

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 submit 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 Forms Page of the Nebraska Child Care Licensing Website found at the link below: <http://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: <http://dhhs.ne.gov/pages/abuse-and-neglect-central-registry.aspx>
- Change of Director: Documentation of Criminal History Record Check
 - Criminal history record check must be submitted. Obtain this document from the director's local law enforcement agency or online through NE State Patrol at: <https://www.nebraska.gov/apps-nsp-limited-criminal/>
 - 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: 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: <http://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: <http://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:

Cass, Douglas, Sarpy & Washington Counties:
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 one*): Accept subsidy.
 Currently do not accept subsidy, but willing to in the future.
 Do not accept subsidy.

Check the box in front of EACH of the item(s) which will be amended and submit the required additional information, completed forms, and documentation listed beside or below each item in the section. All FORMS are located on the Forms page of the Nebraska Child Care Licensing Website.

Location: (*Submit the following information*)

- Physical Address of New Location: _____
(Physical Street Address)

(City) (Zip Code) (County)
- Planned occupancy date: _____
- A sketch, diagram, or blueprint of the facility showing the dimensions, arrangement of room to be used by children, and outdoor play area.
- Copies of zoning approval from the relevant jurisdiction.
- Proof of Liability Insurance for new location.

Building/Space Usage (*not relocation*): Explain: _____

- Date Space Available for Usage: _____
- Sketch/Diagram or Blue Print of facility with dimensions. Indicate currently approved indoor/outdoor licensed areas and identify new indoor/outdoor space.

Licensed Capacity:

- Requested number of children: _____

Days of Operation: (*Circle new days of operation*) Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

Hours of Operation: (*New hours, specify a.m. or p.m.*) FROM _____ TO _____ OR 24 Hour Care

Age Range of Children to be served: FROM: _____ TO: _____
Circle one (weeks, months, years) Circle one (months, years)

Change in Business Ownership: (*Circle new ownership type*)

Individual / Partnership / Limited Liability Company / Corporation/
District (i.e., school) / Other (i.e., city, tribal)

- New Name of Partner/LLC/Corp _____

