Application Process for HACAP Contracted Crisis Child Care Providers

The following steps outline what must take place in order for a person to be a Contracted Crisis Child Care for HACAP Child Care Resource and Referral.

Checklist

1. ___ Orientation Membership – Provider attends an orientation to learn about R&R resources that are available for the childcare business and completes the R&R membership forms, which includes a child abuse check.

2. ___ Register with DHS – Provider contacts their county DHS office for a "Child Development Home Registration Packet." Review the information in the packet and return the application for registration to the county DHS office.

   Complete first year DHS training requirements, specifically:
   - Mandatory Child Abuse Training
   - Certification in infant and child first aid that includes management of blocked airway and mouth-to-mouth resuscitation.
   - A minimum of twelve hour of training. Two hours must be in the area health and safety.

3. ___ Participate in the Child and Adult Care Food Program (CACFP) - The provider must remain in good standing (as defined by CACFP policies and procedures) for at least six months and successfully complete two unannounced CACFP visits (may be waived for Licensed Foster Parents).

4. ___Complete 24 hours of training in the topics listed below by participating in ChildNet, a comprehensive training course offered each spring and fall by CCR&R. Classes offered (within the last two years) through colleges, ISU Extension, Grant Wood AEA, AEYC and association conferences will also be accepted from the following areas:

Health Safety	Child Growth & Development
Child Observation & Assessment	Interactions with Children
Learning Experiences & Environment	Families & Communities
Program Development	Nutrition

   (ChildNet training may be waived for licensed foster parents)

5. ___Providers with State of Iowa 'A' Status Registration will enroll in the Provider and Child Education Services (PACES) Program.

6. ___ Complete the *Contract Crisis Child Care Provider Application* - This will involve listing 3 personal references, which the CCR&R office will contact.

7. ___ When three positive references have been received, the Child Care Development Coordinator will contact the provider for an in-home evaluation and safety check. After successfully completing an in-home evaluation, the provider may apply to be a Contracted Crisis Child Care Provider. If three positive references are not received, the applicant is denied at this step and notified by mail.

8. ___ Committee application review - The committee will consist of HACAP staff and may include: Child Care Development Coordinator, Crisis Care Coordinator and other HACAP staff who have been in the home of the applicant. After reviewing the application, the committee will notify the provider by mail if they are approved or denied.

9. ___ Provider completes the Contracted Crisis Child Care Provider Agreement.

10. ___ Provider obtains child care business liability insurance with HACAP listed as an additional insured. Contracted providers are required to obtain liability insurance coverage with the following limits:

General Aggregate Limit (other than Products-Completed Operations)	$1,000,000
Products-Completed Operations Aggregate Limit	$1,000,000
Personal & Advertising Injury Limit	$1,000,000
Each Occurrence Limit	$1,000,000

11. ___ Yearly contract renewal - Each July, contracted providers will be asked to provide a yearly update to the Crisis Child Care program which will include:

- Documentation they have current DHS registration and have met all DHS training requirements
- Remain in good standing with the food program
- Documentation of 6 hours continuing education in early childhood topics.
- Carry child care business liability insurance with HACAP listed as an additional insured

For more information, contact Ann McQuerry at 739-1522.