

NOTICE OF FORM CHANGE NO. 05-062

DATE

04/29/2005

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 279A (3/05) - Application Instructions For A Family Child Care Home License

ORDER UNIT MASTER ONLY	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	DATE OF FORM 3/05	REPLACES 1/01	<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

This is a Master Only.

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.

APPLICATION INSTRUCTIONS FOR A FAMILY CHILD CARE HOME LICENSE

This contains the forms and instructions needed to file an application for a Family Child Care Home license.

Family Child Care is non-medical care and supervision for children, in the provider's own home, for periods less than 24 hours. A license may be issued for a Small Family Child Care Home serving eight or less children, or a Large Family Child Care Home serving 14 or less children.



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

www.cclcd.ca.gov

Application Forms For A Family Child Care Home License

These forms are required to be completed by an applicant for a Family Child Care Home license:

CLICK BELOW TO
ACCESS EACH FORM

[Application for a Family Child Care Home License \(LIC 279\)](#)

[Criminal Record Statement \(LIC 508\)](#)

[Emergency Care and Disaster Plan \(LIC 610A\)](#)

[Statement Acknowledging Requirement to Report Suspected Child Abuse \(LIC 9108\)](#)

[Facility Sketch -- Floor Plan and Yard \(LIC 999\)](#)

[Pre-Licensing Readiness Guide -- Family Child Care Home \(LIC 9217\)](#)

NOTE: In addition to these forms, you will be required to submit supplementary information. Please refer to the information and instructions on the following pages and the Application Checklist at the end of this application booklet for a detailed explanation of what is required to be submitted with your application.

What do I need to do to get a Family Child Care Home License?

In order to get a Family Child Care Home license, you must:

- Be 18 years of age or older
- Attend an orientation (if you have not completed a Family Child Care Home Orientation within the last 12 months)

Submit all the required forms in this Application Booklet

- ✓ Be sure to read each one carefully.
 - ✓ All forms **must be typed or completed in ink.**
 - ✓ Keep a copy of all information that you send to Licensing.
- Submit the required application fee (See information on the following pages regarding payment of fees.)
 - Obtain a background check clearance for you, your spouse, and all other adults residing or having contact with the children in the home.
 - Obtain a tuberculosis clearance (not more than 1 year old) for all adults residing or having contact with the children in the home
 - Complete or be enrolled in Preventive Health Practices training
 - ✓ This includes 15 hours of training in pediatric CPR, pediatric first aid, and a preventive health practices class.
 - ✓ All classes must be offered by the American Red Cross, American Heart Association, or approved by the Emergency Medical Services Authority (EMSA).
 - ✓ Be sure to submit with your application, copies of course certificates of completion or training cards, or proof of current enrollment.
 - Meet experience requirements if you will be operating a Large Family Child Care Home (7-14 children)
 - ✓ At least one year of experience either as a licensed Small Family Child Care Home provider or as an administrator, director, or teacher at a licensed Child Care Center.
 - ✓ Verification may include copies of previous licenses or a written statement from your previous employer on company letterhead. The letter should verify your job duties and length of employment.
 - Make sure that you meet any requirements of the city, county, or any other local ordinances
 - Meet experience requirements if you will be operating a Large Family Child Care Home (7-14 children)
 - Inform your landlord (if you are renting or leasing) of your decision to operate a Family Child Care Home (See information on the following pages regarding landlord notifications.)
 - Pass a home inspection

Specific information and instructions for all of the above requirements will be found on the following pages and throughout the application booklet.

For a handy checklist of items that must be included in your application package, refer to the Application Checklist titled: "What Do I Need to Send in With My Application?" at the end of this booklet. **IF YOUR APPLICATION IS INCOMPLETE, IT WILL BE RETURNED TO YOU.**

PLEASE NOTE THAT THE LICENSING AGENCY MAY DENY YOUR LICENSE APPLICATION IF YOU ARE UNABLE TO MEET ALL OF THE LICENSING REQUIREMENTS.

Where Can I Get Licensing Forms?

If you need additional forms, please photocopy the blank forms in this booklet, download them from the Community Care Licensing Division website: www.cclcd.ca.gov, or contact your local Licensing Agency. For a location nearest you, please visit the above website and click on "Regional Offices". You may also find the telephone number in your local telephone directory under the Government Listings, California State Social Services Department, Community Care Licensing - Day Care.

If you need assistance completing your licensing forms, you may also contact your local Child Care Resource and Referral Agency at: 1-800-543-7793 or visit their website at:

For direct access to CCLD forms, follow the procedures below:

- Visit the CCLD website at : <http://ccl.dss.cahwnet.gov>
- Click on "Licensing Forms" in the margin on the left-hand side of the screen of the CCLD home page.
 - ✓ For forms in English, click on the first web address:
http://www.dss.cahwnet.gov/cdssweb/On-lineFor_271.htm
 - On the left-hand side of the screen click on "On-line Forms and Publications I-L". All licensing forms are labeled "LIC", are numbered, and are titled.
 - Click on the "L" for licensing forms.
 - ✓ For forms in Spanish, click on the second web address:
http://www.dss.cahwnet.gov/cdssweb/SpanishTra_275.htm (Espanol)
 - Click on the "L" for licensing forms.

Please note that CCLD does not manage these online forms. If you have problems accessing them, please refer your comments to the Department of Social Services, Forms Management Unit at: fmudss@dss.ca.gov, or at (916) 657-1907.

Where Can I Get Child Care Licensing Regulations?

The regulations that govern the licensing of Child Care Facilities covered by these application instructions are under the California Code of Regulations, Title 22, Division 6. Copies of the regulations and amendments can be downloaded from www.dss.cahwnet.gov/ord.

For information on purchasing regulations with an update service, contact: Barclays West Group, at 1-800-888-3600.

How much is the application fee?

The application/license fee can change every year. Please visit the CCLD website shown above, or contact your local Licensing agency for current fee information.

The nonrefundable application/license fee must be submitted with your application. Please send either a check or money order made payable to the Department of Social Services.

Do I need to tell my landlord about my plans to operate a Family Child Care Home?

Yes. There are requirements for notifying your landlord.

KEEP THE FOLLOWING SIGNED FORMS IN YOUR FILE AT HOME. DO NOT SEND THEM TO THE LICENSING AGENCY:

PROPERTY OWNER/LANDLORD NOTIFICATION ([LIC 9151](#)) - You must inform your landlord of your decision to operate a Family Child Care Home.

PROPERTY OWNER/LANDLORD CONSENT FORM ([LIC 9149](#)) - You must obtain consent from your landlord when:

1. You plan to expand your Small Family Child Care Home capacity from 6 to 8, or
2. You plan to expand your Large Family Child Care Home capacity from 12 to 14.

Note: If you do not have consent, you may only provide care for either 6 or less children in a Small Family Child Care Home, or 12 or less children in a Large Family Child Care Home.

PARENT NOTIFICATION, ADDITIONAL CHILDREN IN CARE ([LIC 9150](#)) - You must notify parents when:

1. You plan to expand your Small Family Child Care home capacity from 6 to 8, or
2. You plan to expand your Large Family Child Care Home capacity from 12 to 14.

There are a number of forms that must be maintained at your home so that your Licensing Program Analyst can discuss them with you during your home visit. For a handy list of these forms, please refer to: Forms/Records to Keep in Your Family Child Care Home, [LIC 311D](#).

QUESTIONS AND ANSWERS REGARDING CRIMINAL BACKGROUND CHECK REQUIREMENTS

CRIMINAL BACKGROUND CHECK REQUIREMENTS

All adults residing in the home must complete the criminal background check process before a license is issued. The background check consists of a Department of Justice (DOJ) check, Child Abuse Central Index (CACI) check and a Federal Bureau of Investigations (FBI) check.

WHO MUST GET A BACKGROUND CHECK?

- Applicant(s) for the child care license
- Any adult residing in the facility
- Any adult who provides care and supervision to children.
- Any adult person or adult employee who has contact with the children.

HOW DO I START THE PROCESS?

If you are applying for a child care license with the State Department of Social Services, information about how to submit your fingerprints will be mailed to you after a complete application is received and accepted.

If you are applying for a child care license in a county that contracts with the State Department of Social Services to license Family Child Care Homes, the County Licensing Office will provide you with instructions on how to submit your fingerprints.

NOTE: Do not schedule a LIVESCAN appointment **until you receive a facility number from the licensing office. You must include the facility number** on all LIVESCAN forms.

WHAT IF THE PERSON IS CONVICTED OF A CRIME?

Individuals convicted of a crime will be required to get a criminal record exemption from the Department before the license is issued. Information on what the exemption process consists of and how the Department evaluates criminal records may be found on the internet at the Community Care Licensing Division (CCLD) website at: www.cclld.ca.gov, by clicking on the "Licensing Forms" link and going to the LIC 995E, Caregiver Background Check Process; LIC 995F, Caregiver Background Check Information; and by clicking on the link to the CCLD Homepage: "Information regarding the Background Check process". For direct access to these, click on the links below:

[Caregiver Background Check Process, LIC 995E](#)
[Caregiver Background Check Information, LIC 995F](#)
[Background Check Process Information \(CCLD Homepage\)](#)

WHAT IF A PERSON IS ARRESTED, BUT NOT CONVICTED?

The Department of Justice is responsible for providing this Department with any arrest information. Any arrest that does not result in a conviction will be evaluated and resolved **prior** to issuing a license or **prior** to a person being present in the Family Child Care Home.

WHAT HAPPENS AFTER I GET MY LICENSE?

Once you are licensed, it will be your responsibility to submit fingerprints for any additional adult(s) who will be moving into or working in your home. They must receive a California clearance or a criminal record exemption before they move in or begin work. **This includes children residing in the home who are turning 18 years old.** All of these adults must complete the Criminal Record Statement document ([LIC 508](#)).

If the person(s) voluntarily disclose(s) a history of criminal conviction(s) on the LIC 508, submit the LIC 508 and any attachments to the Licensing Program Analyst. The person may need a criminal record exemption.

What do I need to send in with my application?

APPLICATION CHECKLIST

BE SURE TO INCLUDE THE FOLLOWING ITEMS IN YOUR APPLICATION PACKET:

- Completed Application for a Family Child Care Home License (LIC 279).
IF YOUR APPLICATION IS INCOMPLETE, IT WILL BE RETURNED TO YOU.
- Proof that you completed an orientation
- Completed Criminal Record Statements (LIC 508) for **all** adults living in the home
- Emergency Care and Disaster Plan (LIC 610A)
- Copy of Applicant's signed Statement Acknowledging Requirement to Report Suspected Child Abuse (LIC 9108)
- Facility Sketch (LIC 999) of the home and outdoor space
- Proof of completion or enrollment in Preventive Health Practices training
- Copies of TB clearances (not more than 1 year old) for **all** adults living in your home
- Proof of child care experience (if applying for a Large Family Child Care Home license)
- A check or money order made payable to the Department of Social Services for the **nonrefundable** application fee. For county licensed forms, contact the appropriate contracting county licensing agency for fee payment instructions.

To prevent delays in processing your application, be sure that you have all the necessary information ***completed, properly signed in ink, with original signatures, and dated.***

Please refer to the Pre-Licensing Readiness Guide, LIC 9217. This Guide will help you get ready for your home visit. Please follow the instructions on the Guide. Do not send the guide back to the licensing agency until your home has met all of the requirements listed on the Guide. When the licensing agency receives the Guide, a Licensing Program Analyst will call you to set up a date for your home visit.

PLEASE NOTE THAT THE LICENSING AGENCY MAY DENY YOUR LICENSE APPLICATION IF YOU ARE UNABLE TO MEET ALL OF THE LICENSING REQUIREMENTS.

Be sure to keep copies of your application and accompanying documents for your records before sending the originals to the Licensing Agency.

Remember, if you need additional forms, you may photocopy the blank forms in this booklet or download them off the Community Care Licensing website at: www.cclid.ca.gov. From this website you may also obtain copies of the Title 22 regulations and more information on licensed child care. Instructions for downloading forms can be found on page 4 of this booklet.