

**AMENDMENT  
(CHANGE IN LOCATION)  
FOR  
Family Child Care Home II**

**PLEASE BE AWARE:**

Family Child Care Home II locations must be inspected by the Fire Marshal and Children's Services Licensing **before** you will be allowed to serve children at the new location. This may result in an interruption of you child care services, child care subsidy reimbursement and food program reimbursement. Please plan ahead.

FCCH II located in your residence - You have the option to amend to a FCCH I to obtain a license to care for 8-10 children until such time your FCCH II is inspected and approved. Be advised that you may provide care for up to three (3) children without a license.

*To start the amendment process, the following documents must be submitted:*

1. **Application:** The application must be current, accurate, complete and signed by the Licensee.
  - If your Family Child Care Home II is located in your residence, list the name and information of all Household Members on the bottom half of the application; i.e. provider, spouse, children and any persons regularly present.
  - If your Family Child Care Home II is not located in your residence, list any persons who are regularly present on the premises. All staff must be listed regardless of where the Family Child Care Home II is located. Remember to check the "amendment" box and describe the amendment, at the top of the application.
2. **Family Child Care Home II Full Disclosure of Ownership Statement:** Instructions are on the form. Complete and submit ***one*** of the following forms;
  - a) Non Profit or b) For Profit

If any of the forms are incomplete, the packet will be returned. This will delay the changes made to your license.

**SEND THE ITEMS TO:**

**Douglas or Sarpy County**  
Department of Health and Human Services  
Division of Public Health  
Children's Services Licensing  
1801 N. 73<sup>rd</sup> 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

**CITY OF OMAHA APPLICANTS ONLY:** If your Family Child Care Home II will be in the City of Omaha, you will need to contact the City Planning Help Desk at (402) 444-3426.

**CITY OF LINCOLN APPLICANTS ONLY:** If your Family Child Care Home II will be in the City of Lincoln, you will need to contact the City Building and Safety Office at (402)441-6435. Lincoln has additional local ordinances, fire safety, parking and zoning requirements which may prohibit your from operating a Family Child Care Home II.

**LOCAL DELEGATED FIRE AUTHORITIES:** Several Nebraska communities have local delegated fire authorities who will conduct the fire inspections. These communities may have additional local ordinances, fire safety, parking, and zoning requirements. If you reside in the following communities, you can contact the delegated authority directly with questions specific to you community.

City of Grand Island - Fire Inspector: Curt Rohling, 308-385-5444 Extension 220  
City of Norfolk- Fire Inspector: Trent Howard, 402-844-2060  
City of North Platte - Fire Inspector: George Lewis, 308-535-6768  
City of Scottsbluff - Fire Inspector: Ezekiel Bowen, 308-630-6227  
City of Bellevue – Fire Marshal; Mike Stucker, 402-293-3153

Once the above completed items are received, the Child Care Licensing Staff will make a referral to the State of Nebraska, Fire Marshal’s Office, or Local Fire Authority. Please keep in mind that wired in smoke detectors are required. Wired in smoke detectors need to be on every level of the home/premise, regardless if children are allowed on that level. They also must be in every room in which children will be sleeping.

**FIRE SAFETY INSPECTIONS:** A Fire Safety Inspection and Approval is a requirement for licensure. You must have a Fire Safety Inspection Approval before child care licensing will inspect your program. If you do not hear from the fire inspector within thirty (30) days, you may wish to contact him/her to schedule an appointment. If you do live in a city under local delegated fire authority (listed above) see handout titled “Nebraska State Fire Marshal District Map” for the designated fire marshal for your area. Be aware that the Fire Department will not release an approval without receipt of their fire fee.

Upon receipt of the fire inspection approval a licensing specialist will initiate the final inspection within thirty (30) days. Once the program is in compliance the amended license will be issued.

If you have any questions regarding this process, contact:

<u>Douglas or Sarpy County</u>	OR	<u>All Other Nebraska Counties</u>
Gina Ewing		Cindy Strufing
(402) 595-3348		(402) 471-9562; 1-800-600-1289