

September 2009

Dear Provider:

Greetings from the Office of Children and Family Services, Division of Child Care Services! Important information, brochures and changes happening in the field of child care are included in this mailing. Please read the information carefully. Questions can be directed to your licensor or registrar.



**Governor Paterson Signs a Bill Allowing Family-Based Providers to Remove their Street Address and Map from the OCFS Website**

Recently, Governor Paterson signed into Law a bill that allows family and group family day care providers to decide whether they want their program's street address and map included on the Office of Children and Family Services (OCFS) website. Providers who wish to have their street address and the associated map removed from the website must fill out the enclosed form and return it to the address indicated or complete the on-line request form that will be posted soon under "*What's New*" at: [www.ocfs.state.ny.us/main/childcare/](http://www.ocfs.state.ny.us/main/childcare/). City, State and zip code will remain listed for every program. Family day care and group family day care providers who want their address to remain on the website, as a search tool for parents looking for child care, need do nothing; your day care address information will be unaffected by this new law.



**Lead Poisoning in Children**

Why is information about lead important to child care providers and parents? Lead was used in many materials and products before the risk to young children was known. Although laws now prevent lead from being used in many products, there can still be lead hazards in and around many homes and businesses. Lead can get into the air, water, food, soil, and even dust, and then can be breathed, mouthed or swallowed leading to serious health problems, especially for young children. Included in this mailing are two brochures: *What Child Care Providers Need to Know about Lead* and a parent's guide: *Lead Poisoning is a Danger to Every Baby and Child*. Both brochures offer information on how to protect children from lead poisoning. Keep the provider brochure for yourself and share the other with parents. You can request additional lead brochures, available in several languages, on-line at: [www.health.state.ny.us/forms/order\\_forms/lead.pdf](http://www.health.state.ny.us/forms/order_forms/lead.pdf) or by writing or faxing:

NYS Department of Health      Fax: (518) 465-0432  
Distribution Center  
21 Simmons Lane  
Menands, NY 12204

**Español**

Download  
Handbooks



**Family and Group Family Handbooks are now available in Spanish**

[www.ocfs.state.ny.us/main/childcare](http://www.ocfs.state.ny.us/main/childcare)

If you've visited the Division's website recently, you already know that more and more informational is available in Spanish. The family day care and group family day care handbooks are the Division's newest additions. OCFS plans to continue to translate resources into Spanish. Please take the time to visit the child care website and pay special attention to the "What's New" items.



**Sanitizing Solution Mix**

The enclosed guidance replaces any former guidance on this issue. We apologize for any inconvenience. The highlighting areas inserted on the document point to the changes that were made and approved by the NYS Department of Health.



**Changes Made to the State Central Register Data Base Check Form**

The State Central Register recently updated its Data Base Check form (LDSS-3370). The new form has a revision date of 04/2009. You can find and print the new form on the Division’s website at: <http://www.ocfs.state.ny.us/main/Forms> or you may order the revised form by calling the print warehouse at: (518)473-0971. Please destroy copies of the old form.



**Filing Forged, False or Altered Documents is a Crime**

Child care provider fraud is the deliberate submission or filing of forged, false or altered documents to OCFS, its agents, the Child and Adult Care Food Program (CACFP), local Department of Social Services or any other governmental agency. Most providers are extremely vigilant about making sure that their documentation is valid. However, OCFS is experiencing an increase in day care fraud cases. Examples of child care provider fraud include: 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.



*Coming Soon to the Child Care Website*

**Emergency Flip Chart: A Guide to Being Prepared**

OCFS is developing an *Emergency Flip Chart* to help guide providers through a variety of emergency situations. This chart will be available on our website soon and is designed to be downloaded and/or printed. Please check the “What’s New” section of the Child Care website for updates at: [www.ocfs.state.ny.us/main/childcare/default.asp](http://www.ocfs.state.ny.us/main/childcare/default.asp).

I hope this update has been helpful. Have a safe and enjoyable school year and thank you for all you do for the children and families of New York State.

Sincerely,

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

Enclosures