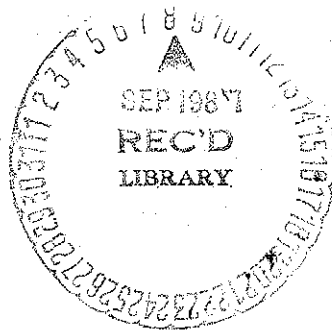


NEW YORK STATE

DEPARTMENT OF SOCIAL SERVICES

10 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

CESAR A. PERALES
Commissioner



INFORMATIONAL LETTER

TRANSMITTAL NO: 87 INF-51

TO: Commissioners of Social Services DIVISION: Family and Children Services

SUBJECT: Recertification of Eligibility for Day Care DATE: September 4, 1987

SUGGESTED DISTRIBUTION: Commissioners
Directors of Services
Day Care Staff
Staff Development Coordinators

CONTACT PERSON: Any questions regarding this release should be directed to the appropriate Regional Office of the Division of Family and Children Services:

Albany Regional Office, Mr. John O'Connor, Director, 518-432,2751; Rochester Regional Office, Mr. Frank Petrus, Director, 716-238-8201; Metropolitan Regional Office, Mr. Fred Cantlo, Director, 212-488-3485; Buffalo Regional Office, Ms. Karen Schimke, Director, 716-847-3145; Syracuse Regional Office, Mr. Jack Klump, Director, 315-428-3230.

The purpose of this release is to clarify local district options in relation to procedures for conducting recertifications of eligibility for Day Care. These clarifications are in

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Department Regs.	Social Services Law and Other Legal References	Manual References	Miscellaneous Reference
		Part 404 Part 415		Manual Bulletin 195	

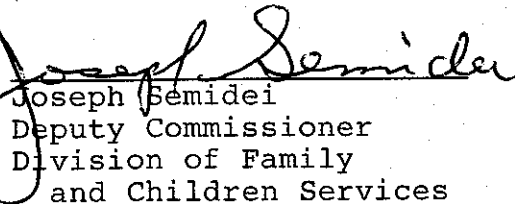
response to questions asked by local social services districts and Day Care advocacy groups. They address the Department's interest in making available the maximum accessibility to Day Care services in keeping with Department regulations and appropriate procedures.

The primary concern has been the practice of conducting face-to-face interviews for completing Day Care eligibility recertifications. The question was whether this was specifically required. The answer to this question is that current Department regulations do not require such interviews. Therefore, districts are able to use any available method or mechanism to complete the recertification process, as long as the general requirements of the relevant regulations in Parts 404 and 415 of 18 NYCRR are met. These include completing the recertification process at six-month intervals and obtaining documentary evidence or verification of income and income-related items. Day Care eligibility could not be continued for any person who failed to meet or to complete the certification requirements.

Local districts have several options available by which to satisfy regulatory requirements. They may, for example, devise a mail-out/mail-in about verification of present status, changes since the last certification or recertification, current income, etc. Another option might be to establish data collection times or opportunities for collection of the same kind of information in the Day care centers or Day Care homes in which recipients have placed their children. Other options may include districts outstationing staff or opening evening hours for this purpose. And, of course, a district may continue conducting Day Care eligibility recertifications by interview, if it chooses.

The point of this release is that the Department does not prescribe a particular method or mechanism for the recertification of eligibility nor does a local district's use of any particular method or mechanism require the Department's prior approval.

Districts are reminded that the eligibility standards in Part 415 and 404 remain in effect and that determinations of eligibility, including recertifications of eligibility, remain subject to review and audit by the Department, the Office of the State Comptroller and other authorized auditing and review agencies.


Joseph Semidei
Deputy Commissioner
Division of Family
and Children Services