



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-16**

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*, Title page, revised; Contents (page 1), revised; pages 1 through 14, revised, and pages 15 through 40, new.

**Summary**

Information used for the registration process for both family day-care homes and group day-care homes is now combined and published in this chapter.

**Effective Date**

Upon receipt

**Material Superseded**

Remove the entire Chapter F from Employees' Manual, Title 12, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title Page	July 18, 1978
Contents (page 1)	February 14, 1989
Manual Letter XII-F-1	November 19, 1991
Manual Letter XII-F-2	June 15, 1993
Manual Letter XII-F-3	December 8, 1998
1-4	May 13, 1986
5	July 26, 1983
6	July 18, 1978
6a	June 2, 1987
7, 8	February 14, 1989
8a, 8b	June 2, 1987
9, 10	February 14, 1989

10a	July 18, 1989
10b	February 14, 1989
11, 12, 12a	May 13, 1986
13, 14	January 13, 1987

**Additional Information**

Refer questions about this general letter to your regional service 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-17

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*, Table of Contents (page 2), new; pages 12, 13, 14, 31, 35, 37, 39, and 40, revised; and pages 41 through 49, new.

### Summary

The attached Employees' Manual revision:

- ◆ Corrects the codes to be used when completing the SRS.
- ◆ Provides guidelines for the four-level child care home registration pilots.
- ◆ Updates organizational names and form numbers.

### Effective Date

These changes are effective immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
12-14, 31, 35, 37, 39, 40	May 11, 1999

### Additional Information

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



September 11, 2001

GENERAL LETTER NO. 12-F-18

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, Contents (page 1), revised; pages 5, 9 through 14, 16
through 21, 24, 26, 33, 34, 35, and 37 through 40, revised; and page 26a, new.

Summary

Two revisions are included in this manual:

- Changes in the limit on the number of children 24 months of age or older but not attending school who may be cared for in group child care homes with joint registration, as enacted in 2001 Iowa Acts, House File 458, Section 3.
Changes in procedures for completing record checks for child care home registration.

Effective Date

The effective date for changes in the number of children in care is July 1, 2001.

The effective date for changes in record checks is August 1, 2001.

Material Superseded

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

Table with 2 columns: Page, Date. Lists superseded pages and their effective dates.

Additional Information

Refer questions about this general letter to your regional policy specialist.



December 11, 2001

**GENERAL LETTER NO. 12-F-19**

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**, Contents (page 1), revised; pages 11, 12, 19, 27, 28, 31, 32, 33 through 37, 45, 46 and 49, revised; and pages 32a and 32b, new.

**Summary**

This manual clarifies the policy for pursuing adverse actions regarding child care home registration. Two potential actions for immediate suspension of operations in a facility, injunctions, and emergency adjudicative actions, are added.

**Effective Date**

Immediately

**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)	September 11, 2001
11, 12, 19	September 11, 2001
27, 28	May 11, 1999
31	April 4, 2000
32	May 11, 1999
33-35	September 11, 2001
36	May 11, 1999
37	September 11, 2001
45, 46, 49	April 4, 2000

**Additional Information**

Refer questions about this general letter to your regional policy specialist.



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

November 26, 2002

## GENERAL LETTER NO. 12-F-20

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**, Title page, revised; Contents (pages 1 and 2), revised; and pages 1 through 46, revised.

### Summary

These changes implement the new system of child development home regulation, as required by 2002 Iowa Acts, Senate File 2205. These changes include:

- ◆ Any person caring for six children at any one time **MUST** be registered with the Department of Human Services.
- ◆ Rather than the current seven categories of child care home registration (family, group, group/joint, Levels 1-4), there are now three categories of child development homes: A, B, and C. Providers qualify for specific categories of child development homes based on their experience and education. Providers with more experience and education are allowed to care for more children.
- ◆ Registrations will be renewed every two years rather than yearly.
- ◆ Smoking is prohibited in child development homes during the hours of operation in areas where child care is provided.

The two current systems of child care home regulations (family/group/group-joint, and Levels 1-4) will be phased out during the next 12 months. Current providers will transition into the new system at their renewal date, or earlier if they request it. Individuals requesting registration on or after December 1, 2002, will register as child development homes.

Currently registered providers will be "grandfathered" into the new categories.

- ◆ Providers currently registered as family, group, or Level 1-3 child care homes may choose to register as child development home providers in categories A or B, even if they do not meet all of the provider requirements.
- ◆ Providers currently registered as group/joint or Level 4 providers may choose to register as child development home providers in categories A, B, or C providers, even if they do not meet all of the provider requirements. They must meet all the facility requirements for the level of home at which they choose to register.

Transition exceptions will be allowed for currently registered providers. If their new category allows fewer children than the provider is currently caring for, allow the provider to continue to care for those specific children until they leave the provider's care or they reach the age where they are included in a new age group.

For example, a provider currently caring for four children under the age of 18 months who chooses to register as either a child development home category A or category B provider may continue to care for those four children. When one of them either leaves the provider's care or reaches the age of 19 months, the provider must stay within the limit of three children under 18 months.

Training requirements are changed to 12 hours per year for all categories of provider, in addition to maintain a current first-aid/rescue breathing certification and mandatory reporter certification.

### **Effective Date**

December 1, 2002

### **Material Superseded**

Remove the entire Chapter F from Employees' Manual, Title 12, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title Page	May 11, 1999
Contents (page 1)	December 11, 2001
Contents (page 2)	April 4, 2000
1-4	May 11, 1999
5	September 11, 2001
6-8	May 11, 1999
9, 10	September 11, 2001
11, 12	December 11, 2001
13, 14	September 11, 2001
15	April 4, 2000
16-18	September 11, 2001
19	December 11, 2001
20, 21	September 11, 2001
22, 23	May 11, 1999
24	September 11, 2001
25	May 11, 1999
26, 26a	September 11, 2001
27, 28	December 11, 2001
29, 30	May 11, 1999
31-37	December 11, 2001
38-40	September 11, 2001
41-44	April 4, 2000

45, 46  
47, 48  
49

December 11, 2001  
April 4, 2000  
December 11, 2001

**Additional Information**

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

July 15, 2003

## GENERAL LETTER NO. 12-F-21

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**, Contents (page 1), revised; and pages 12, 20 through 26, 28, 33, and 34, revised.

### Summary

This chapter is revised to implement changes in Iowa Code Chapter 237A made by 2003 Iowa Acts, Senate File 351. Certain individuals are now prohibited from involvement with child care based on criminal convictions or founded child abuse reports. The prohibition may be absolute or time-limited, based on the type of conviction or founded abuse.

### Effective Date

July 1, 2003

### 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)	November 26, 2002
12, 20-26, 28, 33, 34	November 26, 2002

### Additional Information

Refer questions about this general letter to your service area 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-22

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*, Title page, revised; page 9, revised; and page 8a, new.

### Summary

Chapter 12-F is revised to 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:

<u>Page</u>	<u>Date</u>
Title page	November 26, 2002
9	November 26, 2002

### 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-23

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**, Title page, revised; Contents (pages 1 and 2), revised; pages 1 through 46, revised; and pages 47 through 73, new.

### Summary

Chapter 12-F is revised to:

- ◆ Modify information to current practices due to the child development block grant reauthorization. Changes were made to the following content:
  - Overview
  - List of requirements
  - Definition of terms
  - Categories of child development homes
  - Standards to include facility requirements, use of outdoor space, medications, and hazardous material, emergency plans, safe sleep, discipline, meals, activity, provider and child files, training requirements of child care providers, and substitute providers
  - Registration process
  - Renewal of certificate
  - Record checks
  - Sex offender residency
  - Pre-inspections
  - Compliance checks to include assessing surroundings, assessing safety and safety planning, and overnight care considerations
- ◆ Obsolete Manual Letter No. 12-F-4 and Manual Letter No. 12-F-5.
- ◆ Update the chapter format for ease of use on line.

**Effective Date**

October 1, 2016

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	August 15, 2014
Manual Letter No. 12-F-4	June 27, 2008
Manual Letter No. 12-F-5	October 23, 2009
Contents (page 1)	July 15, 2003
Contents (page 2)	November 26, 2002
1-8	November 26, 2002
8a, 9	August 15, 2014
10, 11	November 26, 2002
12	July 15, 2003
13-19	November 26, 2002
20-26	July 15, 2003
27	November 26, 2002
28	July 15, 2003
29-32	November 26, 2002
33, 34	July 15, 2003
35-46	November 26, 2002

**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 25, 2017

## GENERAL LETTER NO. 12-F-24

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**, pages 10, 13 through 16, 26, 27, 30, and 42, revised.

### Summary

Chapter 12-F is revised to include:

- ◆ Technical updates,
- ◆ Expectations for serious injury and death reporting,
- ◆ Deferred judgments,
- ◆ Cardiopulmonary resuscitation (CPR) training, and
- ◆ Substitute care expectations.

### Effective Date

August 1, 2017

### Material Superseded

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

<u>Page</u>	<u>Date</u>
10, 13-16, 26, 27, 30, 42	September 23, 2016

### 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

April 6, 2018

## GENERAL LETTER NO. 12-F-25

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***, Contents (page 1), revised; and pages 17, 18, 19, 27, and 28, revised.

### Summary

Chapter 12-F is revised to make technical changes to include regulatory modifications regarding sleep practices for children in child development homes.

### Effective Date

March 1, 2018

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 23, 2016
17-19	September 23, 2016
27	August 25, 2017
28	September 23, 2016

### 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-26

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***, pages 2, 31, 32, 34, 36, and 72, revised.

### Summary

Chapter 12-F is revised to remove references to the following obsolete forms:

- ◆ 470-5143 and 470-5143(S), *Record Check Authorization*
- ◆ 595-1396 and 595-1396(S), *DHS Criminal History Record Check*

Use form 470-3301 or 470-3301(S), *Authorization for Release of Child and Dependent Adult Abuse Information*, instead of the obsolete forms.

### Effective Date

Immediately.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
2, 31, 32, 34, 36, 72	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-27**

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***, Contents (page 1), revised; pages 2, 11, 12, 29 through 36, and 72, revised; and page 12a, new.

**Summary**

Chapter 12-F is revised to:

- ◆ Update record check authorization forms and prohibitions from involvement in child care.
- ◆ Include child-related field guidance for provider experience.
- ◆ Modify the application process for new child care providers and the role of Child Care Resource and Referral.

**Effective Date**

January 1, 2019

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 6, 2018
2	August 3, 2018
11, 12, 29	September 23, 2016
30	August 25, 2017
31, 32	August 3, 2018
33	September 23, 2016
34	August 3, 2018
35	September 23, 2016
36, 72	August 3, 2018

**Additional Information**

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



January 3, 2020

**GENERAL LETTER NO. 12-F-28**

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***, Title page, revised; and pages 22, 25, 26, 29, and 72, revised.

**Summary**

Chapter 12-F is revised to:

- ◆ Remove the requirement for five year renewal of mandatory reporter training,
- ◆ Clarify the valid certification required, and
- ◆ Remove the mandatory expectation for pre-service orientation every five years.

**Effective Date**

January 1, 2020

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title page	September 23, 2016
22, 25	September 23, 2016
26	August 25, 2017
29, 72	February 1, 2019

**Additional Information**

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

October 30, 2020

## **GENERAL LETTER NO. 12-F-29**

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

SUBJECT: Employees' Manual, Title 12, Chapter F, **Child Development Home Registration**, form 470-0625, 470-5384, and 470-5385 revised; Comm. 095 and Comm. 143, revised.

### **Summary**

This chapter is revised to:

- ◆ Revise form 470-0625, *Checklist for Child Development Home Registration*.
- ◆ Revise form 470-5384, *Pre-Inspection Checklist for Child Development Home Registration*.
- ◆ Revise form 470-5385, *Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement*.
- ◆ Revise Comm. 095, *Guidelines for Child Care Homes*
- ◆ Revise Comm. 143, *Child Development Home Registration Guidelines*

### **Effective Date**

Immediately.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
470-0625	01/20
470-5384	01/20
470-5385	01/20
Comm. 095	01/20
Comm. 143	01/20

### **Additional Information**

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

March 19, 2021

**GENERAL LETTER NO. 12-F-30**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 12, Chapter F, **Child Care Home Registration**, page 10, 11 and 12, 17, 47-50, revised.

**Summary**

Chapter 12-F is revised to:

- ◆ Update requirements related to infectious disease control
- ◆ Update verification of observing all areas of residence during inspection

**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>
10	August 24, 2017
11 and 12	February 1, 2019
17	April 6, 2018
47-50	September 23, 2016

**Additional Information**

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

December 17, 2021

**GENERAL LETTER NO. 12-F-31**

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

SUBJECT: Employees' Manual, Title 12, Chapter F, **Child Development Home Registration**, Contents page 1, 2; pages 4-9, 10-12, revised; 12a, removed; 13 and 14, 15 and 16, 17, 18 and 19, 20 and 21, 22, 23 and 24, 25 and 26, 27 and 28, 29, 30-36, 37-41, 42, 43-46, 47-50, 51-71, 72, revised; 73, removed.

**Summary**

Chapter 12-F is revised to:

- ◆ Update rule changes related to numbers allowed in care, remedy of lead hazards, physical examination requirements, sewage disposal

**Effective Date**

January 1, 2022

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents 1	February 1, 2019
Contents 2	September 23, 2016
4-9	September 23, 2016
10-12	March 19, 2021
12a	February 1, 2019
13 and 14	August 25, 2017
15 and 16	August 25, 2017
17	March 19, 2021
18 and 19	April 6, 2018
20 and 21	September 23, 2016
22	January 3, 2020
23 and 24	September 23, 2016
25 and 26	January 3, 2020
27 and 28	April 6, 2018
29	January 3, 2020
30-36	February 1, 2019
37-41	September 23, 2016
42	August 25, 2017

43-46	September 23, 2016
47-50	March 19, 2021
51-71	September 23, 2016
72	January 3, 2020
73	September 23, 2016

**Additional Information**

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

January 27, 2023

**GENERAL LETTER NO. 12-F-32**

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

SUBJECT: Employees' Manual, Title 12, Chapter F, **Child Development Home Registration**, Title Page, Contents 1 and 2, 1, 2, 3, 4-8, 9, 10-28, 29, 30-62, revised; 63-72, removed.

**Summary**

This chapter is revised to update policy and procedure, and to update style and formatting throughout.

**Effective Date**

Immediately.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	January 3, 2020
Contents 1 and 2	December 17, 2021
1	September 23, 2016
2	February 1, 2019
3	September 23, 2016
4-8	December 17, 2021
9	September 23, 2016
10-28	December 17, 2021
29	January 3, 2020
30-62	December 17, 2021
63-72	December 17, 2021

**Additional Information**

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

April 12, 2024

**GENERAL LETTER NO. 12-F-33**

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

SUBJECT: Employees' Manual, Title 12, Chapter F, **Child Care Home Registration**, Contents 2, 54-57, revised.

**Summary**

This chapter is revised to add Work Flow for Child Care Joint Assessment

**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 2	January 27, 2023
54-57	January 27, 2023

**Additional Information**

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