



Dear Child Care Provider:

Congratulations on receiving a Child Care Stabilization Grant (CCSG) last year. As you spend your award, it is important to document your grant funds carefully. The Office of Children and Family Services (OCFS) will be sending periodic emails with spending and documentation tips and resources to ensure you are prepared in case you are audited. Remember, you can be audited any time over the next 5 years. At the time you completed your application, you attested to providing OCFS with information on use of funds promptly upon request. As a reminder, you are required to retain all documentation of your expenses for six years, even if your program closes during that time. The message below offers important information on your Stabilization Grant.

1099 Information

1099 forms have been delivered!

Be sure to check your physical mailbox for your 1099 form. You should have already received it and checked to make sure there are no errors. It is important that you do not wait until tax time to review your 1099 form. If there are errors, it may take some time to have the issue resolved. The 1099 form is used to report income other than wages, salaries, tips, and other employee compensation. This is different than the income on your W-2 form.

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NYS Office of Children and Family Services 100 Main St Albany, NY 00000 518-555-5555		1 Rents \$	OMB No. 1545-0115	Miscellaneous Information Copy B For Recipient
PAYER'S TIN 111-111-111		2 Royalties \$	2021 Form 1099-MISC Federal income tax withheld \$	
RECIPIENT'S TIN 222-222-222		3 Other income \$ 5,000	4 Federal income tax withheld \$	This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
RECIPIENT'S name Happy Tots Day Care Center, LLC		5 Fishing boat proceeds \$	6 Medical health care payments \$	
Street address (including apt. no.) 101 Main Street		7 Payer's direct sales (selling \$500 or more of goods or services to recipient for resale) <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$	
City or town, state or province, country, and ZIP or foreign postal code Swithens, NY 00000		9 Capital gain proceeds \$	10 Gross proceeds paid to an attorney \$	
Account number (see instructions) 1234-56-7890		11 Fish purchased for resale \$	12 Section 408A disallowance \$	
SECURITY INFORMATION		13 Excess golden parachute payments \$	14 Nonqualified deferred compensation \$	
		15 State tax withheld \$ 0	16 State/Payer's state no. \$	
		17 State income \$		

Form 1099-MISC (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Common 1099 Questions

Q - What should I do if I haven't gotten my 1099 in the mail?

A – Make sure you know which address your 1099 was sent to. The 1099 will be sent to the address listed in the Stabilization Portal. If you need help finding the address the 1099 was sent to, reach out to your [CCR&R](#). They can assist you with next steps.

Q - Who do I contact if have questions about my 1099? (E.g., What payments are included in my 1099? My TIN is incorrect, how do I fix it?)

A – If you have questions about your 1099, reach out to your [CCR&R](#). If changes are needed, your CCR&R can assist you in making those changes and having a new 1099 reissued, if necessary.

Q - My payments were paid through my SFS account. How do I know which payments were included?

A – If you were paid through your SFS account, the best way to determine which payments were included on your 1099 is to access your SFS account. This may include payments other than Stabilization funds.

Q - Do I need to report the information on my 1099 as income?

A – Stabilization funds are considered taxable income and OCFS recommends you speak with your tax professional if you have any tax filing questions.

Find your local Child Care Resource and Referral Agency (CCR&R) on the [CCR&R Website](#).

Need help?

Stabilization Help Line: 844-863-9319
Hours: M-F: 8:30AM – 4:30PM

Thank you for all you do for NYS Child Care Providers! – NYS Office of Child & Family Services



Estimado Proveedor de Cuidado Infantil:

¡Felicitaciones por recibir una Subvención de Estabilización de Cuidado Infantil (CCSG)! Mientras gasta su subvención, es importante documentar cuidadosamente los fondos de su subvención. La Oficina de Servicios para Niños y Familias (OCFS) enviará correos electrónicos semanales con gastos y documentación, consejos y recursos para asegurarse de que esté preparado en caso de que lo auditen. Recuerde, puede ser auditado en cualquier momento durante los próximos 5 años. En el momento en que completó su solicitud, usted certificó que proporcionó a la OCFS información sobre el uso de fondos con prontitud cuando se le solicitó. Como recordatorio, debe conservar toda la documentación de sus gastos durante seis años, incluso si su programa cierra durante ese tiempo. El siguiente mensaje ofrece información importante sobre su Subsidio de Estabilización.

Información sobre el formulario 1099

¡Los formularios 1099 han sido entregados!

Asegúrese de buscar en su buzón físico su formulario 1099. Ya debería haberlo recibido y comprobado para asegurarse de que no haya errores. Es importante que no espere hasta el momento de presentar impuestos para revisar su formulario 1099. Si hay errores, puede llevar algún tiempo resolver el problema. El formulario 1099 se usa para informar ingresos que no sean sueldos, salarios, propinas y otras compensaciones de los empleados. Esto es diferente a los ingresos en su formulario W-2.

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PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. NYS Office of Children and Family Services 100 Main St Albany, NY 00000 518-555-5555		1 Rents \$	OMB No. 1545-0115	Miscellaneous Information Copy B For Recipient
PAYER'S TIN 111-111-1111		2 Royalties \$	2021 Form 1099-MISC	
RECIPIENT'S name Happy Tots Day Care Center, LLC	RECIPIENT'S TIN 222-222-2222	3 Other income \$ 5,000	4 Federal backup tax withheld \$	This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Street address (including apt. no.) 101 Main Street	City or town, state or province, country, and ZIP or foreign postal code Swithens, NY 00000	5 Fishing boat proceeds \$	6 Medical and health care payments \$	
Account number (see instructions) 1234-56-7890	RECIPIENT'S occupation N/A	7 Open to direct sale, selling \$100 or more of consumer goods to individuals for resale \$	8 Substitute payments in lieu of dividends or interest \$	
		9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$	
		11 Fish purchased for resale \$	12 Section 408A deferrals \$	
		13 Excess golden parachute payments \$	14 Nonqualified deferred compensation \$	
		15 State tax withheld \$ 50	16 State/Payer's state no. \$	
		17 State income \$		

Form 1099-MISC (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Preguntas comunes 1099

P- ¿Qué debo hacer si no he recibido mi formulario 1099 por correo?

R - Asegúrese de que usted sabe a qué dirección se envió su formulario 1099. El 1099 se enviará a la dirección que figura en el portal o sitio de fondos de estabilización. Si necesita ayuda para encontrar la dirección a la que se envió el 1099, comuníquese con su CCR&R. Ellos pueden ayudarlo con los próximos pasos.

P- ¿Con quién me comunico si tengo preguntas sobre mi 1099? (Por ejemplo, ¿Qué pagos están incluidos en mi 1099? Mi TIN es incorrecto, ¿cómo lo soluciono?)

R - Si tiene preguntas sobre su 1099, comuníquese con su [CCR&R](#). Si se necesitan cambios, su CCR&R puede ayudarlo a realizar esos cambios y volver a emitir un nuevo 1099, si es necesario.

P- Mis pagos fueron pagados a través de mi cuenta de SFS. ¿Cómo puedo saber qué pagos se incluyeron?

R - Si le pagaron a través de su cuenta de SFS, la mejor manera de determinar qué pagos se incluyeron en su 1099 es acceder a su cuenta de SFS. Esto puede incluir pagos distintos de los fondos de estabilización.

P- ¿Necesito reportar la información en mi 1099 como ingresos?

R - Los fondos de estabilización se consideran ingresos imposables y la OCFS recomienda que hable con su profesional de impuestos si tiene alguna pregunta sobre la presentación de impuestos.

Encuentre su agencia de recursos y referencias de cuidado infantil local (CCR&R) en el [sitio web de CCR&R](#).

¿Necesita ayuda?

Línea de ayuda de estabilización: 844-5863-9319
Horario: L-V: 8:30 AM - 4:30 PM

¡Gracias por todo lo que hace por los niños del estado de Nueva York!- Oficina de Servicios para Niños y Familias