**OCFS-6000** (Rev.7/2015)

NEW YORK STATE

OFFICE OF CHILDREN AND FAMILY SERVICES

**Staff, Volunteer and Household Member Required Forms List**

CHILD DAY CARE PROGRAMS

Staff means all personnel, including directors, caregivers, and non-caregivers, temporary personnel, teachers, aides, para-professionals, cooks, custodians, administrative staff and all other person(s) employed by a child care program.

Volunteer means any unpaid person that is not a caregiver or staff who is present at the day care program for the purpose of assisting with the care of children or the operation of the child care program. A volunteer is not employed by the program and he or she may not be counted in the supervision ratio and may not be left unsupervised with children in care.

**The following individual forms listed must be completed as noted in the chart below.**

**OCFS-6001** Staff, Volunteer, and Household Member Information – *All Modalities*

**OCFS-6002** Qualifications– *All Modalities*

**OCFS-6003** References – *All Modalities*

**OCFS-6004** STAFF, VOLUNTEER, AND HOUSEHOLD MEMBER MEDICAL STATEMENT – *All Modalities*

**OCFS-6005** CRIMINAL CONVICTION STATEMENT – *All Modalities*

**LDSS-3370** Statewide Central Register Database Check Form and instructions for completing the-*DCCS version*

**OCFS-4930** Request for NYS Fingerprinting Services

 \*Staff with fingerprint images on file with OCFS may be eligible for a waiver. Contact the licensor/registrar or Director of the program for more information.

**OCFS-6022** Staff Exclusion List Check

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirement** | **G/FDC and SDCC Caregivers** | **G/FDC Household Member 18 & Older** | **G/FDC Household Member Under 18 Years Old** | **G/FDC and SDCC Volunteer** | **DCC/SACC Staff** | **DCC/SACC Volunteer** |
| [**OCFS-6001**](http://ocfs.ny.gov/main/Forms/Day_Care/NewForms/OCFS-6001%20Staff%20Volunteer%20and%20Household%20Member%20Information.dot) | **X** | **X** | **X** | **X** | **X** | **X** |
| [**OCFS-6002**](http://ocfs.ny.gov/main/Forms/Day_Care/NewForms/OCFS-6002%20Qualifications.dot) | **X** |  |  |  | **X** | **X** |
| [**OCFS-6003**](http://ocfs.ny.gov/main/Forms/Day_Care/NewForms/OCFS-6003%20References.dot) | **X** |  |  |  | **X** | **X** |
| [**OCFS-6004**](http://ocfs.ny.gov/main/Forms/Day_Care/OCFS-6004.dot) | **X** | **X** | **X** |  | **X** | **X** |
| [**OCFS-6005**](http://ocfs.ny.gov/main/Forms/Day_Care/NewForms/OCFS-6005%20Criminal%20Conviction%20Statement.dot) | **X** | **X** |  | **X** | **X** | **X** |
| [**LDSS-3370**](http://ocfs.ny.gov/main/Forms/Day_Care/dss/LDSS-3370%20Instructions%20for%20Completing%20the%20Statewide%20Central%20Register%20Database%20Check%20Form-DCCS%20version.dot) | **X** | **X** |  | **X** | **X** | **X** |
| [**OCFS-4930**](http://ocfs.ny.gov/main/Forms/fingerprinting/OCFS-4930.dot) | **X** | **X** |  | **X** | **X** | **X** |
| \*Staff with fingerprint images on file with OCFS may be eligible for a waiver. Contact the licensor/registrar or Director of the program for more information. |
| [**OCFS-6022**](http://ocfs.ny.gov/main/Forms/Day_Care/NewForms/OCFS-%206022%20Request%20For%20Staff%20Exclusion%20List%20Check.dot) | **X** | **X** |  | **X** | **X** | **X** |