Area:	Management Systems
Subject:	MS27 - Family Child Care Home (FCCH) Provider Recruitment & Certification
Reference:	1306.35(d) & 1304.52(h); CDE/CDD - Funding Terms and Conditions
Policy:	Head Start and California Child Development programs offering the family child care option must ensure that family child care providers meet State, Tribal, and local licensing requirements and posses a license or other document certifying that those requirements have been met.

Family child care providers who enroll Head Start and/or California Child Development program children must have the knowledge and skill necessary to develop consistent, stable and supportive relationships with young children and their families, and implement the Head Start Performance Standards, State Funding Terms and Conditions, state licensing regulations and other applicable regulations.

Procedure:

Recruitment

1. Child Development Supervisors (CDSs) or designee will determine recruitment services areas by zip code.
2. Child Care Specialist I (CCSI) or designee will mail a recruitment flyer and letter to all licensed FCCH Providers within determined service areas.
3. If interested, FCCH providers will return the bottom portion of the letter to Stanislaus County Office of Education (SCOE) Child/Family Services (CFS).
4. CCSI will contact interested FCCH Providers to set an appointment to conduct an orientation and potentially begin the certification process.

Certification

1. CCS will notify potential providers and conduct FCCH Provider Orientation to explain program regulations.
    a. If providers are interested, they will set up an appointment with the CCS to conduct a Health & Safety Checklist. (Head Start only)
2. CCS will complete a Health & Safety Checklist. The CCS will notify the provider of any necessary corrections that shall be made in regards to health and safety.
3. CCS will verify and notify the FCCH Provider whether or not the FCCH has met acceptable standards outlined in the Health & Safety Checklist.
4. CCSI will visit the potential FCCH and complete a Family Child Care Environment Rating Scale (FCCERS) and the Family Child Care Self-Assessment Guide (from Community Care Licensing Guide).
5. CCSI will set up a follow up visit to review the (FCCERS) and the Family Child Care Self-Assessment Guide results with the FCCH Provider.
    a. If the overall FCCERS score is at a 3 (minimal score) or above, the provider may continue with the certification process.
    b. If the overall FCCERS score is below 3, the provider will have the opportunity the make improvements to the environment within a 30 day timeline.

       i. The CCSI will set up a follow up appointment to complete another FCCERS.

3. CCSI will collect current copies of the following required documentation from the provider:
   a. FCCH license
   b. Child Care Liability Insurance (minimum liability $100,000)
   c. Pediatric CPR/First Aid Cards
   d. Provider Rate Sheet
   e. Provider's Parent Policies/Agreement
   f. TB Test Clearance for Provider/Assistant (Within 3 years)
   g. Tax Identification
   h. Photo Identification
   i. Pet Vaccinations (if applicable)
   j. Program Guide Verification form
   k. College Transcripts/Degree/Permit or Agreement to obtain within 2 years (HS only) and be enrolled within 6 months
   l. Family Child Care Provider Information form (HS only)
   m. Signed Provider's Statement Form
   n. Signed Provider Agreement for Child Care Services
   o. W-9
   p. LIC 503 Health Screening Report
4. CCSI will review documentation to ensure documentation is current.
5. CCSI will make a recommendation to the CDS to approve/disapprove certification.
6. CDS or designee will send a letter to FCCH Provider notifying the provider of their certification status.
7. CCSI will submit request to EC Coordinator to place the provider on the "Active" list.
8. CCSI will send copies of all documentation outlined in number 3 to Data Technician.
9. CCSI will forward HS only documents (see Certification 3, l) to Program Information Management System (PIMS) staff. PIMS staff will enter necessary information into the appropriate electronic data management system.
10. Data Technician will enter provider data into KinderTrack and maintain a generic provider file.
11. For HS providers, CCS I staff will enter provider data into appropriate program database and communicate with PIMS staff as necessary.
12. PIMS staff will enter Family Child Care Provider Information Form into electronic database.

Supervised by:	Child Development Supervisor III
Performed by:	Child Care Specialist , Data Technician, Child Development Supervisor , EC Coordinator
Forms needed:	Recruitment Flyer, Recruitment Letter, Family Environment Rating Scale, Family Child Care Self-Assessment Guide, FCCH Certification Status Letter, Provider Statement form, Agreement for Child Care Services, Provider Program Guide Verification form, Health & Safety Checklist.
Frequency:	Ongoing