

PROVIDER
ADDRESS
CITY, STATE ZIP

Dear PROVIDER:

The Department of Human Services has received a complaint that you are operating a child development home without a registration in your home. A home providing child care to more than five children at one time is required to be registered.

Your role as a child care provider is very important to the families you serve and to your community. We recognize the importance of your role and the challenge of meeting all of the demands placed upon you. As you may be aware, one of the Department of Human Services (DHS) roles is to provide assistance and oversight to the delivery of child care services within the state.

Recently we received a concern that you are providing care in your home for more than five children at any one time. As a provider that is not registered, it is against the law to have more than five children in care at any one time.

A summary of the basic requirements regarding the number of children who may be served by a child care home provider that is not registered is as follows (Iowa Code Section 237A.3):

237A.3 Child Care Homes.

1. A person or program providing child care to five children or fewer at any one time is a child care home provider and is not required to register under section 237A.3A as a child development home. However, the person or program may register as a child development home.

Further, Iowa Code Section 237A.19 outlines the penalties of operating a child development home without registering.

If registration is required under section 237A.3A, a person who establishes, conducts, manages, or operates a child development home without registering or a person who operates a child development home contrary to section 237A.5, commits a simple misdemeanor. Each day of continuing violation after conviction, or notice from the department by certified mail of the violation, is a separate offense. A single charge alleging continuing violation may be made in lieu of filing charges for each day of violation.

CC: CCR&R
County Attorney

Please do not hesitate to contact me at DHS at if you have any questions regarding this letter.

Providers are often interested in learning more about the requirements to become a Registered Child Development Home. If you would like to apply to become a Registered Child Development Home you can contact 1-866-448-4605. In addition, you might find the Child Care Resource and Referral Services a valuable resource for child care providers regarding food programs and training opportunities. Your local Child Care Resource and Referral can be reached at LOCAL CCR&R PHONE NUMBER.

Please do not hesitate to contact me at OFFICE NUMBER if you have any questions regarding this letter.

Sincerely,

WORKER NAME

Child Development Home Compliance

OFFICE LOCATION

CITY, IA ZIP

OFFICE PHONE NUMBER

EMAIL

SUPERVISOR NAME

Social Worker Supervisor

OFFICE LOCATION

CITY, IA ZIP

OFFICE PHONE NUMBER

EMAIL

CC: CCR&R
County Attorney