

Family Child Care Home I Provisional License Application Paperwork

TRAINING

First... schedule and complete First Aid Training, CPR Training and Pre-Service Orientation Training. Sign your First Aid and CPR Certification cards and make photocopies of the front and back of each card to be submitted with the forms listed below. A copy of the Orientation Certificate must also be included.

Enclosed are the necessary instructions and forms to apply for a Family Child Care Home I Provisional License.

When applying for a Family Child Care Home I License please keep in mind that it is a self-certification process, therefore, all forms, information and documentation must be reviewed and verified; background checks must be completed and criminal history reviewed before a determination can be made regarding the issuance of a license.

All forms, fee, and required photocopies must be submitted together for the application packet to be considered complete. If the required paperwork is incomplete in any way, the entire Application Paperwork packet will be returned to the applicant for completion which will delay the licensing process.

FORMS

CAREFULLY READ AND FOLLOW THE INSTRUCTIONS IN THIS PACKET AND ON EACH FORM!

All application paperwork is processed in "Date Received" order. "*Date Received*" meaning the date Child Care Licensing receives a complete and accurate packet that does not need to be returned to applicant for more information. Please keep the pink copy of each form for your records.

- ▶ **Application and Affidavit** – The forms must be completed according to the instructions on the form so please read carefully. You, all family members, all persons living in the home, and substitutes/volunteers must be listed on this form. Information in the upper portion of the application pertains to **how the license should read**. Indicate the days you plan to provide child care; number of children and the age range of children you want to care for; and one set of hours during which you will provide child care. Clients cannot be in your care before or after the hours you set for operating. You may set your hours for "24 hour care" by simply writing that on the application.
- ▶ **Lawful Presence in the United States Attestation** – As of October 1, 2009, any individual applying for initial licensure or renewing a Family Child Care Home I, Family child Care Home II, Child Care Center or Preschool must attest to their lawful presence in the United States in order to comply with Nebraska Revised Statutes, §§4-108 through 4-114.
- ▶ **Health Information Report** - Schedule a health assessment or have already had a health assessment (*within the last 6 months*) which includes a Blood Pressure check and a Urinalysis. The Health Information Report, Section A must be completed and signed by the applicant. Section B must be completed in full and signed by a Health Professional.
- ▶ **Authorization for Release of Information** - In order for the department to conduct an accurate background check prior to the issuance of a Family Child Care Home I license this form must be completed by yourself, each substitute, volunteer and/or helper and each household member age 13 years or older,.
- ▶ **Felony/Misdemeanor Statement/s** - Each person listed on the application who is 19 years or older must complete and sign a Felony/Misdemeanor Statement. Full disclosure of all law enforcement contact is required regardless of age and will be verified in the licensing process. On the Felony/Misdemeanor Statement form, include the date and location of each law enforcement incident, the charges, and disposition (*for example, parole, probation, incarceration, fine, community service, etc*). Follow the instructions on the form, nothing should be left blank. The Department may request more information if deemed necessary.
- ▶ **Family Child Care Home I Rules Compliance Checklist** - Respond on this form as if you already have your license and that you and your residence are and will remain in compliance with the Child Care Regulations. Before submitting, use the Checklist as a tool to correct any areas that are not currently in compliance.
- ▶ **Fire Safety Inspection**: Fire Safety approval is required! Upon issuance of a Family Child Care Home I license, this department will send a Fire Safety Inspection Referral to the appropriate Fire Marshal on your behalf. You will receive a bill directly from the Fire Marshal for this inspection. You must pay this fee before the Fire Marshal will release the results of the inspection to Children's Services Licensing. Failure to pay the inspection fee could result in a disapproval from the Fire Marshal.

**\$25 LICENSE FEE
NON-REFUNDABLE**

A check or money order made payable to the State of Nebraska must be included with the application paperwork. **Cash will not be accepted!**

If you have questions contact the Child Care Licensing office in Lincoln, at (402) 471-9278 or call toll free 1-800-600-1289.

Mail your application paperwork to:

**DHHS/Division of Public Health
Licensure Unit – Children's Services Licensing
PO Box 94986
Lincoln NE 68509-4986**