

School-Age Child Care (SACC) Registration

All 21st CCLC programs, whether required to maintain a SACC Registration or not, must meet the requirements of the NYS school-age child care regulations. SACC Registration requirements are defined by the [New York State Office of Children and Family Services \(OCFS\)](#).

Who is required to secure a SACC Registration?

- Required for CBO subgrantees (not required for programs operated by and within the school district); AND
- Required for extended day (ex: before/after school) programs serving 7 or more enrolled children under the age of 13.
- For more details on whether your program requires a SACC registration, review the [OCFS policy statement 16-1](#).

If you already have a SACC Registration:

- Programs that are currently SACC registered must ensure the registration capacity is sufficient to cover the entirety of their 21st CCLC participant allotment.
- Submit your SACC renewal application 2-3 months before it expires. **Programs waiting for a SACC renewal may only operate 1 activity until the SACC registration is finalized.**
- 30 hours of training are required every 2 years, in addition to other required trainings.

If you do not yet have a SACC Registration:

1. Complete the [online orientation](#). Complete an application using the information included on [NYS OCFS website](#).
2. The electronic application will arrive via email within 24 hours of the request.
3. Submit a complete online application through Facility Application Management System (FAMS). Applicants have 90 days to complete the application process, therefore **it is encouraged to start the application process at least 3 months before the start of the program**. Programs can track and monitor the application to assess which part of the application has been approved and which are under review.
4. Programs must receive the SACC registration before they start operating the program.

Resources:

1. View [OCFS Provider Letters](#) on a monthly basis for important updates.
2. [Sign up for the New York State Network for Youth Success mailing list](#) for important updates and best practices.
3. Contact OCFS or your 21st CCLC Resource Center for more information.

