

***IN-HOME CARE PARENT/CARETAKER—PROVIDER AGREEMENT***  
**APPENDIX A – STANDARDS AND GUIDELINES FOR PARTICIPATION**

**PROVIDER STANDARDS**

- A. The provider shall be 18 years of age or older.
- B. The provider shall not live in the home of the child receiving care.
- C. The provider shall provide child care in the child's home.
- D. The provider shall only care for children who live in the home where s/he is providing care and who are determined eligible by the CCIS.
- E. The provider shall be a citizen of the United States or a lawfully admitted alien for permanent residence.
- F. The provider shall allow a parent/caretaker to see his child at any time when the child is in care.
- G. The provider shall meet health and safety access requirements for providers of in-home care as follows:
  1. The prevention and control of infectious diseases :
    - a. A provider's hands shall be washed after toileting, after diapering a child, after assisting a child with toileting and prior to preparing or handling food.
    - b. A child's hands shall be washed after toileting, after being diapered and before meals and snacks.
  2. Minimum health and safety training:
    - a. The provider will review all materials provided by the parent/caretaker, the CCIS and DPW concerning health and safety topics related to the care of children.
    - b. The provider will review all information regarding child care provider training programs and attend such programs as appropriate and possible.
- H. The provider shall collect the co-payment each week and report any unpaid co-payment to the CCIS.
- I. The provider shall notify the CCIS of any changes that may affect the eligibility of the family to receive subsidized child care.
- J. The provider must certify a telephone with call-out capability is located on the premises.
- K. The provider must comply with the Child Abuse and Criminal History Information Requirements as follows:
  1. The provider will submit a CareCheck application and all required information to the CCIS for review. The provider must submit all additional information required by DPW. Failure to submit the required information will result in termination of this agreement.
  2. Criminal and child abuse history reviews will be conducted every two years.
  3. The provider may not participate if he is named in the Central Registry as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding verification or he has been convicted of one or more of the offenses listed in the Child Protective Services Law (Title 23 Pa. C.S.A. Chapter 63, Section 6344).
  4. The CCIS will request that the provider and any substitute providers obtain a Pennsylvania Child Abuse History Clearance and a Criminal History Record Check.

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**PARENT/CARETAKER HOME STANDARDS**

- A. The parent/caretaker and the parent/caretaker's spouse shall be employed or receiving education or training outside of the child's home where care is provided.
- B. The parent/caretaker shall instruct the provider in health and safety practices to ensure the prevention and control of infectious disease.
- C. The parent/caretaker shall employ at a minimum one provider for every six or fewer children who are:
  1. Eligible to receive care;
  2. Included in the subsidy-eligible family's composition and reside in the subsidy-eligible family's home.

**PARENT/CARETAKER PROVIDER GUIDELINES**

- A. The parent/caretaker shall:
  1. Pay the provider the additional amount necessary to meet the minimum wage requirement of \$5.15 for each hour of care provided and assume any and all tax liabilities associated with employment status;
  2. Establish the days and hours that child care will occur;
  3. Establish the expectations of the provider when caring for the children; and
  4. Pay the provider the co-payment each week. Failure to pay the weekly co-payment may result in the loss of subsidized child care.
- B. The parent/caretaker shall certify that the home meets minimum safety guidelines established by the Department, including:
  1. The placement of operable smoke detectors on each level of the home where care is provided.
  2. The storage of cleaning materials and other toxic materials in their original label containers which specify the contents. Such toxins are kept in a locked area or in an area inaccessible to children and separate from food, food preparation spaces and child care spaces.
  3. The storage of firearms and other weapons in a locked cabinet and ammunition is locked in a separate area. The parent/caretaker shall notify the provider if firearms, weapons, and ammunition are in the home.
- C. The parent/caretaker shall review all materials received from the CCIS and DPW concerning the following topics:
  1. Child immunizations;
  2. Health and safety topics related to the care of children; and
  3. Training programs available for the provider.
- D. The parent/caretaker shall report all changes in the provider's status to the CCIS by the close of the following business day.