



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

TO: Family Child Care Home (FCC) Applicant

FROM:

SUBJECT: **GUIDE FOR FCC REGISTRATION**

Initial Registration Information:

The following is a guideline to complete the application to register a family child care home for the first time.

1. Read and review the Hawaii Administrative Rules, Chapter 891.1, Rules Governing Registration of Family Child Care Homes.
2. Complete the application forms. If married, applicant and spouse must sign the application form.
3. Submit a Medical Report on yourself, your spouse and all other household members except children attending school (separate instructions are attached). Medical Report forms are enclosed for the applicant and spouse only. If you require additional forms, you may photocopy them or request additional forms from us.
4. The health care practitioner of a child(ren) who is not in school may submit a statement of the results of physical examinations completed and TB clearance completed within the year.
5. Complete employment history clearances for applicant and all adult household members (separate instructions are attached).
6. Submit two letters of reference that attest to your child caring abilities.
7. Complete initial criminal history record, adult and child abuse/neglect clearances for applicant which includes the spouse, all adult household members, and any prospective employees who are allowed under county codes to work in a Family Child Care Home (separate instructions are attached).

Submit items #2, 3, 4, 5, 6, and 7 to the child care licensing unit named above. Upon receipt of these forms and satisfactory results from the criminal history, adult and child abuse/neglect clearances, a child care licensing worker will contact you for an appointment to complete a home study. Once it is determined that the program is in full compliance with the rules, a certificate of registration will be issued.

Once you are registered, report any significant changes that occur in your home to your child care licensing worker (Notification of Change form is attached).

Renewal of Registration Information:

The following is a guideline to renew the registration to operate a family child care home:

1. Read and review the Hawaii Administrative Rules, Chapter 891.1 Rules Governing Registration of Family Child Care Homes.
2. Complete the application forms. If married, applicant and spouse must sign the application form.
3. Submit a Medical Report for any adult household member who is not already on file with the child care licensing unit (separate instructions are attached). Children attending school are exempt from submitting medical clearance information.
4. The health care practitioner of a child(ren) who is not in school may submit a statement of the results of physical examinations completed and TB clearance completed within the year.
5. Complete employment history clearances for applicant, spouse, and all adult household members, if not already on file with the child care licensing unit (separate instructions are attached).
6. Complete annual criminal history record, adult and child abuse/neglect clearances for applicant, spouse, all adult household members and any employees who are allowed under county codes to work in a FCC (separate instructions are attached).
7. Applicants, employees, and adult household members who have left the state or who are no longer operating a registered FCC, employed, or residing in the FCC for a period of six (6) consecutive months or more shall be fingerprinted again within five (5) working days of beginning employment, reapplying for a FCC registration, or the person's occupancy in the home, as applicable. If the break in service or occupancy in the home is less than six consecutive months, re-fingerprinting is not required, however, all other criminal history and background checks are still required.

Upon receipt of the completed application form, a child care licensing worker will contact you for an appointment to complete a home study. Once it is determined that the program is in full compliance with the rules, a certificate of registration will be issued.

If at any time you have questions, please feel free to call us at _____. We look forward to working with you. Thank you.