



July 1, 2020

**Family Child Care Manual Procedure Letter No. 19**

**TO: All Family Child Care Manual Holders**

**FROM: Kimberly Hall, Director**

**SUBJECT: Updated Requirement for Family Child Care Staff Employment Records in the Ohio Professional Registry**

**Background:**

Currently, rule 5101:2-13-07 of the Ohio Administrative Code (OAC) requires family child care providers to have a written list of the provider, employees, child care staff members (including substitutes) and adult residents which includes the date of hire or residency, program license number, employment role(s) and start date for each individual role. Beginning November 1, 2020, the written list will no longer be required to be kept onsite and will instead be required to be kept in the Ohio Professional Registry (OPR).

**Updated Requirement:**

All employees and child care staff members (including substitutes) must create or update their employment records in the OPR for each child care program in which they are employed. All residents over the age of eighteen must create or update their profile in the OPR and complete an employment record for the family child care provider within five days of becoming a resident or turning eighteen.

Once the employment record is created, the family child care provider must ensure that each person is assigned to their organization dashboard. The provider must keep the OPR current with the provider, employees, child care staff members (including substitutes) and residents of the program. Changes that must be noted include any newly hired employees or child care staff members (including substitutes), a change in position or role, a change in schedule, and the end of employment or residence. This information must be updated in the OPR within five calendar days of the change.

The family child care provider must verify that all employment records are created or updated in the OPR and assigned to their organization dashboard by November 1, 2020.

Instructions and assistance in creating or updating an employment record can be found in the OPR User Guides at <https://occrpa.org/our-resources-page>.

Family child care providers should comply with the requirements of this procedure letter while rule 5101:2-13-07 OAC is moving through the rule making process.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.