



Family Child Care Home Licensing – Getting Started

Obtain information regarding Family Child Care (FCC) and licensing rules.

As a licensed FCC home provider, you must be familiar with licensing requirements. Links to helpful resources:

- Overview of how to open an FCC program: odjfs.state.oh.us/tutorials/ChildCare/HowtoApplyFCC2017/presentation.html
- Family Child Care Rules: emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules

Create an account in the Ohio Professional Registry (OPR).

The Ohio Professional Registry is an online professional development tool that allows professionals to track their experience, education, credentials, and training. To create an OPR account, visit registry.occrra.org.

Complete the pre-licensing orientation training.

This training is required prior to submitting an application to become a licensed child care provider. It is available in the OPR.

Gather needed documents.

In preparation for submitting your application, be sure to complete the required documents. Recommended forms and required forms can be found here: odjfs.state.oh.us/forms.

Required Documents for Type A and Type B Homes	Additional Type A Documents
» Verification of high school education	» Written zoning approval
» Medical statement	» Documentation of a building inspection by the local building department.
» JFS 01250, "Plan of Operation for Child Care"	» Fire inspection approval by the state fire marshal or local fire safety inspector.
» Written information. See OAC Rule 5101:2-13-07, Appendix C, for a list of the required information.	» Articles of incorporation, if applicable
» JFS 01174, "Adjudicated a Delinquent Child Statement"	

Create an OCLQS portal account and submit an application.

Once you have successfully completed the pre-licensing orientation training, you can create an Ohio Child Care Licensing and Quality System (OCLQS) provider portal account. Job aids can be found here: earlychildhoodohio.org/sutq/Web-Training.stm.

Obtain background checks.

You and all adults over the age of 18 who reside in your home and any staff you may hire must complete background checks.

- Information about the background check process: jfs.ohio.gov/cdc/docs/BackgroundCheckProcess021218.stm
- Specifics regarding what to do to obtain BCI and FBI criminal records checks (fingerprints): jfs.ohio.gov/cdc/docs/BackgroundCheckInstructions2017.stm

Prepare for the pre-license inspection.

- A county JFS licensing specialist will conduct a pre-license inspection to verify that your home complies with FCC licensing rules.
- Prior to the inspection, complete the required health trainings below:
 - »» First aid
 - »» Cardiopulmonary resuscitation (CPR)
 - »» Management of communicable diseases
 - »» Child abuse recognition and prevention (six-hour course)Information regarding trainings can be found here: jfs.ohio.gov/cdc/Licensing_Training.stm.
- Also prior to the inspection, complete the documents that FCC licensing rules require you to post in your home or share with families. Templates are available for the following:
 - »» Disaster Plan
 - »» Written Information for Parents and Employees
- After the inspection, the county JFS licensing specialist will review any non-compliances with you. Any non-compliances must be corrected within 30 days.
- Once it is verified that any non-compliances have been corrected, your application will be sent to the Ohio Department of Job and Family Services for review and approval.

What happens next?

- The day after you receive notification that your FCC Home license has been approved, you will receive an email with instructions for how to complete a Provider Agreement and obtain equipment for the Publicly Funded Child Care payment system. Publicly Funded Child Care rules can be found here:
emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16.
- The county JFS agency will conduct at least two inspections within the next 12 months.

Other Resources

- OCLQS Job Aids: earlychildhoodohio.org/sutq/Web-Training.stm
- ODJFS Forms Central: odjfs.state.oh.us/forms
- ODJFS Provider Resources: jfs.ohio.gov/cdc/providers.stm
- Child Care Training: jfs.ohio.gov/cdc/Licensing_Training.stm
- ODJFS Help Desk: 1-877-302-2347