INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKET FOR A FAMILY CHILD CARE HOME LICENSE

This application packet contains the information and forms you need to apply for a license to operate a family child care home. It is very important for you to complete all of the application requirements. Allow approximately ninety (90) days to become licensed after the Division of Child Care receives your completed application packet. To avoid delay in the processing of your application packet, please carefully follow these instructions. **If you fail to complete all of the required forms and provide the necessary information, the entire application packet will be returned to you.**

Your application packet contains the following items:

- ✓ ***General Rules for Child Care Facilities***
- ✓ ***Rules Regulating Family Child Care Homes***
- ✓ ***Rules Regulating Special Activities***
- ✓ **Original Application For A Family Care Home License**
- ✓ **Affidavit**
- ✓ **Health Evaluation Form – Family Care Home**
- ✓ **3 fingerprint cards**
- ✓ **Background Investigation Unit Facility Inquiry Form**
- ✓ **Home Care Checklist**
- ✓ **Directory of Approved Pre-licensing Training Vendors**
- ✓ **Directory of Approved First Aid and CPR Vendors**
- ✓ **Qualistar information**
- ✓ **Child and Adult Care Food Program Sponsor List for Family Day Care Homes**
- ✓ **White envelope addressed to Application Processing, Division of Child Care**

6 STEPS TO OBTAIN A CHILD CARE LICENSE

1. Carefully and completely read the *General Rules for Child Care Facilities*, *Rules Regulating Family Child Care Homes*, and *Rules Regulating Special Activities*.

2. Complete the application form. All requested information must be filled out on the application, and both the applicant and the spouse must sign the application. Before completing the application, obtain information about and ensure that you are in compliance with any local zoning, building or planning ordinances, and any homeowner association covenants. Pursuant to General Rules 7.701.34 "…[The facility] must submit to the State Department written approval from the local zoning department approving operation of the facility".

3. Complete the top section of the Health Evaluation Form - Family Child Care Home. A prescribing health care professional must complete the front and back sections of the form, as well as sign it for each person residing in the home. Keep the completed form at your home for your licensing specialist to review when your specialist inspects your family child care home to verify that you have complied with all of the licensing rules and regulations.

4. Complete fingerprint cards for you, the second (2nd) provider if your are applying for a large family child care home, all adults eighteen (18) years of age and older living in the home, and for permanent substitutes. These cards are used to obtain criminal record checks from the Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI). The same card is used for both the CBI and FBI criminal record checks. Complete the following items on each card: Name (full name), Aliases (all aliases), Citizenship, Social Security Number, Address, and Reason Fingerprinted (CRS 26-6-107). Also, be certain to complete the physical description portion of the card (Sex, Race, Height, Weight, Eyes, and Hair), Date of Birth, and Place of Birth. Leave the "Employer and Address" space blank.

   Take the fingerprint card(s) to a local law enforcement agency, such as a police department or sheriff's office, for fingerprinting. The official taking the fingerprints must sign and date the card(s) and witness the signature of the individual(s) being fingerprinted.

   PLEASE DO NOT FOLD THE FINGERPRINT CARDS. If more fingerprint cards are needed, contact the Division of Child Care, Colorado Department of Human Services at 303-866-5958 or 1-800-799-5876.

5. Make out a check or money order, payable to the Colorado Department of Human Services, to cover both the application fee and the CBI/FBI fee.

Licensing Fees for Family Child Care Home Providers				
TYPE OF FACILITY	LICENSE APPLICATION FEE	CBI AND FBI FINGERPRINT FEE		TOTAL DUE
		ADULT(S) LIVING IN HOUSEHOLD, 2ND PROVIDER FOR A LARGE FAMILY CHILD CARE HOME, AND PERMANENT SUBSTITUTES	FEE	
Family Child Care Home	$24.00	1 Adult	$ 39.50	$ 63.50
		2 Adults	$ 79.00	$103.00
		3 Adults	$118.50	$142.50
Large Family Child Care Home	$36.00	1 Adult	$ 39.50	$ 75.50
		2 Adults	$ 79.00	$115.00
		3 Adults	$118.50	$154.50

FBI Fingerprint Fees:
House bill 11-1145 passed in the 2011 session of the Colorado Legislature, mandates that all employees hired on or after August 10, 2011 at any licensed child care facility, except summer camps operating for less than 90 calendar days, shall complete a FBI background check in addition to the CBI, TRAILS, and ICON background checks currently required by law. The additional fee for a FBI background check is $22.00. Providers or prospective employees will submit their fingerprint card through the normal procedure, but will attach the additional fee.

Background Investigation Unit Facility Inquiry Form: This form must be completed for each adult **NOT LIVING IN THE PROVIDER'S HOME** that provides care for children, which includes a permanent substitute(s) and the second (2nd) provider for a large family child care home. The completed form must be accompanied by a **SEPARATE** check or money order for **$33.00** made payable to **CDHS, BIU Records and Reports**. Include the completed form and check with your application packet.

6. When Steps 1 – 5 have been completed, return the following items to the Division of Child Care:

1. Completed and signed Original Application for a Family Child Care Home License
2. Completed and signed Affidavit for applicant 1 and applicant 2; include a photocopy of a Colorado Drivers License or Colorado Identification Card for applicant 1 and applicant 2
3. Completed fingerprint cards for you, the second (2nd) provider for a large family child care home, all adults eighteen (18) years of age and older living in the home, and permanent substitute(s)
4. Completed and signed Background Investigation Unit Facility Inquiry Form and separate check or money order (if required)
5. Check or money order, payable to the Colorado Department of Human Services (for the Original Family Care Home Application fee and the CBI/FBI fee)

Mail all items listed above in the white envelope provided (postage necessary) to:
Application Processing
Division of Child Care
Colorado Department of Human Service
1575 Sherman Street, 1st Floor
Denver, CO 80203-1714

After the Division of Child Care receives the items above and processes your application, a licensing specialist will contact you to set-up a time to inspect your home to verify that you have complied with all of the licensing rules and regulations.

If after reading these instructions you have questions regarding your application packet, please call 303-866-5958 or 1-800-799-5876.
Contacting us for assistance will save you time and expedite the licensing process. Thank you!