION.** Additional forms needed if your child care provider or someone in their home has been convicted of a crime.

If you have any questions concerning the application form or approval status, please contact the Child Care Unit at 315-379-2285. Questions concerning the enrollment process for child care providers can be directed to the St. Lawrence Child Care Council at 315-393-6474.

****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!