

Appendix A to Rule 5101:2-13-02

Required Documents During the Application Process

The following documents shall be submitted at the time of application for a licensed family child care provider.

- Verification of completion of a high school education, a high school diploma or general education development (GED), as required in 5101:2-13-07 of the Administrative Code.
- A medical statement for the family child care provider applicant that meets the requirements detailed in appendix B to this rule.
- JFS 01250 "Plan of Operation for Child Care" (rev. 12/2016) and any necessary attachments.
- JFS 01328 "Statement of Nonconviction for Child Care" (rev. 12/2016) for the applicant and each person age 18 or older residing in the family child care home.
- Written information for parents and employees as required in rule 5101:2-13-07.
- JFS 01302 "Request for Child Abuse and Neglect Report Information for Child Care" (rev. 12/2016) for the applicant and all adult residents of the type B home provider.
- Documentation of building inspection by local building department, for type A home providers.
- Fire inspection approval by the state fire marshal or local fire safety inspector, for type A home providers.
- JFS 00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015), for type A home providers.
- Articles of incorporation, if applicable, for type A home providers.
- Written zoning approval, for type A home providers.

The following documents shall be available for review at the time of the first pre-licensing visit.

- Verification of the family child care provider and child care staff members are current in all health and safety trainings required by rule 5101:2-13-10 of the Administrative Code.
- A medical statement for child care staff members in the family child care home.
- JFS 01302 "Request for Child Abuse and Neglect Report Information for Child Care" (rev. 12/2016) for everyone required pursuant to rules 5101:2-13-07 and 5101:2-13-08 of the Administrative Code.
- JFS 01328 "Statement of Nonconviction for Child Care" (rev. 12/2016) for everyone required pursuant to rule 5101:2-13-09 of the Administrative Code.

Note: The bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner and any resident of the home age 18 or older shall be requested at time of application in accordance with rule 5101:2-13-09 of the Administrative Code. A license will not be issued until after the results have been received and reviewed.