

AMENDMENT

(Changing or adding a Secondary Provider)

When adding or changing a secondary provider, the following information must be submitted at the same time for an amendment to the license:

- **Family Child Care Home II Application:** The application must be accurate, current, complete, and signed by the Licensee. Include all staff, volunteers, substitutes and household members.
- **Felony/Misdemeanor Statement:** Forms need to be submitted for all Secondary Providers. The forms must be complete, instructions are on the form.
- **Authorization for Release of Information for Family Child Care Homes:** Forms for the new staff must be included with your application in order for Children's Services Licensing to conduct background checks. Instructions are on the form. You will be notified if anyone of these persons fails to clear the background checks process. **PLEASE NOTE:** Any person between the ages of 13 to 19 must have this form signed by their parent or guardian.
- **Three Non-Relative References:** Information submitted must be the actual information obtained from the references regarding the Secondary Providers' ability to care for children, **not** just a list of names and phone numbers.

SEND ALL ITEMS TO

Douglas and Sarpy Counties

Gina Ewing
Department of Health and Human Services,
Division of Public Health
Children's Services Licensing
1801 North 73rd St.
Omaha, Ne 68114

Telephone: (402) 595-3348

All Other Nebraska Counties:

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

Telephone: (402) 471-9562 or
1-800-600-1289

HEALTH INFORMATION REPORT- The Secondary Provider is required to have a current Health Information Report on file at the facility. This report needs to be completed within 30 days of the hire date. The report must be placed in the employee's file. It will be reviewed by the CCIS at the next licensing visit.