

NOTICE OF FORM CHANGE NO. 05-050

DATE

03/28/2005

TO:
County Welfare Director
Supply Clerk / Forms Coordinator

FROM:
Forms Management Unit
(916) 657-1907

Community Care Licensing District Offices
 Private and Public Adoption Agencies

District Attorney
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE LIC 9217 - Pre-Licensing Readiness Guide - Family Child Care Home

ORDER UNIT EACH	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	DATE OF FORM 3/05	REPLACES	<input type="checkbox"/> Obsolete
REQUIRED FORM- <input checked="" type="checkbox"/> No Change Permitted	REQUIRED FORM- <input type="checkbox"/> Substitute Permitted With Prior DSS Approval	<input type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT: Department of Social Services Warehouse P.O. Box 980788 West Sacramento, CA 95798-0788		<input type="checkbox"/> Other:	

FORMS DISPOSITION AND SPECIAL INSTRUCTIONS

DISPOSITION OF OLD SUPPLY

Use until exhausted Destroy

USE NEW FORM

When supply available in DSS Warehouse Use new form effective 3/05

USE FORM IN ACCORDANCE WITH

All County Letter No.
 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Attached is a Reproducible Copy

Check on the internet to see if forms are available at www.dss.cahwnet.gov

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: fmudss@dss.ca.gov. Contact Language Services for other languages at (916) 445-6778 or by electronic mail at LTS@dss.ca.gov.

PRE-LICENSING READINESS GUIDE - FAMILY CHILD CARE HOME

Before you receive a Family Child Care Home license, the licensing agency will visit your home to make sure that your home meets licensing requirements. Below is a checklist of requirements to help you get ready for our visit. As each requirement is completed, please put a check mark next to it.

When your home has met all of the requirements:

- **SIGN AND DATE THE FORM AT THE BOTTOM.**
- **MAIL THIS FORM BACK TO THE LICENSING AGENCY (When the licensing agency receives this form, it will mean that your home meets all of the requirements and you are ready for your visit.)**
- **A LICENSING PROGRAM ANALYST WILL CALL YOU TO SET UP A DATE FOR OUR VISIT TO YOUR HOME.**

THE FOLLOWING ITEMS ARE REQUIRED BY REGULATION

- | |
|---|
| <input type="checkbox"/> All adults living in the home and assistant and/or substitute care providers have submitted fingerprints and child abuse index check forms to Department of Justice and received a California clearance or exemption. |
| <input type="checkbox"/> Home is neat and clean. |
| <input type="checkbox"/> All fireplaces, woodstoves, and/or heaters are screened to prevent access by children. |
| <input type="checkbox"/> Home has a fully charged fire extinguisher which is at least a 2A:10BC. |
| <input type="checkbox"/> Home has a working smoke alarm. |
| <input type="checkbox"/> Home has a working telephone. |
| <input type="checkbox"/> All poisons are locked. |
| <input type="checkbox"/> Hazardous materials are kept out of the reach of children (inaccessible): <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen: all sharp utensils and cutlery, cleaning supplies, medicines, drawers and cabinets with liquor, plastic bags, and sharp things or small things children can swallow, etc. <input type="checkbox"/> Bathroom: shampoo, mouthwash, toothpaste, medicines, perfumes/lotions/cosmetics, solvents, etc. <input type="checkbox"/> Garage and Outdoors: solvents, gasoline, oil, turpentine, paint, sharp tools, lawn mower, gardening tools, poisonous plants, abandoned machinery, old refrigerators/freezers, old vehicles, etc. |
| <input type="checkbox"/> All firearms and any other weapons are not loaded and are locked up. Ammunition is stored and locked away separately from firearms. |
| <input type="checkbox"/> Outdoor play area is free from defects or dangerous conditions. Play equipment is securely anchored according to manufacturer directions. |

