

NY First 3 Dutchess County Provider Program Guide



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Welcome

NY First 3 Pilot pays Dutchess County child care programs a steady, full time market rate for seats for children from birth to age four. Families pay only a small copay, and your program is paid every two weeks.

The pilot is funded by the New York State Office of Children and Family Services (OCFS) and Dutchess County Department of Community and Family Services (DCFS). The Child Care Council of Dutchess and Putnam (the Council) runs it for the County: we contract with programs, make payments, and support you along the way.

Use this guide in two ways:

- **Before you apply:** the first sections explain who can apply, how seats and payments work, what the contract asks of you, and how to submit the Request for Qualified Applicants (RFQ). Everything you need to decide whether First 3 fits your program is here.
- **After you are awarded seats:** the checklist, support, and FAQ sections walk you through setting up, enrolling families and getting paid.

This guide explains the program in plain language. Your signed contract with the Council is the official set of terms; if anything here differs from your contract, the contract controls. Details may change as the State and County finalize the pilot, and nothing in this guide guarantees a contract or a number of seats. We will share any updates with all programs at the same time.

Program at a glance

Topic	What to know
Who can apply	Any program licensed or registered by OCFS in Dutchess County that serves children under four and is in good standing: centers, small day care centers, group family day care homes, and family day care homes
Ages served	Children from birth until their fourth birthday (a child must be under 4 when enrolled)
Seats	Up to 1,000 seats countywide, released in phases over three years
Type of seat	Full time only (8 to 10 hours a day). No part time or shared seats
Rate	The OCFS weekly market rate for your program type and the child's age (see Rates and payment)

Topic	What to know
How you are paid	Every two weeks by direct deposit (ACH), based on attendance recorded in your child care management system
What families pay	A \$15 copay per family per week, collected by your program in addition to your First 3 payment; no income test and no work requirement
Extra hours	You may charge families for care before or after the full time day, or on weekends
Contract term	January 2027 to August 31, 2027, with up to two renewals of up to 12 months each
Key dates	RFQ opens Friday, October 30, 2026 at 10 a.m.; first seat awards January 2027; family enrollment and first payments by March 2027, or sooner as families are enrolled
How to apply	Applications are rolling, first come, first served, with no closing date; one application per site
Questions	First3@childcaredutchess.org

About NY First 3

First 3 exists because infant and toddler classrooms are the most expensive to run and often the first to close. The pilot gives programs a stable, contracted payment for these seats so they can stay open and grow.

New York State is testing the model in three counties: Dutchess, Monroe and Broome. In Dutchess County the pilot has two goals:

1. Stabilize existing care by funding infant and toddler seats that programs already have, whether currently existing or currently vacant.
2. Add newly created seats, especially in parts of the county with too little care. The State's goal is that about half of all pilot seats are newly licensed.

For families, First 3 is open to every Dutchess County family with a child under four, with no income test. Families choose the program they want from the list of contracted providers.

The pilot is planned to run for three years, subject to State funding.

Who can apply

Your program can apply if it meets all of these requirements:

- ☐ It is licensed or registered by OCFS as a child care center, small day care center, group family day care home or family day care home.
- ☐ It is located in Dutchess County.
- ☐ It is in good standing with OCFS (see below).
- ☐ It serves, or will serve, children under age four within its licensed or registered capacity.
- ☐ It uses, or will set up, an approved child care management system (CCMS) for attendance.
- ☐ Child care centers only: its First 3 seats will be no more than half of its licensed capacity (see below).

Every licensed or registered program type is welcome to apply.

Good standing. Your program is in good standing when it is licensed or registered, in a payable status, and not under an active OCFS enforcement action. These statuses make a program ineligible: suspension, limitation, suspension and proposed revocation, denial of renewal, or revocation of a license or registration. If you have open violations, we encourage you to resolve them before you apply. You can check your record on [OCFS Child Care Search](#).

The 50% capacity limit for child care centers. Because this is a pilot, a child care center's First 3 seats may be no more than half of its licensed capacity. For example, a center licensed for 60 children may have up to 30 newly created First 3 seats. The limit does not apply to group family day care homes or family day care homes, which follow the caps on currently existing and currently vacant seats in the next section.

One application per site. If you operate more than one location, submit a separate RFQ for each site.

Contracted seats

A contracted seat is a full time seat at your site that First 3 pays for. Your contract lists your seats by age group and by seat type. There are three types of seats:

Currently existing seats are seats within your licensed or registered capacity that are currently occupied by a child.

Currently vacant seats are seats within your licensed or registered capacity that are currently not occupied by a child. This includes seats a home based program could fill by hiring an assistant.

Newly created seats are seats that start on or after January 1, 2027 and are added beyond your licensed capacity.

Currently existing and currently vacant seats are defined separately, but they are considered one category when they are added to your contract. You may convert a limited number of them, combined, to First 3:

Program type	Maximum currently existing & currently vacant seats
Family day care	2
Group family day care	3

Program type	Maximum currently existing & currently vacant seats
Small day care center	4
Child care center	4

Adding newly created seats. There is no cap on newly created seats. Depending on your program type, increasing capacity may require a new license. Adding licensed capacity through new seats or classrooms is only an option for small day care centers and child care centers. Family and group family day care homes have set limits based on their license type that cannot change, so a family day care home that wants to become a group family day care home needs a whole new license, not added capacity. When OCFS approves your added capacity or new license, the Council verifies it and we sign a short seat amendment adding those seats to your contract.

How seats are awarded. Seats are awarded on a rolling basis, first come, first served, as eligible applications arrive. Seats are released in phases so the pilot can keep adding families over three years. If requests ever reach all 1,000 seats, the Council will set up a published structure that gives priority to:

- programs in areas of Dutchess County with too little child care (child care deserts);
- programs offering expanded or nontraditional hours; and
- programs adding newly created seats.

The Council may award fewer seats, or a different mix of ages, than you request. Seats are not guaranteed to fill, and they are tied to your site, so they cannot be sold or moved.

Protecting current families. You may not disenroll a child, or cut a child's hours, to make room for a First 3 seat. If a family already enrolled with you is approved for First 3, that child gets priority for your seat.

Families and enrollment

The County enrolls families; your job is to welcome them. Families apply through a central online enrollment system run by OCFS, and the County decides who is eligible.

Who families are. A child qualifies if the child lives in Dutchess County and is under four years old when enrolled. There is no income test and no work requirement, and families are not asked for citizenship documents. Children in foster care placed in Dutchess County also qualify.

How a family reaches your seat.

1. Family enrollment opens around March 2027, then continues on a rolling basis.
2. The family applies through the enrollment system and chooses a contracted program. Seats are offered first come, first served.
3. You receive written confirmation of the child's enrollment in your seat through the enrollment system. The family will bring their enrollment letter to you by the first day of care.
4. The child starts. Do not place a child in a First 3 seat before you have this confirmation, because the seat cannot be paid until then.

Rolling enrollment. When a seat opens, because a child turns four, leaves, or a newly created seat is added, it is refilled through the enrollment system until all seats are full. When all seats are full, families

are placed on a county waitlist. Please refer interested families to the enrollment system and do not promise a seat to anyone.

Twelve month enrollment. Each child is enrolled for 12 months from their start date. The County renews enrollment each year if the child still lives in the county, is under four and funding is available. A child who turns four during a 12 month period may finish it.

The seat stays with you. If a child leaves, the funding does not follow the child. Your seat is refilled through the enrollment system. A family that wants to switch programs must go through the enrollment system, and the County may limit how often families switch.

Family copay. Each family pays a \$15 copay per week, one per family even with more than one child enrolled. Your program collects it directly from the family. The copay is in addition to the market rate payment and is not deducted from your First 3 payment. You may not charge a First 3 family the difference between the market rate and your private pay rate, or add registration, enrollment or supply fees for the seat. You may charge for care outside the full time day (see Program requirements).

First 3 and CCAP. A child cannot be paid by First 3 and the Child Care Assistance Program (CCAP) for the same hours. A family may use CCAP for different hours. Never bill CCAP or another public program for hours covered by a First 3 seat.

No appeals. First 3 does not have an appeal process for families. Please send eligibility questions to the County or the Council.

Ending a child's enrollment. You may end a First 3 child's enrollment only under your written policies applied equally to all families, and only after giving the Council 10 business days written notice. If a child or staff member is at immediate risk, you may act sooner and must tell the Council within 24 hours.

Program requirements

Full time care only. Every First 3 seat is full time. Part time and shared seats are not allowed. Full time means your standard full time day for private pay families, usually 8 to 10 hours. Families should choose a program whose hours fit their needs.

Extra hours. First 3 covers the full time day only. If a family wants care before or after that day, or on weekends, you may charge the family for those hours at your regular rates. List these charges in your written fee policy and apply them equally to all families.

Same care for every child. Children in First 3 seats receive the same program, meals and services as all other children, and are not grouped separately.

Licensing. You must stay in full compliance with OCFS regulations, including capacity, ratios, supervision, training, health and safety, and background checks for every required person. First 3 seats never allow care beyond your licensed or registered capacity. Home based programs must also stay within the limits on children under two.

Child care management system (CCMS). You must use a CCMS from the OCFS approved list to record each child's arrival and departure every day, at the time they happen. The County uses this data to make

sure no child is paid by First 3 and CCAP for the same hours. If you do not have a CCMS, the Council may cover some costs associated with CCMS licenses (see Incentives).

Free resources are also available, including but not limited to the [Empire State Family Child Care Collaborative](#) and the [New York Early Learning Alliance](#). The Council can help connect you.

Absences. While a seat is filled, paid absences follow OCFS regulations (Section 415.6). Each enrolled child may have up to 80 excused absences in each 12 month enrollment period. See Rates and payment for paid program closures.

When a seat becomes vacant. Tell the Council in writing within 5 business days when:

- a family tells you their child is leaving the seat; or
- a child has been absent 14 days in a row with no word from the family about returning. After 14 days the seat is treated as vacant and offered to a new child.

Notices within 24 hours. Email and call the Council within 24 hours if:

- you receive notice of any OCFS enforcement action, or OCFS's intent to take one;
- OCFS cites your program for any violation it classifies as serious, or that results in an enforcement action;
- a child in your care dies or is seriously injured;
- you close unexpectedly or lose use of your site;
- insurance required by OCFS lapses or is cancelled; or
- First 3 family information is lost or seen by someone who should not see it.

Your program cannot be paid for any day it is under an OCFS suspension, limitation, proposed revocation, denial of renewal or revocation.

Other notices. Give 10 business days notice of a change in hours, 5 business days notice of a new director or contact, and 30 days notice before a sale, move, capacity change or closure.

Children with disabilities. You must make reasonable changes so children with disabilities can take part, and you may not deny or end enrollment because of a disability.

Rates and payment

First 3 pays the OCFS weekly market rate for each filled seat, every two weeks by direct deposit. Rates change when OCFS changes the market rate.

Age of child	Child care center (per week)	Group family or family day care home (per week)
Under 1½ years	\$385	\$315
1½ through 2 years	\$365	\$300
3 through 4 years	\$340	\$285

These rates are set by OCFS and apply to every program of that type in Dutchess County.

Which days are paid. Payment is based on your attendance records. A filled seat is paid at the full rate for:

- days the child attended;
- paid absences, up to 80 excused absences per child in each 12 month enrollment period;
- program closures, up to 20 days per year. Closures for full day professional development training count toward these days and are limited to two days per year;
- up to 30 days while a newly created seat waits for its first family, starting on the seat's activation date; and
- up to 30 days while a vacant seat is refilled, if you reported the vacancy on time. After 30 days, payment stops until the seat is filled. This period of time may be extended under limited circumstances, and only with approval from the County.

Payment for additional absences due to extenuating circumstances may be allowed on a case by case basis, as determined by OCFS.

Payment schedule. Pay periods are two weeks long. Finalize your attendance in your CCMS within 3 business days after each pay period ends. The Council pays by ACH within 10 business days after receiving complete records. First payments are expected by March 2027, or sooner as families are enrolled.

Payment depends on funding. The Council pays programs with funds it receives from the State and County. If those funds are delayed or reduced, payments may be delayed or seats reduced, and we will give you as much notice as we can.

Getting it right. When you certify attendance, you confirm it is accurate. First 3 funds are public funds. Any overpayment, such as a day paid in error or a day the program was not in good standing, must be repaid or will be deducted from future payments.

Your private pay rates. You may charge private pay families any rate you choose. The First 3 rate plus the family copay is payment in full for the full time day in a First 3 seat.

Incentives and bonuses

On top of the seat rate, the Council plans to offer incentives that reward joining, adding seats, serving high need areas and quality. **All incentives are based on available funding.** They are not guaranteed and may change from year to year. Amounts will be announced separately.

Incentive	Who may qualify	When paid and conditions
Sign on bonus (one time)	Every program that signs a First 3 contract	After your first seat is activated
Newly created seat incentive	Programs that open newly created seats approved by OCFS	When the newly created seat is verified open
Startup furniture, equipment and supplies	Programs opening newly created seats	Items must be used for First 3 at your site
Child care desert incentive	Seats in areas the County has	Areas shown on the OCFS child

Incentive	Who may qualify	When paid and conditions
	identified as short on care	care map
Nontraditional hours incentive	Seats that offer care outside standard hours	Care before 7 a.m., after 6 p.m., overnight or on weekends
CCMS license support	Programs without a child care management system	The Council may cover some costs associated with CCMS licenses
Year end quality bonus (annual)	Programs that meet published quality criteria	In good standing and under contract on the last day of the contract year

Plan for two conditions. If you leave the pilot within 12 months of receiving the sign on bonus, or a newly created seat closes early, you may need to repay part of the incentive. The year end quality bonus is not paid in part to a program that leaves or loses good standing before year end. Keep receipts showing how you used each incentive.

Your contract with the Council

If you are awarded seats, you will sign a Provider Participation Agreement with the Council. These are the terms most programs ask about; the signed contract is the official version.

Topic	What it means for you
Term	January 2027 to August 31, 2027, then up to two renewals of up to 12 months each, by written amendment and subject to funding
Seats	Listed by age group and marked currently existing, currently vacant or newly created; updated by seat amendment as you open newly created seats
Insurance	Carry the insurance OCFS requires for your program type. Centers need general liability insurance; programs with employees need workers' compensation and disability and paid family leave coverage. Home based programs are not required to carry liability insurance, but we strongly encourage it
Records	Keep attendance, enrollment, incentive and financial records for six years after your last payment
Monitoring	The Council, County, OCFS and the State

Topic	What it means for you
	Comptroller may review records and visit during your open hours, with or without notice
Corrective action	For problems that can be fixed, you get written notice and 15 business days to fix them or submit a plan
Suspension	Payment stops automatically during any OCFS enforcement action or lapse of license or required insurance
Ending the contract	Either side may end the contract without cause with written notice: 60 days from you, 30 days from the Council. The Council may end it immediately for serious problems such as false claims or danger to children
Conflicts of interest	You must disclose whether anyone in your program's ownership or leadership, or their relatives, is a Council board member, officer or employee. A disclosed relationship requires board review before signing
Committee service	Serving on a First 3 advisory or steering committee gives no advantage in seat awards
Our licensing role	The Council also registers and inspects home based programs for OCFS. That work is separate, and First 3 participation does not affect it
Disagreements	Raise concerns in writing within 30 days; the Executive Director makes the final decision after review

You remain an independent business. The Council funds seats but does not direct your daily program, staff or curriculum.

How to apply

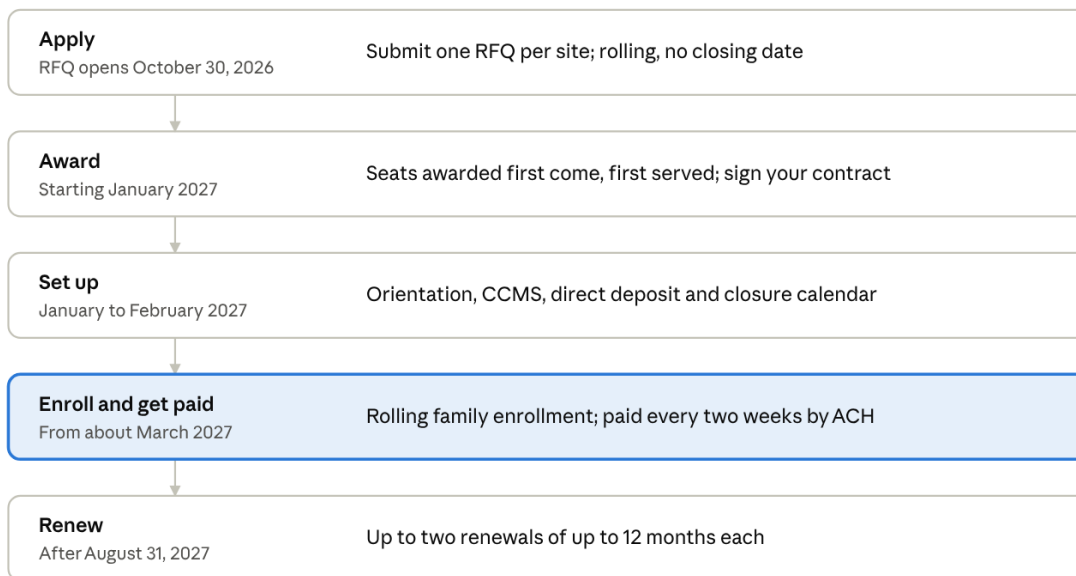
The Request for Qualified Applicants (RFQ) opens Friday, October 30, 2026 at 10 a.m. There is no closing date: applications are reviewed on a rolling basis, first come, first served, until all seats are awarded.

RFQ details	
Opens	Friday, October 30, 2026 at 10 a.m.
Closes	No closing date; rolling, first come, first served

RFQ details	
Applicant workshops	Friday, October 23, 2026 at 1 p.m. (register) and Monday, October 26, 2026 at 6 p.m. (register), both on Zoom
How to submit	Online form (paper application available, if needed) NY FIRST 3 PILOT, DUTCHESS COUNTY
First seat awards	January 2027
Contact	First3@childcaredutchess.org

We will announce the RFQ by email and by mail to every licensed and registered program in Dutchess County.

Seats are awarded in January and first payments arrive from March 2027



Programs that apply on time and set up quickly are ready when families start enrolling in March 2027 permitting NYS funding availability.

Steps to apply

1. Read this guide and attend an applicant workshop, where we walk through the program and answer questions.
2. Check your standing on OCFS Child Care Search and resolve any open violations.
3. Gather what the RFQ asks for (below).
4. Submit one RFQ for each site. Because seats are first come, first served, applying early gives you the best chance.
5. The Council reviews applications in the order received for completeness and eligibility, and may contact you for more information.

6. Eligible programs are awarded seats in the order their complete applications arrive, starting in January 2027.
7. You sign your contract, complete orientation, set up your CCMS and direct deposit, and your seats are activated as family enrollment opens.
8. Get paid!

What the RFQ will ask for (there is a sample of the application at the end of this document)

- Your program's legal name, site address, OCFS license or registration number and program type
- Your good standing status and any recent OCFS citations, with how you resolved them
- Your licensed or registered capacity, and how many children under four you serve today
- The seats you want to contract for: currently existing, currently vacant or newly created, and the age group for each seat
- Your full time schedule and any nontraditional hours you offer
- The CCMS you use, or whether you need one
- Your plans to add seats in the future (this does not commit you)
- Disclosure of any conflicts of interest
- Child care centers: confirmation that your First 3 seats will be no more than half of your licensed capacity

How applications are reviewed. The Council reviews complete applications in the order received and confirms eligibility, good standing and a history of safe, compliant care. If requests ever reach all 1,000 seats, the priority structure described under Contracted seats will apply.

After you are awarded seats: your checklist

Use this list to get from award to your first payment, then to stay on track each year.

Before you sign

- ☐ Read your contract and seat schedule, and ask the Council about anything unclear
- ☐ Complete the conflict of interest disclosure and provider certifications
- ☐ If applicable, send a current certificate of general liability insurance

Before your seats are activated

- ☐ Attend First 3 orientation
- ☐ Set up your CCMS and practice recording daily arrival and departure times
- ☐ Submit your direct deposit (ACH) form and IRS tax form (W9)
- ☐ Send the Council your annual closure calendar
- ☐ Update your written family policies, hours and fees so they match First 3 rules
- ☐ Make sure every staff member and household member has current clearances
- ☐ Home based programs: consider joining the Staffed Family Child Care Network

When a First 3 family enrolls

- ☐ Confirm the enrollment in writing before the child starts
- ☐ Keep a copy of the family's signed enrollment letter in the child's file
- ☐ Give the family your policies, hours, closure calendar and copy details

Every pay period (every two weeks)

- ☐ Check and finalize attendance in your CCMS within 3 business days
- ☐ Report any vacancy within 5 business days
- ☐ Check that your payment arrived and raise any question within 30 days

Any time

- ☐ Report enforcement actions, serious injuries, emergency closures and insurance lapses within 24 hours
- ☐ Give notice before changing hours, ownership, location or capacity

Every year

- ☐ Child care centers: confirm your First 3 seats are no more than half of your licensed capacity
- ☐ Review the year end quality criteria
- ☐ Talk with the Council about adding newly created seats
- ☐ Sign your renewal amendment

Support from the Council

You will not do this alone. The Council supports First 3 programs before, during and after enrollment.

Support	What it offers
Applicant workshops	A walkthrough of the program and the RFQ, with time for questions
Orientation	Required training before your seats are activated: enrollment, attendance, payment and reporting
Business support	Our Business Coordinator helps with budgeting, the 50% revenue limit, payments and planning newly created seats
Staffed Family Child Care Network	Help for home based programs with attendance reporting, business practices and the CCMS
Technical assistance and training	Coaching on licensing, quality and expansion, plus professional development for your staff
Referral listing	Keep your Council referral profile current so families can find you
Program updates	Q&A sessions and written updates shared with all programs at the same time

Support	What it offers
Promotion	The Council may list your program publicly as a First 3 provider. Taking part in promotional videos is voluntary, and no child's name or image is used without written parent consent

The Council and the County may also ask you to take part in surveys and the pilot's evaluation. Your experience will help shape child care funding in New York State.

Frequently asked questions (FAQ)

Can I offer a First 3 seat part time? No. All First 3 seats are full time, based on your standard full time schedule.

Do I have to change my private pay rates? No. You may charge private pay families any rate. You may not ask a First 3 family to make up the difference.

Can I keep accepting CCAP? Yes. A child just cannot be paid by CCAP and First 3 for the same hours.

A family already enrolled with me wants First 3. What happens? Once the County approves them, that child gets priority for your First 3 seat for their age group, so they can stay with you. If a family tells you they were deemed eligible, contact the Council on next steps to enroll that child in your program.

What if a child is absent a lot? You are paid for up to 80 excused absences per child in each 12 month enrollment period. After 14 days in a row with no word from the family, report the seat as vacant within 5 business days.

What if a family leaves? Report it within 5 business days.

Will I lose my seats if I get a violation? Not for every citation. You cannot be paid during an OCFS suspension, limitation, proposed revocation, denial of renewal or revocation, and the Council may reassign your seats. Report any enforcement action within 24 hours.

I run a home based program without liability insurance. Can I apply? Yes. OCFS does not require liability insurance for home based programs, so First 3 does not either. We strongly encourage it, because you are responsible for claims arising from your program.

Can I add seats later? Yes. There is no cap on newly created seats. Centers may add licensed capacity; depending on your program type, you may need a new license to increase capacity. Once OCFS approves, we add the seats to your contract by amendment.

What happens when the pilot ends? The pilot is planned for three years, subject to State funding. We will share what comes next as soon as the State decides.

Can I charge for extra hours? Yes. First 3 covers your full-time day of 8 to 10 hours. You may charge a family for care before or after that day, or on weekends, at your regular rates.

Glossary and contacts

Term	Meaning
CCAP	Child Care Assistance Program, the State's subsidy program for eligible families
CCMS	Child care management system: software from the OCFS approved list for recording attendance
Contracted seat	A full time seat at your site that First 3 pays for
Copay	The amount a First 3 family pays, one per family
Currently existing seat	A seat within your licensed or registered capacity that is currently occupied by a child
Currently vacant seat	A seat within your licensed or registered capacity that is currently not occupied by a child
DCFS	Dutchess County Department of Community and Family Services
Good standing	Licensed or registered, payable, and not under an active OCFS enforcement action
Market rate	The OCFS weekly rate for your county, program type and the child's age
Newly created seat	A seat that starts on or after January 1, 2027 and is added beyond your licensed capacity
OCFS	New York State Office of Children and Family Services
RFQ	Request for Qualified Applicants, the First 3 application
Seat activation date	The date a seat first becomes eligible for payment
SFCCN	Staffed Family Child Care Network, support for home based programs

For	Contact
All First 3 questions, including applications, enrollment and payments	Child Care Council of Dutchess and Putnam, First3@childcaredutchess.org (845) 473-4141

Sample application (RFQ)

Please apply online using this link: [NY FIRST 3 PILOT, DUTCHESS COUNTY](#). If you cannot, please call our office and we will mail you a physical copy of the application. Paper applications must be mailed or hand delivered to:

Child Care Council of Dutchess and Putnam
301 Manchester Rd, Suite 203
Poughkeepsie, NY 12603

Sample RFQ Application to follow:

NY FIRST 3 PILOT, DUTCHESS COUNTY

Request for Qualified Applicants (RFQ)

Provider Application

* Required

BEFORE YOU BEGIN

Thank you for your interest in NY First 3 Pilot. Please read the First 3 Provider Program Guide before you apply.

Applications open Friday, October 30, 2026 at 10AM. There is no closing date. Applications are reviewed on a rolling basis, first come, first served, and submitting an application does not guarantee seats.

Submit one application for each site. Questions marked * are required.

Questions? Email First3@childcaredutchess.org

ABOUT YOUR PROGRAM

1. Provider Name *

The person or organization named on your OCFS license or registration (for home based programs, your first and last name, not your program name)

2. What is your Program Name

If different from the provider name

3. What is your Federal Tax ID/EIN? *

4. What is your OCFS license or registration number? *

5. What is your modality? *

You must be licensed or registered by NYS OCFS

- ☐ Day Care Center (DCC)
- ☐ Group Family Day Care (GFDC)
- ☐ Family Day Care (FDC)
- ☐ Not currently licensed but interested in learning more.

6. What is your total licensed or registered capacity? *

The total number of children your license or registration allows

The value must be a number

7. Provider Site Address *

Must be in Dutchess County

8. Mailing Address

If different from your site address

CONTACT PERSON

9. Name *

10. Title *

11. Fiscal Contact

Optional

12. Phone *

13. Email *

GOOD STANDING

To participate, your program must be in good standing with OCFS: licensed or registered, in a payable status, and not under an active enforcement action.

14. Is your program currently in enforcement? *

☐ Yes

☐ No

15. Is your program currently in suspension? *

☐ Yes

☐ No

16. Is your license or registration currently limited? *

☐ Yes

☐ No

17. Is your program currently in revocation or proposed revocation? *

☐ Yes

☐ No

18. Has OCFS denied your application to renew your license or registration? *

☐ Yes

☐ No

PROJECTING PILOT SEATS

NYS First 3 Pilot seats are full time seats for children under age four. Pilot seats may include:

- Existing occupied seats,
- Existing vacant seats, and/or
- Newly created seats.

Your **total pilot seats** should equal the sum of your **existing seats** (both occupied and vacant seats within your licensed capacity) plus any **newly created seats**.

You can use some of your existing seats (this includes vacant seats within licensed capacity) **to transition to Pilot Seats**.

- Family Day Care (FDC) can transition 2 existing seats into pilot seats.
- Group Family Day Care (GFDC) can transition 3 existing seats into pilot seats.
- Small Day Care Centers (SDCC) can transition 4 existing seats into pilot seats.
- Day Care Centers (DCC) can transition 4 existing seats into pilot seats.

Day Care Centers only: your total pilot seats may be no more than half of your licensed capacity.

19. How many **total seats** would you like to contract for in the pilot? *

Existing seats plus new seats

The value must be a number

20. How many of your pilot seats will be **existing seats** you transition into the pilot? *

Choose 0 if none. This may not be more than the maximum for your modality (FDC-2; GFDC-3; SDCC-4; DCC-4)

☐ 0

☐ Other

21. **Existing seats:** how many Infant seats? *

Choose 0 if none

☐ 0

☐ Other

22. **Existing seats:** how many Toddler seats? *

Choose 0 if none

☐ 0

☐ Other

23. **Existing seats:** how many Preschool (3 year old) seats? *

Choose 0 if none

☐ 0

☐ Other

24. Please share anything else about transitioning your current seats into pilot seats.

For example, whether these seats are open now or filled by children already enrolled

25. How many of your pilot seats will be **newly created seats**? *

Seats you will add through an OCFS approved increase in capacity, or a new program. Enter 0 if none. There is no maximum. "Newly created" is any seat that starts on or after Jan 1, 2027.

☐ 0

☐ Other

26. **New seats:** how many Infant seats? *

Choose 0 if none

☐ 0

☐ Other

27. **New seats:** how many Toddler seats? *

Choose 0 if none

☐ 0

☐ Other

28. **New seats:** how many Preschool (3 year old) seats? *

Choose 0 if none

☐ 0

☐ Other

29. Where are you in getting OCFS approval for the **new seats**? *

- ☐ Already approved
- ☐ Application submitted to OCFS
- ☐ Planning to apply
- ☐ Not sure yet

30. What is your estimated timeline for increasing your seats? *

- ☐ January 2027
- ☐ February 2027
- ☐ March 2027
- ☐ April 2027
- ☐ May 2027
- ☐ June 2027
- ☐ July 2027
- ☐ August 2027
- ☐ September 2027
- ☐ October 2027
- ☐ November 2027
- ☐ December 2027
- ☐ January 2028
- ☐ February 2028
- ☐ March 2028
- ☐ April 2028
- ☐ May 2028
- ☐ June 2028
- ☐ July 2028
- ☐ August 2028
- ☐ September 2028
- ☐ October 2028
- ☐ November 2028
- ☐ December 2028
- ☐ January 2029
- ☐ February 2029
- ☐ March 2029
- ☐ April 2029

☐ May 2029

☐ June 2029

☐ July 2029

31. Beyond the seats in this application, are you interested in opening more seats in the future? *

This does not commit you

☐ Yes

☐ No

☐ Maybe

HOURS AND CHILDREN SERVED

First 3 Pilot seats are full time only, usually 8 to 10 hours a day. Part time and shared seats are not allowed.

32. What is your full time schedule? *

Days of the week and hours, for example Monday to Friday, 7:30 a.m. to 5:30 p.m.

33. Do you provide care during non traditional hours? *

Care outside standard weekday daytime hours

☐ Yes

☐ No

34. When do you provide not traditional hours care?

Check all that apply

☐ Early morning (before 7AM)

☐ Evening (after 6PM)

☐ Overnight

☐ Weekends

☐ Other

35. How many of your pilot seats will offer non traditional hours?

Enter 0 if none

36. Do you provide care for children with special needs? *

☐ Yes

☐ No

37. How many of your pilot seats can support children with special needs? *

Enter 0 if none

38. Please describe the supports you offer children with special needs.

For example, staff training, therapy partners or adapted spaces

ATTENDANCE SYSTEM

First 3 Pilot programs must record attendance in a child care management system (CCMS) approved by OCFS.

39. Do you currently use a child care management system? *

(Ex: Brightwheel, Playground)

☐ Yes

☐ No

40. Which system do you use?

CONFLICT OF INTEREST

41. Is the provider, or any owner, director, officer or key person of your program, or a relative of any of them, a board member, officer, key person or employee of the Child Care Council of Dutchess and Putnam? *

☐ Yes

☐ No

42. Please give the name and the relationship.

CERTIFICATION

43. Please check each statement to confirm. *

All must be checked

- ☐ I have read the NY First 3 Provider Program Guide.
- ☐ I understand that First 3 seats are full time only.
- ☐ I understand that applications are reviewed first come, first served, and that applying does not guarantee seats.
- ☐ If my program is a Day Care Center, my pilot seats will be no more than half of my licensed capacity.
- ☐ The information in this application is true and complete to the best of my knowledge.

44. Your full name (typed as your signature) *

45. Your title *

46. Today's Date *

THANK YOU

You are not eligible to participate in the NY First 3 Pilot if you are not in good standing with OCFS.
Please reach out to first3@childcaredutchess.org if you have any questions.

THANK YOU

By submitting this form, you acknowledge that this electronic submission serves as your signature. You certify that the information provided is true, complete, and accurate to the best of your knowledge.

The Council will confirm receipt by email and contact you if we need more information.