



CHILD CARE DEVELOPMENT FUND (CCDF) PROVIDER ELIGIBILITY STANDARDS (PES) CHECKLIST

State Form 51363 (R10 / 6-20)
FAMILY AND SOCIAL SERVICES ADMINISTRATION

Provider	Inspector or consultant
Identification number	Date (month, day, year)
Address (number and street)	Time From: _____ To: _____
City	Telephone number ()
County	

During the inspection of this LLEP home, _____ children present and _____ were related to the provider.

REQUIREMENT:	YES	NO	N/A
IC 12-17.2-3.5-5(a)(1) 1. A Residential Building shall have working smoke detectors on each level, top of each stairway and adjacent to each sleeping area (as required by SFM) OR A Non-residential Building shall have fire alarm and suppression systems as required by applicable rule of the Fire Prevention and Building Safety Commission. Building Type: _____			
IC 12-17.2-3.5-10(b)(3) 2. Two and a half pound or greater ABC multiple purpose fire extinguisher on each floor and in the kitchen with valid expiration date.			
IC 12-17.2-3.5-10(a) (Applies to providers enrolled in CCDF program after June 30, 2002.) 3. A facility where a provider operates a child care program must have two exits that: <ul style="list-style-type: none"> • Are on different sides of the building. • Do not go through a garage or storage area where hazardous materials are stored. • Are not blocked. • Are not windows. • Are operable from the inside in a one step process (no key or special knowledge required). • Have a permanently attached stairway or ramp if not at ground level. 			
IC 12-17.2-3.5-10(b)(1) and (2) 4. Each child care provider shall have monthly documented fire drills including date / time / weather conditions / name of person conducting drill / full evacuation time and maintained for previous twelve (12) months. Date of last drill (month, day, year) _____			
IC 12-17.2-3.5-6 5. Each child care provider, household member, employee, volunteer caregiver shall have an intradermal tuberculosis (TB) test and result prior to giving care. <ul style="list-style-type: none"> • Each child care provider, household member, employee and caregiver who has a history of a positive TB test or disease shall have an annual health assessment by a physician to reflect symptom screening for TB. 			
IC 12-17.2-3.5-7(a) 6. A child care provider shall have written plans for notifying parents of the following: <ul style="list-style-type: none"> • Illness, serious injury, or death of provider. • Care in an emergency. • Emergency evacuation (fire, tornado); this shall be posted in the facility where the provider operates the child care program. 			
IC 12-17.2-3.5-8 (a) and (b)(1) 7. At least one adult shall have annual certification in CPR applicable to all age groups cared for and is present at all times when a child is in care, and Each child care provider, employee, or volunteer caregiver shall have current certification in First Aid.			
IC 12-17.2-3.5-5(a)(2) 8. The child care facility shall have hot and cold running water from an approved source in the area of the facility where the provider operates a child care program. Water source: _____ Public _____ Private _____ Valid water test date (month, day, year) _____ Meets IDEM standards as required. IDEM water system number _____			
IC 12-17.2-3.5-9(a) and (b) 9. A provider shall, in each facility where the provider operates a child care program, have a communication device: <ul style="list-style-type: none"> • At least one (1) working telephone • That is approved by the division; and • Compatible with an automated time and attendance tracking system approved by the division. 			

REQUIREMENT:	YES	NO	N/A
IC 12-17.2-3.5-11(a) 10. Each child care provider shall have the following items inaccessible to children: <ul style="list-style-type: none"> • Firearms and ammunition <i>Location:</i> _____ • Poisons, chemicals, bleach and cleaning materials <i>Location:</i> _____ • Medications 			
IC 12-17.2-3.5-4.1 11. Each child care provider, employee, household member, volunteer caregiver has provided evidence that they have not been named in the Child Protection Index IC 31-9-2-14.			
IC 12-17.2-3.5-12 12. <ul style="list-style-type: none"> • Each child care provider, household member, employee or volunteer caregiver shall submit fingerprints for a national criminal history background check by the FBI or • Each child care provider has local criminal check with documentation that national check is applied for. 			
IC 12-17.2-3.5-12.1 (a), (d), and (e) 13. Each child care provider, household member, employee, volunteer caregiver shall have documentation of a drug test and result does not show presence of illegal controlled substance(s). (<i>Standard 5 or 8 panel urine test</i>) and a child care provider shall have: <ul style="list-style-type: none"> • Written policy requiring random drug testing of caregivers and • Required testing if individual is suspected of noncompliance and • Policy for suspension, rehabilitation and reinstatement of persons tested above. 			
IC 12-17.2-3.5-11.1 14. Each child has age appropriate immunizations including Varicella and Pneumococcal vaccines. Documentation includes: <ul style="list-style-type: none"> • Names of all children (<i>including provider's</i>) receiving care at the facility. • Immunization records for each child (<i>includes month, day and year given for each immunization and child's birth date</i>). • The child's physician documents child is in process of receiving immunizations or • A medical exempt statement from a physician or • A religious belief exemption statement from the parent. 			
IC 12-17.2-3.5-12.1 (b) and (c) 15. A child care provider shall have a written policy prohibiting: <ul style="list-style-type: none"> • use of tobacco, unintended use of toxic substances, use (<i>homes</i>) of alcohol; use or possession (<i>centers and ministries</i>) of alcohol; and use or possession of illegal substances in the facility where child care is operated when child care is being provided. 			
IC 12-17.2-3.5-5.5(a) 16. All children in care are supervised by a caregiver.			
IC 12-17.2-3.5-5.5(b) 17. A provider who cares for children who are less than twelve (12) months of age: <ul style="list-style-type: none"> • Shall complete a training course in safe sleep practices, approved by the Division • Ensure that all caregivers of children who are less than twelve (12) months of age follow safe sleep practices 			
IC 12-17.2-3.5-4 18. A provider is ineligible to receive a voucher payment if the provider: <ol style="list-style-type: none"> (1) has been convicted of a: <ol style="list-style-type: none"> (A) felony under this code (B) misdemeanor under this code 			
IC 12-17.2-3.5-5.5(b) 19. A provider shall meet sanitation standards for bathroom and hand washing as established by the Division.			
IC 12-17.2-3.5-7(b) 20. A provider shall: <ul style="list-style-type: none"> • Maintain a written child discipline policy • Ensure that all employees and volunteers follow the child discipline policy • Provide to the parent or legal guardian of each child cared for by the provider a written copy of the child discipline policy • Maintain in each child's file a copy of the child discipline policy that has been signed by the parent or legal guardian 			
IC 12-17.2-3.5-7(c) 21. A provider shall allow unscheduled visits by a parent or legal guardian to a facility where a provider operates a child care program during the hours the child care program is in operation.			

REQUIREMENT:	YES	NO	N/A
IC 12-17.2-3.5-11(b) 22. A provider shall do the following with respect to transporting children away from the facility where the provider operated a child care program: <ul style="list-style-type: none"> • Obtain written permission from the child’s parent or legal guardian to transport the child Ensure the child is transported only by an employee or volunteer who: <ul style="list-style-type: none"> • Is at least eighteen (18) years of age • Hold’s a valid driver’s license • Transports the child in a properly licensed and insured motor vehicle 			
IC 12-17.2-3.5-8(b)(2) 23. The Individual is: <ul style="list-style-type: none"> • At least eighteen (18) years of age and may act as a caregiver without supervision of another caregiver Is under eighteen (18) years of age and may act as a caregiver only if the individual: <ul style="list-style-type: none"> • Is at least fourteen (14) years of age • Is at all times when child care is provided, directly supervised by a caregiver who is at least eighteen (18) years of age 			
IC 12-17.2-3.5-8(b)(5) 24. Not more than three (3) months after the individual begins employment or volunteer duties, the individual must receive training approved by the division concerning child abuse detection and prevention			
IC 12-17.2-3.5-8(b)(3) 25. Prior to employment or volunteer duties each employee or volunteer must receive a formal orientation to the facility and the child care program			
IC 12-17.2-3.5-8(c) 26. A provider shall: <ul style="list-style-type: none"> • Maintain at the facility where the provider operates a child care program documentation of all training required under this code • Make the documentation available to the division upon request 			
IC 12-17.2-3.5-8.5(a) 27. A provider shall provide to all employees and volunteers of the provider written material provided by the Office of Early Childhood and Out of School Learning in regards to reporting child abuse and neglect.			
IC 12-17.2-3.5-8.5(b) 28. An employee or a volunteer of a provider who has reason to believe that a child in the provider's care is a victim of child abuse or neglect shall make a report as required under IC 31-33-5.			
IC 12-17.2-3.5-16(a) 29. The division may decertify a provider for any of the following reasons: <ul style="list-style-type: none"> • The provider fails to comply with this chapter • The provider refuses to allow, during normal business hours, the division or an agent of the division to inspect the facility where the provider operates a child care program. 			
IC 12-17.2-3.5-19(a) 30. A provider shall immediately notify the parent or legal guardian of a child in the care of the provider concerning any of the following that occur during the hours that a child is in the care of the provider. <ul style="list-style-type: none"> • Bodily injury • Serious bodily injury • Death of a child 			
IC 12-17.2-3.5-19(b) 31. The provider shall notify the division: <ul style="list-style-type: none"> • Not more than twenty-four (24) hours after the occurrence for bodily injury and serious bodily injury. • Immediately after the occurrence of the death of a child. 			
IC 12-17.2-3.5-5 (c) and (d) 32. The provider shall have, and maintain compliance with, a written policy describing the practice of the provider concerning the following: <ul style="list-style-type: none"> • Safe conditions in the facility and on the grounds. • Safety of motor vehicles used to transport children. At the time a provider establishes the written policy and at the time of any subsequent change to the written policy, the provider shall: <ul style="list-style-type: none"> • file with the division; • post in a public location in the facility where the provider operates a child care program; and • provide to the parent or guardian of each child in the care of the provider; a copy of the written policy or change. 			

REQUIREMENT:	YES	NO	N/A
IC 12-17.2-3.5-5(e) 33. The provider shall make available daily activities appropriate to the age, developmental needs, interests, and number of children in the care of the provider, including the following: <ul style="list-style-type: none"> • Both active and quiet play. The provider may include the use of safe, age-appropriate toys, games, and equipment for indoor and outdoor play. • Daily outdoor play 			
IC 12-17.2-3.5-5(f) 34. The provider shall make available to each child in the provider's care the following: <ul style="list-style-type: none"> • Appropriately timed, nutritious meals and snacks in a quantity sufficient to meet the needs of the child. • Drinking water at all times. 			
IC 12-17.2-3.5-5.5(c) 35. A provider that cares for: <ul style="list-style-type: none"> • Not more than sixteen (16) children at a facility where the provider operates a child care program shall maintain: <ol style="list-style-type: none"> a. a ratio of children to caregivers in the same proportions as specified in the child to staff ratio requirements; and b. the same group sizes as specified in the group size requirements; that apply to a child care home under IC 12-17.2-5; • more than sixteen (16) children at a facility where the provider operates a child care program shall maintain: <ol style="list-style-type: none"> a. a ratio of children to caregivers in the same proportions as specified in the child to staff ratio requirements; and b. the same group sizes as specified in the group size requirements; that apply to a child care center under IC 12-17.2-4. 			
IC 12-17.2-3.5-8(b)(4) 36. Unless the provider is a parent, stepparent, guardian, custodian, or other relative to each child in the care of the provider, the individual annually must receive <ul style="list-style-type: none"> • At least twelve (12) hours of continuing education approved by the division and related to the age appropriate educational development, care, and safety of children. 			
470 IAC 3-18-14(f) 37. The provider shall maintain a written policy requiring an individual providing a criminal history to report any criminal convictions to the provider.			
470 IAC 3-18-19 Records 38. The provider shall maintain the following records and documents at the facility, which shall be made available to the verifying agency upon request: <ul style="list-style-type: none"> • Children's emergency contact information. • Emergency assistance telephone numbers near a telephone, including the following: police, fire, ambulance and poison control. 			
IC 12-17.2-3.5-12.5(a)(2) 39. Caregivers of children twelve (12) months of age and younger have completed the approved safe sleep training.			
45 CFR Part 98.42(ii) 40. Child Care Development Fund (CCDF) Provider Eligibility Standards Certificate is posted in a conspicuous place in the Early Childhood Program.			

I understand that the information contained in this document is necessary for participation in the Child Care Development Fund (CCDF) program. I understand that the Indiana Family and Social Services Administration (IFSSA) and/or PES inspector may verify any information contained in this document and any misrepresentation may subject me to removal / exclusion from the program and/or prosecution under applicable laws. I have reviewed the information contained in this document and agree by my signature that the information is accurate and complete to the best of my knowledge and belief. I understand that any changes in the information contained in this document must be promptly reported to IFSSA or PES inspector. Failure to report any changes may result in my removal / exclusion from the CCDF program.

I understand that I must correct the problems identified above, in order to begin or continue to receive funds from the Child Care Development Fund Program.

Signature of inspector / consultant	Date (month, day, year)	Signature of provider	Date (month, day, year)
MEETS ALL STANDARDS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by:	Date (month, day, year)