Notice of Revised FAQ for Provider Licenses/Permits

The following information regarding provider licenses/permits is an addendum to the existing FAQs provided to you with your CCEC Fund packet. Please refer to this information when completing the CCEC Fund reimbursement claim form if you have questions regarding your provider’s license or permit. The FAQs hosted at www.nysna.org/benefits have been updated to include the information below.

Filing a Reimbursement Claim

Where can I find license/permit information for a child or elder care provider?

a. Information on how to find the license or permit information for child or elder care providers in New York, New Jersey, and Connecticut is provided below. For license or permit information outside of the Tri-State area, you will have to locate the information yourself. You can also ask for the information directly from the provider. Providers are required to have their license/permit available; they may or may not allow you to make a photocopy or use your smartphone to take a photo to include along with your claim. You must, however, provide ASO with enough information to establish the provider is legally licensed/permitted (or legally exempt), which includes but may not be limited to:

1. Provider’s name
2. Address
3. Phone number
4. Type of service provided (pre-school, school age child care, senior day center, etc.)
5. License or permit number (or documentation of exempt status)

A copy or photo of the license is preferred. You may also include a print-out of the provider’s listing in the appropriate state database below. Please note that senior centers and community centers providing non-medical programming for seniors are not required to be licensed or permitted in the same way as a home health agency or child care provider. Senior day programs may be required only to display information on the safety and inspection records of their facilities. If you are unsure of the permit or license status, you may ask the provider, or use the websites listed below to contact the relevant state agency for more information.

b. ASO or the Fund may request further information about the provider in order to process your claim correctly. As stated in the Summary Plan Description, eligible members must provide in a timely manner any and all information necessary in order for claims to be processed.
Child Care Licensing Resources

New York State (outside NYC)
Office of Children and Family Services
Database of licensed child care providers. Searchable by name, type, location, school district, or license/registration number.

New York City (Manhattan, Bronx, Brooklyn, Queens, Staten Island)
Department of Health and Mental Hygiene
https://a816-healthpsi.nyc.gov/ChildCare/SearchAction2.do
Database of licensed NYC child care providers, searchable by name, type, location, or permit number.

New Jersey
State of New Jersey Department of Children and Families, via State of New Jersey Open Data Center
https://data.nj.gov/childcare_explorer
Database of licensed child care providers, searchable by provider name, address, phone number, and number of children.

Connecticut
State of Connecticut License Lookup
https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx
Database of all state-issued licenses, registrations, permits, or certifications for individuals, organizations, and facilities. Organized by category (see “Child Day Care”).

Elder Home Care Licensing Resources

New York
New York State Department of Health
https://profiles.health.ny.gov/home_care
Database of certified home health agencies (CHHAs, providing part-time, intermittent health care and support services to people who need intermediate and skilled health care) and licensed home care providers (LHCSAs, providing home care services to people who pay out of pocket or have private insurance).

New Jersey
New Jersey State Department of Health
http://www.nj.gov/health/healthfacilities/findhospital.shtml#two
Database of health providers in New Jersey that can be refined to search for home health agencies (i.e., visiting nurse services) by location or provider’s name. Listings provide license information, including expiration date.

Connecticut
State of Connecticut License Lookup
https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx
Database of all state-issued licenses, registrations, permits, or certifications for individuals, organizations, and facilities. Organized by category (see “Home Health Care”).