
Child Care Development Fund (CCDF)

Legally Licensed Exempt Program Packet

CCDF Provider Eligibility Standards Summary

Legislation was passed in 2001, 2002, 2003, 2005 and 2013, 2015 requiring childcare providers receiving Child Care and Development Funds (CCDF) to meet certain provider eligibility standards. This significant legislation amends Sections 12-17.2 of the Indiana Code and impacts all childcare providers receiving these funds.

Child Care providers must be able to demonstrate compliance with these standards prior to the receipt of any CCDF funds. The Office of Early Childhood and Out of School Learning (OECOSL), licensing consultant will be responsible for the verification of compliance with these standards.

470 IAC 3-18-3 Fire and Smoke Detection Systems

- A program shall have smoke detectors at the top of each stairwell (Excluding the basement), one adjacent to the area where the children will be sleeping and one in the basement.
- A program shall have fire suppression devices as required by the DHS, Fire and Building Safety Division.
 - The Licensing Consultant will confirm this by observation and/or file review during program's inspection.

470 IAC 3-18-4 Fire Extinguishers

- The program shall maintain a two and one-half (2 ½) pound or greater ABC multiple purpose fire extinguisher on each floor of the program with an additional extinguisher in the kitchen area.
 - The Licensing Consultant will confirm this by observation and/or file review during program's inspection.

470 IAC 3-18-5 Exits

- The program shall have two exits, other than windows, located on different sides of the program that are not blocked and do not require passage through a garage or storage area where hazardous materials are stored and may be operated from the inside without the use of a key or any special knowledge. If your second exit is out to a balcony, the balcony must have a permanent set of stairs down to the ground.
 - The Licensing Consultant will confirm this by observation and/or file review during program's inspection.

470 IAC 3-18-6 Fire Drills

- The provider must conduct monthly documented fire drills and keep documentation on site in accordance with the rules of the fire prevention and building safety commission.

- The Licensing Consultant will confirm this by observation and/or file review during program’s inspection.
 - Fire Drill Log: [Click Here](#)

470 IAC 3-18-7 Certification

- The provider, employees, caregivers and volunteer serving as a caregiver shall maintain current certification in First Aid.
 - The provider shall assure that at least one adult annually certified in CPR for all age groups of children receiving care is present at all times when care is being provided.
- The Licensing Consultant will confirm this by observation and/or file review during program’s inspection.

470 IAC 3-18-8 Running Water

- The program shall have hot and cold running water from an approved water source available in an area of the program where childcare is provided. If water is not provided by a municipal water source, the provider shall provide documentation of a water quality test.
 - Water temperature will be tested at the time of the program inspection and must register at least 100 degrees Fahrenheit.
- The Licensing Consultant will confirm this by observation and/or file review during program’s inspection.

470 IAC 3-18-9 Telephone Services

- The program shall have a working telephone where the provider operates a child care program.
 - The provider must have a communication device (which may be the telephone required above) that is approved by the Office and compatible with the automated time and attendance tracking system approved by the Office whether it be land line (analog) or digital.
 - The provider will need to show a bill for current service and keep phone records to show proof of continuous service for recertification the following year.
 - The phone number must be accurate and will be checked at the time of the verification visit.:
- The Licensing Consultant will confirm this by observation and/or file review during program’s inspection

470 IAC 3-18-10 Safe Environments

- The provider shall provide a safe environment by ensuring that firearms, ammunition, poisons, chemicals and medications are inaccessible to the children in their care.

- Firearms and ammunition shall be secured in a locked area, by a key or combination, in an area where children cannot gain access.
- Inaccessible for poisons, chemicals and medications means that in lieu of a locked (key or combination) cabinet, the items mentioned above must be kept in an area inaccessible to the children. This could mean locked closets, rooms, garages, basements or medicine boxes. Childproof locks will not be acceptable.
 - The Licensing Consultant will inspect all areas that are accessible to children as well as garages if the escape route passes through this part of the program. All bathrooms and the kitchen will also be inspected.
 - The Licensing Consultant will confirm this by observation and/or file review during program’s inspection.

470 IAC 3-18-11 Supervision

- A provider shall ensure that a child in the provider's care is continually supervised by a caregiver.
 - The Licensing Consultant will confirm this by observing that the provider is supervising the children during the program inspection.

470 IAC 3-18-12 Emergency Plans

- All providers shall have written plans describing procedures for responding to an emergency, including illness, serious injury, death of a provider, disasters, and an emergency declared by the Governor.
- The emergency plan shall include procedures for the following:
 - Staff and volunteer emergency preparedness training and practice drills
 - Identifying specific responsibilities of staff during a disaster
 - Accounting for children and staff during a disaster
 - Evacuating and relocating
 - Shelter-in-place, and lock down
 - Communication and reunification with families
 - Continuity of operations
 - Accommodations for infants and toddlers, children with disabilities and chronic medical conditions
 - Care in an emergency and emergency evacuation plans posted in a conspicuous location
 - The Licensing Consultant will confirm this by observation and/or file review during program’s inspection.
 - Evacuation Plan Template: [Click Here](#)
 - Emergency Staffing Plan Template: [Click Here](#)
 - Plan for Provider Illness Template: [Click Here](#)

470 IAC 3-18-13 Mantoux Tuberculin Skin Test; Requirement

- The provider, employees, caregivers and volunteers shall provide results of a current TB test prior to employment or volunteer service.

- The provider shall maintain annual documentation from a physician reflecting the results of symptom screening for tuberculosis for any employee, caregiver, or volunteer with a history of latent or active Tuberculosis.
 - The Licensing Consultant will confirm this by observation and/or file review during program’s inspection.
 - Tuberculosis Questionnaire: [Click Here](#)

470 IAC 3-18-14 Criminal History Information

- A provider shall require an individual is employed or volunteers; and/or may be present on the premises of the program where the provider operates a child care program during operating hours of the child care program to submit fingerprints for a national criminal history background check before the individual is employed or allowed to volunteer and every three (3) years thereafter that the individual is continuously employed or allowed to volunteer.
- “Provisional” child care employees may begin working as new hires at a regulated program under direct visual supervision at all times.” The direct supervision must be conducted by current child care employees/volunteers who have received qualified results on background checks from the Division within the past three (3) years. Prospective employees must work under provisional status until all background checks are complete. The standard background checks are the National Criminal History (NCH)/Juvenile Criminal History, Sex Offender Registry (SOR), and the Child Protection Index (CPI).
- Effective July 1st, 2020, the previously mentioned checks are also conducted for any prospective child care employees/volunteers who have lived out of state within the past five (5) years. This is in accordance with a Federal requirement for all states. The results of the out of state background checks are included with the Division’s final determination of qualification or disqualification from working. Out of state background checks also conducted for current employees/volunteers during annual background checks. Results for out of state checks are included in the final determination of qualification or disqualification for annual background checks.
- An annual consent form must be submitted for each household member/ caregiver or volunteer. The original receipt should be kept in the provider/individual’s records
- All criminal history reports must be clear of any felonies and/or misdemeanors related to the health or safety of a child. As well as any felony sex offense or other offense classified as a dangerous felony or any other felony less than 10 years old as of discharge date from probation, imprisonment or parole, and any misdemeanor related to welfare fraud.
- Providers are also responsible for reporting any police investigations, arrests or criminal convictions not listed on any National Fingerprint Criminal History Check for any individual required to provide such a report.
- The provider shall maintain a written policy requiring an individual providing a criminal history to report any criminal conviction to the provider.

- The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Schedule Fingerprints: [Click Here](#)
 - Log in to ILEAD to submit consent: [Click Here](#)
 - Sample of Written Policy: [Click Here](#)

470 IAC 3-18-15 Drug Testing

- The provider, employee, caregiver and volunteer caregiver shall provide, at the individuals expense, results of a 5-panel drug test that documents the individual is free of the presence of illegal controlled substances.
- Drug testing are required prior to employment or participation in the CCDF voucher program. Additional drug testing may be required of an individual who is suspected of non-compliance.
- A provider who suspends an individual based on the results of a drug test shall maintain a written policy for reinstatement following rehabilitation and drug testing results that are negative for a prohibited substance.
- The provider shall maintain a written policy
 - The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Drug Test Policy: [Click Here](#)
 - Drug Test Guidelines: [Click Here](#)
 - Drug Test Consent: [Click Here](#)

470 IAC 3-18-16 State Central Registry Check

- All individuals at least eighteen (18) years of age living in a home where child care is provided. All employees and volunteer caregivers at the facility where child care is provided.
- If information obtained by the verifying agency indicates that an individual has been named in the state central registry, the provider is ineligible to receive voucher payment until the individual named in the state central registry
- Prospective employees must work under provisional status until all background checks are complete.
- The standard background checks are the National Criminal History (NCH)/Juvenile Criminal History, Sex Offender Registry (SOR), and the Child Protection Index (CPI).
 - The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Schedule Fingerprints: [Click Here](#)
 - Log in to ILEAD to submit consent: [Click Here](#)

470 IAC 3-18-17 Immunizations Records

- The provider shall maintain and annually update documentation of age-appropriate immunizations for all children.
- Grace period is in place to ensure that providers who have families that are homeless, or part of the foster care system have a period of ninety (90) days to provide medical and immunization information upon enrollment.
 - The Licensing Consultant will confirm this by observation and/or file review during program inspection.
- History of Immunization available at **LLEP Forms** online at OECOSL: [Click Here](#)

470 IAC 3-18-18 Tobacco and Substance Policy

- The provider shall maintain a written policy prohibiting the use of tobacco, unintended use of a toxic substance, use of alcohol; use or possession of alcohol and use or possession of illegal substances, in the program where child care is operated when childcare is being provided.
- The provider must sign a Tobacco and Substance Policy statement provided by the Office or developed by the provider.
 - The Licensing Consultant will confirm the provider, employees, caregivers, volunteers and any other individuals follow this policy by observation during the program inspection.
 - Sample Tobacco and Substance Policy: [Click Here](#)

470 IAC 3-18-19 Records

- The provider shall maintain the following records and documents at the facility
 - A current list of all persons living in the child care home.
 - A current list of all employees and volunteer caregivers.
 - Staff records.
 - Drug test results.
 - A Mantoux tuberculin test or tuberculin screening, or both, if appropriate.
 - Statewide criminal history checks (completed on I-Lead)
 - Current first aid certification.
 - State central registry results. (Consent submitted through I-Lead)
 - Annual age-appropriate CPR certification.
 - A signed tobacco/substance policy.
 - A signed criminal history policy.
 - A written drug testing policy.
 - A current list of all children cared for at the facility.
 - Children's emergency contact information.
 - Children's immunization records updated annually.
 - Emergency assistance telephone numbers near a telephone, including the following:
 - Police.
 - Fire.
 - Ambulance
 - Poison Control.

- A posted record of monthly fire drills.
 - A written and posted plan for notification of serious injury/death of a provider.
 - A written and posted plan for emergency evacuation or shelter route or routes in case of fire or severe weather.
 - A record of continuous telephone service.
 - A record of an annual water quality test, if applicable.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection.
- Legally Licensed Exempt Providers Forms: [Click Here](#)

470 IAC-3-18-20 Applications

- A provider must complete the application process prior to participation in CCDF Voucher program.
 - The provider remains eligible to participate in the CCDF Program when the provider submits a timely application to renew participation, unless the division issues a notice of order terminating the provider participation in the CCDF program.
- The Licensing Consultant will confirm application is submitted
- Log in to ILEAD to submit application: [Click Here](#)

470 IAC 3-18-21 Incomplete Applications

- The office will return an incomplete application with a notation to omissions through I-Lead System.

470 IAC 3-18-22 Inspections

- A provider must allow, during normal business hours, the State or an agent of FSSA to inspect the program where a childcare program operates.
- An announced or unannounced inspection shall be conducted any time during the facility's hours of operations.

IC 12-17.2-3.5-12.5 Safe Sleeping Practices; Violations; Penalties

- A provider and all volunteers and/or employees intending to care for children less than 12 months of age shall be certified in safe sleep practices by participating provided by Early Learning Indiana.
 - Safe Sleep Practices: Module 1 Reducing Sudden Unexpected Infant Death
 - Safe Sleep Practices: Module 2 Implementation in Child Care Settings
- A provider must assure all caregivers of children under 12 months of age follow safe sleeping practices.

- The Licensing Consultant will confirm this by observing all room/areas with children under 12 months and/or review of files during the program inspection.
 - Log in to ILEAD to get to Indiana Learning Paths: [Click Here](#)

IC 12-17.2-3.5-7 Parent Notification Plan; Discipline Policy; Parent visits

- **Discipline**

- A provider shall have a written discipline policy, which includes the type of discipline to be used, and under what circumstances it will be used. This plan must include information about how the policy will be modified to meet a specific child's age and/or abilities, if applicable. Parents of children in your care shall receive a copy of this policy.
 - The provider must maintain a copy of the policy, signed by the parent/guardian of the child, in the child's records.
 - A provider shall assure all caregivers are following the discipline policy.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Sample Discipline Policy: [Click Here](#)
 - Suspension and Expulsion Policy: [Click Here](#)

- **Unscheduled Visit**

- A provider shall allow parents/guardians to make unscheduled visits to the program anytime childcare is being provided.

IC-12-17.2-3.5-8 Caregiver Requirements; Education; Documentation

- **Age of Caregivers**

- A provider shall be at least 18 years of age.
 - A provider shall assure any caregiver working without supervision is at least 18 years of age.
 - A provider shall assure any caregiver less than 18 years of age, but not less than 14 years of age, is always supervised by a caregiver at least 18 years of age when they are providing child care.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection.

- **Orientation**

- The provider shall have a signed orientation training documenting their understanding of orientation topics. (Sample of required topics may be obtained from the Office).
- Before beginning employment or volunteer duties, the individual must receive a formal orientation to the program/program.
- A provider shall document the completion of employee/volunteer orientation training and maintain the documentation in the employee, caregivers, volunteer's file.

- The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Sample Orientation: [Click Here](#)
- **Continuing Education**
 - At least twelve (12) hours of continuing education approved by the Office of Early Childhood and Out of School Learning (OECOSL) and related to the age-appropriate educational development, care and safety of children unless the individual is the parent, stepparent, guardian, custodian or other relative to each child receiving care.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection
 - Log in to ILEAD to get to Indiana Learning Paths: [Click Here](#)
- **Child Abuse & Neglect Detection and Prevention Training**
 - A provider shall verify all employees, caregivers or volunteers have received training concerning child abuse & neglect detection and prevention not more than three (3) months after the individual begins employment or volunteer duties.
 - A provider shall maintain documentation of the employee, caregiver or volunteer training with the employee, caregiver, volunteers file.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Log in to ILEAD to get to Indiana Learning Paths: [Click Here](#)
- **Health and Safety Orientation Trainings and Employee Records**
 - The training will support basic health and safety standards designed to prevent harm to children. This training is required for all volunteers, caregivers, teachers, directors and any individual included in staff to child ratios/group size in 10 specific health and safety topic areas.
 - Training in each applicable topic area, appropriate to the provider setting and age of children served is needed to meet the Health and Safety Orientation training.
 - Indiana's Introduction to the Early Childhood and Out of School Learning Profession - Online Course - **Module 1 - Child Development**
 - Indiana's Introduction to the Early Childhood and Out of School Learning Profession - Online Course - **Module 2 – Health**
 - Indiana's Introduction to the Early Childhood and Out of School Learning Profession - Online Course - **Module 3 - Safety**
 - Indiana's Introduction to the Early Childhood and Out of School Learning Profession - Online Course - **Module 4 - Child Development (School Age)**
 - A provider shall maintain, at the program where the care is being provided, staff files that include all required documentation and trainings. The provider shall make the files and all documentation available to The Office upon request.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection.

- Log in to ILEAD to get to Indiana Learning Paths: [Click Here](#)

IC 12-7.2-3.5-8.5 Child Abuse or Neglect

- **Information for Reporting Child Abuse and Neglect**
 - The provider is required to give all employees, caregivers and volunteer written material provided by FSSA regarding reporting child abuse and neglect.
 - Material/Resource: [Click Here](#)
- **Reporting Child Abuse and Neglect**
 - Any employee, caregiver, volunteer who has reason to believe that a child in the provider's care is a victim of child abuse or neglect shall make a report as required under IC 31-33-5.

IC 12-17.2-3.5-5 Facility requirements; activities; nutrition; educational material

- **Safe Conditions**
 - A provider must have and maintain a written policy describing how you maintain safe conditions in your childcare program and safety of motor vehicles used to transport children.
 - The policy should include:
 - Protections from hazards that can cause bodily injury such as, electrical hazards, bodies of water and vehicular traffic.
 - The provider shall make every effort to control the spread of communicable diseases and shall establish written health policies and Precautions. To ensure the handling and storage of hazardous materials and the appropriate disposal of biocontainment's.
 - Link to Free Universal Precautions Training Log in to ILEAD to get to Indiana Learning Paths: [Click Here](#)
 - Universal Precautions & Bloodborne Pathogen Training: [Click Here](#)
 - At the time a provider establishes the written policy and at the time of any subsequent change to the written policy, the provider shall:
 - File with your LLEP licensing consultant -OECOSL
 - Post in a public location in the program where the provider operates a child care program; and
 - Provide to the parent or guardian of each child in the care of the provider, a copy of the written policy or change.
 - The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Safe Conditions Policy Sample: [Click Here](#)
 - Transportation Safety Policy: [Click Here](#)

- **Transportation**

- A provider shall provide a written statement stating their intent to transport or not transport children and the age of children to be transported.
- A provider who does transport children shall:
 - Obtain written permission from the child's parent/guardian prior to transport (Sample transportation permission slip may be obtained from The Office; and
 - Assure the driver has met all employee or volunteer requirements; and
 - Assure the driver holds a valid driver's license; and
 - Assure the vehicle used for transport is properly licensed and insured.
 - Submit a written transportation policy which includes age groups being transported.
- A provider shall identify the vehicle(s) used to transport children and provide proof of valid registration and valid insurance.
- A provider must always follow Indiana state laws regarding car seats and seatbelt usage.
 - The Licensing Consultant will confirm this by observation and/or file review during program inspection.
 - Program Transportation Information: [Click Here](#)
 - Transportation Policy Sample: [Click Here](#)

- **Daily Activities**

- A provider must make available daily activities appropriate to the age, developmental needs, interests, and number of children in your care. This must include both active and quiet play. You may include the use of safe, age-appropriate toys, games and equipment for indoor and outdoor play.
- Daily outdoor is required unless one (1) of the following apply, Severity of the weather poses a safety or health hazard or a health-related reason for a child to remain indoors is documented by the child's parent, guardian or physician.
 - The Licensing Consultant will confirm this by observation and/or file review during program inspection

- **Nutrition**

- A provider must make available to each child in their care: appropriately timed, nutritious meals and snacks in a quantity sufficient to meet the needs of the child. (This does not eliminate sack lunches brought from home.). Drinking water must be always available.
 - Each child with a food allergy shall have a special care plan prepared for the child care program by the child's physician or health professional. That plan should include:
 1. Written instructions regarding the food (s) to which the child is allergic and steps that need to be taken to avoid that food.
 2. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall specify symptoms that would indicate the need to administer one or more medications.

- The Licensing Consultant will confirm this by observation and/or file review during program inspection

- Nutrition Resources: [Click Here](#)

- **Restroom and Hand Washing Standards**

- A provider must assure all caregivers are following appropriate restroom and hand washing procedures, as defined by the office.
- The program must have toilets, which are in proper working order, accessible to children, and kept clean.
- A provider shall assure all caregivers are following appropriate diapering guidelines defined by the Office.

- The Licensing Consultant will confirm this by observation and/or file review during program inspection.

- Handwashing Guide: [Click Here](#)

IC 12-17.2-3.5-5.5 Supervision of children; ratios and groups sizes

- As a provider operating a child care program in a program or home you must follow ratios and group sizes.
- If you will be caring for **no more than sixteen (16)** children at a program/home you must maintain a ratio and group size that apply to a child care home under IC 12-17.2-5
 - Ratio Chart: [Click Here](#)
- If you will be caring **for more than sixteen (16)** children at a program/home you must maintain a ration and group size that apply to a child care center under IC 12-17.2-4.
 - Ratio Chart: [Click Here](#)
- The Licensing Consultant will confirm this by observation and/or file review during program inspection

IC 12-17.2-3.5-11 Safety

- A provider shall provide a safe environment by ensuring that the following items are placed in areas that are inaccessible to children in the provider's care:
 - Firearms and ammunition
 - Poisons, chemicals, bleach, and cleaning material
 - Medications
 - Medications shall be in original container to allow caregivers to read and follow directions and be aware of side effects.
 - The Licensing Consultant will ensure that all medications given to or apply to a child are properly administered according to the parents and physician's directions.
- When transporting children away from the facility where the provider operates child care program needs to obtain:
 - Obtain written permission from child parent's parent or legal guardian to transport the child.

- Ensure child transported only by employee
 - Record of Medication Form: [Click Here](#)

IC 12-17.2-3.5-17 Imminent threats to children

- **FSSA Notification of the Injury or Death of Child**
 - A provider must notify The Office of Early Childhood and Out of School Learning or an agent of FSSA within 24 hours of any injuries or serious bodily injuries to a child.
 - The death of a child must **immediately** be reported to The Office of Early Childhood and Out of School Learning or an agent of FSSA.
- The Licensing Consultant will confirm this by observation and/or file review during program inspection

470 IAC 3-18-1 Definitions

- **Volunteer:**
 - *As defined in IC12-7-2-199.2, A volunteer is an individual who, without compensation, provides services to a child care home, child care center, or child care ministry for at least 8 hours per month.*
 - If an individual is not a volunteer, they are considered a guest. A guest **may not** be left alone with child receiving care at the home/program at any time and may not be counted as a caregiver.

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Contact Us:


If you can meet these CCDF Provider Eligibility Standards, please contact your LLEP Licensing Consultant to assist you in any way possible.

Child Care Licensing Consultants: [Click Here](#)

For a complete list of:

- **Laws, Rules and Related Policies** for Child Care Development Fund (CCDF): [Click Here](#)
- **Become a Child Care Provider:** [Click Here](#)
- **Background Check Requirements:** [Click Here](#)
- **Legally Licensed Exempt Providers Forms** online at OECOSL: [Click Here](#)
- **ILEAD** log in: [Click Here](#)

**Indiana Family and Social Services Administration
Office of Early Childhood and Out-of-School Learning**



402 W. Washington St., Room W362
Indianapolis, IN 46204

Child care information line: 877-511-1144

Child care resource and referral information for parents: 800-299-1627

Email: ocosproviderinquiry@fssa.in.gov