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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-164

Date: November 22, 1993

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: Child Care: Public Awareness Brochures

ATTACHMENTS: Child Care Brochures (Not available on-line)

The Department has recently released four child care brochures (attached) which were developed as part of its statewide child care public awareness campaign. The purpose of this local commissioners memorandum (LCM) is to provide social services districts with guidelines for their use.

Three of these child care brochures are targeted to parents, while the fourth is targeted to prospective family day care providers. The brochures have been reproduced in English on one side and in Spanish on the other. Below is a brief description of each of these child care brochures.

1. A Guide to Registration for Family Day Care Providers (Publication #1520) identifies the types of providers required to be registered with the state and an overview of the registration process.
2. A Parent's Guide to Choosing a Child Care Program (Publication #1521) provides guidelines on how to select a child care provider who will meet both the child's and the parent's needs.
3. A Parent's Guide to Child Care Funding (Publication #1522) provides a brief discussion of the resources available to help families pay for child care.
4. A Parent's Guide to Child Care (Publication #1523) provides an overview of the child care options available to meet a family's child care needs and the differences between them.

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Social services districts are encouraged to use the four child care brochures in working with clients. In addition, social services districts are asked to maximize circulation of the four brochures within their counties by ensuring that other community agencies are aware of their availability.

Section 415.4(a)(1) of the Department's regulations requires that social services districts provide applicants for child care services with the full range of providers eligible for payment from subsidy funds and with information to assist them in making an informed choice of child care providers. The three parent guides have been designed to assist social services districts in complying with this requirement. In addition, social services districts are asked to distribute the parent guides to all families currently in receipt of child care services.

The brochure entitled "A Guide to Registration of Family Day Care Providers" is intended to encourage caregivers to enter the regulated system. Social services districts are asked to distribute this brochure to parents using unregulated care as well as to unregulated caregivers and prospective providers. This brochure could be attached to the enrollment form which is completed by all informal caregivers or could be sent with the Health and Safety Information letter to all newly enrolled informal caregivers. In addition, social services districts may wish to make the brochures available in waiting room areas and to include them with public assistance mailings.

A supply of each of the child care brochures was distributed to social services districts in late August. Brochures also have been supplied to the state-funded Child Care Resource and Referral (CCR&R) agencies and soon will be included in the "Welcome to Parenthood" materials which are given to new mothers through hospital maternity wards.

Social services districts may obtain additional copies of the brochures by submitting a written request on Form DSS-876 (Rev. 1/86): "Request for Forms and Publications." Inclusion of a self-addressed mailing label will expedite the processing of your order. Request should be sent to:

New York State Department of Social Services  
Forms and Publications Section  
40 North Pearl Street  
Albany, New York 12243

Questions regarding this LCM may be directed to Dee Woolley, Bureau of Early Childhood Services at 1-800-342-3715, ext. 4-9324 or dial direct at (518) 474-9324. Ms. Woolley also may be contacted on-line, Userid #89A800.

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