



Updated: 2/25/2016

BRIGHT FUTURES INFORMATION SYSTEM (BFIS)

Registered Family Child Care Application Process

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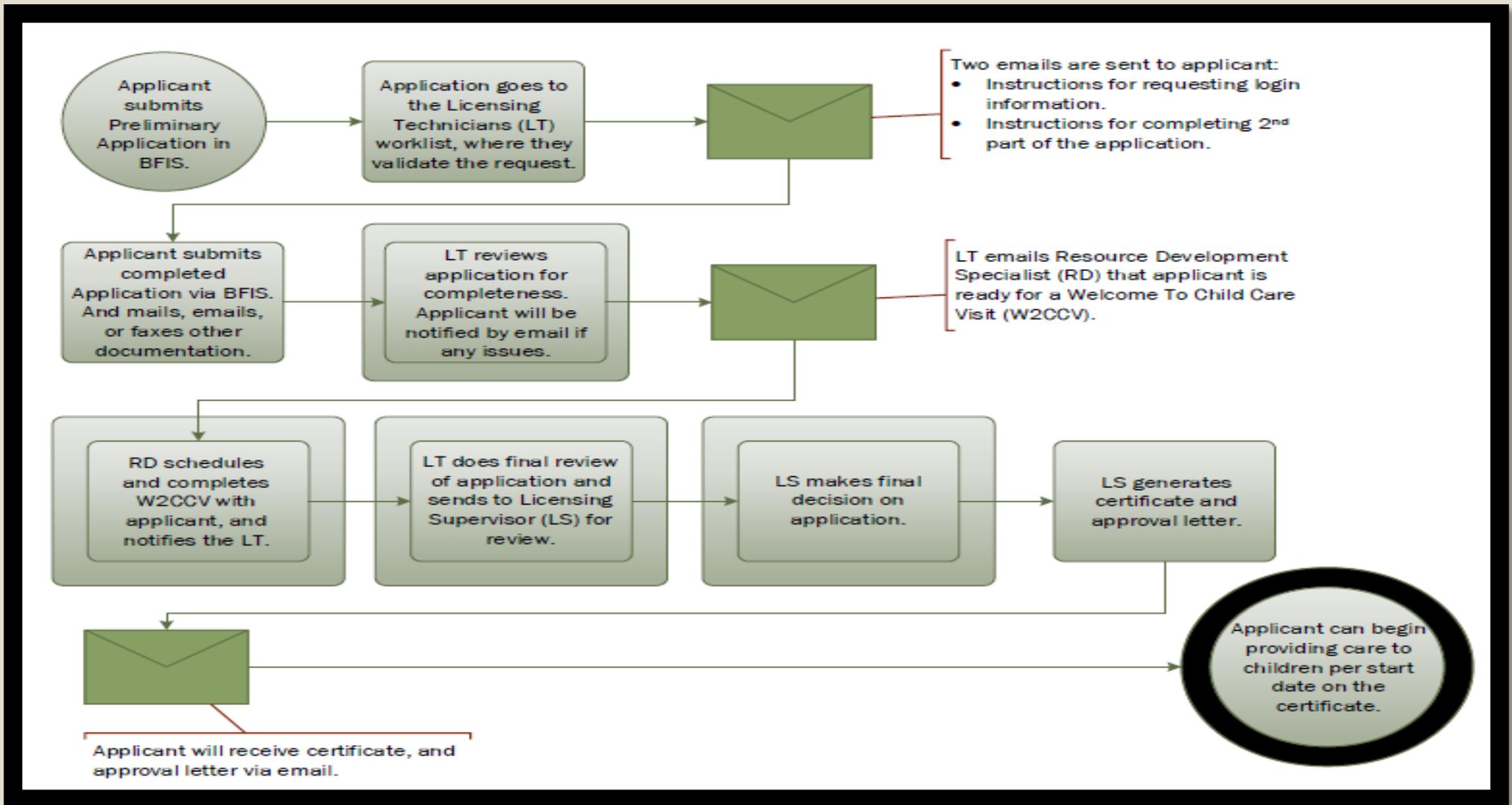
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What is a Registered Home Provider?

A **Registered Home Provider** is approved to care for no more than six children under the age of six (only two of the children under 6 can be under the age of two), plus four school-aged children within their home.

The provider's job is to provide developmentally appropriate care, protection and supervision of children in a way to ensure wholesome growth and educational experiences outside of children's homes for a period of less than twenty-four hours a day.

Registered Home Application Process Flow Chart





Preliminary Registered Home Provider Application

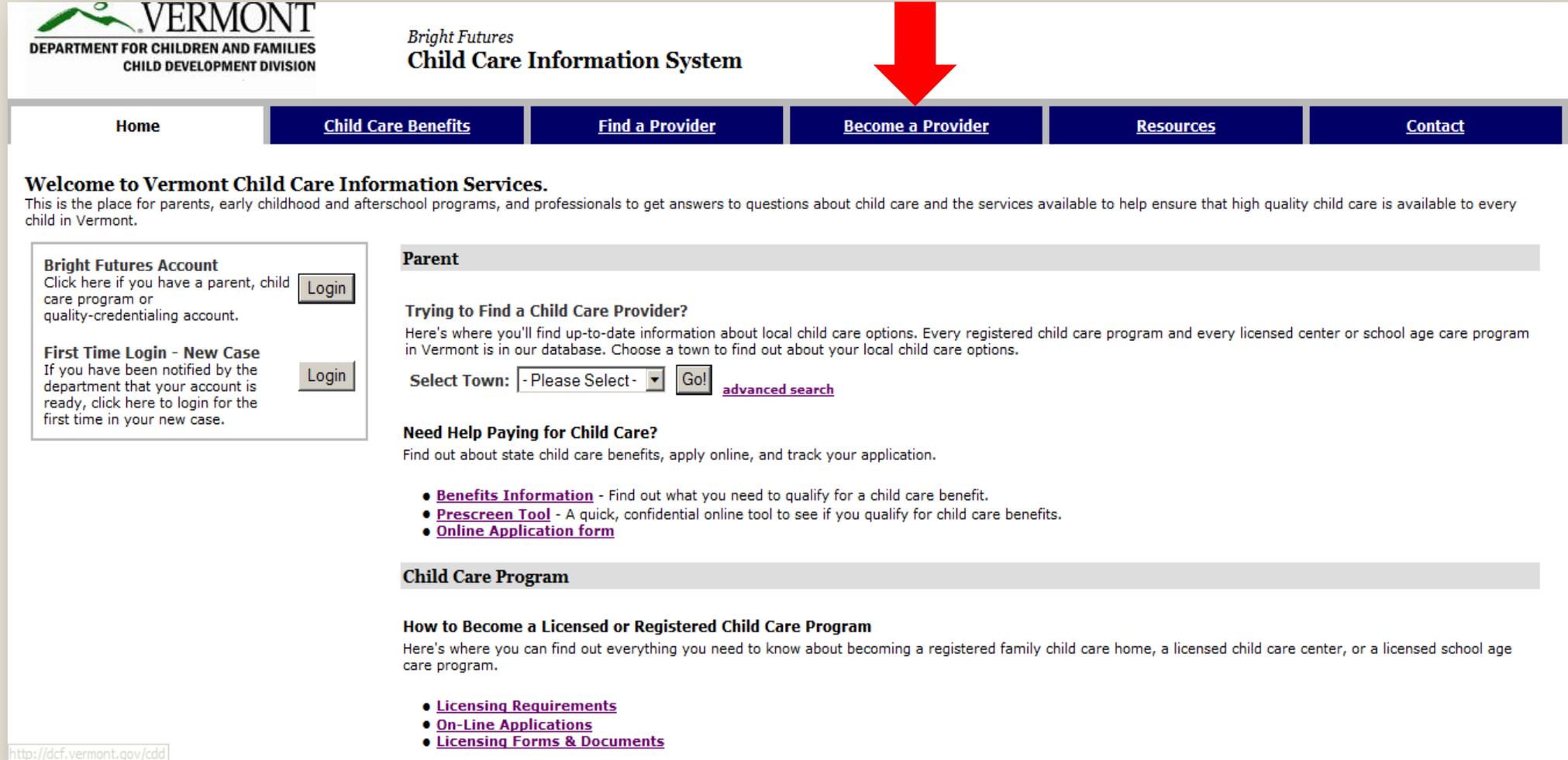
This is the 1st part of the application.



In your browser, please navigate to:

<http://www.brightfutures.vermont.gov>

Click the **Become a Provider** tab at the top of the page.



VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

Bright Futures
Child Care Information System

Home **Child Care Benefits** Find a Provider **Become a Provider** Resources Contact

Welcome to Vermont Child Care Information Services.
This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont.

Bright Futures Account
Click here if you have a parent, child care program or quality-credentiaing account.

First Time Login - New Case
If you have been notified by the department that your account is ready, click here to login for the first time in your new case.

Parent

Trying to Find a Child Care Provider?
Here's where you'll find up-to-date information about local child care options. Every registered child care program and every licensed center or school age care program in Vermont is in our database. Choose a town to find out about your local child care options.

Select Town: [advanced search](#)

Need Help Paying for Child Care?
Find out about state child care benefits, apply online, and track your application.

- [Benefits Information](#) - Find out what you need to qualify for a child care benefit.
- [Prescreen Tool](#) - A quick, confidential online tool to see if you qualify for child care benefits.
- [Online Application form](#)

Child Care Program

How to Become a Licensed or Registered Child Care Program
Here's where you can find out everything you need to know about becoming a registered family child care home, a licensed child care center, or a licensed school age care program.

- [Licensing Requirements](#)
- [On-Line Applications](#)
- [Licensing Forms & Documents](#)

<http://dcf.vermont.gov/cdd>

Click **Apply Online** to Become a Registered Home Provider.

Home [Child Care Benefits](#) [Find a Provider](#) **Become a Provider** [Resources](#) [Contact](#)

? **Interested in Becoming a Child Care Provider?**

Vermont Law requires any person who provides care for children from more than two families, other than their own children, to be Registered or Licensed by the Department for Children and Families. In order to be paid by Vermont's child care subsidy program you must be approved by the Child Development Division of the Department for Children and Families. There are three ways to be approved:

- **Licensed Program:** A child care program providing care to children in any approved location. The number and ages of children served are based on available approved space and staffing qualifications, as well as play and learning equipment. A Licensed program must be inspected by the Department of Labor and Industry's Fire Safety Inspectors and must obtain a Water and Wastewater Disposal Permit from the Agency of Environmental Conservation. A Licensed program is considered a public building under Vermont Law. Types of licensed programs include: early childhood programs, school-age care, family homes and non-recurring care programs.
- **Registered Family Child Care Home:** A child care program approved only in the provider's residence, which is limited to a small number of children based on specific criteria.
- **Legally Exempt Child Care:** A child care provider caring for no more than two families. This program is for those who wish to receive payment through the state child care subsidy program in order to apply you must be associated with a family eligible for subsidy.

Applying to be a Provider

- **[Apply Online to Become a Licensed Provider](#)**
Complete an Initial Licensing Visit Request through an online form to become a licensed state provider.
- **[Apply Online to Become a Registered Home Provider](#)**
Complete the Preliminary Registered Home Provider Application through an online form to become a registered state provider.
- **[Create Child Care Provider Account](#)**
If you have received notification that your account is ready, use this link to login to your Child Care Provider Account for the first time.
- **[Download Forms and Literature](#)**
Links to the different Bureau of Child Development forms and literature available for printing and download.
- **[View Status of Application](#)**



? Preliminary Registered Home Provider Application

*** Indicates Required Info**

* Last Name:

* First Name:

Middle Name:

Suffix:

* Date of Birth: January 1 1989

* Gender: Female Male

EIN:

* Contact Phone:

* Home Address:

Address Line 2:

* City:

* Town:

* State:

* Zip Code:

IMPORTANT: Please use your LEGAL NAME.

If your mailing address is different than your home address, enter it below:

Mailing Address:

Address Line 2:

City:

Town:

State:

Zip Code:

IMPORTANT: Please include all other last names and first names.

Other Last Names Used:

(separated by commas)

Other First Names Used:

(separated by commas)

* Have you applied for a child care license, registration, or certificate from Vermont or any other state within the last five (5) years?
 Yes No

If the answer to the previous question is yes, please fill out the following:

Which State?

License/Registration Outcome:

State providers have the option to submit attendance, receive notices, and perform other provider account functions through the web. If you choose to participate, you will be assigned a username and password, which you will receive at a later date. Please indicate below your preference for participating electronically, and your e-mail address if you choose to do so.

Web Site Address:

* Electronic Participation: Yes No

E-mail:

(Required if Participating Electronically)



Next >

Enter the required information. When complete click **Next.**

Preliminary Registered Home Provider Application: Verify Application

Please verify the information you've entered below. Select "Make Changes" to edit information, and choose "Submit Application" once you are satisfied with the information you've entered and have reviewed your applicant responsibilities.

* Indicates Required Info

Application Date:	02/09/2016
Last Name:	Beauty
First Name:	Sleeping
Middle Name:	
Suffix:	
Date of Birth:	01/01/1989
Gender:	Female
EIN:	
Phone:	(800)649-2642
Home Address:	280 State Drive
Address Line 2:	
City:	Waterbury
Town:	Waterbury
State:	Vermont
Zip Code:	05671

If your mailing address is different than your home address, enter it below:

Mailing Address:	
Address Line 2:	
City:	
Town:	
State:	Vermont
Zip Code:	

Other Last Names Used:

(separated by commas)

Other First Names Used:

(separated by commas)

Have you applied for a child care license, registration, or certificate from Vermont or any other state within the last five (5) years?

No

Which State?

License/Registration Outcome:

Web Site Address:

Electronic Participation:

Yes

E-mail Address:

donotreply@vermont.gov

Applicant Certification

Please review and verify the information that you have entered before submitting it to the Child Development Division.

- I understand that this form is preliminary and it is not the entire application for a child care registration required by the Child Development Division.
- I understand that until I have been granted a registration by the Child Development Division that I cannot legally provide child care for the children from more than two families, other than my own. See 33 V.S.A. Section 3502.
- I am aware that intentionally providing false information to a state agency or department may be considered a false claim under 13 V.S.A. Section 3106 and punishable as a misdemeanor or a felony.

Indicate below your understanding of the applicant affirmation before submitting the request.

* Please indicate whether you agree or disagree with your applicant responsibilities as listed above

Make Changes

Submit Application

Confirm the information you entered is accurate. If so, check the box in the bottom left hand corner, and click **Submit Application**.

You may print and/or save a copy of the **preliminary** application. You can also use the *Request ID* number provided to track the status.

? Preliminary Registered Home Provider Application Submitted

Your Preliminary Registered Home Provider Application has been submitted to the Child Development Division. You have been assigned a request ID, which you may use to track the status of your application.

Below is your request ID. Print this page for future reference.

Request ID: 162703

You may check the status of your request at any time via the [Service Request Status](#) page. Click on the button below to view and print a copy of a your application for your records.

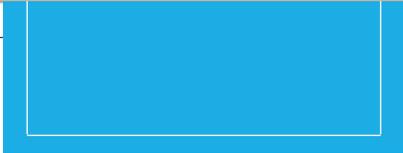
- [View Application](#)

The record checks for the applicant and all other household members 16 years and older are required to send completed record check forms to the Child Development Division within Five days from today.

URL: [Forms & Literature download page](#)

The Next Steps

- After you submit your **Preliminary Registered Home Provider Application**, you will receive two emails within 5 business days: (1) instructions for accessing your new BFIS account, (2) instructions for completing the 2nd part of the application.
- Please note that if we do not receive your **full application within 60 days**, we will withdraw your application and you will need to start the process from the beginning. If there is a reason you cannot complete the application within 60 days, please contact your [Licensing Technician](#), so they can make a note in your account and issue an extension.



Registered Family Child Care Application

This is the 2nd part of the application.



Before You Get Started (Part 1 of 2)

- Make sure you have your username and password. If you do not, please See the [BFIS Fact Sheet](#).
- Have a heating system inspection completed. You are required to have this completed no more than 45 days prior to submitting your application.
- Confirm you are in good standing with the Vermont Department of Taxes. You can contact them at 802-828-2505.
- If applicable, confirm your Child Support Obligation Status with the Office of Child Support. You can contact them at 1-800-789-3214 or at OCSCSU@vermont.gov.
- Complete the [Child Care Home Self-Assessment Form](#).

Before You Get Started (Part 2 of 2)

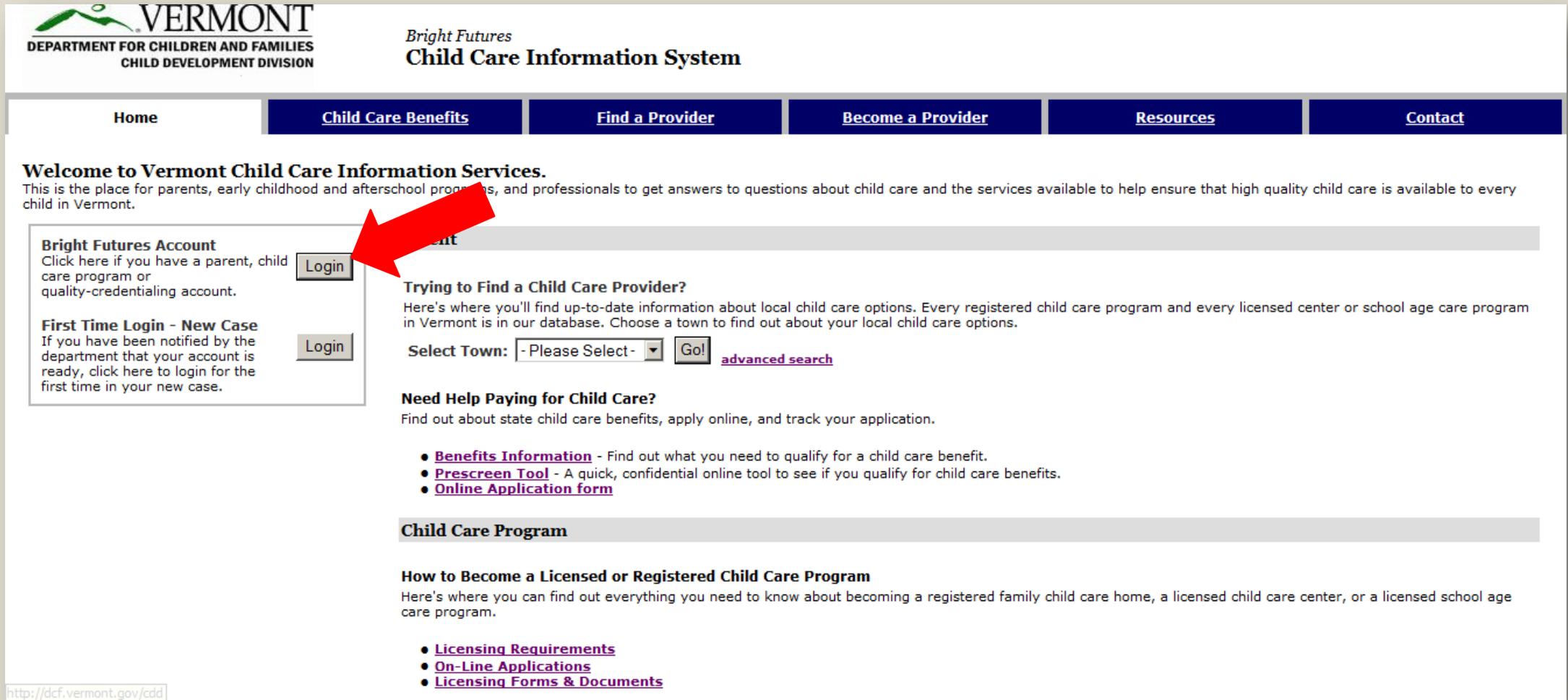
- Complete the [Record Check Authorization & Census forms](#). If you have questions on who should submit a record check authorization form, please contact the Licensor On Duty (LOD) AT 1-800-649-2642, option 3.
- Complete the Essential Maintenance Practice (EMP) Compliance Statement form if your home or building was built before 1978. The Vermont Department of Health (VDH) manages the EMP Compliance Statements. If you have questions, please see their [FAQ](#) page. It is the applicants responsibility to submit their EMP compliance statements directly to VDH.
 - **Property Owners and Managers** - Complete the EMP Compliance Statement form [online](#).
 - **Renters** - Please call Ed Daudelin or Cora Fauser at 802-652-0357 for information. Even if your landlord completed the form online, child care providers who rent need to complete a separate form by paper.

Now lets get started entering your application into BFIS...

In your browser, please navigate to:

<http://www.brightfutures.vermont.gov>

Click the **Login** button next to *Bright Futures Account*.



VERMONT
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Select Town: **Go!** [advanced search](#)

Need Help Paying for Child Care?
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- [Prescreen Tool](#) - A quick, confidential online tool to see if you qualify for child care benefits.
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- [On-Line Applications](#)
- [Licensing Forms & Documents](#)

<http://dcf.vermont.gov/cdd>

Click the **Login** button under *Child Care Program Account*.

System Login

Child Care Program Account

Quality - Credentialing Account

Parent User Login

BFIS Help Desk? [Click Here](#)



Enter your username and password, then click **Submit.**

• Authorization to this page is required. Please login for access.

? System Login

Username:

Password:

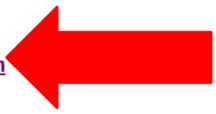


Forgot username? [Click Here](#) Forgot password? [Click Here](#)

At the bottom of the page click **Registered Family Child Care Home Application**.

Account Summary	Provider Demographics	Payment & Financial Info	Attendance & Invoicing	Resources	Contact
Provider Case ID: 183942			Provider Type: Registered Home		
Location Address: 280 State Drive Waterbury, VT 05671 City: Waterbury			Provider Status: Applicant		
Last Site Visit:			Latest Application: 02/09/2016		
Application Status: New					
License Information					
Certificate No	Program Type	License Start/End Dt	Capacity		
There are no licenses for this provider.					
Staff/Associated Parties					
Select a name below to view detailed information; select "Add Staff/Associated Party" under Account Options below to add a staff member or other associated party.					
Name	Position				
Beauty, Sleeping	Applicant/Provider				
Account Options					
<ul style="list-style-type: none">Add Staff / Associated PartyDocumentsFile an Incident ReportNon-Subsidized EnrollmentNotification of ClosureNotification of Unexcused Absences	<ul style="list-style-type: none">Referral AgreementProgram Director ChangedRegistered Family Child Care Home ApplicationService RequestsVariance RequestsViolation History				

IMPORTANT: If you have to leave in the middle of the application click the **Save & Exit** button found at the bottom of the page in each section. You will be able to pick up where you left off at a later date.



Enter all required information. When complete, click **Next**.

Registered Family Child Care Home Application: Part 1 of 8

Applicant Information

*** Indicates Required Info**

*** Application Receipt Date:** (mm/dd/yyyy) Date you started the application.

Previous License Information

*** Has applicant applied for a child care license, registration, or certificate from Vermont or any other state within the last five (5) years?**

Yes No

If the answer to the previous question is yes, please fill out the following:

Which State?

License/Registration Outcome:

Applicant Information

*** Has applicant ever been convicted for a violation of any law or ordinance (except parking violation)?**

Yes No

Conviction Description: (if yes)

By checking yes, you confirm the information is true, and accurate.

*** Signature Present?**

Signature Date: (if yes) (mm/dd/yyyy) Date you certified the information is true, and accurate.

Yes No

Electronic Participation Information

Web Site Address:

*** Electronic Participation:**

Participation Request Date: (Required if Electronic Participation) (mm/dd/yyyy) Date you chose to be an electronic participant.

E-mail: (Required if Electronic Participation) By choosing Yes, you agree to receive all documentation via email.



Enter the required information. When complete, click **Next**.

Registered Family Child Care Home Application: Part 2 of 8
Home

*** Indicates Required Info**

*** Applicant's Home Is:**

Owned **Rented**

If renting, does applicant have the approval of their landlord to provide child care in this apartment or house?

Yes **No**

Number of Floors:

2

*** Directions to Site from Waterbury:**
(Use street names and any landmarks.)

280 State Drive, Waterbury, VT to
Waterbury, VT. |

Description of House/Building:

Red brick house, with a gray steel roof.

Next >

Note: A blue callout bubble points to the 'No' radio button with the text: "You must have permission from your landlord to provide child care in their building. If you do not your application will be denied." A red arrow points to the 'Next >' button.

Enter the information for your most recent heating inspection. When complete click **Next**.

Registered Family Child Care Home Application: Part 3 of 8 Heating System Inspection

* Indicates Required Info

* **Date of Inspection:**
(mm/dd/yyyy)

02/09/2016

* **Name of Qualified Inspector:**

Prince Charming

* **Firm Name:**

Fairytale Heating Service

* **Heating System(s) and chimney(s) being used are installed properly and operating safely:**

Yes **No**

Recommendations:

* **Applicant Certification:**

All recommendations regarding proper installation and safe operation have been completed
 No recommendations were made regarding proper installation and safe operation

* **Signed Certification:**

Yes **No**

Date Signed:
(mm/dd/yyyy)

02/09/2016

Per [Licensing Rule V.17](#) your heating inspection must be completed by a qualified inspector **no more than 45 days prior** to submitting your Registered Home Application.

By checking yes, you confirm the information is true, and accurate.

Date you certified the information is true, and accurate.

< Back

Save & Exit

Next >



Complete the required information. When complete click Next.

? Registered Family Child Care Home Application: Part 4 of 8 **Lead Exposure Assessment**

*** Indicates Required Info**

- * Has any resident of the home ever been treated for lead poisoning?**
 Yes No
- * Does any resident have a job or hobby that involves exposure to lead?**
 Yes No
- * Is the applicant planning to renovate the home in the next year?**
 Yes No
- * Is the applicant planning to paint the interior or exterior of the home in the next 12 months?**
 Yes No
- * Do children play on an exterior porch?**
 Yes No
- * Is the outdoor play area within 6 feet of the foundation of the home?**
 Yes No
- * Year of Building Construction:**

1900

The following information is required if the building was constructed in 1977 or earlier:

Required to comply with VT Lead Paint Law and Essential Maintenance Practices:

Yes No

Essential Maintenance Practices Date:

(mm/dd/yyyy)

12/29/2015

Essential Maintenance Compliance Statement submitted to the Department of Health?

Yes No

Per [VT law](#), EMP's are required annually if your home or building was constructed before 1978.

Note: Renovations do not exclude buildings from EMP's. To be exempt you must go through an extensive site evaluation and receive an exemption letter/certificate from VDH.

< Back

Save & Exit

Next >



Choose the floors in your home where child care will be provided. Then for each floor identify 2 exits. When complete click **Next**.

Registered Family Child Care Home Application: Part 5 of 8
Exits

Select the levels of the home where children receiving care will be allowed. For each area selected, describe the exits (at least two (2) in each area) that meet Section V.19 regulations. Additional requirements may apply if children receiving child care are allowed on the third floor or above.

<input type="checkbox"/>	Basement	Exit 1:	<input type="text"/>
		Exit 2:	<input type="text"/>
<input checked="" type="checkbox"/>	First Floor	Exit 1:	Front door
		Exit 2:	Back door
<input checked="" type="checkbox"/>	Second Floor	Exit 1:	Down the stairs to the front or back door.
		Exit 2:	Out the deck doors, and down the stairs.
<input type="checkbox"/>	Third Floor or above	Exit 1:	<input type="text"/>
		Exit 2:	<input type="text"/>



Please choose the appropriate *Tax Standing Status*, and enter the *Tax Standing Date*. When complete click **Next**.

? Registered Family Child Care Home Application: Part 6 of 8
Tax Standing

Tax standing applies to your VT taxes only.

* Indicates Required Info

* Tax Standing Status:

Tax Standing Date:
(mm/dd/yyyy)

If not in good standing, applicant wishes to:

In Good Standing Not in Good Standing

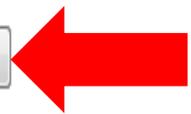
12/30/2015

Date you confirmed your Tax Standing Status.

If you are not in good standing, complete the application and the Licensing Unit will be in contact with you regarding any next steps.

- Arrange with the Vermont Department of Taxes to bring owner into good standing.
- Seek a determination from the Child Development Division that immediate payment would impose an unreasonable hardship.

< Back Save & Exit Next >



Please choose the appropriate *Child Support Obligation Status*, and enter the *Child Support Status Date*. When complete click **Next**.

? Registered Family Child Care Home Application: Part 7 of 8
Child Support

* Indicates Required Info

* Child Support Obligation Status:

Child Support Status Date:
(mm/dd/yyyy)

If not in good standing, applicant wishes to:

N/A

12/30/2015

If you are not in good standing, complete the application and the Licensing Unit will be in contact with you regarding any next steps.

Date you confirmed your Child Support Obligation Status. If you chose N/A for status, put today's date.

- Arrange with the Office of Child Support to bring owner into good standing.
- Seek a determination from the Child Development Division that immediate payment would impose an unreasonable hardship.

< Back Save & Exit Next >

Enter the required information. When complete click **Next**.

Registered Family Child Care Home Application: Part 8 of 8
Program Information

*** Indicates Required Info**

* Head Start Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Early Head Start Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Head Start Partner Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Early Head Start Partner Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Pre-K Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Food Program Participation?	<input type="radio"/> Yes <input checked="" type="radio"/> No

*** Program:**
(Regulations Section II. 4 & 5 pg.2)

Describe what the children's daily routine would be. This would include quiet and active play, with indoor and outdoor activities appropriate to the development of the children in care.

*** Supervision:**
(Regulations Section II. 2, 4, & 6 pg.2)

Describe strategies for providing supervision (during rest time, outside play, etc.) to all children in care.

*** Guidance:**
(Regulations Section III. 1 & 2 pg.4)

Describe strategies for providing guidance and discipline for children in care.

Required Information:

*** The record checks for all parties associated with the program are up-to-date or will be sent to the Child Development Division within Five days today.:**

Yes No

Check **No** to all. For information about these programs, please see [page 41](#).



To submit the application click the checkbox in the bottom left of the screen, and then click **Submit Application**. Click **Save & Exit** if you need to submit the application at a later date.

? Registered Family Child Care Home Application: Application Menu

The sections for this application are listed below. Click on a section below to review or edit that section. Once you are finished inputting data for the various sections, use the button at the bottom of this page to submit the application for evaluation.

*** Indicates Required Info**

- [Applicant Information](#)
- [Home](#)
- [Heating System Inspection](#)
- [Lead Exposure Assessment](#)

- [Exits](#)
- [Tax Standing](#)
- [Child Support](#)
- [Program Information](#)

Statements of Understanding and Verification

1. In making this application I state that: I am in receipt of, have read, and agree to comply with the applicable Child Care Licensing Regulations.
2. I grant permission to the Child Development Division or its authorized agent(s) to make necessary and reasonable investigation of the circumstances surrounding this application, my statements made herein, the attached questionnaire, information reports, personal references, and records of other social and regulatory agencies in Vermont and in other states if deemed appropriate.
3. I acknowledge that the Child Development Division and/or its authorized agent(s) may make reasonable inspection including photography, of the facility and its surroundings where I operate or plan to establish my child day care operation. For the purpose of such reasonable inspection of my facility, I acknowledge that the Child Development Division and/or its authorized agent(s) shall have free and full access to every part of the facility.
4. I am aware that if issued a child care license, I am subject to reasonable investigation and/or inspection to determine my continued conformity to the regulations under which the license was issued. Further, I am aware that any license granted to me is conditioned upon my continued compliance with the applicable Child Care Licensing Regulations and is time limited having a statutory duration of not more than one year from the date of issuance. If I desire to continue providing child care services, I must make a Re-application for a child care license yearly as provided in the prescribed regulations of the Child Development Division.
5. I understand that the information gathered by the Child Development Division and/or its authorized agent(s), related to inspection or investigation, is subject to review by a person with a bona fide interest in the inspection, investigation, or license.
6. All information I have given the Child Development Division and/or its authorized agent(s) is true and correct. Further, if I am granted a license by the Child Development Division, I will supply true and correct information requested during any subsequent investigation or inspection to which I am a party.
7. I am aware that intentionally providing false information to a state agency or department may be considered a false claim under 13 VSA Section 3106 and punishable as a misdemeanor or a felony.
8. I understand that this is only an application for a license, and that such application is subject to denial or limitations. In the event of such denial or limitation, I understand I have the right to a Fair Hearing before the Human Services Board.
9. I am aware that any license granted to me by the Child Development Division for the purpose of providing child care is subject to revocation or suspension. Further, in the event of any revocation or suspension, I am aware that I have the right to a Fair Hearing before the Human Services Board.
10. I certify that I am at least 18 years of age.
I make this application for a Child Care License as owner of the above-named services,
OR
I make this application for a Child Care License as an authorized agent of the corporation or organization listed in this application.

Indicate your understanding of the statements above before submitting the request:

I declare that I have read and understand this application, including the documents referred to herein and to the best of my knowledge and belief the statements I have provided are true, correct and complete.

NOTE: Once you submit the application you will not be able to go back and change the information.

A Request ID, and Application Confirmation number displays when your re-application has successfully submitted.

? Family Home Registration Application Submitted

The provider registration application has been submitted to Child Development Division. Please note the application ID below for future reference:

Application Confirmation No. - 637790

Request ID - 162704

You will be contacted when Child Development Division has processed your application. You may also check the status of your latest application under your [Account Summary](#) page.

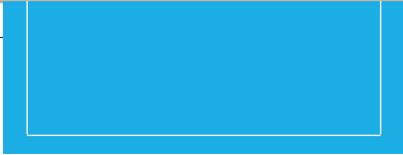
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The record checks for the applicant and all other household members 16 years and older are required to send completed record check forms to the Child Development Division within Five days from today.

URL: [Forms & Literature download page](#)

The Next Steps

- After submitting your application, your Licensing Technician will review it for completeness. If your application is missing an item, a *Missing Items Letter* will be generated in your account under [Documents](#). You will be notified of this via email.
- If your application is complete and all record checks are approved, the Resource Development Specialist (RD) within your Community Agency will be notified. The Specialist will contact you to set up a time to review your space.
- During the RDs Welcome to Child Care Visit (W2CCV), they will determine if there are any items you may need to complete before they sign off on your space, such as installing smoke detectors, adding a fence, etc.
- As soon as CDD receives notification from the RD that you are all set, your application will be forwarded to the Licensing Supervisor for final review, and approval.
- Once approved, the Licensing Supervisor will generate your *Certificate* in your account under [Documents](#). You will be notified of this via email. The Division is no longer mailing *Certificates* unless requested by the provider.



Service Requests

This function contains a copy of your application, and the ability to view the status.



In the **Account Summary** tab, scroll to the bottom right of the page, and click **Service Requests**.

Account Summary [Provider Demographics](#) [Payment & Financial Info](#) [Attendance & Invoicing](#) [Resources](#) [Contact](#)

Provider Case ID: 183942 Provider Type: Registered Home
Location Address: 280 State Drive Provider Status: Applicant
Waterbury, VT 05671
City: Waterbury
Last Site Visit: Latest Application: 02/09/2016
Application Status: New

License Information

Certificate No	Program Type	License Start/End Dt	Capacity
There are no licenses for this provider.			

Staff/Associated Parties

Select a name below to view detailed information; select "Add Staff/Associated Party" under Account Options below to add a staff member or other associated party.

Name	Position	Start Date
Beauty, Sleeping	Applicant/Provider	02/09/2016

Account Options

- [Add Staff / Associated Party](#)
- [Documents](#)
- [File an Incident Report](#)
- [Non-Subsidized Enrollment](#)
- [Notification of Closure](#)
- [Notification of Unexcused Absences](#)
- [Referral Agreement](#)
- [Program Director Changed](#)
- [Registered Family Child Care Home Application](#)
- [Service Requests](#)
- [Variance Requests](#)
- [Violation History](#)



To view the details of a service request click the **Details** button to the far right.

Service Requests				Sort by: Date Submitted ▾	Go!
<i>Displaying 1-1 of 1 Items</i>					
Date Submitted	Request ID	Request Type	Status		
02/09/2016	162704	Registered Home Application, Part 2	Submitted	[Details]	



To view, save, and/or print your application, click **View Request**. You can also see your Licensing Technician (caseworker), and the status of your application.

? Service Request Details

Request Type:	Registered Home Application, Part 2
Request ID:	162704 [View Request]
Date Submitted:	02/09/2016
Assigned Caseworker:	Le Tiffany
Assigned Group:	Tiffany
Status:	Submitted
Status Reason:	
Status Notes:	



Documents

All correspondence will be stored in this function, and you will be notified via email when a new item is added.



In the **Account Summary** tab, scroll to the bottom left of the page, and click **Documents**.

Account Summary **Provider Demographics** Payment & Financial Info Attendance & Invoicing Resources Contact

Provider Case ID: 183942 Provider Type: Registered Home
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- [Program Director Changed](#)
- [Registered Family Child Care Home Application](#)
- [Service Requests](#)
- [Variance Requests](#)
- [Violation History](#)

The most recent documents will appear on top. To view a document, click the **View** button to the far right. Once the document opens (may take a few minutes) you will have the ability to save and/or print it.

 **Documents**
Below are listed all the documents that have been generated.

Sort by:

Displaying 1-1 of 1 Items

Document Date	Description	E-mailed?	Created By	
12/31/2015	Missing Items Letter	Notify Success	Magee, Nya	View





Contact Information & Resources



Contact Information

Child Development Division
Department for Children and Families
280 State Drive, NOB 1 North
Waterbury, VT 05671-1040
Main Line: 800-649-2642
Fax: 802-769-2064
<http://www.dcf.vermont.gov/cdd>

Office of Child Support
Phone: 800-786-3214
Email: OCSCSU@Vermont.gov
<http://dcf.Vermont.gov/ocs>

Vermont Department of Health
180 Cherry Street
Burlington, VT 05402
Phone: 800-464-4343, option 2
Fax: 802-865-7754
<http://www.healthvermont.gov/>

Vermont Department of Taxes
Phone: 802-828-2505
<http://www.state.vt.us/tax/>

Resources

- To receive the latest news from CDD via email you can go to our [website](#), scroll to the bottom of the page, and click **SIGN UP!** under *CDD Email Updates*.
- Our [website](#) contains resources for Child Care Providers such as information in regards to: STARS, grants, professional development, regulations, the Child Care Financial Assistance Program, Specialized Child Care, health and safety, licensing forms, accreditations, and BFIS trainings.
- For information in regards to the Vermont Head Start Association, you can visit their [website](#).
- The Agency of Educations website contains information about the [Child and Adult Care Food Program](#) (CACFP), and implementing a [Prekindergarten Education Program](#).

Child Care Financial Assistance Program

- If you are approved to be a Registered Home provider and you plan to serve any child from a Child Care Financial Assistance (CCFAP) eligible family and expect payment from the State, you must immediately sign and return a [Provider Rate Agreement: Part 1 Financial Services, W-9](#), and if you choose a [Direct Deposit Authorization Form](#).
- Additional Resources:
 - Payment Calendar, Provider Payment Handbook, and the Child Care Financial Assistance Program Rates: <http://dcf.vermont.gov/childcare/providers/ccfap>.
 - CCFAP Regulations: <http://dcf.vermont.gov/cdd/laws-regs>.
 - Instructions on how to submit your child care attendance or an adjustment: <http://dcf.vermont.gov/childcare/providers/bfis>.

Suggestions/Comments

We want this document to be as clear and helpful as possible. Please email suggestions, or comments to Nya Magee at nya.magee@vermont.gov.