

EXECUTIVE ORDER NO. 89

June 29, 2006

TRANSFER OF THE HUMAN RESOURCES ADMINISTRATION'S CHILD CARE UNIT
TO THE ADMINISTRATION FOR CHILDREN'S SERVICES

WHEREAS, the New York City Human Resources Administration ("HRA") determines eligibility for subsidized child care, provides eligible clients with assistance in obtaining child care, and subsidizes child care for eligible families;

WHEREAS, the New York City Administration for Children's Services ("ACS") administers child care and Head Start programs, including determining eligibility, assisting parents in obtaining child care, and subsidizing child care;

WHEREAS, under the authority of section 77 of the New York State Social Services Law and in accordance with sections 603 and 617 of the New York City Charter both HRA and ACS may determine eligibility for subsidized child care and provide eligible clients with assistance in obtaining child care;

WHEREAS, in an effort to promote greater continuity of the City's child care services for children and families and improve the quality of child care services provided, the child care services currently performed by HRA, further described below, are to be transferred to ACS;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Effective July 14, 2006, or as soon as practicable thereafter, the child care functions performed by HRA shall be transferred to ACS. Such functions include the following:

- a. policy development and general oversight of the subsidized child care services;
- b. conducting intake interviews and determining eligibility for subsidized child care;
- c. providing information on child care services to parents at the job centers;
- d. providing child care support services, including responding to inquiries received via the telephone hotline and resolving payment complaints;
- e. receiving and recording attendance information; invoicing; and directing issuance of payments by a payment vendor;

- f. processing federal subsidies for food for the day care centers;
- g. maintaining data base of eligible providers; records of child care enrollment, attendance and other transactions; issuing notices and reports;
- h. general administrative and clerical support for all of the above.

§ 2. With the purpose of ensuring continuity in operation of the functions described in Section 1, HRA and ACS may make appropriate arrangements, prior to the transfer date, with respect to: (a) use by ACS of HRA facilities and real and personal property, including MIS systems; and (b) appropriate disposition of contracts and agreements entered into by HRA in relation to functions being transferred.

§ 3. The Department of Citywide Administrative Services, HRA and ACS shall take all steps necessary, consistent with applicable law, to implement this Order, including ensuring the transfer, pursuant to section 70(2) of the Civil Service Law, of employees substantially engaged in the performance of the functions described in Section 1. Employees who are subject to pending disciplinary charges on the date of the functional transfer, or against whom a disciplinary penalty has been assessed but not yet served or paid on or prior to such date, shall be retained in the employment of HRA until the resolution of the adjudicative or administrative proceedings and until any outstanding disciplinary penalty has been served or paid.

§ 4. This Order shall take effect immediately.

Michael R. Bloomberg
Mayor