



RENSSELAER COUNTY DEPARTMENT OF SOCIAL SERVICES

127 Bloomingrove Drive, Troy NY 12180 (518) 833-6000 fax (518) 833-6186

CHILD CARE SUBSIDY CLIENT RESPONSIBILITY FORM

Please read the following expectations and requirements for the Rensselaer County Child Care Assistance Subsidy program. If there are any questions about the items listed below, you may contact your child care worker. Please read, sign, and return this form as part of your complete application for services; failure to do so may result in delay or denial of your case.

Rensselaer County Child Care Subsidy Recipients are responsible:

- For completing all applications and documents truthfully and as accurately as possible.
- To make sure that they are only sending their child/children to day care when they are working or utilizing transportation to and from work. By sending a child/children when they are not working, a client acknowledges that they will be responsible for the cost of care during that exact time, not DSS. Child Care Subsidy through the low income program is for **WORK PURPOSES ONLY**.
- To inform their Child Care Worker immediately, and in writing, (NO LATER than 10 business days after the change) of any changes in work status, family income, household composition, child care arrangements, if they apply for Family Assistance, or of any other changes that may affect eligibility or the amount of benefits received.
- To provide the Department with a monthly work schedule, before the day care is to be paid, if the hours they work from week to week vary.
- To pay their full family share to their provider each week. Family share is calculated based on income and family size and is clearly stated on each notice for the case.
- If the provider charges more than the market rate the client is responsible to pay the difference. **THIS IS IN ADDITION TO THE FAMILY SHARE.**

Applicant Signature

Date

Applicant Name (Print)