

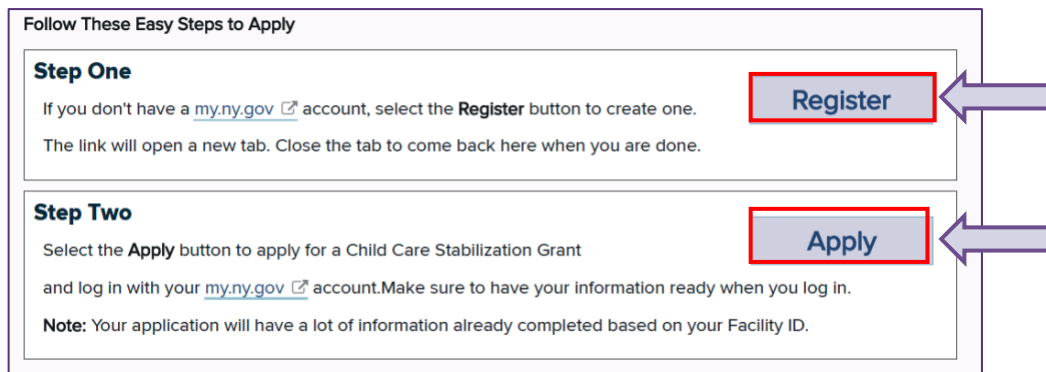


1 Grant Application Access

1. Go to: <https://ocfs.ny.gov/childcare-stabilization>
2. Click on the **Ready to Apply?** link.



3. Register for a “my.ny.gov” account under Step One.
4. Click on the **Apply** button under Step Two.



2 Login to the System

1. Enter your NY.gov ID username and password at the NY.gov ID login screen.
2. Check the box next to: *I'm not a robot*.
3. Click on the **Sign In** button.



3

Provider Verification Landing Page

Start a New Application in order to validate you and your facility.

1. **Click on NYS Provider or NYC Provider.** NYS Providers need to **enter a License/Registration ID number.** NYC Providers need to **enter a NYC Permit Number** (Article 47 Day Care Centers Only).
2. After entering the number, **click on the Search** button.

Provider Verification
Welcome to the OCFS Child Care Stabilization grant application
You can only complete one application at a time, per facility ID. E

Start a new application [Where can I find my Facility ID?](#)

NYS Provider NYC Provider

Enter NYS License/Registration/Enrollment ID

I don't know my Facility ID. Look up New York State providers.

Search

Tip: For more detailed instructions see Quick Reference Guide: *Provider Verification and Login.*

4

Secure Passcode Validation

1. **Scroll down** the page and find the right program. **Select Provider** by **clicking on the Check Mark.**

ID	Program Name	Address	First Licensed/Registration Date	Facility Status	Contact	Select Provider
360006	EduKids, Inc.	6961 Seneca Street Elma, NY 14059		Licensed	Arena, Pamela B.	<input checked="" type="checkbox"/>

2. **Click the Next** button and a one-time Security Code will be sent to the email associated with the provider record in the NYS or NYC database. The code will **expire 10 minutes** after it is requested.

Please select your program and click next.

When you click "Next" a one-time Security Code will be sent to the email associated with the provider record in the NYS or NYC database. The Security Code will expire 10 minutes after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification process.

Next

3. **Check your email.** The email will be from the sender nyocfs@public.govdelivery.com.
If you don't see it check your Spam or Junk folder!
4. **Enter the passcode** into the **Enter Security Code** field. Click on **Next.**

Provider Verification Security Code

A security code has been sent to **ahagzan@****.com** and will expire in 10 minutes.

If you leave this page you will need to restart the application process.

Enter Security Code

If you haven't received the security code, please wait three minutes and request a new code

[Resend Code](#)