

Voluntary Registration

Application Packet

VOLUNTARY REGISTRATION CONTRACT AGENCIES

LOCATE YOUR CITY OR COUNTY BELOW TO DETERMINE WHICH AGENCY WILL ASSIST YOU IN PROCESSING YOUR APPLICATION.

Child Nutrition, Inc. (CNI)

Contact: Beth Witusssen, bethw@cni-usda.org;

Sheila Jock, sheilaj@cni-usda.org

9 North Third Street, Suite 100

Warrenton, Virginia 20186-3404

Ph: (540) 347-3767

Fax: (540) 347-2225

Counties Served: Augusta, Clarke, Culpeper, Fauquier, Frederick, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockbridge, Rockingham, Shenandoah, Stafford, Warren

Cities served: Ashburn, Berryville, Culpeper, Dale City, Dumfries, Front Royal, Harrisonburg, Haymarket, Leesburg, Luray, Manassas, Manassas Park, Occoquan, Quantico, Staunton, Sterling, South Riding, Unionville, Warrenton, Waynesboro, Winchester, Woodstock

Children, Youth & Family Services, Inc. (CYFS)

Contact: Sharon Churchman, schurchman@cyfs.org ;

Kathy Doby, kdoby@cyfs.org

Gail Esterman, gesterman@cyfs.org

ATTN: Child Care Quality (C.C.Q.)

1000 East High Street

Charlottesville, Virginia 22902-4848

Ph: (434) 296-4119; Sharon ext. 241, Kathy ext 249,

Gail ext 228

Fax: (434) 295-2638

Counties served: Albemarle, Fluvanna, Greene, Louisa, Nelson

Cities served: Charlottesville

DOLP-West

Contact: Margie Irby, margie.irby@dss.virginia.gov

Virginia Department of Social Services

Division of Licensing Programs – Voluntary Registration

801 East Main Street, 9th Floor

Richmond, Virginia 23219-2901

Ph: (804) 726-7170 1-800-543-7545 (voice mail only)

Fax: (804) 726-7132

Counties served: Alleghany, Amherst, Appomattox, Bath, Bedford, Bland, Botetourt, Buchanan, Buckingham, Campbell, Carroll, Charlotte, Craig, Cumberland, Dickenson, Floyd, Franklin, Giles, Grayson, Halifax, Henry, Highland, Lee, Montgomery, Patrick, Pittsylvania, Prince Edward, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe

Cities served: Abingdon, Appomattox, Bedford, Blacksburg, Bluefield, Bristol, Buena Vista, Christiansburg, Clifton Forge, Collinsville, Covington, Danville, Farmville, Galax, Lexington, Lynchburg, Madison Heights, Marion, Martinsville, Norton, Radford, Roanoke, Rose Hill, Salem, South Boston, Tazewell, Wytheville

Memorial Child Guidance Clinic (MCGC)

Contact: Brenda Cubero, bcubero@childsavers.org

200 North 22nd Street

Richmond, Virginia 23223-7020

Ph: (804) 644-9590 ext. 3039

Fax: (804) 343-2708

Counties served: Amelia, Charles City, Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Nottoway, Powhatan, Prince George, Surry

Cities served: Blackstone, Charles City, Chester, Colonial Heights, Glen Allen, Hopewell, Petersburg, Richmond

The Planning Council (TPC)

Contact: Lytisha Spencer, ls pencer@theplanningcouncil.org

5365 Robin Hood Road, Suite 700

Norfolk, Virginia 23513-2406

Ph: (757) 622-9268 ext. 3051

Fax: (757) 623-2025

Counties served: Accomack, Brunswick, Caroline, Essex, Gloucester, Greensville, Isle of Wight, James City, King George, King Williams, Lancaster, Mathews, Middlesex, Northumberland, Northampton, Richmond, Southampton, Spotsylvania, Sussex, York

Cities served: Chesapeake, Emporia, Franklin, Fredericksburg, Hampton, Newport News, Norfolk, Portsmouth, Suffolk, Virginia Beach, Williamsburg

DOLP-East

Contact: Margie Irby, margie.irby@dss.virginia.gov

Virginia Department of Social Services

Division of Licensing Programs – Voluntary Registration

801 East Main Street, 9th Floor

Richmond, Virginia 23219-2901

Ph: (804) 726-7170 1-800-543-7545 (voice mail only)

Fax: (804) 726-7132

Counties served: Clark, Halifax, King and Queen, Lunenburg, Mecklenburg, Westmoreland

Virginia Department of Social Services
Division of Licensing Programs/Voluntary Registration
801 East Main Street, 9th Floor, Richmond, Virginia 23219-2901
http://www.dss.virginia.gov/facility/child_care/unlicensed/vrfdh/index.cgi



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

Dear Voluntary Registration Applicant:

Thank you for your interest in the voluntary registration program. As you think about a career as a family day care provider please consider the following points.

- Is there a need for day care in your area? (You can check out the number of daycare facilities operating in your area at www.dss.virginia.gov – check both licensed and unlicensed).
- Do you have a plan for obtaining clients or a marketing plan to make people aware of your daycare operation? Once you are registered or licensed you will be listed as a daycare provider but the Division of Licensing Programs does not make any direct referrals or supply you with clients.
- Have you considered any start-up costs and budgeted for periods of time when you may have fewer than five children enrolled? Please review the Health and Safety Checklist and the Requirements for Providers regulation carefully to determine if you need to make any changes to your home or purchase items such as mats, cribs, latches, locks, safety gates, etc. At the time of your inspection, you should be prepared as if you were already admitting children.
- You will have to be certified in CPR/First Aid if you plan to work with children who are referred through a local department of social services or whose parents receive funds to assist them with daycare expenses. In addition, you may need additional training to administer medication to enrolled children. Consider the likelihood of working with a child who must take an antibiotic for a few days or that has asthma or allergies which require prescription medication? How do you plan to handle this? Have you checked on any zoning requirements or whether you will need a business license? Check for any local ordinances that may apply. You will also need to consider insurance. Virginia law requires that day care providers disclose to parents whether there is liability insurance for the day care. This is usually separate from homeowner's or renter's insurance.
- Lastly, please be aware that Virginia law requires that you be licensed if you provide care for six or more children at any time, exclusive of your own children and any children that reside in the home. Information on becoming a licensed family day home is included in this letter.

Enclosed you will find a packet of materials that must be completed, and the results forwarded to our office, prior to an inspection. You must have your home inspected, and make any corrective action necessary, prior to issuance of a certificate. This packet includes:

- The application for voluntary registration – this form must be completed and notarized. Please do not leave any sections blank, instead draw a line through the space or mark it as “N/A”.
- Health and Safety Checklist – please complete this form carefully and accurately. A home monitor will schedule a visit to confirm compliance with each area once your completed application has been received.
- Report of Tuberculosis Screening for Children’s Programs – This form must be completed for the provider, assistant, substitute, and any adult household member. Please make additional copies as needed.
- A copy of the *Requirements for Providers* – this set of regulations governs voluntarily registered family day homes. All caregivers must be familiar with these Requirements.
- The staff–child ratio requirements have been updated since the regulation was published. You must use the staff – child ratios and points system on the last page of the *Requirements for Providers*, or as listed on the Health and Safety Checklist.
- The Training Needs Assessment-assist the Home Monitor to determine which areas may need additional training during the visit. This form should be completed and returned prior to the home inspection.
- A copy of the Fire Marshal memo regarding the requirements for smoke detectors and fire extinguishers in State Regulated Facilities. Make sure your home meets these requirements prior to inspection.
- An Instructions Packet to assist you in completing the necessary Background Checks and a copy of each form. **Make additional copies of forms as necessary. Do Not process your background forms through VACCRNN, a resource and referral agency or a local department of social services without talking to me first – this could save you time and possibly money.**

Please note that some offenses are considered “barrier crimes” and can bar a family day home from licensure or registration. If you have any questions regarding criminal offenses or the Child Protective Services findings/results, please contact the appropriate contract agency or Cynthia Carneal Heflin prior to submitting your application.

Effective January 1, 2008, you must be trained in Medication Administration (MAT) to administer prescription medication to any enrolled child. The procedures for administering non-prescription (over-the-counter) medication have not changed and are addressed on Page 11 of the *Requirements for Providers*. A list of MAT trainers in your area is available at:

http://www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi?rm=Search

If you have any questions or believe that you may have a barrier to registration, please feel free to contact me at 804-726-7140, or cynthia.carneal@dss.virginia.gov; or Margie Irby at 804-726-7170, or margie.irby@dss.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cynthia Carneal Heflin', written in a cursive style.

Cynthia Carneal Heflin
Voluntary Registration Consultant

CLC/mci

VIRGINIA DEPARTMENT OF SOCIAL SERVICES, DIVISION OF LICENSING PROGRAMS

LICENSING CONTACT INFORMATION

LICENSING INFORMATION LINE

For information on training or filing complaints, call

1-800-KIDS-LIL (1-800-543-7545)

Richmond area only: (804) 692-2394

www.dss.virginia.gov

VDSS Regulated Settings: Child Day Care Centers; Family Day Homes; Assisted Living Facilities; Adult Day Care Centers; Children's Residential Programs; Private Adoption and Foster Care Agencies

CONTACT THE LICENSING OFFICE SERVING YOUR AREA FOR INFORMATION AND ASSISTANCE

HOME OFFICE

Virginia Department of Social Services
Division of Licensing Programs
801 E. Main St. 9th Fl.
Richmond, Va. 23219-2901
Tel: (804) 726-7154

Fax: (804) 726-7132

CENTRAL LICENSING OFFICE

(CHILD WELFARE LICENSING ALSO AT THIS ADDRESS)

1604 Santa Rosa Rd., Ste. 130, Richmond, Va. 23229-5008

Tel: (804) 662-974

Fax: (804) 662-7023

Counties: Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottaway, Powhatan, Richmond, Westmoreland.

Adult Only: Louisa & Fluvanna.

Cities: Blackstone, Colonial Heights, Farmville, Lawrenceville, Petersburg, Richmond, West Point.

Adult Only: Albemarle & Charlottesville.

EASTERN LICENSING OFFICE

Pembroke Office Park, 291 Independence Blvd. Pembroke IV Office Bldg., Ste. 300, Virginia Beach, Va. 23462-5496

Tel: (757) 491-3990

Fax: (757) 552-1832

Counties: Accomack, Northampton.

Children's Only: Greenville (Emporia), Isle of Wight, Southampton.

Cities: Chesapeake, Children's Only: Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach.

PENINSULA LICENSING OFFICE

2600 Washington Ave. Ste. 202,

Newport News, Va. 23607-4338

Tel: (757) 247-8020

Fax: (757) 247-8024

Counties: Charles City, Gloucester, James City, Mathews, Middlesex, New Kent, Prince George, Surry, Sussex, York.

Cities: Hampton, Hopewell, Newport News, Poquoson, Williamsburg.

NORTHERN LICENSING OFFICE

170 W. Shirley Ave., Suite 200, Warrenton, Va. 20186-3083

Tel: (540) 347-6345

Fax: (540) 347-6304

Counties: Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford.

Adult Only: Culpepper.

Cities: Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City.

FAIRFAX LICENSING OFFICE

3701 Pender Dr., Ste. 125, Fairfax, Virginia 22030-6101

Tel: (703) 934-1505

Fax: (703) 934-1558

Counties: Arlington, Loudoun, Fairfax.

Cities: Alexandria, Annandale, Centreville, Fairfax, Falls Church, Herndon.

VALLEY LICENSING OFFICE

Augusta Professional Park, 57 Beam Lane, Suite 102,

Fishersville, Virginia 22939-2206

Tel: (540) 332-2330

Fax: 540-332-7748

Counties: Augusta, Clarke, Frederick, Greene, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren.

Cities: Harrisonburg, Staunton, Waynesboro, Winchester.

Children's Only: Albemarle, Charlottesville, Louisa, Fluvanna & Culpeper.

PIEDMONT LICENSING OFFICE

1351 Hershberger Rd., Suite 210, Roanoke, Va. 24012-2235

Tel: (540) 204-9632

Fax: (540) 561-7536

Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston.

Cities: Bedford, Buena Vista, Charlotte, Clifton Forge, Covington, Danville, Lexington, Lynchburg, Martinsville, Prince Edward, Roanoke, Salem.

WESTERN LICENSING OFFICE

190 Patton St., Abingdon, Va. 24210-2518

Tel: (276) 676-5490

Fax: (276) 676-5621

Counties: Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe.

Cities: Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford.

**Voluntary Registered
Of Family Day Homes
Requirements for Contracting Organizations
April 15, 1993**

**Virginia Department of Social Services
Division of Licensing Programs
801 E. Main Street, 9th Floor
Richmond, Virginia 23219-2901**

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
REQUIREMENTS FOR PROVIDERS**

**PART I
INTRODUCTION**

22 VAC 40-180-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Adult" means any individual 18 years of age or older.

"Age appropriate" means suitable to the chronological age range and developmental characteristics of a specific group of children.

"Age groups" means the following:

"Infant" means children from birth to 16 months.

"Toddler" means children from 16 months to 31 months.

"Preschooler" means children from 31 months up to the age of eligibility to be enrolled in kindergarten or an equivalent program.

"School age" means children who are eligible to be enrolled in kindergarten or attend public school.

"Age of eligibility to attend public school" means five years of age or older by September 30.

"Care, protection and guidance" means responsibility assumed by a family day home provider for children receiving care in the home, whether they are related or unrelated to the provider.

"Certificate of registration" means a document issued by the commissioner to a family day provider, acknowledging that the provider has been certified by the contracting organization or the department and has met the Requirements for Voluntary Registration of Family Day Homes. (22 VAC 40-180-10 et seq.).

"Child" means any individual under 18 years of age.

"Commissioner" means the Commissioner of Social Services.

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22 VAC 40-180-10.

"Commissioner's designee" means a designated individual or division within the Department of Social Services that is delegated to act on the commissioner's behalf in one or more specific responsibilities.

"Contracting organization" means the agency which has contracted with the Department of Social Services to administer the voluntary registration program for family day homes.

"Denial of a certificate of registration" means a refusal by the commissioner to issue an initial certificate of registration.

"Department" means the Virginia Department of Social Services.

"Department's representative" means an employee or designee of the Virginia Department of Social Services acting as the authorized agent of the commissioner in carrying out the responsibilities and duties specified in Chapter 10 (§63.1-195 et seq.) of Title 63.1 of the Code of Virginia.

"Evaluate" or "evaluation" means the review of a family day provider by a contracting organization upon receipt of an application for a certificate of registration to verify that the applicant meets the Requirements for Providers.

"Family day home" means a child day program offered in the residence of the provider or the home of any of the children in care for one through 12 children under the age of 13, exclusive of the provider's own children and any children who reside in the home, when at least one child receives care for compensation. From July 1, 1993, until July 1, 1996, family day homes serving nine through 12 children, exclusive of the provider's own children and any children who reside in the home, shall be licensed. Effective July 1, 1996, family day home serving six through 12 children, exclusive of the provider's own children and any children who reside in the home, shall be licensed. However, no family day home shall care for more than four children under the age of two, including the provider's own children and any children who reside in the home, unless the family day home is licensed or voluntarily registered. However, a family day home where the children in care are all grandchildren of the provider shall not be required to be licensed.

"Family day provider applicant" or "provider applicant" means a person 18 years of age or older who has applied for a certificate of registration.

"Monitor" or "monitoring visit" means to visit a registered family day provider and to review the provider's compliance with the applicable requirements described in the Requirements for Providers.

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
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22 VAC 40-180-10.

"Parent" means a biological, foster or adoptive parent, legal guardian, or any person with responsibility for, or custody of, a child enrolled or in the process of being enrolled in a family day home.

"Physician" means a person licensed to practice medicine.

"Provider" or "registered family day provider" means a person who has received an initial or renewed certificate of registration issued by the commissioner. This provider has primary responsibility for providing care, protection, supervision, and guidance to the children in the registered home.

"Provider assistant" means a person 14 years of age or older who has been designated by the family day provider and approved by the contracting organization to assist the provider in the care, protection, supervision, and guidance of children in the home.

"Refusal to renew a certificate of registration" means the nonissuance of a certificate of registration by the commissioner after the expiration of the existing certificate of registration.

"Registration fee" means the payment to a contracting organization by a provider or applicant upon filing an application for a certificate of registration.

"Registered family day home" means any family day home which has met the standards for voluntary registration for such homes pursuant to regulations promulgated by the State Board of Social Services and which has obtained a certificate of registration from the commissioner.

"Renewal of a certificate of registration" means the issuance of a certificate of registration by the commissioner after the expiration of the existing certificate of registration.

"Requirements for Providers" means the procedures and general information set forth for providers operating family day homes who voluntarily register. This includes staffing requirements and a self-administered health and safety checklist.

"Revocation of a certificate of registration" means the removal of a provider's current certificate of registration by the commissioner for failure to comply with the applicable Requirements for Providers.

"Substitute provider" means a provider who meets the Requirements for Providers and who is readily available to provide substitute child care in a registered provider's home or in the substitute provider's home.

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22 VAC 40-180-10.

"USDA" means United States Department of Agriculture.

22 VAC 40-180-20. Legal authority.

Section 63.1-196.04 of the Code of Virginia was amended and reenacted in the 1993 General Assembly session to establish provisions for the voluntary registration of family day homes.

**PART II
PROVIDER REGISTRATION AND GENERAL PROCEDURES**

22 VAC 40-180-30. Provider eligibility.

- A. A family day provider and substitute provider shall be 18 years of age or older.
- B. A family day assistant shall be 14 years of age or older.
- C. A family day provider, assistant or assistants and substitute provider shall be able to read, write, understand and carry out the responsibilities in the Requirements for Providers.
- D. A family day provider and substitute provider shall live in a county, city, or town that does not have a local ordinance for the regulation or licensure of family day homes.
- E. A family day provider shall not be required by law to be licensed.

22 VAC 40-180-40. Application for registration.

- A. A family day provider applicant for a certificate of registration shall submit to the contracting organization a completed application form, which shall include, but not be limited to:
 - 1. The health and safety checklist and statements of assurance as noted in Part III (22 VAC 40-180-120 et seq.);
 - 2. A tuberculosis test report as noted in subsection C of this section;
 - 3. A criminal records check and Child Protective Services Central Registry Clearance as indicated in subsection D of this section;

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22 VAC 40-180-40.

4. A sworn disclosure statement as noted in subsection D of this section; and
 5. General information as noted in subsection B of this section.
- B. The provider shall also indicate a preference as to whether:
1. The provider applicant is interested in participating in the USDA food program (if the registrant is not currently participating);
 2. The provider applicant is willing and able to serve as a substitute provider (after the primary provider obtains consent from parents of enrolled children) and is interested in being included on the substitute provider list maintained by the contracting organization.
- C. Health information shall be submitted on the family day provider applicant, assistant or assistants and substitute providers, if any, and any other adult household member who comes in contact with children or handles food served to children. The applicant shall return the completed application form along with a tuberculosis (TB) form which provides written proof of the results of a tuberculosis examination for the applicant, the provider assistant, if any, and all other persons who care for children in the family day home as follows:
1. Initial tuberculosis examination and report.
 - a. Within 90 days before the date of initial application for registration or within 30 days before employment or having contact with children in a registered home, each individual shall obtain a tuberculin skin test indicating the absence of tuberculosis in a communicable form;
 - b. Each individual shall submit a statement that he is free of tuberculosis in a communicable form, including the results of the test;
 - c. The statement shall be signed by a physician, the physician's designee, or an official of a local health department; and
 - d. The statement shall be filed in the individual's record maintained at the family day home.

EXCEPTION: An individual may delay obtaining the tuberculosis test if a statement from a physician is provided that indicates the test is not advisable for specific health reasons.

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22 VAC 40-180-40.

This statement shall include an estimated date for when the test can be safely administered. The individual shall obtain the test no later than 30 days after this date.

2. Subsequent evaluations.
 - a. An individual who had a significant (positive) reaction to a tuberculin skin test and whose physician certifies the absence of communicable tuberculosis shall obtain chest x-rays on an annual basis for the following two years.
 - (1) The individual shall submit statements documenting the chest x-rays and certifying freedom from tuberculosis in a communicable form;
 - (2) The statements shall be signed by a licensed physician, the physician's designee, or an official of a local health department;
 - (3) The statements shall be filed in the individual's record maintained at the family day home; and
 - (4) Following the two-year period during which chest x-rays are required annually, additional screening shall be obtained every two years.
 - b. An individual who had a nonsignificant (negative) reaction to an initial tuberculin skin test shall obtain additional screening every two years thereafter.
 - c. Any individual who comes in contact with a known case of tuberculosis or who develops chronic respiratory symptoms shall, within 30 days of exposure or development, receive an evaluation in accordance with subdivision C 1 of this section.
3. At the request of the contracting organization or the Department of Social Services, a report of examination by a physician shall be obtained when there is an indication that the safety of children in care may be jeopardized by the physical or mental health of a specific individual.
- D. Information certifying that those in contact with children do not have a criminal background shall be submitted. Attachments will include:
 1. A criminal records check, as specified in §63.1-198.1 of the Code of Virginia, conducted no more than 90 days before the date of initial application and no more than 90 days

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22 VAC 40-180-40.

before the date of application for renewal, for the provider applicant, the provider assistant, and the substitute provider, if any, and any adults residing in the home;

2. A Child Protective Services (CPS) Central Registry Clearance conducted no more than 90 days before the date of initial application and no more than 90 days before the date of application for renewal, for the provider applicant, the provider assistant, and the substitute provider, if any, and any adults residing in the home; and
3. A sworn disclosure statement for the provider applicant, the provider assistant, and the substitute provider, if any, and any adults residing in the home.

22 VAC 40-180-50. Registration fees.

- A. At the time an application for a certificate of registration is submitted to the contracting organization, the provider applicant shall pay a nonrefundable registration fee not to exceed \$50 for a two-year period. The fee shall be paid in the form of a check or money order made payable to the contracting organization. (This does not include the fee for the criminal records check, CPS Central Registry Clearance or the tuberculosis test.)
- B. An additional fee shall not be required if a minor change in the information collected, e.g., change in name, occurs before the expiration date of the current certificate of registration or if the provider requires a duplicate copy of the certificate of registration due to loss or destruction of the original.
- C. An additional fee shall only be charged if a second home visit is required because:
 1. The provider changes location (not to exceed \$50);
 2. The original certificate of registration was revoked (not to exceed \$50); or
 3. The provider's completion of a corrective action plan needs to be verified (not to exceed \$10).

22 VAC 40-180-60. Issuance of a certificate of registration.

- A. After the provider applicant has satisfactorily met the requirements for voluntary registration, the contracting organization shall certify the provider applicant as eligible for registration to the commissioner and recommend the issuance of a certificate of registration.

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22 VAC 40-180-60.

- B. The commissioner shall issue the certificate of registration, which shall not be transferable, to a specific provider at a specific location.
- C. If it is necessary to change any identifying information (name and phone) noted on the certificate of registration prior to the end of the two-year registration period, the provider shall advise the contracting organization no later than 14 calendar days after the change.
- D. If the provider changes location prior to the end of the two-year registration period, the provider shall permit and participate in a second home visit and an evaluation of the new residence within 30 days of occupying the residence.
- E. The provider shall not claim in advertising or in any written or verbal announcement to be registered with the Commonwealth of Virginia unless a certificate of registration is currently in effect.
- F. A provider who has been denied a certificate of registration or who has had a certificate of registration revoked or refused renewal by the commissioner shall not be eligible for issuance of a certificate of registration until six months after the date of such action, unless the waiting period is waived by the commissioner as noted in Chapter 10 (§63.1-195 et seq.) of Title 63.1 of the Code of Virginia.

22 VAC 40-180-70. Renewal of a certificate of registration.

- A. The certificate of registration shall be subject to renewal upon expiration.
- B. No later than 45 days before the expiration of the current certificate of registration, the provider shall submit to the contracting organization a completed renewal application form which shall include, but not limited to, the required information specified in 22VAC40-180-40.

22 VAC 40-180-80. Denials, revocations, refusals to renew and provider appeals procedures.

- A. A provider's certificate of registration may be denied, revoked, or refused renewal by the commissioner for cause including, but not limited to:
 - 1. Failure to comply with adult-child ratios, staffing requirements, or other standards set forth in the Requirements for Providers;

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22 VAC 40-180-80.

2. Use of fraud in obtaining a certificate of registration or in the subsequent operations of the family day home;
 3. Any conduct or activity which adversely affects or presents a serious hazard to the health, safety, and general well-being of an enrolled child, or which otherwise demonstrates unfitness by a provider to operate a family day care home;
 4. Refusal to furnish the contracting organization or the department with records;
 5. Refusal to permit immediate admission to the family day home to the parent of an enrolled child who is present in the home or to an authorized representative of the contracting organization or department when any enrolled child is present; or
 6. Documentation maintained by a contracting organization or the department that a certificate of registration has been denied, revoked, or refused renewal by the commissioner to the provider during the six months prior to the date an application is resubmitted for a certificate of registration.
- B. When a provider is found to be in violation of any of the provisions of subsection A of this section, the contracting organization shall notify the provider of the violation or violations first orally and then in writing, and, when appropriate, shall afford the provider an opportunity to abate the violation or violations within a time frame agreed upon by the contracting organization and the provider. The provider shall immediately abate the violation or violations in situations where children are at risk of abuse or neglect or serious harm or injury.
- C. If the provider fails to abate the violation or violations within the agreed upon time frame or commits a subsequent violation, the contracting organization may recommend to the commissioner that the certificate of registration be denied, revoked, or refused renewal. A statement referencing the standard or standards violated shall be included with the recommendation.
- D. Upon notification of the contracting organization's intent to recommend that a certificate of registration be denied, revoked, or refused renewal, a provider may request a review in writing by the contracting organization's review committee within 15 calendar days after receipt of notification.

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
REQUIREMENTS FOR PROVIDERS**

22 VAC 40-180-80.

- E. The contracting organization shall submit its recommendation of the provider's eligibility for issuance of a certificate of registration to the commissioner's designee. If a certificate of registration is denied, revoked or refused renewal by the commissioner's designee, the provider may appeal the decision in accordance with the Administrative Process Act (§9-6.14:1 et seq. of the Code of Virginia) and may request a hearing in writing within 15 calendar days after receipt of notification of the decision.
- F. After the hearing, the commissioner shall issue the final order which may be appealed in accordance with the Administrative Process Act.
- G. A provider whose certificate of registration is revoked or refused renewal shall notify the parent or parents of each child enrolled within 10 calendar days after receipt of notification of such action.

22 VAC 40-180-90. Provider reporting requirements.

- A. The provider shall verbally notify the local department of social services or call the toll free number for the Child Protective Services Unit (1-800-552-7096/TDD) immediately whenever there is reason to suspect that a child has been or is being subjected to any kind of child abuse or neglect by any person.
- B. The provider shall report the following incidents to the contracting organization as soon as possible but no later than the beginning of the contracting organization's next working day:
 - 1. A lost or missing child when it was necessary to seek assistance from local emergency or police personnel;
 - 2. Any injury that occurs while in the provider's care that results in the admission of a child to a hospital;
 - 3. The death of a child while in the provider's care;
 - 4. Any damage to the provider's home that affects the provider's compliance with the Requirements for Providers;
 - 5. Any occurrence of a reportable disease, as specified in the list of reportable diseases provided by the contracting organization;
 - 6. The termination of all family day care services by the provider; or

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
REQUIREMENTS FOR PROVIDERS**

22 VAC 40-180-90.

7. The provider's decision to surrender the certificate of registration in accordance with the Requirements of the Voluntary Registration Program.

22 VAC 40-180-100. Provider record requirements.

- A. The provider's records shall be open for inspection by authorized representatives of the contracting organizations and the department.
- B. The provider shall maintain on file a signed statement from each parent, affirming receipt of the information to parents statement.
- C. The provider shall maintain an individual record for each child enrolled in care. This record shall include:
 1. The child's full name (including nicknames, if any), address and birth date;
 2. Name, address and telephone number of each parent or other responsible person or persons;
 3. Name, address and telephone number of each parent's place of employment and his or her work hours;
 4. Name, address and telephone number of one or more persons designated by the parent or parents to be called in case of emergency when a parent cannot be reached during the hours the child is in care;
 5. Name, address and telephone number of the child's physician;
 6. Any known or suspected allergies and any chronic or recurrent diseases or disabilities;
 7. The child's allergies to medication or drugs, if applicable, and directions for providing medicines to the child;
 8. The name of the parent's hospitalization plan and number or medical assistance plan, if applicable;
 9. The parent's signed authorization for the child's emergency medical treatment and written consent for giving of medications to the child;

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
REQUIREMENTS FOR PROVIDERS**

22 VAC 40-180-100.

10. The child's date of enrollment in and date of withdrawal from the family day home, when applicable;
 11. Results of the health examination and up-to-date immunization records of each child unless there is record of a medical or religious exemption;
 12. Names of persons authorized to visit or call for the child, as well as those who are not to visit or call for the child;
 13. A record of any accidents and injuries sustained by a child;
 14. The parent's signed authorization to use a substitute provider and his or her name, address, and phone number;
 15. The parent's signed authorization to transport children and to take trips out of the immediate community;
 16. Any written agreement made between the family day provider and the natural parent, guardian, or other responsible person for each child in care. The agreement may cover hours of care per day, week, or month; cost of care per day, week, or month; frequency and amount of payment per day, week, or month; and any special services to be provided by either party to the agreement.
- D. The emergency contact information listed in subdivisions C 2 through C 5 of this section shall be made available to a physician, hospital or emergency care unit in the event of a child's illness or injury.
- E. Whenever the provider leaves the home with the child or children, the provider shall have the emergency contact information and medical information required by subdivisions C 1 through C 9 of this section in the caregiver's possession.
- F. The family day provider shall not disclose or permit the use of information pertaining to an individual child or family unless the parent or parents or guardian or guardians of the child has granted written permission to do so, except in the course of performance of official duties and to employees or representatives of the contracting organization or the department.

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
REQUIREMENTS FOR PROVIDERS**

22 VAC 40-180-110. Staffing requirements.

- A. The provider shall ensure that the total number of children receiving care at any one time does not exceed the maximum capacity allowed by law (§63.1-196.04 of the Code of Virginia) for family day homes that may apply for voluntary registration.
- B. The following adult-to-child ratios shall be maintained for children receiving care until October 31, 1993. (NOTE: The adult-to-child ratios for voluntary registration shall be same as those for licensed day homes effective November 1, 1993.)
 - ~~1. One adult may care for nine children at any one time, within the limitations that follow. This includes provider by blood or marriage the provider's own children and any children who reside in the home.~~
 - ~~a. Of the nine children, no more than six shall be under school age without an assistant;~~
 - ~~b. Of the children under school age, no more than five shall be under 31 months (2 1/2 years of age or younger) even when an assistant is present;~~
 - ~~c. Of the children under 31 months, no more than three shall be under 16 months without an assistant.~~
 - 2. ~~School age children who are 10 years of age and older shall not count in determining the ratio of adults to children for staffing purposes.~~

NOTE: Replaced with attachment, STAFFING REQUIREMENTS (Staff-Child Ratios and Point System) at end of booklet.

**PART III
HEALTH AND SAFETY CHECKLIST**

22 VAC 40-180-120. Health and safety checklist criteria.

- A. A health and safety checklist shall be completed by providers who apply for voluntary registration. The checklist serves as both a self-review tool for providers and an initial and renewal evaluation method for the contracting organization. Items included on the checklist are those which address the basic health and safety needs of children in care in family day homes.

**22 VAC 40-180-10 et.seq. VOLUNTARY REGISTRATION OF FAMILY DAY HOMES--
REQUIREMENTS FOR PROVIDERS**

22 VAC 40-180-120.

- B. The provider shall review and complete the checklist before being certified as eligible for issuance of a certificate of registration.**
- C. If the provider does not meet the criteria on the health and safety checklist at the time of the initial evaluation or monitoring visit, a corrective action plan shall be completed. This will briefly describe the standard not met, the action to be taken to meet it, the date by which it shall be completed and the signature of the provider.**
- D. The home shall have indoor running water and an indoor bathroom equipped with a flush toilet and a sink with running water.**
- E. If the provider does not have a working telephone, the caregiver shall demonstrate that one is quickly and easily accessible in case of an emergency.**

VOLUNTARY REGISTRATION OF FAMILY DAY HOMES – REQUIREMENTS FOR PROVIDERS
22 VAC 40-180-110. STAFFING REQUIREMENTS
EFFECTIVE 12/15/93

In determining the need for an assistant, the following fixed adult to child ratios shall be maintained for children receiving care. This includes the provider's own and resident children under eight years of age:

- 1. 1:4 children from birth through 15 months of age;**
- 2. 1:5 children from 16 months through 23 months of age;**
- 3. 1:8 children from two years through four years of age;**
- 4. 1:16 children from five years through nine years of age;**
- 5. Children who are 10 years of age and older shall not count in determining the ratio of adults to children for staffing purposes.**

When children are in mixed age groups, the provider shall apply the following point system in determining the need for an assistant. Each care giver shall not exceed 16 points. The provider's own children and resident children under eight years of age count in point maximums:

- 1. Children from birth through 15 months of age count as four (4) points each;**
- 2. Children from 16 months through 23 months of age count as three (3) points each;**
- 3. Children from two years through four years of age count as two (2) points each;**
- 4. Children from five through nine years of age count as one (1) point each; and**
- 5. Children who are 10 years of age and older count as zero (0) points.**

Exception: The point maximums for mixed age groups or the fixed adult to child ratios may be exceeded in one age group for no more than one child for up to one month from the date of the child's enrollment during transitional periods when there is turnover children receiving care and when the ages of the child leaving and the child entering do not match.

THE MAXIMUM NUMBER OF CHILDREN IN CARE IN A VOLUNTARILY REGISTERED FAMILY DAY HOME MAY NOT EXCEED FIVE (5) AT ANY ONE TIME. THE NUMBERS REFERENCED ABOVE ARE USED TO DETERMINE WHEN AN ASSISTANT IS NEEDED. THEY DO NOT INCREASE THE NUMBER OF CHILDREN THAT MAY BE PRESENT AT ANY ONE TIME.

VOLUNTARY REGISTRATION PROVIDER APPLICATION FORM

PLEASE PRINT. Please read this application carefully. Make sure that the application is filled in completely.

NAME: _____
(First) (Middle) (Last) Social Security Number

Street Address: _____
City State Zip Code

Mailing Address, if different from above: _____
City State Zip Code

Telephone: _____ Date of Birth: _____
(Area Code) Number / /

City/County in which the provider lives: _____

1. I am applying for:

- An initial certificate of registration Address change only
 A renewal certificate of registration Name change only (_____)
Previous Last Name

2. How many adults live in the family day care home?

- One Three More than four (Number) _____
 Two Four

3. Are you interested in serving as a substitute for other providers when vacant slots are available?

- Yes, I am interested in being a substitute No, I am not interested

4. Are you currently participating in the USDA Food Program? Yes No

If yes, Name of Sponsoring Agency: _____

5. If no, are you interested in participating in the USDA food program?

- Yes No
(FOR AGENCY USE ONLY)

.....
Date application and check received by the contracting organization _____ / _____ / _____

RECOMMENDATION FOR CERTIFICATE OF REGISTRATION

STIPULATIONS:

I certify that the Requirements for Voluntary Registration of Family Day Homes have been reviewed at the home named above and that these requirements have been met by the provider. I recommend a Certificate of Registration be issued with an effective date of:

_____ / _____ / _____ through _____ / _____ / _____

Executive Director/Agency Representative

Contracting Organization

Date

VOLUNTARY REGISTRATION PROVIDER APPLICATION FORM

Part II of II

Name of Provider: _____ Social Security Number: _____

If you have an assistant, please provide the following information:

Name of Assistant: _____ Date of Birth: ____/____/____

Name of Assistant: _____ Date of Birth: ____/____/____

If you have a substitute provider, please provide the following information:

Name of Substitute: _____ Date of Birth: ____/____/____

Name of Substitute: _____ Date of Birth: ____/____/____

List the name of all persons (other than the provider) who are at least 18 years of age and reside in the home:
(Verify with Page 1, # 2)

Days and Hours of Normal Operation:

Email address: _____

Federal Tax I.D. number/Business Name (if any) _____

Sworn Disclosure Statement or Affirmation: (This statement must be signed in the presence of a notary.)

I certify that the information submitted on this application is true to the best of my knowledge and belief. I certify that I am the primary child care provider and that the child care to be provided is either in my home or the residence of one of the children receiving care for compensation. I understand that I must disclose to parents or guardians of children in care the percentage of time per week that someone other than myself will care for children. I understand that my name, address, telephone number and hours of operation will be available to parents interested in obtaining childcare and that VDSS may post this information on the public website as a resource to parents.

Provider's Signature: _____ Date: _____

City/County of _____; State of _____

Subscribed and sworn to before me this _____ day of _____, 20 _____.

My commission expires _____, 20 _____.

Signature of Notary Public

VOLUNTARY REGISTRATION PROVIDER APPLICATION FORM

Part II of II

List the names and birth dates of **all children** (provider's own children, any children residing in the home, and any children receiving care in the family day home) who are under the age of 18.

NOTE: To be eligible for voluntary registration, no more than five non-exempt children (children that are not the provider's own children or children who live in the home) may be in care in the home at any one time.

_____ Check here if **all** of the children listed below are the grandchildren of the provider.

Name of child	Date of birth	←-----Check Only One-----→		
		Son or Daughter	Residing in the home	Non-exempt
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

If more than five (5) children are receiving care in the home, attach a schedule of when all children are in care, including hours and days of the week.

Voluntary Registration Health and Safety Checklist

Verify each item that is currently true for your home by inserting a **P (provider)** in the **first slot** provided before the item. The screener will place an **S (screener)** in the **second slot** when this information is verified during the visit to your home. Mark the item **N/A** if the item is **not applicable** to your home.

Section 1. I AM PREPARED TO DEAL WITH EMERGENCIES:

- I have a medical release form from each family to permit emergency care; I also have the names and phone numbers of one or more persons besides the family who may be contacted in case of an emergency.
- I have an operable telephone, or have easy access to one, with a 911 sticker or emergency telephone numbers posted in clear view.
- My address or equivalent identifying information is easily seen from the street or parking lot.
- Exit ways, hallways and stairways are always well lighted and free of obstructions.
- I have a first aid kit and an operable flashlight available at all times.
- I practice emergency evacuation drills monthly to the point of exit from the home and have a posted evacuation plan.

Section 2. I TAKE PRECAUTIONS TO PREVENT ACCIDENTS AND INJURIES:

- I have taken steps to safeguard the outdoor play area used by children in my home from open and obvious hazards, such as: standing water, animal fecal material, construction materials, poison ivy, dangerous lawn and garden tools, and traffic. (Fencing or other barriers might be needed when play area is next to a body of water or busy street.)
- My home is in good repair, with no peeling lead paint.
- I use screened doors and windows for ventilation.
- My fireplaces, heating system, and duct work are in good repair.
- Steps and stairs accessible to children are in good repair with hand or guard rails.

- I have taken steps to safeguard my home from open and obvious household hazards, such as loose carpeting, unmarked glass doors, and small items that could be swallowed. I will permit an inspection of my home by appropriate fire authorities if conditions indicate a need for approval and the contract agency or the Virginia Department of Social Services requests it.
- Cribs or playpens that meet the current Consumer Product Safety Commission (CPSC) guidelines for cribs are used for children under 18 months of age. The service side of an occupied crib is accessible. Crib slats are no more than 2 3/8 inches apart.
- Protective barriers including, but not limited to, safety gates are placed on stairways that are accessible to children. Safety gates that are used meet the Consumer Product Safety Commission (CPSC) guidelines for juvenile products.
- Electrical outlets are child-proof in all areas accessible to children. Multi-plug adapters that are used have fuse safety features.
- I place barriers around space heaters, fire places, wood stoves, and fans when in use.
- My electrical panel is easily accessible to adults, free of loose connections and fraying wiring, and has no missing fuses. There is no frayed or uninsulated wiring anywhere in the house.
- I keep medications and toxic household products in areas inaccessible to children and away from food products.
- I keep dangerous objects, such as knives, out of the reach of children unless under supervision, e.g., when children are using these objects in planned activities.
- I ensure that small appliances are not accessible to children, unless under supervision, e.g., when children are using these appliances in planned activities.

Voluntary Registration Health and Safety Checklist

- I keep firearms unloaded, apart from ammunition, and in a locked place.
- My kitchen appliances are in good working order, with range, oven and hood clean and free of grease.

Section 3. I TAKE PRECAUTIONS TO PROTECT THE HEALTH OF THE CHILDREN ENTRUSTED TO ME:

- I keep a copy of the physical examination results obtained on each child before or within 30 days after enrollment.
- I have proof of adequate immunization received on the date of admission (or prior to admission) for each child admitted after 3/3/10. Any child whose immunizations are incomplete as of 3/3/10 (but who has received at least one dose of the required immunizations) is admitted conditionally for a period of 90 days or less accompanied by a schedule for completion of the required doses. At the end of 90 days I will exclude any child who is not adequately immunized and who has not been granted a medical or religious exemption until the child's parent provides documentary proof that immunization schedule has been completed or a medical contraindication developed during the conditional enrollment period.
- My hands and children's hands are washed with soap before meals and after toileting and diapering.
- I serve nutritious meals and snacks to children.
- Rooms used by children are dry, well lighted and kept at least 68 degrees during heating season.
- I have indoor running water and bathrooms.
- My bathrooms are kept clean and have working toilets and sinks, tissues, soap, and disposable or individually assigned towels.
- Drinking water is available to children at all times.
- I allow only one child to occupy a crib or playpen at a time.

- My refrigerator is kept at no more than 40 degrees (F), food is kept from spoilage, and children's food brought from home and infant formula are clearly labeled with their names.
- My home is free from insect and rodent infestation.
- I agree to provide a smoke-free environment in rooms accessible to children while children are in care.
- My dogs and cats have up-to-date rabies shots and are kept from food preparation surfaces.

Section 4. I ENCOURAGE CHILDREN TO DEVELOP THEIR OWN SKILLS AND PERSONALITIES:

- I plan for adequate rest and play for children in care.
- I encourage children to participate in activities appropriate to their ages and levels of development.
- I never use discipline which would demean or belittle a child and never use physical (corporal) punishment.

Section 5. I AM MINDFUL OF MY RESPONSIBILITIES TO UPHOLD LAWS AND REGULATIONS IMPORTANT TO THE PROTECTION OF CHILDREN:

- I am at least 18 years of age and have not been convicted of any offenses specified in § 63.2-1719 of the *Code of Virginia*.
- My physical and mental condition are such that I am able to care for children.
- My family day home is not required to be licensed under state law. I make sure that the number of children receiving care, other than my own children and children residing in the home, is not more than five at any one time.

Voluntary Registration Health and Safety Checklist

- I never leave children alone with an assistant younger than 18 years of age. I make sure children are properly supervised at all times.
- I make sure that all caregivers are familiar with the Requirements for Providers.
- I disclose to parents the percentage of time that a provider other than myself will care for their children.
- I adhere to the following adult to child ratios and point system required to supervise children receiving care:
 - When children are in the same age groups, adult to child ratios: 1:4 children from birth to 15 months; 1:5 children from 16 months through 23 months; 1:8 children from two years through four years of age; and 1:16 children from five years to nine years of age;
 - When children's ages are mixed, an adult may carry no more than 16 points: children from birth through 15 months count as four points; children 16 months through 23 months count as three points; children from two years through four years of age count as two points; and children from five years through nine years of age count as one point;
 - I understand that my own children and children residing in the home who are under eight years of age are included in the ratios and the point system.
- I report cases of suspected child abuse and neglect and other hazardous situations as described in the Requirements for Providers.
- I make sure that any adult (18 years of age or older), including any adult household member, who comes in contact with children or will provide ongoing care to children has a tuberculosis (TB) test, background check; and I will not allow them to use alcohol or illegal drugs while children are in care.
- I comply with § 63.2-1809 (COV) by requiring proof of each child's identity and age for children enrolled on or after 7/1/98. My records for each child include:
 - Documentation of previous child day care programs and schools the child has attended.
 - Documentation of reviewing proof of identity and age.
- I comply with § 63.2-1809.1 of the *Code of Virginia* by providing written notification of the fact that my family day home business is covered by liability insurance, along with amount, or that my business is not covered by liability insurance to the parents or guardians of all enrolled children. Signed acknowledgement of written notification is maintained on file for each child during the child's attendance and for 12 months after the child's last day of attendance.
- If I transport children, I make sure any vehicle used to transport children meets the standards set by the Division of Motor Vehicles and is equipped with the proper restraining devices required by law and children are restrained in accordance with § 46.2-1095 of the *Code of Virginia*.
- I will comply with the Requirements for Providers and permit and participate in an evaluation of my home by the department or contracting organization; and, I will maintain the records listed in the Requirements for Providers and make them available for review by an authorized screener.
- I understand that the contracting agency and the Virginia Department of Social Services stand ready to help me provide good care to children and that I may ask for help or advice as needed.

Voluntary Registration Health and Safety Checklist

I, the undersigned, agree to comply with these requirements. I have received information on the requirements for State Regulated Care Facilities and understand that I am responsible for ensuring that my home complies with the Uniform Statewide Building Code (USBC) and Statewide Fire Prevention Code (SFPC) for State Regulated Care Facilities for fire extinguishers and smoke detectors.

Signature: _____

Name: (print) _____

Address: _____

Phone Number: (____) _____ - _____

[For Agency Use Only]

I, _____,

(screener), verify that the provider meets the health and safety standards and has agreed to comply with the above requirements. I have verified that the provider has received written information regarding fire extinguishers and smoke detectors in a State Regulated Care Facility and information on compliance with the proof of age and identity requirements for any child enrolled after 7/98.

Agency conducting evaluation:

Check only one:

____ Initial Verification

____ Monitoring Visit

____ Renewal Visit

____ Other (Specify): _____

Time of Visit: _____

Date: _____

Agency: _____

Report of Tuberculosis Screening Children's Programs

This form should be completed by the provider, any assistant (regardless of age), any substitute provider, and any adult household member.

The completed form(s) should be submitted with the application.

**REPORT OF TUBERCULOSIS SCREENING
CHILDREN'S PROGRAMS**

Standards and child care policy require certain individuals to submit a report indicating the absence of tuberculosis in a communicable form when involved with (i) children's facilities regulated by the Department of Social Services or (ii) legally operating child care programs, excluding care by relatives, that receive Child Care and Development Funds. Each report must be dated and signed by the examining physician, the physician's designee, or an official of a local health department. When signed by the physician's designee, the form must also identify the physician/physician practice with which the physician -designated screener is affiliated.

Name: _____ Date of Birth: _____

Address (Street, City, State, Zip Code): _____

1). _____ A tuberculin skin test (PPD) is not indicated at this time due to the absence of symptoms suggestive of active tuberculosis, risk factors for developing active TB or known recent contact exposure.

2). Tuberculin Skin Test (PPD): Date given: _____ Date read: _____
Results: _____ mm Positive: _____ Negative: _____

3). _____ The individual has a history of a positive tuberculin skin test (latent infection). Follow-up chest x-ray is not indicated at this time due to the absence of symptoms suggestive of active tuberculosis.

4). _____ The individual either is currently receiving or has completed medication for a positive tuberculin skin test (latent TB infection) and a chest x-ray is not indicated at this time. The individual has no symptoms suggestive of active tuberculosis disease.

5). _____ The individual had a chest x-ray on _____ (date) at _____ (location) that showed no evidence of active tuberculosis. As a result of this chest x-ray and the absence of symptoms suggestive of active tuberculosis disease, a repeat film is not indicated at this time.

Based on the available information, the individual can be considered free of tuberculosis in a communicable form.

Signature/Title: _____ Date: _____
(MD/designee or Health Department Official)

(Print Name/Title)

Address (including name of practice, if appropriate):

Telephone number: _____



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of Building and Fire Regulation

James S. Gilmore, III
Governor

Barry E. DuVal
Secretary of
Commerce and Trade

William C. Shelton
Director

MEMORANDUM

TO: State Regulated Care Facilities

FROM: Richard A. Farthing, P. E.
Chief Engineer
Virginia State Fire Marshal's Office
Richard A. Farthing

DATE: September 14, 2000

The new 2000 Uniform Statewide Building Code (USBC) and the 2000 Statewide Fire Prevention Code (SFPC) have new regulations regarding State Regulated Care Facilities (SRCF). The regulations apply to new and existing State Regulated Care Facilities.

The building and fire prevention codes define a State Regulated Care Facility as a building or part thereof occupied by persons in the care of others where program regulatory oversight is provided by the Virginia Department of Social Services; Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services; Virginia Department of Education or Virginia Department of Juvenile Justice. SRCF are residential buildings classified in building code use groups R-2, R-3 and R-4 only.

The new regulations require all SRCF to have a fire extinguisher and smoke detectors in the following locations:

Fire Extinguisher

Type ABC portable fire extinguisher having at least a 2A10BC rating is required in each kitchen (USBC 3402.15).

Smoke Detectors (Battery powered or electric with battery backup)

As a minimum, a smoke detector shall be properly installed outside of each sleeping area in the immediate vicinity of bedrooms and on each additional floor (USBC 3402.15).

3) Licensed State Regulated Care Facilities have one additional requirement:

Fire exit drills shall be conducted not less than twelve times per year (SFPC F-701.1.1 & F-704.3.1).

*VR
home
1/23/00*



Voluntary Registration of Family Day Homes Home Inspection Training Needs Assessment

Applicant: _____

In order to assist in planning and scheduling the inspection of your home for either an initial or renewal application, you will need to complete the following "quiz" to assess the level of on-site training that will be required. You should return this "quiz" with your application, though the score will not be a factor in determining whether a certificate will be issued. By completing this quiz, you will merely be allowing the Division to cover the material necessary during the on-site visit. You may use any information in the packet to complete this assessment.

1. Which of the following is **not** considered proof of a child's identity and age:
 - a. Birth Certificate
 - b. Record from a public school
 - c. Passport
 - d. Social Security Card.

2. Which of the following is prohibited in family day homes?
 - a. corporal punishment
 - b. spanking a child
 - c. slapping a child
 - d. forcing a child to stand in a corner on one foot
 - e. placing a child in a locked, dark, room for time-out
 - f. refusing to give a child food or water
 - g. all of the above, to include any other actions that are demeaning, belittling or harmful to a child.

3. Which of the following should be kept inaccessible to children in a family day home?
 - a. medicine
 - b. bleach and laundry supplies
 - c. cleaning supplies
 - d. gasoline
 - e. any product whose label reads keep out of reach of children
 - f. all of the above.

4. Which of the following information is not required to be in each child's record?
 - a. documentation the provider has viewed proof of identity and age, information on previous schools and day care that the child has attended
 - b. Social Security Number of child
 - c. information regarding chronic illnesses and allergies
 - d. the name, address, and telephone number of at least one person to contact in case of emergency
 - e. permission to obtain emergency medical treatment.

5. A provider is required to get new background checks after the initial certification when:
 - a. a new person age 18 years or older moves into the home
 - b. when a child residing in the home turns 18 years old
 - c. when a new assistant or substitute provider is hired (not listed on application)
 - d. all of the above examples require additional background checks and notification to DOLP or the contract agency.

True or False (Circle the correct response)

6. If a provider views acceptable proof a child's identity and age, they are still required to document previous day care programs and schools that the child has attended?
- True False
7. A provider should maintain documentation of evacuation drills practiced each month for the term of the certificate.
- True False
8. Voluntarily registered family day homes are required to report **suspected** cases of child abuse or neglect.
- True False
9. If a parent is enrolling two children at the same time, each child needs an individual record.
- True False

Voluntarily registered family day home providers must adhere to the adult to child ratios or the point system as it appears on the health and safety checklist. Answer the following questions based on the scenario given.

10. Ms. Johnson has 5 children enrolled in her family day home and 2 of her children reside in the home. The children's ages are as follows:
- Michael is 12 months old Tisha is 4 years old
 - Dequan is 15 months old Ms. Johnson's children
 - Quincy is 3 years old Ben is 6 month old
 - Keli is 3 years old Billy is 6 years old
- a. Is Ms. Johnson over-capacity during the times that all children are present? Circle response.
- Yes No
- b. How many points does Ms. Johnson have if all children are present? _____
- c. Does Ms. Johnson need an assistant if all children are present?
- Yes No
11. Ms. Green is voluntarily registered and currently has five children enrolled. She provides care after school between the hours of 3 p.m. and 6 p.m. The five children range in age from 6 to 11 years of age, so she has a total of 5 points. A parent has asked her to keep 3 year old twins from 9 a.m. until 5:30 p.m. Can Ms. Green enroll the twins and still keep the after school children?
- Yes No.