

Becoming a Child Care Provider

The Community Child Care Clearinghouse of Niagara assists people in becoming a registered or licensed in-home child care provider. Services offered include:

- Ordering a family or group family child care application
- Introduction to Family Child Care Training
- Health and Safety Start-Up Grant
- Health and Safety Training
- Information on grant programs to assist with training
- Assistance throughout the registration and licensing process
- Information on the New York State Office of Children and Family Services regulations

The Community Child Care Clearinghouse of Niagara assists people in opening a day care center of school-age child care program. Services offered include:

- Ordering a day care center or school-age child care application
- Assistance with filling out the application
- Technical Assistance throughout the registration or licensing process
- Information on the New York State Office of Children and Family Services regulations

Every child care provider, potential child care provider, substitute or alternate child care provider, and family member eighteen years of age or older living in the home of a registered or licensed child care provider must be fingerprinted through the New York State Office of Children and Family Services.

Effective October 9, 2009, the Office of Children and Family Services changed to a computerized imaging process known as LiveScan for all potential child care providers. This new fingerprinting format will be available only at authorized sites located throughout the state and will offer more benefits than the traditional “ink-and-roll” format. These benefits include a near elimination of rejected fingerprint cards, a significantly quicker turn-around time in receiving results, and a decrease in costs associated with postage, supplies, and personnel.

The vendor that is providing the LiveScan fingerprinting service is MorphoTrust USA. The vendor has set up locations throughout the state and they will also be providing evening and weekend services at select locations. Individuals that need to have fingerprints taken need to schedule an appointment by going to www.identogo.com, by calling 1-877-472-6915 or, for TTY/TTD applicants, by calling 877-219-0199.

Providers may click on the following downloads to access the guidelines for the LiveScan fingerprinting service and the New York State Office of Children and Family Services Request for Fingerprinting Services Information Form. Forms are provided in both English and Spanish.

[Guidelines for Fingerprinting](#)

[Guía para Obtener Impresiones Digitales](#)

[Request for Fingerprinting Services](#)

[Solicitud de Servicios de Impresiones Digitales. doc](#)

Fingerprint waivers eliminate the need for fingerprinting only if a person has been previously fingerprinted for a child care program that is registered or licensed by the New York State Office of Children and Family Services. Fingerprint waivers may be completed by a program's or potential program's registrar or licensor. A fingerprint waiver form may be obtained by clicking on the "Forms" tab on this website.

Every child care provider, potential child care provider, substitute or alternate child care provider and family member eighteen years of age or older living in the home of a registered or licensed child care provider must also receive a child abuse and maltreatment clearance check completed by the State Central Register. The cost of the clearance is \$25.00 for each potential child care provider, substitute or alternate child care provider. There is no cost for the clearance for a family member eighteen years of age or older living in the home of a registered or licensed child care provider. For a copy of the DSS-3370 Statewide Central Register Database Check form in English please, [click here](#). A separate form must be completed for each person in the home that is required to have a clearance check.

For more information on opening a child care business please contact Angela Burns at 1-800-701-4KID or 716-285-8572 Ext 105.