

Required Documents During the Application Process

The following documents shall be submitted at the time of application for a licensed family child care provider.

- Verification of completion of a high school education, a high school diploma or general education development (GED), as required in 5101:2-13-07 of the Administrative Code.
- A medical statement for the family child care provider applicant that meets the requirements detailed in appendix B to this rule.
- JFS 01250 "Plan of Operation for Child Care" (rev. 12/2016) and any necessary attachments.
- Written information for parents and employees as required in rule 5101:2-13-07.
- JFS 01174 "Adjudicated a Delinquent Child Statement" (rev. 10/2017).
- Documentation of building inspection by local building department, for type A home providers.
- Fire inspection approval by the state fire marshal or local fire safety inspector, for type A home providers.
- JFS 00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015), for type A home providers.
- Articles of incorporation, if applicable, for type A home providers.
- Written zoning approval, for type A home providers.

The following documents shall be available for review at the time of the first pre-licensing visit.

- Verification of the family child care provider and child care staff members are current in all health and safety trainings required by rule 5101:2-13-10 of the Administrative Code.
- A medical statement for child care staff members in the family child care home.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the provider and any resident of the home age 18 or older shall be requested at time of application in accordance with rule 5101:2-13-09 of the Administrative Code. The JFS 01175 "Request for a Background Check for Child Care" (10/2017) or the OPR system generated equivalent shall be submitted pursuant to rule 5101:2-12-09 of the Administrative Code.