



## Office of Children and Family Services

ANDREW M. CUOMO  
Governor

SHEILA J. POOLE  
Commissioner

February 24, 2021

Dear Summer Camp Director:

This letter contains information regarding steps to enroll for summer 2021 as a legally exempt group summer camp program, to provide child care services to families who are receiving child care assistance. For more guidance regarding this enrollment process, please contact your local enrollment agency. Enrollment agency information can be found at <https://ocfs.ny.gov/programs/childcare/referral-agencies.php>.

A summer camp may be eligible to enroll if

- it is not currently licensed or registered to operate a child day care program by the New York State Office of Children and Family Services, or a group child care or school-based child care program by the New York City Department of Health and Mental Hygiene (NYCDOHMH); and
- it is operated under the jurisdiction of the New York State Department of Health in accordance with Subpart 7-2 of the State Sanitary Code or is permitted as a summer camp by NYCDOHMH.

All directors, employees, and volunteers must undergo comprehensive background clearances as part of the legally exempt group child care program enrollment process. Summer camps seeking enrollment for summer 2021 can apply beginning March 1, 2021. Directors are encouraged to complete the enrollment application early due to processing time of comprehensive background clearances.

To apply for enrollment for summer 2021, directors must submit PART A (pages 1-7) of the OCFS-LDSS-4700, *Enrollment Form for Legally Exempt Group Child Care Program*, signed by the on-site director, to the enrollment agency responsible for the county where the program is located. The enrollment agency will send the director the OCFS-6000 packet, which the director, employees, and volunteers can use to initiate comprehensive background clearances, as applicable. The director is responsible for providing the necessary clearance documents or a copy of the CBC-eligible letter and clarifying whether there was a 180-day break in service for individuals with this letter.

If families receiving child care assistance wish to enroll with the legally exempt summer camp, each family must submit PART B (pages 10-12) of the OCFS-LDSS-4700, *Enrollment Form for Legally-Exempt Group Child Care Program*, signed by the parent/caretaker and the on-site director, to the enrollment agency responsible for the county where the program is located. PART A does not need to be resubmitted for each family's application.

Please direct any questions regarding the enrollment process or background clearances to your local enrollment agency.

Sincerely,

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