

Division of Children and Family Services Child Care Subsidy Provider Home Inspection Checklist

Intended Audience: Child Care Subsidy Providers – FCCHI/II, License Exempt, In-Home

Provider Name: _____ Date of Visit: _____

Facility Name: _____

Facility Type: _____ Ratio Requirements: _____

Subsidy ID Number: _____ License ID Number: _____

The following information and documentation will be reviewed with the above provider by the Resource Developer at the initial and/or renewal home inspection. Any missing documentation or corrections needed to the documents or site will be noted in the Modifications/Follow-Ups table at the end of this document.

Provider Identification:

- Valid photo ID
- Citizenship Attestation
- W-4 or W-9
- Child Care License verified (if applicable)

Background Checks:

- APS/CPS (Central Registry) – 13y+
- Sex Offender Registry – 13y+
- NDEN (local law enforcement) – 13y+
- Out-of-State (previous 5 yrs, if applicable) – 13y+
- Department of Motor Vehicles (DMV) – 13y+
- FBI Fingerprint Checks (eligibility letter) – 18y+
- Release of Information completed for director/owner and all staff and/or household members – 13y+

Payments:

- Payment selection (FA-100) completed
- Billing Training completed
 - Attendance Calendars – policy reviewed, calendars provided
 - Online Portal – Claims, Units, Notifications discussed
 - Service Authorizations/Notices – what information is included and where they can be found
 - Family Fee, a.k.a. Sliding Fee, or Customer Obligation

Training Requirements & Verification:

- Pediatric First Aid/CPR Certification – must include in-person skills course/testing
- Preservice orientation training (Prepare to Care, Lancaster Co Health Dept)
- Ongoing training –
 - Licensed providers – subject to Children’s Services Licensing review
 - License Exempt and In-Home providers – annual training requirements reviewed
 - Provider is an exempt relative provider – No Yes Relationship: _____

**Relative Exempt Request Form is required for provider to be approved as a relative provider.

**Division of Children and Family Services
 Child Care Subsidy Provider
 Home Visit Checklist**

Provider Rates:

- Private Pay Rates – completed, or established rate set provided (*In-Home providers exempt*)
- Subsidy Rates listed on Enrollment are correct
- If Special Needs is authorized –
 - Documentation of special need (CC-6)
 - Social Service Exception

Licensed Home Providers only:

- Is provider Step Up to Quality rated? No Yes *Step Rating:* _____
- Is provider Nationally Accredited? No Yes *Accrediting Body:* _____

****If provider is accredited, proof of accreditation is required to receive enhanced rates. SUTQ rating will be verified through NDE.**

- If Transportation is authorized –
 - Transportation Checklist completed
 - Copy of vehicle insurance and registration

Walkthrough:

- Emergency Preparedness Plan reviewed
- Full walkthrough of the building where care is provided – completed
- Pet Records on file (if applicable)

License Exempt/In-Home Providers only:

- Regulations Compliance Review for License Exempt Providers (CC-0351) completed
- or*
- In-Home Child Care Self-Certification Checklist (CC-0350) completed

Enrollment:

- Child Care Subsidy Handbook
- Child Care Subsidy Provider Enrollment completed & signed

Modifications/Follow-Ups:	Due Date:

By signing this document, I am attesting that the above information has been reviewed with me by my Resource Developer. I also agree to make any identified modifications to my site, or follow-up with my Resource Developer regarding the identified issues above by the due date(s) assigned.

Provider Signature: _____ Date: _____

RD Signature: _____ Date: _____