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# **VERMONT CHILD CARE LICENSING APPLICATION: PHASE I RESOURCE GUIDE**

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Center Based Child Care and Preschool Programs, Afterschool Child Care Programs, and Licensed Family Child Care Homes



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# Introduction

To support you through the process of applying to be a licensed child care program, the Department for Children and Families, Child Development Division has developed this resource guide. It is a step-by-step tool that pulls information from both the Child Care Licensing Regulations and the Guidance Manuals related to initial licensure.

The application process has three (3) phases:

- **Phase I** focuses on establishing the business entity responsible for the proposed child care program
- **Phase II** covers the individual elements of the application
- **Phase III** is an in-person licensing visit from a Licensing Field Specialist "Licensor" who assesses how the program has been setup in compliance with the Child Care Licensing Regulations.

This resource guide **is not** a substitute to reading the Child Care Licensing Regulations.

A physical copy of the Child Care Licensing Regulations and the Guidance Manuals will be mailed to you. However, both documents can be viewed anytime on our [website](#).

# Acronyms

Below is a list of acronyms you will see throughout this document, the Child Care Licensing Regulations, the Guidance Manual, and other Department for Children and Families, Child Development Division publications.

|                     |  |
|---------------------|--|
| ASP                 | Afterschool Child Care Program   |
| BFIS                | Bright Futures Information System  |
| CBCCPP              | Center Based Child Care and Preschool Program                            |
| CCCSA               | Community Child Care Support Agency                                      |
| CCFAP               | Child Care Financial Assistance Program                                  |
| Department (or DCF) | Vermont Agency of Human Services, Department for Children and Families   |
| Division (or CDD)   | Vermont Department for Children and Families, Child Development Division |
| EIN                 | Employer Identification Number   |
| FCCH                | Family Child Care Home   |
| FCCP                | Family Child Care Provider   |
| IPDP                | Individual Professional Development Plan                                 |
| IRS                 | Internal Revenue Service   |
| LOD                 | Licensor on Duty   |

# Definitions

The definitions for the terms below can be found in the [Child Care Licensing Regulations](#):

- Afterschool Child Care Programs
- Bright Futures Information System
- Center Based Child Care and Preschool Program
- Family Child Care Home
- Family Child Care Provider
- Individual Professional Development Plan
- Licensee

Below is a list of additional terms with definitions not included within the [Child Care Licensing Regulations](#):

- **Child Care Program Account:** A child care program account in BFIS is about the program. It is a place for the licensee, FCCP, or designated representative to manage their programs's information for child care licensing (e.g., application, Associated Parties, and etcetera) and CCFAP attendance and billing. It also allows the Division to communicate with the program in the form of letters, reports, and certificates.
- **Designated Representative:** When the licensee is a corporation, such as a board of directors or a school supervisory union; this is the individual who acts as the contact person between the Division and the licensee.
- **Doing Business As:** Refers to the business name that is presented to the public. This name may be different than the business name that is registered with the IRS.
- **Employer Identification Number:** The IRS requires that a business have an EIN if they have employees, if the business is operated as a partnership or a corporation, and if they file an Employment Tax Return.
- **Quality and Credential Account:** A Quality and Credential Account in BFIS is about you. Each staff person working in a regulated child care program has one. It is a private online location to hold information about your completed degrees and coursework, certificates and credentials, IPDP, training/workshops attended, resume, educator license, and background clearance information.

## To Complete Phase I

If you have questions after reading through the steps below, please contact the Child Care Business Technician that is assigned to the town where your proposed child care program will be located. For contact information for your assigned Child Care Business Technician, see the [chart of Vermont Towns](#).

### Step 1: Business Entity

#### A. Vermont Secretary of State Registration

If you are a Vermont municipality and/or school district, this step does not apply to you. Go directly to [Step 1 B. IRS Registration](#)

Your business must be registered with the Vermont Secretary of State. For information about starting or registering a Vermont business visit their [website](#). An initial step involves deciding your business type (e.g., Limited Liability Company, Sole Proprietorship, etcetera). When the registration process has been completed, you will need to provide a copy of the registration certificate (see [Examples 1 - 3](#)) with your application.

#### B. IRS Registration

Your business must be registered with the IRS. You will need to provide a copy of this documentation with your application (see [Example 4](#)).

For a new business, determine the type of business: corporation, sole proprietor, or a partnership. Contact the IRS and request an SS-4 form or [apply online](#) for an EIN.

If you are a Vermont municipality and/or school district, this has already been completed. Obtain a copy of your supervisory union's IRS letter (see [Example 4](#)) identifying your municipality or school district name and EIN.

If your business has been registered with the IRS and you no longer have the original IRS letter, contact the IRS office (800-829-4933) and request an EIN confirmation letter

## C. Governing Body Documentation – CBCCPP ONLY

**See Rules in CBCCPP Subheading:** 3.1

**CBCCPP Guidance Manual:** pgs. 36-37

If you are applying for a CBCCPP license, you will need to submit the [Governing Body Form](#) after you have registered your business with the Vermont Secretary of State and have obtained an EIN

## Step 2: Financial Documentation

The following form can be found on our [website](#). The form is a legal document; so, if it is illegible or incomplete, it will not be accepted by the Vermont Department of Finance and Management, and a new form will need to be completed.

### A. IRS W-9

This form is used by businesses to provide their EIN to other entities (e.g., Division) who will pay for CCFAP services, bonuses, and etcetera. This form must be completed and sent to the Division.

Tips for completing the IRS W-9 Form correctly:

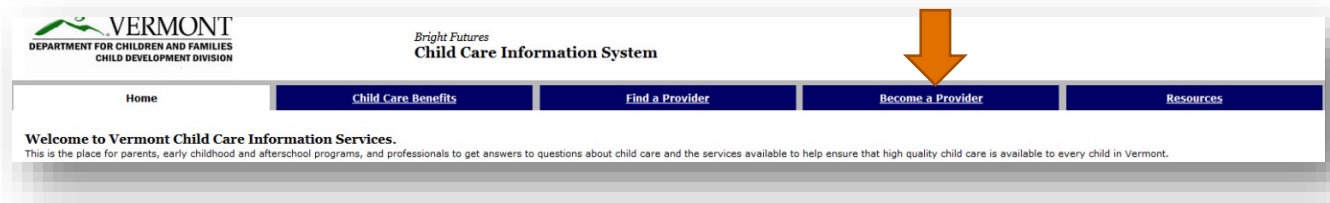
- The form cannot be altered in any way
- The form must be either completely handwritten OR completely typed (except for the signature and date). Digital signatures are not accepted, even if they are verified/passworded.
- If handwritten, the form must be legible and appear to be completely written in the same hand. It may not appear to be written by two different people, nor can it be in two different colored inks.
- There must be no cross outs nor white out used on the form
- There cannot be a number or letter written on top of another number or letter

Instructional pages 2-6 of the W-9 Form provide guidance for how to fill out the different sections of the form. If you have questions about how to fill out the W-9 Form, contact a lawyer, tax preparer, or accountant for assistance.

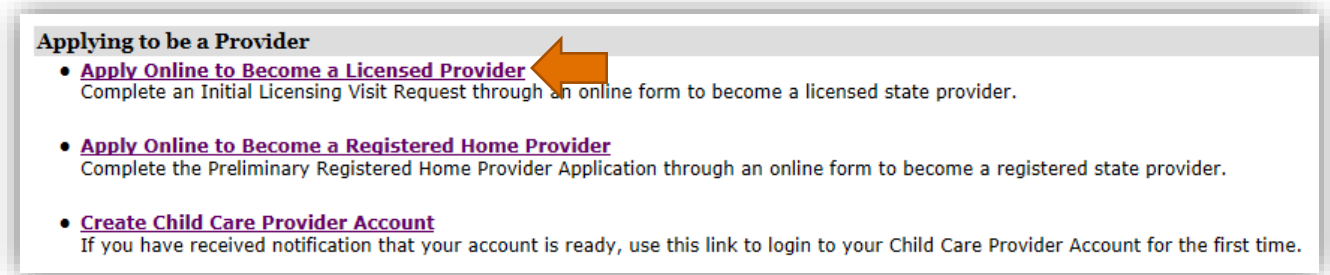
## Step 3: Request for An Application

To become a licensed child care program, you will need to request an application using our [BFIS website](#). The request will gather basic information about you and your prospective child care program. If you have already completed this step, please continue to [Step 4](#).

- 3.1. Click the **Become a Provider** tab located at the top of the page



3.2. Click **Apply Online to Become a Licensed Provider**



3.3. Complete *Section 1 of 2* and then click **Next**. Please review information before clicking **Next** to ensure accurate information is entered.

3.4. Complete *Section 2 of 2* and then click **Next**. We will be communicating with you through the email address entered. Please review information entered before clicking **Next** to ensure it is accurate.

**Initial Licensing Visit Request: Section 2 of 2**  
Program Info

**Indicates Required Info**

- Probable Name of Program: The Charming's Child Care
- Location Address: 1234 Frog Pond Rd
- Address Line 2:
- City: Waterbury
- Town: Waterbury
- State: Vermont
- Zip Code: 05671
- Directions (include route numbers) from Waterbury to proposed program site: Take a left onto Maple Street then a right onto Frog Pond Rd. It's the 3rd building on the left.
- What the building looks like or what it is currently known as: Red brick building with a gray steel roof.
- Program's intention to serve meals or snacks:
  - The program intends to provide snacks only
  - The program intends to serve snacks and meals provided by each child's parent
  - The program intends to prepare and serve snacks and meals on premises
  - The program intends to have meals prepared off premises and delivered to program
  - Other

State providers have the option to submit attendance, receive notices, and perform other provider account functions through the web. If you choose to participate, you will be participating electronically, and your e-mail address if you choose to do so.

Web Site Address:

Electronic Participation:  Yes  No

E-mail: (Required if Participating Electronically) bfis.help@vermont.gov

Next >

Enter your "doing business as" name.

An email address must be included, or your application will be delayed.

3.5. Verify the information entered is accurate, check the box in the bottom left-hand corner, and then click **Submit Initial Visit Request**.

**Initial Licensing Visit Request: Verify Application**  
Please review and verify the information that you have entered below. Use the edit links to make adjustments, and review the applicant certification section before submitting the application.

**Indicates Required Info**  
Application Date: 09/06/2017

**Applicant Information**

|                  |  |
|------------------|--|
| Applicant Name:  | Charming, Prince                           |
| Gender:          | Male                                       |
| Date of Birth:   | 01/01/1990                                 |
| Mailing Address: | 123 Fairy Tale Lane<br>Waterbury, VT 05671 |
| Contact Phone:   | City: Waterbury<br>(802)000-0000           |

**Program Information**

|   |  |
|---|--|
| Probable Name of Program:   | The Charming's Child Care  |
| Location Address:   | 1234 Frog Pond Rd<br>Waterbury, VT 05671   |
| Town:   | City: Waterbury  |
| Directions (include route numbers) from Waterbury to proposed program site: | Waterbury  |
| What the building looks like or what it is currently known as:              | Take a left onto Maple Street then a right onto Frog Pond Rd. It's the 3rd building on the left. |
| Program's intention to serve meals or snacks:                               | Red brick building with a gray steel roof.   |
| Web Site Address:   | Other  |
| Electronic Participation:   | Yes  |
| E-mail:   | bfis.help@vermont.gov  |

**Applicant Affirmation**  
Please review and verify the information that you have entered before submitting it to the Child Development Division.

- I understand that by submitting this form I am requesting an initial site visit only.
- I understand that this form is preliminary and it is not the entire application for a child care license required by the Child Development Division.
- I understand that until I have been granted a license by the Child Development Division that I cannot legally provide child care for the children from more than two families, other than my own. See 33 V.S.A. Section 3001.
- I am aware that intentionally providing false information to a state agency or department may be considered a false claim under 13 V.S.A. Section 3001 and punishable as a misdemeanor or a felony.

Indicate below your understanding of the applicant affirmation before submitting the request.

Please indicate whether you agree or disagree with your applicant responsibilities as listed above

Submit Initial Visit Request

Click these to correct information.

[Edit Applicant Info]

[Edit Program Info]

3.6. Note the *Request ID* number and print or save the initial licensing visit request by clicking **View Application**.

**Initial Licensing Visit Request Submitted**  
Your Initial Licensing Visit Request has been submitted to the Child Development Division. You have been assigned a request ID, which you may use to track the status of your application.

**Below is your request ID. Print this page for future reference.**

**Request ID: 201478**

You may check the status of your request at any time via the [Service Request Status](#) page. Click on the button below to view and print a copy of your application for your records.

[View Application](#)

The record check for the applicant is required to be sent to the Child Development Division within **Five** days from today.  
URL: [Forms & Literature download page](#)

## Step 4: Background Clearance

The proposed Licensee and proposed FCCP must submit a [Record Check Authorization Form](#) to Division. The proposed FCCP must also submit the [Family Child Care Home \(FCCH\) Census List](#) and Record Check Authorization Forms for all household members who are 16 years old or older.

The proposed Licensee or proposed FCCP and FCCH household members who are 18 years old or older must complete a fingerprint supported background clearance before the Division can issue a license. A fingerprint supported clearance includes the process of submitting to fingerprinting and the process of providing additional information for out of state child abuse and neglect registry checks. The out of state child abuse and neglect registry checks must be completed for each state where someone has lived within the past five (5) years.

## Step 5: Contact the Child Care Business Technician

Once you've completed steps one (1) through four (4) email the Child Care Business Technician that is assigned to the town where your proposed child care program will be located and attach all required documents (see the table below).

Missing or incomplete items will delay your application, so we urge you to double check all documentation for accuracy and completeness prior to sending it to the Child Care Business Technician.

For contact information for your assigned Child Care Business Technician, see the [chart of Vermont Towns](#).

| Document   | Type of License |     |               |
|--|-----------------|-----|---------------|
|  | CBCCPP          | ASP | Licensed FCCH |
| IRS Letterhead   | ✓               | ✓   | ✓             |
| Vermont Secretary of State Registration (municipalities and school districts are exempt from sending this documentation to the Division) | ✓               | ✓   | ✓             |
| CBCCPP Governing Body Form   | ✓               |     |               |
| IRS W-9 Form   | ✓               | ✓   | ✓             |
| Record Check Authorization Form  | ✓               | ✓   | ✓             |
| Family Child Care Home (FCCH) Census List  |                 |     | ✓             |
| Record Check Authorization Form(s) for FCCH Household Members 16 years old or older  |                 |     | ✓             |

## The Next Steps...

The Child Care Business Technician will review all documentation for completeness. If missing items are identified, you will be notified via a "Missing Items Letter" within your [BFIS Child Care Program Account](#), located in *Documents*. You will receive notification of this via email.

Once all required information has been processed by the Division, the Licensor will contact you within three (3) to four (4) business days to schedule a visit to your proposed program's site.



**Rule 7.1.3** of the *Child Care Licensing Regulations for FCCHs* requires the FCCP and newly hired staff to complete the orientation training prior to beginning care for children. It's recommended that if you are applying to be a licensed FCCH to complete the orientation now.

**Rule 7.1.3** of the *Child Care Licensing Regulations for CBCCPPs* and **Rule 5.31** of the *Child Care Licensing Regulations for ASPs* requires staff to complete the orientation training prior to being left alone with children. It's recommended that the Afterschool Site Director and/or the Afterschool Administrator complete this training now and that staff complete the training as they are hired.

Information about the orientation training can be found on our [website](#). Please note that the "Child Abuse and Neglect Mandatory Reporting Training" is required per FCCH and CBCCPP rule 7.1.3 and per ASP rule 5.31 and is a separate training from the orientation training. Information about this training can also be found on our [website](#).

**Rule 7.1.2.1** of the *Child Care Licensing Regulations for FCCHs* requires the FCCP to complete pediatric first aid and infant/child CPR trainings prior to being licensed. It's recommended that if you are applying to be a licensed FCCH to complete these trainings now.

Your local Resource Advisor with Northern Lights at the Community College of Vermont can assist you with accessing these trainings. See their [website](#) for the contact information for your local Resource Advisor.

**Rules in section 18.26** of the *Child Care Licensing Regulations for ASP* and **Rules in section 2.3.8.2** of the *Child Care Licensing Regulations for CBCCPP* require that the proposed Licensee complete the full background clearance process before the Division can issue a license. It's required that these processes are being addressed as you continue to complete the full child care application process.

**Rules in section 2.3.7.3** of the *Child Care Licensing Regulations for FCCHs* require that the proposed Licensee and FCCH household members complete the required background clearance checks before the Division can issue a license. It's required that these respective processes are being addressed as you continue to complete the full child care application process.

# Example Forms

The following pages contain examples of the documents you will need to provide to the Division to complete Phase I of the application process. Remember that if the correct documents are not received or if they are missing, then your application will be delayed.

## Example 1

STATE OF VERMONT  
OFFICE OF SECRETARY OF STATE

Certificate of Trade Name Registration

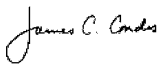
I James C. Condos, Vermont Secretary of State hereby certify that

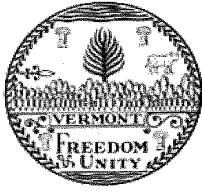
**SAMPLE TRADE NAME**

was registered on M/D/YYYY per copy attached.

Mmm DD, YYYY

Given under my hand and the seal  
of the State of Vermont, at  
Montpelier, the State Capital

  
James C. Condos  
Vermont Secretary of State



Filed with the Vermont Secretary of State, Division of Corporations

STATE OF VERMONT  
OFFICE OF SECRETARY OF STATE

The Office of Secretary of State hereby grants a

Articles of Organization

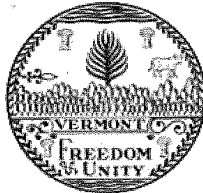
to

**SAMPLE**  
DOMESTIC LIMITED LIABILITY COMPANY

A Vermont Domestic Limited Liability Company, effective Mmmm DD, YYYY

Mmmm DD, YYYY

Given under my hand and the seal  
of the State of Vermont, at  
Montpelier, the State Capital



*James C. Condos*

James C. Condos  
Secretary of State

Filed with the Vermont Secretary of State, Division of Corporations

STATE OF VERMONT  
OFFICE OF SECRETARY OF STATE

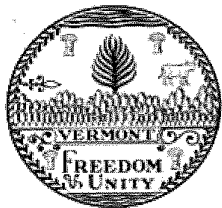
The Office of Secretary of State hereby grants a

Certificate of Incorporation

to

**SAMPLE**  
**DOMESTIC BUSINESS CORPORATION**

A Vermont Domestic Profit Corporation, effective Mmmm DD, YYYY



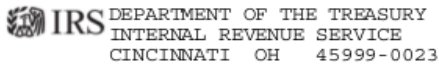
Mmmm DD, YYYY

Given under my hand and the seal  
of the State of Vermont, at  
Montpelier, the State Capital

*James C. Condos*

James C. Condos  
Secretary of State

Filed with the Vermont Secretary of State, Division of Corporations



Date of this notice: 04-21-2011

Employer Identification Number:

00-0000000

Form: SS-4

Number of this notice: CP 000 A

The Charming's Child Care  
Prince Charming  
123 Fairy Tale Lane  
Waterbury, VT 05671

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN ~~00-0000000~~ 00-0000000. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

10/31/2018

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.