

**Rules regarding Central Background Registry enrollment for certified family child care homes:**

414-350-0080:

(2) When the owner is a corporation, partnership or other public or private organization and is comprised of more than one person, the manager is required to be enrolled in the CBR.

1. The provider must receive confirmation from OCC that an individual 18 years of age or over, is enrolled or conditionally enrolled in the CBR before the individual can:
2. Reside on the premises;
3. Stay overnight on the premises for longer than 14 consecutive days, not to exceed a total of 30 days in a calendar year;
4. Assist the provider; or
5. Volunteer in the child care program.
6. Individuals conditionally enrolled in the CBR shall not have unsupervised access to children until the provider has confirmed with OCC the individual is enrolled, but may count in staff to child ratio.

Description of how it’s different from previous rules:

A significant change in the new rules affects conditional enrollment in the Central Background Registry (CBR).

* Federal law requires completion of a fingerprint background check before an individual has unsupervised access to child care children.
* Once an individual has submitted their fingerprints to Office of Child Care, the individual may be conditionally enrolled in the CBR while the Office of Child Care waits for the results of the fingerprint based check. The individual will be notified of conditional enrollment.
* During conditional enrollment, an individual may live or work in the family child care home, but they may not have any unsupervised access to children.
* It is the provider’s responsibility to ensure that unsupervised access does not occur. This requires careful planning as to how you will prepare meals, supervise up to 10 children, and take care of your personal needs while at the same time, supervising the conditionally enrolled individual.

Unsupervised contact with children is described in the Central Background Registry rules - Definition 414-061-0020(18): “’Unsupervised Contact with Children’ means contact with children that provides the person opportunity for personal communication or touch when not under the direct supervision of a child care provider or staff with supervisory authority”.

Additional Information:

For child care based in a building zoned for residential use and licensed as a Certified Family Child Care Home, individuals working with children, including volunteers involved in the day-to-day operations, may or will have an opportunity to be alone with children and are required to be in the Central Background Registry.

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| ***Type of Individual*** | ***Required to Be Enrolled in the***  ***Central Background Registry?*** | |
| **YES** | **NO** |
| Provider or other caregivers working in the childcare setting, paid or unpaid | X |  |
| ***Type of Individual*** | ***Required to Be Enrolled in the***  ***Central Background Registry?*** | |
| **YES** | **NO** |
| Individuals over the age of 18 living in the child care home. | X |  |
| Parents assisting in the provision of child care | X |  |
| Volunteers | X |  |
| Consultants working with provider *during child care hours* for  mentoring, technical assistance or educational purposes including staff members from child care resource and referral staff, Child and Adult Care Food Program | X |  |
| Temporary residents who stay overnight for longer than 14 consecutive days, not to exceed a total of 30 calendar days in a year | X |  |
| **The individuals below must be *under the direct supervision* of a provider or staff member**  **with supervisory authority** | | |
| Individuals conditionally enrolled in the CBR | X |  |
| Parents dropping off or picking up their children, etc. |  | X |
| Short term houseguests who stay less than 14 days and don’t exceed a total of 30 calendar days in a year |  | X |
| Contracted services such as portable gym, specialty instruction,  music, yoga, etc. |  | X |
| Professionals who occasionally work in the home or on the  premises for purposes other than child interaction like repair/service technicians, church pastors, housekeeping services |  | X |
| Professionals providing specialized services *to children* such as Early Intervention, speech therapists, mental health consultant without a parental waiver. (A parent may sign a waiver authorizing the child to be signed out by the professional.) |  | X |
| Any visitor to the home or other adult who is not enrolled in the CBR. Visitor log required. |  | X |

# Remember, it is a serious rule violation for an individual who is not enrolled in the Central Background Registry to have unsupervised access or contact with a child.