C O U N T Y O F U L S T E R

DEPARTMENT OF SOCIAL SERVICES

1061 DEVELOPMENT COURT

KINGSTON, NEW YORK 12401-1959

Jen Metzger, County Executive

Michael A. Iapoce, Esq., Commissioner
Cynthia N. Beisel, Deputy Commissioner
Rita Wood, Deputy Commissioner

(845) 334-5000
FAX (845) 334-5353

miap@co.ulster.ny.us
cbei@co.ulster.ny.us
rwoo@co.ulster.ny.us

Karen J. Hunt, **Daycare Supervisor**
(845) 334-5314, (845) 334-5192 Fax

Dear Parents,

You recently requested assistance in paying for our day care. To better meet your needs, a mail-in application process has been developed. For your application to be processed, you need to submit the following required documents:

1. A signed, dated and complete **Application. (All sections for the application must be completed or the application will be returned to you.)**

2. **Copies** of Baptismal certificates, Birth Certificates or Passports for all applying members in your household. ****Applying members are yourself, your spouse/partner, and all or your children who are living in the household****

3. Copies **of Social Security (optional but not mandatory) (Green Card or Resident Alien Card if applicable)** for all applying members in your household.

4. A signed and dated **Family Share Agreement and Notice of Client Responsibility form.**

5. **Copies** of the last 8 weeks of pay stubs (12 weeks if income fluctuates) **and** the **Work Verification Form** for you and/or your spouse/partner.

6. If you are **self-employed,** you must provide DSS with a **copy of your most recent tax return**, a completed self-employment form, and a notarized letter stating your work schedule.

7. Verification of any other income you receive, such as a **copy** of unemployment benefits, Social Security benefits etc.

8. If attending high school, a verification of school enrollment and class schedule for you and/or your spouse/partner.

9. A completed **Provider Verification Form** for all providers that you are using.

It will take four weeks from the date that UCDSS receives the application and all required verifications listed above, to process all new applications. Please submit the required documents in the enclosed envelope. If you have any questions or need assistance in completing the application, please call the Ulster County Day Care Unit at 334-5489. If you have questions on locating a childcare provider, please call the Ulster County Child Care Council at 331-5197 or 331-7080.

DO NOT FAX YOUR APPLICATION!
ORIGINAL SIGNATURES ARE REQUIRED!