



# CHILD CARE DEVELOPMENT FUND (CCDF) PROVIDER ELIGIBILITY STANDARDS (PES) CHECKLIST

State Form 51363 (R4 / 12-07) / BCC 0091

Provider	Inspector or Consultant
Identification number	Date (month, day, year)
Address (number and street)	Time From: _____ To: _____
City	Telephone number (     )
County	

During the inspection of this LLEP home, \_\_\_\_\_ children present & \_\_\_\_\_ were related to the provider.

REQUIREMENT:	YES	NO
<b>IC 12-17.2-3.5-5</b> 1. A <b>Residential Building</b> shall have working smoke detectors on each level, top of each stairway and adjacent to each sleeping area (as required by SFM) <b>OR</b> A <b>Non-residential Building</b> shall have fire alarm and suppression systems as required by applicable rule of the Fire Prevention and Building Safety Commission. <b>Building Type:</b> _____		
<b>IC 12-17.2-3.5-10(b)(3)</b> 2. Two and a half pound or greater ABC multiple purpose fire extinguisher on each floor and in the kitchen with valid expiration date.		
<b>IC 12-17.2-3.5-10(a) (Applies to providers enrolled in CCDF program after June 30, 2002)</b> 3. A facility where a provider operates a child care program must have two exits that: <ul style="list-style-type: none"> <li>• Are on different sides of the building.</li> <li>• Do not go through a garage or storage area where hazardous materials are stored.</li> <li>• Are not blocked.</li> <li>• Are not windows.</li> <li>• Are operable from the inside in a one step process (no key or special knowledge required).</li> </ul>		
<b>IC 12-17.2-3.5-10(b)(1) and (2)</b> 4. Each child care provider shall have monthly documented fire drills including date/time/weather conditions/name of person conducting drill/full evacuation time and maintained for previous 12 months. <i>Date of last drill</i> _____		
<b>IC 12-17.2-3.5-6</b> 5. Each child care provider, household member, employee, volunteer caregiver shall have an intradermal tuberculosis test and result prior to giving care. <ul style="list-style-type: none"> <li>• Each child care provider, household member, employee and caregiver who has a history of a positive TB test or disease shall have an annual health assessment by a physician to reflect symptom screening for TB.</li> </ul>		
<b>IC 12-17.2-3.5-7</b> 6. A child care provider shall have written plans for notifying parents of the following: <ul style="list-style-type: none"> <li>• Illness, serious injury, or death of provider.</li> <li>• Care in an emergency.</li> <li>• Emergency evacuation (fire, tornado); this shall be posted in the facility where the provider operates the child care program.</li> </ul>		
<b>IC 12-17.2-3.5-8</b> 7. At least one adult shall have <b>annual</b> certification in CPR applicable to all age groups cared for and is present at all times when a child is in care, <b>and</b> Each child care provider, employee, or volunteer caregiver shall have <b>current certification</b> in First Aid.		
<b>IC 12-17.2-3.5-5</b> 8. The child care facility shall have hot and cold running water from an approved source in the area of the facility where the provider operates a child care program. Water source: _____ Public _____ Private _____ valid water test date _____ Meets IDEM standards as required. IDEM water system number _____		
<b>IC 12-17.2-3.5-9</b> 9. Each child care provider shall have a working telephone in each facility accessible to any staff member. <i>Record of phone service on site.</i>		
<b>IC 12-17.2-3.5-11</b> 10. Each child care provider shall have the following items inaccessible to children: <ul style="list-style-type: none"> <li>• Firearms and ammunition <i>Location:</i> _____</li> <li>• Poisons, chemicals, bleach and cleaning materials <i>Location:</i> _____</li> </ul>		

REQUIREMENT:	YES	NO
<b>IC 12-17.2-3.5-4</b> 11. Each child care provider, employee, household member, volunteer caregiver has provided evidence that they have not been named in the Child Protection Index IC 31-9-2-14.		
<b>IC 12-17.2-3.5-12</b> 12. Each child care provider, household member, employee or volunteer caregiver has statewide limited criminal history check <b>or</b> Each child care provider has local criminal check with documentation that statewide check is applied for. ( <i>Valid for 45 days</i> ) <ul style="list-style-type: none"> <li>• No child care provider has been convicted of a felony.</li> <li>• No child care provider has been convicted of a misdemeanor related to health and safety of a minor.</li> <li>• Each child care provider maintains written policy requiring that persons whose criminal check is maintained must report any criminal convictions to the provider.</li> </ul>		
<b>IC 12-17.2-3.5-12.1</b> 13. Each child care provider, household member, employee, volunteer caregiver shall have documentation of a drug test and result does not show presence of illegal controlled substance(s). ( <i>Standard 5 or 8 panel urine test</i> ) and a child care provider shall have: <ul style="list-style-type: none"> <li>• Written policy requiring random drug testing of caregivers <b>and</b></li> <li>• Required testing if individual is suspected of noncompliance <b>and</b></li> <li>• Policy for suspension, rehabilitation and reinstatement of persons tested above.</li> </ul>		
<b>IC 12-17.2-3.5-11.1</b> 14. Each child has age appropriate immunizations including Varicella and Pneumococcal vaccines. Documentation includes: <ul style="list-style-type: none"> <li>• Names of all children (<i>including provider's</i>) receiving care at the facility.</li> <li>• Immunization records for each child (<i>includes month, day and year given for each immunization and child's birth date</i>).</li> <li>• The child's physician documents child is in process of receiving immunizations <b>or</b></li> <li>• A medical exempt statement from a physician <b>or</b></li> <li>• A religious belief exemption statement from the parent.</li> </ul>		
<b>IC 12-17.2-3.5-12.1</b> 15. A child care provider shall have a written policy prohibiting: <ul style="list-style-type: none"> <li>• use of tobacco, unintended use of toxic substances, use (<i>homes</i>) of alcohol; use or possession (<i>centers &amp; ministries</i>) of alcohol; and use or possession of illegal substances in the facility where child care is operated when child care is being provided.</li> </ul>		
<b>IC 12-17.2-3.5-5.5(a)</b> 16. All children in care are <b>continually</b> ( <i>sight or sound</i> ) supervised by a caregiver.		
<b>IC 12-17.2-3.5-5.5(b)</b> 17. A provider who operates a child care program in the provider's home shall complete a training course in safe sleep practices, approved by the Division.		

*I understand that the information contained in this document is necessary for participation in the Child Care Development Fund (CCDF) program. I understand that the Indiana Family and Social Services Administration (IFSSA) and/or PES inspector may verify any information contained in this document and any misrepresentation may subject me to removal/exclusion from the program and/or prosecution under applicable laws. I have reviewed the information contained in this document and agree by my signature that the information is accurate and complete to the best of my knowledge and belief. I understand that any changes in the information contained in this document must be promptly reported to IFSSA or PES inspector. Failure to report any changes may result in my removal/exclusion from the CCDF program.*

*I understand that I must correct the problems identified above, in order to begin or continue to receive funds from the Child Care Development Fund Program. I understand that I must contact the inspector/consultant listed below to submit required documentation and arrange for a subsequent visit, if necessary, to complete compliance with minimum standards. I understand that if I am currently receiving CCDF funds, I must demonstrate my compliance by the date indicated (**maximum of 21 days**) or I will be decertified as a CCDF provider.*

Signature of inspector/consultant	Date (month, day, year)	Signature of Provider	Date (month, day, year)
<b>MEETS ALL STANDARDS:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by:	Date (month, day, year)