

AMENDMENT FAMILY CHILD CARE HOME I AMENDING TO FAMILY CHILD CARE HOME II

To start the change process, the following items need to be completed:

1. **Application:** Application needs to be current, accurate and complete. Check amend box and list change(s). List all staff including volunteers and 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.*** Licensee or Authorized Agent (see FDOS for definition of authorized agent) must sign application.
2. **Full Disclosure of Ownership Statement (FDOS):** Please read the instructions. Form must be complete and accurate. ***Only complete and submit either the 1) Non Profit FDOS OR 2) For Profit FDOS.***
3. **Consent and Authorization for Release of Information form for Family Child Care Homes:** Instructions are on the form as to who needs to complete this form. Please ensure the form is completed accurately and signed/dated.
4. **Felony/ Misdemeanor Statement:** Instructions are on the form as to who needs to complete this statement. This form must be complete and accurate.
5. **Lawful Presence in the United States Attestation:** If you are an individual owner and / or a co-owner with another individual you must complete the form. Please read the instructions on the form and submit with your application if appropriate. Applications from individuals cannot be processed without this form being completed and signed.
6. **Health Information Report(HIR) :** Primary must submit a HIR current within 2 years. The secondary provider has 30 days to have this form completed. Submittal of the Secondary's HIR is not required, but must be kept at the licensed location for review.
7. **Three Non-Relative References:** Needed on the Secondary Provider(s). Information submitted must be the actual information obtained from the references regarding the Secondary Provider's ability to care for children, **not** just a list of names and phone numbers.

Send all of the above items listed above to the address below:

If any of the forms are incomplete, the packet will be returned. This will delay the FCCH I to FCCH II licensing process.

Douglas or Sarpy County

DHHS – Division of Public Health
Children's Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR

All Other Nebraska Counties

DHHS - Division of Public Health
Children's Services Licensing
PO Box 94986
Lincoln, NE 68509

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. There are additional requirements within the Lincoln City limits.

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. There are additional requirements within the Omaha City Limits.

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 Brown , 308-630-6227

City of Bellevue – Fire Marshal: Mike Stucker, (402) 293-3153

Be aware that a Fire Marshal referral may need to be made to change capacity. If so, a referral will be sent. Children's Services Licensing will **not** issue a new license until we have fire approval as well as the approval from your Child Care Inspection Specialist.

If you have any questions regarding this process, contact

Douglas or Sarpy County

DHHS – Division of Public Health
Children's Services Licensing
Attn: Gina Ewing
1801 N. 73rd Street
Omaha, NE 68114
(402) 595-3348

OR

All Other Nebraska Counties

DHHS- Division of Public Health
Children's Services Licensing
Attn: Cindy Strufing
PO Box 94986
Lincoln, NE 68509
(402) 471-9562; 1-800-600-1289