

## PROVISIONAL FAMILY CHILD CARE HOME I AND II LICENSING PROCESS OVERVIEW

It is vital that you carefully read the instructions and complete all forms accurately! Incomplete forms may result in the return of the entire application packet and result in a delay in the licensing process.

Keep in mind that this process will take time, and does involve other State and Local Agencies. Do not set an opening date for your facility, until the process is completed, and your license has been issued. The process typically takes 60-90 days to complete and your application will be processed in date order received.

The following is a list of items that may be completed prior to completing the two part mandatory Family Child Care Home Orientation Training. Information is enclosed and additional information will be available during the Family Child Care Home Orientation Training.

Prior to submitting the Application and additional required documents, you must complete **Family Child Care Home Orientation and Prepare to Care Health and Safety Training**.

<http://dhhs.ne.gov/licensure/Pages/How-to-Apply-for-a-Child-Care-or-Preschool-License.aspx>

<http://dhhs.ne.gov/Child%20Care%20Documents/Prepare%20to%20Care%20Health%20and%20Safety%20Instructions.pdf#search=prepare%20to%20care>

**Proof of Liability Insurance:** Proof of liability insurance in the form of a binding quote from your insurance company will be accepted, however, prior to license issuance a copy of the activated liability insurance coverage must be submitted. Business or child care insurance must be identified on the document and include: name of Licensee or program, licensed address, effective and expiration date, and \$100,000 per occurrence

**Zoning Approval**

- Family Child Care Home I a copy of zoning approval is needed if you reside in the following cities: Grand Island, Holdrege or Lincoln.
- Family Child Care Home II a copy of zoning approval from the relevant jurisdiction is required. To ensure the location of your program meets zoning codes for a Family Child Care Home II, you will need to obtain written approval from the local city planning department or county office for your area. Some cities have zoning requirements that are not included in the licensing regulations. Check the zoning requirements in your community before you purchase or rent a house or other building for a Family Child Care Home II.
- Family Child Care Home II within Omaha city limits. A Certificate of Occupancy from the City of Omaha is required as proof of zoning approval. If the proposed child care property is zoned Residential (R), this means that child care services are allowed only if the structure is occupied primarily as a residence by the owner or tenant. If this condition is not met, the residentially zoned property will NOT meet the licensing requirement of “providing a copy of approval from the relevant jurisdiction.”

**First Aid & CPR Certification** – See Training Page enclosed in this packet for a list of approved training courses. CPR must be an instructor trained course. First Aid may be an instructor trained course or an internet (on-line) course. Copies of front and back of First Aid and CPR Certification cards must be included with the application paperwork.

**Report of Law Enforcement Contact Form** – The Report of Law Enforcement Contact form must be completed and signed by all persons 19 years or older who are listed on your application. The report must be updated and re-signed each year.

**Criminal History Record Check-** A national fingerprint criminal history record check through the Nebraska State Patrol must be obtained. For a list of Live Scan locations visit:

[https://statepatrol.nebraska.gov/sites/default/files/public\\_livescan\\_list.pdf](https://statepatrol.nebraska.gov/sites/default/files/public_livescan_list.pdf)

To schedule an appointment for **Lincoln or Omaha** fingerprinting:

<https://www.nebraska.gov/apps-nsp-appointment-calendar/schedule/index>

An individual living in Nebraska less than 12 months must obtain document of criminal history record check from the previous state(s) of residence.

**Health Information Report Form** (for Primary provider). Is required **annually** for the provider and all staff who are responsible for the care and supervision of children more than 20 hours per week. The provider/staff completes the Health Information Report. A health care professional is no longer required to complete a blood pressure check and urinalysis.

- **Form A:** Authorization for Release of Information – You will not need to sign this form unless the Department requests to contact your health care professional.

**Sketch** - of the facility showing the dimensions and arrangement of each room to be used by children and the outdoor play area.

**Written Policies, Descriptions, Plans and Procedures** – see enclosed sheet. (For Child Care Inspection Specialist review, do not submit with packet).

**Proof of Residence** – Family Child Care Home I only - see enclosed sheet.

**FIRE SAFETY INSPECTION:**

Once ALL the required & accurately completed items are received, the Child Care Licensing Staff will make a referral to the State of Nebraska, Fire Marshal or Local Fire Marshal.

- Keep in mind that wired-in and interconnected smoke detectors are required. Wired-in and interconnected smoke detectors need to be on every level of the home/premise, regardless if children are allowed on that level. Smoke detectors must be in every room in which children will be sleeping.
- Battery operated smoke alarms do not meet the State Fire Safety Codes for a Family Child Care Home I or II.
- The Fire Marshal will not release an approval until the inspection fee has been paid.

**For your convenience, the following documents are enclosed:**

- State Fire Marshal Requirements
- Child Care Grant Opportunities
- Health Information Report & Form A: Authorization for Release of Information
- Report of Law Enforcement Contact
- CPR/1<sup>st</sup> Aid Certification
- Liability Insurance Certification for Child Cares
- Proof of Residence
- Written Policies, Descriptions, Plans and Procedures
- Prior to Licensure Inspection

Send all of the items together to:  
**DHHS – Division of Public Health**  
**Licensure Unit – Children’s Services Licensing**  
P.O. Box 94986  
Lincoln, NE 68509-4986

If you have questions regarding this process contact  
1-800-600-1289 or 402-471-9278

**NOTE:** When you receive your Provisional Family Child Care Home License, review it carefully to ensure it is accurate and matches the information you provided on your application.