



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](mailto:childcarepolicy@childrenandyouth.ohio.gov) or 1-877-302-2347, option 4, if you have any questions.