

REQUEST FOR APPLICATIONS

NY First Three (F3)
CHILD CARE EXPANSION PILOT

FOR THE BROOME COUNTY DEPARTMENT OF SOCIAL SERVICES

RFA-2026-058

October 14, 2026

Family Enrichment Network

NEW YORK STATE | Office of Children and Family Services

NEW YORK STATE, COUNTY OF BROOME

Jason T. Garnar, County Executive

BROOME COUNTY DEPARTMENT OF SOCIAL SERVICES

Nancy J. Williams, LCSWR, Commissioner

Broome County Department of Social Services
Application First Three Child Care Expansion Pilot

Date: _____

Business Information

Legal Name of Business: _____

Doing Business as (if applicable): _____

Federal Tax ID/EIN: _____

OCFS License or Registration Number: _____

Broome County Vendor Number (if applicable): _____

Business Street Address: _____

Address Where Care Provided (if different): _____

Years in Business: _____

Contact Person

Name: _____

Title: _____

Phone: _____

Email: _____

Child Care Provided

What type of care do you provide?

☐ Child Day Care Center
☐ Family-Based Home Care
☐ Group Family-Based Home Care

Complete the table that applies to the modality of care you provide, using the following definitions:

- *"Licensed for"* = Slots licensed for by New York State Office of Children and Family Services
- *"Currently Able to Enroll"* = Slots you either have enrolled or are accepting children for. This may be the same as your license, or it may be less if, for example, you have temporarily closed a classroom or are choosing to work below your licensed capacity
- *"Available for First Three Pilot"* = Slots you are interested in having covered under a contract with Broome County as part of the First Three Pilot.

Child Day Care Center: Current Capacity for Children 6 weeks – 4 years old

Age/Type of Classroom	**Number of Slots**		
	Licensed For	Currently Able to Enroll	Available for First Three Pilot
6 weeks – 18 months			
18 months – 36 months			
3 year old child care			
Early Pre-K (EPK)*			not applicable
4 year old child care			not applicable
Universal Pre-K (UPK)*			not applicable

** EPK, 4-year old child care and UPK are not covered by the First Three Pilot, but knowing your capacity for these programs will help with communications and planning*

Family-Based and Group Family-Based: Current Capacity for Children 6 weeks – 4 years old

Age/Type of Classroom	**Number of Slots**		
	Licensed For	Currently Able to Enroll	Available for First Three Pilot (infants – 3 year olds only)
6 weeks – 12 years			

If awarded a contract by Broome County as part of the First Three Pilot, when will those slots be available for children to start being enrolled? Month: _____ ☐ 2026 ☐ 2027

What hours are you able to offer care? ☐ Before 7:00am

☐ 7:00am – 5:00pm

☐ 5:00pm – 8:00pm

☐ After 8:00pm

☐ Overnight

☐ Weekends

☐ Other: _____

Enhanced Care

What accreditations do you have?

☐ None
☐ National Association for the Education of Young Children
☐ National Association for Family Child Care
☐ Council on Accreditation
☐ Other: _____

Are you participating in QUALITYstarsNY?

☐ Yes
☐ No
☐ In progress

Do you provide care for children with special needs?

☐ No
☐ Yes; please describe what enhanced services you provide:

Do you provide care for children whose families are experiencing homelessness?

☐ No
☐ Yes; please describe what enhanced services you provide:

Standing

During the past two years, have you had any violations involving OCFS that were substantiated following an investigation?

☐ No
☐ Yes; please describe the nature of the violation(s):

Has your program been subject to an enforcement action by OCFS in the past two years? If so, has the proposed revocation or suspension been lifted?

☐ No
☐ Yes; the proposed revocation or suspension has been lifted

Are you currently on a Program Improvement Plan (PIP)?

☐ No
☐ Yes; please describe the nature of the PIP:

Do you have any outstanding payment agreements with DSS?

☐ No
☐ Yes; please describe the circumstances resulting in overpayment:

Are payments up to date? ☐ No
☐ Yes

Introduction

Broome County Department of Social Services (BCDSS) invites applications from Broome County qualified childcare providers to participate in the NYS First Three Child Care Expansion Pilot. The County intends to enter into agreements with selected providers to make approved childcare slots available to eligible Broome County children and families during a three-year pilot period.

The pilot supports access to childcare for infants and young children through contracted provider slots. Family eligibility, covered ages, enrollment procedures, and payment requirements will be governed by applicable New York State pilot requirements and the County's approved program plan. Pilot seats will be available to County residents without means testing, subject to those requirements.

Eligible Providers

Only childcare providers that are duly licensed or registered by the New York State Office of Children and Family Services ("OCFS"), including Day Care Centers ("DCC"), Group Family Day Care ("GFDC"), and Family Day Care ("FDC") programs, shall be eligible to participate in the NY First 3 Pilot Program ("First 3" or the "Program").

Child Care Management System and Attendance Reporting

As a condition of participation in the Program, each Provider shall utilize a Child Care Management System ("CCMS") approved by OCFS for purposes of attendance tracking, enrollment reporting, and other Program-related reporting requirements.

OCFS shall establish and maintain a list of CCMS platforms that are acceptable for use under the Program. Any such system shall be compatible with the existing New York State Child Care Assistance Tracking System ("NYS CCTA") currently utilized by counties for purposes of administering the Child Care Assistance Program ("CCAP").

The Provider acknowledges and agrees that the use of an approved CCMS is required to maintain Program integrity and to permit the applicable county to cross-reference First 3 enrollment and attendance information against CCAP records. Such cross-referencing shall be used to identify and prevent the simultaneous enrollment of a child in both programs for the same period of care.

Child Care Assistance Program

As a condition of participation in the Program, each Provider will accept Child Care Assistance Program (CCAP) families.

Limitation on Contracted Revenue

Because the Program is a pilot initiative, the aggregate revenue received by a Provider pursuant to its First 3 contract shall not exceed fifty percent (50%) of the Provider's total revenue sources.

Contracted Seats

The number of First 3 seats allocated to each Provider shall be established at the time the Provider enters into its initial First 3 contract and shall be based upon the Provider's licensed or registered capacity and such other applicable Program requirements.

Subject to the Provider's continued compliance with this Agreement and all applicable Program requirements, the contracted First 3 seats shall remain active for the duration of the Pilot.

A Provider's continued participation and receipt of payment for contracted seats shall be contingent upon the Provider remaining in Good Standing and complying with all contractual obligations set forth in its First 3 contract.

Good Standing

For purposes of the Program, a Provider shall be deemed to be in "Good Standing" if the Provider:

1. is duly licensed or registered by New York State Office of Children and Family Services (OCFS);
2. is in payable status; and
3. as of the date of execution of the First 3 contract, is not subject to active enforcement action by OCFS.

For purposes of this Agreement, the following OCFS enforcement statuses shall constitute ineligibility for participation in the Program:

- Suspension of License or Registration;
- Limitation of License or Registration;
- Suspension and Proposed Revocation of License or Registration;
- Denial of Application to Renew License or Registration; or
- Revocation of License or Registration.

Vacancy and Grace Period for Contracted Seats

Following execution of a First 3 contract, a Provider may receive payment for a contracted seat for a period of up to thirty (30) calendar days while Broome County and/or Child Care Resource and Referral Agency ("CCR&R") works to identify and enroll an eligible family into the contracted seat ("Grace Period").

The Grace Period shall not exceed thirty (30) calendar days. Payment during the Grace Period shall be subject to all applicable Program requirements and shall cease if the contracted seat is not filled within the applicable thirty (30)-day period.

For Program launch, each Provider contract shall establish enrollment and implementation timelines that are reasonably aligned with the applicable family enrollment period to minimize or eliminate any unintended gap between execution of the Provider contract and enrollment of families into contracted seats.

If a family vacates a contracted First 3 seat, the Provider shall remain eligible to receive payment for that seat for up to thirty (30) calendar days while the Provider, Broome County, and/or CCR&R seeks to fill the vacancy. If the seat remains vacant after expiration of the thirty (30)-day period, the Provider shall not receive payment for that seat until an eligible child is enrolled and the seat is filled.

Family Absences

While a contracted First 3 seat is occupied, the enrolled family shall be permitted up to eighty (80) excused absences, consistent with the applicable CCAP absence policy.

The family shall be required to notify the Provider if the family intends to discontinue attendance and unenroll the child from the contracted First 3 seat. This requirement shall be communicated to the family in the Welcome Letter and applicable enrollment materials.

A Provider shall notify Broome County DSS within five (5) business days when a contracted First 3 seat becomes vacant for either of the following reasons:

1. **Family Notification of Unenrollment.** The family has notified the Provider that the child will no longer attend the Program and that the family intends to unenroll the child from the contracted First 3 seat; or
2. **Extended Unexplained Absence.** The child has been absent for fourteen (14) consecutive days and the Provider has received no communication from the family explaining the absence and demonstrating a clear intention for the child to return.

Upon the occurrence of the circumstances described in subsection (2), the contracted First 3 seat shall be deemed vacant and may be made available for enrollment by another eligible child.

The Provider shall maintain complete and accurate attendance records sufficient to substantiate the child's attendance and absences and shall make such records available to the county and/or OCFS upon request.

The requirements concerning family notification, absences, vacancy determinations, and potential reassignment of contracted seats shall be provided to each family as part of the family's enrollment materials.

Contracted Rate Structure

The First 3 contracted rate structure shall be based upon the OCFS Market Rate County Groups and applicable OCFS cost benchmarks, which recognize regional differences in the cost of childcare services.

Each contracted First 3 seat shall be reimbursed at the applicable weekly rate established for the Provider's geographic region and Provider type, as determined pursuant to the OCFS Market Rate County Group applicable to the Provider.

The applicable rates shall be those established by OCFS for the relevant Program period. For reference, the 2024 weekly market rates applicable to Broome County were as follows:

- **Children under 1.5 years of age:**
  - DCC: $320 per week
  - GFDC/FDC: $279 per week
- **Children 1.5 to 2 years of age:**
  - DCC: $300 per week
  - GFDC/FDC: $265 per week

Any subsequent rate adjustments, rate schedules, or applicable OCFS market rate groupings shall be incorporated into the Provider's First 3 contract or otherwise applied in accordance with the terms and procedures established by OCFS for the Program.

Pilot Period and Application Schedule

The pilot period is three years. Provider agreements may begin at different times within this period. Selection does not establish a separate three-year term beyond the pilot end date.

Applications will be accepted on a rolling basis throughout the open pilot period. Applications will be reviewed as received, and awards will be made subject to eligibility requirements and the availability of funding. The application period will remain open until February 28, 2029 or until available funding is exhausted, whichever occurs first.

The County may accept additional applications for new or additional slots during the open application period.

Providers must identify the date each proposed slot will become available.

Insurance

While not required at this time, insurance may be required to enter into an agreement.

Please direct all question to Nancy Williams email: Nancy.Williams@broomecountyny.gov (607) 778-2600

Mail completed applications to Broome County Department of Social Services 36–42 Main Street Binghamton, NY 13905 Attention: Nancy Williams