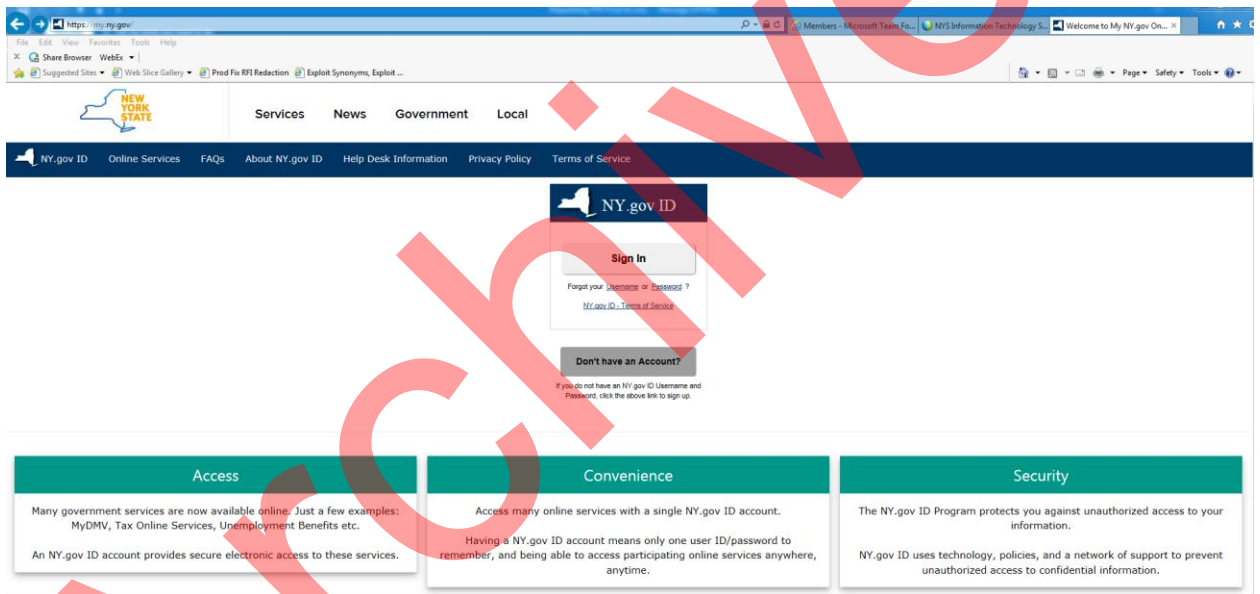
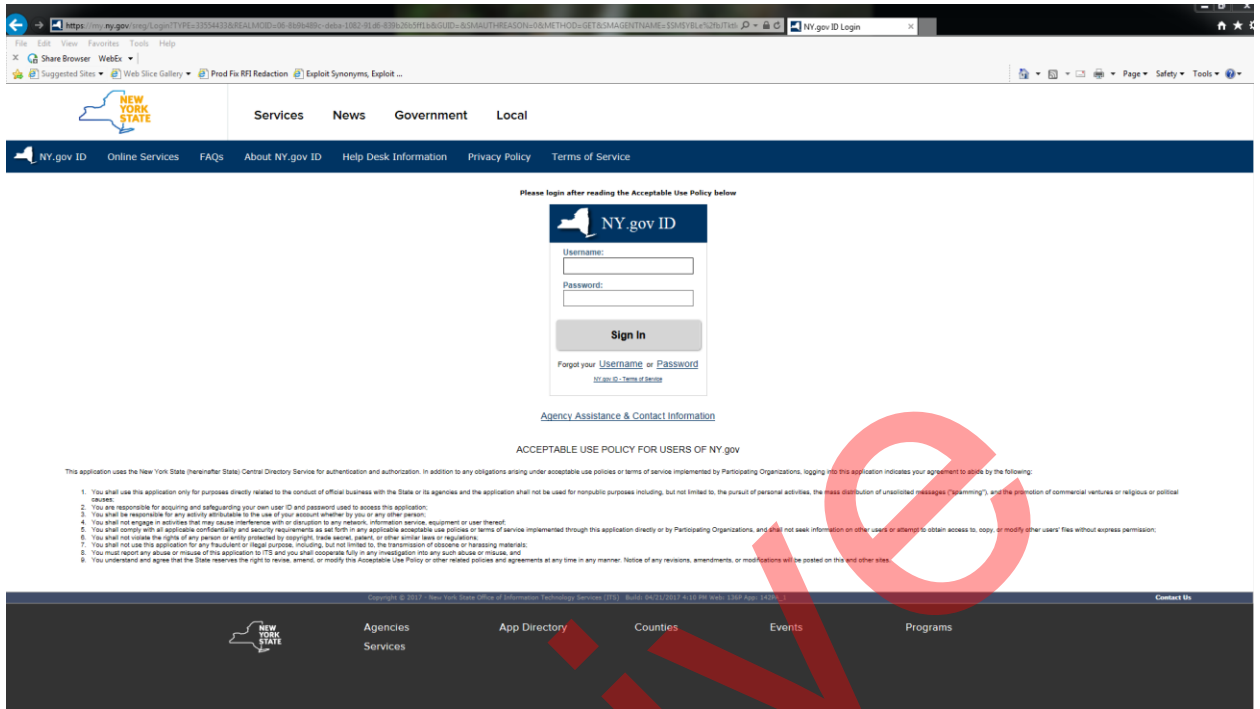


Process to obtain access to the online 29-I Voluntary Foster Care Agency (VFCA) Health Facility License Application

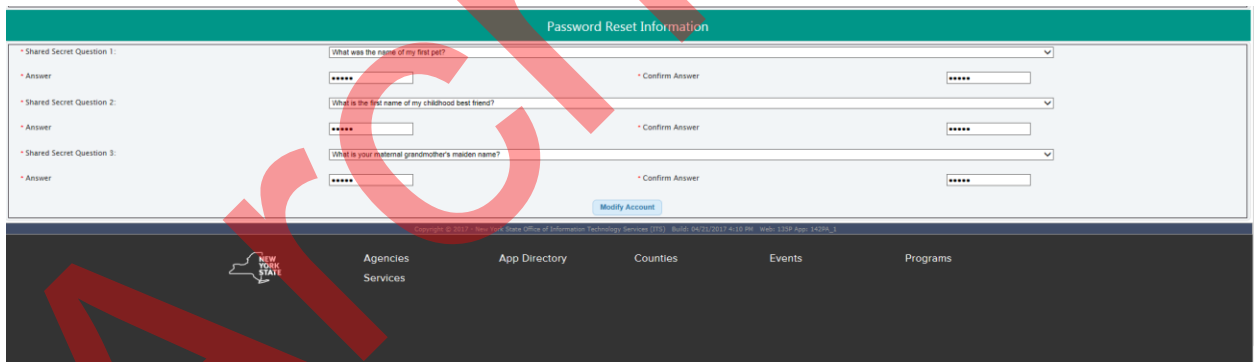
1. Each VFCA needs to send an email to the 29-I VFCA Health Facilities License mailbox ocfs.sm.VFCA.29-I.Health.Facility.License@ocfs.ny.gov. The email must include the following for **each** person (maximum of 2 persons per agency):
 - a. First and Last name
 - b. Email address
 - c. Physical address
2. Each person will receive a user name, password and this link to <https://my.ny.gov/>



3. Click on Sign In



4. Enter the Username and Password that was sent to you and click sign in



5. Each person will need to set up these security questions prior accessing the application.

6. After clicking on Modify Account you will then be able to select **29-I Voluntary Foster Care Agency Health Facilities License Application**.

For questions or problems obtaining access contact:

Brittany Orologio, ITS
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518-474-3985