



ACS-Issued Child Care Voucher Enrollment Date Policy

Effective October 1, 2025

Policy #: 2025-06

This policy dictates the date from which ACS will enroll a child in subsidized care when using an ACS-issued child care voucher. The policy is effective as of October 1, 2025.

In addition to the below criteria, for a child to be enrolled with a provider, the provider's license, permit, or registration must be current and in good standing. A child care provider will not receive payment from ACS for serving a child during a period the provider did not have a valid license, permit, or registration.

A child care provider serving a child using an ACS-issued voucher will receive payment from ACS from the date ACS enrolls the child with the child care provider in our system of record. If the child began attending care with the child care provider in advance of the enrollment date, the parent will be responsible for payment.

The date from which a child will be enrolled is dependent on how long after the voucher issue date the completed voucher is returned to ACS.

(A) Vouchers received by ACS in three (3) months¹ or less from issue date:

If a completed voucher is received by ACS in 3 months or less of the voucher issue date, the child's enrollment date will be the **later** of:

¹ For the purposes of this policy, three months from the issue date will be defined as the same date three months later. For example, if a voucher were issued on September 9th, it would need to be returned to ACS by December 9th or sooner for section (A) to apply. In this example, if the voucher were returned to ACS December 10th or later, section (B) would apply.

If a voucher is issued at the end of a month and the last day of the third month is an earlier date, the last date of the third month will serve as last day to return the voucher to have section (A) apply.

Issue Date	Three Months from Issue Date
January 31	April 30
March 31	June 30
August 31	November 30
November 29 or 30	February 28 (February 29 on leap years)

- the voucher issue date;
- the child's start date (the date the child began or will begin attending care at the child care provider)²; or
- the child's approval date from the Women's Housing and Economic Development Corporation (WHEDCo approval date) (only required for legally exempt providers, including informal providers).

(B) Vouchers received by ACS more than three months from issue date:

For all vouchers received by ACS more than 3 months after the voucher issue date, the child will be enrolled with the child care provider from the **later** of:

- the date ACS receives the completed voucher;
- the child's start date
- the child's WHEDCo approval date (if applicable)

In signing the voucher, the family and child care provider are, respectively, attesting that all information -- including the date the child began attending or will begin attending care with the child care provider (start date) -- is accurate. Any misinformation could result in a later adjustment to the child's enrollment and/or provider payment, including potential recoupment of funds.

Child care providers enrolling children with a voucher must speak with the child's parent/caregiver to ensure the child has been disenrolled from any other child care they were enrolled with for the same dates and times.

In the event of a retroactive enrollment with ACS, if a parent has already paid for services, the provider must release any prior payment received from the parent minus the parent fee.

² The "start date" listed on the voucher must be the day the child began attending or will begin attending the child care provider.

Appendix: Definitions

The definitions below describe the terms used in this policy.

WHEDCo. The nonprofit organization contracted by New York State to review and approve children's enrollment with providers legally exempt from receiving a license or registration.

Start Date. The date the child began attending or will begin attending the child care provider.

Issue Date. The date the voucher was issued to the family (printed on the voucher). In some instances, if there is a significant lag between the date a family requests a voucher and the date ACS issues the voucher, the issue date will be adjusted to reflect the date of the request.

WHEDCo Approval Date. The date the child was approved by WHEDCo for enrollment with a Legally-Exempt program or Informal provider.