
Vermont Child Care Licensing Application: Resource Guide

Registered Family Child Care Homes



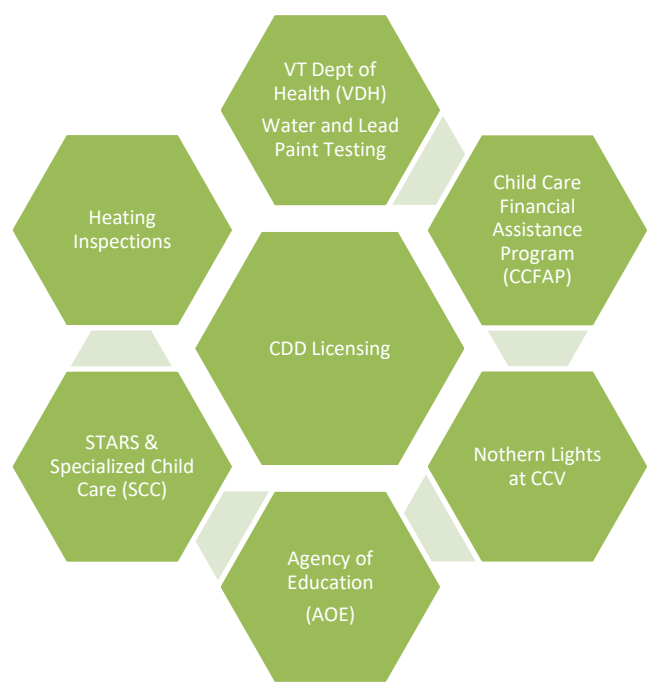
Table of Contents

Introduction.....	3
Acronyms	4
Definitions	5
To Complete Step 1	5
Step 1: Preliminary Application.....	6
Step 2: Registered Family Care Home Application	8
A. Background Clearance.....	9
B. Qualifications	9
C. Required Testing	10
I. Drinking Water System (Lead Water Testing)	10
II. Drinking Water System (Bacterial and Chemical Testing)	11
III. Heating System Inspection	11
IV. Lead Paint Testing.....	12
D. Gathering Required Information/ Documentation	12
I. Tax Standing.....	12
II. Child Support Obligations	13
III. Insurance	13
IV. IRS W-9	14
V. Written Policies and Procedures for Parents and Staff	14
VI. Emergency Response Plan	14
E. Steps for Completing Online Application	15
Step 3: Registered Family Care Home Application Review	20

Introduction

To support you through the process of applying to be a registered Family Child Care Provider (FCCP), the Department for Children and Families - Child Development Division (CDD) has developed this resource guide: a step-by-step tool that pulls information from both the Child Care Licensing Regulations and the Guidance Manuals related to initial licensure.

When applying to become a child care provider, there will be many agencies you will connect with to meet all requirements. Our agencies work alongside each other to ensure communication stays open and support is provided when needed. Below you will see a diagram of the agencies you will work with throughout your application process.



The application process has three (3) steps:

1. **Preliminary application:** submit an online initial request to become a registered family child care home (FCCH) in the Bright Futures Information System (BFIS). This is not an application. This provides basic information to allow the assigned Child Care Business Technician to reach out to gather more information and provide further details
2. **Registered Family Care Home Application:** collect the required documents needed to submit and complete the online BFIS application
3. **Pre-registration Visit:** receive an in-person licensing visit from a Licensing Field Specialist "Licensor" who assesses how the FCCH has been setup in compliance with the Child Care Licensing Regulations

This resource guide is not a substitute for reading the Child Care Licensing Regulations. A physical copy of the Child Care Licensing Regulations and the Guidance Manuals will be mailed to you once your initial application has been approved. Both documents can be viewed anytime on our [website](#).

Acronyms

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

AOE	Agency of Education
BFIS	Bright Futures Information System
CCBT	Child Care Business Technician
CCCSA	Community Child Care Support Agency
CCFAP	Child Care Financial Assistance Program
Department (of DCF)	Vermont Agency of Human Services, Department for Children and Families
Division (or CDD)	Vermont Department for Child and Families, Child Development Division
EIN	Employer Identification Number
FCCH	Family Child Care Home
FCCP	Family Child Care Provider
IPDP	Individual Professional Development Plan
IRC (formerly EMP)	Inspection, Repair, and Cleaning (formerly Essential Maintenance Practices)
IRS	Internal Revenue Services
LFCCH	Licensed Family Child Care Home
LOD	Licensor on Duty
SCC	Specialized Child Care
VDH	Vermont Department of Health

Definitions

The following terms appear frequently throughout this document:

- **Bright Futures Information System (BFIS):** Web-based information and management system used by the Division to communicate with child care and education providers and parents. It is used to manage processes, actions, documents and information related to: child care and early education licensing; the qualifications and professional development experiences of early childhood and afterschool professionals; and Child Care Financial Assistance Program and other payments..
- **Employer Identification Number (EIN):** 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.
- **Family Child Care Home (FCCH):** The residence of a person approved to provide developmentally appropriate care, education, protection, and supervision designed to ensure wholesome growth and educational experiences for children outside of their own homes for periods of less than twenty-four (24) hours per day. This is the physical location where care is provided.
- **Family Child Care Home Census List:** A list of all people residing in the home.
- **Family Child Care Provider (FCCP):** The person who has been approved to operate a registered or licensed FCCH, is responsible for the operation of that FCCH and considered legally responsible for compliance with these regulations. The FCCP approves or develops the FCCH's program and curriculum and supervises staff.
- **Individual Professional Development Plan (IPDP):** A current personalized plan for increasing one's knowledge and improving skills in the field of child care and education. It includes assessing current knowledge and skills, with goals that identify specific areas for improvement, develop strategies, resources and a timeline when the goal will be met.
- **Provider Account:** A child care program account in BFIS houses information about the program. It is a place for the FCCP, or designated representative to manage their program'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.
- **Quality and Credential Account:** A Quality and Credential Account in BFIS houses your personal information. Each staff person and household member 18 (eighteen) years old working in a FCCH 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.

FCCP Application Process Steps

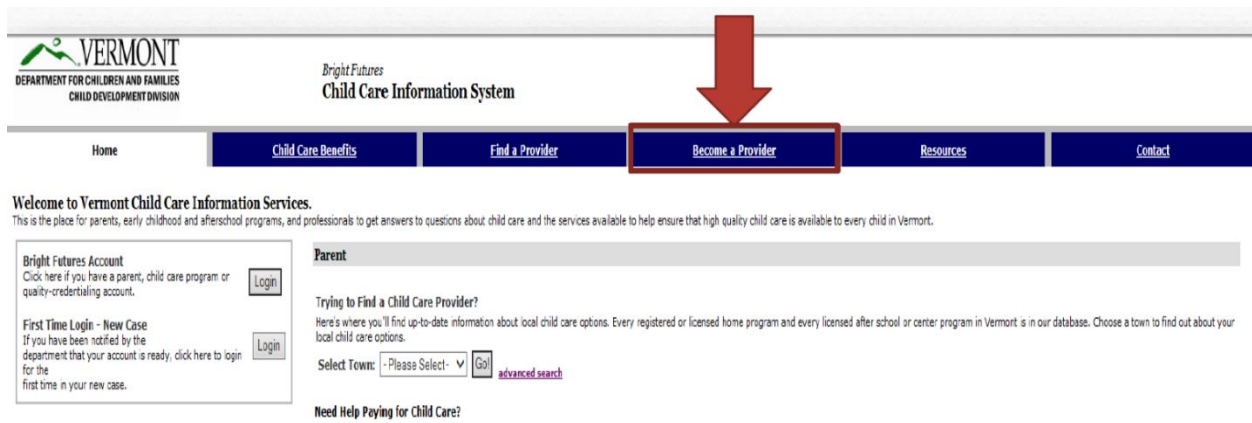
The following steps break down the process for completing a Family Child Care Provider application. If you have questions after reading through the steps below, please contact the Child Care Business Technician that is assigned to the town where your proposed child care program

will be located. For contact information for your assigned Child Care Business Technician, see the [LicensingTownList \(vermont.gov\)](http://LicensingTownList.vermont.gov).

Step 1: Getting Started

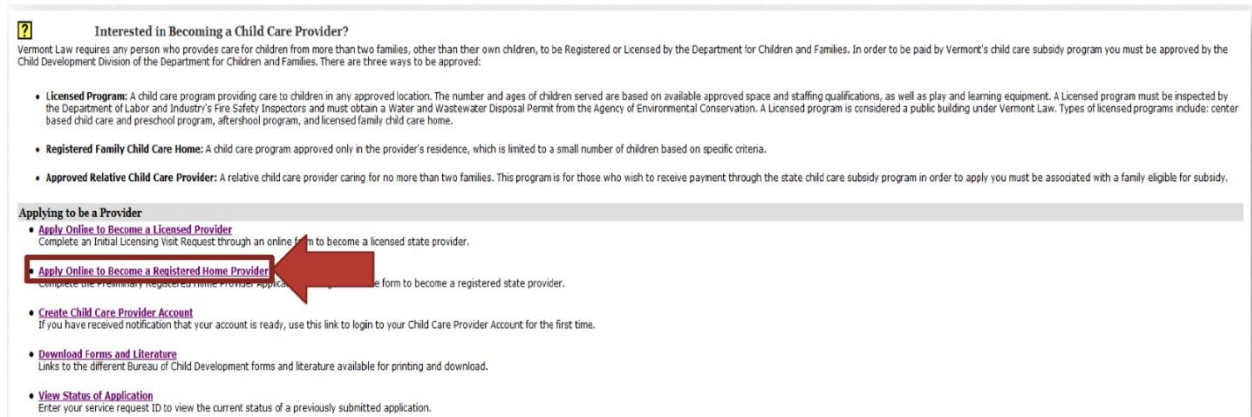
To become a registered child care provider, you will need to request an application using our BFIS website. The request will gather basic information about you and your prospective child care program. If you have already completed this step please continue to step 2.

1. Click the “Become a Provider” tab at the top of the page.



The screenshot shows the homepage of the Vermont Child Care Information System. At the top, there is a navigation bar with several tabs: Home, Child Care Benefits, Find a Provider, Become a Provider, Resources, and Contact. A red arrow points directly to the 'Become a Provider' tab. Below the navigation bar, there is a 'Welcome to Vermont Child Care Information Services' section. On the left, there are links for 'Bright Futures Account' and 'First Time Login - New Case'. On the right, there is a 'Parent' section with a 'Trying to Find a Child Care Provider?' link and a 'Select Town' dropdown menu. At the bottom, there is a 'Need Help Paying for Child Care?' link.

2. Click “Apply Online to Become a Registered Home Provider”.



The screenshot shows the 'Interested in Becoming a Child Care Provider?' page. It contains information about the requirements for becoming a provider in Vermont. There are three main sections: 'Licensed Program', 'Registered Family Child Care Home', and 'Approved Relative Child Care Provider'. Below these, there is a section titled 'Applying to be a Provider' which contains several links. A red arrow points to the link 'Apply Online to Become a Registered Home Provider'.

3. . Enter in the required information (indicated by “*”) and then click “Next”.

Preliminary Registered Home Provider Application

*** Information Required Info**

- Last Name:
- First Name:
- Middle Name:
- Suffix:
- Date of Birth: 1 1990
- Gender: ☐ Female ☒ Male
- EIN:
- Contact Phone:
- Home Address:
- Address Line 2:
- City:
- Town:
- State:
- Zip Code:

If your mailing address is different than your home address, enter it below:

Mailing Address:

Address Line 2:

City:

Town:

State:

Zip Code:

Other Last Names Used:

Other First Names Used:

Have you applied for a child care license, registration, or certificate from Vermont or any other state within the last five (5) years? ☐ Yes ☒ No

If the answer to the previous question is yes, please fill out the following:

Which State?

License/Registration Outcome:

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 assigned a user name and password, which you will receive at a later date. Please indicate below your preference for participating electronically, and your e-mail address if you choose to do so.

Web Site Address:

Electronic Participation: ☒ Yes ☐ No

E-mail Address:

Next

4. Review the information you've entered to ensure that it's accurate. If there is a mistake click, "Make Changes". Otherwise, check the box in the bottom left-hand corner and click "Submit Application".

Preliminary Registered Home Provider Application: Verify Application

Please verify the information you've entered below. Select "Make Changes" to edit information, and choose "Submit Application" once you are satisfied with the information you've entered and have reviewed your applicant responsibilities.

*** Information Required Info**

Application Date: 09/06/2016

Last Name: Charming

First Name: Prince

Middle Name:

Suffix:

Date of Birth: 01/01/1990

Gender: Male

EIN:

Phone: (802)123-4567

Home Address: 1 Fairytale Lane

Address Line 2:

City: Waterbury

Town: Waterbury

State: Vermont

Zip Code: 05671

If your mailing address is different than your home address, enter it below:

Mailing Address:

Address Line 2:

City:

Town:

State: Vermont

Zip Code:

Other Last Names Used: (separated by commas)

Other First Names Used: (separated by commas)

Have you applied for a child care license, registration, or certificate from Vermont or any other state within the last five (5) years? No

Which State?

License/Registration Outcome:

Web Site Address:

Electronic Participation: Yes

E-mail Address: dontreply@vermont.gov

Applicant Certification

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

- I understand that this form is preliminary and it is not the entire application for a child care registration required by the Child Development Division.
- I understand that until I have been granted a registration 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 13 VSA Section 3001.
- I am aware that intentionally providing false information to a state agency or department may be considered a false claim under 13 VSA Section 3001 and punishable as a misdemeanor or a felony.

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

☒ I agree with the information whether you agree or disagree with your applicant responsibilities as listed above

Make Changes **Submit Application**

5. A “Request ID” number displays when the application has been successfully submitted.

Preliminary Registered Home Provider Application Submitted

Your Preliminary Registered Home Provider Application 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: 177543

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 a your application for your records.

• [View Application](#)

The record checks for the applicant and all other household members 16 years and older are required to send completed record check forms to the Child Development Division within Five days from today.
URL: [Forms & Literature download page](#)

After submitting the preliminary application, three (3) emails will be sent to you within 10 business days: (1) Instructions for accessing your new BFIS case. (2) A notice that there is a new document in your BFIS case. This document contains instructions for completing the second part of the application. (3) You will receive a third email from your child care business technician with a copy of the FCCH welcome letter generated in BFIS.

Step 2: Registered Family Care Home Online Application and required documents

We offer the following as a detailed chart for you to use to explain what is needed and where you can find the information within our website and licensing regulations. All the required documents listed in this chart go into further details regarding what is required, when it is required, and where the information is sent/entered.

Once you have gathered all documentation below or completed all required steps, you will then be able to enter that information into the online application. Please see step by step instructions below on how to complete the online application.

Required Documents to be Submitted to your CCBT <i>All documents must be completed thirty (30) business days prior to being licensed.</i>	Completed? (check off as you go)	Related Licensing Rule
Family Child Care Home (FCCH) Census List and Record Check Authorization Form <i>License cannot be issued until fingerprint supported background results have been received by CDD and clearance letters have been issued.</i>		2.3.7.2 2.3.7.3
Qualifications sent to Northern Lights at CCV		7.1.2.1

<i>Please notify your CCBT when these documents have been sent to Northern Lights at CCV.</i>		
Lead Water Test Results		2.3.7.10
Bacteria and Chemical Water Test Results (if applicable)		2.3.7.12
Heating Inspection		2.3.7.7
Lead Paint Testing – IRC (formerly EMP) (if applicable)		2.3.7.5
Certificate of Liability Insurance		2.3.7.6
IRS W-9 Form		
Written Policies and Procedures for Parents and Staff		4.7
Emergency Response Plan		3.6.1
Vermont Orientation Training Emergency Response Training (within 1 year of license)		7.1.3

1. Background Clearance

The proposed FCCP must submit a [Record Check Authorization Form](#) to their assigned child care business technician. 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. It's recommended that staff being hired during the FCCP application process submit completed Record Check Authorization Forms as soon as possible to your CCBT.

The 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. Please consult with your CCBT if you have an adult child who attends college or has resided in another state in the past five (5) years.

2. Qualifications

Qualification requirements are described in [FCCH rules](#) 2.3.7.4 and 7.1.2.1 on pages 14 and 84. You can also find the requirements in the [FCCH Guidance Manual](#) on pages 89-90 and 96-99.

The FCCP must meet or exceed qualifications as described in the FCCH rules. Please note: The proposed FCCP, proposed staff member and/or FCCH household member who is 16 years or older have a BFIS Qualify and Credential Account. Visit our [website](#) to learn more about BFIS Quality and Credential Accounts.

It is required that staff being hired during the child care application process submit qualification documentation as soon as possible to Northern Lights at CCV. Submit the following documents to Northern Lights at CCV to be uploaded into the FCCP's BFIS Quality and Credential Account(s):

1. A completed [Verification Cover Sheet](#).
2. A detailed resume which clearly outlines minimum required work experience, including describing the ages of children served, whether your work was full or part time, whether it was in a group or individual care setting, and the specific starting and ending dates for each employment experience.
3. Documentation of meeting educational requirements e.g., high school diploma or GED, college degree (clearly state the focus of your degree), college course transcripts, current CDA Credential and/or or Agency of Education teaching license.

Northern Lights at CCV staff will notify individuals by email when their documentation has been uploaded to their BFIS Quality and Credential Accounts and/or if there is an issue with the documentation provided.

FCCPs must submit documentation to Northern Lights that they are currently certified in pediatric first aid and in infant/child CPR. Following review, Northern Lights will upload this information into your BFIS Quality and Credential Account.

If you need support with these documents, your local Resource Advisor with Northern Lights at CCV can assist you with accessing these courses. See their [website](#) for the contact information for your local Resource Advisor.

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 is recommended that you complete the orientation training at the time that you are applying to be a licensed FCCH.

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

3. Required Testing

I. Drinking Water System (Lead Water Testing)

Vermont Statute [18 V.S.A. Chapter 24A](#) requires all schools and child care programs to test all taps that could be used for cooking, drinking, and/or brushing children's teeth for lead. You can find information about testing for lead in drinking water on the Vermont Department of Health's Tap Inventory Management System (TIMS) [website](#). If you have questions, please email ahs.leadchildcare@vermont.gov.

You will need to provide a copy of lead water test results to your CCBT and enter the results in your application in BFIS.

ii. Drinking Water System (Bacterial and Chemical Testing)

The requirements for testing for drinking water safety are described in [FCCH rules](#) 2.3.7.10, and in pages 20-21 and 106-107 of the [FCCH Guidance Manual](#), as follows:

A prospective FCCP shall ensure that a drinking water system serving less than twenty-five (25) persons daily, served by a well or spring, is maintained as a drinking water system of potable water.

- Potable water testing shall include bacterial (presence/absence of total coliform), and chemical screening (arsenic, uranium, nitrite, manganese, 16 nitrate and fluoride). This testing shall be analyzed by a Drinking Water Laboratory certified by the State of Vermont according to 18 V.S.A. §501b.
- Results shall meet Vermont standards. Water shall be remedied and retested to ensure potability if any test(s) are elevated. Bottled water for drinking shall be provided until such time as the drinking water system meets Vermont standards.
- The sample shall be a representative sample from the tap most frequently used for drinking after any treatment (for example a UV light system, a softener or charcoal filter).
- Information from this water test shall be included in the initial application.

If your home has a public water supply, the Agency of Natural Resources has already tested for chemical and bacteria and you are not required to perform these tests independently. If you have questions about the Agency of Natural Resources' drinking water tests, please email ahs.leadchildcare@vermont.gov.

If your home does not have a public water supply, you will need to order a bacteria and inorganic chemical drinking water test kit from the Vermont Department of Health (VDH) website. After you receive your results from VDH, you will need to provide a copy of your bacteria and inorganic chemical water test results to your CCBT and enter the results in your application in BFIS.

Please note, if you choose not to order the water testing kits from VDH, please ensure that the results are sent to VDH to be documented in their online system. You must then provide documentation of completion to your CCBT.

iii. Heating System Inspection

Requirements for Heating System Inspections are described in [FCCH Rule](#) 2.3.7.7 on page 14.

The FCCH's heating system must be inspected by a qualified person and found to be properly installed and operational. This inspection is required to be completed less than six (6) months prior to submitting your child care application. You will need to provide a copy of the documentation of a satisfactory inspection with your application; a copy of your invoice is sufficient. This documentation is submitted to your CCBT .

iv. Lead Paint Testing

Lead Paint Testing Requirements are described in [FCCH Rule 2.3.7.5](#), and in pages 17-18 of the [FCCH guidance manual](#).

To limit children's potential exposure to lead, a toxic metal that can cause severe health issues, owners of the FCCH must ensure that an Inspect, Repair and Cleaning inspection (IRC) is performed by a certified individual, and that the certified individual has filed a Compliance Statement with the Vermont Department of Health for proposed FCCHs built prior to 1978. This must be done once every 365 days in compliance with the Vermont Lead Law. Once the assessment is complete the FCCP will receive a confirmation email. Send that confirmation email to your CCBT as proof of completion and compliance with this requirement.

See the Vermont Department of Health's [website](#) for information on:

- IRC (formerly Essential Maintenance Practices (EMP): IRC is required for the entire building inside and out, even areas that may have been added to the original building such as decks, porches, or additions.
- How to locate an IRC-certified person to perform the assessment and file the Compliance Statement
- Finding an IRC training class to become an IRC-certified person
- Contact information for the Vermont Department of Health's Lead and Asbestos Staff who are available to answer questions and provide additional guidance

You will need to document in your child care application the year the proposed FCCH was built. If you don't know the year the building was built, contact the Town Clerk's Office for this information.

If your proposed FCCH was built prior to 1978, use your child care application to document the date the IRC was completed, attest that the Compliance Statement has been filed with the Vermont Department of Health, and provide the date the Compliance Statement was filed with the Vermont Department of Health.

4. Gather Required Information/Documentation

i. Tax Standing (this will be uploaded in your online application)

Tax Standing requirements are described in [FCCH Rule 2.3.7.13](#).

By the date of the child care licensing application, you must attest that you are in good standing with the Vermont Department of Taxes. You can provide this attestation as a part of completing your online application. You are considered in good standing if:

- You have no taxes due, and all of your returns have been filed; or
- The liability for any taxes due is under appeal; or
- You're in compliance with a payment plan approved by the Vermont Commissioner of Taxes

The Division cannot issue a child care license if you are not in good standing with the Vermont Department of Taxes. If you are not in good standing, you will need to discuss your situation with your Child Care Business Technician.

ii. Child Support Obligations

Child Support Obligation Requirements are described in [FCCH Rule 2.3.7.14](#).

By the date of the child care licensing application, you must attest that you are not subject to a child support order, or if subject to a child support order that you are in good standing. You can provide this attestation while completing the online application. You are considered in good standing if:

- Less than one-twelfth of your annual support obligation is overdue; or
- Liability for any support payable is being contested in a proceeding; or
- You're in compliance with a repayment plan approved by the Office of Child Support or agreed to by the parties to your support order.

If you are not in good standing, you will need to discuss your situation with your Child Care Business Technician.

The Division cannot issue a child care license if you are not in good standing with the Office of Child Support.

iii. Insurance

Requirements for providing insurance are described in [FCCH Rule 2.3.7.6](#)

Vermont requires that FCCH programs carry liability insurance (at a reasonable amount as stated in rule 2.3.7.6) for their own protection and for the protection of the children in their care. If your program will be transporting children, you must also carry transportation insurance that covers property damage, bodily injury and liability. You can demonstrate proof of insurance by providing the state with a copy of your Certificate of Liability Insurance that is issued by your insurance provider. You will need to provide a copy of this documentation with the application that is sent to your CCBT.

iv. IRS W-9

The W-9 Form is used for tax purposes, to receive CCFAP payments, and/or receive grant funding. This form must be completed and sent to your assigned CCBT.

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/password protected.
- 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 completed in two different colors of ink.
- 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 on the W-9 Form provide guidance for how to fill out the different sections of the form. If you have questions on how to fill out the W-9 Form, contact a lawyer, tax preparer, or accountant for assistance.

You can find the W-9 form here: [Form W-9 \(Rev. March 2024\) \(irs.gov\)](https://www.irs.gov/pub/irs-pdf/formw9.pdf)

v. Written Policies and Procedures for Parents and Staff

The requirements to have Written Policies and Procedures for Parents and Staff is described in [FCCH Rule 4.7](#), and in pages 45 and 109-113 of the [FCCH Guidance Manual](#).

FCCHs are required to create a handbook on their policies and procedures for parents and staff (if you do not have other staff on site, you do not need to complete a staff handbook). Review FCCH Rule 4.7 and pages 45 and 109-113 of the CDD Licensing Guidance Manual for specific information on the policies and procedures that you will be required to develop. You will need to submit a copy of your written policies and procedures to your CCBT. This must be completed and sent to your CCBT thirty days prior to being licensed.

vi. Emergency Response Plan

The requirements for developing an Emergency Response Plan is described in [FCCH Rule 3.6.1.1](#) and in pages 40-41 of the [FCCH Guidance Manual](#).

FCCH programs are required to create an Emergency Response Plan. Review FCCH Rule 3.6.1.1 and pages 40-41 of the FCCH Guidance Manual for specific information on what must be included in the plan. You will need to submit a copy of your plan thirty days prior to being licensed.

CDD's [website](#) provides sample forms that you may use to set-up your child care program or FCCH. The website also has a [webpage](#) that provides information and resources on a variety of health and safety topics.

Steps for Completing Your Online Application

Please note the regulations below before completing your online application. If either are applicable to you, please reach out to your assigned CCBT or our Licensor on Duty line at ahs.dcfddchildcarelicensing@vermont.gov or (800) 649-2642 option 3.

FCCH Rule 2.1.3 and 2.1.4

2.1.3: Any person or entity registered or licensed to operate a FCCH shall be prohibited from concurrently operating a Center Based Child Care and Preschool Program or an Afterschool Child Care Program

2.1.4: An approved FCCP may not be concurrently approved as a licensed foster care provider without a variance from the Department. They may not provide respite care for foster children or foster care, either licensed or professional, except that, at the request of the Department, they may provide respite or temporary foster care to a child who is already enrolled in their regulated FCCH.

1. Sign into your BFIS account

2. At the bottom of your BFIS account page, click “Registered Family Child Care Home Application”

The screenshot shows the BFIS account page with a top navigation bar containing tabs: Account Summary, Provider Demographics, Payment & Financial Info, Attendance & Invoicing, Resources, and Contact. The Account Summary tab is active, displaying provider information such as Provider Case ID (155003), Location Address (1 Fairdale Lane, Waterbury, VT 05671), and Application Status (New). Below this, there is a section for License Information and a table for Staff/Associated Parties. At the bottom, under Account Options, a list of links is provided, including 'Registered Family Child Care Home Application', which is highlighted with a red arrow. A green callout box points to the 'Save & Exit' button at the bottom of the page, stating: 'If you need to leave in the middle of the application click Save & Exit found at the bottom of each page.'

3. Enter the required information (marked with an “*”). Click “Next” when complete.

Registered Family Child Care Home Application: Part 1 of 10
Applicant Information

*** Indicates Required Info**
 * Application Receipt Date: (required) 08/31/2016 Date the application was started.

Previous License Information
 * Has applicant ever been convicted for a violation of any law or ordinance within the last five (5) years?
☐ Yes ☒ No

If the answer to the previous question is yes, please fill out the following:
 Which State? Please Select...
 License/Registration Outcome: Please Select...

Applicant Information
 * Has applicant ever been convicted for a violation of any law or ordinance (except parking violation)?
☐ Yes ☒ No By checking yes, you certify the information is true and accurate.

Conviction Description: (if yes)

* Signature Present?
☒ Yes ☐ No Date you certified the information was true and accurate.

Signature Date: (if yes) 08/31/2016
 SSN: 006-00-0001
 EIN:

Qualification
 * Applicant has GED or High School Diploma? ☒ Yes ☐ No
 * Applicant is currently CPR certified? ☒ Yes ☐ No
 * Applicant is currently First Aid certified? ☒ Yes ☐ No

Please print this verification form and follow the directions for training documentation to be added to your credentialing account: http://dof.vermont.gov/sites/dof/files/CTD/Forms/dof_verification_form.pdf

Electronic Participation Information
 Web Site Address:
 * Electronic Participation: ☒ Yes ☐ No By checking yes, you agree to receive all documentation via email.

Participation Request Date: (Required if Electronic Participation) 08/31/2016
 E-mail: (Required if Electronic Participation) donkeyp@vermont.gov

Save & Exit Next > ←

4. Enter the required information (marked with an “*”). Click “Next” when complete.

Registered Family Child Care Home Application: Part 2 of 10
Home

*** Indicates Required Info**
 * Applicant's Home Is:
☒ Owned ☐ Rented
 If renting, does applicant have the approval of their landlord to provide child care in this apartment or house?
☐ Yes ☐ No Your application will be denied if approval was not given.

Number of Floors: 2

* Directions to Site from Waterbury:
 (Use street names and any landmarks.)

Description of House/Building:

From the State Complex, take a left, then take a right at the lights on the hill near Arvade's. Continue for 1 mile then take a right at Fairy Tale Lane. It will be the 1st house on your left.
House is green with white trim, and a gray steel roof.

< Back Save & Exit Next > ↓

5. Enter the liability insurance information, check the transportation insurance box. Click “Next” when complete.

Registered Family Child Care Home Application: Part 3 of 10
Insurance

*** Indicates Required Info**

Liability Insurance

Program Insured? ☒ Yes ☐ No

Policy Holder Name: Price Charming

Insurance Agency Name: Monster Insurance

Policy Date: 8/31/2016

Policy Effective Date: 8/1/2016

Policy Expiration Date: 8/1/2017

Policy Number: 123456789

Insurance Location Address: 1 Franklin Lane

Address Line 2: Suite 200

City: Burlington

Town: Burlington

State: Vermont

Zip Code: 05401

Insurance Contact Phone: 800-123-4567

Enter the insurance agencies information.

Transportation Insurance

☒ I attest that I understand that should I provide transportation to children in care, I will maintain auto insurance that covers my business transportation of children in care and will comply with the regulations.

< Back Save & Exit **Next >**

6. Enter the water test information. Click “Next” when complete.

Registered Family Child Care Home Application: Part 4 of 10
Water Testing

*** Indicates Required Info**

Drinking Water System

Lead Results Date: 8/31/2016

Meet Requirements: ☒ Yes ☐ No

☐ Municipal System

☒ Well Water

☐ Other

If on a Well - Testing Information

Bacterial Results Date: 8/31/2016

Meet Requirements: ☒ Yes ☐ No

Chemical Results Date: 8/31/2016

Meet Requirements: ☒ Yes ☐ No

< Back Save & Exit **Next >**

7. Enter the heating system inspection information. Click “Next” when complete.

Registered Family Child Care Home Application: Part 5 of 10
Heating System Inspection

*** Indicates Required Info**

* Date of Inspection: 8/31/2016

* Name of Qualified Inspector: John Doe

* Firm Name: Doe Heating & Cooling

* Heating System(s) and chimney(s) being used are installed properly and operating safely:

☒ Yes ☐ No

Recommendations:

* Applicant Certification: By checking yes, you certify the information is true and accurate.

* Signed Certification: Date Signed: 8/31/2016

Date you certified the information was true and accurate.

☐ All recommendations regarding proper installation and safe operation have been completed

☒ No recommendations were made regarding proper installation and safe operation

< Back Save & Exit **Next >**

8. Enter the required information (marked with an “*”). Click “Next” when complete.

Registered Family Child Care Home Application: Part 6 of 10
Lead Exposure Assessment

*** Indicates Required Info**

- * Has any resident of the home ever been treated for lead poisoning? ☐ Yes ☒ No
- * Does any resident have a job or hobby that involves exposure to lead? ☐ Yes ☒ No
- * Is the applicant planning to renovate the home in the next year? ☐ Yes ☒ No
- * Is the applicant planning to paint the interior or exterior of the home in the next 12 months? ☐ Yes ☒ No
- * Do children play on an exterior porch? ☐ Yes ☒ No
- * Is the outdoor play area within 6 feet of the foundation of the home? ☐ Yes ☒ No
- * Year of Building Construction:

Contact your Town Clerk if you are unsure.

The following information is required if the building was constructed in 1977 or earlier:
 Required to comply with VT Lead Paint Law and Essential Maintenance Practices: ☒ Yes ☐ No

Essential Maintenance Practices Date:
 (mm/dd/yyyy)

Essential Maintenance Compliance Statement submitted to the Department of Health? ☒ Yes ☐ No

< Back Save & Exit **Next >**

Renovations do not exclude buildings from EMPs. To be exempt you must go through an extensive site evaluation and receive an exemption letter/certificate from the VDH.

9. Choose the floor(s) in the home where your child care will be providing care and then identify 2 exits. Click “Next” when complete.

Registered Family Child Care Home Application: Part 7 of 10
Exits

Select the levels of the home where children receiving care will be allowed. For each area selected, describe the exits (at least two (2) in each area) that meets regulations 5.10.1.2.2 and 5.10.1.2.3. Additional requirements may apply if children receiving child care are allowed on the third floor or above.

<input type="checkbox"/> Basement	Exit 1: <input type="text"/>
	Exit 2: <input type="text"/>
<input checked="" type="checkbox"/> First Floor	Exit 1: <input type="text" value="Front door"/>
	Exit 2: <input type="text" value="Back door"/>
<input type="checkbox"/> Second Floor	Exit 1: <input type="text"/>
	Exit 2: <input type="text"/>
<input type="checkbox"/> Third Floor or above	Exit 1: <input type="text"/>
	Exit 2: <input type="text"/>

< Back Save & Exit **Next >**

10. Choose the appropriate *Tax Stading Status* and enter the *Tax Standing Date*. Click “Next” when complete.

Registered Family Child Care Home Application: Part 8 of 10
Tax Standing

*** Indicates Required Info**
*** Tax Standing Status:**
 Tax Standing Date:
 (mm/dd/yyyy)
 If not in good standing, applicant wishes to:

Applies to VT taxes only.

☒ In Good Standing ☐ Not in Good Standing

8/31/2016

Date you certified your Tax Standing Status.

☐ Arrange with the Vermont Department of Taxes to bring owner into good standing.
☐ Seek a determination from the Child Development Division that immediate payment would impose an unreasonable hardship.

< Back Save & Exit **Next >**

11. Choose the appropriate *Child Support Obligation Status* and enter the *Child Support Status Date*. Click “Next” when complete.

Registered Family Child Care Home Application: Part 9 of 10
Child Support

*** Indicates Required Info**
*** Child Support Obligation Status:**
 Child Support Status Date:
 (mm/dd/yyyy)
 If not in good standing, applicant wishes to:

N/A

8/31/2016

Date you certified your Child Support Obligation Status.
 If you chose N/A for the status put today's date.

☐ Arrange with the Office of Child Support to bring owner into good standing.
☐ Seek a determination from the Child Development Division that immediate payment would impose an unreasonable hardship.

< Back Save & Exit **Next >**

12. Enter in the required information (marked with an “*”) then click “Next”.

Registered Family Child Care Home Application: Part 10 of 10
Program Information

*** Indicates Required Info**

* Head Start Program: ☐ Yes ☐ No
 * Early Head Start Program: ☐ Yes ☐ No
 * Head Start Partner Program: ☐ Yes ☐ No
 * Early Head Start Partner Program: ☐ Yes ☐ No
 * Pre-K Program: ☐ Yes ☐ No
 * Food Program Participation? ☐ Yes ☐ No

These are programs you may participate in **after** you are licensed. For that reason select **No** for all. For information about these programs please see [Resources](#) (p.44).

* Program: (Provide an example of the daily schedule you plan to offer.)

* Supervision: (Provide a description of the program you plan to offer including rest/sleep times and outdoor play time.
 Rest/Sleep: Where will children rest during nap time? What will children nap on and how will they be supervised during nap time?
 Outdoor Play: What types of outdoor equipment/toys will children play with during outdoor time? How will children be supervised during outdoor time?)

* Guidance: (Please describe how you will provide developmentally appropriate guidance to children in care.)

Required Information:
 The Record check form for all associated parties sixteen (16) years of age or older will be completed and sent in with the census form to the Child Development Division within five (5) days from today.
☐ Yes ☐ No

< Back Save & Exit **Next >**

13. If the application is complete, check the box in the bottom left-hand corner, and click “Submit Application”. Otherwise, click “Save & Exit” to submit at a later date.

Registered Family Child Care Home Application: Application Menu
The sections for this application are listed below. Click on a section below to review or edit that section. Once you are finished inputting data for the various sections, use the button at the bottom of this page to submit the application for evaluation.

Indicates Required Info

- Applicant Information
- Home
- Insurance
- Water Testing
- Heating System Inspection
- Lead Exposure Assessment
- Exit
- Tax Standing
- Child Support
- Program Information

Statements of Understanding and Verification

- In making this application I state that I am in receipt of, have read, and agree to comply with the applicable Child Care Licensing Regulations.
- I grant permission to the Child Development Division or its authorized agent(s) to make necessary and reasonable investigation of the circumstances surrounding this application, my statements made herein, the attached questionnaire, information reports, personal references, and records of other social and regulatory agencies in Vermont and in other states if deemed appropriate.
- I acknowledge that the Child Development Division and/or its authorized agent(s) may make reasonable inspection including photography, of the facility and its surroundings where I operate or plan to establish my child day care operation. For the purpose of such reasonable inspection of my facility, I acknowledge that the Child Development Division and/or its authorized agent(s) shall have free and full access to every part of the home.
- I am aware that if issued a child care license, I am subject to reasonable investigation and/or inspection to determine my continued conformity to the regulations under which the license was issued. Further, I am aware that any license granted to me is conditioned upon my continued compliance with the applicable Child Care Licensing Regulations and is time limited having a statutory duration of not more than 3 years from the date of issuance. If I desire to continue providing child care services, I must make a Re-application for a child care license yearly as provided in the prescribed regulations of the Child Development Division.
- I understand that the information gathered by the Child Development Division and/or its authorized agent(s), related to inspection or investigation, is subject to review by a person with a bona fide interest in the inspection, investigation, or license.
- All information I have given the Child Development Division and/or its authorized agent(s) is true and correct. Further, if I am granted a license by the Child Development Division, I will supply true and correct information requested during any subsequent investigation or inspection to which I am a party.
- I am aware that intentionally providing false information to a state agency or department may be considered a false claim under 13 VSA Section 3001 and punishable as a misdemeanor or a felony.
- I understand that this is only an application for a license, and that such application is subject to denial or limitations. In the event of such denial or limitation, I understand I have the right to a Fair Hearing before the Human Services Board.

I am aware that any license granted to me by the Child Development Division for the purpose of providing child care is subject to revocation or suspension. Further, in the event of any revocation or suspension, I am aware that I have the right to request an appeal before the Human Services Board.

I certify that I am at least 18 years of age,
I make this application for a Child Care License as owner of the above-named services,
or
I make this application for a Child Care License as an authorized agent of the corporation or organization listed in this application.

Read below your understanding of the statements above before submitting the request:

☒ I declare that I have read and understand this application, including the documents referred to herein and to the best of my knowledge and belief the statements I have provided are true, correct and complete.

[Save & Exit](#) [Submit Application](#)

14. A Request ID and Application Confirmation number will be displayed when the application has successfully been submitted.

Family Home Registration Application Submitted

The provider registration application has been submitted to Child Development Division. Please note the application ID below for future reference:

Application Confirmation No. - 678520
Request ID - 176095

You will be contacted when Child Development Division has processed your application. You may also check the status of your latest application under your [Account Summary](#) page.

[View Application](#)

The record checks for the applicant and all other household members 16 years and older are required to send completed record check forms to the Child Development Division within Five days from today.
URL: [Forms & Literature download page](#)

The CDD Review of Your Registered Family Care Home Application

The CCBT will review all documents 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 the *Documents* link. You will receive notification of this letter being posted in your account via email.

Your online application process will be considered complete when:

- Your application is completed in BFIS
- Background clearance approval letters have been issued for your proposed FCCP and FCCH household members who are 16 years old or older
- FCCP and/or staff are determined to have met qualifications for their respective positions

After your online application process has been completed, your CCBT will inform your CDD licensor that you are ready for your preregistration visit. Your licensor will contact you within three to four business days to schedule a final visit to your FCCH within two weeks. During the licensor's visit, they will assess your FCCH's compliance with Child Care Licensing Regulations. Within five business days of this visit, your licensor will issue a site visit report. Any required action identified during this visit is required to be completed or addressed before you receive your license; this date will be determined by your licensor.

Based on the results of the licensor's visit, the licensor will make recommendations to a licensing supervisor, who will complete the final review of your FCCH and issue an approval decision. Based on the decision, an approval letter or denial letter (which would include reasons why your license has been denied and appeal rights) will be generated within your BFIS Child Care Program Account located in the *Documents* link. You will receive notification of this via email.