

## **Safe Sleep Policy Clarification – Legally License Exempt Child Care Homes**

PL 162-2005 became effective on July 1, 2005, and required that all licensed child care homes and all exempt child care homes receiving CCDF voucher dollars participate in a state approved “Safe Sleep” training. The Bureau of Child Care set September 30, 2006, as the deadline for all affected providers to come into compliance. This deadline was communicated to all affected child care providers in a letter dated February 27, 2006. Reminder letters were sent in July and September to the child care providers who our records showed still needed to take the training.

Beginning October 1, 2006, representative from the Child Care Resource and Referral will implement the following procedures regarding safe sleep training compliance:

- Upon notification of recertification, the CCRR shall clearly indicate the provider is responsible for documenting certificate of attendance for the required safe sleep training.
- If the provider submits a certificate of attendance, the CCRR should document compliance . . . and the process ends.
- If the provider is unable to produce a certificate of attendance, CCRR shall notify the provider of the additional documentation required and provide a deadline for submission. This deadline may not exceed 21 days after expiration of certification. (See CCRR Procedure Manual “CCDF Provider Eligibility Standards Verification – Recertification” page 33).
- If the provider fails to submit required documentation, the provider shall be recommended for denial.
- The CCRR shall complete and submit a Recommendation for Denial form indicating the provider did not complete Safe Sleep training to the CCDF Policy Consultant for the county of the provider’s residence.
- The CCDF Policy Consultant will review and approve or deny the request for decertification.
- The decertification will be processed by the Division of Family Resources and the provider will be notified in writing of their ineligibility through the issuance of a Notice of Order.
- If the provider fails to complete Safe Sleep training prior to the effective date of the order, the provider will be decertified. If the provider documents completion of Safe Sleep training prior the effective date of the order, the provider may be recommended for certification using the Recommendation for Approval form.

*PLEASE NOTE: The CCRR must maintain written documentation supporting notification of safe sleep training requirement in the provider’s file and provide copies of this documentation at the time of Recommendation for Denial.*