



LINK CHILD CARE
RESOURCE & REFERRAL

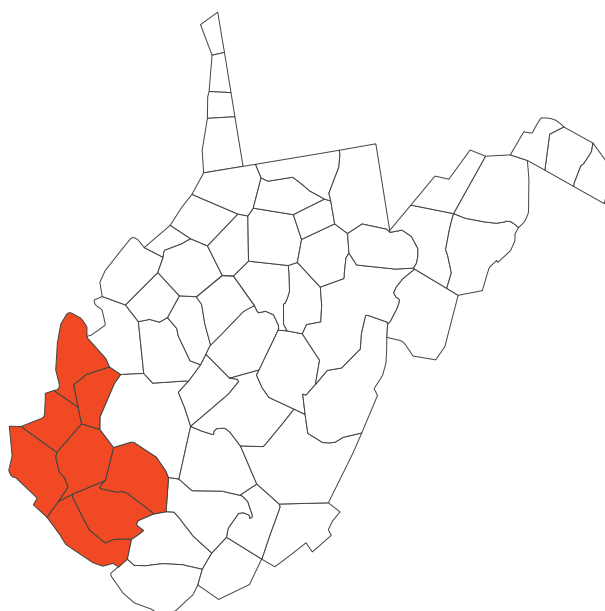
STARTUP GUIDE FOR

FAMILY CHILD CARE HOMES



**WEST VIRGINIA COUNTIES IN THE
LINK CHILD CARE RESOURCE AND REFERRAL REGION:**

BOONE
CABELL
LINCOLN
LOGAN
MASON
MINGO
PUTNAM
WAYNE



PRODUCED BY:



SPONSORED BY:



Thanks to the groups that contributed to the development of this startup guide, including the West Virginia Department of Health and Human Resources, early care and education providers, KEYS 4 HealthyKids, West Virginia University John Chambers College of Business and Economics, The Ross Foundation, Appalachian Regional Commission, the Claude Worthington Benedum Foundation, and Advantage Valley—the original sponsor of the startup guides.

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BEFORE YOU BEGIN

We have developed a comprehensive guide to opening a family child care home in West Virginia with a brief overview of the process as a whole.

THINGS YOU NEED TO KNOW BEFORE YOU GET STARTED

BEFORE YOU COMMIT TO OPEN A FAMILY CHILD CARE HOME:

If you would like to open a family child care home, the first thing you need to do is contact a regulatory specialist with the West Virginia Department of Health and Human Resources (DHHR) and the Link Child Care Resource and Referral (Link CCR&R) agency. They are the go-to people to obtain a certificate of registration for your family home. They will support you and answer any questions you might have along the way.

Click [HERE](#) to contact a regulatory specialist.

Click [HERE](#) to contact the Link CCR&R agency.

To obtain a certificate of registration, you will need to fill out and submit an Initial Application. The application involves multi-step processes and will be submitted at a later stage.

WHEN YOU ARE SOMEWHAT COMMITTED TO OPENING A FAMILY HOME:

Now it is time to consider how you will develop your business and marketing plan. A business and marketing plan is key to the success of your child care home.

These plans are important because they will help you maintain your child care home for years to come and grow it when you are ready. Child care homes often operate on very thin margins, and a business and marketing plan will help you make ends meet. In addition, these plans can help you:

- Expand your program over time
- Increase the number of families you can serve
- Increase your pay
- Stay in business even if something out of your control happens

The WV SBDC business coach will help you work on a plan. Below is the contact information for the coach.

[WV Small Business Development Center](#)
[888-WVA-SBDC](#)
AskMe@wv.gov

[Advantage Valley](#)
[304-352-1165](#)
[Bryan Shaw](#)
Bryan@advantagevalley.com

WHEN YOU ARE COMMITTED TO OPENING A FAMILY HOME:

INITIAL APPLICATION PHASE:

Now that you are sure you want to open a family home, it is time to submit your Initial Application to the DHHR. At this stage, you will continue to work with a regulatory specialist and the WV SBDC business coach. If the DHHR approves your application, you will receive a certificate to operate.

Once you are ready to open, there are a few things you should keep in mind.

We have asked many top-notch providers what the keys are to running a successful ECE business. Here is what they had to say:

- Create a solid budget for your family home and stick to it (a business coach can help you).
- Focus on the quality of your program and let quality guide your decisions.
- Make sure you always do what is best for the child.
- Have someone or some sort of tool to manage your family home's budget; for example, an accountant or a tool like QuickBooks.
- Get parents and the community involved, which can help you get in-kind support and donations.

USING THIS GUIDE

This guide explains how to obtain a certificate of registration to open a child care home. It includes helpful tips, resources, and ways to supplement your prospective family home's budget as well.

We have created a checklist that you can find at the end of this document to help ensure you will not miss any important steps.

Remember, you can always lean on the regulatory specialist, Link CCR&R agency, and business coach to guide you. They will make sure you have access to everything you need to succeed in your business.

INTRODUCTION

The early care and education (ECE) industry is essential to growing West Virginia's economy. Access to ECE is an essential service and a key piece of our infrastructure. Its services allow families to work or go to school. Providers not only care for children and keep them safe but also support their development and school readiness. ECE providers educate and prepare the next generation of workers, which directly impacts the size and quality of the future workforce.



KEY WORDS AND ACRONYMS:

**APPLICATION TO OPERATE
A REGISTERED FAMILY
CHILD CARE HOME**
(INITIAL APPLICATION)

EARLY CARE AND EDUCATION
(ECE)

FAMILY CHILD CARE HOME
(CHILD CARE HOME OR
FAMILY HOME)

**LINK CHILD CARE RESOURCE
AND REFERRAL (LINK CCR&R)**

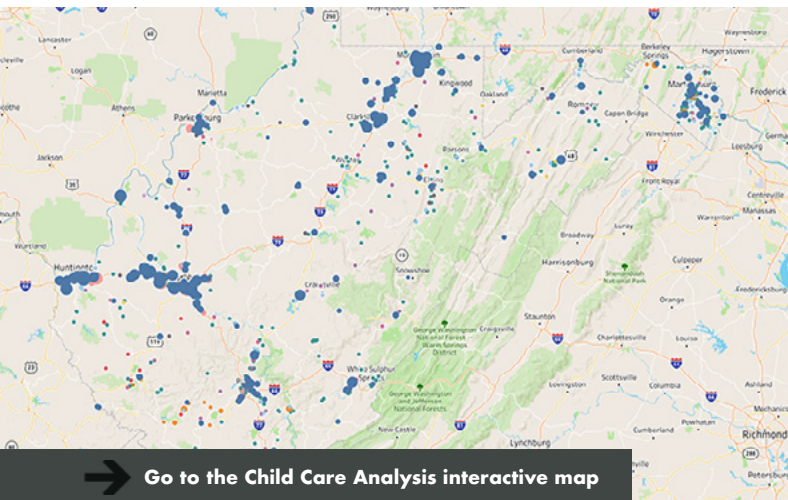
**SMALL BUSINESS
ADMINISTRATION (SBA)**

**WEST VIRGINIA DEPARTMENT
OF HEALTH AND HUMAN
RESOURCES (DHHR)**

**WEST VIRGINIA SMALL
BUSINESS DEVELOPMENT
CENTER (WV SBDC)**

**WEST VIRGINIA STATE
TRAINING AND REGISTRY
SYSTEM (WV STARS)**

CHILD CARE INTERACTIVE MAP



West Virginia has many child care deserts, which are areas where there are more than three children under age five for every licensed ECE slot.

The [Child Care Analysis](#) map offers a clear picture of ECE deserts, which can be great locations for new family homes. There is an urgent need for new ECE providers, which help support local businesses and ensure that employers have access to a reliable and productive labor force.

Families, in turn, can find the services they need in order to work and provide for their loved ones.

As of April 2021, West Virginia has a total of 1,326 licensed ECE providers, including the following in the Link CCR&R region: Boone (7), Cabell (85), Lincoln (11), Logan (20), Mason (6), Mingo (11), Putnam (33), and Wayne (14).

The map includes all licensed ECE providers in West Virginia. It also includes detailed data on the number, type, and capacity of providers by region. You will also find salaries for ECE workers by county and much more.

You can use the Provider County, Provider City, and Provider Zip Code filters to select areas in the Link CCR&R region.

In addition, the map also provides relevant workforce data, like information regarding the number of single parents and married couples who are in the labor force.

The Ross Foundation will update the map annually.

STEP-BY-STEP: HOW TO APPLY FOR A CERTIFICATE TO OPEN A CHILD CARE HOME

OVERVIEW

The [West Virginia Department of Health and Human Resources \(DHHR\)](#) oversees the issuance of a certificate of registration to operate a family home. A certificate is valid for up to two years from the date of issuance.

DEFINITION

A **family child care home** is a provider's home used to offer ECE services for compensation for four to six children, including children who are living in the household and are under six years of age.

- If you would like to care for more than six children in your home at one time, you will need to open a facility. That is, you will need to apply for a license to operate a child care facility.
- A facility allows you to care for up to 12 children at one time. You will need to have enough space and staff to keep the 1:6 staff-child ratio. See [Space and Staff Needs](#) for more details.

HOW TO OBTAIN A CERTIFICATE TO OPERATE

If you would like to open a family home, it is a good idea to start by reading the [Family Child Care Home Information Packet](#). It has general information, basic requirements, and answers to common questions.

Throughout the certification process, make sure you read the [Family Child Care Homes Registration Requirements](#), which explains regulations for child care homes.

REGULATORY SPECIALIST AND LINK CCR&R AGENCY

The first step in applying for a certificate to operate a family home is to contact a [regulatory specialist](#) with the DHHR and the [Link CCR&R](#) agency.

The Link CCR&R agency offers technical assistance and training to new and existing providers. They also manage the subsidy program and connect families with child care services and financial aid.



→ The Link CCR&R agency offers technical assistance and training to new and existing providers.

APPLICATION TO OPERATE A REGISTERED FAMILY CHILD CARE HOME (INITIAL APPLICATION)

To get a certificate, you will need to fill out an Application to Operate a Registered Family Child Care Home (Initial Application). The regulatory specialist will help you get an Initial Application from the DHHR. The Initial Application, which has 8 sections, asks for more details about your family home. You will need to provide relevant documentation.

Be sure to read the [Family Child Care Homes Registration Requirements](#), which describes the regulations you must follow. At this point, you will be working more closely with the [regulatory specialist](#).

The Initial Application comes with instructions. Below is a summary of the information requested in each section.

Below is a list of counties served by the Link CCR&R agency.

- Boone
- Cabell
- Lincoln
- Logan
- Mason
- Mingo
- Putnam
- Wayne

A regulatory specialist and the Link CCR&R will help you with the paperwork you must complete in order to receive a certificate from the DHHR. Once you go through new provider training, you can fill out an Initial Application.

SECTION A: Select the type of registration you are applying for. In your case, you will check “Family Child Care.”

SECTION B: Since you would like to open a new family home, you will select Initial Application.

SECTION C has 13 subsections.

(1): Asks for general information about you and your home. That includes your name, date of birth, phone number, and social security number. You need to include all previous married names, nicknames, and aliases.

- You also need to include your mailing and/or physical address and directions to your home from the closest major street or highway.

(2) and (3): Ask for information about your race and ethnicity. You need to include this information due to Federal reporting standards.

(4): Ask for information about the people living in your home, including current residents and part time residents. List their names, their relationship to you, their social security numbers, and their birth dates.

- (5):** Asks for the names of the children you plan to care for in your home. Please include their birth dates and relationship to you.
 - If you care for children at no charge in your home, you will also need to include them in the list.
 - This section can be left blank since this is an Initial Application.
- (6):** Please add the number of children for whom you get paid to provide care.
 - This section can also be left blank since this is an Initial Application.
- (7):** Asks if you also provide other services in your home, including adult or foster care.
- (8):** If you work outside of your home, please check “Yes.”
- (9):** Asks if you receive benefits from the DHHR, which includes the [Supplemental Nutrition Assistance Program \(SNAP\)](#) and/or Temporary Assistance for Needy Families (TANF) program. The State calls its TANF program [WV WORKS](#). Both programs provide cash aid to eligible families.
- (10):** If you will care for children related to you, please select “Yes.”
- (11):** Please enter the number of children you plan to care for. Children must be between six weeks and 12 years of age.
 - Remember that you can only care for up to six children at one time. That includes up to two infants/toddlers (six weeks to two years old).
- (12):** Please add your planned hours of operation.
- (13):** Please check the days you plan to provide child care.

SECTIONS D, E, AND F include 16 statements you must read. The statements list expectations for you and your program.

You do not need to answer any questions. Your signature at the end of the Initial Application will show to the DHHR that you understand and will follow all requirements. Below are bullet points that can help you better understand some of the statements.

- You will need to certify that you have read the [Family Child Care Homes Registration Requirements](#).

- You cannot transfer your certificate to a new address or to another person. If you would like to change your address, you will need to contact the regulatory specialist to help with the paperwork needed when moving.
- You can only provide care for up to six children at one time, including up to two infants/toddlers. See [Definition](#) for more details.
- A certificate to operate a child care home is valid for two years. At the end of the two years, you will need to submit a Renewal Application to the DHHR.

SECTION G lists all documents you will need to attach to your application. You will only need to submit the documents listed under “1.a). Family Child Care Home only.” Below are more details about each attachment.

Child Care Provider Medical Report

- The DHHR needs to have a [Child Care Provider Medical Report](#) for you on file. You must hand in a copy of the Report within 30 days of submitting your Initial Application.
- You can also submit a similar medical exam if it was completed within the past six months. That is, six months before the date you submitted your Initial Application.

Child Care Provider Information Form

- You need to submit a [Child Care Provider Information](#) form. This form asks information about your child care program, including how much you will charge per age group and the type of care you will provide.
- You will specify whether or not you would like to have parents referred to your program, and if you will accept subsidized children. Please include days and hours of operation for your family home.
- The form also asks if you are registered with [WV STARS](#). WV STARS has information on training available to providers online and across the state. WV STARS can help you complete basic training for family child care providers.
- You will only fill out the last section if you plan to accept referrals.

Registration Requirements for Family Child Care Homes Checklist

You do not need to submit a Checklist form with your Initial Application. The regulatory specialist will complete the form when visiting your home.

First Aid/Choke Saving Verification

- You must provide proof that you are certified in CPR or have completed first aid training, which includes rescue breathing and first aid for choking. As an alternative, you can submit a statement on how you plan to complete this training within three months of submitting your Initial Application.
- The [American Red Cross](#) provides CPR and first aid training. The Red Cross offers both hybrid and in-person training. [Red Cross Training in West Virginia](#) can be used to search for training near you.
- For more details, read the [Family Child Care Homes Registration Requirements](#). It has information on training you will need to complete.

Tax Identification Form (W-9)

- The DHHR needs a Tax Identification Form W-9 for you. You will need to fill out a [Provider Tax Identification Reporting Form](#). The Form asks for your social security number and other tax information.
- The Form is pretty simple, but if you have questions, the regulatory specialist or the [Link CCR&R](#) can help you.

Background Checks

- You and all residents living in the home must complete a few background checks, including a [state and federal criminal check](#), an [adult and child protective services check](#), and a check of both the [state](#) and [federal](#) sex offender registries.
- Those who have lived out-of-state during the past five years must also submit an out-of-state background check.
- [WV CARES](#) handles state and federal background checks for ECE businesses. WV CARES also checks the state and federal sex offender registries. You can contact WV CARES by phone at [304-558-2018](#) or email at wvcare@wv.gov.
- WV CARES will email you an eligibility determination letter based on the results of the background checks.
- To request an adult and child protective services check, complete an [Authorization and Release for Protective Services Record Check \(WV Resident\)](#).
- Before you can open your family home, you and all residents living in the home must have an eligibility

determination letter from WV CARES. You will attach the letter(s) to your Initial Application.

SECTION H is the signature section. Once you fill out your Initial Application, you should mail it to the address below. There is currently no processing fee for the Initial Application.

West Virginia Department of
Health & Human Resources
Division of Early Care & Education
350 Capital Street, room B-18
Charleston, WV 25301

The DHHR has 60 days to make a decision on an application. The DHHR can only decide if your certificate will be granted or denied if you turn in a complete Initial Application.

For the duration of the pandemic, all child care homes need to [register](#) to become a Temporary Crisis Child Care Site. To do that, you will need to fill out a [Registration for Temporary Crisis Child Care Site](#) and a [Child Care Site Self-Certification Checklist](#). Please send these documents to ECEProviders@wv.gov.

OTHER NEEDS NOT LISTED IN THE INITIAL APPLICATION

EMERGENCY AND EVACUATION PLANS

- Please include emergency and evacuation plans for your family home. These plans are required for the initial inspection from the DHHR. Your plans must be specific to the county and region where you would like to open your family home.
- The [Family Child Care Homes Registration Requirements](#) can guide you as you create your plans. You can use the DHHR [Emergency Plan](#) form for your family home's plans or create your own form.
- The [West Virginia Emergency Management \(WVEM\)](#) can help you put together an evacuation plan. Each county has an Emergency Management (EM) department. You can use these [contact numbers](#) to get in touch with your local EM department. You must fill out an evacuation plan annually with the regulatory specialist.
- The DHHR also has information for providers who are developing plans. You can read more details in the



→ A child care home can serve no more than

6
children.

DHHR [Emergency Preparedness Resources](#) (scroll all the way to the bottom).

SPACE AND STAFF NEEDS

- A child care home can serve no more than six children. The DHHR requires a child care home to be run by one person. The staff-child ratio is 1:6 or one staff per six children, including no more than two infants/toddlers (between six weeks and two years old).
- To follow regulations, your home needs to have 35 square feet of activity space per child. For more details, see [Family Child Care Home Registration Requirements](#).
- You must have access to a clean and safe outdoor play area. It can either be on your property or within short walking or driving distance.
- This information will help you determine the number or children you can actually serve. Be sure you include your own children who are under the age of six in your calculation.
- If you are planning to move to a new home, do not sign a lease or enter into a contract until you are certain the home has enough space to serve the number of children you would like to have in your program.

- Some property owners do not allow tenants to run a business out of the home. Make sure you check this with the owner before signing a lease.

- Be sure to contact the regulatory specialist before you sign a lease. They will ensure your home is in line with regulations.

HEALTHY MEALS

- You are required to serve healthy meals to children in your care. The goal is for you to meet or work toward meeting the current [USDA Dietary Guidelines for Americans](#), which includes making sure that all children are fed regularly.
- You need to include proof that you are enrolled in the Child and Adult Care Food Program. See [Participation in the Food Program](#) for more details.

The steps listed above are common to all counties in the Link CCR&R region. Depending on the city where you would like to open your family home, there might be more fees and regulations. You will also need to follow other guidelines and recommendations due to COVID-19. Contact the regulatory specialist for more information.

CHILD CARE SUBSIDY PROGRAM AND FINANCIAL AID TO FAMILIES

CHILD CARE SUBSIDY PROGRAM

A good way to supplement your family home's budget is to take part in the child care subsidy program. The DHHR calls it the [tiered reimbursement system](#).

In this program, providers that meet higher standards of care receive higher subsidies. Once you get a certificate for your family home, you will be eligible to receive Tier I rates. You will only receive subsidy payments for children who qualify for subsidies. After your first year, you are eligible to apply for Tier II or Tier III rates. Tier II and Tier III programs receive [\\$3.00 and \\$6.00 extra daily](#)¹ per full day of care per child. Subsidy amounts also depend on the age of the child in care. Tier III providers must be nationally accredited through the [National Association for Family Child Care \(NAFCC\)](#).

If you would like to enroll, please submit a [Tiered Reimbursement Application for Family Child Care Homes](#).

You can also ask questions about the program by [email](#).

FINANCIAL AID TO FAMILIES

Families in West Virginia have access to financial support to help them pay for child care. The State gives child care certificates to eligible families to pay for services. Families may receive financial help if their monthly gross income is below 150 percent of the annual [Federal Poverty Level \(FPL\)](#). Monthly gross income is income before taxes and deductions. Financial help is also based on the size of the family. Eligible families receive financial aid until their income exceeds 185 percent of the annual FPL. Families with incomes below 40 percent of the FPL are eligible for free child care. Families with incomes between 40 percent and 185 percent of the FPL pay an increasing tuition fee.

You may want to consider working with the [Link CCR&R](#) to connect eligible families to the financial support they need to pay for ECE services. The Link CCR&R has many resources for parents and caregivers.

¹ The reimbursement rates listed in this section are effective [March 1, 2021 through December 31, 2022](#).

TECHNICAL SUPPORT AND RESOURCES

WV SBDC BUSINESS COACH:

[Luke Campbell](#), CARES Business Recovery
Program Specialist
[304-389-9615](tel:304-389-9615)
Luke.M.Campbell@wv.gov

[Starting and Operating a Child Care Business – Resource Guide:](#)

The [Child Care State Capacity Building Center](#) has developed a guide with many helpful resources. It has basic steps for starting and operating a successful child care home.

[Child Care Business Resources: Estimated Startup Costs:](#)

This webpage includes information on startup costs for ECE businesses. It can help you better plan your finances as you take steps to open your family home.

[West Virginia Early Childhood Training Connections and Resources:](#)

The WVECTCR is a program that offers professional development opportunities for ECE workers. It is a network of information with training and technical help for providers. The WVECTCR can offer the support you need to start a quality program. You can contact them at [304-529-7603](tel:304-529-7603) or by email at tcr@rvcds.org.

[KEYS 4 HealthyKids:](#)

KEYS 4 HealthyKids is a grant-funded childhood obesity prevention initiative that has been serving West Virginia's kids, families, and communities since 2009. Through policy, systems, and environmental changes (or PSEs), KEYS 4 HealthyKids is on a mission to make the healthy choice the easy choice in the Mountain State. To learn more about how to incorporate best practices in nutrition and physical activity at your home or to register for upcoming training events, follow [KEYS 4 Healthy Kids on Facebook](#) or sign-up for its [newsletter](#).

[Early Care Share West Virginia:](#)

Early Care Share WV is a platform that offers a one-stop location for key resources that will help you save time, reduce costs, and improve the quality of your program. Members have access to ECE policies, forms, guidance, regulations, discounts, and more. For more details, please email Help@EarlyCareShareWV.org.



→ A solid business and marketing

PLAN

can increase your chances of long-term sustainability and success.

West Virginia Family Child Care Association:

The WVFCCA offers services and support for family child care providers. The goal is to help providers who want to offer quality family child care in West Virginia. The WVFCCA has grant money to pay for your membership. If you would like to join, you can contact them by [email](#).

Experience Adventures in Family Child Care! An Introductory Presentation for Potential Providers:

The [MountainHeart CCR&R](#) has put together a wonderful presentation for potential new ECE providers. It includes questions for you to think about as you consider a career in ECE, basic training requirements, and some of the steps you will need to complete to become a provider. The MountainHeart CCR&R also has a list of [best practices](#) in opening a child care home, including helpful tips on how to get started and things you should consider before starting a ECE business.

TRAILS (Traveling Resource and Information Library System):

TRAILS is an outreach program that offers resources of interest to providers. That includes one-on-one support and tools to improve the quality of their programs. Tools include books, games, age-appropriate toys, and assistive

technology for special needs children. TRAILS is a free program offered by [CCR&R agencies](#). Those in the program receive visits from specialists who travel in a medium sized van. Van visits take place every six to 12 weeks. If you would like to participate, once you get your certificate, please contact the [Link CCR&R](#).

Child Care Provider Orientation Forms:

The DHHR has created a central location for important forms for child care home providers. Make sure you also contact the [Link CCR&R](#) to schedule a new provider orientation.

National Child Care Association:

The NCCA has been a trusted, nonpartisan voice for licensed providers of quality ECE programs since 1987. It focuses on promoting the success of licensed providers in quality ECE, including the provision of professional development, advocacy, and community engagement. The NCCA offers [free webinars](#) on an array of topics that are of value for ECE providers.



→ **Contact a Child Care Food Program Sponsor to learn how to enroll in the Food Program.**

BEST PRACTICES IN MANAGING A CHILD CARE BUSINESS

Managing a successful child care business can be challenging. Providers often have access to limited funding and face high operational costs. However, it is still possible to run a sustainable child care home. You can improve your chances of success by following [best practices](#). A solid business and marketing plan can also increase your chances of long-term sustainability and success.

A business plan is a document that has your business' goals and explains

how and when you will achieve these goals. Your business plan will need to include short-term, long-term, and alternative plans for various situations, like unexpected expenses/events.

The WV SBDC business coach can help you put together a business plan. You can find their contact information under [Technical Support and Resources](#). The information in the next sections can help you save on startup and operational costs.

PARTICIPATION IN THE FOOD PROGRAM

A great way to supplement your family home's budget is taking part in the [Child and Adult Care Food Program \(CACFP\)](#). The CACFP is a federal program managed by states. CACFP [reimburses](#) providers who serve healthy meals and snacks to children.

The [WVDE Office of Child Nutrition](#) manages the CACFP in West Virginia. To take part in the CACFP, you need to have a certificate to operate a family home, and children must be receiving nonresidential child care in a private home. You must also be willing to follow the meal patterns of the [USDA CACFP Nutrition Standards](#).

On average, in-home providers received \$100 a month per child. You may be eligible to receive Tier I or Tier II reimbursement rates. Tier I rates are higher than Tier II rates. You may qualify for Tier I rates if your home is located in a low-income area or if you serve low-income children. Remember that this program is different from the DHHR's [tiered reimbursement system](#). You must sign an agreement with a sponsoring organization to enroll in the program. For more information on how to enroll, contact a [Child Care Food Program Sponsor](#).

→ **CACFP reimburses providers who serve**

HEALTHY MEALS

and snacks to children.

HELPFUL TIPS AND COST MANAGEMENT TOOL

HELPFUL TIPS

Managing a child care business requires a unique combination of skills. You will need to have a strong knowledge of ECE as well as business management. You will not be just caring for and educating children but also running a small business.

Consider taking advantage of the SBA free online training opportunities. The [SBA Learning Center](#) has great courses you can take at your own pace and time.

Be sure to create a budget from the get-go, and make sure that you stick to it. It will help you better control your finances and avoid going into debt.

Be sure that your primary focus is on the quality of your program, and that you let quality guide your business decisions.

You will need to build a culture of quality and safety as well as make sure you always do what is best for the child. ECE training can help you achieve that.

Avoid attempting to expand your business too soon, which can harm both your finances and your chances of succeeding.

SMALL BUSINESS TOOLS AND SUPPORT

Managing a child care business requires you to be pennywise. You will need to know how to manage your finances well to succeed. This is so important: It can make or break your business.

Thankfully, you do not need to worry about taking care of all of this by yourself!

There are online tools that can help you do your own accounting and financial management. [QuickBooks](#) is an example of a useful online tool that can help you manage your family home budget. It helps new and existing businesses handle their cash flow, track expenses, and much more.

[QuickBooks Support](#) can help you learn how to use and operate QuickBooks.



→ There are online tools that can help you do your own accounting and financial management.

COST MANAGEMENT TOOL

Another excellent resource for providers is a [Cost Management Tool](#). The purpose of the tool is to help those interested in opening or expanding ECE businesses plan their budgets, i.e., better estimate revenue and expenses.

The tool can be edited based on the features of a child care center, facility, or home, including provider type, location, tier level, whether you own or rent the space, and more. The tool was developed by MBA students with the [Encova Center](#). If you would like to get more information, please contact the WV SBDC business coach.

CHECKLIST FOR THE CERTIFICATION PROCESS:

FAMILY CHILD CARE HOMES

BEFORE YOU GET STARTED:

- ☐ Contact a regulatory specialist
- ☐ Reach out to the Link CCR&R agency
- ☐ Contact the WV SBDC Business Coach
- ☐ Read the Information Packet

HAVE YOUR HOME EVALUATED:

- ☐ Check with the regulatory specialist to make sure your home meets spatial requirements (sq/ft/child)
- ☐ Ask the property owner (if rented) if you can run a business out of the home

APPLICATION TO OPERATE A REGISTERED FAMILY CHILD CARE HOME

- ☐ Get Initial Application from the DHHR
- ☐ Read Registration Requirements
- ☐ Meet basic training/education needs
- ☐ Fill out an evacuation plan with the regulatory specialist

BACKGROUND CHECKS:

- ☐ WV CARES eligibility determination letter for you
- ☐ WV CARES eligibility determination letter for all residents (if needed)

APPLICATION ATTACHMENTS

- ☐ Child Care Provider Medical Report
- ☐ Child Care Provider Information Form
- ☐ First Aid/Choke Saving Verification form
- ☐ Tax Identification Form (W-9)
- ☐ CACFP Enrollment
- ☐ Emergency disaster and evacuation plans
- ☐ Turn in a complete Initial Application to the DHHR

ONCE YOU GET YOUR CERTIFICATE, THE DHHR NEEDS YOU TO:

- ☐ Register as a Temporary Crisis Child Care home
- ☐ Submit a Child Care Site Self-Certification Checklist

OTHER NEEDS NOT CONNECTED TO THE CERTIFICATION PROCESS (TOGETHER WITH THE WV SBDC BUSINESS COACH):

- ☐ Create a budget for family home
- ☐ Create a business plan



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