

Department of Children & Youth

Family Child Care Home Licensing—Getting Started

A family child care (FCC) home provider is an Ohio Department of Children and Youth (DCY) licensed type A or type B home provider. As a licensed FCC home provider, you must be familiar with what it means to operate an FCC business and understand the licensing rules.

Helpful links to get you started:

- Family Child Care Rules

Steps to Become an FCC Home Provider

1. **Create a profile in the Ohio Professional Registry (OPR)**
   - The OPR is Ohio's workforce registry information system that allows professionals to track their experience, education, credentials, and training.
   - To create an OPR account, visit Ohio Professional Registry.
2. **Complete the required "Family Child Care Pre-Licensing" training located in the OPR**
   - You will need to take the training within the five years prior to submitting your application to become licensed.
3. **Apply for licensure in the Ohio Child Licensing and Quality System (OCLQS)**
   - Once you complete the pre-licensing training, you will need to create an OCLQS provider portal account.
   - You will then submit an application and the application fee.
4. **Complete and submit a request for a background check in the OPR**
   - Visit our background check page for more information.

Required Documents for Type A and Type B Homes	Additional Type A Documents
» Verification of high school education » Written information for parents and employees – Appendix C to rule 5180:2-13-07, of the OAC. » DCY 01174 "Adjudicated a Delinquent Child Statement" » Emergency Preparedness and Response Plan see rule 5180:2-13-16 of the OAC » A detailed and labeled site plan of the proposed space to be used for child care	» Written zoning approval » Documentation of a building inspection by the local building department » Fire inspection completed by the state fire marshal or local fire safety inspector » Documentation that a business entity registered with a local, state, or federal agency, if applicable.

Rule 5180:2-13-02 of the Ohio Administrative Code (OAC), provides additional information about document requirements.

5. **Prepare for the pre-licensing inspection**
    - A county job and family services agency licensing specialist will conduct a pre-licensing inspection.
        - Address any corrective action plans (CAPS).
    - You will receive a provisional license from ODJFS once:
        - The county agency has your DCY 01176 "Program Notification of Background Check Review for Child Care, and you have been determined eligible.
        - Verification of all required trainings are received.
            - Training information can be found in rule 5180:2-13 paragraphs (D)-(F) and Appendix A, of the OAC.
        - The county agency recommends your application to DCY for approval.
    - You will receive a notification via email when your license is approved.

What happens next?

- The county agency completes at least two inspections during the first twelve months.
- A continuous license is issued at the end of the provisional period once:
- You are in compliance with Chapter 5180:2-13, of the OAC.
    - Have children enrolled for whom you are receiving compensation.

What is publicly funded child care (PFCC)?

- PFCC is the care of children under the age of thirteen that are eligible for child care services to be paid by the state in whole or in part. PFCC services are paid for an eligible child to a provider with a DCY provider agreement.
    - More details can be found on the DCY website.
- If you wish to provide PFCC services, then you will need to sign a Provider Agreement. Providers receive payments for PFCC services via electronic fund transfer.
    - The desk aid, PFCC Agreement Process, will guide you through the steps to complete a provider agreement.

What is Step Up To Quality (SUTQ)?

- SUTQ is Ohio's quality rating and improvement system (QRIS). If you choose to participate, your program will need to meet quality programming standards that exceed the basic health and safety requirements found in the licensing requirements. SUTQ programs receive a higher PFCC payment rate for child care based on their awarded SUTQ rating.
- Interested in having your program SUTQ rated, learn more here.

Additional information and resources

- Policy related: Child Care Policy Help Desk at 1-877-302-2347, option 4.
- System questions: CC-Operational-Support@jfs.ohio.gov.
- Licensing processing: Contact your county agency licensing specialist.
- Child Care Training
- DCY Provider Resources
- DCY Child Care Resource Guide

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