



New York State
Office of
Children & Family
Services

www.ocfs.state.ny.us

David A. Paterson
Governor

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Commissioner

Capital View Office Park
52 Washington Street
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Dear Colleague:

This letter contains important updates and changes. Please read each section carefully. If you have any questions, your licenser or registrar is ready to help.



Training Requirements: Good News! Effective immediately, The Division of Child Care Services will permit an individual to transfer their training hours between day care programs. Training hours can be transferred to a new day care employer when the date of the training falls within the new employer's licensing/registration cycle.

- The transferred training hours may not be substituted for the 15 hours of initial training required of new employees within the first six months of their employment, but may count toward the remaining 15 hours required.
- Day care staff must also complete training in all nine of the topic areas listed in regulation.
- The person requesting the transfer of training hours must be able to provide the new employer with appropriate documentation verifying the training hours completed.



Training Tracking Forms: The Division of Child Care Services has developed two forms for the purpose of recording training hours. We are confident that these forms will assist you in recording and tracking training hours. Form # **OCFS-4880** is used to record an individual's completed training topics and hours and can also be used to transfer training hours between day care programs. Form # **OCFS-4879** is used to record completed training topics and hours of all program individuals.

Providers/Directors are asked to sign and submit this form at renewal.

Both forms are included in this mailing. The forms will be added to the Division's website at:

http://www.ocfs.state.ny.us/main/beccs/beccs_forms.asp. You may also order copies of the forms from the warehouse by calling (518) 473—0971.

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Enforcing the Training Requirement Training and education have a measurable, positive effect on the quality of child care provided. This is why training is so important to a day care program and the children and families it serves.

The Division of Child Care Services will no longer place a one year limitation on programs deficient in training hours but will instead recommend the denial of renewal. Once denied, the program will be expected to work with the Regional Office and the Bureau of Day Care Enforcement to resolve this matter.



Fingerprinting: The only organizations permitted to fingerprint (ink and roll) day care personnel are: The Division of Child Care Service's Regional offices, registration agencies, Child Care Resource and Referral Agencies or law enforcement agencies. Child care providers are **NOT** permitted to fingerprint day care employees, volunteers or household members for criminal history reviews.

Fingerprinting is one of the Division's major efforts toward keeping children safe in day care. This policy will help to ensure that the persons being fingerprinted are supplying valid proof of identity and that their prints match their name on the card.



Protecting Yourself and Your Business: Insurance for Family and Group Family Child Care Providers: The Division of Child Care Services is offering a special video conference on insurance protection on **September 8, 2008 from 6:45 PM to 9:15 PM**. This training is a great opportunity for you to learn about types of insurance options and give feedback on this important matter. We will be looking for feedback from you in the form of a survey on the types of insurance you have for your child care program including liability, health and homeowners insurance. Sign up online at <http://tsg.suny.edu/> or call SUNY at (518)443-5940.

I hope this update has been helpful. Have a safe and enjoyable summer season 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