



Facility Application and Management System (FAMS)

In the coming weeks, the Office of Children and Family Services (OCFS) will be launching the Facility Application and Management System (FAMS). FAMS is a secure, automated process that will first be available to all **NEW** Day Care Center (DCC) and School-Age Child Care (SACC) applicants to complete and submit their initial application for a child care license/registration online. This technology will modernize and streamline the application/licensing process and we strongly encourage all applicants to take advantage of FAMS in completing the application process.

The benefits to completing an application online using FAMS include:

- more timely completion of the application process;
- the ability to complete OCFS approved forms online;
- the ability to upload and submit external documents;
- the ability to view the status of the application and corresponding program documentation in real-time;
- streamlining of the application process for organizations with multiple programs;
- support for online communication between the applicant and regulator;
- the ability to revise the application based on regulator feedback, without having to send documents back and forth in the mail;
- the ability to print a summary of the application;
- significant streamlining of the renewal process.

Implementation

FAMS will initially be accessible to all **NEW** Day Care Center (DCC) and School-Age Child Care (SACC). In early 2019, this will be expanded to the application renewal process for existing Day Care Center (DCC) and School-Age Child Care (SACC) programs. In the future, FAMS will be available to Family and Group Family Day Care applicants.

What does this mean for your program?

In order to use FAMS, you must have an active email address on file with OCFS so that we are able to email you a link to create a FAMS account. Over the coming months, OCFS licensing/registration staff will be reaching out to collect your email address enabling you to opt-in to the FAMS system. Even if FAMS is not initially available for your modality (type) of care, you can still set up your account so you will be ready. While we will continue to support the existing hard-copy/paper application process, we strongly encourage all applicants and existing programs to take advantage of the many benefits of FAMS as it becomes available for your modality of care. Once your email address has been provided to OCFS, keep a look-out for those incoming OCFS emails to create your FAMS account!