

## **INSTRUCTIONS FOR APPLYING FOR A PROVISIONAL FAMILY CHILD CARE HOME II LICENSE**

### **STEP 1**

To start the licensing process, the following items need to be completed and submitted to the Department:

- ✓ Family Child Care Home II Application
- ✓ Family Child Care Home II Full Disclosure of Ownership Statement
- ✓ \$25.00 License Fee: (Check or money order made payable to the State of Nebraska. License fees are not refundable – Cash is not accepted.)

Send above items to the appropriate address according to the facility's location.

#### **Douglas or Sarpy Counties**

Department of Health and Human Services  
Division of Public Health  
Children's Services Licensing  
1801 N. 73<sup>rd</sup> St.  
Omaha, NE 68114

(402) 595-3348

#### **All Other Nebraska Counties**

Department of Health and Human Services  
Division of Public Health  
Children's Services Licensing  
PO Box 94986  
Lincoln, NE 68509

(402) 471-9562; 800-600-1289

### **STEP 2**

To continue the licensing process, the following items need to be completed and submitted to the Department ALL TOGETHER:

- ✓ Health Information Report
- ✓ Felony/Misdemeanor Statement
- ✓ Copy of First Aid Training Certificate/Card (front and back)
- ✓ Copy of CPR Training Certificate/Card (front and back)
- ✓ Copy of Family child Care Home Orientation Certificate

## **INSTRUCTIONS FOR APPLYING FOR A PROVISIONAL FAMILY CHILD CARE HOME II LICENSE**

Thank you for your interest in becoming a licensed Family Child Care Home II provider. On this website, you will find all necessary forms needed to proceed with the licensing application process. Please take time to read the following instruction and Compliance Guides as well as review all forms. INCOMPLETE forms will be returned and will result in a delay in the licensing process. Providing child care is an important job, therefore it is vital the licensing process be completed thoroughly. PLEASE DO NOT SET A OPENING DATE UNTIL YOUR LICENSE HAS BEEN ISSUED.

1. **Family child Care Home II Application:** Fill out the entire application completely. If your Family child Care Home II is located in your residence, please list all household members and all providers' children and other individuals who are regularly present in the home. If your Family Child Care Home II is located outside of the residence, you will need to list any and all persons residing in or regularly present on the premises. Substitutes and volunteers need to be listed regardless of where the child care is located. Remember to mark the "initial" box at the top of the application and sign/date the bottom of the application.
2. **Full Disclosure of Ownership Statement:** Instruction are on the form.
3. **License Fee:** You will need to submit a check or money order (cash not accepted) payable to the State of Nebraska. The license fee is \$25.00. Your canceled check will serve as your receipt. License fees are not refundable.
4. **Contacting Local City Offices:** In some cases (especially in the City of Lincoln and City of Omaha), local city ordinances may have requirements regarding the location of your facility. Please contact your city offices for more information.

Once the above items are completed and submitted the Department, child Care Licensing staff will make referrals to the State Fire Marshal's Office or the Local Fire Authority for your inspection. Please keep in mind that wired in smoke detection is required. Wired in Smoke Detectors need to be on every level of the home/premises, regardless if children are allowed on that level. They also must be in every room in which children will be sleeping.

### **THE FOLLOWING ITEMS LISTED BELOW MUST BE SUBMITTED TO THE DEPARTMENT TOGETHER**

1. **Health Information Report:** The Primary Provider completes Part A. The Medical Practitioner completes Part B. Secondary providers will need to have a completed Health Information Report on file, upon hiring. Health Information Reports must be completed every year.
2. **Felony Misdemeanor Statement:** Follow the directions printed on the form. Those individuals who must complete a Felony Misdemeanor Statement include:
  - ✓ All Primary and Secondary Providers
  - ✓ All household members over the age of 19 years and older
  - ✓ All Substitutes and volunteer age 19 years and older
  - ✓ Individuals regularly present in the home and are age 19 years and older (including tenants)
  - ✓ If child care is not located in the licensee's residence, those residing in or regularly present and are of age 19 or older.
3. **Copy of Current First Aid Training Certificate/Card:** Please be sure to made a copy of the front and back.

4. **Copy of Current CPR Certificate/Card:** Please be sure to make a copy of the front and back. See list on this website of approved CPR trainings.
5. **Family Child Care Home Orientation Certificate:** On this website, you will find a schedule of Orientation Trainings held throughout the state. This is a one hour training designed to help you comply with licensing regulations. A copy of the certificate you receive after completing this training must be submitted.

### **FINAL STEPS TO COMPLETE THE APPLICATION PROCESS**

When all accurately completed forms and license fee are submitted, and the Department has received fire safety approval from the appropriate fire inspector, a Child Care Inspection Specialist will be assigned for an on-site inspection. The Child care Inspection Specialist assigned to your case will contact you within 30 days to schedule an appointment.

### **QUESTION? PLEASE CONTACT THE DEPARTMENT AT**

#### **Douglas & Sarpy Counties**

Gina Ewing  
Department of Health & Human Services  
Division of Public Health  
Children's Services Licensing  
1801 North 73<sup>rd</sup> St.  
Omaha, NE 68114  
(402) 595-3348

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