



Early Childhood Services

Child Care Scenarios

County licensor receives concern

- Consults with regional supervisor
- Investigates the concern
- Child Protective Services (CPS) may also be involved and take the lead
- Law enforcement may also be involved and take the lead

Licensing action taken depends on the specific facts

- Concerns unfounded – no action taken. However, may enter a Memorandum of Understanding (MOU) for assurances of compliance with rules and laws and can be used as supporting documentation with provider appeals.
- Concerns founded
 - May enter a **Memorandum of Understanding (MOU)** for assurances of compliance with rules and laws and can be used as supporting documentation with provider appeals.
 - Shall issue a **child care correction order**
 - Could be a 24-hour correction order, or a 20 day or 60 day correction order
 - Documents the conduct that violates the rules
 - The county sends a copy of the correction order to the regional office and notifies Child Care Aware.
 - The provider is required to provide a written response to all correction orders detailing the action taken to correct the violation. The written response must be provided to the county within the time allowed for the correction. The provider is also required to send the signed SFN 312 (*Correction Order Notification and Child Care Provider Confirmation*) to the county.
 - The provider must post the correction order and SFN 312 requires the provider to certify that corrections have been made and that parent notification has occurred.
 - The county is required to reinspect the licensed or self-declared program at the end of the period allowed for correction. Reinspection may occur while the county is present for the violation.
 - May issue a **restricted license**
 - Restricting the presence of an individual when children in child care are present
 - Restricting pet or animal from areas accessible to children
 - Restricting certain rooms or floors of the residence or restricting use of specific outdoor space of the residence
 - If a provider is issued a restricted license, the restriction is noted on the license, which needs to be displayed prominently in the premises to which it applies to.

-OVER-

- May issue a **suspension/prohibition**
 - If law enforcement is involved after the onset of a child abuse and neglect investigation alleging the provider of child abuse and neglect and continued operation is likely to jeopardize the health and safety of children.
 - After child abuse or neglect services required determination indicating that a child has been abused or neglect by the provider if continued operation is likely to jeopardize the health and safety of the children present.
 - Prohibit the presence of an accused provider, staff member, or household member from the early childhood premises when children are in child care, upon a report of child abuse or neglect at the premises of the program or involving a staff member or household member if continued operation or the presence of the accused individual is likely to jeopardize the health and safety of the children present.
 - Notification
 - May notify the parent of any child receiving early childhood services when a provider, adult staff member, or adult household member of the program providing care of the child is under a child abuse or neglect investigation.
 - County notifies the parent of any child receiving care when the license, self-declaration or registration is suspended.
 - Upon the conclusion and disposition of the investigation, county notifies the parent of each child receiving early childhood services of the disposition.

- May issue a **revocation**
 - The county shall provide factual basis for revocation to regional office along with all documentation.
 - Regional office reviews information and prepares revocation.
 - The revocation notice is reviewed by the DHS Early Childhood Services Administrator, DHS Legal Advisory Unit, and county.
 - Regional office sends letters to parents notifying them that a revocation notice has been issued and the provider may appeal the revocation.
 - The provider can operate under an appeal unless the license expires or is suspended.
 - Regional office sends letters to parents notifying them when the revocation is final.