



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

September 2, 1997

GENERAL LETTER NO. 12-F-AP-19

ISSUED BY: Bureau of Individual and Family Support,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, *Family Day-Care Home Registration Appendix*, Title page, revised; Contents (page 1), revised; pages 1 through 9, revised; pages 10, 11, and 12, new; and the following forms:

SS-1202-3	<i>Certificate of Registration</i> , revised
470-0625	<i>Checklist for Day Care Home Registration</i> , new
595-1396	<i>DHS Criminal History Record Check</i> , new
SS-1606-0	<i>Request for Child Abuse Information</i> , revised
470-2310	<i>Record Check Evaluation</i> , new
470-2386	<i>Record Check Decision</i> , new

Summary

The 1997 Iowa Legislature enacted legislation (Senate File 541) which adds a third type of registered child day-care home. Added to the previous family and group day-care home registrations, there now is group day-care home—joint registration. Because of this additional category of registered child care, the registration checklist has been updated. There is now one checklist for all three types of registered day-care homes.

The *Checklist for Day Care Home Registration*, form 470-0625, replaces the *Registration Evaluation Checklist*, form SS-1210-3. The new form is divided into three sections:

- ◆ Only the first section is used for family day-care homes.
- ◆ The first and second sections are used for group day-care homes.
- ◆ The first, second, and third sections are used for group day-care homes—joint registration

The revised *DHS Criminal History Record Check* from the Division of Criminal Investigation announced in Manual Letter No. XII-Zero-2 in August 1996 is incorporated into the manual.

The *Request for Child Abuse Information* is revised to add more information about past residences and names of the person requesting information (for use by the subject of a report and to eliminate the section verifying identity of the requester. Instructions for requesting corrections of a report are added on page 2.

The *Record Check Evaluation* and *Record Check Decision* forms are added to this Appendix.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter F, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Title page	October 12, 1976
Contents (page 1)	September 20, 1983
1	July 18, 1978
2	September 20, 1983
3, 4	October 12, 1976
SS-1202-3	4/88
5	May 6, 1980
6	April 6, 1982
SS-1206-3	6/87
SS-2203	7/87
7, 8, 9	June 20, 1989
SS-1606-0	8/84

Additional Information

Checklist for Day Care Home Registration, form 470-0625, will be available from Anamosa.

Until you receive the revised version, please copy the attached form. A blanket mailing will be distributed to counties when the forms are printed. All of the other forms are currently available from Anamosa.

Refer any questions to your regional child-care specialist.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

March 23, 1999

GENERAL LETTER NO. 12-F-AP-20

ISSUED BY: Bureau of Individual and Family Support,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, *Family Day-Care Home Registration Appendix*, Contents (page 1), revised; pages 1 through 5, 9, and 10, revised; and the following forms:

Comm. 143 *Child Care Registration Guidelines*, new
470-3384 *Application for Child Care Home Registration*, new
SS-0702-0 *Parent Guide to Child Care Home Registration*, revised
470-3498 *Certificate of Registration*, new
SS-1606 *Request for Child Abuse Information* (470-0643), revised

Summary

This letter transmits Comm. 143, *Child Care Registration Guidelines*, which replaces SS-0701-3, *Family Day Care Home Information Packet*, and SS-1208-3, *Group Day Care Home Information Packet*. Comm. 143 contains information and instructions to a person wishing to register any type of child care home.

Form 470-3384, *Application for Child Care Home Registration*, replaces form SS-1105-3, *Application for Family Day Care Home Registration*, and form SS-1115-3, *Application for Group Day Care Home Registration*. This form is completed by the applicant-providers for all types of registered child care to certify compliance with the minimum requirements.

Form SS-0702-3, *Letter to Parent*, has been revised to cover all levels of registered child care and re-titled as *Parent Guide to Child Care Home Registration*. It also replaces form SS-1725-0, *Letter to Parent* (for group day care). Providers give this *Guide* to the parents of children in registered child care. It offers some explanation about the registration process, and requirements, and parental responsibilities.

Form 470-3498, *Certificate of Registration*, is revised to allow it to be issued to applicant-providers who have certified compliance with the minimum requirements for any type of child-care home. It replaces forms SS-1209-3, *Group Day Care Home Certificate of Registration*, and 470-3405, *Group Day Care Home--Joint Registration Certificate of Registration*.

This letter also transmits a revised form SS-1606, *Request for Child Abuse Information*, which is the form used to request a record check on an individual or to request the actual report. This form has been revised to clarify the type of information being requested by a person or agency. The county offices or the Central Abuse Registry continue to determine authorized access and necessary information to be released.

Effective Date

Revisions to forms 470-3384, SS-0702-0, and 470-3498 were effective in June 1998. Comm. 143 was initially published in August 1998, and was revised in November 1998. Revisions to SS-1606-0 were effective in December 1998.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter F, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 2, 1997
SS-0701-3	12/88
1-5	September 2, 1997
SS-1105-3	12/88
SS-0702-3	6/87
SS-1202-3	11/90
SS-1606-0	7/97
9-10	September 2, 1997

Additional Information

Both forms 470-3498, *Certificate of Registration*, and SS-1606 (470-0643), *Request for Child Abuse Information*, are available on Exchange as templates in the State-approved forms, services folder, for use by Department staff.

Initial supplies of SS-1606-0, 470-3384, SS-0702-0, and Comm. 143 have been mailed to each office. Destroy all supplies of previous versions of SS-1606-0. Order additional supplies of these forms from Anamosa in the usual manner.

Refer questions about this general letter to your regional administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 11, 1999

GENERAL LETTER NO. 12-F-AP-21

ISSUED BY: Bureau of Individual and Family Support,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Care Home Registration Appendix***, Title page, revised; Contents (page 1), revised; pages 1 through 12, revised; pages 13 through 15, new; and the following forms:

SS-1104-0 *Notice of Decision: Services*, new.

470-3416 *Checklist for Retroactive Review*, new.

RC-0042 *Classification of Criminal Offenses*, new.

Summary

This letter changes the title of 12-F-Appendix, from ***Family Day-Care Home Registration***, to ***Child Care Home Registration***, reflecting the combined chapter for family and group child care home registration procedures.

Forms 470-3416, *Checklist for Retroactive Review*, SS-1104-0, *Notice of Decision: Services*, and reference chart RC-0042 are added for reference.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	September 2, 1997
Contents (page 1)	March 23, 1999
1-5	March 23, 1999
6-8	September 2, 1997
9-10	March 23, 1999
11-12	September 2, 1997

Additional Information

Form SS-1104-0 (470-0602) is available as a template on the state approved forms folder on Outlook.

Refer questions about this general letter to your regional administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

April 4, 2000

GENERAL LETTER NO. 12-F-AP-22

ISSUED BY: Bureau of Family and Community Support
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, *Child Care Home Registration Appendix*, Contents (page 1), revised; pages 2, 3, 4, 7, and 8, revised; pages 16 through 20, new; and the following forms:

470-3384(S)	<i>Application for Child Care Home Registration</i> (Spanish), new
SS-0702-3(S)	<i>Parent Guide to Child Care Home Registration</i> (Spanish), new
595-1396(S)	<i>DHS Criminal History Record Check</i> (Spanish), new
470-3386	<i>Application for Four-Level Child Care Home Registration</i> , new
Comm. 174	<i>Four-Level Child-Care Home Registration Guidelines</i> , new
470-3387	<i>Child Care Home – Level Certificate of Registration</i> , new
RC-0058	<i>Parent Guide to 4-Level Child-Care Home Registration</i> , new
470-3424	<i>Checklist for Child-Care Home Registration (Pilot)</i> , new

Summary

This letter transmits translations of the following existing forms into the Spanish language:

- ◆ Use new application form 470-3384(S), *Application for Child Care Home Registration*, when a Spanish-speaking person wishes to apply for registration as a child-care home. Follow instructions for the English version, 470-3384, for the Spanish version as well.
- ◆ Distribute new form SS-0702-3(S), *Parent Guide to Child Care Home Registration*, to registered providers who are Spanish-speaking and to other providers who may serve Spanish-speaking families. Follow instructions for the English version, SS-0702-3, for the Spanish version as well.
- ◆ Use new form 595-1396(S) *DHS Criminal History Record Check* (Form B), when a Spanish-speaking person wishes to apply for registration as a child-care home. Follow instructions for the English version, 595-1396, for the Spanish version as well.

The letter also transmits forms used in the four-level registration pilot. The following counties are participating in the pilot: Black Hawk, Delaware, Madison, Mahaska, Osceola, Scott, Shelby, Wapello, and Warren.

Comm. 174 contains the registration guidelines for four-level registered child-care homes (comparable to Comm. 143 for nonpilot counties). Send this booklet to every applicant for child-care home registration in the pilot counties.

The RC-0058 is a pamphlet regarding requirements for four-level child-care homes (comparable to SS-0702-3 in the nonpilot counties). Send 12 copies of this pamphlet to the provider when mailing the four-level child-care home registration certificate.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 11, 1999
2, 3, 4, 7, 8	May 11, 1999

Additional Information

Initial supplies of forms 470-3384(S), SS-0702-3(S), and 595-1396(S) are being sent to county offices. Order additional supplies from Anamosa as needed.

An initial supply of RC-0058, *Parent Guide to 4-Level Child-Care home Registration*, is being sent to the pilot counties. Pilot counties can order additional supplies of this pamphlet supplies from Anamosa as needed.

Supplies of form 470-3386, *Application for Four-Level Child-Care Home Registration*, and Comm. 174, *Four-Level Child-Care Home Registration Guidelines*, are being issued to the regional offices for distribution to the pilot counties. Counties should obtain additional supplies from the regional offices as needed.

Form 470-3387, *Child Care Home – Level Certificate of Registration*, is available as a template on Outlook. No supplies are being printed.

Order supplies of form 470-3424, *Checklist for Child-Care Home Registration (Pilot)*, as well as additional supplies of 470-3386 and Comm. 174, from the child care program manager in the Division of Adult, Children, and Family Services.

Comm. 174 was printed separately. A copy of these guidelines should arrive in the same mailing as this letter. If it is missing, contact DHS Supply in central office. Copies of the *Guidelines* have been mailed to certified providers in the pilot counties. For additional copies, contact your regional office.

Refer questions about this general letter to your regional service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

December 24, 2002

GENERAL LETTER NO. 12-F-AP-23

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children.

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 15, revised; and the following forms:

Comm. 143	<i>Child Development Home Registration Guidelines</i> , revised
470-3384	<i>Application for Child Development Home Registration</i> , revised
SS-0702-3	<i>Parent Guide to Child Development Home Registration</i> , revised
470-3498	<i>Certificate of Registration</i> , revised
470-0625	<i>Checklist for Child Development Home Registration</i> , revised
470-0643	<i>Request for Child Abuse Information</i> , revised
470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation</i> , new
470-2386	<i>Record Check Decision</i> , revised
470-2386(S)	<i>Record Check Decision</i> , new

Summary

The chapter is revised to:

- ◆ Issue revised forms to reflect the new child development home standards.
- ◆ Obsolete forms associated with the four level child care home registration program.
- ◆ Change the chapter name and form numbers and instructions to reflect the Department's current numbering system for forms and current organizational structure.

Effective Date

December 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	May 11, 1999
Contents (page 1)	April 4, 2000
Comm. 143	November 1998
1	May 11, 1999
2-4	April 4, 2000
470-3384	6/98
470-3384(S)	5/99
SS-0702-3	5/98
SS-0702-3(S)	5/99
470-3498	6/98
5, 6	May 11, 1999
470-0625	7/97
7, 8	April 4, 2000
SS-1606-0	10/98
9-15	May 11, 1999
470-2310	3/97
470-2386	2/88
16-20	April 4, 2000
470-3386	2/00
Comm. 174	2/00
470-3387	3/00
RC-0058	2/00
470-3424	10/97

Note: This is not the entire appendix. Be sure not to throw away samples of the forms that have not been revised.

Additional Information

After December 13, 2002, any orders for the following will be filled with the revised versions.

- ◆ Comm 143, *Child Care Registration Guidelines*
- ◆ 470-3384, *Application for Child Care Home Registration*
- ◆ SS-0702-3, *Parent Guide to Child Care Home Registration*
- ◆ 470-0625, *Checklist for Day Care Home Registration*

Send individuals who request information about child development home registration the revised Comm. 143. Send currently registered providers the revised Comm. 143 with their renewal information.

You may wish to keep remaining supplies of previous versions of Comm. 143, forms SS-0702-3 and 470-0625, and the following forms applicable to the four-level pilot for use during the transition period:

- ◆ Comm 174, *Four-Level Child-Care Home Registration Guidelines*
- ◆ RC-0058, *Parent Guide to 4-Level Child Care Home Registration*
- ◆ 470-3424, *Checklist for Child Care Home Registration (Pilot)*

Destroy remaining supplies of forms 470-3384, *Application for Child Care Home Registration*, and 470-3386, *Application for Four-Level Child Care Home Registration*.

Templates for the previous version of form 470-3498, *Certificate of Registration*, and form 470-3387, *Child Care Home – Level Certificate of Registration*, will remain available on Outlook during the interim period for use on applications that were filed before December 1, 2002.

There will not be a Spanish translation of the following forms until further notice:

- ◆ 470-3384, *Application for Child Development Home Registration*
- ◆ SS-0702-3, *Parent Guide to Child Development Home Registration*

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 1, 2003

GENERAL LETTER NO. 12-F-AP-24

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 2 and 3, revised; and the following forms:

Comm. 143	<i>Child Development Home Registration Guidelines</i> , revised
470-3384(S)	<i>Application for Child Development Home Registration (Spanish)</i> , new
SS-0702-3(S)	<i>Parent Guide to Child Development Home Registration (Spanish)</i> , new

Summary

Comm. 143 has been revised to include a copy of 470-0625, *Checklist for Child Development Home Registration*.

Spanish translations of the *Application for Child Development Home Registration* and *Parent Guide to Child Development Home Registration* have been added to this appendix. These forms are available by printing them from the on-line manual.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 24, 2002
Comm. 143	10/02
2, 3	December 24, 2002

Additional Information

Use up existing supplies of Comm. 143 before reordering from Anamosa in the usual manner. Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 15, 2004

GENERAL LETTER NO. 12-F-AP-25

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, pages 3 and 11, revised; and the following revised forms:

Comm. 143	<i>Child Development Home Registration Guidelines</i>
SS-0702-3	<i>Parent Guide to Child Development Home Registration</i>
SS-0702-3(S)	<i>Parent Guide to Child Development Home Registration (Spanish)</i>
470-0602	<i>Notice of Decision: Services</i>
470-0625	<i>Checklist for Child Development Home Registration</i>
470-2310	<i>Record Check Evaluation</i>
470-2310(S)	<i>Record Check Evaluation (Spanish)</i>
470-2386	<i>Record Check Decision</i>
470-2386(S)	<i>Record Check Decision (Spanish)</i>

Summary

This letter updates forms in the appendix to reflect the following changes:

- ◆ Update of Comm. 143, *Child Development Home Registration Guidelines*, to:
 - Implement changes made in Iowa Code Chapter 237A. Certain people are now prohibited from involvement with child care based on criminal convictions or founded child abuse reports. The prohibitions may be absolute or time-limited, based on the type of conviction or founded abuse.
 - Clarify training requirements.
 - Add a sample "Child Injury/Incident Report" to the sample forms section.
- ◆ Revision of the following to implement changes made in the Iowa Code Chapter 237A:
 - SS-0702-3, *Parent Guide to Child Development Home Registration*
 - SS-0702-3(S), *Parent Guide to Child Development Home Registration (Spanish)*
- ◆ Update of the source information for form SS-0702-3, *Parent Guide to Child Development Home Registration*, to reflect that it is printed in sets of eight pages.
- ◆ Revision of form 470-0602, *Notice of Decision: Services*, to indicate that a copy of the form should be sent to a provider, if applicable.

- ◆ Revision of form 470-0625, *Checklist for Child Development Home Registration*, to add a place for the provider and co-provider to sign and date the form. Also, references to other forms were updated to reflect the current form numbers.
- ◆ Revision of form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S) and instructions, to:
 - Add a space to specify what a background check has revealed if it is not a founded child abuse report placed on the Child Abuse Registry, a founded dependent adult abuse report, or a criminal conviction.
 - Add the term “transgression” to the form.
 - Update the source information to reflect that printed supplies are no longer available to order from Anamosa.
- ◆ Revision of form 470-2386, *Record Check Decision*, and its Spanish translation, form 470-2386(S), to:
 - Add a space to specify what a background check has revealed if it is not a founded child abuse report placed on the Child Abuse Registry, a founded dependent adult abuse report, or a criminal conviction.
 - Add the term “transgression” to the form.

Effective Date

Changes in Comm. 143 were effective January 1, 2004.
All other changes were made in the summer of 2003 or earlier.

Material Superseded

Remove the following pages from Employees’ Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 143	February 2003
SS-0702-3	12/02
SS-0702-3(S)	12/02
3	April 1, 2003
470-0602 (before p. 5)	2/99
470-0625 (after p. 6)	12/02
470-2310	8/02
470-2310(S)	8/02
11	December 24, 2002
470-2386	3/00
470-2386(S)	3/00

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 12, 2007

GENERAL LETTER NO. 12-F-AP-26

ISSUED BY: Bureau of Child Care and Community Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 1, 2, 5, 7 through 10, and 13, revised; and the following forms:

470-3384	<i>Application for Child Development Home Registration</i> , revised
470-3384(S)	<i>Application for Child Development Home Registration</i> (Spanish), revised
470-0602	<i>Notice of Decision: Services</i> , revised
470-0602(S)	<i>Notice of Decision: Services</i> (Spanish), new
595-1396	<i>DHS Criminal History Record Check</i> , revised
595-1396(S)	<i>DHS Criminal History Record Check</i> (Spanish), revised
470-0643	<i>Request for Child Abuse Information</i> , revised

Summary

This chapter is revised to:

- ◆ Update forms 470-3384 and 470-3384(S), *Application for Child Development Home Registration*, as applicants are now disclosing all criminal convictions and child abuse findings in all states.
- ◆ Update the appeal rights and the policy on nondiscrimination on form 470-0602, *Notice of Decision: Services*. A Spanish version of the form, 470-0602(S), has also been added. The source information is also changed, as the form is no longer being printed at Anamosa.
- ◆ Update forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as the Department of Criminal Investigations (DCI) has moved to a new address and has a new telephone number.
- ◆ Update form 470-0643, *Request for Child Abuse Information*, to change the procedure and address for appeals of abuse reports. The source information is also changed, as the form is no longer being printed at Anamosa.
- ◆ Remove form 470-3416, *Checklist for Retroactive Review*. The reports subject to retroactive review are more than ten years old and have been removed from the Registry, unless a subsequent report has been founded. In that case, the earlier report does not meet the criterion of being "unlikely to recur."

Effective Date

August 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	April 1, 2003
1	December 24, 2002
2	April 1, 2003
470-3384	12/02
470-3384(S)	12/02
470-0602	8/00
5	December 24, 2002
595-1396	8/96
595-1396(S)	8/96
7, 8	December 24, 2002
470-0643	12/02
470-3416	8/97
9, 10, 13-15	December 24, 2002

Additional Information

Use up existing supplies of form 470-3384, *Application for Child Development Home Registration*, before reordering from Anamosa in the usual manner.

Destroy existing supplies of form 470-0602, *Notice of Decision: Services*. No further supplies will be printed. This form is available as a template in Outlook.

Destroy existing supplies of forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as they are outdated. Reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner. The Spanish version will no longer be printed. Print supplies from the online manual or photocopy it from the paper manual.

Destroy existing supplies of form 470-3416, *Checklist for Retroactive Review*, as the form is no longer needed.

Refer questions about this general letter to Tracey Parker or Janice Von Arb at the Field Office Support Unit Service Help Desk. The toll free number is 1-866-347-7782, extension 3 and 9, respectively.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

July 10, 2009

GENERAL LETTER NO. 12-F-AP-27

ISSUED BY: Bureau of Child Care and Community Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; page 12, revised; and page 14, new, and the following forms:

470-0625	<i>Checklist for Child Development Home Registration</i> , revised
470-4528	<i>Request for Child Care Training Approval</i> , new

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update form 470-0625, *Checklist for Child Development Home Registration*, to include 2008 Iowa Code changes regarding location of child development homes, lead inspections, and smoking and to align language in several areas with 441 Iowa Administrative Code Chapter 110.
- ◆ Add form 470-4528, *Request for Child Care Training Approval*, an approval form to be submitted to Central Office for approval of training provided by an unapproved training organization.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents	October 12, 2007
470-0625 (after p. 6)	8/03
12	December 24, 2002

Additional Information

Destroy existing supplies of form 470-0625. Reorder the revised form from Iowa Prison Industries at Anamosa in the usual manner.

Refer questions about this general letter to Janice Von Arb via email or 515-281-6086 at the Field Office Support Unit Service Help Desk.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

October 23, 2009

GENERAL LETTER NO. 12-F-AP-28

ISSUED BY: Bureau of Child Care and Community Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***CHILD DEVELOPMENT HOME REGISTRATION APPENDIX***, Contents (page 1), revised; pages 1, 2, 4, and 6, revised; page 15, new; and the following forms:

470-3384 *Application for Child Development Home Registration*, revised
470-3384(S) *Application for Child Development Home Registration* (Spanish),
 revised
470-4755 *Lead Assessment and Control*, new
470-4755(S) *Lead Assessment and Control* (Spanish), new
SS-0702-3 *Parent Guide to Child Development Home Registration*, revised
SS-0702-3(S) *Parent Guide to Child Development Home Registration*
 (Spanish), revised
Comm. 143 *Child Development Home Registration Guidelines*, revised

Summary

Forms 470-3384 and 470-3384(S), *Application for Child Development Home Registration*, have been revised to include:

- ◆ The provision that a child development home must be located in a single-family residence that is owned, rented, or leased by the person who is named on the child development home's certificate of registration or, for dual registrations, by at least one of those persons.
- ◆ The provision established in 441 IAC 110.5(1)“x” requiring child development home providers with facilities built before 1960 to assess and control lead hazards or to provide verification to the Department that the paint is not lead-based. The provider is instructed to submit form 470-4755 or 470-4755(S), *Lead Assessment and Control*, to the Department with the application materials.
- ◆ Directions to indicate that the application may be submitted electronically through KinderTrack and that the provider is responsible for making a copy of the completed application if desired. The application will no longer be printed in carbonized sets. Providers must make their own copies for their records.

New forms 470-4755 and 470-4755(S), *Lead Assessment and Control*, are added. Child development home providers operating out of a facility built before 1960 must complete and submit this form with initial applications and with each renewal application. This requirement takes effect:

- ◆ For **new** applications for an effective date on or after December 1, 2009.
- ◆ For **renewal** applications for an effective date on or after July 1, 2010. Providers that have a valid registration on November 1, 2009, have until June 30, 2010, to complete visual inspection and implement interim controls.

The *Parent Guide to Child Development Home Registration*, SS-0702-3 and SS-0702-3(S), have been revised to include requirements on smoking, single-family residence, lead hazards, Category C qualifications, and DHS inspection frequency.

The *Child Development Home Registration Guidelines*, Comm. 143, has been revised to reflect:

- ◆ Non-smoking requirements.

Smoking and the use of tobacco products are prohibited at all times in the home and in every vehicle used to transport children receiving care in the home. Smoking and the use of tobacco products are prohibited in the outdoor play area during the hours of operation.

Nonsmoking signs shall be posted at every entrance of the home and in every vehicle used to transport children. The signs shall include the telephone number for reporting complaints, 1-888-944-2247, and the web address for the Iowa Department of Public Health's Smoke free Air Act site: www.iowasmokefreeair.gov.

- ◆ Single-family residency requirements:

A child development home must be located in a single-family residence that is owned, rented, or leased by the person or, for dual registrations, at least one of the persons who is named on the child development home's certificate of registration.

A "single-family residence" includes an apartment, condominium, townhouse, or other individual unit within a multiple unit residential dwelling, but does not include a commercial or industrial building that is primarily used for purposes other than a residence.

- ◆ Lead hazard requirements:

A provider operating in a facility built before 1960 shall assess and control lead hazards before being issued an initial child development home registration or a renewal of the registration. To comply with this requirement, the provider shall:

- Conduct a visual assessment of the facility for lead hazards that exist in the form of peeling or chipping paint;
- Apply interim controls on any chipping or peeling paint found, using lead-safe work methods as defined by the Department of Public Health, unless a certified inspector determines that the paint is not lead-based paint; and

- Submit Form 470-4755, *Lead Assessment and Control*, as verification of the visual assessment and completion of interim controls, if necessary.
- ◆ Current training requirements changes related to approval for training.
- ◆ Clarification of Category C provider and co-provider requirements. One provider who is at least 21 years old, has a high school diploma or GED, and meets one of the following qualifications must always be present:
 - Has five years experience as a registered or non-registered child care home provider.
 - Has a child development associate credential or a two-year or four-year college degree in a child care-related field AND four years of experience as a registered or non-registered child care home provider.

The co-provider shall meet the Category B provider qualifications.

- ◆ Deletion of the sentence, “Have another dependable adult, such as a near-by neighbor, available in case of emergency when a staff assistant is not present.” All substitutes must be pre-approved by DHS.
- ◆ The requirement that provider must check with appropriate authorities to see how local, state, and federal laws apply to them.
- ◆ The requirement that DHS shall increase in the number of child development homes inspected annually. Starting July 1, 2013, and thereafter, the annual target percentage of child development homes that DHS must seek to inspect is 100%
- ◆ Updated versions of Department forms, including the:
 - 470-0625, *Checklist for Child Development Home Registration*
 - 470-3384 *Application for Child Development Home Registration*
 - 470-4755 *Lead Assessment and Control* (new, see above)
 - SS-0702-3, *Parent Guide to Child Development Home Registration*
- ◆ Updates to the Child and Adult Care Food Program documents in the “Nutrition and Sanitation” section, including:
 - “Infant Meal Pattern Requirements” replaced with 2/2009 version.
 - “Foods for Children Ages 1 to 12” replaced with 1/2009 version “CACFP Meals for Children 1-12 Years.”
 - Addition of CACFP “Handy Guide to Creditable Foods,” revised 3/2009

Form instructions have been revised to reflect the availability of forms through the KinderTrack system.

Effective Date

November 1, 2009

Material Superseded

This material takes the place of the following pages from Employees' Manual, Title 12, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 10, 2009
1, 2	October 12, 2007
470-3384	8/07
470-3384(S)	8/07
SS-0702-3	7/03
SS-0702-3(S)	7/03
4, 6	December 24, 2002
Comm. 143, Title page, Contents (pages i and ii), and pages 1-105	January 2004

Additional Information

Destroy existing supplies of 470-3384 and 470-3384(S) *Application for Child Development Home Registration*. The English version of the form should be available through KinderTrack for a provider's use. You may also reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner.

The English version of Form 470-4755, *Lead Assessment and Control*, may be ordered from Iowa Prison Industries at Anamosa. If you need to issue the form before the printed supplies are available, you may print supplies from the sample in the manual. Print copies of the Spanish version from the sample in the manual.

Destroy existing supplies of SS-0702-3, *Parent Guide to Child Development Home Registration*. Reorder the publication from Iowa Prison Industries at Anamosa in the usual manner. If you need to issue the application before the printed supplies are available, you may print supplies from the sample in the manual. Print copies of SS-0702-3(S) from the sample in the manual.

Destroy existing supplies of Comm. 143, *Child Development Home Registration Guidelines*. Reorder the publication from Iowa Prison Industries at Anamosa in the usual manner. If you need to issue the handbook before the printed supplies are available, you may print copies from the sample in the manual.

Refer questions about this general letter to Janice Von Arb via E-mail or by phone 515-281-6086 at the Field Office Support Unit Service Help Desk.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

December 4, 2009

GENERAL LETTER NO. 12-F-AP-29

ISSUED BY: Bureau of Child Care and Community Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***CHILD DEVELOPMENT HOME
REGISTRATION APPENDIX***, Comm. 143, *Child Development Home
Registration Guidelines*, revised.

Summary

The chart "Determining Allowable Number of Children in Care" is being updated to accurately reflect the number of children allowed for Category A and B homes in the row labeled, "Total children under school age, including those under 24 months." The correct number for both categories of homes is "6."

Effective Date

Immediately

Material Superseded

This material takes the place of the following pages from Employees' Manual, Title 12, Chapter F." Appendix:

<u>Page</u>	<u>Date</u>
Comm. 143 28	October 2009

Additional Information

Refer questions about this general letter to Janice Von Arb via E-mail or by phone 515-281-6086 at the Field Office Support Unit Service Help Desk.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 2, 2013

GENERAL LETTER NO. 12-F-AP-30

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***CHILD DEVELOPMENT HOME REGISTRATION APPENDIX***, Title page, revised; Contents (page 1), revised; pages 1, 7, and 8, revised; and the following forms:

470-3384 *Application for Child Development Home Registration*, revised
470-3384(S) *Application for Child Development Home Registration*
 (Spanish), revised
470-5143 *Record Check Authorization*, new
470-5143(S) *Record Check Authorization* (Spanish), new
470-2310 *Record Check Evaluation*, revised
470-2310(S) *Record Check Evaluation* (Spanish), revised

Summary

This chapter is revised to:

- ◆ Change form 470-3384, *Application for Child Development Home Registration*, and its Spanish translation, form 470-3384(S), to:
 - Remove the restriction to not allow cell or answering machine numbers on the application.
 - Update the nondiscrimination policy.

The instructions have been changed to reflect the availability of the English form.

- ◆ Replace forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, with forms 470-5143 and 470-5143(S), *Record Check Authorization*.
- ◆ Change the Central Abuse Registry address on form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S).

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Title page	December 24, 2002
Contents (page 1)	October 23, 2009
470-3384	9/09
470-3384(S)	9/09
1	October 23, 2009
595-1396	8/07
595-1396(S)	8/07
7, 8	October 12, 2007
470-2310	6/03
470-2310(S)	6/03

Additional Information

Use up existing supplies of form 470-3384, *Application for Child Development Home Registration*. The form will no longer be printed.

Refer questions about this general letter to Mykala Robinson, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 8, 2013

GENERAL LETTER NO. 12-F-AP-31

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; page 15, revised; pages 16 and 17, new; and the following forms:

470-5152	<i>Child Care Provider Physical Examination Report</i> , new
470-5152(S)	<i>Child Care Provider Physical Examination Report</i> (Spanish), new
470-5153	<i>Pet Health Examination Veterinary Health Certificate</i> , new
470-5153(S)	<i>Pet Health Examination Veterinary Health Certificate</i> (Spanish), new

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Add form 470-5152, *Child Care Provider Physical Examination Report*, and its Spanish translation, form 470-5152(S). This form is to be used by all employees and household members of child care facilities to meet the rule requirements regarding physical examinations. The new rules implementing use of this form go into effect on November 1, 2013.
- ◆ Add form 470-5153, *Pet Health Examination Veterinary Health Certificate*, and its Spanish translation, form 470-5153(S). This form is to be used by registered child development home providers to satisfy the current rule requirement. Providers are required to show documentation that all allowable pets in the home have undergone the mandated health examination by a licensed veterinarian and have been issued a veterinary health certificate.

Effective Date

November 1, 2013

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 2, 2013
15	October 23, 2009

Additional Information

Refer questions about this general letter to Mykala Robinson, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 15, 2014

GENERAL LETTER NO. 12-F-AP-32

ISSUED BY: Bureau of Child Care Services
Division of Adult, Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Comm. 143, *Child Development Home Registration Guidelines*, Title page, revised; Contents (pages i, ii, and iii), revised; pages 4 through 26, and 28 through 31, revised; page 32, new; and form 470-3384, *Application for Child Development Home Registration*, revised.

Summary

Comm. 143 is revised to:

- ◆ Modify information regarding provider files maintained at child development homes and the required use of form 470-5152, *Child Care Provider Physical Examination Report*.
- ◆ Insert information as it relates to required national criminal record checks which was effective July 1, 2013.
- ◆ Modify information regarding pets on the premises of child development homes and the required use of form 470-5153, *Veterinary Health Certificate*.
- ◆ Remove the current "Child Development Homes: Number of Children Allowed in Care" table and replace it with an updated "Numbers of Children in Care Allowed in Registered Child Development Homes and Child Care Homes" table. This new format is intended to improve visual guidance regarding the number of children allowed in care in the various child development home and child care home settings

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
Comm. 143	
Title page	October 2009
Contents (pages i, ii, and iii)	October 2009
4-26, 28-31	October 2009
470-3384	9/09

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 21, 2014

GENERAL LETTER NO. 12-F-AP-33

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 11 through 17, revised; pages 18 through 22, new; and the following forms:

470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation</i> (Spanish), revised
470-4528	<i>Request for Child Care Training Approval</i> , revised
470-5281	<i>Child Development Home Complaint</i> , new
470-5280	<i>Child Development Home Safety Plan</i> , new

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Modify form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S). The modifications allow for:
 - Consistent use among all programs, including health care facilities, foster and adoptive care, and child care.
 - A streamlined and consistent process for record check evaluations and centralization of the record check process.

Modifications include changes to:

- Part A to include information on the entity requesting the evaluation.
 - Part B to identify the person being evaluated. Part B previously identified the requesting entity.
 - Part C to include the evaluation determinations and notice of decision.
 - Part D that the applicant completes. Part D was previously completed by the person requesting the evaluation.
- ◆ Revise form 470-4528, *Request for Child Care Training Approval*, to update the address and email for submitting the form and additional requested materials.

- ◆ Add form 470-5281, *Child Development Home Complaint*. This form was created to provide a standardized format for complaint documentation completed regarding child development home providers.
- ◆ Add form 470-5280, *Child Development Home Safety Plan*. This form was created to provide a standardized format for safety plans completed with child development home providers.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 8, 2013
470-2310	6/03
470-2310(S)	6/03
11	June 15, 2004
12	July 10, 2009
13	October 12, 2007
14	July 10, 2009
470-4528	12/08
15-17	November 8, 2013

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 13, 2015

GENERAL LETTER NO. 12-F-AP-34

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; page 3, revised; and the following forms:

470-3384	<i>Application for Child Development Home Registration</i> , revised
470-3384(S)	<i>Application for Child Development Home Registration</i> (Spanish), revised
470-4755	<i>Lead Assessment and Control</i> , revised
470-4755(S)	<i>Lead Assessment and Control</i> (Spanish), revised
Comm. 469	<i>Parent Guide to Child Development Home Registration</i> , new
Comm. 469(S)	<i>Parent Guide to Child Development Home Registration</i> (Spanish), new
Comm. 143	<i>Child Development Home Registration Guidelines</i> , revised

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Change form 470-3384, *Application for Child Development Home Registration*, and its Spanish translation, form 470-3384(S), to:
 - Update the Department of Public Health's web address for "Lead Poisoning, How to Protect Families."
 - Update the appeal rights and nondiscrimination policy.
- ◆ Change form 470-4755, *Lead Assessment and Control*, and its Spanish translation, form 470-4755(S) to:
 - Update the Department of Public Health's web address for "Lead Poisoning, How to Protect Families."
 - Reflect the Department's branding.

- ◆ Update the *Parent Guide to Child Development Home Registration* to:
 - Renumber the English guide from SS-0702-3 to Comm. 469 and the Spanish guide from SS-0702-3(S) to Comm. 469(S).
 - Update the web address information on where to locate compliance or complaint reports.
 - Update information regarding 100 percent compliance visits.
 - Replace the “Number of Children in Care” table with the “Number of Children in Care Allowed in Registered Child Development Homes and Child Care Homes” table. The new format is intended to improve visual guidance regarding the number of children allowed in care in the various child development home and child care home settings.
 - Include allowances for cell phone use by child development home providers.
 - Include required written policies for child care providers.
- ◆ Revise Comm. 143, *Child Development Home Registration Guidelines*, to:
 - Update information regarding accessibility of the parent guide to families.
 - Update compliance check requirements.
 - Update registration renewal requirements and certification.
 - Update accessibility of complaint documentation.
 - Update cell phone information and first aid kits.
 - Include current immunization information.
 - Update parental permission regarding field absence from the child development home.
 - Include information regarding the Training Registry.
 - Include information required in provider files including record check documentation.
 - Update the FAQ table for Category B providers.
 - Remove transition exception that is no longer valid.
 - Update CACFP guide to credible foods, infant meal pattern requirements, and meals for children aged 1-12.
 - Update first aid kit supplies.
 - Update immunization requirements for child care providers.
 - Include information regarding CPSC crib safety requirements.
 - Include current trampoline safety.
 - Include current seat belt and car seat use information.
 - Add form 470-5152, *Child Care Provider Physical Examination Report*, and form 470-5153, *Pet Health Examination Veterinary Health Certificate*, and the approved Iowa Department of Public Health medication consent and record form.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 21, 2014
470-3384	6/13
470-3384(S)	6/13
470-4755	10/09
470-4755(S)	10/09
3	June 15, 2004
SS-0702-3	10/09
SS-0702-3(S)	10/09
Comm. 143	7/14

Additional Information

Use up existing supplies of form 470-4755, *Lead Assessment and Control*, dated 10/09, before reordering supplies from Anamosa in the usual manner.

Destroy existing supplies of SS-0702-3, *Parent Guide to Child Development Home Registration*, dated 10/09. Order supplies of Comm. 469, *Parent Guide to Child Development Home Registration*, from Anamosa in the usual manner.

Use up existing supplies of Comm. 143, *Child Development Home Registration Guidelines*, dated 7/14, before reordering supplies from Anamosa in the usual manner.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 29, 2015

GENERAL LETTER NO. 12-F-AP-35

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***CHILD DEVELOPMENT HOME REGISTRATION APPENDIX***, form 470-0625, *Checklist for Child Development Home Registration*, revised.

Summary

Chapter 12-F-Appendix is revised to modify form 470-0625, *Checklist for Child Development Home Registration*, to update:

- ◆ The health and safety requirements.
- ◆ The required file maintenance for child care providers.
- ◆ Other expectations for child development home providers.
- ◆ The checklist to reflect the current Iowa Administrative Code.

Effective Date

Immediately.

Material Superseded

This material replaces the following form from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
470-0625	6/09

Additional Information

Use up existing supplies of form 470-0625, *Checklist for Child Development Home Registration*, dated 6/09, before ordering supplies of the form dated 6/15 from Anamosa in the usual manner.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 26, 2015

GENERAL LETTER NO. 12-F-AP-36

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***CHILD DEVELOPMENT HOME REGISTRATION APPENDIX***, the following:

Comm. 143 *Child Development Home Registration Guidelines*, Title page, revised; Contents (page ii), revised; pages 3, 4, 8, 9, 11, 19, 20, and 23 through 28, revised; and form 470-0625, *Checklist for Child Development Home Registration*, revised

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update information regarding the criminal record check requirements.
- ◆ Update compliance requirements on health and safety requirements.
- ◆ Update compliance requirements for swimming pool requirements.
- ◆ Update compliance requirements for assistant and substitute files.
- ◆ Update provider requirements.
- ◆ Update information regarding the allowable number of children in care.
- ◆ Update the sample of form 470-0625, Checklist for Child Development Home Registration, in Comm. 143, *Child Development Home Registration Guidelines*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Comm. 143	
Title page	2/15
Contents (page ii)	2/15
3, 4, 8, 9, 11, 19, 20, 23-28	2/15
470-0625 (14 pages)	6/09

Additional Information

Use up existing supplies of Comm. 143, *Child Development Home Registration Guidelines*, dated 2/15, before reordering supplies from Anamosa in the usual manner.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 12, 2016

GENERAL LETTER NO. 12-F-AP-37

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***CHILD DEVELOPMENT HOME REGISTRATION APPENDIX***, Contents (page 1), revised; page 22, revised; and the following:

470-4755 *Lead Assessment and Control*, revised
470-4755(S) *Lead Assessment and Control* (Spanish), revised
Comm. 143 *Child Development Home Registration Guidelines*, Title page, revised; pages 11, 15, 57, and 66, revised; and form 470-4755, *Lead Assessment and Control*, revised
Comm. 143(S) *Child Development Home Registration Guidelines* (Spanish), new

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update the link to the Iowa Department of Public Health's pamphlet, "Lead Poisoning, How to Protect Families," on forms 470-4755 and 470-4755(S), *Lead Assessment and Control*.
- ◆ Revise Comm. 143, *Child Development Home Registration Guidelines*, to:
 - Update the sample of form 470-4755, *Lead Assessment and Control*.
 - Correct links.
- ◆ Add Comm. 143(S), *Child Development Home Registration Guidelines* (Spanish).

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 13, 2015
470-4755	2/15
470-4755(S)	2/15
22	November 21, 2014
Comm. 143	
Title page	7/15
11	7/15
15, 57, 66	2/15
470-4755 (2 pages)	2/15
470-4755(S) (2 pages)	2/15

Additional Information

Use up existing supplies of Comm. 143, *Child Development Home Registration Guidelines*, dated 2/15, before reordering supplies from Anamosa in the usual manner.

Print supplies of Comm. 143(S), *Child Development Home Registration Guidelines* (Spanish), from the on-line manual.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 13, 2016

GENERAL LETTER NO. 12-F-AP-38

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; page 15, revised; page 14a, new; and the following form:

470-4528 *Request for Child Care Professional Development Approval Review*, renamed and revised

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update the instructions for training approval requirements.
- ◆ Modify form 470-4528 to:
 - Rename the form from *Request for Child Care Training Approval* to *Request for Child Care Professional Development Approval Review*.
 - Modify the form to allow training approval requirements to align with professional development standards. The Department will be able to approve professional development providing organizations without an exception to policy.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 12, 2016
470-4528	4/10
15	November 21, 2014

Additional Information

Refer questions about this general letter to Erin Clancy, Child Care Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 10, 2016

GENERAL LETTER NO. 12-F-AP-39

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 18 through 22, revised; pages 23, 24, and 25, new; and the following forms:

470-5153	<i>Pet Health Examination Veterinary Health Certificate</i> , revised
470-5153(S)	<i>Pet Health Examination Veterinary Health Certificate</i> (Spanish), revised
470-5281	<i>Child Care Complaint Report</i> , renamed and revised
470-5280	<i>Child Care Home and Child Development Home Safety Plan</i> , renamed and revised
470-5392	<i>Child Care Request for Information</i> , new
470-5394	<i>Pre-Inspection Referral</i> , new
Comm. 143	<i>Child Development Home Registration Guidelines</i> , Title page, revised; and form 470-5153, <i>Pet Health Examination Veterinary Health Certificate</i> , revised
Comm. 143(S)	<i>Child Development Home Registration Guidelines</i> (Spanish), Title page, revised; and form 470-5153(S), <i>Pet Health Examination Veterinary Health Certificate</i> (Spanish), revised

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update form 470-5153, *Pet Health Examination Veterinary Health Certificate*, and its Spanish translation, 470-5153(S), for dual use among child care home programs.
- ◆ Rename form 470-5281 from *Child Development Home Complaint* to *Child Care Complaint Report*. This form was modified for use among child development home programs and child care homes with a *Child Care Assistance Provider Agreement*.
- ◆ Rename form 470-5280 from *Child Development Home Safety Plan* to *Child Care Home and Child Development Home Safety Plan*. This form was modified for use with registered and non-registered child care programs in Iowa.

- ◆ Add form 470-5392, *Child Care Request for Information*. Form 470-5392 was created for use by the Child Care Assistance/Registration Unit when working with people seeking registration as a child development home.
- ◆ Add form 470-5394, *Pre-Inspection Referral*. Form 470-5394 was created to aid communication between the Centralized Registration Unit and the local offices for pre-inspection requirements for persons seeking registration as a child development home.
- ◆ Update form samples in Comm. 143, *Child Development Home Registration Guidelines*, and its Spanish translation, Comm. 143(S).

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 13, 2016
470-5153	6/13
470-5153(S)	6/13
18, 19	November 21, 2014
470-5281	9/14
20	November 21, 2014
470-5280	9/14
21	November 21, 2014
22	February 12, 2016
Comm. 143	
Title page	2/16
470-5153	6/13
Comm. 143(S)	
Title page	2/16
470-5153(S)	6/13

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 23, 2016

GENERAL LETTER NO. 12-F-AP-40

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 25, revised; pages 26 through 34, new; and the following forms:

470-0625	<i>Checklist for Child Development Home Registration, revised</i>
470-5393	<i>Child Care Complaint Intake Report, new</i>
470-5432	<i>Child Care Home Full Compliance Letter, new</i>
470-5430	<i>Child Care Home with a Child Care Assistance Provider Agreement, new</i>
470-5431	<i>Child Development Home Pre-Inspection and Compliance Letter, new</i>
470-5385	<i>Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, new</i>
470-5384	<i>Pre-Inspection Checklist for Child Development Home Registration, new</i>
470-0643	<i>Request for Child and Dependent Adult Abuse Information, renamed and revised</i>
Comm. 95	<i>Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement, new</i>
Comm. 143	<i>Child Development Home Registration Guidelines, Title page, revised; Contents (pages i, ii, and iii), revised; pages 5 through 20, 123, 124, and 125, revised; pages 20a, 20b, 20c, 127 through 137, 139, 140, 141, 145, and 146, new; form 470-5384, Pre-Inspection Checklist for Child Development Home Registration, new; form 470-0625, Checklist for Child Development Home Registration, revised; and Comm. 469, Parent Guide to Child Development Home Registration; revised</i>
Comm. 469	<i>Parent Guide to Child Development Home Registration, Title page, revised; and pages 1 through 9, revised</i>

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update form 470-0625, *Checklist for Child Development Home Registration*.
- ◆ Add form 470-5393, *Child Care Complaint Intake Report*. This form is used for child care homes, child development homes, and child care centers to formalize intake information when complaints are reported on child care providers.
- ◆ Add form 470-5432, *Child Care Home Full Compliance Letter*. This form was developed for use in identifying full compliance in child care homes. This letter is available in CRIS.
- ◆ Add form 470-5430, *Child Care Home with a Child Care Assistance Provider Agreement*. This form was developed for use in identifying compliance with regulatory requirements for child care homes with a *Child Care Assistance Provider Agreement*. This letter is available in the Childcare Regulatory Information System (CRIS).
- ◆ Add form 470-5431, *Child Development Home Pre-Inspection and Compliance Letter*. This form was developed for use in identifying compliance with regulatory requirements for child development homes. This letter is available in CRIS.
- ◆ Add form 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*. This checklist was developed for annual inspections to child care homes with a Child Care Assistance Provider Agreement.
- ◆ Add form 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*. This checklist was developed for pre-inspections of those applicants seeking child development home registration.
- ◆ Rename and revise form 470-0643 from *Request for Child Abuse Information to Request for Child and Dependent Adult Abuse Information*.
- ◆ Add Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*.
- ◆ Modify Comm. 143, *Child Development Home Registration Guidelines*, to align information with administrative rule changes. Specific changes include:
 - Child care provider training requirements
 - Pre-inspection requirements
 - Compliance checks
 - Parental access
 - Transportation requirements
 - Medication administration
 - Emergency plans
 - Safe sleep practices
 - Meals
 - Provider files

The Spanish version of Comm. 143 is still in the process of being revised and will be released when it is available.

- ◆ Revise Comm. 469, *Parent Guide to Child Development Home Registration*, to update regulatory information to include:

- Technical changes,
- Safe sleep,
- Emergency preparedness planning,
- Professional development, and
- Provider requirements.

The Spanish version of Comm. 469 is still in the process of being revised and will be released when it is available.

- ◆ Update the chapter format for ease of use on line.

Effective Date

October 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Title page	August 2, 2013
Contents (page 1)	June 10, 2016
1	August 2, 2013
2	October 23, 2009
Comm. 469	2/15
3	March 13, 2015
4	October 23, 2009
5	October 12, 2007
6	October 23, 2009
470-0625	6/15
7, 8	August 2, 2013
470-0643	9/05
9, 10	October 12, 2007
11-14	November 21, 2014
14a, 15	May 13, 2016
16, 17	November 21, 2014
18-25	June 10, 2016
Comm. 143	
Title page	6/16
Contents (page i)	2/15
Contents (page ii)	7/15
Contents (page iii)	2/15
5-7	2/15
8, 9	7/15
10	2/15
11	2/16
12-14	2/15
15	2/16

16-18	2/15
19, 20	7/15
470-0625 (14 pages)	6/15
Comm. 469 (9 pages)	2/15
105, 107-114	2/15

Additional Information

Use up existing supplies of the following before reordering supplies from Anamosa in the usual manner:

- ◆ Comm. 469, *Parent Guide to Child Development Home Registration*
- ◆ Comm. 143, *Child Development Home Registration Guidelines*

Destroy existing supplies of form 470-0625, *Checklist for Child Development Home Registration*. Order supplies of 470-0625, dated 10/16, from Anamosa in the usual manner.

Destroy existing supplies of Comm. 95, formerly named *Minimum Health and Safety Requirements*. Comm. 95 will no longer be printed.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 27, 2017

GENERAL LETTER NO. 12-F-AP-41

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; Contents (page 2), new; pages 2 and 12, revised; pages 2a, 2b, 12a, 35, 36, and 37, new; and the following forms:

- 470-5428 *Attempted Visit at Non-Registered Child Care Home with a Child Care Assistance Provider Agreement*, new
- 470-5427 *Attempted Visit at Registered Child Development Home*, new
- 470-0625 *Checklist for Child Development Home Registration*, revised
- 470-5429 *Child Care Illegal Operations Complaint*, new
- 470-5385 *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*, revised
- 470-5384 *Pre-Inspection Checklist for Child Development Home Registration*, revised
- Comm. 95 *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*, Title page, revised; and form 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*, revised
- Comm. 143 *Child Development Home Registration Guidelines*, Title page, revised; form 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*, revised; and form 470-0625, *Checklist for Child Development Home Registration*, revised
- Comm. 143(S) *Child Development Home Registration Guidelines* (Spanish), Title page, revised; Contents (pages i, ii, and iii), revised; pages 3 through 20, 56, 63, 121, 123, 124, and 125, revised; pages 20a, 20b, 20c, 127 through 137, 139, 140, 141, 145, and 146, new; and the following forms:
 - 470-5384(S), *Pre-Inspection Checklist for Child Development Home Registration* (Spanish), new

470-0625(S), *Checklist for Child Development Home Registration (Spanish)*, revised

Comm. 469(S), *Parent Guide to Child Development Home Registration (Spanish)*, revised

Comm. 469(S) *Parent Guide to Child Development Home Registration (Spanish)*, Title page, revised; and pages 1 through 9, revised

RC-0136 *How Do I? Guide: Pre-Inspections for Child Development Home Registration*, new

RC-0137 *How Do I? Guide: On-Site Yearly Compliance and Complaint Visits*, new

RC-0138 *How Do I? Guide: Revocation and Cancellation*, new

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Add form 470-5428, *Attempted Visit at Non-Registered Child Care Home with a Child Care Assistance Provider Agreement*. Form 470-5428 is a letter used to notify a child care home that an annual inspection was attempted at their home.
- ◆ Add form 470-5427, *Attempted Visit at Registered Child Development Home*. Form 470-5427 is a letter used to notify a child development home provider that an annual inspection was attempted at their home.
- ◆ Update first aid and CPR requirements on the following forms:
 - 470-0625, *Checklist for Child Development Home Registration*
 - 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*
- ◆ Add form 470-5429, *Child Care Illegal Operations Complaint*. Form 470-5429 is used to notify a child care provider that a complaint has been made that they are illegally operating a child development home due to overcapacity.
- ◆ Modify form 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*, to include professional development requirements. The revised form has been included in Comm. 95.
- ◆ Add the following revised forms to Comm. 143, *Child Development Home Registration Guidelines*, and its Spanish translation, Comm. 143(S):
 - 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*
 - 470-0625, *Checklist for Child Development Home Registration*
- ◆ Modify Comm. 143(S), *Child Development Home Registration Guidelines (Spanish)*, to align information with administrative rule changes. Specific changes include:
 - Child care provider training requirements
 - Pre-inspection requirements
 - Compliance checks
 - Parental access
 - Transportation requirements
 - Medication administration
 - Emergency plans
 - Safe sleep practices
 - Meals
 - Provider files

The revised Comm. 469(S), *Parent Guide to Child Development Home Registration (Spanish)*, has been included in Comm. 143(S).

- ◆ Revise Comm. 469(S), *Parent Guide to Child Development Home Registration* (Spanish), to update regulatory information to include:
 - Technical changes,
 - Safe sleep,
 - Emergency preparedness planning,
 - Professional development, and
 - Provider requirements.
- ◆ Add RC-0136, *How Do I? Guide: Pre-Inspections for Child Development Home Registration*. RC-0136 is used as a desk aid for pre-inspections that are completed in child development homes.
- ◆ Add RC-0137, *How Do I? Guide: On-Site Yearly Compliance and Complaint Visits*. RC-0137 is used as a desk aid for yearly compliance and complaint visits.
- ◆ Add RC-0138, *How Do I? Guide: Revocation and Cancellation*. RC-0138 is a desk aid used for revocation of child development home registration and cancellation of a child care provider agreement.
- ◆ Update links.

Effective Date

October 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 23, 2016
2	September 23, 2016
470-0625	10/16
12	September 23, 2016
470-5385	10/16
470-5384	10/16
Comm. 95	
Title page	10/16
470-5385	10/16
Comm. 143	
Title page	10/16
470-5384 (16 pgs.)	10/16
470-0625 (16 pgs.)	10/16
Comm. 143(S)	
Title page	6/16
Contents (pgs. i-iii)	2/16
3-20, 56, 63	2/16
470-0625(S) (14 pgs.)	2/16
Comm. 469(S) (8 pgs.)	2/15
101, 103-105, 107-115, 117-119,	2/16
123, 124	

Comm. 469(S)

Title page	2/15
Pages 1-8	2/15

Additional Information

Use up existing supplies of Comm. 143, *Child Development Home Registration Guidelines*, before ordering supplies from Anamosa in the usual manner.

The following forms are unchanged in Comm. 143(S), *Child Development Home Registration Guidelines* (Spanish):

- ◆ 470-3384(S), Application for Child Development Home Registration (Spanish), revised 2/15
- ◆ 470-4755(S), Lead Assessment and Control (Spanish), revised 2/16
- ◆ 470-5152(S), Child Care Provider Examination Report (Spanish), dated 6/13
- ◆ 470-5153(S), Pet Health Examination Veterinary Health Certificate (Spanish), revised 6/16

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

August 25, 2017

GENERAL LETTER NO. 12-F-AP-42

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, **CHILD DEVELOPMENT HOME REGISTRATION APPENDIX**, Contents (page 1), revised; pages 6 and 7, revised; and the following forms:

- 470-0625 *Checklist for Child Development Home Registration, revised*
- 470-5281 *Child Care Complaint, renamed and revised*
- 470-5385 *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, revised*
- 470-5384 *Pre-Inspection Checklist for Child Development Home Registration, revised*
- Comm. 95 *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement, Title page, revised; Contents (pages i and ii), revised; pages 4 through 20, and 31, revised; and form 470-5385, Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, revised*
- Comm. 143 *Child Development Home Registration Guidelines, Title page, revised; Contents (pages i and ii), revised; pages 6, 12, 13, 15 through 20, 20a, 20b, 20c, 26, 29, 49, and 57; revised; page 20d, new; form 470-5384, Pre-Inspection Checklist for Child Development Home Registration, revised; and form 470-0625, Checklist for Child Development Home Registration, revised*
- Comm. 143(S) *Child Development Home Registration Guidelines (Spanish), Title page, revised; Contents (pages i and ii), revised; pages 6, 12, 13, 15 through 20, 20a, 20b, 20c, 26, 29, 49, and 57; revised; page 20d, new; form 470-5384(S), Pre-Inspection Checklist for Child Development Home Registration (Spanish), revised; and form 470-0625, Checklist for Child Development Home Registration (Spanish), revised*

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update the following forms due to rule changes:
 - 470-0625, *Checklist for Child Development Home Registration*
 - 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*
 - 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*
- ◆ Update and rename form 470-5281 from *Child Care Complaint Report* to *Child Care Complaint*. A section on complaint details has been added.
- ◆ Update Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*, to include changes to:
 - Professional development,
 - Serious injury and death reporting,
 - Safe sleep requirements,
 - Allergic reaction response, and
 - Other technical changes.

Revised form 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*, has been added to Comm. 95.

- ◆ Update Comm. 143, *Child Development Home Registration Guidelines*, and its Spanish translation, Comm. 143(S), to include rule changes to:
 - Professional development,
 - Serious injury and death reporting,
 - Safe sleep requirements,
 - Allergic reaction response, and
 - Other technical changes.

The following revised forms have been added to Comm. 143 and Comm. 143(S):

- 470-5384 or 470-5384(S), *Pre-Inspection Checklist for Child Development Home Registration*
- 470-0625 or 470-0625(S), *Checklist for Child Development Home Registration*

Effective Date

August 1, 2017

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 27, 2017
470-0625	1/17
6	September 23, 2016
470-5281	6/16
7	September 23, 2016
470-5385	1/17
470-5384	1/17
Comm. 95	
Title page	1/17
Contents (pgs. i and ii)	10/16
4-20, 31	10/16
470-5385 (10 pgs.)	1/17
Comm. 143	
Title page	1/17
Contents (pgs. i and ii)	10/16
6, 12, 13, 15-20, 20a, 20b, 20c	10/16
26	7/15
29, 49, 50	2/15
57	2/16
470-5384 (16 pgs.)	1/17
470-0625 (16 pgs.)	1/17
Comm. 143(S)	
Title page	1/17
Contents (pgs. i and ii)	1/17
6, 12, 13, 15-20, 20a, 20b, 20c	1/17
26, 29, 49, 50, 57	2/16
470-5384(S) (16 pgs.)	1/17
470-0625(S) (16 pgs.)	1/17

Additional Information

Use up existing supplies of Comm. 143, *Child Development Home Registration Guidelines*, before ordering supplies from Anamosa in the usual manner.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

March 16, 2018

GENERAL LETTER NO. 12-F-AP-43

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Development Home Registration Appendix***, Contents (page 1), revised; page 28a, new; and form 470-5496, *Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review*, new.

Summary

Chapter 12-F-Appendix is revised to add form 470-5496, *Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review*. Form 470-5496 was created to collect information required for the Department to determine if CPR, First Aid, and Universal Precautions certification trainings offered to child care providers meet requirements. This form aligns the approval requirements with federal regulations, state administrative code, and guidance from the Iowa Department of Public Health.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 25, 2017

Additional Information

Refer questions about this general letter to Erin Clancy, Child Care Program Manager.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

April 6, 2018

GENERAL LETTER NO. 12-F-AP-44

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Development Home Registration Appendix***, the following:

470-0625	<i>Checklist for Child Development Home Registration</i> , revised
470-5392	<i>Child Care Request for Information</i> , revised
470-5385	<i>Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement</i> , revised
470-5384	<i>Pre-Inspection Checklist for Child Development Home Registration</i> , revised
Comm. 95	<i>Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement</i> , Title page, revised; Contents (pages i and ii), revised; Contents (page iii), new; pages 2, 14, 15, 19, 20, 69, 70, 71, 72, 87, and 88, revised; pages 18a, 18b, 18c, 70a, and 88a, new; and forms 470-2890, <i>Payment Application for Nonregistered Providers</i> , revised; 470-5385, <i>Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement</i> , revised; and 470-3871, <i>Child Care Assistance Provider Agreement</i> , revised
Comm. 143	<i>Child Development Home Registration Guidelines</i> , Title page, revised; Contents (pages i, ii, and iii), revised; pages 7 through 10, 18, 19, 20, 20a through 20d, 26, 33 through 42, 43, 44, 49, 50, 51, 123, 124, 125, 127, 128, 141, and 142; revised; pages 42a through 42h, 44a through 44g, 50a, 128a, 128b, and 142a, new; and forms 470-5384, <i>Pre-Inspection Checklist for Child Development Home Registration</i> , revised; and 470-0625, <i>Checklist for Child Development Home Registration</i> , revised

Comm. 143(S) *Child Development Home Registration Guidelines* (Spanish), Title page, revised; Contents (pages i, ii, and iii), revised; pages 7, 8, 18, 19, 20, 20a through 20d, 26, 33 through 42, 43, 44, 49, 50, 51, 123, 124, 125, 127, 128, 141, and 142; revised; pages 42a through 42h, 44a through 44g, 50a, 128a, 128b, and 142a, new; and forms 470-5384(S), *Pre-Inspection Checklist for Child Development Home Registration* (Spanish), revised; and 470-0625(S), *Checklist for Child Development Home Registration* (Spanish), revised

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Support new rules regarding safe sleep practices and professional development requirements.
- ◆ Make technical changes to include regulatory modifications regarding sleep practices for children in child care to the following forms:
 - 470-0625 and 470-0625(S), *Checklist for Child Development Home Registration*
 - 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*
- ◆ Revise form 470-5392, *Child Care Request for Information*, to request information from new and renewal applicants for child care provider agreements or child development home registration.
- ◆ Make technical changes to include regulatory modifications regarding sleep practices for children in child care and professional development requirements to form 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*.
- ◆ Update Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*, to:
 - Clarify professional development requirements,
 - Explain documentation maintenance,
 - Enhance safe sleep regulations,
 - Make technical changes to forms and resources, and
 - Change the definition of "relative" to agree with the Iowa Administrative Rule.
- ◆ Update Comm. 143, *Child Development Home Registration Guidelines*, to:
 - Clarify professional development requirements,
 - Clarify enhanced safe sleep regulations,
 - Clarify file requirements, and
 - Make technical changes to forms and resources.

The Spanish version, Comm. 143(S), is also updated to reflect these changes.

Effective Date

March 1, 2018

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
470-0625	8/17
470-5392	3/16
470-5385	8/17
470-5384	8/17
Comm. 95	
Title page	8/17
Contents (pages i and ii)	8/17
2	10/16
14, 15, 19, 20	8/17
470-2890	5/12
470-5385	8/17
470-3871	3/15
69-71, 87	10/16
Comm. 143	
Title page	8/17
Contents (pages i and ii)	8/17
Contents (page iii)	10/16
7-10	10/16
18-20, 20a-20d, 26	8/17
33-41, 43, 44, 48	2/15
49	8/17
51	2/15
470-5384 (16 pgs.)	8/17
470-0625 (16 pgs.)	8/17
123-125, 127, 128, 141	10/16
Comm. 143(S)	
Title page	8/17
Contents (pages i and ii)	8/17
Contents (page iii)	1/17
7, 8	1/17
18-20, 20a-20d, 26	8/17
33-41, 43, 44, 48	2/16
49	8/17
51	2/16
470-5384 (16 pgs.)	8/17
470-0625(S) (16 pgs.)	8/17
123-125, 127, 128, 141	1/17

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

June 29, 2018

GENERAL LETTER NO. 12-F-AP-45

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Development Home Registration Appendix***, the following:

- | | |
|--------------|---|
| 470-3384 | <i>Application for Child Development Home Registration</i> , revised |
| 470-3384(S) | <i>Application for Child Development Home Registration (Spanish)</i> , revised |
| Comm. 143 | <i>Child Development Home Registration Guidelines</i> , Title page, revised; Contents (page iii), revised; pages 119, 121, 122, 123, and 125 through 128, revised; and the following forms:
<i>470-3384, Application for Child Development Home Registration</i> , revised
<i>470-4755, Lead Assessment and Control</i> , unchanged |
| Comm. 143(S) | <i>Child Development Home Registration Guidelines (Spanish)</i> , Title page, revised; Contents (page iii), revised; pages 119, 121, 122, 123, and 125 through 128, revised; and the following forms:
<i>470-3384(S), Application for Child Development Home Registration (Spanish)</i> , revised
<i>470-4755(S), Lead Assessment and Control (Spanish)</i> , unchanged |

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Update form 470-3384, *Application for Child Development Home Registration*, and its Spanish translation, form 470-3384(S), to:
 - Remove specific instructions on completing the form to align with other applications.
 - Include co-provider information for Category C providers.
- ◆ Replace the sample of form 470-3384 in Comm. 143, *Child Development Home Registration Guidelines*. Form 470-3384(S) has also been replaced in Comm. 143(S).

- ◆ Repage a portion of Comm. 143, which includes the unchanged form 470-4755, *Lead Assessment and Control*, to eliminate blank pages. Comm. 143(S) has also been repaged and includes the unchanged form 470-4755(S).

Effective Date

Immediately

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
470-3384	2/15
470-3384(S)	2/15
Comm. 143	
Title page	3/18
Contents (page iii)	3/18
470-3384 (pgs. 113-115, 117, 118)	2/15
470-4755 (pgs. 119, 120)	2/16
121	2/15
123-125, 127, 128, 128a, 128b	3/18
Comm. 143(S)	
Title page	3/18
Contents (page iii)	3/18
470-3384(S) (pgs. 113-115, 117, 118)	2/15
470-4755(S) (pgs. 119, 120)	2/16
121	1/17
123-125, 127, 128, 128a, 128b	3/18

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

August 3, 2018

GENERAL LETTER NO. 12-F-AP-46

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Development Home Registration Appendix***, Contents (page 1), revised; pages 2b, 22 through 28, and 32, revised; pages 2c and 2d, new; and the following forms:

470-3301 *Authorization for Release of Child and Dependent Adult Abuse Information*, new
470-3301(S) *Authorization for Release of Child and Dependent Adult Abuse Information* (Spanish), new

Summary

Chapter 12-F-Appendix is revised to remove forms 470-5143 and 470-5143(S), *Record Check Authorization*, and replace with forms 470-3301 and 470-3301(S), *Authorization for Release of Child and Dependent Adult Abuse Information*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 16, 2018
2b	January 27, 2017
470-5143	6/13
470-5143(S)	6/13
22-28	September 23, 2016
28a	March 16, 2018
32	September 23, 2016

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

February 1, 2019

GENERAL LETTER NO. 12-F-AP-47

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Development Home Registration Appendix***, Contents (page 1), revised; and pages 26 and 27, revised; and the following:

Comm. 95	<i>Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement</i> , Title page, revised; Contents (page i), revised; and pages 4 through 13, revised
Comm. 143	<i>Child Development Home Registration Guidelines</i> , Title page, revised; Contents (pages i and ii), revised; pages 3 through 16, 20, 20a through 20d, and 21 through 24, revised; and Comm. 469, Title page, revised; and pages 5 through 9, revised
Comm. 143(S)	<i>Child Development Home Registration Guidelines</i> (Spanish), Title page, revised; Contents (pages i and ii), revised; pages 3 through 19, and 21 through 24, revised; page 20e, new; and Comm. 469(S), Title page, revised; and pages 5 through 9, revised
Comm. 469	<i>Parent Guide to Child Development Home Registration</i> , Title page, revised; and pages 5 through 9, revised
Comm. 469(S)	<i>Parent Guide to Child Development Home Registration</i> (Spanish), Title page, revised; and pages 5 through 9, revised

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Remove form 470-0643, *Request for Child and Dependent Adult Abuse Information*.
- ◆ Update Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*, to include:
 - Changes to the record check authorization forms, and
 - Update the prohibitions from involvement in child care.
- ◆ Update Comm. 143, *Child Development Home Registration Guidelines*, and its Spanish translation, Comm. 143(S), to include changes to:
 - Changes to the record check authorization forms,
 - Update the prohibitions from involvement in child care, and
 - Add child-related fields permitted for provider experience.

- ◆ Update the prohibitions from involvement in child care in Comm. 469, *Parent Guide to Child Development Home Registration*, and its Spanish translation, Comm. 469(S). Comm. 469 and Comm. 469(S) have also been updated in Comm. 143 and Comm. 143(S), respectively.

Effective Date

January 1, 2019

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 3, 2018
470-0643	2/16
26, 27	August 3, 2018
Comm. 95	
Title page	3/18
Contents (pg. i)	3/18
4-13	8/17
Comm. 143	
Title page	6/18
Contents (pgs. i and ii)	3/18
3, 4	7/15
5	10/16
6	8/17
7-11	3/18
12	10/16
13	3/18
14-16	8/17
20, 20a-20d	3/18
21, 22	2/15
23, 24	7/15
Comm. 469 (included in Comm. 143)	
Title page	10/16
5-9	10/16
Comm. 143(S)	
Title page	6/18
Contents (pgs. i and ii)	3/18
3-5	1/17
6	8/17
7, 8	3/18
9-11	1/17
12, 13	8/17
14	1/17
15-17	8/17
18, 19	3/18
21-24	2/16

Comm. 469(S) (included in Comm. 143(S))	
Title page	10/16
5-9	10/16
Comm. 469	
Title page	10/16
5-9	10/16
Comm. 469(S)	
Title page	10/16
5-9	10/16

Additional Information

Use up existing supplies of the following before ordering supplies from Anamosa in the usual manner:

- ◆ Comm. 143, *Child Development Home Registration Guidelines*
- ◆ Comm. 469, *Parent Guide to Child Development Home Registration*

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

January 3, 2020

GENERAL LETTER NO. 12-F-AP-48

ISSUED BY: Bureau of Child Care Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F, ***Child Development Home Registration Appendix***, the following:

- | | |
|--------------|--|
| 470-0625 | <i>Checklist for Child Development Home Registration, revised</i> |
| 470-5385 | <i>Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, revised</i> |
| 470-5384 | <i>Pre-Inspection Checklist for Child Development Home Registration, revised</i> |
| Comm. 95 | <i>Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement, Title page, revised; pages 18a and 18b, revised; and form 470-5385, Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, revised</i> |
| Comm. 143 | <i>Child Development Home Registration Guidelines, Title page, revised; pages 6, 20a, and 21, revised; and forms 470-5384, Pre-Inspection Checklist for Child Development Home Registration, revised; and 470-0625, Checklist for Child Development Home Registration, revised</i> |
| Comm. 143(S) | <i>Child Development Home Registration Guidelines (Spanish), Title page, revised; pages 6, 7, 20a, and 20e, revised; and forms and 470-5384(S), Pre-Inspection Checklist for Child Development Home Registration (Spanish), revised; and 470-0625(S), Checklist for Child Development Home Registration (Spanish), revised</i> |

Summary

Chapter 12-F-Appendix is revised to:

- ◆ Modify the language to remove the five year requirement for pre-service orientation training and mandatory reporter five year requirements on the following forms:
 - 470-0625, *Checklist for Child Development Home Registration*
 - 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*

- 470-5384 and 470-5384((S), *Pre-Inspection Checklist for Child Development Home Registration*
- ♦ Modify the following forms to:
 - Remove the requirement for five year renewal of mandatory reporter training,
 - Clarify the valid certification required,
 - Remove the mandatory expectation for pre-service orientation every five years, and
 - Update form samples.

These changes have been made to:

- Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*
- Comm. 143 and Comm. 143(S), *Child Development Home Registration Guidelines*

Effective Date

January 1, 2020

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F, Appendix:

<u>Page</u>	<u>Date</u>
470-0625	3/18
470-5385	3/18
470-5384	3/18
Comm. 95	
Title page	1/19
18a, 18b	3/18
470-5385 (10 pgs.)	3/18
Comm. 143	
Title page	1/19
6, 20a, 21	1/19
470-5384 (16 pgs.)	3/18
470-0625 (16 pgs.)	3/18
Comm. 143(S)	
Title page	1/19
6, 7	1/19
20a	3/18
20e	1/19
470-5384(S) (16 pgs.)	3/18
470-0625(S) (16 pgs.)	3/18

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

March 19, 2021

GENERAL LETTER NO. 12-F-AP-49

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, ***Child Development Home Registration Appendix***, forms:

470-0625, *Checklist for Child Development Home Registration*, revised

470-5384, *Pre-Inspection Checklist for Child Development Home Registration*, revised

470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes With a Child Care Assistance Provider Agreement*, revised

470-5429, *Child Care Illegal Operations Complaint*, revised

Comm. 095, page 9-13, revised; form 470-5385, revised.

Comm. 143, page 17 and 18, 21, 22-24, 29, revised; forms 470-0625 and 470-5384, revised.

Summary

This chapter is revised to:

- ◆ Add language to forms and comms related to updated infectious disease control and emergency school closing information
- ◆ Add language to forms and comms relating to observed verification of all areas of residence during inspections

Effective Date

January 1, 2021

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F:

<u>Page</u>	<u>Date</u>
470-0625	01/20
470-5429	01/17
470-5384	01/20
470-5385	01/20

Comm. 095	
9-13	01/19
Comm. 143	
17 and 18	08/17
21	01/20
22-24	01/19
29	08/17

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

July 23, 2021

GENERAL LETTER NO. 12-F-AP-50

ISSUED BY: Division of Adult, Child, and Family Services
Child Care Bureau

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, ***Child Development Home Registration Appendix***, forms:

470-5152, *Child Care Provider Physical Examination Report*, revised
Comm. 095, *Guidelines for Child Care Homes*, revised.
Comm. 143, *Child Development Home Registration Guidelines*,
revised.

Summary

This chapter is revised to:

- ◆ Update form 470-5152, *Child Care Provider Physical Examination Report* in both Comm. 095 and Comm. 143
- ◆ Update *Infant, Toddler, and Preschool Age – Child Health Form* and *School-Age Child Health Form/Parent Statement of Health* in both Comm. 095 and Comm. 143.
- ◆ Address and remedy previous page numbering and style issues throughout both Comm. 095 and Comm. 143

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
470-5152	03/13
Comm. 095	03/21
Comm. 143	03/21

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

December 31, 2021

GENERAL LETTER NO. 12-F-AP-51

ISSUED BY: Division of Adult, Child, and Family Services
Child Care Bureau

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, ***Child Development Home Registration Appendix***, Contents page 2, page 33 revised; and forms:

470-0625, *Checklist for Child Development Home Registration*, revised.

470-0625(S), *Checklist for Child Development Home Registration*, Spanish version, revised.

470-3301, *Authorization for Release of Child and Dependent Adult Abuse Information*, revised.

470-3301(S), *Authorization for Release of Child and Dependent Adult Abuse Information*, Spanish version, revised.

470-3384, *Application for Child Development Home Registration*, revised.

470-4755, *Lead Assessment and Control*, revised.

470-4755(S), *Lead Assessment and Control*, Spanish version, revised.

470-5384, *Pre-Inspection Checklist for Child Development Home Registration*, revised.

470-5384(S), *Pre-Inspection Checklist for Child Development Home Registration*, Spanish version, revised.

470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*, revised.

470-5385(S), *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*, Spanish version, revised.

Comm. 95, *Guidelines for Child Care Homes With a Child Care Assistance Provider Agreement*, revised.

Comm. 143, *Child Development Home Registration Guidelines*, revised.

Comm. 143(S), *Child Development Home Registration Guidelines*, Spanish version, revised.

Comm. 469, *Parent Guide to Child Development Home Registration*, obsolete.

Comm. 469(S), *Parent Guide to Child Development Home
Registration*, Spanish version, obsolete.

Summary

This chapter is revised to:

- ◆ Revise forms and comms to reflect rule changes related to numbers allowed in care, remedy of lead hazards, physical exam requirements, sewage disposal
- ◆ Update comms containing revised forms to reflect the new form content
- ◆ Add fillable fields to 470-3301, 470-3301(S), 470-3384, 470-4755, 470-4755(S)
- ◆ Obsolete Comm. 469 and Comm. 469(S).

Effective Date

January 1, 2022.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter F Appendix:

<u>Page</u>	<u>Date</u>
470-0625	03/21
470-0625S	03/21
470-3301	02/16
470-3301S	02/16
470-3384	06/18
470-4755	02/16
470-4755S	02/16
470-5384	03/21
470-5385	03/21
Comm. 095	07/21
Comm. 143	07/21
Comm. 143S	07/21
Comm. 469	01/19
Comm. 469S	01/19

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

January 27, 2023

GENERAL LETTER NO. 12-F-AP-52

ISSUED BY: Bureau of Child Care
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, **Child Development Home Registration Appendix**, Title Page, Contents 1, Contents 2, 1, 2, revised; 2a, 2b-2d, removed; 3-5, 6 and 7, 8-11, 12, revised; 12a, removed; 13-21, 22-25, 26 and 27, 28, 29-31, 32, 33, 34, 35, revised; 36 and 37, removed; and the following forms, revised:

470-5152, *Child Care Provider Physical Examination Report*, revised to update policy and procedure

470-5152(S), *Child Care Provider Physical Examination Report* Spanish version, revised to update policy and procedure

Comm. 095, *Guidelines for Child Care Homes*, revised to update example instances of forms and to update style and formatting throughout

Comm. 143, *Child Development Home Registration Guidelines*, revised to update example instances of forms and to update style and formatting throughout

Summary

This chapter is revised to update forms and update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	September 23, 2016
Contents 1	February 1, 2019
Contents 2	December 31, 2021
1	September 23, 2016
2	January 27, 2017
2a	January 27, 2017
2b-2d	August 3, 2018
3-5	September 23, 2016
6 and 7	August 25, 2017
8-11	September 23, 2016
12	January 27, 2017
12a	January 27, 2017
13-21	September 23, 2016
22-25	August 3, 2018
26 and 27	February 1, 2019
28	August 3, 2018
29-31	September 23, 2016
32	August 3, 2018
33	December 31, 2021
34	September 23, 2016

35-37	January 27, 2017
470-5152	07/21
470-5152(S)	07/21
Comm. 095	12/21
Comm. 143	12/21

Additional Information

Refer questions about this general letter to your area Child Care Regulatory Program Manager.

April 12, 2024

GENERAL LETTER NO. 12-F-AP-53

ISSUED BY: Bureau of Child Care Services
Division of Adult, Child, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, ***Child Development Home Registration***, forms revised.

Summary

This chapter is revised to update:

- Comm. 095, *Guidelines for Child Care Homes With a Child Care Assistance Provider Agreement* and its form:
 - 470-5385 and 470-5385(S), *Health, Safety, and Fire Standards Checklist for Child Care Homes With a Child Care Assistance Provider Agreement* to reflect new policy and procedure
- Comm. 143 and 143(S), *Child Development Home Registration Guidelines* and its form:
 - 470-0625 and 470-0625(S), *Checklist for Child Development Home Registration* to reflect new policy and procedure

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0625	12/21
470-0625(S)	12/21
470-5385	12/21
470-5385(S)	12/21
Comm. 095	01/23
Comm. 143	01/23
Comm. 143(S)	01/23

Additional Information

Refer questions about this general letter to Kim Hahn, Child Care Regulatory Program Manager.

July 18, 2025

GENERAL LETTER NO. 12-F-AP-54

ISSUED BY: Bureau of Child Care
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, **Child Development Home Registration Appendix**, Title Page, Contents 1 and 2, 1-30, revised.

Summary

This chapter is revised to obsolete the following forms:

- 470-5496, Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review
- 470-4755, Lead Assessment and Control
- 470-4755(S), Lead Assessment and Control (Spanish)
- 470-4528, Request for Child Care Professional Development Approval

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F Appendix, and destroy them:

Page	Date
Title Page	January 27, 2023
Contents 1 and 2	January 27, 2023
1-30	January 27, 2023

Additional Information

Refer questions about this general letter to your area service administrator.