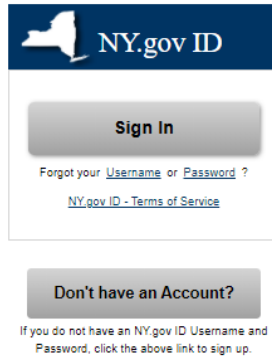


Essential Worker Scholarship Steps to Apply

- Open one of the following Web browsers; Chrome, Explorer, Safari (**do not use Internet Explorer**)
- Visit OCFS Public website - <https://ocfs.ny.gov/childcarerelief>
- Click on the 'Apply Now' button.
- The application will ask you sign into NY.GOV with your username and password OR create an account by clicking on 'Don't have an Account?'



- If you do not have an Account, it will ask you to select an Account type.
 - Select 'Personal'



- Click on 'Sign Up for a Personal NY.gov ID'

Obtain an NY.gov ID Personal User Account

Personal NY.gov ID - Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

- Enter basic user information (along with a valid email address) and select a User ID.
- Confirm basic user information is correct.
- Finish the online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on the link, you will be prompted to set your password, and select 3 security questions & answers.

[Sign Up for a Personal NY.gov ID](#)

If you want a Personal NY.gov ID, please click the button to start the process.

Essential Worker Scholarship Steps to Apply

- Complete the Self Registration.

The screenshot shows the 'NY.gov ID SELF REGISTRATION' form at Step 1 of 3. It is divided into two sections: 'User Information' and 'Login Information'. The 'User Information' section contains four input fields: 'First Name*', 'Last Name*', 'Email*', and 'Confirm Email*'. The 'Login Information' section contains a 'Preferred Username*' field with a 'Check' button, a reCAPTCHA widget with the text 'I'm not a robot', and a 'Create Account' button at the bottom. A 'Personal Privacy Protection Law Notice' link is visible in the top right corner.

- You will receive a confirmation with your information – click Continue.

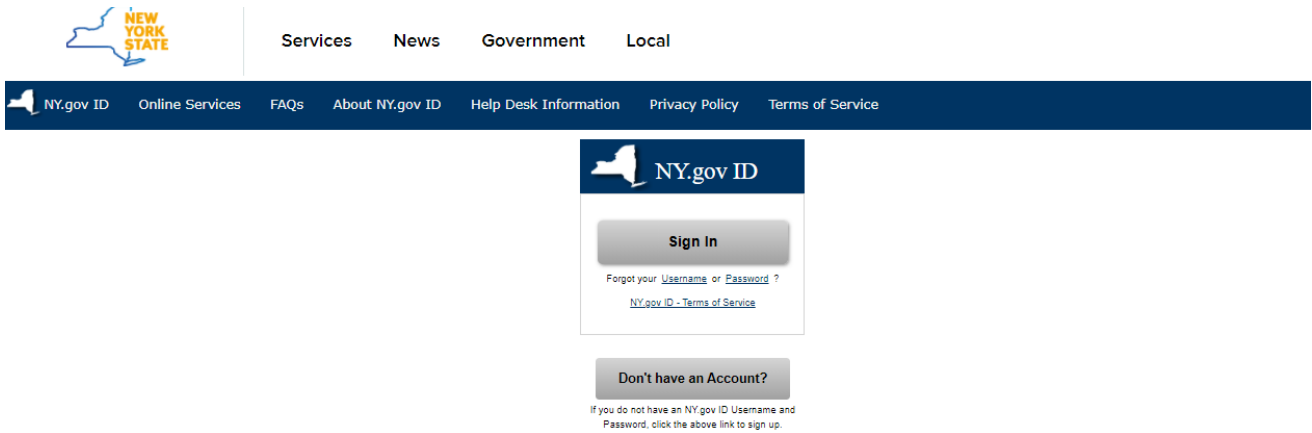
The screenshot shows the 'NY.gov ID SELF REGISTRATION' form at Step 2 of 3. It displays a confirmation of the user's information: 'First Name : [redacted]', 'Last Name : [redacted]', 'Email : [redacted]', and 'Username : [redacted]'. Below the list is a 'Back' button and a 'Continue' button. A progress bar at the bottom right indicates 'Step 2 of 3'.

- You will get a confirmation that an activation email was sent to your account – Click Finish.

The screenshot shows the 'NY.gov ID SELF REGISTRATION' form at Step 3 of 3. It displays a confirmation message: 'An activation email has been sent to [redacted]'. Below this, it provides instructions: 'Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.' A note at the bottom states: 'If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.' A 'Finish' button is located at the bottom center, and a progress bar at the bottom right indicates 'Step 3 of 3'.

Essential Worker Scholarship Steps to Apply

- This will open – but don't try to sign-in yet!



- **Check your email!** Email From: ny.govld@its.ny.gov
 - Email Subject is Welcome to NY.GOV Id with your name
 - In the body of the email there will be a link – to 'Click Here' to activate your account

This email was sent in response to your registration of a NY.gov ID.

Dear Owen Masterson,

Thank you for registering a NY.gov ID. Your Username is Owen Masterson

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://qa.my.ny.gov/ActivateV4/activate.xhtml?rid=a2f12257-8967-4f89-9459-35cf09eed990&nygovldlang=en>

Thank you
New York State

- Select 3 Secret questions to use as security in case you forget your password later. Click Continue when done entering these.

Thank you for registering!
You are now ready to activate your NY.gov Id.
During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

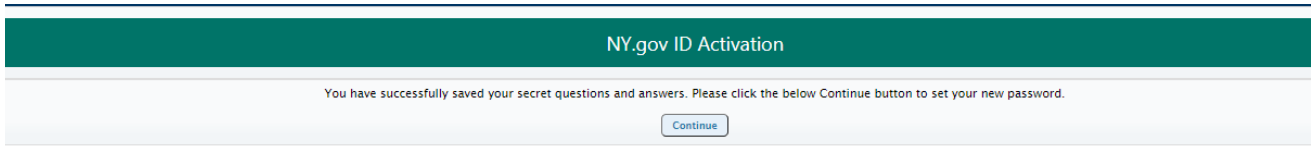
* indicates required field

*Question 1	Select One	*Confirm Answer
*Answer	<input type="text"/>	<input type="text"/>
*Question 2	Select One	*Confirm Answer
*Answer	<input type="text"/>	<input type="text"/>
*Question 3	Select One	*Confirm Answer
*Answer	<input type="text"/>	<input type="text"/>

[Continue](#)

Essential Worker Scholarship Steps to Apply

- Click Continue



NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

Provisional ID 2017 - New York State Office of Information Technology Services (ITS) Build: 7/14/2020 9:33 AM WJ: FMB13 A: 10108 1

- Create a password and click continue



NY.gov ID ACTIVATION

Please enter your new Password.

New Password*

Confirm Password*

Continue

⚠ Password must contain at least 1 digit, 1 alphabetic, a minimum 14 characters.

- Click on Continue



NY.gov ID ACTIVATION

Your New Password has been reset.

Continue

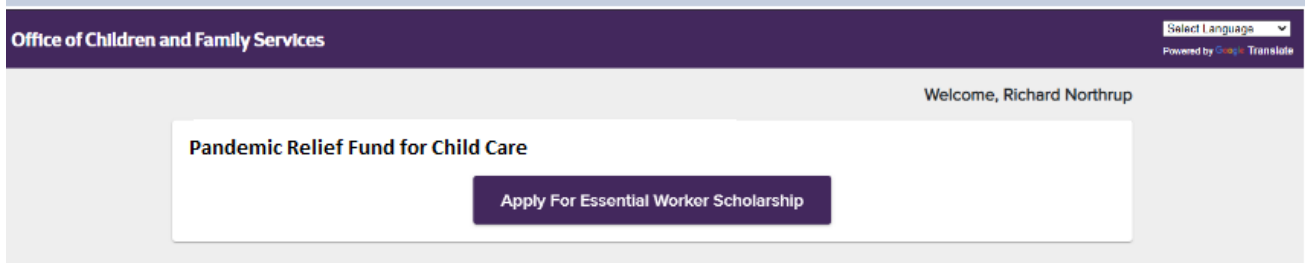
New York State Office of Information Technology Services (ITS) Build: 05/21/2021 4:56 PM WJ: 1

- **YOU ARE READY NOW TO APPLY! Return to the OCFS Public website.**
<https://ocfs.ny.gov/childcarerelief>
 - **Click Apply – now you will have the NY.GOV username and password needed to proceed with your application for the scholarship.**

Essential Worker Scholarship

Steps to Apply

- Next it will take you to the Child Care Pandemic Relief Fund Page. You can choose a different language on the top right-hand corner of the page. Start the application by clicking on the 'Apply for Essential Worker Scholarship' button.



- **Am I eligible for an Essential Worker Scholarship?**

You are eligible if you can answer yes to these questions below:

- I live in New York State.
- My job, or my co-applicant's job, is classified as an Essential Worker in New York State. The NYS definition of an Essential Worker can be found at: <https://esd.ny.gov/guidance-executive-order-2026>
- My Annual Household Income is less than the maximum income based on my family's size.

Family Size	Max income
2	\$52,260
3	\$65,880
4	\$79,500
5	\$93,120
6	\$106,740
7	\$120,360
8	\$133,980
9	\$147,600
10	\$161,220

- There are no other parents or legally responsible adults (age 21 or older) who are able to provide care while I am at work.
- My child(ren) is a U.S Citizen or has a Satisfactory Immigration Status. <insert hyperlink to the list>
- My child(ren) is:
 - Less than 6 weeks of age or older
 - Under 19 and is mentally or physically incapable of caring for themselves or under court supervision.
- My child care provider is an active NYS licensed/registered/permitted facility.

Essential Worker Scholarship Steps to Apply

- **What will I need to apply?**

- Current Email Address
- Proof of Income (example: Paystub, W-2, 1099)

- **Understanding your applications status:**

After you complete the online application, you will know the status of the scholarship.

- If you do not meet one of the above eligibility requirements, your application will not be approved and will be marked **Ineligible**. If you feel this decision has been made in error, your circumstances have changed or you made a mistake in the information you provided, you are welcome to apply again.
- If you meet all of the eligibility requirements, the application will be approved and you will be **Eligible** to receive the scholarship.
 - A follow-up email will be sent to your child care provider so they can register and start the weekly certification process.
- If additional information is required, for example you are not able to find your child care provider in the search, we will send your application to The Office of Children & Family Services (OCFS) for review - The application will be set as **Under Review** and you will receive an email when the decision is made.

- **When and How will Payments be made?**

- Payments will be paid directly to your child care program; you will not receive any money directly from OCFS. Parents are responsible for any tuition amount the scholarship does not cover.
- Providers are required to certify your child's weekly attendance for payments to be made.