

## Child Care Program/Provider Enrollment Application Checklist

All new programs and providers must submit an application and the following documentation to ACS. All forms and documents should be mailed to **NYC Children – VEU, PO Box 130, Maplewood, NJ 07040** or emailed to [VEU.Prog.Prov@acs.nyc.gov](mailto:VEU.Prog.Prov@acs.nyc.gov).

### All New Programs and Providers

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- Child Care Program/Provider Enrollment Application (CFWB-048)
- Legible copy of Child Care Permit, License, or Registration issued by NYC DOHMH or NYS OCFS, or appropriate child care licensing office if located out of New York State
- Legible copy of Internal Revenue Service correspondence indicating Tax/Employer ID Number (TIN/EIN) or signed Social Security Card
- Completed YMS Terms & Conditions for ACS Child Care Voucher Program Payments Form
- Completed YMS Direct Deposit Authorization Form
- Completed IRS Form W-9

### Additional Forms by Program or Provider Type

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In addition to the six items listed above, certain program or providers must submit the following forms or documents for each new child enrolled. If you have questions about how to complete these forms, please contact WHEDco at (347) 708-7800.

#### Informal Providers (Relative, Neighbor, Friend)

- Enrollment Form for Provider of Legally Exempt In-Home Child Care And Legally-Exempt Family Child Care (OCFS-LDSS-4699) for each new child enrolled. Siblings may be on the same form.
- Proof of ID and Residency for Informal Child Care Providers (CFWB-004)
- For Relative Providers Only: Background Check Release (CFWB-047)

#### Legally Exempt Non-Licensed Programs, Including Summer Day Camps

- Enrollment Form for Legally Exempt Group Child Care Program (OCFS-LDSS-4700) for each child enrolled. Siblings may be on the same form; however, if a program has both Pre-School and School Age programs, a separate 4700 form must be submitted for each program.
- For Pre-School Programs Only: a legible copy of the Article 43 School- Based Pre-School Instructional Program Certificate of Filing issued by NYC Department of Health and Mental Hygiene (DOHMH)

For licensing questions/issues contact NYC DOHMH at [childcareinfo@health.nyc.gov](mailto:childcareinfo@health.nyc.gov). More information on DOHMH Licensing and Permits can be found here: <https://www1.nyc.gov/site/doh/business/permits-licenses.page>