

If your application package is determined to be complete when it is first received by DSS

(meaning the application and all required supporting documentation is completed fully and have original signatures), you can expect to receive written notice of DSS' eligibility determination within approximately 6 weeks.

If the Child Care Examiner determines that additional information or documentation is required,

you will be notified, in writing, and given a due date to submit the required information/documentation. Once DSS has received everything needed to determine your eligibility, you can expect to receive written notice of DSS' eligibility determination within approximately 6 weeks. (NOTE: If you fail to provide the requested information, your application will be denied.)

If you are determined ineligible for a child care subsidy, the written notice will explain the reason

for this decision and provide information regarding how to request a fair hearing if you disagree with the Department's decision.

If you are determined eligible for a child care subsidy, your assigned Child Care Examiner will open

a child care case for your family and speak with you regarding your choice of provider(s) for your child(ren). Once DSS has approved your choice of provider(s), both you and your provider(s) will receive a written notice authorizing child care services. The notice will specify the time period during which child care services are authorized, the days and hours of child care authorized for each child and the family share amount that you are responsible to pay directly to your provider.

NOTE:

You are required to immediately report to the Child Care Unit any changes to your household composition, residence, family income, or participation in an approved school/vocational training program, work activities, employment and/or any other circumstances that would affect your ongoing eligibility for child care services. Overpayments resulting from a failure to notify us of changes will need to be repaid to Suffolk County. Intentional misrepresentations may lead to program sanctions or prosecution for fraud.

You will periodically be required to recertify your ongoing eligibility. You will receive the recertification package in the mail with a specified due date for the completed application and supporting documentation to be returned. Be sure to return the application and documentation by the due date to prevent disruption of your child care services or your case being closed.