

PROVISIONAL FAMILY CHILD CARE HOME I AND II LICENSING PROCESS OVERVIEW

Please read all instructions, complete all forms accurately, and submit all required documents and training documentation along with your application fee. An incomplete application will delay the licensing process. Applications are processed in the order they are received.

This process takes time and involves other state and local agencies. Do not set an opening date for your child care until the process is completed and your license is issued.

The following link to the required licensing Orientation training will provide guidance to the application process: <https://dhhs.ne.gov/licensure/Documents/FCCHOrientationPowerpointWVoiceOver.pptx>

THE LICENSING PROCESS

1. Applicant submits the license application and fee, including all forms, documents, and training certificates. (See list of required documentation below)
 - Applications can be mailed or dropped off at the addresses listed below, or
 - Scanned and e-mailed to DHHS.ChildCareLicensing@nebraska.gov . *Note: When applying by email, the licensing fee and a copy of the first page of the application must be mailed to the Department.*
2. The Department will review the application and request corrections or additional documentation if needed. To assist in timely processing, please submit all corrections and additional documentation together.
3. Criminal History Record Check applications will be forwarded to the Fingerprinting department for processing. They will review these applications and will contact you if corrections are needed.
4. A referral will be sent to the local fire jurisdiction for a fire inspection. State Fire requirements for home child care fire inspections can be reviewed at this link:
<https://dhhs.ne.gov/licensure/Documents/FCCHIFireMarshalReq.pdf>
5. When the application is complete, including background checks, the licensing inspection will be assigned. A Child Care Inspection Specialist will conduct an on-site inspection.
 - To prepare for inspection, review the [Children's Services Licensing Website](#). Checklists to prepare for inspection and instructions for writing policies and procedures can be found in the Family Child Care Home I and II section on the website.
6. The child care license will be issued when the child care program is in compliance with all licensure requirements.

REQUIRED DOCUMENTATION

- LICENSE APPLICATION:** (Review the FCCH Orientation training to determine your license type.)
 - **Home I application:** <https://dhhs.ne.gov/licensure/Documents/AppFCCHIProvOrOp.pdf>
 - **Home II application:** <https://dhhs.ne.gov/licensure/Documents/AppFCCHIIProvOrOp.pdf>

- LICENSE FEE:**
 - A check or money order for \$25 made out to “DHHS – Children’s Services Licensing”. Cash will not be accepted.

- CONSENT AND AUTHORIZATION FOR RELEASE OF INFORMATION for APS/CPS Record Check**
(Required for everyone on the application age 13 or above):
 - <https://dhhs.ne.gov/licensure/Documents/ConsentAuthorizationReleaseInformationHomelandII.pdf>

- CRIMINAL HISTORY RECORD CHECK** (Required for everyone on the application age 18 or above):
 - <https://dhhs.ne.gov/licensure/Documents/ChildCareCriminalHistoryCheckApplicationPH-20.pdf>
 - To make appointments for fingerprinting: <https://statepatrol.nebraska.gov/services/fingerprinting>

- REPORT OF LAW ENFORCEMENT CONTACT** (Required for everyone on the application age 19 or above):
 - <https://dhhs.ne.gov/licensure/Documents/ReportLawEnforcementContact.pdf>

- HEALTH INFORMATION REPORT** (Required for licensee, and any staff working over 20 hours a week):
 - <https://dhhs.ne.gov/licensure/Documents/HealthInformationReport.pdf>

- DOCUMENTATION OF TRAINING:** Submit the following training certificates with your application.
 - **FCCH Orientation:**
<https://dhhs.ne.gov/licensure/Documents/FCCHOrientationPowerpointWVoiceOver.pptx>
 - **Prepare to Care Health and Safety Training:**
<https://dhhs.ne.gov/Child%20Care%20Documents/Prepare%20to%20Care%20Health%20and%20Safety%20Instructions.pdf#search=prepare%20to%20care>
 - **Safe With You Training – 3 Modules:** (Note: These trainings are valid for five years and then must be completed again. The names of the classes have recently changed. Previous versions completed within the past five years are accepted):
<https://www.education.ne.gov/oec/child-abuse-prevention-training> .
 - **Safe With You: ABCs of Safe Sleep** (Previously Safe With You: Safe Sleep for Infants)
 - **Safe With You: Never Shake a Child** (Previously Safe With You: Abusive Head Trauma)
 - **Safe With You: Power to Protect**
 - **CPR and FIRST AID:** (expiration dependent on organization): If you plan to work with Child Care Subsidy, we encourage you to check with them regarding their CPR/First Aid requirements before registering for a class.

- SKETCH OR DIAGRAM OF THE HOME’S FLOORPLAN AND OUTDOOR PLAY AREA**
 - Your sketch must include the following:
 - Arrangements of the rooms, with measurements for rooms in which children will be permitted. Include a separate sketch for each floor.
 - Where children will and will not be permitted.
 - Where children will exit to the outdoor play area.
 - Your outdoor play area, with measurements.

TWO PROOFS OF RESIDENCE (*REQUIRED FOR HOME I APPLICATIONS ONLY*):

- Submit two proofs of residence, such as utility bills, showing the applicant's name and address, and dated within the past 90 days. For other acceptable proofs of residence, contact the department.

ZONING APPROVAL – Check with your local planning department with any questions about zoning requirements.

- For Home I licenses, zoning approval is required for Blair, Grand Island, Holdrege, or Lincoln.
- For Home II licenses, zoning approval is required for all jurisdictions. Please contact your local planning department before renting or purchasing a home for child care to ensure it will meet requirements, including possible residency requirements. Some jurisdictions (including Omaha and Lincoln) require that the licensee live in the child care home.

PROOF OF LIABILITY INSURANCE:

- Active liability insurance does not have to be submitted with the application; however, it must be submitted before a license can be issued. The state requires that the insurance cover a minimum of \$100,000 per occurrence: <https://dhhs.ne.gov/licensure/Documents/LiabilityInsReqMemo.pdf> .
- The submitted insurance document must include the following:
 - name of the owner or program
 - the address of the program
 - effective date and date of expiration
 - \$100,000 per occurrence minimum
 - name and contact information of the insurance company or agent.
 - If bundled with homeowner's or other policy, an endorsement that specifies that child care services are covered at \$100,000 per occurrence minimum.

Applications may be mailed or dropped off to the following addresses:

Douglas, Sarpy, Washington, Cass, Dodge, Colfax, and Cuming Counties:

DHHS/Children's Services Licensing
1313 Farnam St., 3rd Floor
Omaha, NE 68102

ALL OTHER COUNTIES

DHHS/Children's Services Licensing
301 Centennial Mall South
PO Box 94986
Lincoln, NE 68509

For Further Information

Please contact us at DHHS.ChildCareLicensing@nebraska.gov or 800-600-1289.