

**AMENDMENT**  
**(ADDITION OF HOUSEHOLD MEMBERS,**  
**VOLUNTEERS AND SUBSTITUTES)**  
**FOR**  
**FAMILY CHILD CARE HOME II**

- ❖ **Family Child Care Home II Application:** Application needs to be current, accurate, complete and signed. Include/list all staff, volunteers & substitutes. If this Family Child Care Home II is in your place of residence, must list all persons residing in the home (including yourself) in the lower section of the application. Foster children and persons who are regularly present in the home, are considered household members and must be listed on the application.
- ❖ **Felony Misdemeanor Statements:** Instructions are on the form. Form is required for all persons listed on the application *who have not previously submitted a Felony Misdemeanor statement*. This must be completed and signed by anyone age **19 years or older**.
- ❖ **Consent and Authorization for Release of Information form for Family Child Care Homes:** Instructions are on the form. Form is required for all persons listed on the application *who have not previously submitted a Release of Information Form*. These are required for all staff, volunteers, substitutes and household members age 13 and older. Anyone age 13-19 must have this form signed by their parent or guardian.

**SEND ALL THE ABOVE ITEMS TO:**

Douglas or Sarpy County  
Department of Health and Human Services  
Division of Public Health  
Children's Services Licensing  
1801 N. 73rd Street  
Omaha, NE 68114

OR

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

Send all items together to the above address. If any forms are incomplete, the packet will be returned to you. Once background checks are completed, you will receive written verification of the results of these checks.

If you have any questions regarding this process, contact

Douglas or Sarpy County OR  
Department of Health and Human Services  
Division of Public Health  
Children's Services Licensing  
Attn: Gina Ewing  
1801 N. 73rd Street  
Omaha, NE 68114  
(402) 595-3348

All Other Nebraska Counties  
Department of Health and Human Services  
Division of Public Health  
Children's Services Licensing  
Attn: Cindy Strufing  
PO Box 94986  
Lincoln, NE 68509  
(402) 471-9562; 1-800-600-1289