

Module **1**

SECTION THREE



OPERATING A STRONG FAMILY CHILD CARE BUSINESS Steps to Becoming Licensed



Section 3.2 Application

Learning Outcomes

After each activity, participants will be able to:

Activity 1

- Understand areas of information required in the licensing application
- Locate the link to the application form and instructions to complete it

Activity 2

- Understand key information that must be certified on the application

Handouts

- 25. Licensing Application - Information
- 26. Licensing Application - Certification
- 27. Licensing Regulations - Application

Key Points

- Applicants must certify that they have funds to maintain the level of service required by law in a Family Child Care Home.
- Applicants must certify that they have a State Fire Marshal-approved fire extinguisher (rated 2A, 10B: C) and a smoke detector in operating condition.
- Applicants who reside in a rented facility must certify that the owner/landlord has been properly notified (small family child care home) or they have written consent from the owner/landlord (if applying or expanding for a large family child care home).
- Applicants must certify that they understand the requirements to report known or suspected child abuse as mandated reporters.
- Applicants sign the application under penalty of perjury.

Activity #1

Learning Outcomes

- Understand in the contents of the licensing application
- Locate the link to the application form and instructions

Materials Needed

Laptop & projector
Handout 25: Licensing Application - Information

Methodology: Audio-visual, discussion

Preparation

Distribute Handout 25 and display it on a projector.

Activity

Direct participants to the bottom of the page where the source of the information to be covered is listed, so the participants have it for future reference.

Engage the participants in a conversation regarding the contents of the licensed family child care provider application.

Ask questions that encourage them to list, match, and reflect on the information provided in Handout 25. For example:

- *What kind of information does a person need to provide when filling out the licensing application?*
- *What are some specific areas of information listed in the licensing application form?*
- *Question 10 asks for information about “other adults in the home.” Whom would that include in your household?*
- *Do applicants need to provide an email address?*

Key Points

- The licensing application requests information about:
 - Type of application
 - Contact information (address, phone)
 - List of counties where applicant has lived (during the past 2 years)
 - Directions to the family child care home
 - Other adults in the home (including background checks)
 - Children currently living in the home

Activity #2

Learning Outcomes

Understand key information that must be certified on the application

Materials Needed

Laptop & projector

Handout 22: Online Orientation

Methodology: Audio-visual, discussion

Preparation

Make copies of Handouts 26 and 27, and set up the laptop/projector.

Distribute Handout 26 and project the corresponding section of the LIC279 form.

Activity

Direct participants to the bottom of the page where the source of the information to be covered is listed, so participants have it for future reference.

Engage the participants in a conversation that covers the areas of information that all applicants are required to certify when they fill out the application to become a licensed family child care provider.

Ask questions that encourage them to reflect on the information provided in Handout 26. For example:

- *What are applicants certifying when they sign form LIC279?*
- *What is some information that applicants must certify in order to become licensed family child care providers?*

Distribute Handout 27 and inform participants that the information that is required in the LIC279 form comes from the Community Care Licensing Manual of Policies and Procedures, sections 102369 (a) and (b).

Key Points

- Applicants must certify that they have funds to maintain the level of service required by law in a Family Child Care Home.
- Applicants must certify that they have a State Fire Marshal-approved fire extinguisher (rated 2A, 10B: C) and a smoke detector in operating condition.
- Landlords, and all property owners, must be properly notified (small family child care home) or provide written consent for renters (if applying or expanding for a large family child care home).
- Applicants must certify that they understand the requirements to report known or suspected child abuse as mandated reporters.
- Applicants sign the application under penalty of perjury.



- CCIP Training
- Module 1: Operating a strong family child care business
- Section 3.2: Application
-
-

HANDOUT #25: LICENSING APPLICATION - INFORMATION

TYPE OF APPLICATION	Purpose: new license, capacity change, location change, or information update
APPLICANT(S)	The person(s) who will be responsible for providing child care
HOME ADDRESS	The location of the home where the applicant lives and wants to provide care
PHONE NUMBER	The primary home phone number
LIST OF ADDITIONAL COUNTIES	Counties where the applicant has lived during the past two years
MAILING ADDRESS	The applicant's mailing address
EMAIL ADDRESS	This information is optional
DIRECTION(S) TO HOME	A sketch or map that provides directions to the applicant's home
LICENSE OR CERTIFICATION STATUS	Any license or certification issued to any of the applicant(s) for providing care
OTHER ADULTS IN THE HOME	All persons 18 or older (other than the applicant) who live in the home, including family members, boarders, or other relatives
CURRENT CHILDREN IN THE HOME	The name, date of birth, sex, and relationship of each child living in the home
TYPE OF LICENSE (CAPACITY)	The number of children that the applicant(s) will serve (small or large capacity), the age range, and days and/or hours of operation

Application and instructions can be accessed at <http://www.dss.cahwnet.gov/Forms/English/LIC279.pdf>



CCIP Training
Module 1: Operating a strong family child care business
Section 3.2: Application

HANDOUT #26: LICENSING APPLICATION - CERTIFICATION

APPLICANT/LICENSEE RESPONSIBILITY

I/We certify that:

- A. I/We live in the home to be licensed.
- B. I/We have funds to maintain the level of service required by law in a Family Child Care Home.
- C. I/We have both a State Fire Marshal approved fire extinguisher (rated 2A, 10B: C) and a smoke detector in operating condition.
- D. I/We shall stay current and in compliance with the laws and regulations governing standards for Family Child Care Homes.
- E. I/We shall obtain approval from the licensing agency before making changes in our license capacity, or to our home.
- F. I/We shall notify the licensing agency when we want to discontinue our license.
- G. I/We have informed the property owner, if leased or rented, that we will be operating a Family Child Care Home on the premises. The owner/landlord has been sent the Property Owner/Landlord Notification (LIC 9151).
- H. I/We have written consent from the property owner, if leased or rented, when I plan to expand my Small Family Child Care Home capacity from 6 to 8 children, or to expand my Large Family Child Care Home capacity from 12 to 14 children. Property Owner/Landlord Consent Form (LIC 9149).
- I. I/We understand the requirements to report known or suspected child abuse (LIC 9108).

Application and instructions can be accessed at <http://www.dss.cahwnet.gov/Forms/English/LIC279.pdf>



HANDOUT #27: LICENSING REGULATIONS - APPLICATION

An excerpt from the Department of Social Services.
Manual of Policies and Procedures, Community Care Licensing Division, Family Child Care Homes,
Title 22, Division 12, Chapter 3 <http://www.dss.cahwnet.gov/ord/entres/getinfo/pdf/fccman.pdf>

Sections 102369 (a) and (b): APPLICATION FOR INITIAL LICENSE

- a. To apply for a license to operate a family child care home, an applicant shall file a written application with the Department, on forms provided or approved by the Department.

- b. The applicant shall provide all of the following information at the time of submission of the application:
 1. Name, address, telephone number and confirmation that the applicant is 18 years of age or over.
 2. Age and number of children to whom care will be provided.
 3. Name and age of every person residing in the home where care is to be provided.
 4. A statement that the applicant will comply with all regulations and laws governing family child care homes.
 5. When applying for a license as a large family child care home, substantiation that the provider has at least one year of experience as a regulated small family child care home operator; or one year of experience as an administrator or director of, or as a teacher at, a licensed child care center.
 - A.** Waiver of this requirement shall be considered by the director upon finding that the applicant has sufficient qualifying experience.
 6. A brief statement confirming that the applicant is financially secure to operate a family child care home for children. The Department shall not require any other specific or detailed financial disclosure.
 7. Evidence that the small family child care home contains a fire extinguisher and smoke detector device which meet standards established by the State Fire Marshal under Section 1597.45(d) of the Health and Safety Code or evidence that the large family child care home meets the standards established by the State Fire Marshal under Section 1597.46(d) of the Health and Safety Code.
 8. Pursuant to Section 102370(a), the fingerprints of any applicant for a family day care home license, and the following adults:
 - A.** Any person, other than a child, residing in the facility.
 - B.** Any person who provides care and supervision to the children.