



Choosing a Child Care Provider • Subsidy Program Requirements

Supporting Early Education and Development (SEED)

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The Children's Cabinet

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All parents are encouraged to participate in child care consultation. Finding child care that meets a family's needs is often a huge task. Fortunately, parents have several options, all of which we will support in various ways. The Children's Cabinet will provide you with consumer education materials that further explain child care options and quality standards so parents can make informed choices.

1. Choose the type of child care you want to use:

Licensed Child Care: Child care that meets licensing criteria and is monitored by a licensing agency.

- **Licensed Family Child Care:** Child care that takes place in the home of an individual who licensed for up to 6 children.
- **Licensed Group Homes:** Child care that takes place in the home of an individual who is licensed for up to 12 children.
- **Child Care Centers:** Child care that takes place in an environment other than an individual's home, usually a building especially designed for child care and serves more than 12 children.

Family, Friend & Neighbor (FFN) Child Care: Child care that meets minimal health and safety standards and capacity requirements. FFN care is not licensed or monitored. The Children's Cabinet does not provide referrals to FFN child care.

- **Relative Child Care:** Child care provided by a relative either in the relative's home or your home*.
- **Out of Home Non-Relative Child Care:** Child care that is provided by a friend or neighbor in their home.
- **In Home Non-Relative Child Care:** Child care that is provided by a friend or neighbor in your home*.

*All care that occurs in the client's (your) home has a two (2) child minimum. There are no exceptions.

2. Select Your Child Care Provider

PLEASE NOTE: Regardless of which type of provider you choose, all providers must be registered with the subsidy program **before** your appointment with your case manager.

Licensed Child Care Provider

1. Call (see numbers above) or visit the Children's Cabinet and ask for a Child Care Resource & Referral Specialist. You will get a list of providers based on the information you provide to the CCR&R Specialist.
2. Call the providers ask if they have openings for children in your child(ren)'s age group.
3. If a provider has openings, ask him/her if the child care home or center is registered with the Children's Cabinet Subsidy Program. If not, ask if he/she would be willing to register with the program.
 - If yes, contact the CCR&R Specialist so we can send the provider a registration packet.
 - If no, please continue your search for a provider.
4. Visit the providers you have chosen to make sure that the provider will meet your and your child's needs (see the Quality Brochure in your packet for a check list).
5. Follow-up with the provider *before* your appointment with your case manager to make sure the provider has registered with the subsidy program.

Family, Friend & Neighbor (FFN) Child Care Provider

1. Identify someone you trust who is willing to care for your child(ren) on a long-term basis.
2. Review all the FFN provider requirements (on the back of this page) with this person.
3. Call to schedule an appointment with a FFN Specialist **PRIOR** to your appointment with your case manager. Your provider **MUST** attend this appointment with you. See locations above.
4. **IMPORTANT!!!** You cannot be enrolled on the subsidy program until you and your provider have attended this appointment and all required paperwork is complete (see back of page).
 - If your provider lives greater than 25 miles away from a Children's Cabinet office, provider enrollment can occur over the phone.
5. If your provider does not comply with program requirements, the provider will be dropped from the program and you will need to find a new provider.

IMPORTANT! Review the FFN Provider Requirements on Back.



Family, Friend & Neighbor (FFN) Provider Requirements

Relative Care

Relative who cares for your child(ren) either in your home (must care for AT LEAST **two (2)** children) or in his/hers.

Out of Home Non-Relative

Person not related to you, who cares for your child(ren) in their home. Washoe County providers can only care for **one (1)** child on the Subsidy Program.

In Home Non-Relative

Person not related to you, who cares for your child(ren) in your home. Must care for AT LEAST **two (2)** children.

PROVIDER MUST HAVE...

- ⚙ Nevada ID or other documentation verifying the provider is at least 18 years old.
- ⚙ Social Security Card or other proof of work authorization document to verify he or he/she is legal to receive income in the United States.
- ⚙ Verification of Residency (e.g., phone bill, power bill or other utility bill not older than 2 months).
- ⚙ Comprehensive Background Check completed within 24 hours of registration for the provider within 3 days of registration for all household members 18 years of age and older.
- ⚙ Business License (requirements based on the county where care will occur)

PROVIDER WILL BE ASKED TO...

- Read & sign the subsidy service agreement form.
- Complete provider registration form.
- Complete a W-9 IRS form.
- Sign a Background Disclosure statement.
- Have an active telephone where child care services will take place.
- Maintain a smoke detector, fire extinguisher and a first aid kit.
- Complete a home safety survey of the home where the provider is caring for your children.
- Agree to a Health & Safety Standards Home Visit to take place within 30 days of registering for the subsidy program.
- Complete 24 hours of pre-service training within 90 days of registration.
- Complete 24 hours of training every year while caring for children on the subsidy program.

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- ⚙ Verification of Residency (e.g., phone bill, power bill or other utility bill not older than 2 months).
- ⚙ Negative TB Test OR statement of good health from a medical professional.
- ⚙ Comprehensive Background Check completed within 24 hours of registration for the provider within 3 days of registration for all household members 18 years of age and older.
- ⚙ Business License (requirements based on the county where care will occur)

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YOU WILL BE ASKED TO...

- Provide copies of your child(ren)'s immunization records to your care provider **AND** the Children's Cabinet.

PROVIDER MUST HAVE...

- ⚙ Nevada ID or other documentation to verify the provider is at least 18 years old.
- ⚙ Social Security Card or other proof of work authorization document to verify he or she is legal to receive income in the United States.
- ⚙ Verification of Residency (e.g., phone bill, power bill or other utility bill not older than 2 months).
- ⚙ Comprehensive Background Check completed within 24 hours of registration for the provider.
- ⚙ Business License (requirements based on the county where care will occur)

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- Complete a home safety survey of your home.
- Agree to a Health & Safety Standards Home Visit to take place within 30 days of registering for the subsidy program.
- Complete 24 hours of pre-service training within 90 days of registration
- Complete 24 hours of training every year while caring for children on the subsidy program.

YOU WILL BE ASKED TO...

- Sign an employer's responsibility form. Because the provider will be caring for your children in your home, you are considered an employer and are responsible to pay the IRS associated employee taxes.

Please Note: The following individuals CANNOT qualify as an FFN provider:

- Anyone with a criminal conviction or pending charges. Call for a complete list of criminal convictions.
- Natural/adoptive parent or legal guardian
- Anyone living in the same residence as the child (except for children with special needs).
- Any client receiving subsidy assistance.

Unannounced home visit by The Children's Cabinet can occur if we believe the health and/or safety of the child is at risk or when providers are out of compliance with the subsidy program.