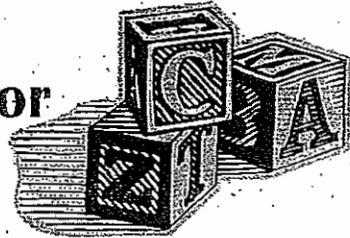
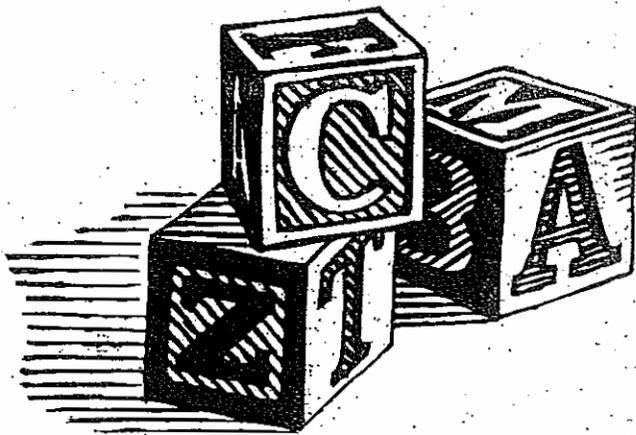


Getting a
Child Care Center or
Group Home Started



Pre-Certification Orientation Workshop



This training was developed through cooperative efforts of the Pennsylvania Department of Public Welfare, Office of Child Development and Early Learning, Bureau of Certification Services and the Pennsylvania State University, Better Kid Care Program.



Getting a Child Care Center or Group Home Started Pre-Certification Orientation Workshop

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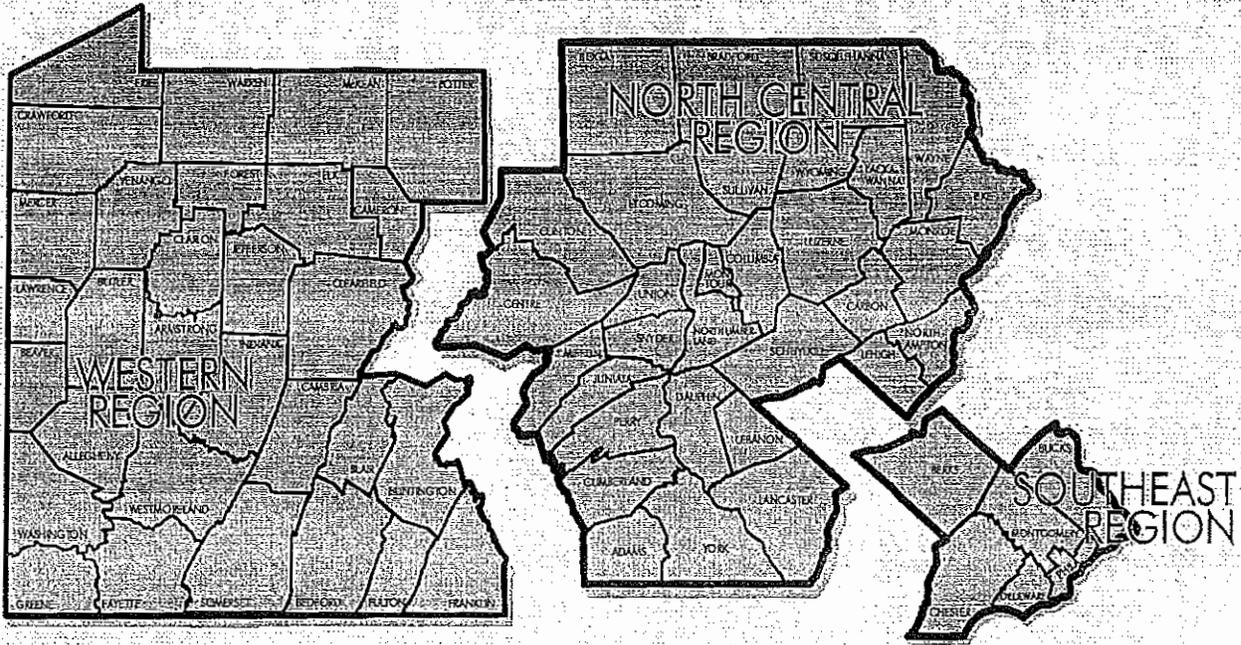


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**Regional
Certification
Offices**

Office of Child Development and Early Learning Regions
Bureau of Certification



Western Region
Office of Child Development and Early Learning
11 Stanwix Street, Room 240
Pittsburgh, PA 15222
Telephone: (412) 565-5183
Toll Free: (800) 222-2149
Fax: (412) 565-2658

COUNTIES

Allegheny
Armstrong
Beaver
Bedford
Blair
Butler
Cambria
Cameron
Clarion
Clearfield
Crawford
Elk
Erie
Fayette
Forest
Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Lawrence
McKean
Mercer
Potter
Somerset
Venango
Warren
Washington
Westmoreland

North Central Region
Office of Child Development and Early Learning

Harrisburg
DGS Annex, Hillcrest #53
P.O. Box 2675
Harrisburg, PA 17105
Telephone: (717) 772-7078
Toll Free: (800) 222-2117
Fax: (717) 705-8233

Scranton
100 Lackawanna Avenue
Scranton State Office Bldg.
Scranton, PA 18503
Telephone: (570) 963-4371
Toll Free: (800) 222-2108
Fax: (570) 963-3006

COUNTIES

Adams	Bradford
Centre	Carbon
Clinton	Lackawanna
Columbia	Lehigh
Cumberland	Luzerne
Dauphin	Monroe
Juniata	Northampton
Lancaster	Pike
Lebanon	Schuylkill
Lycoming	Sullivan
Mifflin	Susquehanna
Montour	Tioga
Northumberland	Wayne
Perry	Wyoming
Snyder	
Union	
York	

DPW – Office of Child Development and Early Learning
SE Region Bureau of Certification
801 Market Street
Suite 5132
Philadelphia, PA 19107-3126
Telephone: (215) 560-2541
Toll Free: (800) 346-2929
Fax: (215) 560-5139

COUNTIES

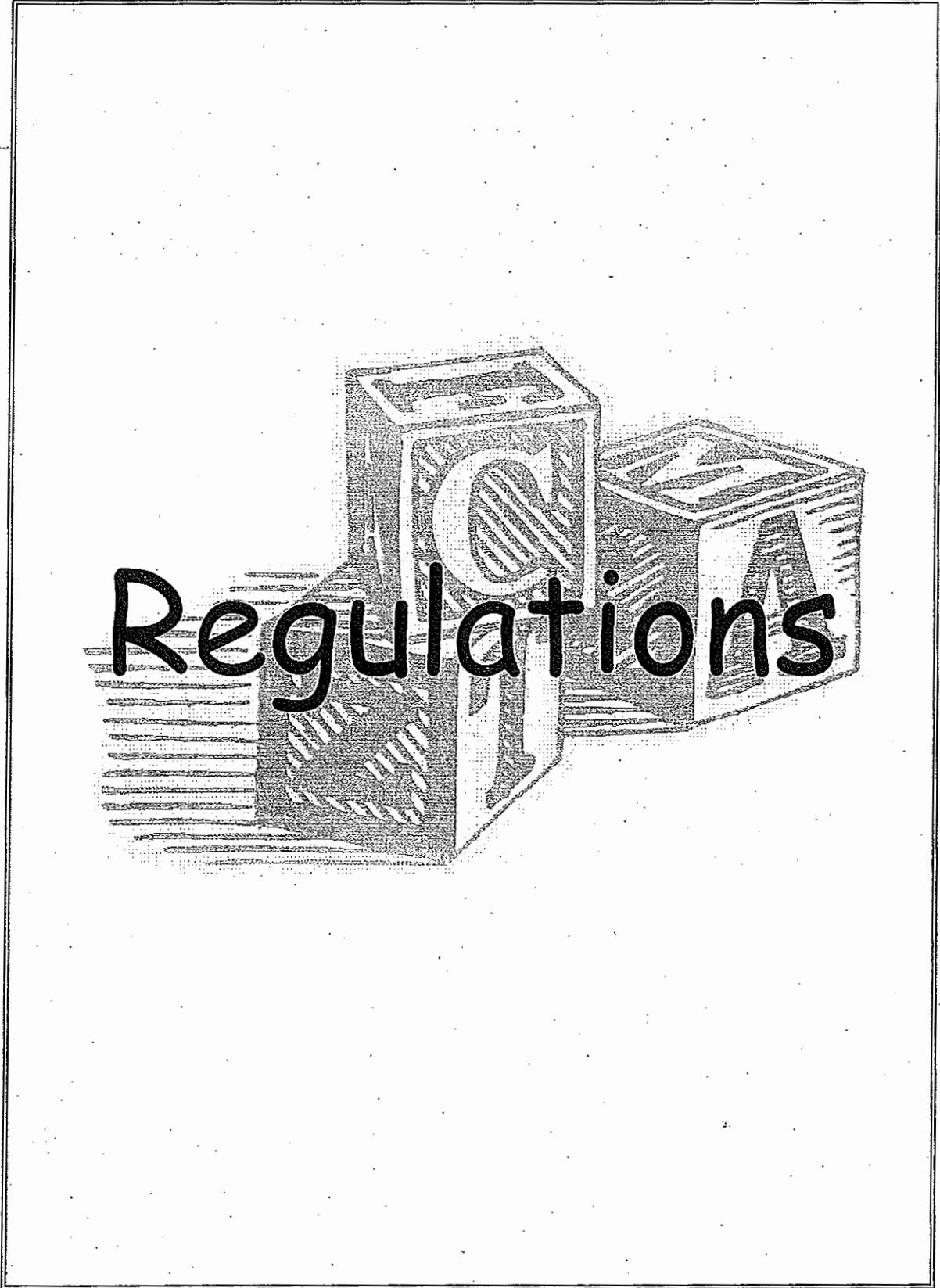
Berks
Bucks
Chester
Delaware
Montgomery
Philadelphia

Interested in operating a child care facility?

• Please contact your regional Office of Child Development and Early Learning for more information.

Have a question or complaint about a child care facility?

• Please contact your regional Office of Child Development and Early Learning.
Contact information for each regional office is listed above. The counties included in each region, the regional office address and the telephone numbers are listed below each region.





Child Care Regulations on the Internet

The Department of Public Welfare (DPW) regulations for operating child care facilities are on the Internet. These are the most up-to-date versions of the regulations.

Regulation for Child Care Centers (55 Pa. Code, Chapter 3270)

A child care center offers care for seven or more children who are not related to the operator. A child care center must have a Certificate of Compliance (license) from DPW in order to operate. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

Regulation for Group Child Care Homes (55 Pa. Code, Chapter 3280)

A group child care home offers care for seven to twelve children who are not related to the operator. A group child care home must have a Certificate of Compliance (license) from DPW in order to operate. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter3280/chap3280toc.html>

Regulation for Family Child Care Homes (55 Pa. Code, Chapter 3290)

A family child care home offers care to four, five or six children who are not related to the operator. A family child care home must be located in a home and must have a Certificate of Registration from DPW in order to operate. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter3290/chap3290toc.html>

Regulation for Licensure or Approval of Facilities and Agencies (55 Pa. Code, Chapter 20)

This regulation provides rules for applying for a Certificate of Compliance (license), frequency and content of DPW inspections, preparing and issuing a Certificate of Compliance, conditions under which a Certificate of Compliance may be denied, not renewed, or revoked and the DPW licensure or approval decisions that may be appealed. This regulation applies only to child care centers and group child care homes. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter20/chap20toc.html>



Negative Sanctions and Drug Related Offenses

The regulations relating to child care facilities address several reasons that a certificate of compliance may be taken away. It is important that you are aware of those reasons. Your actions and the actions of your staff impact continued operation of your child care facility. Below are regulations that detail conditions that may result in the loss of a certificate of compliance.

The Department of Public Welfare has zero tolerance relating to the sale, usage or delivery of illegal drugs at a child care facility by any legal entity, operator or facility employee. Any such action will result in removal of your certificate of compliance. Additionally, no individual who has been convicted of or who is awaiting trial on criminal charges described in the regulation may be present in the facility (see Pa. Code §§3270.32(c) and 3280.32(c), relating to suitability of persons in the facility).

55 Pa. Code §20.71. Conditions for denial, nonrenewal or revocation.

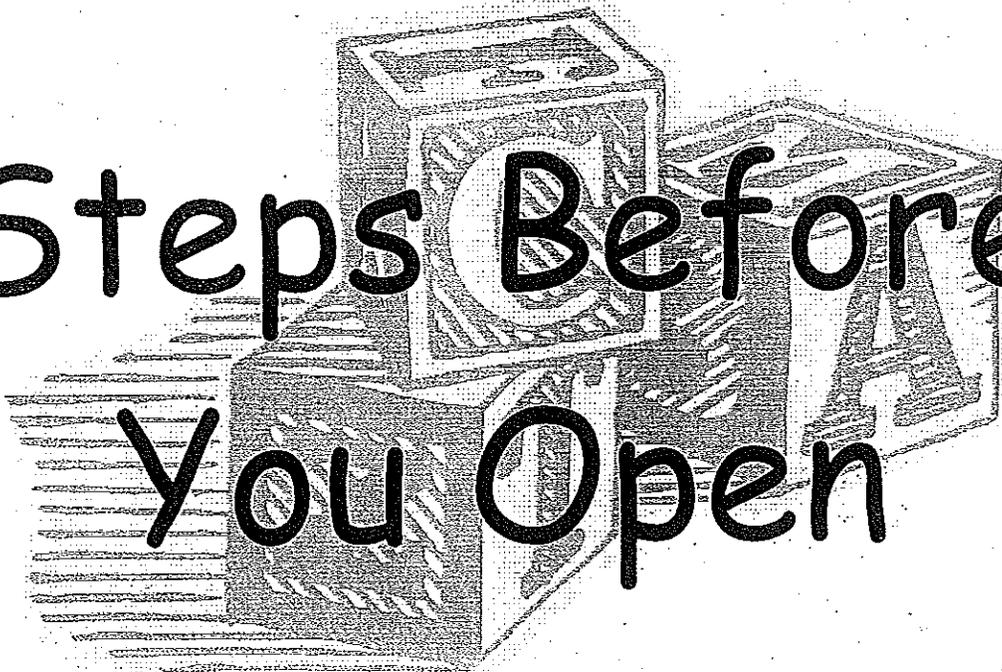
- (a) The Department may deny, refuse to renew or revoke a certificate of compliance for any of the following:
- (1) Failure to comply with this chapter (55 Pa. Code Chapter 20).
 - (2) Noncompliance with the Department's program licensure or approval regulations (55 Pa. Code Chapter 3270 or 3280, as applicable).
 - (3) Failure to submit an acceptable plan to correct noncompliance items.
 - (4) Failure to comply with the acceptable plan to correct noncompliance items.
 - (5) Mistreatment or abuse of clients being cared for in the facility or receiving service from the agency.
 - (6) Gross incompetence, negligence or misconduct in operating the facility or agency.
 - (7) Fraud or deceit in obtaining or attempting to obtain a certificate of compliance.
 - (8) Lending, borrowing or using the certificate of compliance of another facility or agency, or knowingly aiding or abetting the improper granting of a certificate of compliance.
- (b) The Department will review and may deny, refuse to renew or revoke a certificate of compliance if a legal entity, owner, operator or staff person:
- (1) Has been convicted of a felony.
 - (2) Has been convicted of a crime involving child abuse, child neglect, moral turpitude or physical violence.
 - (3) Has serious mental illness which might create a risk to the clients, which shall be determined and documented by a licensed physician or a licensed psychologist.
 - (4) Has evidenced drug or alcohol addiction within the past year, which shall be determined and documented by a licensed physician.
 - (5) Has been named as a perpetrator in an indicated or founded report of child abuse in accordance with the Child Protective Services Law (11 P. S. §§2201—2224).

55 Pa. Code §3270.32. Suitability of persons in the facility.

- (a) The operator shall comply with the Child Protective Services Law (CPSL) and with 55 Pa. Code Chapter 3490 (relating to protective services).
- (b) Questions relating to the requirements of the CPSL shall be directed to the appropriate regional child day care office.
- (c) The operator may not allow an individual to enter the facility if the operator knows that the individual has been convicted or is awaiting trial on charges involving a crime of child abuse, child neglect, physical violence or moral corruptness,

55 Pa. Code §3280.32. Suitability of persons in the facility.

- (a) The operator shall comply with the Child Protective Services Law (CPSL) and with 55 Pa. Code Chapter 3490 (relating to protective services).
- (b) Questions relating to the requirements of the CPSL shall be directed to the appropriate regional child day care office.
- (c) The operator may not allow an individual to enter the facility if the operator knows that the individual has been convicted or is awaiting trial on charges involving a crime of child abuse, child neglect, physical violence or moral corruptness.



Steps Before
You Open



Steps to Take Before You Open a Child Care Center or Group Child Care Home

Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>Have you chosen a location?</p>	<p>Check with local zoning regulations to make sure child care is an allowed use. You may have to choose another site or try to get a zoning variance.</p> <p>Notes:</p>	<p>Local realtors Community leaders</p>	<p>Date completed:</p>
<p>Is this site a safe place for children and families?</p>	<p>Check proposed site for hazards to children, families, and staff.</p> <p>Notes:</p>		<p>Date completed:</p>
<p>Is there enough space at this site to meet requirements for child care and active play space?</p>	<p>Compare the proposed site with regulations. Is there enough indoor play space? Is there active play space indoors or outdoors?</p> <p>Notes:</p>	<p>Department of Public Welfare regulations for Child Day Care Centers or Group Child Care Homes</p> <p>See regulations for measurement and use of indoor child care space and measurement and use of play space.</p>	<p>Date completed:</p>
<p>Does this site need renovations to meet regulation requirements?</p>	<p>Look at the regulations for lighting, water, heat, ventilation, stairways, paint, surface requirements, etc. Note renovations that need to be made.</p> <p>Notes:</p>	<p>Department of Public Welfare regulations for your facility – Child Day Care Centers or Group Child Care Homes</p>	<p>Date completed:</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.



Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>Who conducts inspections for the Uniform Construction Code in your area?</p>	<p>Request a site visit from a local building inspector before you buy or rent a building for a child care site. This will give you an idea of work that will need to be done to meet the Uniform Construction Code. Contact local municipal office to determine if that office conducts inspections or if you will need to call the Pennsylvania Department of Labor and Industry for the inspection.</p> <p>Notes:</p>	<p>See Certificate of Occupancy Section, in this handout manual for more information about determining if a local municipality conducts fire safety inspections and what to ask for.</p>	<p>Date completed:</p>
<p>Who will own your business and how will it be run?</p>	<p>Paperwork needs to be completed depending on how your business will be owned and run.</p>	<p>Local business attorney Local accountant Department of State Corporation Bureau www.dos.state.pa.us Pennsylvania Open for Business www.paopen4business.state.pa.us</p>	
<p>Will your business be part of a corporation?</p>	<p>If your business will be part of a corporation, contact corporate office or file for Articles of Incorporation with the Pennsylvania Department of State Corporation Bureau.</p>	<p>Local business attorney www.dos.state.pa.us "A Beginner's Guide to Starting a Small Business in Pennsylvania" – on the Web at www.paopen4business.state.pa.us "A Guide to Business Registration in PA" – on the Web at www.dos.state.pa.us</p>	<p>Date: Corporate office contacted</p> <p>Date: File paperwork for Articles of Incorporation</p> <p><input type="checkbox"/> Doesn't apply</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.



Decisions to be Made	What Needs to be Done	Where to Get Help	Task/Progress
<p>Will your business be part of Limited Partnership (LP)?</p>	<p>If your business will be part of a Limited Partnership, you'll need to file for a Certificate of Limited Partnership with the Pennsylvania Department of State Corporation Bureau.</p>	<p>Local business attorney "A Guide to Business Registration in PA" – on the Web at www.dos.state.pa.us</p>	<p>Date: File paperwork for Certificate of Limited Partnership</p> <p><input type="checkbox"/> Doesn't apply</p>
<p>Will your business be part of Limited Liability Partnership (LLP)?</p>	<p>If your business will be part of a Limited Liability Partnership, you'll need to file for a Statement of Registration for a Domestic Limited Liability Partnership with the Pennsylvania Department of State Corporation Bureau.</p>	<p>Local business attorney "A Guide to Business Registration in PA" – on the Web at www.dos.state.pa.us</p>	<p>Date: File paperwork for Statement of Registration for a Domestic Limited Liability Partnership</p> <p><input type="checkbox"/> Doesn't apply</p>
<p>Will your business be part of Limited Liability Company (LLC)?</p>	<p>If your business will be part of a Limited Liability Company, you'll need to file a Certificate of Organization for a Domestic Limited Liability Company with the Pennsylvania Department of State Corporation Bureau.</p>	<p>Local business attorney "A Guide to Business Registration in PA" – on the Web at www.dos.state.pa.us</p>	<p>Date: File paperwork for Certificate of Organization for a Domestic Limited Liability Company</p> <p><input type="checkbox"/> Doesn't apply</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.



Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>Will your child care be run as a profit or non-profit business?</p>	<p>Non-profit operations need certificate of tax-exempt status (REV-1220) to include with application.</p>	<p>PA Department of Revenue www.revenue.state.pa.us See Profit/Non-Profit section in the handout manual for a comparison. A copy of REV-1220 and instructions to complete the form are in the Tax Information section of the handout manual.</p>	<p>Date: Form completed and sent for tax-exempt status</p> <p>Date: Certificate of Tax Exempt Status received</p> <p><input type="checkbox"/> Doesn't apply</p>
<p>Will your business have a fictitious name?</p>	<p>If your business will use a fictitious name, file Application for Registration of Fictitious Name with PA Department of State Corporation Bureau.</p>	<p>PA Department of State Corporation Bureau www.dos.state.pa.us See Fictitious Name section in handout manual for application and instructions to complete it.</p>	<p>Date: Form filed to register fictitious name</p> <p>Date: Fictitious name approval received</p> <p><input type="checkbox"/> Doesn't apply</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.



Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>Do you need a Federal Employer Identification Number (Federal EIN)?</p>	<p>If you need an EIN, complete and file SS-4 – Application for Employer Identification Number.</p>	<p>Internal Revenue Service www.irs.gov “Do you need an EIN?” – and EIN application form (SS-4) in the Tax Information section of this handout manual. Instructions for completing form are included. Apply by mail, online, fax, or phone. For more information: “A Beginner’s Guide to Starting a Small Business in Pennsylvania” – on the Web at www.revenue.state.pa.us</p>	<p>Date: EIN form (SS-4) filed with IRS</p> <p>Date: EIN number received</p> <p><input type="checkbox"/> Doesn’t apply</p>
<p>*Do you have a current (less than one year old) clearance indicating you do not have a history of child abuse?</p>	<p>Complete the Pennsylvania Child Abuse History Clearance Form. Submit completed form, with processing fee, to: Department of Public Welfare ChildLine and Abuse Registry P.O. Box 8170 Harrisburg, PA 17105-8170</p>	<p>Department of Public Welfare ChildLine and Abuse Registry. See Background Checks section in this handout manual for form. Instructions for completing the form are included. Download the form from the web at: http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf</p>	<p>Date: Child Abuse History Form completed and sent</p> <p>Date: *Response form received</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.



Decisions to be Made	What Needs to be Done	Where to get Help	Task Progress
<p>*Do you have a current (less than one year old) Pennsylvania criminal record clearance?</p>	<p>Complete Request for Criminal Record Check form. Submit completed form, with processing fee, to: Pennsylvania State Police Central Repository – 164 1800 Elmerton Avenue Harrisburg, PA 17110-9758</p>	<p>Pennsylvania State Police See Background Checks section in this handout manual for form or complete and submit form online at: http://www.dpw.state.pa.us/cmprd/groups/webcontent/documents/form/s_001769.pdf</p>	<p>Date: Request for Criminal Record Check form completed and sent</p> <p>Date: *Response form received</p>
<p>*Do you have a current (less than one year old) FBI Criminal History Clearance?</p>	<p>Contact Cogent at https://www.pa.cogentid.com/index_dpw.htm or call 888-439-2486.</p>	<p>See Background Checks section in this handout manual for instructions to get an FBI Criminal History Clearance.</p>	<p>Date: Registered for fingerprinting</p> <p>Date: Completed fingerprinting</p> <p>Date: *Response received from ChildLine</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.



Decisions to be Made	What Needs to be Done	Where to get Help	Task Progress
<p>*Do you have a Certificate of Occupancy for the building where your child care center or group home will be located?</p>	<p>A building fire safety approval inspection needs to be completed and a Certificate of Occupancy obtained.</p>	<p>Local municipality where the building is located or the Pennsylvania Department of Labor and Industry. See Certificate of Occupancy section in this handout manual for more information on who to call and what to ask for when scheduling an inspection.</p>	<p>Date: Called to schedule inspection</p> <p>Date: Scheduled inspection</p> <p>Date: *Certificate of Occupancy received</p>
<p>Are you planning to participate in the child care subsidy and/or the Reference and Referral program?</p>	<p>Complete form: Tax Information: Child Day Care Center and Group Day Care Home</p> <p>Attach a letter, form, tax form, or application from the IRS, with the Employer Identification Number (EIN) pre-printed on it.</p>	<p>See Tax Information section in this handout manual for a copy of the Tax Information form.</p>	<p>Date: Tax Information form completed</p> <p><input type="checkbox"/> Doesn't apply</p>

Items marked with an asterisk () are required parts of the application package for child care centers and group homes. Other items may be necessary, depending on how the child care facility will be organized and operated.

An illustration of three wooden alphabet blocks. The block in the foreground has the letter 'C' on its top face. The block behind it to the right has the letter 'A' on its top face. The block behind it to the left has the letter 'P' on its top face. The blocks are rendered with a halftone dot pattern for shading and perspective.

Application for Certification



Make Sure Your Application Package is Complete

Use this checklist to make sure your application package for a Certificate of Compliance is complete before mailing it. Incomplete application packages will be returned without processing.

- *Completed Application for Certificate of Compliance
- *A copy of the Certificate of Occupancy from your local municipality or Labor and Industry
- ***Original** Child Abuse History clearance form for the legal entity or legal entity representative and the responsible person, **clearance must be less than 3 months old**
- ***Original** Criminal Record Check from the Pennsylvania State Police for the legal entity or legal entity representative and the responsible person, **clearance must be less than 3 months old**
- ***Original** FBI Fingerprinting Criminal History clearance for the legal entity or legal entity representative and the responsible person, **clearance must be less than 3 months old**
- * **For Group Homes operating in a residence: Original** Child Abuse History clearance, **Original** Criminal Record Check and **Original** FBI Fingerprinting Criminal History clearance for everyone 18 years of age and older, **clearance must be less than 3 months old**
- *A copy of the verification from the Bureau of Equal Opportunity stating that you have completed and filed the Civil Rights Compliance Questionnaire
- *A copy of a signed certificate documenting that a representative of your legal entity attended orientation training “Getting Started in Child Care”
- * Certificate of completion of the mandated reporter training: **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania**
- A copy of the Articles of Incorporation if you incorporated your child care business
- A copy of the Certification of Limited Partnership if your child care business is part of a limited partnership
- A copy of the Registration for a Limited Liability Partnership (LLP) if your child care business is part of a limited liability partnership
- A copy of the Certification of Organization for a Limited Liability Company (LLC) if your child care business is part of a limited liability company
- A copy of the Certification of Tax-Exempt Status or 501(c)(3) if your child care is a non-profit business
- A copy of the fictitious name approval form if you plan to use a fictitious name for your child care
- Completed “Tax Information: Child Care Center and Group Child Care Home form if your child care facility will participate in the child care subsidy and/or Resource and Referral programs – proof of Federal Employer Identification (FEIN) from the IRS must be attached
- Make and keep a copy of all the material in our application package before mailing it

Items with an asterisk () are required in every application package

Complete application packages should be mailed to the Regional Office of Child Development and Early Learning (OCDEL) that serves your county. Please refer to the map included in the information you received at your orientation session.

North Central Region OCDEL
DGS Annex Hillcrest #53
P.O. Box 2675
Harrisburg, Pennsylvania 17105

Southeast Region OCDEL
801 Market Street
Suite 5132
Philadelphia, Pennsylvania 19107-3126

or
North Central Region OCDEL
100 Lackawanna Avenue
Scranton State Office Building
Scranton, Pennsylvania 18503

Western Region OCDEL
11 Stanwix Street
Suite 240
Pittsburgh, Pennsylvania 15222

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR A CERTIFICATE OF COMPLIANCE FOR A CERTIFIED CHILD CARE CENTER OR A GROUP CHILD CARE HOME

APPLICATION PURPOSE:

Open New Facility: A new agency/facility

Renew Existing Facility: An agency/facility applying to renew their existing Certificate of Compliance. The name and address of the Agency/Facility and the name of the legal entity should be the same as it is on the existing Certification of Compliance.

Change of Facility/Legal Entity Information: An agency that has had an update of previously submitted information such as an agency/facility name change, agency/facility address change or a change in the legal entity name.

IDENTIFICATION:

1. **LOCATION NAME, PHYSICAL ADDRESS, MAILING ADDRESS, EMAIL ADDRESS, TELEPHONE NUMBER, CELL PHONE NUMBER:**
Indicate name, physical address, mailing address, email address, telephone and cell phone number of the physical location where the child care services are provided. If the application is for a renewal of an existing certificate, the name and address of the location should be the same as on the previous application. A post office box may not be entered in the physical address information.
2. **LEGAL ENTITY NAME, PHYSICAL ADDRESS, MAILING ADDRESS, EMAIL ADDRESS, TELEPHONE NUMBER, CELL PHONE NUMBER:**
Indicate name, physical address, mailing address, email address, telephone and cell phone number of the legal entity. A post office box may not be entered in the physical address information.
3. **RESPONSIBLE PERSON:**
Indicate the full name and title of the person who is responsible for the daily operation of the facility.
4. **COUNTY AND MUNICIPALITY/TOWNSHIP/BOROUGH:**
Indicate the name of the county and municipality/township/borough in which the facility location where child care services are provided is located.
5. **TYPE OF FACILITY:**
Indicate the type of child care facility you wish to operate: Child Care Center or Group Child Care Home.
6. **TAX IDENTIFIER:**
Indicate the FEIN of the person, partnership, association, organization, corporation or governmental body responsible for the operation of the facility.
7. **TYPE OF OPERATION:**
Profit: Operating with the expectation of providing a financial benefit to someone or something other than the facility itself. The focus upon the ultimate aim of the enterprise, not the financial results of any particular period of operation. The focus is also upon the particular premises involved and not the legal entity which operates the facility. A non profit legal entity may be considered as operating a facility for profit if the particular premises involved provides a financial benefit to the parent legal entity. Any legal entity not possessing a certificate of tax exempt status from the Internal Revenue Service will be considered operating for profit unless it provides satisfactory proof otherwise.
Non-Profit: Operating other than for profit. Copy of tax exempt certificate should be submitted with the initial application.
8. **TYPE OF OWNERSHIP:**
Identify the type of ownership.
9. Please answer YES or NO and explain any YES response on a separate sheet of paper.
10. Please answer YES or NO and explain any YES response on a separate sheet of paper.
11. Please answer YES or NO and explain any YES response on a separate sheet of paper.

ATTACHMENTS:

Attach current Certificate of Occupancy, Articles of Incorporation, State Fictitious Name Approval, Tax Documentation, Bureau of Equal Opportunity Compliance Letter

DECLARATION:

The Declaration must be signed by the legal entity. If the legal entity is a partnership, association, or organization, the person authorized to sign such documents must sign. Where the legal entity is a corporation, the signature must be of a corporate officer. Type or print the name and title of the person signing.



Commonwealth of Pennsylvania
Department of Public Welfare

Office of Child Development and Early Learning
**APPLICATION FOR CERTIFICATE OF COMPLIANCE
TO OPERATE A CHILD CARE CENTER OR
A GROUP CHILD CARE HOME**

APPLICATION PURPOSE	
<input type="checkbox"/> Open New Facility <input type="checkbox"/> Change of Facility/Legal Entity Information <input type="checkbox"/> Renew Existing Certificate	
IDENTIFICATION	
1A. LOCATION NAME and PHYSICAL ADDRESS NAME _____ NUMBER and STREET _____ CITY _____ ZIP CODE _____ LANDLINE TELEPHONE NUMBER _____ CELLPHONE NUMBER _____	2A. LEGAL ENTITY NAME and PHYSICAL ADDRESS NAME _____ NUMBER and STREET _____ CITY (and State) _____ ZIP CODE _____ LANDLINE TELEPHONE NUMBER _____ CELLPHONE NUMBER _____
1B. LOCATION MAILING ADDRESS <input type="checkbox"/> Same as above NAME _____ P.O. BOX or NUMBER and STREET _____ CITY _____ ZIP CODE _____ E-Mail Address (if available) _____	2B. LEGAL ENTITY MAILING ADDRESS <input type="checkbox"/> Same as above NAME _____ P.O. BOX or NUMBER and STREET _____ CITY (and State) _____ ZIP CODE _____ E-Mail Address (if available) _____
3. RESPONSIBLE PERSON FIRST NAME _____ LAST NAME _____ TITLE _____	4. COUNTY and MUNICIPALITY/(CITY/TOWNSHIP/BOROUGH) _____ 5. TYPE OF FACILITY <input type="checkbox"/> Child Care Center <input type="checkbox"/> Group Child Care Home
6. TAX IDENTIFIER FEIN _____ <small>Tax type, tax number and IRS documentation must be provided in order to participate in the subsidized child care program or resource and referral, or both.</small>	7. TYPE OF OPERATION <input type="checkbox"/> PROFIT <input type="checkbox"/> NON-PROFIT
8. TYPE OF OWNERSHIP/CONTROL <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP <input type="checkbox"/> ASSOCIATION <input type="checkbox"/> CORPORATION <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> CITY GOVERNMENT <input type="checkbox"/> COUNTY GOVERNMENT <input type="checkbox"/> STATE GOVERNMENT <input type="checkbox"/> OTHER GOVERNMENT <input type="checkbox"/> OTHER	
9. CONVICTION or NAMED A PERPETRATOR (If YES to any of the items 9 through 11 inclusive, explain on a separate sheet of paper) <input type="checkbox"/> YES <input type="checkbox"/> NO <small>Has the Facility/Location above in 1A, or the Legal Entity above in 2A, or the Responsible Person/Operator/Owner above in 3, or the person signing this application ever been denied a Certificate or license, had a Certificate of Compliance or license revoked, or had a Certificate of Compliance or license non-renewed in Pennsylvania or in any other state?</small>	
10. HAS THE LEGAL ENTITY, OWNER, OR OPERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO <small>ever been convicted of a felony; convicted of a crime involving child abuse, child neglect, moral turpitude, or physical violence; named a perpetrator in an indicated or founded report of child abuse in accordance with the Child Protective Service Law (23 Pa.C.S.Ch.63)?</small>	
11. IS THE LEGAL ENTITY, OWNER, OR OPERATOR CURRENTLY CHARGED WITH A FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	

ATTACHMENTS

If this is an Initial Application for a new facility / agency or change of name of legal entity, submit copies of the following documents with this Application.

- Certificate of Occupancy (issued from Department of Health, Department of Labor and Industry or municipality.)
- Articles of Incorporation (if the facility or agency is operated by a corporation.)
- State Fictitious Name Approval (if the facility or agency is operated for profit and a fictitious name is used.) –
Registration of a Limited Liability Corporation (LLC), Limited Liability Partnership (LLP) or Limited Partnership (LP)
- Certificate of Authority or Registration to do business in Pennsylvania (if the business was formed outside of Pennsylvania.)
- Bureau of Equal Opportunity Compliance Letter
- Certificate of Tax Exempt Status (if your business is non-profit)
- Tax Documentation (as in item 6)

DECLARATION (Any false information or statement knowingly given in this application is punishable under Section 4904 of the Pennsylvania Crimes Code.)

I understand that the Certificate of Compliance will be issued to me on the condition that I will operate the above-named facility or agency in accordance with the laws of the Commonwealth of Pennsylvania and with the rules and regulations of the Department of Public Welfare; Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Rehabilitation Act of 1973 and the Pennsylvania Human Relations Act of 1955, and the American With Disabilities Act of 1990.

Specifically, the above named facility will not permit discrimination on the basis of color, race, religious creed, disability, ancestry, national origin, age or sex in any aspect of service delivery and employment.

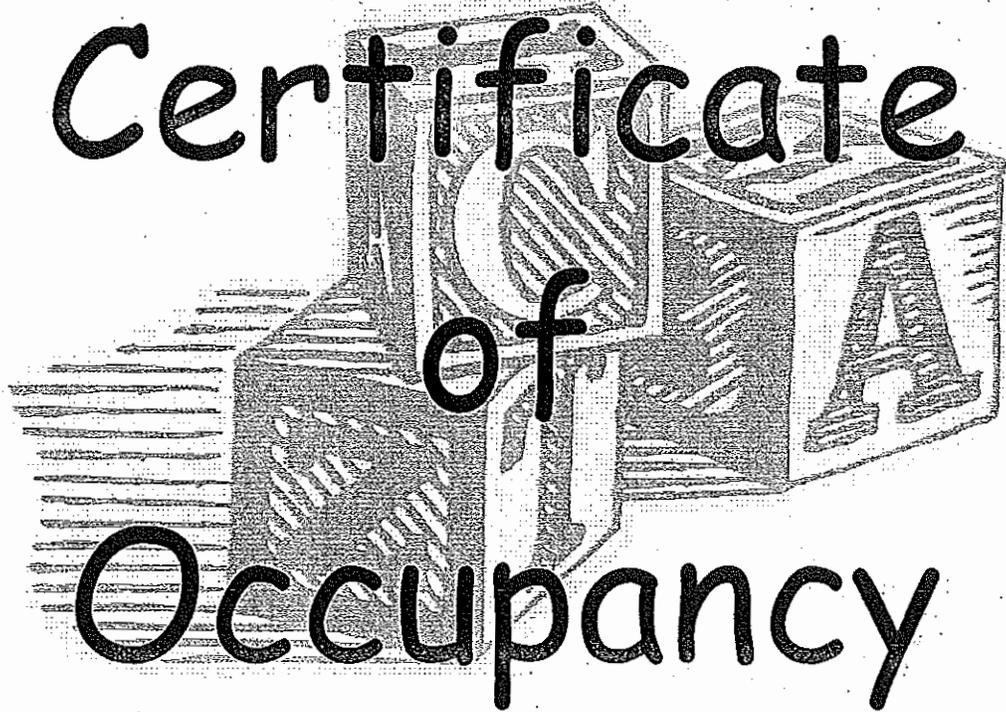
I hereby declare that the information given in this application is true to the best of my knowledge.

Print or type — NAME / TITLE
(Where the Legal Entity is a corporation, the individual must be a corporate officer.)

ADDRESS

SIGNATURE OF THE LEGAL ENTITY REPRESENTATIVE

DATE (mm/dd/yyyy)

An illustration of three wooden blocks. The block in the foreground has the letter 'C' on its top face. The block behind it to the right has the letter 'A' on its top face. The block behind it to the left has the letter 'O' on its top face. The blocks are rendered with a halftone dot pattern and have shadows cast to the left.

Certificate
of
Occupancy



How to Get a Certificate of Occupancy for a Child Care Center or Group Child Care Home (not located in a private home)

In order to receive a Certificate of Compliance or registration to operate a child day care facility, the applicant for a **Certificate of Compliance** must submit to the Department of Public Welfare a Certificate of Occupancy showing that the building is in compliance with the **Uniform Construction Code (UCC)** and is acceptable for use as a child day care facility.

The requirements regarding the information that must appear on a **Certificate of Occupancy** are attached.

INSTRUCTIONS: Refer to and follow the instructions below to obtain the required **Certificate of Occupancy**.

- To obtain a **Certificate of Occupancy**, the **owner of the building** that will house the facility must contact the **municipality in which the building is located**. Municipality means city, town, borough or township.
- The building owner must know the **type of child care facility** that will operate in the building i.e., child care center or group child care home.
- The building owner should say the following when contacting the municipal authority:
 1. I want to establish a (**type of facility – child care center, group child care home**) at (**building address**).
 2. I need a **Certificate of Occupancy** confirming the building meets the **requirements of the UCC**.
 3. How do I comply with the **requirements of the UCC** and obtain a **Certificate of Occupancy**?

IF THE MUNICIPALITY DOES NOT ENFORCE THE UCC:

If the municipal authority representative says the municipality does not enforce the UCC, the building owner must obtain a Certificate of Occupancy from the Department of Labor and Industry (L&I).

You can obtain information regarding the L&I application process for building, structure and facility permits on the Internet by following the steps below:

1. Access the Uniform Construction Code website at www.dli.state.pa.us/codes.
2. On the menu on the left side of the page, click on "L&I Enforcement".
3. Click on the link for Plan Review and Inspection Requirements.
4. Scroll down the page and click on the link for H. Application Requirements: Building, Structure and Facility Permits to access instructions regarding how to apply for a Certificate of Occupancy from L&I and links to the required L&I forms.

The contact information for L&I is as follows:

Department of Labor & Industry
 BOIS Building Plan Review Division
 651 Boas Street, Room 1600
 Harrisburg, PA 17121-0750
 Telephone 717.787.3806 options 1, 8
 Fax 717.783.5002

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.



How to Get a Certificate of Occupancy for a Group Child Care Home (located in a private home)

In order to receive a Certificate of Compliance to operate a child day care facility, the applicant for a *Certificate of Compliance* must submit to the Department of Public Welfare a Certificate of Occupancy showing that the building is in compliance with the *Uniform Construction Code (UCC)* and is acceptable for use as a child day care facility.

The requirements regarding the information that must appear on a *Certificate of Occupancy* are attached.

INSTRUCTIONS: Refer to and follow the instructions below to obtain the required *Certificate of Occupancy*:

- To obtain a *Certificate of Occupancy*, the *owner of the private residence* that will house the group day care home must contact the *municipality in which the private residence is located*. Municipality means city, town, borough or township.
- The *building owner* should say the following when contacting the municipal authority:
 1. I want to establish a *group day care home in a private residence*.
 2. I need a *Certificate of Occupancy* confirming the building meets the *R-3 Requirements* for a group day care home in a private residence.
 3. How do I comply with the *R-3 Requirements* and obtain a *Certificate of Occupancy*?
- The requirements for an *R-3 Certificate of Occupancy for a group day care home located in a private residence* are attached.

IF THE MUNICIPALITY DOES NOT ENFORCE THE UCC:

If the municipal authority representative says the municipality does not enforce the UCC, the building owner must obtain a Certificate of Occupancy from the Department of Labor and Industry (L&I).

You can obtain information regarding the L&I application process for building, structure and facility permits on the Internet by following the steps below:

1. Access the Uniform Construction Code website at www.dli.state.pa.us/codes.
2. On the menu on the left side of the page, click on "L&I Enforcement".
3. Click on the link for Plan Review and Inspection Requirements.
4. Scroll down the page and click on the link for H. Application Requirements: Building, Structure and Facility Permits to access instructions regarding how to apply for a Certificate of Occupancy from L&I and links to the required L&I forms.

The contact information for L&I is as follows:

Department of Labor & Industry
 BOIS Building Plan Review Division
 651 Boas Street, Room 1600
 Harrisburg, PA 17121-0750
 Telephone 717.787.3806 options 1, 8
 Fax 717.783.5002

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.



Requirements for R-3 Certificate of Occupancy for a Group Child Care Home (located in a private home)

- A home where child day care services are provided for less than 24 hours for **7 to 12 children** is an **R-3 occupancy** if the home is used primarily as a **private residence** and the provision of day care services is accessory to the principal use of the home as a residence.
- A day care facility that is an **R-3 occupancy** which provides day care services to **7 to 12 children** as a group day care home shall comply with all of the following:
 1. Have an interconnected smoke detector system.
 2. Have a fire extinguisher rated for Class B fires in the kitchen and other cooking areas.
 3. Meet the exiting requirements for an R-3 occupancy and licensure under 55 Pa. Code Chapter 3280 (relating to group child day care homes).

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.



Certificate of Occupancy Requirements

According to the Pennsylvania Department of Labor and Industry's regulation for administration of the Uniform Construction Code (UCC), a *certificate of occupancy* must include the following information:

1. The permit number and address of the building, structure or facility.
2. The permit holder's name and address.
3. A description of the portion of the building, structure or facility covered by the occupancy permit.
4. The name of the building code official who issued the occupancy permit.
5. The applicable construction code edition applicable to the occupancy permit.
6. The use and occupancy classification under Chapter 3 (Use and Occupancy Classification) of the "International Building Code," when designated.
7. The type of construction defined in Chapter 6 (Types of Construction) of the "International Building Code," when designated.
8. If applicable, special stipulations and conditions relating to the permit and board of appeals' decisions and variances for accessibility requirements granted by the Secretary.
9. The date of the final inspection.

PLEASE NOTE:

A *certificate of occupancy* should include the above information; however, some municipalities may not produce certificates that include all of the information required by regulation.

Prior to submitting your certificate of occupancy to the Department of Public Welfare as proof that the building complies with the UCC, review your *certificate of occupancy* to be sure it includes the following minimum information:

1. The permit holder's name.
2. The building address.
3. A statement that the building is approved for occupancy under the UCC.

If the *certificate of occupancy* you provide to the Department of Public Welfare along with your application for a certificate of compliance to operate a child day care center or group day care home *does not include the minimum information described above*, the Department *will not* accept the certificate as proof of compliance with the UCC.

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.



CITY OF PHILADELPHIA
Requirements for Operating a Commercial Day Care:
CHILD CARE CENTER AND GROUP CHILD CARE HOME NOT IN A RESIDENCE

The procedures for obtaining the required occupancy permit to operate a commercial day care i.e., a child care center or group child care home not located in a residence, in the City of Philadelphia are different than the procedures in other municipalities. Each step of the following instructions must be completed in order to obtain the required occupancy permit to submit along with your application for a certificate of compliance. For further information, call the 311 Call Center or 215-686-1776 (if calling outside Philadelphia), or see the website at www.phila.gov/li

1. **Obtain a Business Privilege License** from the License Issuance Unit of Licenses & Inspections, located on the concourse level of Municipal Services Building, 1401 JFK Blvd. The one time fee for this license is \$300.00. Available on-line at: www.phila.gov/li
2. **Obtain a Business Tax Number** from the Revenue Department at Municipal Services Building or at www.phila.gov/revenue
3. **Obtain a Zoning Permit** from the Zoning Unit of Licenses & Inspections. Fees will vary. Contact the zoning unit for additional information at (215) 686-2455.
4. **Obtain a Certificate of Occupancy** from the Building Permit Unit, Concourse Level of the Municipal Services Building or at: www.phila.gov/li. Three sets of building plans will be required.
5. **Contact the Department of Public Health:**
 - a. Plan Review Section/Requirements at (215) 685-7405
 - b. Food Safety Certification class at (215) 685-7498
 - c. Health Inspection at (215) 685-7342. ALL child care facilities are required to have a health inspection to obtain a food license. The health inspector will issue a license eligibility report once the inspection is passed.

6. **Contact Licenses and Inspections** by calling the 311 call center to request your **fire inspection**. The 311 operator will assign your request to the inspection in your area. The inspector will contact you within 5-7 business days to schedule your appointment or 215-686-1776. The fire inspector will forward to you a "verification of compliance" once the fire inspection has passed.
7. **Submit the following**, upon receipt, to the License Issuance Unit, Concourse Level, Municipal Services Building, 1401, JFK Boulevard:
 - a. License Eligibility Report
 - b. Verification of Compliance

This completes the initial licensing requirement for the City of Philadelphia.

REMEMBER:

- Your food preparation and serving license must be renewed every year.
- Call your District Office to schedule your annual fire inspection.

CITY OF PHILADELPHIA
Licenses & Inspections Fire Safety Requirements for
Commercial Day Care:
CHILD CARE CENTER AND GROUP CHILD CARE HOME NOT IN A RESIDENCE

Your fire inspection will include, but may not be limited to the following:

- A Certificate of Occupancy or a departmental letter that a Certificate of Occupancy is NOT required.
- Fire Alarm System based upon the building's occupancy classification.
- Sprinkler/Fire Suppression System (if required by the building's occupancy)
- Emergency Lighting
- Illuminated Exit Signs
- System Certifications (originals posted on site) i.e. fire, suppression, generator, etc.
- Pull Station Signage
- Fire Extinguishers visibly mounted and tagged on each level or within every 75 feet of space (minimum 5 lbs.)
- Fire Evacuation Plan
Note: for I-4 occupancies (more than 5 children under the age of 2 ½) plans must be reviewed and approved by the Fire Prevention Unit of the Philadelphia Fire Department – (215)686-1382 prior to obtaining your inspection.
- Shelter In Place Plan
- No double cylinder key locks or locked rear yard gates. Panic door hardware on occupant loads of 100 or more.
- No blocked exits.
- Two means of egress on each floor occupied. (Exceptions may apply)

To schedule an appointment for a fire inspection, contact
Licenses & Inspections by calling the 311 call center.



CITY OF PHILADELPHIA
Requirements for Operating a
GROUP CHILD CARE HOME LOCATED IN A RESIDENCE

The procedures for obtaining the required permits to operate a **GROUP CHILD CARE HOME LOCATED IN A RESIDENCE** in the City of Philadelphia are different than the procedures in other municipalities. Each step of the following instructions must be completed in order to obtain the required occupancy permit to submit along with your application for a certificate of compliance. For further information, call the 311 Call Center or 215-686-1776 (if calling outside Philadelphia), or see the website at www.phila.gov/li.

8. **Obtain a Business Privilege License** from the License Issuance Unit of Licenses & Inspections, located on the concourse level of Municipal Services Building, 1401 JFK Blvd. The one time fee for this license is \$300.00. Available on-line at: www.phila.gov/li

*** You will also be required to apply and pay for an annual Family Child Care license (\$50.00). Your Family Child Care license will be issued once your inspections have been completed and approved.

9. **Obtain a Business Tax Number** from the Revenue Department at Municipal Services Building or at www.phila.gov/revenue
10. **Obtain a Zoning Permit** from the Zoning Unit of Licenses & Inspections. Fees will vary. Contact the zoning unit for additional information at (215) 686-2455.
11. **Apply for a Certificate of Occupancy:** After receiving your zoning use permit, you **must** apply for a **Certificate of Occupancy** from the Building Permits Services Unit, Municipal Services Building – Concourse Level before receiving your fire inspection.
12. **Contact the Department of Public Health:**
 - a. Food Safety Certification class at (215) 685-7498 Make certain that you specify the residential group class (maximum 12 children).
 - b. Health Inspection Approval (License Eligibility) at (215) 685-7342. The License Eligibility report is a dated document that is acceptable for 30 days from the date of issue.

13. **Fire Inspection:** Once your health inspection has been completed, you are now ready for your fire inspection. For additional information regarding your fire inspection, see the next page.
14. **Contact your fire inspector at your area District Office.** You may call the 311 call center for the telephone number of your District Office.
15. **Fire safety approval:** Once you have passed your fire inspection, the fire inspector will issue your fire safety approval and issue your license within three business days.

This completes the initial licensing requirement for a
GROUP CHILD CARE HOME LOCATED IN A RESIDENCE in the City of Philadelphia.

REMEMBER:

- Your City of Philadelphia group child care/food prep/serve license (3126) **must be renewed every year. The license expires the last day of February each year.**
- **Once your payment of \$50.00** has been received your **ANNUAL** fire inspection will be automatically submitted to the inspector in your area.

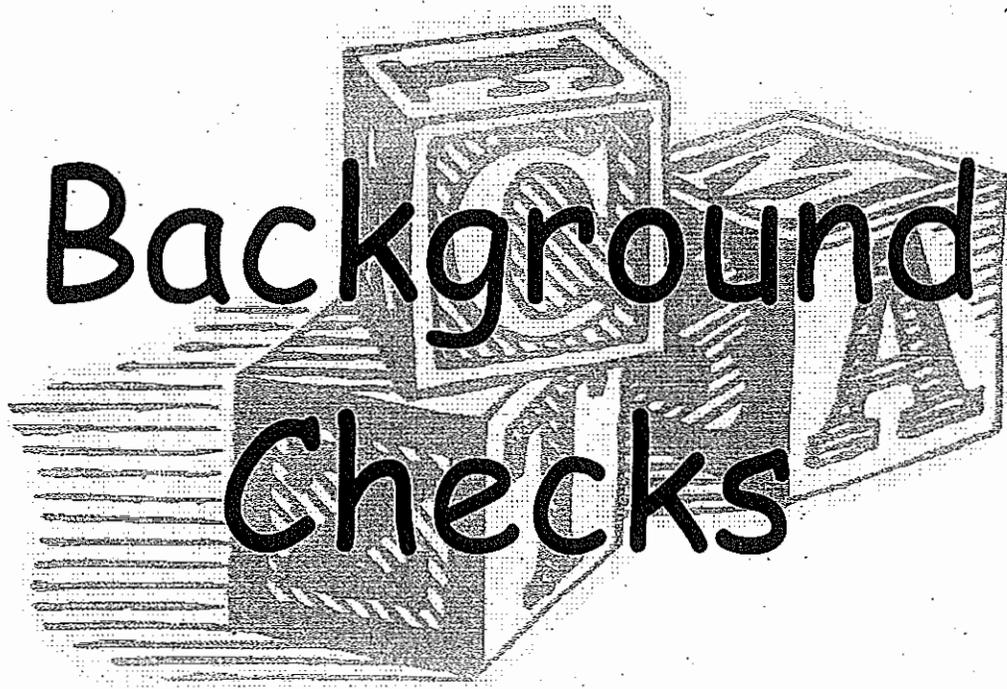
CITY OF PHILADELPHIA
Licenses & Inspections Fire Safety Requirements for a
GROUP CHILD CARE HOME LOCATED IN A RESIDENCE

The following fire safety requirements apply to a **GROUP CHILD CARE HOME LOCATED IN A RESIDENCE** in the City of Philadelphia.

Your fire inspection will include, but may not be limited to the following:

- **Smoke Alarms** - hard-wired inter connected smoke alarms on each floor of your home.
- **Carbon Monoxide Alarms** - Installed within 15 feet of the entrance of every bedroom and installed in the sleeping area(s) of the day care.
- **Fire Extinguishers** - At least one portable fire extinguisher with a minimum rating of 2-A:10BC (5 lb. extinguisher) visibly mounted in your child care area(s) and in your kitchen or other areas of cooking. For new purchases - save receipt and packaging from box. For existing extinguishers, they must have a current tag from an authorized extinguishing company.
- **Means of Egress** - No double key cylinder locks on egress doors or locked rear yard gates.
- **Portable Heating Devices** - Portable heating devices that produce an open flame shall not be used in buildings during the operating hours of a Residential Child Care facility.
- **Before** requesting your fire inspection the following steps **MUST** be completed:
 1. Zoning Use Permit
 2. Business Privilege License
 3. Tax Account Number
 4. Obtain Food Safety Certification
 5. Obtain Health Department Inspection
 6. Obtain a Certificate of Occupancy

**To schedule an appointment for a fire inspection, contact
Licenses & Inspections by calling the 311 call center.**



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHIDLIN AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHIDLIN USE ONLY
DATE RECEIVED BY CHIDLIN

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F	COUNTY YOU LIVE IN	

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

- | | | |
|---|---|---|
| <input type="checkbox"/> CHILD CARE
<input type="checkbox"/> FOSTER CARE
<input type="checkbox"/> ADOPTION
<input type="checkbox"/> SCHOOL | <input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258). | <input type="checkbox"/> CWEP (Community Work Experience Program Participant) |
|---|---|---|

SIGNATURE OF CAO REP _____ CAO PHONE NO _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE _____ DATE _____

DO NOT WRITE IN THIS SECTION - CHIDLIN USE ONLY

SECTION II RESULTS OF HISTORY CHECK

- | | |
|--|--|
| <input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE. | <input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW). |
|--|--|

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER _____ DATE _____ VERIFIER'S SUPERVISOR _____ DATE _____

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE



**Instructions to Complete:
Pennsylvania Child Abuse History Clearance Form**

The Child Abuse History Clearance form may be printed off the web at:
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

DIRECTIONS

Please read the instructions prior to downloading the form. To request a supply of the forms, please call (717) 783-6211.

1. Type or print clearly and neatly in ink Section I only.
2. Address must be Applicant's current home address.
3. All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
4. Application must be signed.
5. Enclose a \$10.00 money order for each application. No cash or personal checks accepted. Agency or business checks are acceptable (Mailing address is on the actual form in the top left text box).
6. Do not send any postage paid return envelopes.
7. Application should be placed in a business-sized or larger envelope prior to mailing.
8. One block must be checked for Purpose for Clearance. Do not check more than one block.
 - A. Check the Volunteer Block if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League or churches. A copy of your Criminal Record Check results obtained within the past year must be attached. Do not send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. This block should not be checked for anyone volunteering in schools.
 - B. Check the *School Block if you are a prospective student teacher or prospective employee or contractor of a public or private school (School District, IU, Charter School, Career & Technology Center, Private Academic School, Non-Public School). See information below that applies to school employees.*
 - C. Check the Foster Care Block if applying for foster parenting or custody of a child.
 - D. Check the Adoption Block if in the process or planning to adopt a child.
 - E. Check the Child Care Block if planning to work in a child care setting or if all other blocks do not apply.
 - F. Check the CWEP Block if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. There will be no replacements after 90 days.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL CAUSE CONSIDERABLE DELAY



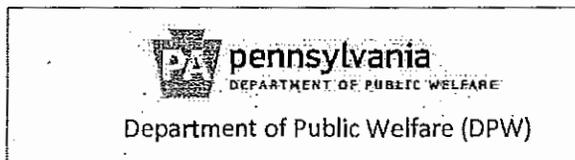
FBI Criminal History Clearance

Who Needs an FBI Criminal History Clearance?

- Anyone who applies for a Certificate of Compliance to operate a new child care center or group child care home
- All employees who work in child care centers or group child care homes

Instructions to get FBI Criminal History Clearance

1. Register with Cogent online through the web site, www.pa.cogentid.com, and be sure to click on:



or by calling 1-888-439-2486.

2. The fee for processing the FBI Criminal History Clearance is \$33.00. Choose one of the following ways to pay:
 - Pre-pay, using a credit card or debit card, by selecting Register Online on the web site www.pa.cogentid.com
 - Pre-pay by phone, using a credit card, by calling 1-888-439-2486.
 - Bring a cashier's check or money order, made out to "Cogent Systems," to the fingerprint site. No cash or personal checks will be accepted.
3. Go to the fingerprint site of your choice. No appointment is needed. Locations and hours for fingerprint sites can be found on the web at www.pa.cogentid.com, clicking Department of Public Welfare (DPW) as described at #1 above. Under "Print Site Locations," select and open "Print Locations and Hours."
4. The FBI will send the completed federal criminal history record check to the ChildLine Registry.
5. ChildLine will forward a letter with the results to the applicant. This letter will serve as the FBI Criminal History Clearance.

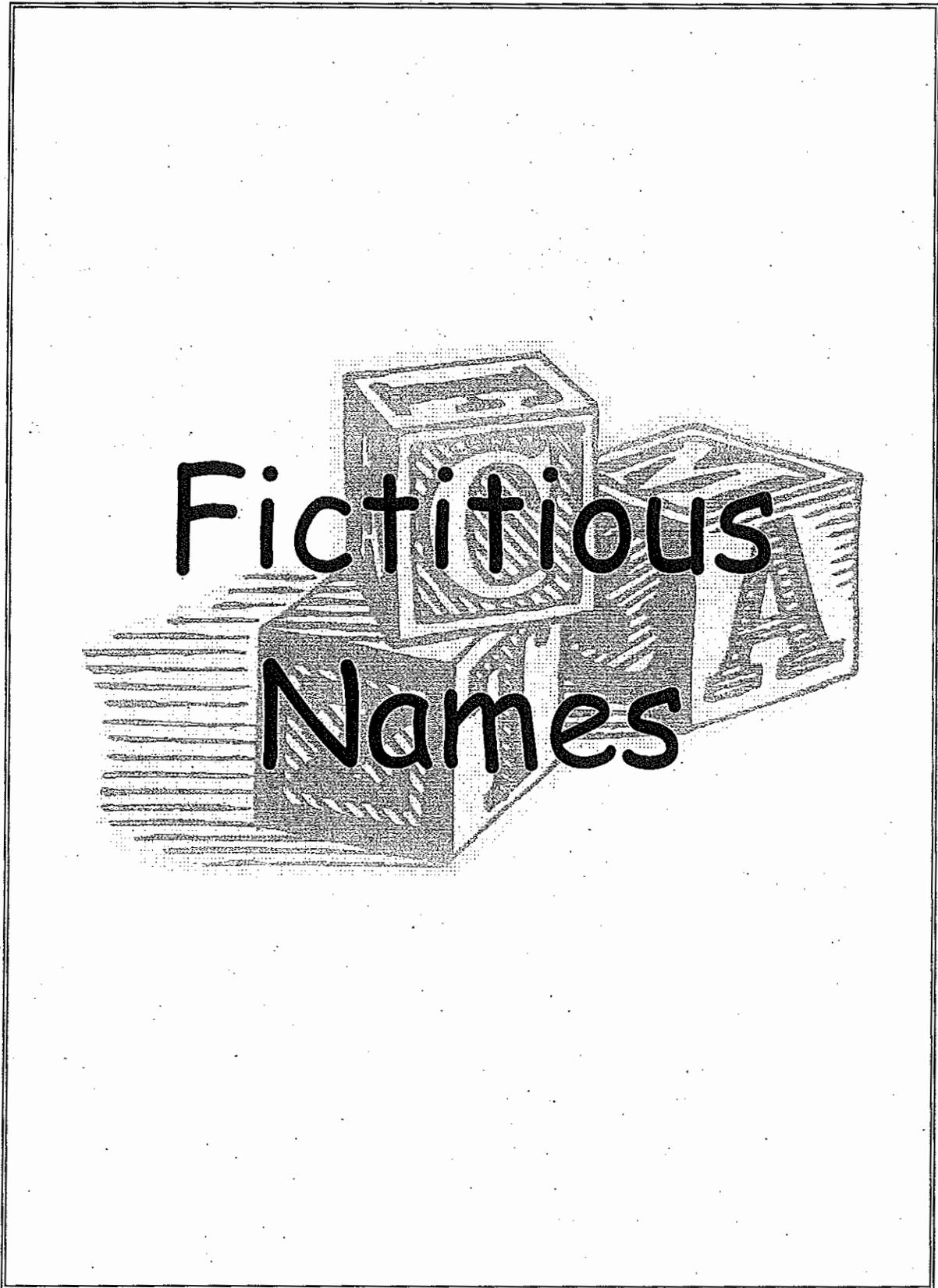
If you or an employee live outside of Pennsylvania

Out-of-state residents can get an FBI Criminal History Clearance in either of the following ways:

- Register with Cogent, following the same instructions as Pennsylvania residents (listed above).
- Obtain fingerprinting and processing through your state of residency's system. These results should be sent for review and interpretation to:

ChildLine and Abuse Registry
 P.O. Box 8170
 Harrisburg, PA 17105-8170

- There is no cost for ChildLine's review. An official letter from ChildLine serves as the required FBI Criminal History Clearance.



PENNSYLVANIA DEPARTMENT OF STATE
CORPORATION BUREAU

Application for Registration of Fictitious Name
54 Pa.C.S. § 311

Name		
Address		
City	State	Zip Code

Document will be returned to the name and address you enter to the left.



Fee: \$70

In compliance with the requirements of 54 Pa.C.S. § 311 (relating to registration), the undersigned entity(ies) desiring to register a fictitious name under 54 Pa.C.S. Ch. 3 (relating to fictitious names), hereby state(s) that:

1. The fictitious name is:

2. A brief statement of the character or nature of the business or other activity to be carried on under or through the fictitious name is:

3. The address, including number and street, if any, of the principal place of business (P.O. Box alone is not acceptable):

Number and street	City	State	Zip	County
-------------------	------	-------	-----	--------

4. The name and address, including number and street, if any, of each individual interested in the business is:

Name	Number and Street	City	State

5. Each entity, other than an individual, interested in such business is (are):

Name	Form of Organization	Organizing Jurisdiction
Principal Office Address		
PA Registered Office, if any		
Name	Form of Organization	Organizing Jurisdiction
Principal Office Address		
PA Registered Office, if any		

6. The applicant is familiar with the provisions of 54 Pa. C.S. § 332 (relating to effect of registration) and understands that filing under the Fictitious Names Act does not create any exclusive or other right in the fictitious name:

7. Optional): The name(s) of the agent(s), if any, any one of whom is authorized to execute amendments to, withdrawals from or cancellation of this registration in behalf of all then existing parties to the registration, is (are):

IN TESTIMONY WHEREOF, the undersigned have caused this Application for Registration of Fictitious Name to be executed this

_____ day of _____

Individual Signature

Individual Signature

Individual Signature

Individual Signature

Entity Name

Entity Name

Signature

Signature

Title

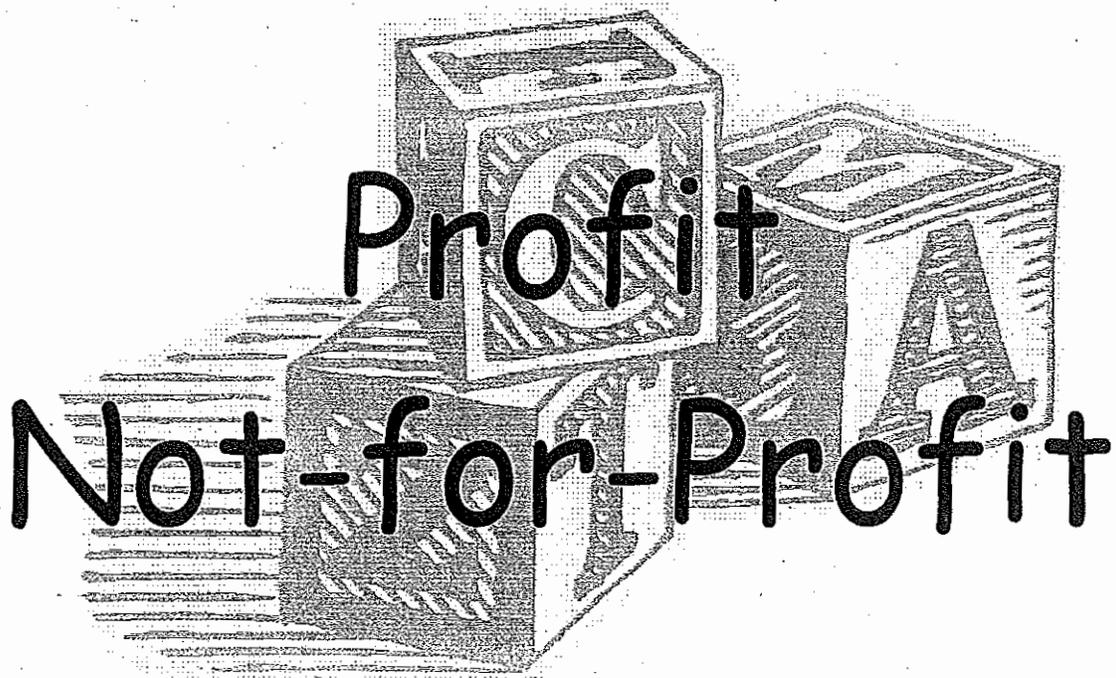
Title



Department of State
Corporation Bureau
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
Web site: www.dos.state.pa.us/corps

Instructions for Completion of Form:

- A. Typewritten is preferred. If not, the form shall be completed in black or blue-black ink in order to permit reproduction. The filing fee for this form is \$70 made payable to the Department of State.
- B. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.
- C. The following, in addition to the filing fee, shall accompany this form:
- (1) Any necessary copies of form DSCB:17.2.3 (Consent to Appropriation of Name).
 - (2) Any necessary governmental approvals.
- D. For general instructions relating to fictitious name registration see 19 Pa. Code Subch. 17C (relating to fictitious names). These instructions relate to such matters as voluntary and mandatory registration, general restrictions on name availability, use of corporate designators, agent for effecting amendments, etc., execution, official advertising when an individual is a party to the registration, and effect of registration and non-registration.
- E. The name of a commercial registered office provider may not be used in Paragraph 3 in lieu of an address.
- F. Insert in Paragraph 5 for each entity which is not an individual the following information: (i) the name of the entity and a statement of its form of organization, e.g., corporation, general partnership, limited partnership, business trust, (ii) the name of the jurisdiction under the laws of which it is organized, (iii) the address, including street and number, if any, of its principal office under the laws of its domiciliary jurisdiction and (iv) the address, including street and number, if any, of its registered office, if any, in this Commonwealth. If any of the entities has an association which has designated the name of a commercial registered office provider in lieu of a registered office address as permitted by 15 Pa.C.S. § 109, the name of the provider and the venue county should be inserted in the last column.
- G. Every individual whose name appears in Paragraph 4 of the form must sign the form exactly as the name is set forth in Paragraph 4. The name of every other entity listed in Paragraph 5 shall be signed on its behalf by an officer, trustee or other authorized person. See 19 Pa. Code § 13.8(b) (relating to execution), which permits execution pursuant to power of attorney. A copy of the underlying power of attorney or other authorization should not be submitted to, and will not be received by or filed in, the Department.
- H. An entity (which includes an individual) that registers a fictitious name is required by 54 Pa.C.S. § 311(g) to advertise its intention to file or the filing of an application for registration of fictitious name. Proofs of publication of such advertising should not be submitted to the Department, and will not be received by or filed in the Department, but should be kept with the permanent records of the business.
- I. This form and all accompanying documents shall be mailed to the address stated above.





For-Profit and Not-For-Profit Children's Programs Similarities and Differences

TAKEN FROM: THE BOTTOM LINE FOR CHILDREN'S PROGRAMS
WHAT YOU NEED TO KNOW TO MANAGE THE MONEY
BY GWEN G. MORGAN, GRYPHON HOUSE, 1999

FOR-PROFIT

NOT-FOR-PROFIT

SIMILARITIES	
<p>May take-in less money than it spends. May take-in more money than it spends. Must pay close attention to the bottom line. Must operate in a competent businesslike manner to survive. Is committed to a central mission. Is private, with a public purpose. Could exploit children for money. Is regulated to reduce risks to children.</p>	<p>Same Same Same Same Same Same Same Same</p>
START-UP CAPITAL AND OTHER BORROWING	
<p>Can get small business loans, economic development dollars, investment, venture capital, or other equity. Can borrow on credit cards. Has difficulty getting gifts from individuals, foundations, United Way, etc. because not tax-exempt. Securities laws permit a variety of equity instruments to raise capital.</p>	<p>Has difficulty finding start-up dollars; can borrow from banks if they have collateral, or from personal friends, relatives. Can borrow on credit cards. Easily has access to charitable gifts if granted tax exemption. Cannot issue equity and debt instruments to raise capital.</p>



FOR-PROFIT

NOT-FOR-PROFIT

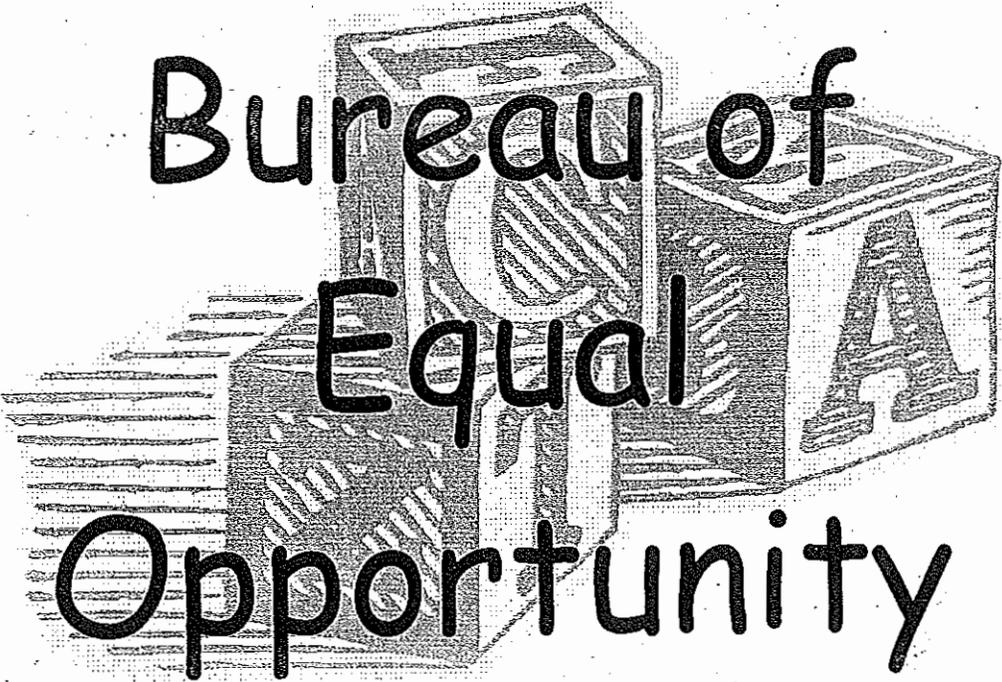
TAX STATUS AND ASSETS	
<p>Assets subject to public trust Dissolution may distribute to principals and investors</p> <p>Pays taxes, claims deductions</p> <p>Assets subject to public trust</p>	<p>Upon dissolution, must give to another not-for-profit organization.</p> <p>Eligible to apply for tax exemption. If granted, is exempt from federal, state, and local income tax on proceeds of exempt activities, and most investments; FUTA; state franchise tax; often sales, use, gasoline and property tax; may receive reduced bulk postal rates.</p>
OPERATING FUNDS	
<p>Not eligible for some government funds for children's services</p> <p>May return income to the organization for improvement and expansion, save or invest</p> <p>May distribute profits to investors as return on investment</p>	<p>Usually eligible for government funds</p> <p>Must return income to the organization for improvement and expansion; save or invest</p> <p>May not distribute profits to investors; may pay interest on loans</p>
OPERATING FUNDS	
<p>Proprietary form of organization has greatest liability; owner's personal assets are at risk</p> <p>Corporation is accountable rather than individual Board members; but law is changing in direction of potential personal liability for Board members</p>	<p>Not-for-Profit Board has traditionally had charitable immunity; degree of immunity is no longer clear</p>



FOR-PROFIT

NOT-FOR-PROFIT

PERCEPTION BY OTHERS	
<p>May be perceived by human service field, academics, and government people as commercial, exploitative; negative perception is very strong in some communities, less so in others.</p> <p>Perceived by many businesses as competent, professional, businesslike.</p> <p>Perceived by not-for-profit sector as low quality, motivated by money rather than the interests of children.</p>	<p>Perceived generally as altruistic.</p> <p>Perceived by many businesses as less competent, run by volunteers, wasteful, inefficient, not competent, not professionally businesslike.</p> <p>Perceived by for-profit sector as wasteful of tax dollars, concerned for own interests rather than of the interests of children.</p>
CONTROL	
<p>Proprietary form of organization offers greatest individual control. For-profit corporation must have a Board of Directors, which can have a small number of members; trend is toward greater Board responsibility.</p> <p>Responsive to source of capital.</p>	<p>Not-for-profit corporation must have a Board of Directors; trend is toward greater Board responsibility.</p> <p>Responsive to community represented by Board.</p>
EASE OF CONVERSION	
<p>Owner/directors have had difficulty converting to non-profit because their own money is tied up in the organization; can create a separate not-for-profit.</p>	<p>Easier to convert from not-for-profit to for-profit; can also set up for-profit, separate, associated organization; can also engage in a few activities producing unrelated business income.</p>



Bureau of
Equal
Opportunity



BUREAU OF EQUAL OPPORTUNITY REGIONAL OFFICES

In order to receive a certificate of compliance, you must complete a Civil Rights Compliance Questionnaire. Mail the completed questionnaire and all attachments to the appropriate Bureau of Equal Opportunity (BEO) Regional Office which serves the county in which your facility is located. County listings and contact information for each BEO regional office can be found below:

**Bureau of Equal Opportunity
DPW-BEO Central Regional Office
Room 225, Health & Welfare Building
625 Forster Street
Harrisburg, PA 17120-2675
(717) 787-1127**

Please contact the BEO Central Regional Office in Harrisburg for facilities located in the following counties: Adams, Bedford, Blair, Bradford, Cambria, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montour, Northampton, Northumberland, Perry, Pike, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming and York.

**Bureau of Equal Opportunity
DPW-BEO Southeastern Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107
(215) 560-2230**

Please contact the BEO Southeast Regional Office in Philadelphia for facilities located in the following counties: Berks, Bucks, Carbon, Chester, Delaware, Montgomery, Philadelphia and Schuylkill.

**Bureau of Equal Opportunity
DPW-BEO Western Regional Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222-1210
(412) 565-7607**

Please contact the BEO Western Regional Office in Pittsburgh for facilities located in the following counties: Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington and Westmoreland.

CIVIL RIGHTS COMPLIANCE QUESTIONNAIRE

Certificate/Licensing Number: _____

NEW: _____ RENEWAL: _____

Type of System:

- _____ Multi-facility (One owner, many sites)
- _____ Multi-type (One owner, many services)
- _____ Single site (One owner, one site)
- _____ Other (specify)

Legal Entity Name		
Responsible Official	Mr. () Ms. () Mrs. ()	Title
Address		
City	County	State
ZIP CODE		
Phone #: ()		
Facility Name		
Address		
City	County	State
ZIP CODE		
Facility Administrator/Director		
Phone #: () email address:		

PROGRAM:	TYPE OF Service
Personal Care Home	
Child Day Care	
Child Welfare Service (Public)	
Child Welfare Service (Private)	
Office of MHSAS	
Office of Mental Retardation	

NOTE:

Please attach a separate 8 1/2 x 11 sheet to complete answers. Please denote license number on additional sheets. Be sure to number your corresponding answer.

Nondiscrimination in Employment and Services

1) Has the facility developed a nondiscrimination in service policy statement and a nondiscrimination in employment policy statement, signed by the responsible official, that advises clients/residents/parents/guardians, the public and employees that services and employment are provided in a nondiscriminatory manner, without regard to race, sex, color, national origin (address issue of Limited English Proficiency, in the service policy only), ancestry, religious creed, disability, and age?

___ Yes Provide copy (ies). ___ No

2) How are the policies disseminated to clients/residents/parents/guardians, the general public and employees of the facility? Check all that apply.

- ___ Employee/Client Orientation
- ___ Staff Meetings/Conferences
- ___ Language Card
- ___ Written Announcements
- ___ Interpreter Services
- ___ Other (explain)
- ___ Postings (specify locations)
- ___ Sign Language

3) Does the facility currently serve Non-English speaking clients?

___ Yes (if yes, explain method used to communicate with them) ___ No

4) If the facility advertises its services and employment opportunities to the public, does the facility include the nondiscrimination clause in brochures, media notices and/or posters?

Yes (provide sample of AD) No (Explain)

- 5) Are clients, residents, parents/guardians informed that complaints of discrimination may be filed with the U.S. Department of Health and Human Services' Office of Civil Rights, the DPW Bureau of Equal Opportunity (BEO) and/or the Pennsylvania Human Relations Commission (PHRC)?

Yes (Explain how the content is disseminated) No (Please Explain)

- 6) Has information been provided to all staff regarding their rights to file complaints of employment discrimination based on Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and/or the Pennsylvania Human Relations Act of 1955, as amended with the PHRC or Equal Employment Opportunity Commission (EEOC)?

Yes (Please specify method used to inform staff) No

Employee orientation Staff meetings/conferences
 Written announcements Other (explain)

- 7) Are restrooms, drinking fountains (e.g. human needs facilities) accessible to disabled clients/ residents/ parents/ employees/ visitors?

Yes No (Explain).

- 8) How are minorities and persons with disabilities or with Limited English Proficiency integrated into programs and activities?

Please Explain

- 9) What methods are employed to make services accessible to those who may have mobility or sensory impairments? **CHECK ALL THAT APPLY**

Building modifications Program relocation within the structure Other (specify)
 Auxillary aids Program relocation to another structure

- 10) Does the facility's nondiscrimination policy state that a reasonable accommodation will be provided for employees/clients with a disability (e.g. hearing, speech, vision, mobility impairments)? Have any been granted/denied in the past 12 months? Please Explain.

- 11) Within the last 12 months, have any complaints of discrimination been filed with PHRC or EEOC? List each and explain in detail the current status.

Governing Board – If Applicable

- 1) What policy or criteria is used to select Board members?
- 2) If the facility has a Board, describe methods and materials used to orient the Board to its Civil Rights compliance requirements.

The information submitted is, to the best of my knowledge, true and we intend to be bound by it.

Responsible Official Name (Print)

Signature

Date

NOTE: An unannounced facility on-site review may be conducted by BEO. (Rev 1-05)

Attachment I

License Number _____
 Facility _____

Language of Current Limited English Proficient Clients

Current Clients Served

	Black		Hispanic		White		Native American		Asian/Pacific Islander		Others	
	M	F	M	F	M	F	M	F	M	F	M	F
Total												

Total Client Admissions in the Past 12 Months

	Black		Hispanic		White		Native American		Asian/Pacific Islander		Others	
	M	F	M	F	M	F	M	F	M	F	M	F
Total												

Spanish	Chinese (Specify Dialects)	Russian	Cambodian	Vietnamese	Other (Specify Language)

Board Composition – Should be reflective of community and client base –If NO Board mark N/A

Board Member (Names may be omitted)	Race *	Sex	Disability	Group Represented	Date Term Expires

* Race Code: B = Black, H = Hispanic, W = White, NA = Native American, A/PI = Asian/Pacific Islander

Employment Information – Current Employees

Classifications	Total Staff		Black		Hispanic		White		Native American		Asian/Pacific Islander		Others	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F

For recruitment purposes: Minority/Women/Disabled Groups Contacted

Current Client Information: Please fill in the number of clients served below.

Name of Organization Contacted	Group Represented (Minority/Women/Disabled)	Purpose of Contact	Method of Contact Phone/Mail	Date of Contact	Name of Person Contacted

Workforce should show parity in keeping with community/client base served.

Current Employees Enrolled in Training Programs – listing of any courses offered over the past 12 months

Training Course Title	Total		Black		Hispanic		White		Native American		Asian/Pacific Islander		Others	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Completed by MH/MR ONLY

Service Offered under license number:	Total		Black		Hispanic		White		Native American		Asian/Pacific Islander		Others	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F

COMMONWEALTH OF PENNSYLVANIA (▶ Use Private Letterhead)

SAMPLE # 1

SUBJECT: Nondiscrimination Policy Statement
Equal Employment Opportunity

TO: Staff

FROM: (▶ Insert Director's Name and Signature)

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee, who believes they have been discriminated against, may file a complaint of discrimination with any of the following.

Department of Public Welfare
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
625 Forster Street
Harrisburg, PA 17120-2675

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front Street, 5th Floor
Harrisburg, PA 17104

Insert address of appropriate
Bureau of Equal Opportunity
Regional Office

(See Steps before you open section in this manual for a list of Bureau of Equal Opportunity Regional Office addresses.)

COMMONWEALTH OF PENNSYLVANIA (▶ Use Private Letterhead)

SAMPLE # 2

SUBJECT: Nondiscrimination in Services

TO: Patients/Clients/Residents/Parents
(▶ Insert one of the above, as applicable)

FROM: (▶ Insert Director's Name and Signature)

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against; may file a complaint of discrimination with:

(▶ Insert Provider/Facility's Name)

(▶ Insert Address)

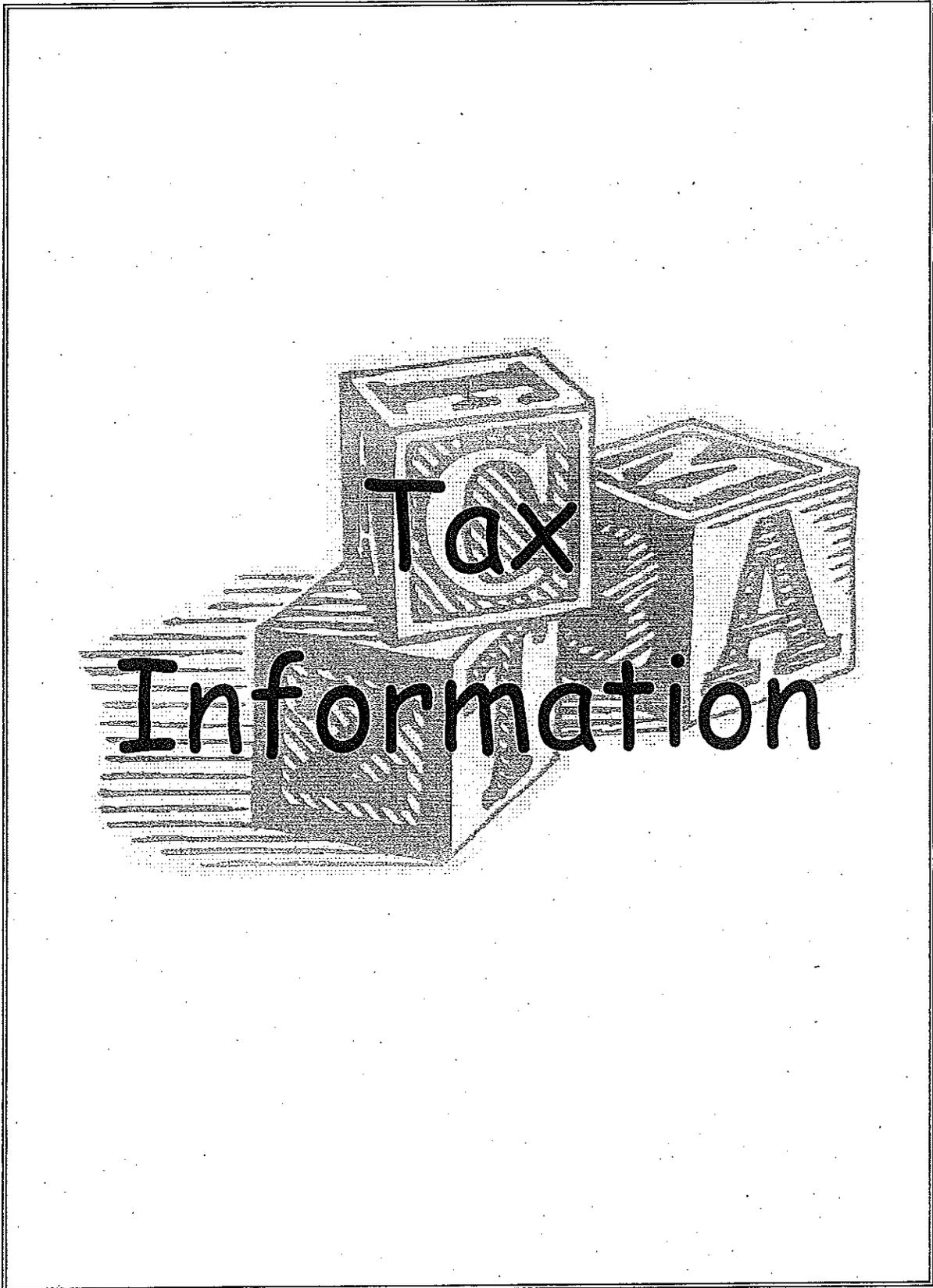
Department of Public Welfare
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
625 Forster Street
Harrisburg, PA 17120-2675

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front Street, 5th Floor
Harrisburg, PA 17104

Insert address of appropriate
Bureau of Equal Opportunity
Regional Office

(See Steps before you open section in this manual for a list of Bureau of Equal Opportunity Regional Office addresses.)





Employer Identification Number (EIN)

EINs are used to identify the tax accounts of employee's sole proprietors, corporations, partnerships, estates, trusts and other entities.

If you do not already have an EIN, you need to get one if you:

1. Have employees;
2. Have a Keogh plan;
3. Operate your business as a corporation or partnership; or
4. File an employment tax return to report employer withholding taxes, unemployment compensation contributions, etc.

Getting an EIN

EINs are issued by the Internal Revenue Service (IRS). You can get an EIN through the mail or over the Internet by completing the Application for an Employer Identification Number (Federal Form SS-4).

You can find Form SS-4 at the IRS Office nearest you or online at www.irs.gov. For information on the EIN, or to request Form SS-4, contact the IRS at 1-800-TAX-1040 for information; or 1-800-TAX-FORM for the EIN form.

If you apply online, you can get an EIN immediately. If you apply by mail, file Form SS-4 at least four to five weeks before you need an EIN. Even if you do not receive your EIN by the time a return is due, file the return. Write "Applied for" and the date you applied for the number in the space provided for the EIN.

How do I find out what Pennsylvania tax accounts I need?

Every business is different, so it is impossible to adequately cover all the taxes for which you must register. Generally, if you are incorporated and are doing business in Pennsylvania, you need to register with the Bureau of Corporation Taxes and Corporate Net Income Tax.

Taken from: "Starting a Business in Pennsylvania: A Beginner's Guide", www.paopen4business.state.pa.us



How to Apply for an EIN

You can apply for an EIN online, by telephone, fax, or mail depending on how soon you need to use the EIN.

1. Apply Online

Note: This is a free service offered by the Internal Revenue Service at www.irs.gov. Beware of websites on the internet that charge for this free service.

The internet is the preferred method to use when applying for an EIN. Visit the IRS website at www.irs.gov (keyword "EIN") and check out the interview-style online EIN application. The application includes embedded help topics and hyperlinked keywords and definitions so separate instructions aren't needed. The information you submit is validated during the online session. Once you've completed the application, you will receive your EIN immediately. You can then download, save, and print your confirmation notice. (This feature is not available to Third Party Designees.) The online application is fast, free, and user-friendly!

The application is available during the following hours:

Monday - Friday 6:00 a.m. to 12:30 a.m. Eastern time

Saturday 6:00 a.m. to 9:00 p.m. Eastern time

Sunday 7:00 p.m. to 12:00 a.m. Eastern time

2. Apply by Telephone

If you don't have internet access, you can receive your EIN by telephone and use it immediately. When applying by phone, IRS suggests that you complete Form SS-4 before the call so that you will have all relevant information available. Then, call the Toll-Free EIN number (1-800-829-4933) between 7:00 a.m. and 10 p.m. local time, Monday through Friday. The person making the call must be authorized to receive the EIN and answer questions concerning the Form SS-4.

An IRS representative will use the information received from you or your representative to establish your account and assign you an EIN. Write down the number you are given and keep it for your records.

3. Apply by Fax

You can receive your EIN by fax within four (4) business days. Fax your completed Form SS-4 to 859-669-5760. The fax number is available 24 hours a day, 7 days a week. Be sure to provide your fax number so that an IRS representative can fax the EIN back to you. Do not fax an application and also call the EIN toll-free number for the same entity because a duplicate EIN may be assigned. By using this method, you are authorizing IRS to fax your EIN without a cover sheet.

4. Apply by Mail

You can receive your EIN by mail within about four (4) weeks. Ensure that the Form SS-4 contains all of the required information and mail the application to: Attn: EIN Operation, Cincinnati, OH 45999. An EIN will be assigned and mailed to you.

Taken from: "Understanding Your EIN", Publication 1635, www.irs.gov

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

OMB No. 1545-0003

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested	
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)
	6 County and state where principal business is located	
	7a Name of responsible party	7b SSN, ITIN, or EIN
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)?	8b If 8a is "Yes," enter the number of LLC members ▶	
8c If 8a is "Yes," was the LLC organized in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No
9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Personal-service corporation _____ <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> Other (specify) ▶ _____		
<input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any ▶ _____		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
10 Reason for applying (check only one box)		
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Other (specify) ▶ _____		
<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____		
11 Date business started or acquired (month, day, year). See instructions.	12 Closing month of accounting year	
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.	14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>	
Agricultural	Household	Other
15 First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶		
16 Check one box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) _____		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶		

Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)
	Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.	
Name and title (type or print clearly) ▶		Applicant's telephone number (include area code)
Signature ▶		Applicant's fax number (include area code)
Date ▶		

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.¹ See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-8a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-14 and 16-18.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-8, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-18.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) ²	Complete lines 1-18 (as applicable).
Purchased a going business ³	Does not already have an EIN.	Complete lines 1-18 (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust ⁴	Complete lines 1-18 (as applicable).
Created a pension plan as a plan administrator ⁵	Needs an EIN for reporting purposes.	Complete lines 1, 3, 4a-5b, 9a, 10, and 18.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1-5, 9a, 10-12, 13-17 (if applicable), and 18.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	Complete lines 1, 2, 4a-5b, 9a, 10, and 18.
Is a single-member LLC	Needs an EIN to file Form 9832, Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes ⁸	Complete lines 1-18 (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation ⁹	Complete lines 1-18 (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

² However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 9832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(ii).

³ Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the instructions for Form 1041.

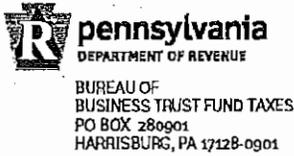
⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

⁷ See also *Household employer* on page 4 of the instructions. Note. State or local agencies may need an EIN for other reasons, for example, hired employees.

⁸ See *Disregarded entities* on page 4 of the instructions for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.



**PENNSYLVANIA EXEMPTION
CERTIFICATE**

CHECK ONE:

- STATE OR LOCAL SALES AND USE TAX
- STATE OR LOCAL HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

This form cannot be used to obtain a Sales Tax License Number, PTA License Number or Exempt Status.

Read Instructions
On Reverse Carefully

THIS FORM MAY BE PHOTOCOPIED - VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

CHECK ONE: PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor, or Lessor _____

Street _____ City _____ State _____ ZIP Code _____

NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:
 FORM MV-1 Application for Certificate of Title (first time registrations)
 FORM MV-4ST Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate are exempt from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____
- 2. Purchaser is a/an: _____
- 3. Property will be resold under License Number _____. (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 4. Purchaser is a/an: _____ holding Exemption Number _____
- 5. Property or services will be used directly and predominately by purchaser performing a public utility service.
 PA Public Utility Commission PUC Number _____ and/or US Department of Transportation MCMX _____
- 6. Exempt wrapping supplies, License Number _____. (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- 7. Other _____
 (Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee _____ Signature _____ EIN _____ Date _____

Street _____ City _____ State _____ ZIP Code _____

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 90 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).

GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and Local Sales and Use Tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel Occupancy Tax if referenced with the symbol (●);
- d. PTA fee on the purchase of tires if referenced with the symbol (+);
- e. Vehicle Rental Tax (VRT)

EXEMPTION REASONS

- 1.) Property and/or services will be used directly and predominately by purchaser in performing purchaser's operation of:
- A. Manufacturing B. Mining C. Dairying D. Processing E. Farming F. Shipbuilding

This exemption is not valid for property or services which are used in: (a) constructing, repairing, or remodeling of real property, other than real property which is used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. Effective October 1, 1991, this exemption does not apply to certain services and PTA fire fee.

- 2.) Purchaser is a/an:
- + A. Instrumentality of the Commonwealth.
 - + B. Political subdivision of the Commonwealth.
 - + ● C. Municipal Authority created under the "Municipality Authorities Acts".
 - + ● D. Electric Cooperative Corporations created under the "Electric Cooperative Law of 1990".
 - + ● E. Cooperative Agricultural Associations required to pay Corporate Net Income Tax under the Cooperative Agricultural Association Corporate Net Income Tax Act (exemption not valid for registered vehicles).
 - + ● F. Credit Unions organized under "Federal Credit Union Act" or Commonwealth "Credit Union Act".
 - + ● G. United States Government, its agencies and instrumentalities.
 - + ● H. Federal employee on official business (Exemption limited to Hotel Occupancy Tax only. A copy of orders or statement from supervisor must be attached to this certificate.)
 - i. School Bus Operator (This Exemption Certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation. For purchase of school buses, see NOTE below.)

- 3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax License Number, complete Number 7 explaining why such number is not required. This Exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

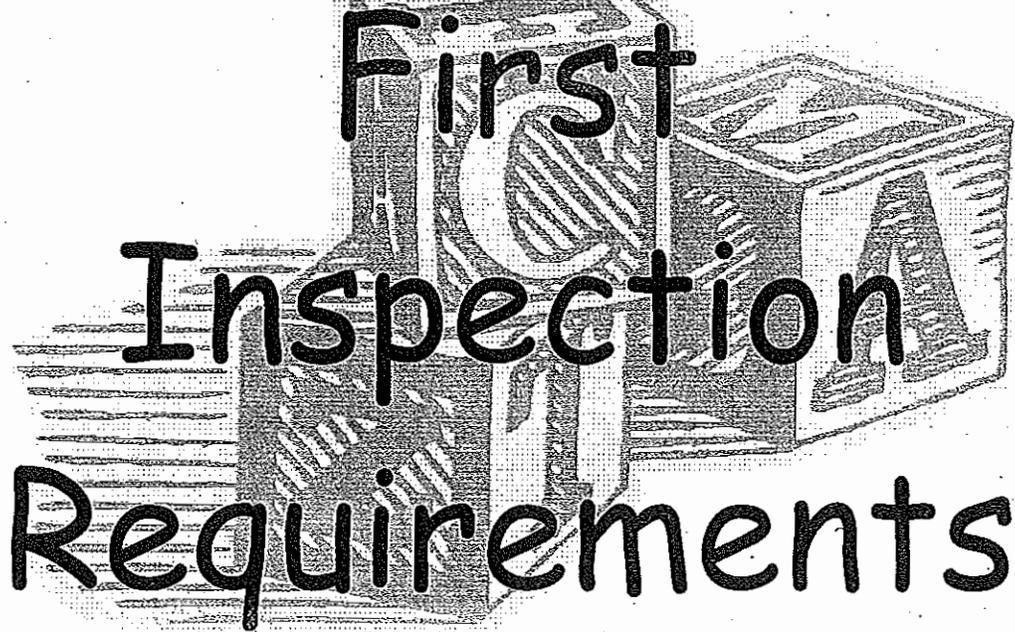
- | | | |
|--|---|---|
| <p>4.) <u>Renewable Entities beginning with the two numbers 75:</u></p> <p>A. Religious Organization
B. Volunteer Firemen's Organization
C. Nonprofit Educational Institution
D. Charitable Organization</p> | <p><u>Permanent Exemptions beginning with the two numbers 76:</u></p> <p>E. School District</p> | <p><u>Special Exemptions:</u></p> <p>F. Direct Pay Permit Holder
+ ● G. Individual Holding Diplomatic ID
H. Keystone Opportunity Zone
I. Tourist Promotion Agency</p> |
|--|---|---|

Exemption limited to purchase of tangible personal property or services for use and not for sale. The exemption shall not be used by a contractor performing services to real property. An exempt organization or institution shall have an exemption number assigned by the PA Department of Revenue and diplomats shall have an identification card assigned by the Federal Government. The exemption for categories "A, B, C and D" are not valid for property used for the following: (1) construction, improvement, repair or maintenance of any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated activities or operation of a public trade or business; or (3) equipment used to maintain real property.

- 5.) Property or services will be used directly and predominately by purchaser in the production, delivery, or rendition of public utility services as defined by the PA Utility Code.

This Exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property which is used directly in rendering the public utility services; or (2) managerial, administrative, supervisory, sales or other nonoperational activities; or (3) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.

- 6.) Vendor/Seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.
- 7.) Other (Attach a separate sheet of paper if more space is required.)

A stylized illustration of a stack of books. The books are rendered in a halftone or stippled style, giving them a textured appearance. The text 'First Inspection Requirements' is overlaid on the books in a large, bold, sans-serif font. The word 'First' is positioned at the top, 'Inspection' is in the middle, and 'Requirements' is at the bottom. The books are stacked in a way that suggests a collection or a library.

First Inspection Requirements



The First Inspection Requirements for New Child Care Centers

Child care centers in Pennsylvania must have a Certificate of Compliance to operate. This process involves submitting a complete application (with all necessary attachments) and meeting all inspection requirements.

Following is a list of regulation requirements that will be checked during the first inspection. A description of each requirement can be found in the Department of Public Welfare Regulations for Child Care Centers (55 Pa. Code Chapter 3270)

Regulation	Title
3270.18	Liability insurance
3270.27	Emergency plan
3270.31	Age and training - Subsections (a), (b) and (c)
3270.32	Suitability of persons in the facility - Subsection (a)
3270.34	Director qualifications and responsibilities
3270.35	Group supervisor qualifications and responsibilities
3270.36	Assistant group supervisor qualifications and responsibilities
3270.61	Measurement and use of indoor child care space
3270.62	Measurement and use of play space
3270.63	Unsafe areas in outdoor play space *
3270.65	Protective electrical covers
3270.66	Toxics
3270.69	Water
3270.70	Indoor temperature
3270.71	Hot water pipes and other sources of heat *
3270.72	Ventilation *
3270.73	Telephone
3270.77	Paint
3270.79	Firearms
3270.81	Glass
3270.82	Toilet areas
3270.91	Exits
3270.92	Space heaters
3270.93	Fireplaces and woodburning and coalburning stoves
3270.101	Type of play equipment
3270.102	Condition of play equipment *
3270.105	High chairs
3270.107	Refrigerator
3270.192	Content of records

If requirements are not met and approved during the first inspection, the child care center operator will be able to submit a plan to correct problem areas. All the requirements listed must be met and fully approved before a Certificate of Compliance will be given.

* Requirements noted by an asterisk (*) may be affected by weather conditions which could prevent their approval during the inspection.



The First Inspection Requirements for New Group Child Care Homes

Group child care homes in Pennsylvania must have a Certificate of Compliance to operate. This process involves submitting a complete application (with all necessary attachments) and meeting all inspection requirements.

Following is a list of regulation requirements that will be checked during the first inspection. A description of each requirement can be found in the Department of Public Welfare Regulations for Group Child Care Homes (55 Pa. Code Chapter 3280)

Regulation	Title
3280.17	Liability insurance
3280.26	Emergency plan
3280.31	Age and training - Subsections (a), (b) and (c)
3280.32	Suitability of persons in the facility - Subsection (a)
3280.34	Primary staff person qualifications and responsibilities
3280.61	Measurement and use of indoor child care space
3280.62	Measurement and use of play space
3280.63	Unsafe areas in outdoor play space *
3270.65	Protective electrical covers
3280.66	Toxics
3280.69	Water
3280.70	Indoor temperature
3280.71	Hot water pipes and other sources of heat *
3280.72	Ventilation *
3280.73	Telephone
3280.77	Paint
3280.79	Firearms
3280.81	Toilet area
3280.91	Exits
3280.92	Space heaters
3280.93	Fireplaces and wood burning and coal burning stoves
3280.101	Type of play equipment
3280.102	Condition of play equipment *
3280.104	High chairs
3280.106	Refrigerator
3280.192	Content of records

If requirements are not met and approved during the first inspection, the group child care home operator will be able to submit a plan to correct problem areas. All the requirements listed must be met and fully approved before a Certificate of Compliance will be given.

* Requirements noted by an asterisk (*) may be affected by weather conditions which could prevent their approval during the inspection.



The First Inspection Requirements for New School-Age Child Care Programs

Child care centers in Pennsylvania must have a Certificate of Compliance to operate. This process involves submitting a complete application (with all necessary attachments) and meeting all inspection requirements. A child care facility that offers care exclusively to school-age children needs to follow only the requirements specific to school-age programs (55 Pa. Code, Section 3270.241).

Following is a list of regulation requirements that will be checked during the first inspection. A description of each requirement can be found in the Department of Public Welfare Regulations for Child Care Centers (55 Pa. Code Chapter 3270)

Regulation	Title
3270.18	Liability insurance
3270.27	Emergency plan
3270.31	Age and training - Subsections (a), (b) and (c)
3270.32	Suitability of persons in the facility - Subsection (a)
3270.61	Measurement and use of indoor child care space
3270.62	Measurement and use of play space
3270.69	Water
3270.72	Ventilation – Subsection section (a)
3270.73	Telephone
3270.79	Firearms
3270.82	Toilet areas
3270.91	Exits – Subsection (a)
3270.92	Space heaters
3270.93	Fireplaces and woodburning and coalburning stoves
3270.101	Type of play equipment
3270.102	Condition of play equipment – Subsections (a), (b) and (c)*
3270.107	Refrigerator
3270.192	Content of records
3270.241(c)	Special requirements for staff persons in school-age programs or in school-age spaces – (1),(2) and (3)

If requirements are not met and approved during the first inspection, the child care program operator will be able to submit a plan to correct problem areas. All the requirements listed must be met and fully approved before a Certificate of Compliance will be given.

* Requirements noted by an asterisk (*) may be affected by weather conditions which could prevent their approval during the inspection.



General Liability Insurance

The legal entity shall have comprehensive general liability insurance to cover the persons who are on the premises. A current copy of the insurance policy shall be on file at the facility. (55 Pa. Code §3270.18(a) and §3280.17, relating to liability insurance)

Definitions:

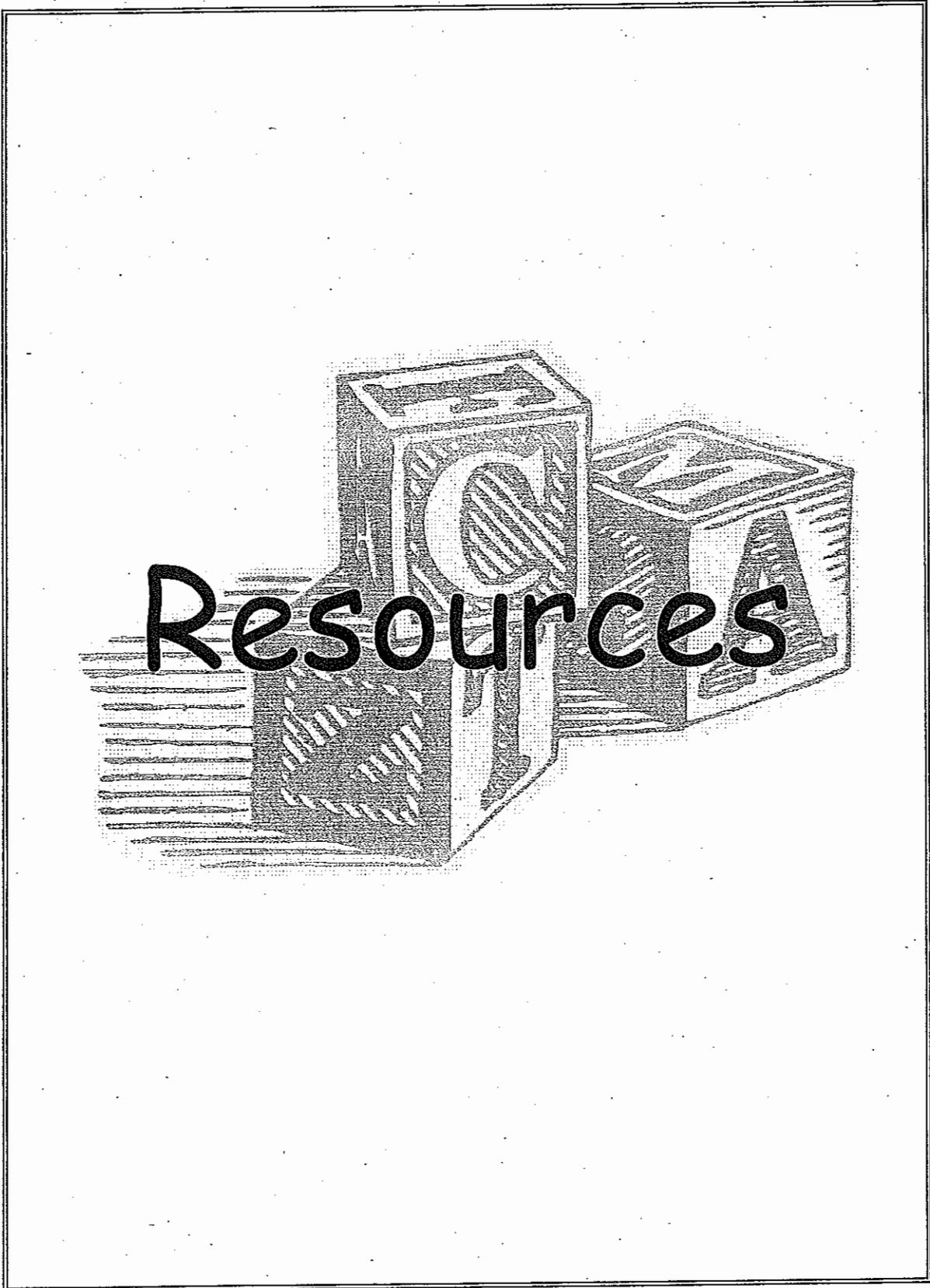
General liability insurance is insurance coverage that offers protections against claims alleging that the policy holder's negligence or inappropriate action resulted in bodily injury or property damage to another party.

Homeowner's insurance provides protection against losses or damage to the policy holder's house and its contents cause by fire, windstorm, vandalism, theft, personal liability, etc. Homeowner's insurance specifically excludes coverage for any claim brought against the operator for child care services provided on the premises.

What will a certification representative look for?

1. When conducting an inspection of a child care center or group child care home, the certification representative will examine the insurance documents on file at the facility to assess compliance with the regulation requiring general liability insurance. A facility must have a current copy of the insurance policy on file at all times. This will be verified at the initial inspection and every inspection thereafter.
2. The certification representative will check whether the insurance document is captioned as a "Homeowner's Policy" or refers to homeowner's insurance coverage. A standard homeowner's insurance policy is not the same as a general liability insurance policy.
3. The certification will request to see the Declarations page of the insurance policy. The Declarations page outlines the policies and limits on the amount of coverage, including policy limits for:
 - Property damage
 - Bodily injury to children in care
 - Medical payments coverage
4. A standard homeowner's policy includes the following or a similar exclusions clause. If the following clause appears in the policy, the certification representative will not accept the policy as proof of general liability insurance:

"This insurance does not apply to any claim made or suit brought against any insured by any person who makes a claim because of bodily injury to any person who is in the care of any insured because of childcare services provided by or at the directions of any insured."
5. Some insurance companies offer specific child care endorsements for a homeowner's policy. Endorsements, also known as riders, are provisions added to an insurance policy. Endorsements can be purchased from many but not all insurance companies. If the facility is covered through an endorsement or rider, the facility operator must tell the certification representative who will then need to see the endorsement or rider.
6. If the certification representative cannot verify that the insurance policy meets the requirement for general liability insurance, the certification representative will require the facility operator to:
 - Obtain a letter from the issuing insurance company or agent confirming the policy is a general liability insurance policy; and
 - Submit the letter to the Regional Office as proof of general liability insurance.





Resources for Opening a Child Care Center or Group Child Care Home

OFFICE OR AGENCY	TYPE OF INFORMATION	CONTACT INFORMATION
<p>Child Care Information Services (CCIS)</p>	<p>Subsidies Money for children from low-income families to pay for child care.</p> <p>Reference and Referral Help for families to find child care facilities in their local areas.</p>	<p>County-based offices: See local telephone listings or on the Web at www.dpw.state.pa.us/helpfultelephonenumber/childcareinformationservices/index.htm</p>
<p>ChildLine</p>	<p>Child Abuse Reporting Receives calls for suspected child abuse. Processes Pennsylvania Child Abuse History Clearance forms and reviews FBI clearances</p>	<p>To report suspected abuse – telephone (800) 932-0313. To request or ask questions about Child Abuse History Clearance forms or FBI forms – telephone (717) 783-6211. Child Abuse History Clearance form can be downloaded from the Web at www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf</p>
<p>Early Childhood Education Linkage System (ECELS)</p>	<p>Children's Health and Safety Educational information and workshops.</p>	<p>Telephone (800) 243-2357 or on the Web at www.eceels-healthychildcarepa.org/</p>
<p>Early Intervention</p>	<p>Services for Children For children with disabilities in Pennsylvania.</p> <p>Booklets on Web: "A Child Care Provider's Guide to Early Intervention Services in Pennsylvania" "A Family Introduction to Early Intervention in Pennsylvania"</p>	<p>Telephone (800) 692-7288 for local information and referral; or On the Web at: www.dpw.state.pa.us/forchildren/childcareearlylearning/earlyinterventionservices/index.htm or www.pattan.net</p>



OFFICE OR AGENCY	TYPE OF INFORMATION	CONTACT INFORMATION
Keystone STARS	Program Quality Voluntary program to enhance quality of child care in Pennsylvania	Call Regional Key Offices: Central – (800) 346-3020 Northeast – (800) 528-7222 Northwest – (800) 860-2281 Southeast – (267) 773-4400 Southcentral – (800) 864-4925 Southwestern – (877) 349-4850 Or on the Web at www.pakeys.org
National Child Care Information Center	Business Information Information for starting and running a child care business. Access to a wide variety of publications.	On the Web at http://nccic.acf.hhs.gov/
Penn State Better Kid Care Program	Adult Education Distance education lessons, emergency preparedness information, activity ideas, recipes.	Telephone (800) 452-9108 or on the Web at www.betterkidcare.psu.edu
Pennsylvania Department of Labor and Industry	Building Code Inspections State agency that oversees compliance with Uniform Construction Code and conducts inspections in some areas. Check web site to see if these inspections are done by local municipality (listed as opt-in) before contacting Labor and Industry.	Telephone 717-787-3806, select option 1; or On the Web at http://www.portal.state.pa.us/portal/server.pt/community/uniform_construction_code/10524



OFFICE OR AGENCY	TYPE OF INFORMATION	CONTACT INFORMATION
<p>Pennsylvania Department of Public Welfare, Office of Child Development and Early Learning, Bureau of Certification Services</p>	<p>This is the agency that inspects and certifies child care facilities. Contact your Regional Office to get answers to questions regarding:</p> <ul style="list-style-type: none"> • Regulations for child care facilities • Applying for a certificate of compliance and the status of an application • Inspections • Complaint investigations • Technical assistance in complying with the regulations <p>Regulation requirements for Child Care Centers, Group Child Care Homes and Family Child Care Homes.</p>	<p>Call Regional Offices: North Central Region: Harrisburg (800) 222-2117 Scranton (800) 222-2108 Southeast Region: (800) 346-2929 Western Region: (800) 222-2149</p> <p>On the Web at: www.pacode.com/secure/data/055/055toc.html; look for Title 55 Chapters 20, 3270, 3280 and 3290.</p>
<p>Pennsylvania Department of Public Welfare, Bureau of Equal Opportunity (BEO)</p>	<p>Civil Rights</p> <ul style="list-style-type: none"> • Civil Rights Compliance Questionnaire - approval required to obtain a certificate of compliance • Equal employment opportunity policies. • Nondiscrimination policies. <p>Information on the Web: "The Americans with Disabilities Act: A Primer for Small Business." "Commonly Asked Questions about Child Care Centers and the Americans with Disabilities Act."</p>	<p>Call BEO Regional Offices: Central (Harrisburg) – (717) 787-1127 Northeast (Scranton) – (570) 963-4342 Southeast (Philadelphia) – (215) 560-2230 Southwest (Pittsburgh) – (412) 565-7607</p> <p>www.eeoc.gov/eeoc/publications/adahandbook.cfm www.usdoj.gov/crt/ada/childq&a.htm</p>



OFFICE OR AGENCY	TYPE OF INFORMATION	CONTACT INFORMATION
<p>Pennsylvania Department of Revenue</p>	<p>Tax and Business Information Form to file for non-profit tax exemption (REV-1220) may be completed online and printed. Booklet on the Web – “A Beginner’s Guide to Starting a Small Business in Pennsylvania.”</p>	<p>Telephone (717) 787-1064 or on the Web at http://www.revenue.state.pa.us/portal/server.pt/community/revenue_home/10648</p>
<p>Pennsylvania Department of State Corporation Bureau</p>	<p>Business Information Booklet on the Web – “A Guide to Business Registration in PA” online business registration Forms on web to download:</p> <ul style="list-style-type: none"> • Application for Registration of Fictitious Name • Articles of Incorporation • Statement of Registration Domestic Registered Limited Liability Partnership • Certificate of Limited Partnership • Certificate of Organization for a Domestic Limited Liability Company 	<p>Telephone (717) 787-1057 or (888) 659-9962; or On the Web at www.dos.state.pa.us (click Corporations)</p>
<p>Pennsylvania Institute of Certified Public Accountants</p>	<p>Accountant or Tax Professional Free location service</p>	<p>On the Web at www.picpa.org</p>
<p>Pennsylvania Open for Business</p>	<p>Tax and Business Information Booklet on the Web – “A Beginner’s Guide to Starting a Small Business in Pennsylvania”</p>	<p>On the Web at www.paopen4business.state.pa.us</p>



OFFICE OR AGENCY	TYPE OF INFORMATION	CONTACT INFORMATION
<p>Pennsylvania Regional Keys</p>	<p>Education and Program Quality Offers child care training, workshops for developing child care emergency preparedness plans, and administers Keystone STARS, a voluntary program to enhance the quality of learning in Pennsylvania.</p>	<p>Call Regional Key Offices: Central – (800) 346-3020 Northeast – (800) 528-7222 Northwest – (800) 860-2281 Southeast – (267) 773-4400 Southcentral – (800) 864-4925 Southwestern – (877) 349-4850 Or on the Web at http://www.pakeys.org</p>
<p>Pennsylvania State Police</p>	<p>Request for Criminal Record Check Form (SP 4-164) on Web</p>	<p>Download the form on the Web at www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm</p> <p>On the web at www.psp.state.pa.us, click “Public Services” to access and click on “Criminal History Request” where you can:</p> <ul style="list-style-type: none"> • Access a form to complete and mail; or • Submit all information online via the PATCH system (see also the web site at https://epatch.state.pa.us/Home.jsp)
<p>Small Business Resource Center</p>	<p>Business Information Start or expand a business in PA</p>	<p>Telephone (866) 466-3972 or on the Web at www.newpa.com; Click on “Build Your Business”</p>
<p>U.S. Department of Treasury, Internal Revenue Service</p>	<p>EIN – Federal Employer Identification Number Source for information and to obtain EIN. Form SS-4 – Application for Employer Identification Number; apply by mail, online, by phone or fax.</p>	<p>Toll-Free – (800) 29-4933 Fax – (859) 669-5760 On the Web at www.irs.gov</p>



USEFUL WEB LINKS

View DPW information for Child Care Providers:

<http://www.dpw.state.pa.us/provider/earlylearning/index.htm>

View information about the child care regulations:

<http://www.dpw.state.pa.us/provider/earlylearning/childcareregulations/index.htm>

Access and download DPW Child Care Forms:

<http://www.dpw.state.pa.us/publications/forproviders/childcareforms/index.htm>

Access the OCDEL PELICAN System:

<https://www.pelican.state.pa.us/provider>

Access the PELICAN Public User Facing Link:

<https://www.pelican.state.pa.us/PPCSPublicFacing>

Sign up for the OCDEL Child Care Provider Certification Listserv:

<http://listserv.dpw.state.pa.us/ocd-pa-child-care-certification.html>

Search for Early Learning Program and Providers:

<http://www.humanservices.state.pa.us/Compass.Web/ProviderSearch/pgm/PSWEL.aspx>

Obtain FBI Clearance and receive information:

<http://www.pa.cogentid.com/index.htm>

Access Pennsylvania Keys to Quality

http://www.pakeys.org/pages/get.aspx?page=Keys_PaKey

Sign up for the Build Early Childhood E-News:

http://paprom.convio.net/site/PageServer?pagename=Build_home_page

Consumer Product Safety Commission (CPSC) website:

Information about recalled products, including toys and equipment:

<http://www.cpsc.gov/>

Sign up to receive CPSC email notices of recalled toys and equipment:

<https://www.cpsc.gov/cpsclist.aspx>



Child Care Providers

Your Guide to New Crib Standards

Beginning **December 28, 2012**, any crib provided by child care facilities and family child care homes must meet new and improved federal safety standards. The new standards take effect for manufacturers, retailers, importers and distributors on **June 28, 2011**, addressing deadly hazards previously seen with traditional drop-side rails, requiring more durable hardware and parts and mandating more rigorous testing.

What you should know...

- **This is more than a drop side issue. Immobilizing your current crib will not make it compliant.**
- **You cannot determine compliance by looking at the product.**
- **The new standards apply to all full-size and non full-size cribs including wood, metal and stackable cribs.**
- **If you purchase a crib prior to the June 28, 2011 effective date and you are unsure it meets the new federal standard, CPSC recommends that you verify the crib meets the standard by asking for proof.**
 - o Ask the manufacturer, retailer, importer or distributor to show a Certificate of Compliance. The document must:
 - Describe the product
 - Give name, full mailing address and telephone number for importer or domestic manufacturer
 - Identify the rule for which it complies (16 CFR 1219 or 1220)
 - Give name, full mailing address, email address and telephone number for the records keeper and location of testing lab
 - Give date and location of manufacture and testing
 - o The crib must also have a label attached with the date of manufacture

What you should do...

- **All child care facilities, family child care homes, and places of public accommodation:**
 - o Must prepare to replace their current cribs with new, compliant cribs before December 28, 2012.
 - o Should not resell, donate or give away a crib that does not meet the new crib standards.
- **Dispose of older, noncompliant cribs in a manner that the cribs cannot be reassembled and used.**
- **Noncompliant cribs should not be resold through online auction sites or donated to local thrift stores. CPSC recommends disassembling the crib before discarding it.**



U.S. Consumer Product Safety Commission

A SAFER GENERATION OF CRIBS

New Federal Requirements



5 New Federal Requirements:

- ⊗ Traditional drop-side cribs cannot be made or sold; immobilizers and repair kits not allowed
- ⊗ Wood slats must be made of stronger woods to prevent breakage
- ⊗ Crib hardware must have anti-loosening devices to keep it from coming loose or falling off
- ⊗ Mattress supports must be more durable
- ⊗ Safety testing must be more rigorous

Beginning June 28, 2011 all cribs sold in the United States must meet new federal requirements for overall crib safety.

 SafeSleep is a campaign of the U.S. Consumer Product Safety Commission.



www.cpsc.gov



NSN-11-2

The New Crib Standard: Questions and Answers¹

Since US Consumer Product Safety Commission (CPSC) approved a new crib rule, the CPSC continues to receive questions on this topic. While most questions have revolved around the drop side, it's important for you to know that the new standard affects far more than the drop side. A crib's mattress support, slats, and hardware are now required to be more durable and manufacturers will have to test to new more stringent requirements to prove compliance. Here are some of the questions the CPSC received, along with answers:

GENERAL QUESTIONS

1. What is the new standard for cribs?

Beginning June 28, 2011, all cribs manufactured and sold (including resale) must comply with new and improved federal safety standards. The new rules, which apply to full-size and non full-size cribs, prohibit the manufacture or sale of traditional drop-side rail cribs, strengthen crib slats and mattress supports, improve the quality of hardware and require more rigorous testing. The details of the rule are available on CPSC's website at www.cpsc.gov/businfo/frnotices/fr11/cribfinal.pdf.

The new rules also apply to cribs currently in use at child care centers and places of public accommodation. By December 28, 2012, these facilities must use only compliant cribs that meet the new federal safety standards.

2. When will the new, safer cribs be available for purchase?

Beginning on June 28, 2011, all cribs sold in the United States must meet the new federal requirements. After that date, it will be illegal to manufacture, sell, contract to sell or resell, lease, sublet, offer, provide for use, or otherwise place in the stream of commerce a crib that does not comply with the CPSC's new standards for full-size and non-full-size cribs. This includes manufacturers, retail stores, Internet retailers, resale shops, auction sites and consumers.

3. What if I need to purchase a new crib prior to June 28, 2011?

Some compliant cribs may be available before the required date. However, you will not be able to tell if the crib is compliant by looking at the crib. So, you may want to ask the retail store or the manufacturer whether the crib complies with 16 CFR 1219, the new federal standard for full-size cribs or with 16 CFR 1220, the new federal standard for non-full-size cribs.

4. Is this new regulation simply a ban on all drop-side rail cribs?

No, these are sweeping new safety rules that will bring a safer generation of cribs to the marketplace in 2011. CPSC's new crib standards address many factors related to crib safety in addition to the drop-side rail. A crib's mattress support, slats, and hardware are now required to be more durable and manufacturers will have to test to the new more stringent requirements to prove compliance.

5. Are all drop-side rail cribs "recalled" because of the new regulation?

There has not been a specific "recall" of all drop-side cribs due to the new regulation. Instead, some manufacturers recently have recalled their cribs in cooperation with the CPSC because a specific defect or risk of harm has been discovered relating to a particular crib. Although these recalls are separate from CPSC's new crib standards, traditional drop-side cribs will not meet the new crib standards that will take effect on June 28, 2011, and cribs with traditional drop-sides cannot be sold after that date.

6. How do I know whether the specific crib that I own/use in my child care facility meets the new standards?

You cannot tell from looking at a crib whether it meets the new standards. It is not likely that cribs in use before the Commission issued its crib rule in December 2010 will comply with the new standards. If you are considering purchasing new cribs that meet the standards, you may want to ask the manufacturer or retailer whether the crib complies with 16 CFR 1219 (the new standard for full-size cribs) or 16 CFR 1220 (the new standard for non-full-size

information obtained from CPSC Blogger on June 14, 2011, <http://www.cpsc.gov/onsafety/2011/03/the-new-crib-standard-questions-and-answers/>

cribs). Manufacturers are required to test samples of their cribs to the new standards and to certify that they comply with the new standards. They must provide this certification to the retailer.

You can ask the manufacturer or retailer for a copy of the certificate of compliance that should indicate that the crib is certified to meet 16 CFR 1219 or 16 CFR 1220. After June 28, 2011, all cribs manufactured or offered for sale, lease, or resale are required to meet the new crib standards.

7. Who will be enforcing the crib standards and what are the penalties for using cribs that do not meet the new standards?

CPSC will be the main agency enforcing the new crib standards. The initial focus will be on manufacturers and retailers since they must comply with the new standards by June 28, 2011. Anyone who is covered by the new crib standards and does not comply commits a prohibited act under section 19(a)(1) of the Consumer Product Safety Act (CPSA). A person or company that knowingly commits a prohibited act is subject to possible civil penalties. States' attorneys' general also have authority to enforce the crib standards through injunctions.

CONSUMERS

8. As a consumer, what can I do if I have a drop-side crib?

Some drop-side crib manufacturers have immobilizers that fit their cribs. Drop-side crib immobilizers are devices that are used to secure drop-sides to prevent dangerous situations in which the drop-side either partially or fully separates from the crib. As part of a recall, CPSC staff works with companies to provide fixes, or remedies, for products. For drop-side cribs, that remedy has been immobilizers.

Check the CPSC's website for companies that have recalled their cribs and are providing immobilizers to secure the drop-side on the cribs. These immobilizers were evaluated and approved by CPSC staff for use with these particular drop-side cribs.

If your drop-side crib has not been recalled, you can call the manufacturer and ask if they are making an immobilizer for your crib. Remember, though, that those particular immobilizers have not been tested or evaluated by CPSC staff for use with your specific crib.

Note that a drop side crib, even with an immobilizer installed, will not meet the new CPSC crib standards.

9. Is a sturdy, non drop-side crib okay for a consumer to use?

It is unlikely that your current crib will meet the new crib standards. The new standards require stronger hardware and rigorous testing to prove a crib's durability. If you continue to use your current crib, you are encouraged to check the crib frequently to make sure that all hardware is secured tightly and that there are no loose, missing, or broken parts. Note that after December 28, 2012, child care facilities, family child care homes, and places of public accommodations, such as hotels and motels, must provide cribs that comply with the new and improved standards.

10. My drop-side crib has not been recalled, but I am worried about using it with my baby. Can I return it for a refund?

Manufacturers and retailers are not required to accept returned drop-side cribs or to provide a refund. However, individual retailers and manufacturers may conduct promotions or incentives for their customers.

11. Is it okay for me as a consumer to resell, donate or give away a crib that does not meet the new crib standards?

A consumer should not resell, donate or give away a crib that does not meet the new crib standards, such as trying to resell the product through an online auction site or donating to a local thrift store. CPSC recommends disassembling the crib before discarding it.

12. Is the answer different if a piece ("immobilizer") has been added to my drop-side crib to prevent the side from moving up and down?

Consumers should not sell or give away a drop-side crib that has an added immobilizer because it still will not meet the new crib standards.

13. If I am unable to purchase a new crib, what can I do to keep my baby safe?

If you continue to use your current crib, you are encouraged to:

- a. Check CPSC's crib recall list to make sure that your crib has not been recalled.
- b. Check the crib frequently to make sure all of the hardware is secured tightly and that there are no loose, missing, or broken parts.
- c. If your crib has a drop-side rail, stop using that drop-side function. If the crib has been recalled, request a free immobilizer from the manufacturer or retailer (particular immobilizer will vary depending on the crib).
- d. Another option is to use a portable play yard, so long as it is not a model that has been recalled previously.

14. If a customer purchases a crib that was manufactured before June 28, 2011, but they return the crib for a warranty claim after June 28, 2011, must the replacement crib meet the new crib standards?

Yes. When a manufacturer (retailer or other supplier) provides a replacement crib for use after the June 28, 2011, compliance date, the crib must meet the requirements of the CPSC's new crib standards.

CHILD CARE CENTERS, FOSTER HOMES, CHURCHES, HOSPITALS

15. My child care center still has drop-side cribs. Are they in violation of the regulation?

No, child care facilities, family child care homes, and places of public accommodation, such as hotels and motels, have until December 28, 2012, to ensure that the cribs used in their facilities meet the requirements of the CPSC's new crib standards.

After this date, places of public accommodation may no longer use traditional drop-side cribs or noncompliant cribs and must use cribs meeting the new federal safety standards:

Parents should talk with management about the new standards and the facility's plan of action for replacing the cribs. Parents also should make sure their baby is not being placed in a recalled crib.

Note: Child care facilities, family child care homes, and places of public accommodation should not resell, donate or give away a crib that does not meet the new crib standards, such as trying to resell the product through an online auction site or donating to a local thrift store. CPSC recommends disassembling the crib before discarding it.

16. Are portable cribs or play yards affected by the regulation?

The crib standards cover portable cribs, but not play yards. CPSC's crib rule includes a standard for full-size cribs (16 CFR part 1219) and a standard for non-full-size cribs (16 CFR part 1220). A non-full-size crib is a crib that is either larger or smaller (or otherwise shaped differently) from a full-size crib. The standard for non-full-size cribs covers portable cribs (a crib that "may be folded or collapsed, without disassembly, to occupy a volume substantially less than the volume it occupies when it is used") as defined in that standard. The term "non-full-size crib" does not include products with mesh/net/screen or other non-rigid construction. Instead, enclosures with mesh or fabric sides are considered to be play yards and are not subject to the crib standards.

CPSC is developing a separate mandatory federal standard for play yards:

17. Are hospitals required to provide cribs that comply with the CPSC's new crib regulation?

The CPSC crib rules require only certain facilities to provide cribs that comply with CPSC rules. Those places include child care facilities, family child care homes, and places of public accommodation such as hotels and motels. Hospital cribs are regulated by the FDA, and are thus considered to be medical devices. Cribs used in hospitals as medical devices are not required to comply with the new CPSC crib standards.

However, a child care facility that is owned or operated by, or located in, a hospital is required to provide cribs that meet the new crib standards by December 28, 2012.

18. What types of child care arrangements are impacted by the new crib standards?

The Consumer Product Safety Improvement Act of 2008 (CPSIA) directed the U.S. Consumer Product Safety Commission (CPSC) to issue the new crib standards and apply them to (among others) "any person that ... based on the person's occupation, holds itself out as having knowledge or skill peculiar to cribs, including child care facilities and family child care homes." The law does not define "child care facility" or "family child care home."

Based on the CPSIA language and other federal programs related to child care, we consider a "child care facility" to mean a nonresidential setting that provides child care services (which could include early learning opportunities) for a fee. We consider "family child care home" to mean a location that provides child care services (which could include early learning opportunities) for a fee in a residential setting. The residential setting is usually in a home other than the one where the child resides, although the child or children of the caregiver may also attend.

Licensing requirements vary widely from one state to another, and whether a child care provider is licensed does not determine the provider's status as a child care facility or family child care home for purposes of CPSC's crib standards.

We do not consider "in-home care," where a child is cared for in his/her own home or by a relative in the child's home or the relative's home, to be a "child care facility" or a "family child care home." In turn, we do not consider such arrangements to be subject to the new crib standards.

19. Are churches/church nurseries subject to the new crib standards?

The CPSIA does not provide any exclusion for churches. If a church operates a child care facility, the cribs that it provides must comply with CPSC's crib standards. Given the language in the CPSIA, we consider a child care facility to be one that provides services for a fee. If volunteers take care of children during a church service without pay, we do not consider that arrangement to be a child care facility, and cribs used under such an arrangement would not be subject to CPSC's crib standards.

20. Are foster homes or residential facilities subject to the new crib standards?

We consider a foster home to be a private residence where care is provided in the child's own home. This arrangement is similar to in-home care and would not be subject to CPSC's crib standards. However, in addition to child care facilities and family child care homes, CPSC's crib standards apply to "places of public accommodation," which means "any inn, hotel, or other establishment ... that provides lodging to transient guests."

We consider a public residential facility (as opposed to a private residence) to be a place of public accommodation and subject to CPSC's crib standards.

21. Are "hospital cribs" located in child care facilities subject to the new crib standards?

This depends on whether the crib is a medical "device." CPSC's crib standards do not apply to medical devices. A crib that meets the definition of "device" in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. § 201(h)) is subject to regulation by the Food and Drug Administration (FDA), not CPSC. You should contact FDA's Center for Devices and Radiological Health to determine if a particular crib is a "device."

A crib that is located in a child care facility and is not a "device" is subject to CPSC's crib standards.

MANUFACTURERS, IMPORTERS, RETAILERS

Retrofitting Cribs

22. Is it possible to retrofit a crib that is currently in use (e.g., in a child care facility) to meet the new crib standards?

CPSC staff does not believe that a crib currently in use can be retrofitted and tested to show compliance with the new crib standards. Typically, a crib is destroyed in the process of testing; therefore, retrofitting cribs currently in use cannot be done. As discussed in the preamble to the final rule, the crib standards include multiple, complex requirements for many parts of a crib, making it difficult to determine whether a retrofitted crib currently in use would meet the requirements without testing that specific crib. (Section E.9 of the preamble to the final crib rule, 75 Fed. Reg. at 81771-72.) Also, a retrofit, such as a side rail immobilizer, which previously might have been an acceptable remedy to address a defect in a recalled crib, may not necessarily make a crib compliant with the new crib standards because additional new compliance requirements now apply to that crib design.

23. Is it possible for a retailer, manufacturer, or lessor to retrofit unused crib inventory to meet the new crib standards?

Under some circumstances, it may be possible to retrofit unused, noncompliant crib inventory to meet the new crib standards. To comply with the new standards, an existing crib model – with the retrofit in place – must be put through the complete test regimen. In other words, the crib model, as it exists in inventory, must be tested with the retrofit, and

it must meet all the provisions of the relevant new standards and be certified to the applicable new standards prior to its sale. The manufacturer should provide a way to ensure that all the crib models in inventory have been retrofitted properly. For unused cribs in inventory, we assume that cribs of the same model are sufficiently similar, so that when a model that is identical to the crib(s) in inventory is tested to the standard with the retrofit, and the crib passes the test, then that retrofit can be applied to all other identical models currently in inventory to make them compliant. It is the manufacturer's, retailer's, or lessor's responsibility to ensure that all cribs sold (or resold or leased) on and after June 28, 2011, are compliant with the new standards. If a retrofit is used, it is the manufacturer's or importer's responsibility to provide certification of the retrofitted crib, following testing by a CPSC-accepted certifying body, to ensure that the inventory is sold only with a retrofit that makes the crib compliant with the standard. The same retrofit methods developed for a non-compliant unused crib cannot be applied to a crib model that is used or that currently is in use because each crib is unique, due to its use patterns. Therefore, each used crib unit would have to be tested with the retrofit in place before the crib could be certified. The testing can be destructive; and likely would render the crib unusable.

24. If inventory is retrofitted, what testing is required?

The crib model must be tested to the relevant crib standard (16 CFR part 1219 or 16 CFR part 1220) with the retrofit in place. The testing must be conducted by a third party testing body that has been accredited and accepted by the CPSC to test cribs to the new crib standards.

25. Must crib manufacturers, retailers, and lessors get approval from the CPSC to retrofit crib inventory?

No. The CPSC does not approve crib retrofit methods. The CPSC relies on the manufacturer's/importer's certification of compliance of the retrofitted product that is supported by testing to the applicable standard by a CPSC accepted conformity assessment body.

26. If a company has an inventory of cribs that do not comply with the new crib standards, could the company export the noncompliant cribs to another country?

Yes. However, after June 28, 2011, a company first must notify the CPSC and follow the procedures stated in 16 CFR part 1019, pertaining to Export of Noncomplying, Misbranded, or Banned Products.

27. Can a retailer sell a noncompliant crib before June 28, 2011 and deliver it after that date?

Before June 28, 2011, a retailer can sell a crib that does not meet the new crib standard and delay delivery until after June 28, 2011, if a customer pays the full amount due on the crib before that date. By payment of the purchase price before June 28, the sale is complete and the crib effectively is in the customer's possession when the crib has been paid in full. However, if a customer purchases a crib under an arrangement where only partial payment of the purchase price of the crib is made before June 28, 2011 (often called layaway), and does not take possession before June 28, 2011, the crib must meet the new crib standards.

Under these circumstances, a retailer could not legally provide a noncompliant crib to the customer after June 28, 2011.

AGREEMENT

55 PA CODE CHAPTERS 3270.123 & 181(c); 3280.123 & 181(c); 3290.123 & 181(c)

NAME OF CHILD		
FEE AMOUNT \$	PER-DAY-WEEK	DAY PAYMENT TO BE MADE
Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)		
CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE \$	PER MIN-HR	
Extra services to be provided at an additional fee if applicable		

I, the parent/guardian;

- received complete written program information at the time of enrollment (§ 3270.121, 3280.121, 3290.121)
- agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR DATE SIGNATURE-PARENT OR GUARDIAN DATE

DATE OF CHILD'S ADMISSION
DATE OF WITHDRAWAL

PERIODIC REVIEW
<p style="text-align: center;">_____ SIGNATURE-PARENT OR GUARDIAN DATE</p>

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & 182; 3290.124 (a)(b), 3290.181 & .182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN. OF MINOR FIRST - AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

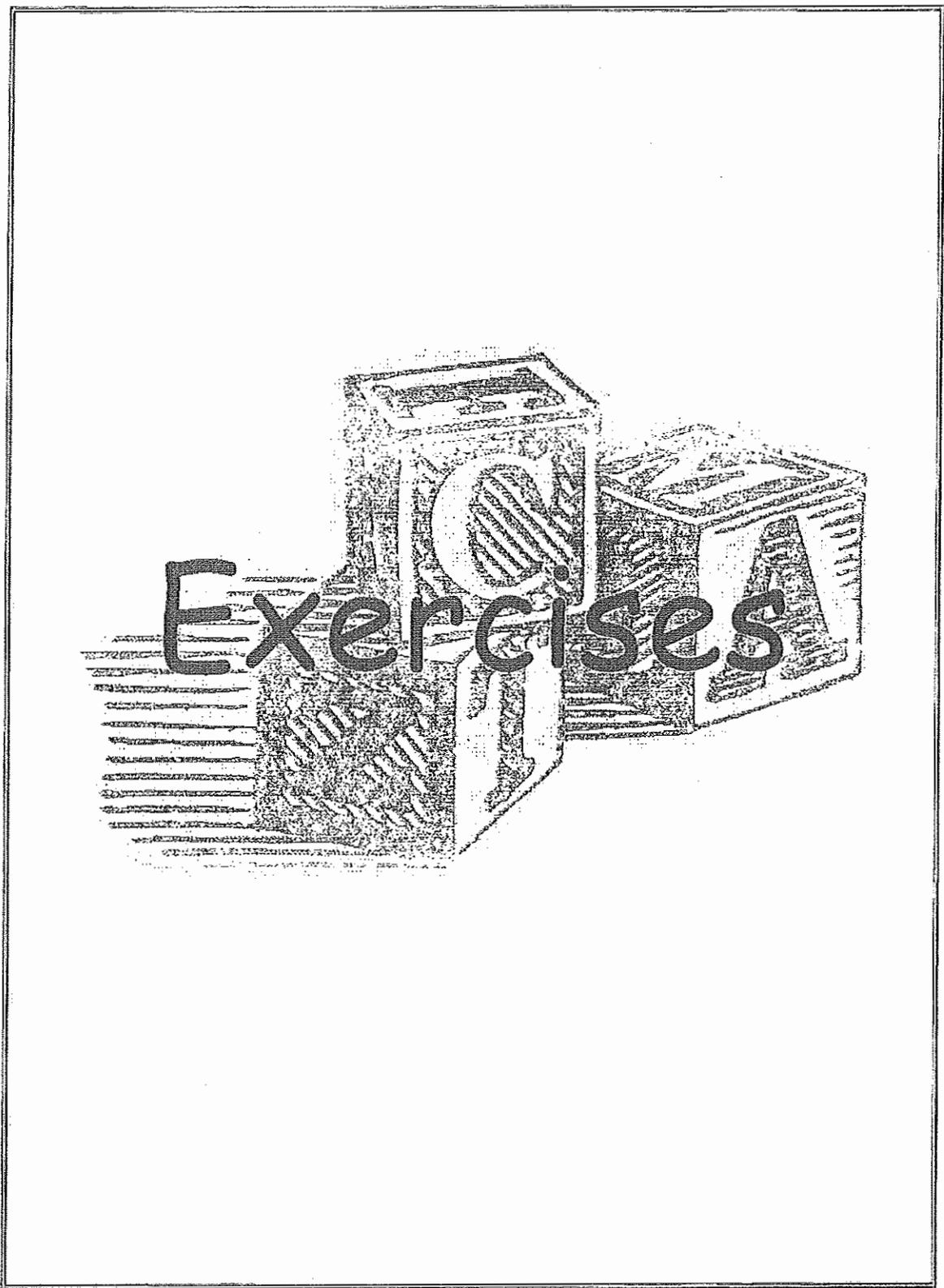
PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE





Getting a Child Care Center or Group Home Started Workshop Evaluation

Please help evaluate this workshop by responding to the following statements:

(Circle your answer)	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Sure
I learned new information in this workshop.	1	2	3	4	5
The information was relevant to me.	1	2	3	4	5
I plan to use the information now.	1	2	3	4	5
I plan to use the information in the future.	1	2	3	4	5
I will use or refer to the handout manual again.	1	2	3	4	5
I understand what needs to be done to file for a Certificate of Compliance.	1	2	3	4	5
I know where to find help to get my child care facility started.	1	2	3	4	5
I plan to complete the required steps to open a child care center or group home.	1	2	3	4	5

Please rate the following: (circle your answer)	Excellent	Good	Fair	Poor
The video portion of the training	Excellent	Good	Fair	Poor
The on-site live trainer	Excellent	Good	Fair	Poor
The materials you received	Excellent	Good	Fair	Poor

Comments:

**INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR A
CERTIFICATE OF COMPLIANCE FOR A CERTIFIED CHILD CARE CENTER OR
A GROUP CHILD CARE HOME**

APPLICATION PURPOSE:

Open New Facility: A new agency/facility

Renew Existing Facility: An agency/facility applying to renew their existing Certificate of Compliance. The name and address of the Agency/Facility and the name of the legal entity should be the same as it is on the existing Certification of Compliance.

Change of Facility/Legal Entity Information: An agency that has had an update of previously submitted information such as an agency/facility name change, agency/facility address change or a change in the legal entity name.

IDENTIFICATION:

1. **LOCATION NAME, PHYSICAL ADDRESS, MAILING ADDRESS, EMAIL ADDRESS, TELEPHONE NUMBER, CELL PHONE NUMBER:**

Indicate name, physical address, mailing address, email address, telephone and cell phone number of the physical location where the child care services are provided. If the application is for a renewal of an existing certificate, the name and address of the location should be the same as on the previous application. A post office box may not be entered in the physical address information.

2. **LEGAL ENTITY NAME, PHYSICAL ADDRESS, MAILING ADDRESS, EMAIL ADDRESS, TELEPHONE NUMBER, CELL PHONE NUMBER:**

Indicate name, physical address, mailing address, email address, telephone and cell phone number of the legal entity. A post office box may not be entered in the physical address information.

3. **RESPONSIBLE PERSON:**

Indicate the full name and title of the person who is responsible for the daily operation of the facility.

4. **COUNTY AND MUNICIPALITY/TOWNSHIP/BOROUGH:**

Indicate the name of the county and municipality/township/borough in which the facility location where child care services are provided is located.

5. **TYPE OF FACILITY:**

Indicate the type of child care facility you wish to operate: Child Care Center or Group Child Care Home.

6. **TAX IDENTIFIER:**

Indicate the FEIN of the person, partnership, association, organization, corporation or governmental body responsible for the operation of the facility.

7. **TYPE OF OPERATION:**

Profit: Operating with the expectation of providing a financial benefit to someone or something other than the facility itself. The focus upon the ultimate aim of the enterprise, not the financial results of any particular period of operation. The focus is also upon the particular premises involved and not the legal entity which operates the facility. A non profit legal entity may be considered as operating a facility for profit if the particular premises involved provides a financial benefit to the parent legal entity. Any legal entity not possessing a certificate of tax exempt status from the Internal Revenue Service will be considered operating for profit unless it provides satisfactory proof otherwise.

Non-Profit: Operating other than for profit. Copy of tax exempt certificate should be submitted with the initial application.

8. **TYPE OF OWNERSHIP:**

Identify the type of ownership.

9. Please answer YES or NO and explain any YES response on a separate sheet of paper.
10. Please answer YES or NO and explain any YES response on a separate sheet of paper.
11. Please answer YES or NO and explain any YES response on a separate sheet of paper.

ATTACHMENTS:

Attach current Certificate of Occupancy, Articles of Incorporation, State Fictitious Name Approval, Tax Documentation, Bureau of Equal Opportunity Compliance Letter

DECLARATION:

The Declaration must be signed by the legal entity. If the legal entity is a partnership, association, or organization, the person authorized to sign such documents must sign. Where the legal entity is a corporation, the signature must be of a corporate officer. Type or print the name and title of the person signing.



Commonwealth of Pennsylvania
Department of Public Welfare

Office of Child Development and Early Learning
**APPLICATION FOR CERTIFICATE OF COMPLIANCE
TO OPERATE A CHILD CARE CENTER OR
A GROUP CHILD CARE HOME**

APPLICATION PURPOSE	
<input type="checkbox"/> Open New Facility <input type="checkbox"/> Change of Facility/Legal Entity Information <input type="checkbox"/> Renew Existing Certificate	
IDENTIFICATION	
1A. LOCATION NAME and PHYSICAL ADDRESS NAME _____ NUMBER and STREET _____ CITY _____ ZIP CODE _____ LANDLINE TELEPHONE NUMBER _____ CELLPHONE NUMBER _____	2A. LEGAL ENTITY NAME and PHYSICAL ADDRESS NAME _____ NUMBER and STREET _____ CITY (and State) _____ ZIP CODE _____ LANDLINE TELEPHONE NUMBER _____ CELLPHONE NUMBER _____
1B. LOCATION MAILING ADDRESS <input type="checkbox"/> Same as above NAME _____ P.O. BOX or NUMBER and STREET _____ CITY _____ ZIP CODE _____ E-Mail Address (if available) _____	2B. LEGAL ENTITY MAILING ADDRESS <input type="checkbox"/> Same as above NAME _____ P.O. BOX or NUMBER and STREET _____ CITY (and State) _____ ZIP CODE _____ E-Mail Address (if available) _____
3. RESPONSIBLE PERSON FIRST NAME _____ LAST NAME _____ TITLE _____	4. COUNTY and MUNICIPALITY/(CITY/TOWNSHIP/BOROUGH) _____ 5. TYPE OF FACILITY <input type="checkbox"/> Child Care Center <input type="checkbox"/> Group Child Care Home
6. TAX IDENTIFIER FEIN _____ <i>Tax type, tax number and IRS documentation must be provided in order to participate in the subsidized child care program or resource and referral, or both.</i>	7. TYPE OF OPERATION <input type="checkbox"/> PROFIT <input type="checkbox"/> NON-PROFIT
8. TYPE OF OWNERSHIP/CONTROL <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP <input type="checkbox"/> ASSOCIATION <input type="checkbox"/> CORPORATION <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> CITY GOVERNMENT <input type="checkbox"/> COUNTY GOVERNMENT <input type="checkbox"/> STATE GOVERNMENT <input type="checkbox"/> OTHER GOVERNMENT <input type="checkbox"/> OTHER	
9. CONVICTION or NAMED A PERPETRATOR (If YES to any of the questions 9 through 11 inclusive, explain on a separate sheet of paper) <input type="checkbox"/> YES <input type="checkbox"/> NO Has the Facility/Location above in 1A, or the Legal Entity above in 2A, or the Responsible Person/Operator/Owner above in 3, or the person signing this application ever been denied a Certificate or license, had a Certificate of Compliance or license revoked, or had a Certificate of Compliance or license non-renewed in Pennsylvania or in any other state?	
10. HAS THE LEGAL ENTITY, OWNER, OR OPERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO over been convicted of a felony; convicted of a crime involving child abuse, child neglect, moral turpitude, or physical violence; named a perpetrator in an indicated or founded report of child abuse in accordance with the Child Protective Service Law (23 Pa.C.S.Ch.63)?	
11. IS THE LEGAL ENTITY, OWNER, OR OPERATOR CURRENTLY CHARGED <input type="checkbox"/> YES <input type="checkbox"/> NO WITH A FELONY OR MISDEMEANOR?	

ATTACHMENTS

If this is an Initial Application for a new facility / agency or change of name of legal entity, submit copies of the following documents with this Application.

- Certificate of Occupancy (issued from Department of Health, Department of Labor and Industry or municipality.)
- Articles of Incorporation (if the facility or agency is operated by a corporation.)
- State Fictitious Name Approval (if the facility or agency is operated for profit and a fictitious name is used.) --
Registration of a Limited Liability Corporation (LLC), Limited Liability Partnership (LLP) or Limited Partnership (LP)
- Certificate of Authority or Registration to do business in Pennsylvania (if the business was formed outside of Pennsylvania.)
- Bureau of Equal Opportunity Compliance Letter
- Certificate of Tax Exempt Status (if your business is non-profit)
- Tax Documentation (as in Item 6)

DECLARATION (Any false information or statement knowingly given in this application is punishable under Section 4904 of the Pennsylvania Crimes Code.)

I understand that the Certificate of Compliance will be issued to me on the condition that I will operate the above-named facility or agency in accordance with the laws of the Commonwealth of Pennsylvania and with the rules and regulations of the Department of Public Welfare; Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Rehabilitation Act of 1973 and the Pennsylvania Human Relations Act of 1955, and the American With Disabilities Act of 1990.

Specifically, the above named facility will not permit discrimination on the basis of color, race, religious creed, disability, ancestry, national origin, age or sex in any aspect of service delivery and employment.

I hereby declare that the information given in this application is true to the best of my knowledge.

Print or type — NAME/TITLE
(Where the Legal Entity is a corporation, the individual must be a corporate officer.)

ADDRESS

SIGNATURE OF THE LEGAL ENTITY REPRESENTATIVE

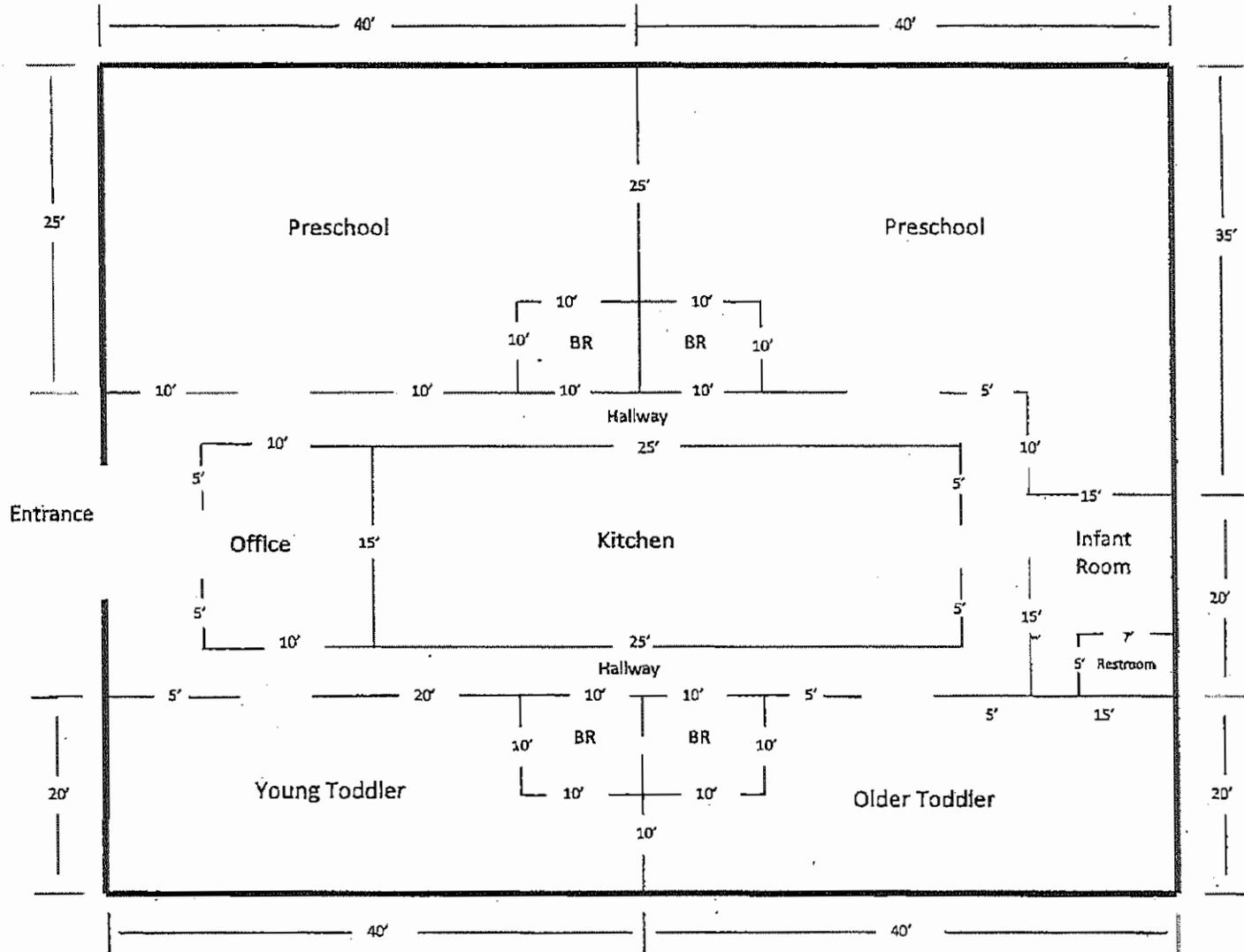
DATE (mm/dd/yyyy)

CD 633 0/08



Calculating Child Care Space

How many children can be cared for in this space?





Regulations Search for Child Care Centers

Find the answers to the following questions by looking in the regulation for child care centers.

Question	Answer	Where did you find the answer?
1. What is the age range for an infant in child care?		
2. According to child care center regulations, a child in kindergarten would be grouped in what age category?		
3. Do you think you'll need liability insurance to operate a new child care center?		
4. What is the highest temperature of hot water in bathrooms and sinks that children will use?		
5. Can toilet training chairs be used with young children in a child care center?		
6. Since most infants and toddlers are not ready to use a toilet, is it necessary to have a sink with running water in a diapering area?		
7. Where are handwashing signs required to be posted in child care centers?		



Regulations Search for Child Care Centers

Question	Answer	Where did you find the information?
8. How many adult staff members will be needed to provide child care for a group of 15 preschool-age children?		
9. What is the maximum number of children, ages 18 to 24 months, that can be in the care of one adult at the same time?		
10. How many staff will be needed in a combined infant/toddler room with 6 children?		
11. Can one adult staff person be assigned to care for the remaining 3 or 4 children as they wait for parents to pick them up at the end of the day?		
12. Can all of the adult staff in a child care center take a break for lunch while the children are napping?		
13. Would the kitchen in a child care center be a good place to store cleaning supplies and other toxic materials, since children would rarely go in that area?		
14. Where should emergency telephone numbers be kept in a child care center?		



Regulations Search for Child Care Centers

Question	Answer	Where did you find the answer?
15. Is one first aid kit sufficient for a child care center?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
16. Is natural grass a good outdoor surface for under large play equipment like swingsets, sliding boards and climbing bars?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
17. What is the difference between "facility person" and "staff person" in a child care center?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
18. What is the minimum age requirement for a staff person in a child care center?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
19. What is the minimum number of hours of training required annually for each staff person?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
20. What are the responsibilities of a group supervisor?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>



Regulations Search for Child Care Centers

Question	Answer	Where did you find the answer?
21. When can a child care center director also be a group supervisor?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
22. If a center enrolls 120 children, how many group supervisors, in addition to the director, are needed?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
23. You receive a job application form a person who has a high school diplomon and has cared for neighborhood children in her home for 8 years. What staff level position(s) is this person qualified to take?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
24. If a center employs 20 people as child care staff, how many of these positions may be at the aide qualification level?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
25. Can adult staff supervise outdoor play by standing inside and watching children through windows?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>



Regulations Search for Group Child Care Homes

Find the answers to the following questions by looking in the regulation for group child care homes.

Question	Answer	Where did you find the answer?
1. What is the age range for an infant in child care?		
2. According to group child care home regulations, a child in kindergarten would be grouped in what age category?		
3. Do you think you'll need liability insurance to operate a group child care home?		
4. What is the highest temperature of hot water in bathrooms and sinks that children will use?		
5. Can toilet training chairs be used with young children in a group child care home?		
6. How many adult staff members will be needed to provide child care for a group of 12 preschool-age children?		
7. How many adult staff will be needed to provide child care for a group with one infant, three toddlers, five preschoolers, and three school-age children (who come after school)?		



Regulations Search for Group Child Care Homes

Question	Answer	Where did you find the answer?
<p>8. Can one staff person begin or end the day, when children are being dropped off or picked up?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>9. If you're running a group child care home and your own three-year-old child will be part of the group, how many other children will you be able to take into your program?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>10. You care for children in your own home in a group child care home from 6:00 a.m. until 6:00 p.m. Your spouse comes home from work at 5:00 and like to sit down to read the newspaper and smoke a cigarette before starting chores around the house. Will he be able to continue this practice?</p>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<p>11. Would the kitchen in a group child care home be a good place to store cleaning supplies and other toxic materials, since children would rarely go in that area?</p>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<p>12. Where should emergency telephone numbers be kept in a group child care home</p>	<hr/> <hr/>	<hr/> <hr/>



Regulations Search for Group Child Care Homes

Question	Answer	Where did you find the answer?
<p>13. What are the requirements for guns and other weapons if you open a group child care home in your own home</p>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<p>14. Are portable space heaters allowed to be used in a group child care home while children are in care?</p>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<p>15. Is natural grass a good outdoor surface for under large play equipment like swingsets, sliding boards and climbing bars?</p>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<p>16. You're planning to open a group child care home in your own home. You have a lovely swimming pool in your backyard. Will the children in child care be allowed to use your pool? What requirements will need to be followed?</p>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<p>17. Will your family's dog or cat be allowed in the child care and around the children in care?</p>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>



Regulations Search for Group Child Care Homes

Question	Answer	Where did you find the law?
18. What are the responsibilities of a primary staff person in a group child care home?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
19. Does obtaining a high school diploma or general educational development certificate (GED) meet the educational requirements to be a primary staff person in a group child care home?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
20. What is the minimum age for a staff person in a group child care home?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
21. What is the minimum number of hours of training required annually for each staff person in a group child care home?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
22. Ms. Jones applies to be a staff person in a group child care home. She has a high school diploma and did a lot of babysitting when she was in high school. Is she qualified for the position?	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>



Regulations Search for Group Child Care Homes

Question	Answer	Where did you find the answer?
23. Can adult staff supervise outdoor play by standing inside and watching children through windows?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
24. Can staff in a child care setting use spanking as a way to discipline children?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
25. In a group child care home, how many adult staff need first aid training?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
26. What are the requirements for volunteer staff in a group child care home?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
27. What records need to be kept on file for each staff person in a group child care home?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

DISCLOSURE STATEMENT

APPLICATION FOR PROVISIONAL EMPLOYMENT IN A CHILD-CARE SERVICE

Required by the Child Protective Services Law,
23 Pa. C.S. Section 6344 (relating to information to prospective child-care personnel)

I swear/affirm that I have mailed or filed the requests for clearance to ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse or as an individual responsible for a founded report for a school employee as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes or the attempt, solicitation or conspiracy to commit any of the following crimes under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crimes in another state or under Federal law:

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b) Felony	(relating to prostitution and related offenses)
Section 5903(c)(d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children)

I have not been convicted of a felony offense under Act 64-1972 (relating to controlled substance, drug device and cosmetic act) committed within the past five (5) years.

I understand that I must be dismissed if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above.

I understand that my employment may be terminated if I have been named as the perpetrator of an indicated or founded report of child abuse or as an individual responsible for the injury or abuse in a founded or indicated report for a school employee.

I hereby swear/affirm that the information as set forth above is true and correct to the best of my knowledge and belief. I have read and understand the foregoing. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Criminal Code.

Name: _____ Signature: _____ Date: _____

Witness: _____ Signature: _____ Date: _____

GUIDE – PROVISIONAL HIRING

Administrators of licensed day care facilities are permitted to hire applicants on a provisional basis for a single time period of up to 30 days for Pennsylvania residents and up to 90 days for out-of-state residents. As a condition of the provisional hire period, the applicant must submit the following provisional hire documents **PRIOR** to beginning work in the child care facility:

1. An employee disclosure statement signed by the applicant affirming that he/she is not disqualified from employment as specified in the Child Protective Services Law 23.1(d) or (e) (11 P.S. 2223.1(d), (e)).
2. A copy of the completed and mailed request for Childline child abuse history clearance.
3. A copy of the completed and mailed request for Pennsylvania State Police criminal history clearance.
4. A copy of online verification that the individual submitted fingerprints to complete FBI criminal clearance. The verification can be obtained at www.pa.cogentid.com and click on "proof of transaction" – (receipts). You will need the applicant's name, date of birth and either the applicant's registration ID or social security number. The individual should select DPW when asked to select for the specific clearance desired.

Other provisional hire conditions are that the provisional employee is **not permitted to work alone** with children and is required to work in the immediate vicinity of a permanent employee during the provisional hire period. "Immediate vicinity" means within eyesight of a permanent employee (an employee who has completed clearances on file).

When the provisional employee is a resident of Pennsylvania, completed copies of the Childline child abuse history clearance, the Pennsylvania State Police criminal history clearance and the FBI federal criminal history clearance must be in the employee's file **NO LATER THAN 30 DAYS AFTER HIS/HER FIRST DAY OF WORK IN THE FACILITY** (date of hire) and must remain on file for the duration of his/her employment.

When the provisional employee is an out of state resident, completed copies of the Childline child abuse history clearance, the Pennsylvania State Police criminal history clearance and the FBI federal criminal history clearance must be in the employee's file **NO LATER THAN 90 DAYS AFTER HIS/HER FIRST DAY OF WORK IN THE FACILITY** (date of hire) and must remain on file for the duration of his/her employment.

An applicant who possesses a Childline child abuse history clearance, a Pennsylvania State Police criminal history clearance and an FBI clearance that are **LESS** than one year on the date of hire is not required to submit requests for new clearances. If the clearance is **OVER ONE YEAR OLD, A NEW CLEARANCE MUST BE OBTAINED.**

The administrator must see an **original** copy of each clearance. The administrator may photocopy the clearance for the file but must date and initial the photocopy clearance so verification is on file that an original has been seen.

If the employee's FBI clearance indicates that individual has convictions but they do not prohibit hire under the CPSL, you **MUST** still ensure that the "rap sheet" is attached and available for review by DPW certification rep as the information must still be assessed for compliance with Chapters 3270/3280 and 20.

If the employee has a PDE FBI clearance and there are convictions, he/she must send the **ORIGINAL PDE FBI CLEARANCE** and rap sheet to Sparkle Washington at Childline and Abuse Registry, PO BOX 8053, Harrisburg, PA 17105. The individual will then receive a letter indicating if the convictions prohibit employment in child care. Again, keep entire documentation from PDE, Childline and the rap sheet on file.

Administrators who do not retain all provisional hire documents will be cited for violation of the provisions of the Child Protective Services Law and may face sanctions from the Department for willful violations of the hiring provisions established by the Child Protective Services Law. (11 P.S. 2223.1(g)(2)).

USEFUL WEB LINKS

View DPW information for Child Care Providers:

<http://www.dpw.state.pa.us/provider/earlylearning/index.htm>

View information about the child care regulations:

<http://www.dpw.state.pa.us/publications/forproviders/earlylearning/childcareregulations/index.htm>

View the child care regulations:

For child care centers at <http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

For group child care at <http://www.pacode.com/secure/data/055/chapter3280/chap3280toc.html>

For family child care at <http://www.pacode.com/secure/data/055/chapter3290/chap3290toc.html>

Access and download the manuals for provider orientations:

<http://www.dpw.state.pa.us/provider/training/orientationtrainingforchildcareproviders/index.htm>

Access and download DPW child care forms:

<http://www.dpw.state.pa.us/publications/forproviders/childcareforms/index.htm>

Access the OCDEL PELICAN (Certification and Licensing System):

<https://www.pelican.state.pa.us/provider>

Access the PELICAN Public User Link:

<https://www.pelican.state.pa.us/PPCSPublicFacing>

Sign up for the OCDEL Child Care Provider Certification Listserv:

<http://listserv.dpw.state.pa.us/ocd-pa-child-care-certification.html>

Search for Early Learning Programs and Providers:

<http://www.humanservices.state.pa.us/Compass.Web/ProviderSearch/pgm/PSWEL.aspx>

Obtain FBI clearances and receive information:

<http://www.pa.cogentid.com/index.htm>

Obtain information about criminal background checks and child abuse clearances:

http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001087

Access and download the Child Care Planning Tool Kit from the Pennsylvania Emergency Management Agency:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4625&&PageID=480221&level=2&css=L2&mode=2>

Access Pennsylvania Keys to Quality:

<http://www.pakeys.org/pages/get.aspx?page=Keys>

Sign up for the BUILD Early Childhood E-News:

http://paprom.convio.net/site/PageServer?pagename=Build_home_page

Access information from the Consumer Product Safety Commission (CPSC) about recalled products, including toys and equipment:

<http://www.cpsc.gov/>

Get information about pool safety from CPSC:

<http://www.poolsafely.gov/>

Get information about home playground safety from CPSC:

<http://www.cpsc.gov/CPSCPUB/PUBS/324.pdf> for home playgrounds

Get information about public playground safety from CPSC:

<http://www.cpsc.gov/CPSCPUB/PUBS/325.pdf>

Sign up to receive CPSC email notices of recalled toys and equipment:

<https://www.cpsc.gov/cpsclist.aspx>