

## **.06 RESPONSE OF THE OFFICE**

**A. Upon receiving the completed application and all required documentation, whether for a first application or a renewal application, the Office shall determine compliance with the requirements of these regulations by:**

- (1) Evaluating the application and required documentation;**
- (2) Interviewing the applicant;**
- (3) Inspecting the home proposed for use as a family day care home;**
- (4) Evaluating the information provided by State and federal criminal background investigations; and**
- (5) Evaluating the information provided from records of child and adult abuse and neglect.**

**INTENT:** The Regional Office must assess all application materials submitted by you and reports concerning you, the residents in your home, and persons who will have child care responsibilities, and must conduct an inspection of your home to determine if:

- All applicable renewal requirements are met, and
- The home, and those connected with it, will pose any risks to the children in care.

**B. Within 30 calendar days of completing the procedures in §A of this regulation, the Office shall:**

- (1) Issue a certificate of registration to operate the family day care home in accordance with the provisions of this chapter if:
  - (a) The application is complete,**
  - (b) All required documentation has been submitted, and**
  - (c) The Office is satisfied that the application and the home meet the requirements of this chapter;****
- (2) Deny the certificate of registration if the Office determines that the applicant or the home does not meet the requirements of this chapter;**
- (3) Issue a provisional registration in accordance with Regulation .07 of this chapter; or**
- (4) In the case of a renewal application, issue an administrative extension of the existing certificate of registration to allow the applicant to achieve compliance with this chapter.**

**INTENT:** Once we receive your documentation and inspected your home, the Regional Office has a maximum of 30 days to issue a full or provisional registration, extend an existing registration, or deny the renewal application.

Notes:

- For each application, whether it is for an initial or a renewal registration, there must be:
  - A fire inspection, and
  - If your home has private water or sewer facilities, an environmental health inspection.
- When the Regional Office receives your renewal application form, the Regional Office will notify the local fire authority to arrange for a fire inspection of your home (a "Request for Fire Inspection Report" is used for this purpose). The fire authority will send the results of your fire inspection to the Regional Office.
- The Regional Manager shall ensure that:
  - For renewals, inspection of your home by the Licensing Specialist occurs at least 30 days before your existing registration expires (NOTE: the inspection process is not considered complete until each noncompliance found, if any, has been abated to the satisfaction of the Regional Office);
  - The Regional Office tracks receipt of:
    - ◇ Items referenced in [Section .04](#) of this Manual if the application is for an initial, change of address, or resumption of service registration, or

- ◇ Items referenced in [Section .05](#) of this Manual if the application is for a registration renewal, and
- ◇ Documentation of required training appropriate to the type of application, as referenced in [Section .14](#) of this Manual;
- Regional Office review of application-related items for completeness and accuracy proceeds in a timely manner; and
- Once all application-related items have been received in good order and your home inspection process has been completed (including abatement of any noncompliances that are found), you will be issued a registration certificate, an administrative extension letter, or a denial of application letter, as appropriate, within 30 calendar days.