INSTRUCTIONS

Amendment to an Application NOT Including Household Member

Please read instructions carefully BEFORE completing the Amendment to an Application.

Depending on the type of change, Fire and Sanitation inspections may need to be conducted.

Office of Children's Services Licensing (OCSL) will NOT issue an amended license until ALL required paperwork has been received, approved and, if necessary, inspections have been completed and approved.

Completing the Amendment to an Application:

- Enter the complete name of the program as it appears on the license.
- Enter the complete license number beginning with FI, FII, CCC, SAOC, or PRE.
- Child Care Subsidy: Indicate whether you: Accept child care subsidy; Currently do not accept subsidy, but willing to in the future; or Do not accept subsidy.
- Check the box in front of each of the item(s) which will be changed and <u>submit</u> the required additional information, completed forms, and documentation listed beside or below each item in the section.
- Instructional information is written in *Italics* beside or below the required information, documentation or form to be submitted.
- FORMS are located on the Nebraska Child Care Licensing Website found at the link below: https://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx
- ALL required parties must sign the Amendment to Application. Signing this Amendment to Application verifies that information provided is true and correct.

Change in Director Specific Instructions for CCC, SAOC, and PRE:

- Change of Director: Documentation of Central Registry Check (CR Check)
 A CR Check is obtained online through the Children and Family Services, Child and Adult Abuse and Neglect Central Registry website and must be submitted:
 https://dhhs.ne.gov/pages/abuse-and-neglect-central-registry.aspx
- Change of Director: National Criminal History Record Information Check
 - Obtain through the Nebraska State Patrol. For a list of livescan locations visit: https://statepatrol.nebraska.gov/sites/default/files/public_livescan_list.pdf
 To schedule an appointment for Lincoln or Omaha fingerprinting: https://www.nebraska.gov/apps-nsp-appointment-calendar/schedule/index
 - o If an individual has lived in Nebraska less than 12 months, documentation of a criminal history records check from the previous state(s) of residence must be obtained and submitted.
- Change of Director: Complete <u>Safe with You Training</u>: Power to Protect (all Directors), Safe Sleep for Infants, Abusive Head Trauma (**Child Care Center Directors only**): https://www.education.ne.gov/oec/child-abuse-prevention-training
- Change of Director: Documentation of Director Qualifications.
 - OCSL must be notified within 2 working days of a change in director.
 - Review the regulations which govern the program and submit required documents accordingly. These are located on the Child Care Licensing Website at: https://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx
 - For Child Care Centers see 391 NAC 3-006.04
 - For School Age Only Centers see 391 NAC 4-006.04
 - For Preschools see 391 NAC 5-006.04
 - For Child Care Centers ONLY: If you are submitting a written plan for obtaining the required education, information and instructions can be found at: https://ecrecords.education.ne.gov/HomePage.aspx#

Submitting the Amendment to an Application, documentation and forms:

OPTION 1: **EMAIL**: The completed application and the required additional documentation may be submitted to the Department by scanning and emailing those documents to DHHS.ChildCareLicensing@nebraska.gov.

OPTION 2: U.S. Mail: The completed application and required additional documentation may be mailed to:

<u>Cass, Douglas, Sarpy & Washington Counties:</u>
DHHS/Division of Public Health
Office of Children's Services Licensing
1313 Farnam Street, 3rd Floor
Omaha, NE 68102

ALL Other Nebraska Counties:
DHHS/Division of Public Health
Office of Children's Services Licensing
P.O. Box 94986
Lincoln, NE 68509-4986

AMENDMENT TO AN APPLICATION NOT INCLUDING HOUSEHOLD MEMBER

PLEASE READ CAREFULLY, TYPE OR PRINT LEGIBLY

Name of Program:	
License Number of Program: _	(Include FI, FII, CCC, SAOC, or PRE)
Phone Number:	_Email Address:
Child Care Subsidy (choose on	 e): Accept subsidy. Currently do not accept subsidy, but willing to in the future. Do not accept subsidy.
information, completed forms, and docu	the item(s) which will be amended and submit the required additional mentation listed beside or below each item in the section. All FORMS are s page of the Nebraska Child Care Licensing Website.
Location: (Submit the followingPhysical Address of New I	information) Location: (Physical Stree Address, City, Zip Code)
	County:
 Planned occupancy date: A sketch, diagram, or blue by children, and outdoor p 	print of the facility showing the dimensions, arrangement of room to be used
Copies of zoning approvalProof of Liability Insurance	from the relevant jurisdiction. e for new location.
 Date Space Available for U 	Jsage:
licensed areas and identif Licensed Capacity:	rint of facility with dimensions. Indicate currently approved indoor/outdoor fy new indoor/outdoor space.
 Requested number of child Days of Operation: (Check new day 	lren: sys of operation) Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday
• •	specify a.m. or p.m.) FROM TO OR 24 Hour Care
Age Range of Children to be se	rved: FROM:TO: Check oneweeks months years Check one months years
Change in Business Ownership In	
New Name of Partner/LLC	C/Corp

• DOCUMENT/FORM – New Partner(s) c		k, report of law enforcements (the forms)	ent, criminal history.
• Name of Partner/Owner(s) to be Remov			
• Name of Partner/Owner(s) to be Remov (Submit a signed & dated	statement of agre	ement from the owner to	o be removed)
Program Name: New Name:			
Licensee's Name: New Name:			
Preferred Mailing Address: New Address: _			
	(City)	(State)	(Zip Code)
 Director: (Submit the following information, following information). Name of Previous Director: Date Office of Children's Services Lice Name and Phone Number of New Director: Start Date of New Director: Documentation of Central Registry Che (See Instructions Page) FORM – Director Orientation Review: See FORM – Report of Law Enforcement Central Documentation of Criminal History Rector Documentation of Director Qualification Documentation of completion of Safe were previously as a service of the previous difference of the previous differen	nsing was notified etor: ck completed through the contact cord Check (See Instruction with You Training etors)	Last Date as Directle. Dough the Children and Faderstanding Instructions Page) Instructions Page) Instructions Page)	amily Services Website
 CERTIFICATION A An Amendment to an Application must be signed. The owner, when the applicant is an Indian All owners, when the applicants are a Pa Two members, when the applicant is a Lather LLC is a one member company.) Two officers that have authority to bind applicant is a corporation. However, one submitted with the application. 	ed by: ividual Owner; ortnership; imited Liability of the Corporation e signature will be	Company(One signaturn to the terms of the appropriate accepted if the articles whether an owner particp	re will be accepted if oplication, when the of incorporation are pates in the operation
of the program. I/We certify to the best of my/our to an Application is true and correct.	knowledge that the	he information provided	on this Amendment
Print Name and Title	Signature		Date
Print Name and Title	Signature		Date
Print Name and Title	Signature		Date