



December 22, 2023

**Child Care Center Manual Procedure Letter No. 44
Family Child Care Manual Procedure Letter No. 37
Child Care Day Camp Manual Procedure Letter No. 11
Child Care In-Home Aide Manual Procedure Letter No. 16**

TO: All Child Care Center Manual Holders
All Family Child Care Manual Holders
All Child Care Day Camp Manual Holders
All Child Care In-Home Aide Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Relocation Requirements in Emergency Preparedness and Response Plan

Background:

The Child Care and Development Block Grant (CCDBG) requires child care programs to have a plan for relocation in the event of an emergency. Currently, Ohio Department of Job and Family Services (ODJFS) licensed child care centers, family child care (FCC) Type A and Type B home providers, approved day camps, and certified in-home aides (IHA) are required to develop a written emergency/disaster plan and train child care staff members and employees on the plan annually. Licensing rules outline the specific required elements of the written plan.

Updated Policy:

Child care centers, FCC home providers, approved day camps and certified IHA providers will now be required to include a designated safe site where staff and children can safely remain when evacuated. This will be included in the written emergency/disaster plan in addition to evacuation procedures for children and staff.

This differs from the requirements for a temporary change of location when a provider is instructed by officials that it can no longer operate at its approved location due to unsafe conditions. This temporary change of location is defined in rules 5101:2-12-02, 5101:2-13-02, 5101:2-18-03, and 5101:2-14-02.

Implementation:

Providers will be assessed for this new requirement beginning on March 1, 2024.

Rules 5101:2-12-16, 5101:2-13-16, 5101:2-18-10, and 5101:2-14-07 will be revised in the future to include planning emergency relocation as part of the written emergency/disaster plan.

Questions:

Please contact the Child Care Policy Help Desk at childcarepolicy@childrenandyouth.ohio.gov or 1-877-302-2347, option 4, if you have any questions.