

**ERIE COUNTY DAY CARE UNIT
290 MAIN ST. – 3RD FLOOR
REAR ELEVATOR – 20 CATHEDRAL PARK ENTRANCE
BUFFALO, NEW YORK 14202**

Mail in your completed and signed application.

Do not send original documents, only copies are required.

- **Picture ID** for yourself
- **Birth Certificates** for all applying members of your household
- **Social Security cards** for all applying members of your household (optional)
- **Verification of current address and household composition:**
 - Landlord form (B-1231) completed by the owner or agent, or current lease listing address and household composition **OR**
 - Collateral Verification Letter (B-3112) if property is owned by you or your relative. This form **MUST** be completed by a non-relative who does not reside in your household.
- **Verification child support and day care costs:**
 - Copy of current court order if child support/day care costs are being received.
 - Statement signed by you regarding the amount and frequency of child support currently received – statement signed by you stating the other parent’s availability to watch the child and if unavailable the reason.
- **Wage Verification:**
 - 1) Consecutive paystubs for last 4 to 12 weeks OR
 - 2) if newly employed, (less than 4 weeks of paystubs), letter from your employer, on letterhead, stating start date, rate of pay, days and hours working and all paystubs received to date.
Name, address and phone # of your employer.
- **Other Income** – Verification of Social Security, unemployment or any other income received by household members.
- **Day Care Provider information** – if you need assistance finding a day care provider, you can call the Child Care Resource Network at 877-6666 or log on to <http://www.ocfs.state.ny.us> – child care facility search.

Complete B-3923 with your Day Care Provider (enclosed). Remember to fill in your work schedule and school schedule of children on back of B-3923 form.

B-5322-a (2/11) (Front)

CURRENT INCOME ELIGIBILITY STANDARDS

These are the income standards that are used to determine eligibility and calculate the fee for Child Care Services effective June 1, 2009.

FAMILY SIZE	100% ANNUAL	100 % MONTHLY	175% ANNUAL	175% MONTHLY
1	\$10,830	\$ 903	\$18,952	\$1,579
2	\$14,570	\$1,214	\$25,497	\$2,124
3	\$18,310	\$1,526	\$32,042	\$2,670
4	\$22,050	\$1,838	\$38,587	\$3,215
5	\$25,790	\$2,149	\$45,132	\$3,761
6	\$29,530	\$2,461	\$51,677	\$4,306
7	\$33,270	\$2,773	\$58,222	\$4,851
8	\$37,010	\$3,084	\$64,767	\$5,397
Ea. Additional member	\$3,740	\$312	\$6,545	\$545

The Day Care fee is based on the amount of the family's income that exceeds the current Income Eligibility Standard (100%). There is one basic fee for a family regardless of the number of children receiving day care services. For authorization purposes, the fee is deducted from the youngest child receiving day care and the parent must pay the fee directly to the provider.

FORMULA USED TO DETERMINE FEE:

Annual Gross Income minus (-) State Income Standard times (x) 35% = Weekly Fee ÷ 52 (weeks)

Every case will pay a fee of at least \$1.00 per week.

NOTE: Families with a gross income of over 175% of standard are ineligible for Day Care Assistance.