

Rhonda Prodzinski

Authorized Signature

Number: SS-IM-09-025

Issue Date: 05/15/2009

Topic: Child Care

Subject: Child Care Provider Background Check Process Change

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: The following procedures and policies have been implemented to prevent potential child safety issues and agency risk:

- Certified foster parents applying to become a DHS paid child care provider must obtain written approval from their certifier. The new Listing form ([DHS 7494](#)) revised 05/09, instructs the foster parents to include a letter from their certifier approving child care. If the letter is not provided, the foster parents will be failed for not meeting DHS requirements.
- 'Restricted' provider status has been eliminated. Providers applying will be 'Approved' or 'Denied.' Current restricted providers will be reviewed at their next evaluation.
- A list of providers who are currently restricted will be e-mailed to branch managers in the next few days. These providers may have a change in status at re-evaluation. Workers may use this list to assist clients with preparing for this change. If the provider is later denied, you may refer the parent to the local Child Care Resource and Referral office.

Upcoming changes:

- With the new Listing form, a background check is required on all household members age 16 and older, including the client, when the client and the child care provider live in the same household.
- The new Listing form is linked for your convenience. ([DHS 7494](#)) Hard stock will be distributed to all SSP branches by mid June of 2009.

If you have any questions about this information, contact:

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