



1580 Lake Street – Suite 200 Elmira, New York 14901 (607) 734-3941 Fax: (607) 737-7293

Child Care Assistance Program Application – Original Letter

Dear Parent/Guardian:

Enclosed please find the Child Care Assistance Program application packet. Please complete the application in full and sign and date the application the DAY YOU TURN IT IN with all of the forms and copies of required documents. Failure to turn in a complete, signed/dated application with all of the required documentation will delay your application.

The following documents will need to be included with your application:

1. **COPIES** of one-month current consecutive paystubs for all working family household members who are over the age of 18 years old. If you are self-employed you will need to request a Self-Employment Worksheet from our office.
2. **Employment verification** for all working family household members who are over the age of 18 years old. This form must be completed by the employer and returned to the Council from the employer.
3. **COPIES** of birth certificates for everyone in the family unit.
4. **COPIES** of any child support paperwork.
5. **COPIES** of any Social Security income paperwork. Only if its survivors benefit to the other parent.
6. **COPIES** of any Disability income paperwork.
7. **COPY** of proof of residency such as a landlord statement; gas/electric bill or driver's license.
8. **Copy of picture ID**
9. If you are attending school **COPIES** of your school schedule with your name on it and on letterhead from the school.
10. **CHILD CARE PROVIDER FORM** to be completed and signed/dated by you and your child care provider.
11. **Review and sign this document** to attest that you understand your responsibilities and agree to abide by the requirements for the Child Care Assistance program.

If after the initial review of your case and additional documents are required you will receive a letter via the email you provided and mail indicating what is needed.

DO NOT SEND ORIGINAL DOCUMENTS as all documents submitted are SHREDDDED once they are scanned into the County Database system. The Child Care Council IS NOT RESPONSIBLE FOR ANY ORIGINAL DOCUMENTS THAT YOU SUBMIT.

The County DSS has 30 days from the date of your application to decide regarding your eligibility. **KEEP A COPY OF EVERYTHING YOU SUBMIT FOR YOUR RECORDS.**

Return your completed application with all required forms and COPIES of required documents to Chemung County Child Care Council at the address at the top of this letter OR put everything in a large envelope and put it in our Child Care Council Drop Box at the corner of our parking lot or email to subsidyapplications@chemchildcare.com. If you have any questions you may call the Child Care Assistance Program at (607) 734-3941. Thank You.

IMPORTANT PARENT/GUARDIAN RESPONSIBILITIES:

- **You are responsible for the FULL COST OF YOUR CHILD CARE** until you receive a letter indicating if you are approved for assistance. In the event your application is denied you will continue to be responsible for the full cost of your child Care.
- If your application is approved you must pay your parent fee to the child care provider/program. If you use more than one child care program and stop using the provider/program to which you pay the parent fee you are responsible to start paying the parent fee to the other program/provider immediately. You must notify the Child Care Council immediately if you CHANGE who you pay your parent fee to. Failure to notify the Council could result in payments to provider could be calculated wrong and you could have to reimburse the provider or the county.
- You must notify the Child Care Council immediately if you have a change in the child care program you use; household size; change in employment including where you work. If you become unemployed (you must have proof that you have registered with the department of labor for CCAP to continue to pay for child care for up to 3 months of unemployment), change of address or phone number, or any other changes that could affect your eligibility. If the Council is not notified immediately this could affect your eligibility for that time and repayment for any daycare used may have to be reimbursed to the county.
- You must sign your child in and out of the child care program each day and review to make sure times are correct before your Provider submits for payments.
- You must recertify/re-apply for child care assistance program every 12 months. Recert applications are sent out 1 ½ months early to try and prevent any interruption in payments to your provider. Therefore, it is very important to turn this paperwork in by the due date on the letter.
- The Child Care Assistance Program will **only** pay your child care provider/program for the dates and times that you are engaged in your approved activity. Any activity outside of your approved activity that will be the parent's responsibility to pay for the care provided.
- It is important to remember that you will need to notify our agency immediately when anyone new is added to your household. The addition of a household member will require your case to be recertified to reflect the change.

***WARNING: PURSUANT TO SECTION 175-35 OF THE PENAL LAW, A PERSON WHO INTENDS TO DEFRAUD THE STATE OR ANY POLITICAL SUBDIVISION THEREOF BY OFFERING OR PRESENTING A WRITTEN INSTRUMENT WHICH HE OR SHE KNOWS CONTAINS A FALSE STATEMENT OR FALSE INFORMATION TO A PUBLIC OFFICE WILL BE FILED WITH, REGISTERED OR RECORDED IN OR OTHERWISE BECOME A PART OF THE RECORDS OF SUCH PUBLIC OFFICE OR PUBLIC SERVANT, IS GUILTY OF A CLASS "E" FELONY CARRYING A POSSIBLE SENTENCE OF 4 YEARS IN PRISON, A \$5,000 FINE, OR BOTH.**

Certification: I have read, understand and agree to my responsibilities for receiving public funding to assist with the cost of my child care.

Parent/Guardian Signature

Date

Parent/Guardian Email



1580 Lake Street – Suite 200 Elmira, New York 14901 (607) 734-3941 Fax: (607) 737-7293

December 17, 2025

Dear Families, Child Care Providers, and Community Partners,

Chemung County remains committed to supporting families, children, and the childcare providers who serve our community. We recognize that access to affordable, reliable childcare is essential to family stability, workforce participation, and children's well-being. In the spirit of transparency and collaboration, we are sharing an important update regarding the Child Care Assistance Program (CCAP).

Over the past several years, Chemung County has closely monitored childcare assistance expenditures in relation to the funding allocated to our district by the New York State Office of Children and Family Services (OCFS) through the New York State Child Care Block Grant (NYSCCBG). During this period, childcare expenditures have increased significantly, while funding allocations have not experienced comparable growth.

This increase in expenditures is largely the result of several statewide policy changes, including:

- The implementation of a statewide cap on the parent/family share at 1%, whereas family contributions were previously as high as 35%.
- The expansion of income eligibility to 300% of the Federal Poverty Level in 2023. Prior eligibility was limited to 200%, resulting in a substantial increase in the number of eligible families.
- Authorization for childcare providers to bill for up to 80 absences per child per year, with additional absences allowed if a child changes providers.
- The elimination of hourly billing rates in favor of half-day or full-day rates, based on the length of care provided.
- Families approved for child care assistance receive at least 12 months of continuous eligibility without redetermination, as long as household income remains below 85% of the state medium income and the family continues to need care. Previously, redeterminations were completed every 6 months.

While these policy changes were designed to improve access to care and promote stability for families and providers, they have also resulted in a level of demand that exceeds the funding currently available to our district.

As a result of this statewide funding shortfall, Chemung County must take difficult but necessary steps to ensure that available resources are used responsibly and equitably. At this time, all available NYSCCBG funds are projected to be required to support existing childcare cases. Consequently, some CCAP applications and recertifications may be denied due to insufficient funding. Chemung County will not establish a waitlist at this time.

Families receiving Temporary Assistance will continue to be served under childcare guarantee provisions. In addition, Chemung County has received an approved waiver of 18 NYCRR 415.2(d)(1)(i), which allows the district to continue opening cases at recertification for families who fall within one or more of the following federal priority populations, provided funding is available:

- Families experiencing homelessness
- Families with income under 300% of the State Income Standard (SIS)
- Families with children who have special needs

Effective November 24, 2025, families who are recertifying and meet one or more of these priority criteria may remain open, contingent upon funding availability.

Please note that the Chemung County Department of Social Services has also submitted a pending waiver request to amend the definition of “very low income” to 200% of the State Income Standard for the purpose of prioritizing non-guaranteed applicants and recertifications. This request is intended to allow the district to continue supporting families with the greatest need and the fewest resources.

We understand that these changes may create uncertainty and challenges for families and providers. The Department of Social Services remains committed to supporting those affected during this transition and will continue to assess funding availability on an ongoing basis. When funding becomes available, eligible cases will be opened as resources allow.

We appreciate the patience, understanding, and continued partnership of our families, providers, and community members. Chemung County remains dedicated to monitoring NYSCCBG funding closely and advocating for the resources necessary to support childcare access across our community.

For questions related to payments for authorized cases or family eligibility, please contact the Chemung County Child Care Council at (607) 734-3941.

Sincerely,

A handwritten signature in black ink that reads "Kellie Lockwood". The script is cursive and fluid, with the first name "Kellie" and last name "Lockwood" clearly distinguishable.

Kellie Lockwood
Executive Director

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
HOW TO COMPLETE THE APPLICATION FOR CHILD CARE ASSISTANCE

This application is for non-guaranteed Child Care Assistance only. If you want to apply for Child Care Assistance and other state benefits, such as Public Assistance (PA), Supplemental Nutrition Assistance Program (SNAP), Home Energy Assistance (HEAP), Medicaid, or guaranteed Child Care Assistance (category 1), please use the *New York State Application for Certain Benefits and Services* (LDSS-2921) found here: <https://otda.ny.gov/programs/applications/2921.pdf>.

APPLYING FOR CHILD CARE ASSISTANCE

- You are applying for category 2 Child Care Assistance. Category 2 Child Care Assistance is for families when funds are available. Category 1 Child Care Assistance is for families who are eligible for a child care guarantee, which includes families applying for or receiving PA, Child Care Assistance in lieu of PA, and transitional child care.
- You can fill out the application and turn it in the same day you get it. If you are eligible, the county you live in may give you assistance back to the date you turned in your application.
- You can turn in your application in person or by mail. If you want to turn in your application electronically by email, fax, etc., please reach out to your local department of social services for further information.
- The local department of social services will take your application if it has your name, address, and a signature. However, the application needs to be complete to determine if you are eligible to get Child Care Assistance.

HOW TO COMPLETE THE APPLICATION

- Please complete each section. Some sections are marked "optional," and you can choose to complete them or not.
- Please write clearly on the application.
- Do not write in the shaded areas.
- If you are helping someone apply, please write the information about the person you are helping.

WHERE TO TURN IN THE APPLICATION

- Please turn the application in to your local department of social services of the county where you live.

Make sure the local department of social services gives you copies of:

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

These booklets have important information in them about your rights and responsibilities and can be found here: <https://otda.ny.gov/programs/applications/4148A.pdf>

<https://otda.ny.gov/programs/applications/4148B.pdf>
<https://otda.ny.gov/programs/applications/4148C.pdf>

IF YOU WANT TO WITHDRAW YOUR APPLICATION

- Give the local department of social services a written and signed request to withdraw the application you turned in.
- You can apply again at any time.

Tell us about yourself.

Please fill out the information about yourself. If you are helping someone apply, please fill out this information about the person you are helping (the applicant):

- **Full Name**
Please tell us your legal name, both your first and last name. Please include any aliases.
- **Street Address**
Please tell us the full street address, including apartment number/floor, city, county, state, and Zip Code, of where you are living **now**.
- **Mailing Address**
If you get mail somewhere other than where you live, please tell us that address here.
- **Phone Number**
Please tell us your phone number, with the area code. Check (✓) the box if this is a cell phone, home phone, or work phone.
- **Email**
If you want to be reached by email, please tell us your email address. *This is optional.*
- **Contact**
Please check (✓) the box that tells us how you want someone reach you. If you check "other," please tell us the best way to reach you. *This is optional.*
- **Primary Language**
Please check (✓) the box that tells us the language that you speak most often in your home. If you check "other," please tell us the language you prefer.
- **Marital Status**
Please check (✓) the box to tell us your current legal marital status.

Do you or any adult(s) applying with you receive any of the following benefits?

*The questions in this section are for you **AND** any other adult household members who are applying for Child Care Assistance with you – this means your spouse who lives with you, the child's parent who lives with you, individuals temporarily absent from the home who must contribute toward the needs of the household, or any other adult living in the home who is legally responsible for the child(ren).*

- If you and/or any of the listed adults above get any of the benefits that are on the list, please check (✓) each one that is received. If no one is receiving any of these benefits, please check the box, "None of these."

Tell us about your household's circumstances.

*The questions in this section are for you **AND** any other adult(s) applying with you.*

- **Homeless**
Please check (✓) Yes or No to tell us if your family has a fixed, regular, adequate place to stay at night.
- **U.S. Military**
Please check (✓) Yes or No to tell us if an adult in the home is on active duty, serving full-time in the U.S. Military.
- **Military Reserve**
Please check (✓) Yes or No to tell us if an adult in the home is a member of the National Guard or Military Reserve Unit
- **Child Care Funding**
Please check (✓) Yes or No to tell us if an adult in home is receiving/applying for other child care funding. If you check yes, please tell us the agency name.
- **Need Reason**
Please tell us the reason(s) child care is needed. For example, to work, to attend substance abuse treatment, etc.

Tell us about everyone in your home.

List the information for everyone who lives with you, even if they are not applying with you.

- **Full Name**
Please write your full name on line 1 and then write the names of the other people who live with you on each line under yours.
- **Date of Birth**
Please tell us each person's date of birth.
- **Sex**
New York State will make sure that you can access state benefits and/or services regardless of your sex, gender identity, or expression. Please write the sex of all the people who live with you as male, female, or X to match what is on file with the United States Social Security Administration.

• Relationship • Gender Identity • Social Security Number • Hispanic/Latinx • Race • Child Care Need • Citizenship • Special needs • Parents in the home	Please tell us each person's relationship to you. For example, spouse, other parent, biological child, foster child, friend, roommate, grandparent, etc. Your gender identity is how you see yourself and what you call yourself. Your gender identity can be the same as your sex. You do not have to tell us any of this information if you do not want to. If you choose to write your gender identity, please only tell us your own in the space provided. Giving us your gender identity is your choice and will not change your eligibility for Child Care Assistance or the amount of assistance you will be given by this agency. You can add your Social Security number if you would like to. Social Security numbers may be used by federal, state, and local agencies to make sure the services you are given are not duplicated, may be used to catch or stop fraud, and may be used for federal reporting. <i>This is optional.</i> Please enter Y (Yes) or N (No) for each person if they are Hispanic, Latinx, or not. Giving us ethnicity information is your choice and will not change your eligibility for Child Care Assistance or the amount of assistance that you will be given by this agency. Please enter Y (Yes) or N (No) for each of the race codes (below). Giving us race information is your choice and will not change your eligibility for Child Care Assistance or the amount of assistance that you will be given by this agency. H – Hispanic, I – Native American or Alaskan Native, A – Asian, B – Black or African American, P – Native Hawaiian or Pacific Islander, W – White Please enter Y (Yes) or N (No) to tell us if each child needs child care. Please enter Y (Yes) or N (No) to tell us if each child is a <i>United States citizen, United States national, or a person with satisfactory immigration status</i>. If you are not sure, please talk to your local department of social services. The citizenship or immigration status of the adults or children who do not need child care will not affect your eligibility for Child Care Assistance or the amount of assistance that you will be given by this agency. Please enter Y (Yes) or N (No) to tell us if each child has special needs. A child with special needs is a child who cannot take care of themselves and has one or more of the following diagnoses: (1) Visual impairment (2) Deafness or other hearing impairment (3) Orthopedic impairment (4) Emotional disturbance (5) Intellectual disability (6) Learning disability (7) Speech or language impairment (8) Health impairment (9) Autism (10) Multiple disabilities (11) Traumatic brain injury (12) Deaf-blindness (13) Other health impairment <i>For the full definition of a child with special needs, please see NYCRR Title 18 Part 415.1(c).</i> Please enter Y (Yes) or N (No) for each child to tell us if both parents live in the home.
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Tell us about parent(s) who do not live in the home.*This information is about the parent who does not live in the home.*

- Please write the name(s) of the child(ren) who are applying for Child Care Assistance and are under the age of 19, whose parent does not live in your home.
- Please check (✓) Yes or No to tell us if the parent who does not live in the home is available to provide care. If they are not, please tell us the reason (for example: they are working, attending rehabilitation, in jail, there is a court order, there is a safety issue, visitation agreement, etc.).

Tell us about your job and other activities.*Please fill out the information if you are working. If you are not working, are not about to start a new job, and are not looking for work, please check (✓) "No" and go to the next section on the application.*

- Please check (✓) Yes or No to tell us if you need child care because you are working, if you are about to start a new job, or you are looking for work. If you are about to start a new job, please tell us your start date.
- Employer/Job Information: Please write the name of where you work, the total number of hours you work or will be working each week, your schedule, and tell us if your schedule changes each week. If your schedule changes each week, please write the hours you worked last week. If you are about to start a new job, please tell us what your schedule will be. If you have more than one job, please check (✓) Yes or No and use extra pages and tell us the above information.

Please fill out the information if you are in a training program for work. If you are not in a training program or are about to start one, please check (✓) "No" and go to the next section on the application.

- Please check (✓) Yes or No to tell us if you need child care because you are in a training program for work or are about to start one. If you are about to start a training program, please tell us your start date.
- Training Program Information: Please write the name of the training program or facility, the total number of hours you are at the training program or will be each week, your training schedule, and tell us if your training schedule changes each week. If your schedule changes each week, please write the hours you attended the training program last week. If you are about to start a training program, please tell us what your schedule will be.

Please fill out the information if you are going to college/taking classes. If you are not going to college/taking classes or are about to start, please check (✓) "No" and go to the next section on the application.

- Please check (✓) Yes or No to tell us if you need child care because you are going to college/taking classes or about to start college/classes.
- School/College Information: Please write the name of the school or college, the day you started going or will be starting college/taking classes, the total number of hours you are taking classes or will be taking each week, your class schedule, and tell us if your schedule changes each week. If your schedule changes each week, please write the hours you attended classes last week. If you are about to start college/classes, please tell us what your schedule will be.

Tell us about the other adult(s) applying with you and their activities.*Please fill out the information about the other adult(s) applying with you.*

- Please check (✓) whose job information this is (your spouse, other parent, or other adult). Please check (✓) Yes or No to tell us if the adult has more than one job. If yes, please use extra pages and tell us the below information. Please tell us if they are working, about to start a new job, or looking for work. If they are about to start a new job, please tell us their start date.
- Employer/Job Information: Please write the name of where they work, the total number of hours they work or will be working each week, their job schedule, and tell us if their schedule changes each week. If the schedule changes each week, please write the hours they worked last week.

Please fill out the information if the other adult is in a training program for work. If the adult is not in a training program for work or about to start one, please check (✓) "No" and go to the next section on the application.

- Please check (✓) Yes or No to tell us if the adult is in a training program for work or about to start one. If they are about to start one, please tell us their start date.
- Training Program Information: Please write the name of the training program or facility, the total number of hours they are at the training program or will be each week, their training schedule, and tell us if their schedule changes each week. If their schedule changes each week, please write the hours they attended the training program last week.

Please fill out the information if the other adult is going to college/taking classes. If the adult is not going to college/taking classes or is about to start college/classes, please check (✓) "No" and go to the next section on the application.

- Please check (✓) Yes or No to tell us if the adult is going to college/taking classes or about to start.
- School/College Information: Please write the name of the school or college, the day they started or will be starting college/taking classes, the total number of hours they are taking classes or will be each week, their class schedule, and tell us if their class schedule changes each week. If their schedule changes each week, please write the hours they attended classes last week.

Tell us about your household income.

In this section, please check (✓) Yes or No for you and anyone applying with you for each type of income.

- For each "Yes" answer, please write the name of the person who earns the income, the dollar amount or value, and how often the person gets paid (for example: weekly, monthly, biweekly, etc.).

Consents and Notices

READ THIS SECTION CAREFULLY or have someone read it to you. This section has important information about your rights and responsibilities related to receiving child care assistance. By signing and submitting an application, you are saying that you understand and agree to the statements in this section.

Attestation and Signature

Please read this section or have someone read it to you. Please check (✓) the box. By checking the box, you are agreeing that everything on the application is correct and complete.

- **SIGNATURE**

Please sign your name and write the date. *If you have filled out this application for someone else, sign your own name.* If you are giving this application to the local department of social services electronically, an electronic signature (e-signature) is allowed.
- **PRINT NAME**
Please write your full name, first and last.
- **SIGNATURE OF OTHER ADULT(S)**
If your spouse lives with you **or** the other parent lives with you **or** individuals temporarily absent from the home who must contribute toward the needs of the household **or** another adult lives with you who is legally responsible for the child(ren) in need of child care, you **both** must sign the application.
- **PRINT NAME**
Please write your full name, first and last, if you are the spouse/other parent or other adult that lives in the home who is legally responsible for the child(ren) in need of child care.

Once you have completed the application, please give the application to the local department of social services of the county where you live.

NOTE: The last page of the *Application for Child Care Assistance* is an application to register to vote. If you want help filling out the voter registration form, please ask your local department of social services. Applying to register to vote will not change your eligibility for Child Care Assistance or the amount of assistance you will be given by this agency.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
APPLICATION FOR CHILD CARE ASSISTANCE

This application is for you to apply for non-guaranteed Child Care Assistance only. If you want to apply for other state benefits, including guaranteed Child Care Assistance, please use the [New York State Application for Certain Benefits \(LDSS-2921\)](#). You can talk to your Local Department of Social Services if you have any questions or need help.

Please answer all questions that do not say optional. Please write clearly. Please do not write in the shaded areas.

Tell us about yourself.

Full name (Please include first and last name.)

Aliases:

Street Address

Street: Apt. No./Fl.: City: State: County: Zip Code:

Mailing Address (if different)

Street: Apt. No./Fl.: City: State: County: Zip Code:

Phone Number

() - Phone Number Type ☐ Cell Phone ☐ Home Phone/Landline ☐ Work Phone

Email (This is optional.)

How would you like to be contacted? (This is optional.)

☐ Phone ☐ Email ☐ Other (Please tell us.)

Primary Language

☐ English ☐ Spanish ☐ Other (Please tell us.):

Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Do you or any adult(s) applying with you receive any of the following benefits?

- ☐ Medicaid
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ Housing Vouchers or Assistance

- ☐ Home Energy Assistance Program (HEAP)
- ☐ Women Infants & Children Program (WIC)
- ☐ Other federal assistance programs such as Supplemental Security Income (SSI)
- ☐ Head Start/Early Head Start
- ☐ Cash Assistance from TANF
- ☐ None of these.

Tell us about your household's circumstances.

Do any of these apply to you or any adult(s) applying with you?

- Homeless** (no fixed, regular and adequate place to stay at night) ☐ Yes ☐ No
- A parent is on active duty (serving full time) in the **U.S. Military** ☐ Yes ☐ No
- A parent is a member of the **National Guard** or **Military Reserve Unit** ☐ Yes ☐ No
- Receiving or applying for other child care funding ☐ Yes ☐ No
 - If yes, please give us the agency name: _____
- Reason(s) child care is needed: _____

Tell us about everyone in your home.

LN	First Name and Last Name	DATE OF BIRTH (MM-DD-YY)	SEX (M/F/X)	RELATIONSHIP TO YOU	Gender Identity <i>This is optional. (Please describe.)</i>	SOCIAL SECURITY NUMBER (SSN) <i>Optional</i>	Enter "Y" (Yes) or "N" (No) if Hispanic or Latinx (Optional)					Does the child need child care? (Y/N)	Is the child a U.S. citizen/ national or has satisfactory immigration status?	Does the child have special needs?	Do both parents live in the home?	
							H	I	A	B	P					W
1				SELF												
2																
3																
4																
5																
6																
7																
8																

* Racial Affiliation Codes: H – Hispanic, I – Native American or Alaskan Native, A – Asian, B – Black or African American, P – Native Hawaiian or Pacific Islander, W – White

If you need more room or there is more information you think we might need, you can use extra pages.

Tell us about parent(s) who do not live in the home.

List all the children who need child care, whose parent does not live in the home.

Names of children under 19	Is the parent that does not live in the home available to provide care?	If no, please provide the reason.
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	

Tell us about your job and other activities.

Do you need child care because you are working? ☐ Yes ☐ No	Are you about to start a new job? ☐ Yes ☐ No	If yes, start date: / /	Are you looking for work? ☐ Yes ☐ No
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EMPLOYER'S NAME	TOTAL HOURS WORKED PER WEEK		Does your schedule change week to week? ☐ Yes ☐ No				
TYPICAL WORK SCHEDULE – If your schedule changes, enter your schedule from last week.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Do you have more than one job? ☐ Yes ☐ No *If yes, please use extra pages to give us more information about your other job(s).*

Do you need child care because you are in a training program for work? ☐ Yes ☐ No	Are you about to start a training program for work? ☐ Yes ☐ No	If yes, start date: / /
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TRAINING PROGRAM NAME/FACILITY	TOTAL HOURS OF TRAINING PER WEEK		Does your schedule change week to week? ☐ Yes ☐ No				
TYPICAL TRAINING SCHEDULE – If your schedule changes, enter your schedule from last week.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Do you need child care because you are going to college/taking classes? ☐ Yes ☐ No	Are you about to start college/taking classes? ☐ Yes ☐ No	If yes, start date: / /
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SCHOOL OR COLLEGE NAME	TOTAL HOURS OF CLASSES PER WEEK		Does your schedule change week to week? ☐ Yes ☐ No				
TYPICAL CLASS SCHEDULE – If your schedule changes, enter your schedule from last week.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Tell us about the other adult(s) applying with you and their activities.

Whose job information is this? (Check one.) ☐ Spouse ☐ Other parent ☐ Other adult	Do they have more than one job? ☐ Yes ☐ No	If yes, please use extra pages.
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Is the adult working? ☐ Yes ☐ No	Is the adult about to start a new job? ☐ Yes ☐ No	Start date: / /	Is the adult looking for work? ☐ Yes ☐ No
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EMPLOYER'S NAME	TOTAL HOURS WORKED PER WEEK		Does the schedule change week to week? ☐ Yes ☐ No				
TYPICAL WORK SCHEDULE – If the schedule changes, enter the schedule from last week.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Is the adult in a training program for work? ☐ Yes ☐ No	Is the adult about to start a training program for work? ☐ Yes ☐ No	If yes, start date: / /
--	--	-------------------------------

TRAINING PROGRAM NAME/FACILITY	TOTAL HOURS OF TRAINING PER WEEK		Does the schedule change week to week? ☐ Yes ☐ No				
TYPICAL TRAINING SCHEDULE – If the schedule changes, enter the schedule from last week.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

RESOURCES – I confirm that my family resources are not more than \$1,000,000.
JURISDICTION – I understand that if I move out of the Social Services District that determined my child care assistance eligibility, the information about myself, my child(ren), and anyone living in my home, may be given to any Social Services District I move to within New York State. By signing this application, I am allowing the information that is in my child care case file to be given to the new Social Services District that I move to, for my continued eligibility.
NON-DISCRIMINATION – This application will be considered without regard to race, color, sex, gender identity, sexual orientation, disability, religious creed, national origin, political belief, or any other factors prohibited by law.

Attestation and Signature

Please read the notices and agreements above, check the box, and sign the application. By checking the box and submitting this application, you agree to the following:			
• I agree that I have read and understand the notices in the section above. • I understand and agree to the consents in the section above. • I want to apply for child care assistance. • I have been honest on this application, and it is complete to the best of my knowledge.			
☐ I attest that the information I provided on this application is correct and complete to the best of my knowledge.			
YOUR SIGNATURE		PRINT NAME	DATE SIGNED
X			/ /
THE OTHER ADULT(S) SIGNATURE		PRINT NAME	DATE SIGNED
X			/ /

FOR AGENCY USE ONLY:			
CASE NAME:		CASE NUMBER:	DISTRICT CASE TYPE: 40
SERVICES TRANSACTION TYPE: ☐ New Open ☐ Reopen ☐ Recertification		DISPOSITION: ☐ Denial Reason Code: ☐ Withdrawal	
ELIGIBILITY DETERMINED BY:		DATE: / /	
ELIGIBILITY APPROVED BY:		DATE: / /	
CHILD CARE AUTHORIZATION (DATES): FROM / / TO / /		COMMENTS:	
L1 CIN:	L4 CIN:		
L2 CIN:	L5 CIN:		
L3 CIN:	L6 CIN:		



NYS Agency-Based Voter Registration Form

"If you are not registered to vote where you live now, would you like to apply to register here today?"

- ☐ **Yes** If you checked YES, please complete the VOTER REGISTRATION APPLICATION below
- ☐ NO because I choose not to register OR
- ☐ I am already registered at my current address OR
- ☐ I asked for and received a mail registration form.

If you do not check any box, you will be considered to have decided not to register to vote at this time.

X

Signature

Date

Please Print Name

Important!

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

Información en español: si le interesa obtener este formulario en español, llame al **1-800-367-8683**

中文資料: 若您有興趣索取中文資料表格, 請電: **1-800-367-8683**

한국어: 한국어 한국어 양식을 원하시면 **1-800-367-8683**

으로 전화 하십시오.

যদি আপদি এই ফর্ম ইংরেজীতে পূরণ করে 1-800-367-8683

শি্ষরে পূর্ণা করুন

VOTER REGISTRATION APPLICATION (instructions on back)

☐ I need an application for an Absentee Ballot

Please print or type in blue or black ink

☐ Yes, I would like to be an Election Day Worker

1	Are you a U.S. citizen? ☐ YES ☐ NO If you answered NO, do not complete this form		2	A) Will you be 18 years old on or before election day? ☐ YES ☐ NO B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? ☐ YES ☐ NO If you answered NO to both of the prior questions, you cannot register to vote.		For Board Use Only	
3	Last Name		First Name		Middle Initial	Suffix	
4	Address where you live (do not give P.O. box)		Apt. No.		City/Town/Village		Zip Code
5	Address where you get your mail (if different than above)		P.O. Box, Star Route, etc.		Post Office		Zip Code
6	Date of Birth / /		7	Gender (optional)		8	Telephone (optional)
10	The last year you voted		Your address was (give house number, street and city)		9		
	In county/state		Under the name (if different from your name now)		ID Number (Check the applicable box and provide your number) ☐ New York State DMV number ☐ Last four digits of your Social Security number ☐ I do not have a New York State DMV or Social Security number		
11	Political Party I wish to enroll in a political party ☐ Democratic party ☐ Republican party ☐ Conservative party ☐ Working Families party ☐ Other I do not wish to enroll in any political party and wish to be an independent voter. ☐ No party				12 Affidavit: I swear or affirm that · I am a citizen of the United States. · I will have lived in the county, city or village for at least 30 days before the election. · I will meet all requirements to register to vote in New York State. · This is my signature or mark on the line below. · The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years. X Signature or Mark in ink Date		

(Optional) Register to donate your organs and tissues

Last Name		
First Name	Middle Initial	Suffix
Address		
Birth Date / /	Gender ☐ M ☐ F ☐ Other	
Eye Color	Height Ft. in.	
Email	DMV or ID NYC Number	

By signing below, you certify that you are:

- 16 years of age or older
- Consent to donate all of your organs and tissues for transplantation, research, or both;
- Authorizing the Board of Elections to provide your name and identifying information to NYS Donate Life Registry for enrollment;
- And authorizing the Registry to allow access to this information to federally regulated organ procurement organizations and NYS-licensed tissue and eye banks and others approved by the NYS Commissioner of Health hospitals upon your death.



Signature

Date

Qualifications for Registration

You Can Use This Form To:

- register to vote in New York State;
- change your name and/or address, if there is a change since you last voted;
- enroll in a political party or change your enrollment;
- pre-register to vote if you are 16 or 17 years of age.

To Register You Must:

- be a U.S. citizen;
- be 18 years old (you may pre-register at 16 or 17 but cannot vote until you are 18);
- be a resident of the County, or of the City of New York at least 30 days before an election;
- not be in prison for a felony conviction;
- not claim the right to vote elsewhere; and
- not found to be incompetent by a court.

Important!

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:

NYS Board of Elections
40 North Pearl St, Suite 5
Albany, NY 12207-2729

Telephone: **1-800-469-6872**;

TDD/TTY users contact the New York State Relay at 711;
or visit our web site - www.elections.ny.gov

Your decision to register will remain confidential and will be used only for voter registration purposes. Anyone not choosing to register to vote and/ or information regarding the office to which the application was submitted, will remain confidential to be used only for voter registration purposes.

Verifying your identity

We will try to check your identity before Election Day, through the DMV number (driver's license number or non-driver ID number), or the last four digits of your social security number, which you will fill in Box 9.

If you do not have a DMV or Social Security number, you may use a valid photo ID, a current utility bill, bank statement, pay check, government check or some other government document that shows your name and address. You may include a copy of one of those types of ID with this form.

If we are unable to verify your identity before Election Day, you will be asked for ID when you vote for the first time.

To complete this form:

It is a crime to procure a false registration or to furnish false information to the Board of Elections.

Box 9: You must make one selection. For questions refer to Verifying your identity above.

Box 10: If you have never voted before, write "None". If you can't remember when you last voted, put a question mark (?). If you voted before under a different name, put down that name. If not, write "Same".

Box 11: Check one box only. Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.



**CHEMUNG
COUNTY
CHILD CARE
COUNCIL, INC.**

Leading The Way To Child Care That Works

1580 Lake Street – Suite 200 Elmira, New York 14901 (607) 734-3941 Fax: (607) 737-7293

Employment Verification Form

I authorize my employer's payroll department or HR department to release the information requested on this form to the Chemung County Child Care Council.

TO BE COMPLETED BY CHILD CARE ASSISTANCE PROGRAM APPLICANT/EMPLOYEE

Child Care Assistance Program Applicant Parent Name: (Please Print) _____

Employer: _____

Employer Address: _____

Employer Phone Number: _____

Employee Signature

Date

TO BE COMPLETED BY EMPLOYER

Employee's Name: _____ Position: _____

Hire Date: _____ Leave Date: _____ Return Date: _____

Hourly Rate of Pay: \$ _____ Weekly Max Hours: _____ Unpaid Breaks: _____

Is overtime required? Yes No If so, how often: _____

Employees Weekly Work Schedule:

Week Day	1 st Shift Schedule	2 nd Shift Schedule	3 rd Shift Schedule	Daily Max Hours	Overtime Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

PLEASE COMPLETE PAGE 2

Page 1

Print name of person completing this form: _____ Title: _____

Signature of person completing this form: _____ Date: _____

Employers contact information: _____

EMPLOYER MUST COMPLETE AND RETURN THIS FORM TO THE CHILD CARE COUNCIL
within 10 days of application submission or by the following date _____.

The Child Care Council will accept submissions of this form via mail to the address at the top of this form or by email to subsidyapplications@chemchildcare.com. THANK YOU.

***WARNING: PURSUANT TO SECTION 175-35 OF THE PENAL LAW, A PERSON WHO INTENDS TO DEFRAUD THE STATE OR ANY POLITICAL SUBDIVISION THEREOF BY OFFERING OR PRESENTING A WRITTEN INSTRUMENT WHICH HE OR SHE KNOWS CONTAINS A FALSE STATEMENT OR FALSE INFORMATION TO A PUBLIC OFFICE WILL BE FILED WITH, REGISTERED OR RECORDED IN OR OTHERWISE BECOME A PART OF THE RECORDS OF SUCH PUBLIC OFFICE OR PUBLIC SERVANT, IS GUILTY OF A CLASS "E" FELONY CARRYING A POSSIBLE SENTENCE OF 4 YEARS IN PRISON, A \$5,000 FINE, OR BOTH.**



CHEMUNG
COUNTY
CHILD CARE
COUNCIL, INC.

Leading The Way To Child Care That Works

1580 Lake Street – Suite 200 Elmira, New York 14901 (607) 734-3941 Fax: (607) 737-7293

CHILD CARE PROVIDER FORM

TO BE COMPLETED BY PARENT/GUARDIAN:

Parent Name: _____ Telephone: _____

Street: _____

City: _____ State: _____ Zip: _____

This is my **ONLY** provider: YES _____ NO _____

If no, list other provider: _____

If more than one provider which provider will receive your parent fee: _____

What hours will each provider do care: _____

TO BE COMPLETED BY PROVIDER:

Providers Name: _____ Telephone: _____

Member of Household members 18 Years or OLDER: _____

Street: _____

City: _____ State: _____ Zip: _____

ADDRESS WHERE CARE IS GIVEN: (IF DIFFERENT FROM ABOVE)

Street: _____

City: _____ State: _____ Zip: _____

Please list ALL children in care on this parents' case below:

Childs Name	Sex M/F	Date of Birth	Start Date	Provider's Relationship to child

This Form MUST be completed by the PARENT/ GUARDIAN and CHILD CARE PROVIDER and returned to:
Chemung County Child Care Council Inc. 1580 Lake Street Suite 200, Elmira, New York 14901

Provider Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ACCESSING APPLICANT/RECIPIENT INFORMATIONAL BOOKS

If you are blind or seriously visually impaired and need this form or the three informational books in an alternative format (large print, audio, data CD, or Braille) contact your social services district. Large print, audio and data files are also available for download at <http://otda.ny.gov/> under "Forms". If you require another accommodation, please contact your local social services district office.

This form and the three informational books are offered in multiple languages and are available online at <http://otda.ny.gov/> under "Forms". To view the books follow the link provided, click "Forms" and scroll down until you see the titles of the books. The book titles are listed below.

You may also pick up printed books at your local District Offices or have them mailed to you at any time upon request.

Book1: What You Should Know About Your Rights and Responsibilities (LDSS-4148A)

This book informs you about your rights and responsibilities when applying for and receiving benefits.

Book 2: What You Should Know About Social Services Programs (LDSS-4148B)

This book gives information about the different programs available - such as Temporary Assistance (TA), Supplemental Nutrition Assistance Program (SNAP) as well as Medical Assistance (MA) (which includes Medicaid, Family Health Plus, and Family Planning Benefit Program). It also provides information on other services including child care, foster care, child welfare, adoption and other available programs.

Book 3: What You Should Know If You Have an Emergency (LDSS-4148C)

This book tells you what to do in case you have an emergency - such as needing immediate help with shelter, food, utility, fuel expenses, or medical attention.

You are entitled to information about your rights and responsibilities as an applicant or recipient of services and benefit programs.

The valuable information in these books can help you in applying for and receiving benefits. It is very important that you read these books and understand the information. If you have any questions after reading the books, or need help accessing the information, you may contact your district office for assistance.

Hearing impaired callers can use the New York State Relay service by dialing 711 or
TTY phone numbers of 1-800-421-1220 or 1-800-662-1220