

Should you have any questions please refer to the contact page for your daycare worker's contact information.

Important Information about your daycare case

Your daycare assistance will continue as long as you remain income eligible, are working and your children are younger than age 13. Please become familiar with the following information so that we can work better together

- Make **copies**, do not send originals. We **do not** make **copies**.
- Make sure the hours that your child(ren) are attending daycare match the hours that you are working.
- If you lose your job notify us **immediately**
- If you are leaving your job due to disability, pregnancy, or other reasons please let us know immediately;
- We randomly verify information. For example, we may call employers, providers, or audit self-employment. We do this to protect public funds from potential fraud.
- We have **30 days** to make a decision on your case (it usually doesn't take that long)
- Every six months you are required to recertify your case. You will need to submit new paystubs, be aware that you will receive a recertification packet in the mail. The information is time sensitive and your case will be closed if not submitted.
- If we discover fraud, we immediately report it to the Fraud Unit and/or the District Attorney's Office
- You are responsible for a "**parent share**". This is an amount that you must pay toward the cost of your childcare. It is based on your income. Your approval notice will tell you the amount and to which provider to pay it to. If you don't pay this, your case will be closed.
- We pay up to market rate for your provider. If your provider charges more than market rate you are responsible to pay the difference. **THIS IS IN ADDITION TO YOUR PARENT SHARE.** You are also responsible for any additional fees that your provider charges, such as membership fees, early termination or absences not covered by RCDSS.
- If you change providers we need to have the change **in writing**. Please let us know who the provider is, on what date he/she will start and the child who will be attending.
- We pay for childcare on a **monthly** basis. Submit your bill at the end of the month. Do not send it in early. If you forget to send in a bill for a month we will not pay double the next month. If you need the funding be sure the bill is submitted monthly.

Rensselaer County Day Care Unit
Important Numbers

****PLEASE KEEP THIS****

	Phone Number	Name of Worker
If your last name begins with A-Me	(518)833-6192	Lynn Patterson
If your last name begins with Mi-Z	(518)833-6193	Tina Mainville
If you are on Family Assistance	(518)833-6194	Amanda Collins
If you want to speak with the Supervisor	(518)833-6190	Tera Graiff
If you need help finding a provider/daycare center	(518)426-7181	Child Care Coordinating Council
Fax number	(518)833-6187	
To obtain information, calendars or an application on line	www.rensco.com	Go to: Departments, Social Services, Day Care
Fair Hearing	(518)462-6765	