

# CCDF Provider Eligibility Standards Summary

Legislation was passed in 2001, 2002, 2003, 2005 and 2013 requiring childcare providers receiving Child Care and Development Funds (CCDF) to meet certain provider eligibility standards. This significant legislation amends Sections 12-17.2 of the Indiana Code and impacts **all** childcare providers receiving these funds.

Child Care providers must be able to demonstrate compliance with these standards **prior** to the receipt of any CCDF funds. The Consultants Consortium, Inc. will be responsible for the verification of compliance with these standards. This verification will require the submission of written documentation as well as a home/facility inspection.

## 1. Working Smoke Detectors

- A home shall have smoke detectors at the top of each stairwell (excluding the basement), one adjacent to the area where the children will be sleeping and **one in the basement**.
- A facility shall have fire suppression devices as required by the DHS, Fire and Building Safety Division.

## 2. Fire Extinguishers

- The home/facility shall maintain a two and one-half (2 ½) pound or greater ABC multiple purpose fire extinguisher on each floor of the facility with an additional extinguisher in the kitchen area.

## 3. Exits

- The home/facility shall have two exits, other than windows, located on different sides of the home/facility that are not blocked and do not require passage through a garage or storage area where hazardous materials are stored and may be operated from the inside without the use of a key or any special knowledge. If your second exit is out to a balcony, the balcony must have a permanent set of stairs down to the ground. (This provision does not apply to a provider's home where care was being provided and voucher payments were received prior to June 30, 2002.)

## 4. Fire Drills

- The provider (applicant) must conduct monthly documented fire drills in accordance with the rules of the fire prevention and building safety commission.

## 5. TB Testing

- The provider (applicant), any individual over age 18 who resides in the facility/home, and any volunteers or employees shall provide results of a current intradermal tuberculosis test prior to residence or employment or volunteer *service*.
- Providers must provide a copy of the test results to the verifying agency.
- The provider shall maintain annual documentation from a physician reflecting the results of symptom screening for tuberculosis for any individual with a history of latent or active tuberculosis.

## 6. Emergency Plans

- All providers shall have written plans for notifying parents of illness, serious injury, or death of a provider; care in an emergency and emergency evacuation plans which are posted in a conspicuous location.

## 7. CPR/First Aid Certification

- The provider (applicant) and any employee or volunteer serving as a caregiver shall maintain current certification in First Aid.
- The provider (applicant) shall assure that at least one adult annually certified in CPR for all age groups of children receiving care is present at all times when care is being provided.

## 8. Running Water

- The facility shall have hot and cold running water from an approved water source available in an area of the home where childcare is provided. If water is not provided by a municipal water source, the provider shall provide documentation of a water quality test.

- Water temperature will be tested at the time of the home inspection and must register at least 100 degrees Fahrenheit.

### **9. Working Telephone**

- The facility/home shall have a working telephone in each facility/home where the provider operates a child care program.
- The provider must have a communication device (which may be the telephone required above) that is approved by the division and compatible with the automated time and attendance tracking system approved by the division.
- The provider will need to show a bill for current service and keep phone records to show proof of continuous service for recertification the following year.
- The phone number must be accurate and will be checked at the time of the verification visit.

### **10. Inaccessible Firearms, Poisons, Chemicals and Medications**

- The provider (applicant) shall provide a safe environment by ensuring that firearms, ammunition, poisons, chemicals and medications are inaccessible to the children in their care.
- Firearms and ammunition shall be secured in a locked area, by a key or combination, in an area where children cannot gain access.
- Inaccessible for poisons, chemicals and medications means that in lieu of a locked (key or combination) cabinet, the items mentioned above must be kept in an area inaccessible to the children. This could mean locked closets, rooms, garages, basements or medicine boxes. Childproof locks will not be acceptable.
- The verifying agency will inspect all areas that are accessible to children as well as garages if the escape route passes through this part of the home or facility. All bathrooms and the kitchen will also be inspected.

### **11. Alleged perpetrator, Child Abuse and Neglect**

- The provider (applicant), any individual over age 18 who resides in the home/facility, and any employee or volunteer shall provide evidence that they have not been named as an alleged perpetrator in the Child Protection Index. Forms will be provided that will give the verifying agency permission to check this registry.

### **12. National Criminal History Checks**

- The provider (applicant) shall agree to National Fingerprint Criminal History Checks for the provider, all employees and volunteers who have direct contact with a child receiving care from the provider, as well as household members over the age of 18 years residing in the place where child care is provided, and for juvenile household members who have been waived to adult court.
- National Fingerprint Criminal History Checks must be completed using the services of L1 (Safran) who can be reached at 877-472-6917 or [www.ibtfingerprint.com](http://www.ibtfingerprint.com). All required National Fingerprint Criminal History Checks are done at the provider/individual's expense. The original receipt should be kept in the provider/individual's records.
- All criminal history reports must be clear of any felonies and/or misdemeanors related to the health or safety of a child. As well as, any felony sex offense or other offense classified as a dangerous felony or any other felony less than 10 years old as of discharge date from probation, imprisonment or parole, and any misdemeanor related to welfare fraud.
- Providers (applicants) are also responsible for reporting any police investigations, arrests or criminal convictions not listed on any National Fingerprint Criminal History Check for any individual required to provide such a report.
- The provider shall maintain a written policy requiring the individual household members, as well as, employees and volunteers who have direct contact with a child receiving care from the provider to report any criminal convictions to the provider (applicant).
- **Documentation may not be more than 60 days old at the time a completed application is received.**

### **13. Drug Test**

- The provider, any individual over age 18 who resides in the home/facility, and any employee or volunteer caregiver shall provide, at the provider's expense, results of a 5 panel drug test that documents the individual is free of the presence of illegal controlled substances.
- Drug testing shall be required prior to employment or participation in the CCDF voucher program. Additional drug testing may be required of an individual who is suspected of non-compliance.
- A provider who suspends an individual based on the results of a drug test shall maintain a written policy for reinstatement following rehabilitation and drug testing results that are negative for a prohibited substance.
- **Documentation may not be more than 60 days old at the time a completed application is received.**

### **14. Immunizations**

- The provider (applicant) shall maintain and annually update documentation of age appropriate immunizations for all children, including the provider's own children and any other children present not participating in the CCDF Voucher Program.

### **15. Tobacco and Substance Policy**

- The provider (applicant) shall maintain a written policy prohibiting the use of tobacco, unintended use of a toxic substance, use of alcohol (homes); use or possession of alcohol (centers and ministries); and use or possession of illegal substances, in the facility where child care is operated when childcare is being provided.
- The provider must sign and return a signed Tobacco and Substance Policy statement provided by the verifying agency or developed by the provider.
- The verifying agency will confirm the provider, household members, employees, or other individuals are in compliance with this policy by observation during the home inspection.

### **16. Supervision Policy**

- The provider (applicant) shall ensure that a child in the provider's care is within sight or sound at all times, as defined in the June 3, 2005 Supervision Letter from FSSA.
- The verifying agency will confirm this by observing that the provider is supervising the children during the home inspection.

### **17. Safe Sleeping Practices**

- A provider (applicant) intending to care for children less than 12 months of age shall be certified in safe sleep practices by participating in the Safe Sleeping Practices training provided by the Indiana Child Care Resource and Referral network.
- A provider (applicant) must assure all caregivers of children under 12 months of age follow safe sleeping practices.

### **18. National Fingerprint Criminal History Results**

- An individual's criminal history report must be clear of any felonies and/or misdemeanors related to the health or safety of a child. As well as, any felony sex offense or other offense classified as a dangerous felony or any other felony less than 10 years old as of discharge date from probation, imprisonment or parole, and any misdemeanor related to welfare fraud.

### **19. Restroom and Hand Washing Standards**

- A provider (applicant) must assure all caregivers are following appropriate restroom and hand washing procedures, as defined by The Office of Early Childhood and Out of School Learning (formerly the Bureau of Child Care), are followed at all times.
- The home/facility must have toilets which are in proper working order, accessible to children, and kept clean.
- A provider (applicant) shall assure all caregivers are following appropriate diapering guidelines, as defined by The Office of Early Childhood and Out of School Learning.

- The verifying agency will confirm this by observation during home inspection.

## **20. Discipline Policy**

- A provider (applicant) shall have a written discipline policy which includes the type of discipline to be used and under what circumstances it will be used. This plan must include information about how the policy will be modified to meet a specific child's age and/or abilities, if applicable. (A sample may be obtained from the verifying agency.)
- Parents of children in your care shall receive a copy of this policy. The provider (applicant) must maintain a copy of the policy, signed by the parent/guardian of the child, in the child's records.
- A provider (applicant) shall assure all caregivers are following the discipline policy.
- The verifying agency will confirm this by observation during home inspection.

## **21. Unscheduled Visit**

- A provider (applicant) shall allow parents/guardians to make unscheduled visits to the home/facility anytime child care is being provided.

## **22. Transportation**

- A provider (applicant) shall provide a written statement stating their intent to transport or not transport children and the age of children to be transported.
- A provider (applicant) who does transport children shall:
  - ✓ Obtain written permission from the child's parent/guardian prior to transport (Sample transportation permission slip may be obtained from verifying agency); and
  - ✓ Assure the driver has met all employee or volunteer requirements; and
  - ✓ Assure the driver holds a valid driver's license; and
  - ✓ Assure the vehicle used for transport is properly licensed and insured.
  - ✓ Submit a written transportation policy which includes age groups being transported.
- A provider (applicant) shall identify the vehicle(s) used to transport children and provide proof of registration and insurance.
- A provider (applicant) must follow Indiana state laws regarding car seats and seatbelt usage at all times.

## **23. Age of Caregivers**

- A provider (applicant) shall be at least 18 years of age.
- A provider (applicant) shall assure any caregiver working without supervision is at least 18 years of age.
- A provider (applicant) shall assure any caregiver less than 18 years of age, but not less than 14 years of age, is supervised at all times by a caregiver at least 18 years of age when they are providing child care.
- The verifying agency will confirm this by observation during home inspection.

## **24. Child Abuse Prevention and Detection Training**

- A provider (applicant) shall verify all employees and volunteers have received training concerning child abuse detection and prevention not more than three (3) months after the individual begins employment or volunteer duties.
- A provider (applicant) shall maintain documentation of employee/volunteer training with the employee/volunteer's records.
- Information about Child Abuse Detection and Prevention training opportunities can be received from your local Child Care Resource and Referral agency or calling 866-865-7056

## **25. Orientation**

- The provider (applicant) shall have a signed Orientation Training documenting their understanding of orientation topics. (Sample of required topics may be obtained from the verifying agency.)
- Before beginning employment or volunteer duties, the individual must receive a formal orientation to the

program/home/facility.

- A provider (applicant) shall document the completion of employee/volunteer orientation training.
- A provider (applicant) shall maintain documentation of employee/volunteer orientation training with the employee/volunteer's records.

## **26. Employee Records**

- A provider (applicant) shall maintain at the home/facility where the child care program is operated documentation of all required employee/volunteer training.
- A provider (applicant) shall maintain documentation of employee/volunteer orientation training with the employee/volunteer's records.
- A provider (applicant) shall make the documentation available to the Division of Family Resources or its authorized representative, The Consultant's Consortium, Inc., upon request.

## **27. Child Abuse and Neglect**

- The provider is required to give all employees and volunteers written material provided by FSSA in regards to reporting child abuse and neglect.

## **28. Employee/Volunteer Reporting Child Abuse and Neglect**

- Any employee or volunteer who has reason to believe that a child in the provider's care is a victim of child abuse or neglect shall make a report as required under IC 31-33-5.

## **29. Visits by FSSA**

- A provider must allow, during normal business hours, the State or an agent of FSSA to inspect the facility/home where a child care program operates.

## **30. Parent Notification of the Injury or Death of Child**

- A provider is required to immediately notify a parent or legal guardian if a child in their care is injured, has a serious bodily injury that requires medical attention (physician, dentist, registered nurse, licensed practical nurse, paramedic or emergency medical technician) or death of a child.

## **31. FSSA Notification of the Injury or Death of Child**

- A provider must notify The Office of Early Childhood and Out of School Learning or an agent of FSSA within 24 hours of any injuries or serious bodily injuries to a child. The death of a child must **immediately** be reported to The Office of Early Childhood and Out of School Learning or an agent of FSSA.

## **32. Safe Conditions**

- A provider must have and maintain a written policy describing how you maintain safe conditions in your child care facility or home and safety of motor vehicles used to transport children.

At the time a provider establishes the written policy and at the time of any subsequent change to the written policy, the provider shall:

- file with the division;
- post in a public location in the facility where the provider operates a child care program; and
- provide to the parent or guardian of each child in the care of the provider; a copy of the written policy or change.

## **33. Daily Activities**

- A provider must make available daily activities appropriate to the age, developmental needs, interests, and number of children in your care. This must include both active and quiet play. You may include the use of safe, age-appropriate toys, games and equipment for indoor and outdoor play.
- Daily outdoor is required unless one (1) of the following apply, Severity of the weather poses a safety or health hazard or a health related reason for a child to remain indoors is documented by the child's parent, guardian or physician.

### 34. Nutrition

- A provider must make available to each child in their care: appropriately timed, nutritious meals and snacks in a quantity sufficient to meet the needs of the child. (This does not eliminate sack lunches brought from home.)
- Drinking water must be available at all times.

### 35. Group Size and Ratios

- As a provider operating a child care program in a facility or home you must follow ratios and group sizes.
- If you will be caring for no more than sixteen (16) children at a facility/home you must maintain a ratio and group size that apply to a child care home under IC 12-17.2-5
- If you will be caring for more than sixteen (16) children at a facility/home you must maintain a ratio and group size that apply to a child care center under IC 12-17.2-4.

### 36. Continuing Education

- At least twelve (12) hours of continuing education approved by the Office of Early Childhood and Out of School Learning (OECOSL) and related to the age appropriate educational development, care and safety of children unless the individual is the parent, stepparent, guardian, custodian or other relative to each child receiving care.

### 37. Health and Safety Orientation Training (NEW Effective 07/01/2016)

- The training will support basic health and safety standards designed to prevent harm to children. This training is required for all volunteers, caregivers, teachers, directors and any individual included in staff to child ratios/group size in 10 specific health and safety topic areas.
- Training in each applicable topic area, appropriate to the provider setting and age of children served is needed to meet the Health and Safety Orientation training.

**Definition of a volunteer:** As defined in IC12-7-2-199.2, A volunteer is an individual who, without compensation, provides services to a child care home, child care center, or child care ministry for at least 8 hours per month.

- If an individual is not a volunteer, they are considered a guest. A guest **may not** be left alone with child receiving care at the home/facility at any time and may not be counted as a caregiver.

If you are able to meet these CCDF Provider Eligibility Standards, please contact The PES Department to receive a "Provider Packet". The PES Department will be verifying your compliance and are willing to assist you in any way possible.

For a complete list of the Laws, Rules and Related Policies for Child Care Development Fund (CCDF) please go to <http://www.in.gov/fssa/carefinder>

### Possible Changes to Your Participation

After you have been certified as a CCDF Eligible Provider, your certification can be changed. This law outlines certain home/facility conditions, as defined by this law, which may place the child(ren) in your care at risk can result in Emergency Decertification. If these conditions exist, you will be unable to receive CCDF payment effective immediately.

Additionally, this law includes gives reasons for revocation of your ability to receive CCDF payment. If it is determined the provider (applicant) has given false statements on an application or any records required by the Division of Family Resources, there are credible allegations the provider has committed fraud, or if criminal charges of fraud have been filed against you, your CCDF eligibility will be revoked. If this happens, you will not be able to reapply to become a CCDF Eligible Provider for at least 2 years.