



IMPORTANT NOTICE FOR LICENSE-EXEMPT CHILD CARE PROVIDERS AND THE FAMILIES THEY SERVE

HEALTH, SAFETY AND CHILD DEVELOPMENT ANNUAL MONITORING VISIT REQUIREMENT (Notice Issue Date: August 15, 2018)

The Child Care and Development Block Grant Act of 2014 requires all licensed and license-exempt child care providers who receive payment under the Child Care Assistance Program (CCAP) to be monitored. As a result, License Exempt Monitors (LEM) from Child Care Resource and Referral (CCR&R) Agencies will conduct on-site visits in the upcoming months to license-exempt providers. This includes providers who provide care in the child's home. The Illinois Department of Children and Family Services (IDCFS) will continue to monitor licensed providers as they have in the past. **Please note:** Child care providers paid by CCAP, except license-exempt providers who only care for relative school age children, are **required to complete the Health, Safety and Child Development training by 9/30/2018** to continue as a CCAP provider.

Who will be monitored by a LEM?

License-exempt child care providers who receive CCAP payments:

- Day Care Homes Exempt from Licensing
- Non-Relative Providers Exempt from Licensing
- Relative Providers Exempt from Licensing (caring for children ages birth to 5 not enrolled in school)
- Day Care Centers Exempt from Licensing

Who will not be monitored by a LEM?

Relative providers who are related to all school age [*] children in their care.

[*]For the purposes of CCAP, a school age child is a child age 5-13 (or through the age of 18 if approved for CCAP due to a Special Need or court order) **AND** enrolled in school. A five year old child is considered school age only when enrolled in a school based kindergarten. This enrollment does not include a before/after school program.

What will happen?

- Providers will be contacted by their CCR&R's License Exempt Monitor in the coming months to schedule an on-site visit. Annual visits will be announced and scheduled. Prior to the visit, providers will receive a packet of information, including a copy of the monitoring tool and a list of items/documents to be reviewed during the visit.

- An observation of the health and safety standards in the center or home will take place.
- The LEM and provider will discuss resources, training and other opportunities for quality improvement that are available to support providers.
- The on-site monitoring report will be reviewed and signed jointly by the LEM and provider.
- If there are findings from the visit, a plan for follow up and correction will jointly be established between the LEM and provider.
- Follow up on-site visits will be scheduled to ensure the findings are addressed.
- The Final Monitoring Report will be posted on-line for three (3) years, as required by federal law. This is to provide parents/potential families information so they can make informed decisions regarding their child care provider.

What should providers do now?

- **COMPLETE THE REQUIRED HEALTH, SAFETY AND CHILD DEVELOPMENT TRAINING!**
 - Child care providers paid by CCAP, except license-exempt providers who only care for relative school age children, are required to complete the Health, Safety and Child Development training by 9/30/2018 to continue as a CCAP provider. Contact your CCR&R for information about in-person and online trainings available in your area.
 - IDHS is allowing extra time for providers to complete all required trainings. At a minimum, if providers successfully complete the CPR/First Aid and Mandated Reporter training before 10/01/18, they will be allowed to continue receiving CCAP. However, they will be placed on a Corrective Action Plan and will not be approved for additional CCAP families until all training requirements are met.
 - If the remaining trainings are not completed by 12/31/18, the provider will no longer be paid through the CCAP.
 - For information on a variety of training options, including the Child Development, Health, and Safety Basics Training, contact your CCR&R or visit the IDHS web site at <http://www.dhs.state.il.us/page.aspx?item=87061>
 - Additional CRP/First Aid and Mandated Reporter training opportunities are being offered through **Child Safety Days** that are being held in various communities across Illinois through September. Contact your CCR&R for additional information.
- **REGISTER IN THE GATEWAYS TO OPPORTUNITY REGISTRY!**
 - Child care providers must be registered in the **Gateways to Opportunity Registry**. Remember that this is a two-step process and to include your 15-digit CCMS Provider ID when you register. Your CCMS Provider ID can be found on your CCAP Approval Notice (Form IL444-3455A), your Child Care Certificate (Form IL444-3492), and your Child Care Certificate Reports for centers (Form IL444-3492A). Your CCR&R can assist you with registering in Gateways.
 - Child care providers must self-report the completion of the CPR/First Aid and Child Abuse and Neglect/Mandated Reporter trainings in the Gateways to Opportunity Registry. Your CCR&R can assist you with the required self-reporting.

- **EXPECT A CALL FROM YOUR CCR&R** License Exempt Monitor very soon to schedule the monitoring visit.

Where to find helpful links?

- Complete your Gateways to Opportunity Registry application by visiting: <http://www.ilgateways.com>
- Find your local CCR&R by visiting: <https://www.inccrra.org>
- Complete online courses by visiting: <http://courses.inccrra.org/>
- Complete Mandated Reporter Training by visiting: <https://mr.dcfstraining.org/>

We thank you for your commitment to the health, safety and development of Illinois' children in child care settings. If you have any questions about this notice or want to know more about the new License Exempt Monitoring process, please send an email to dhs.ccap-reauth@illinois.gov.