

# Experience Adventures in Family Care Child!

An Introductory Presentation for Potential  
Providers in Hancock, Brooke, Ohio, Marshall,  
Wetzel, Tyler, Monongalia, and Marion Counties

Critical Care Sites



Child Care Resource Center



# Thank you for your interest in providing quality childcare!

First, let's answer some very important questions before beginning your journey as a child care provider.

- ✓ Do you enjoy working with children and families?
- ✓ Do you have a high energy level?
- ✓ Do you pay attention to what children are doing?
- ✓ Do you have good communication skills?
- ✓ Do you want to learn more about a child's development?
- ✓ Do you want to learn basic First Aid and CPR?
- ✓ Are you able to feed children nutritious meals and snacks?
- ✓ Are you willing to complete required attendance sheets/payment forms to submit on a monthly basis?

These are just a few of the basic questions for you to think about as you consider a career in providing quality child care services.





Child Care Resource Center

Hopefully, you answered yes to the previous questions, and are eager to learn more about getting started in your child care adventures!

**YES**



# Most Common Provider Types

- ❖ Family Child Care Home: A facility which is used to provide nonresidential child care for compensation in the providers home. The provider may care for four to six children, including children who are living in the household, who are under six years of age. No more than two of the total number of children may be under twenty-four months of age.
- ❖ Family Child Care Facility: Any facility which is used to provide nonresidential child care for compensation for seven (7) to twelve (12) children for four or more hours per day, including children who are living in the household who are under six years of age. No more than four (4) of the total number of children may be under 24 months of age. Two adults supervising at all times.
- ❖ Child Care Center: A facility operated for the care of 13 or more children on a nonresidential basis. Additional staff needed.



# Program Requirements

## Family Child Care Provider Qualifications

- ❖ You must be 18 years of age or older
- ❖ Cannot be the parent, stepparent, or legal guardian of the child who needs care
- ❖ Care must be provided in your home
- ❖ As you are considered self employed, you must pay for your own taxes and social security
- ❖ Everyone in the home 18 years of age or older must be fingerprinted and have no serious criminal history
- ❖ No one in the home may have a history of abusing or neglecting a child or an adult
- ❖ You must have a physical exam
- ❖ Your home must meet the regulations set forth by WV DHHR
- ❖ Smoking is not permitted in a family child care home while children are in care
- ❖ Must be able to read and write and understand the rules, agreements, payment forms and other paperwork involved in the program
- ❖ Cannot use any form of physical discipline, such as spanking, hitting or slapping
- ❖ Complete the required amount of training set forth by WV DHHR
- ❖ May not operate for more than 18 consecutive hours in a 24-hour period



# Training

A family child care provider must complete eight (8) hours of approved training each year.

Providers can select training from the following core competency areas:

- Child Growth and Development
- Health, Safety and Nutrition
- Environment and Curriculum
- Child Observation and Assessment
- Family and Community Relationships
- Administration and Management
- Professionalism and Leadership

Within three months a family child care provider must obtain approved training in first aid that includes rescue breathing and choke saving.

CCRC provides a newsletter each quarter reflecting what free trainings are available in your area.

Make sure to keep track of your trainings on the Provider Training Record (ECE-CC-22)

# WV STARS

## Training and Registry System

All training received through the Child Care Resource & Referral office is registered with the West Virginia Training and Registry System (WV STARS)

All persons attending training will need to have a STARS number and register for the trainings by logging on to [WVSTARS.org](http://WVSTARS.org).

A CCRC Professional Development team member is willing to help assist you through this process if needed.

You will need to set up an email account you can access easily.

# Child Care Resource and Referral

The Child Care Resource Center **Case Managers** assist new and existing providers in answering questions about child care payment issues and processing provider payment forms.

The Child Care Resource Center also offers technical assistance to providers which include:

**TRAILS**-Traveling Resource and Information Library System. TRAILS staff, which include an Early Childhood Specialist and TRAILS associate, can make an appointment to visit your home to lend books, toys, games, equipment, and to provide training.

**Behavior Consultants** – Make visits to providers homes to observe children and give ideas to providers concerning various behavior issues.

**Infant/Toddler Specialists** and **Early Childhood Specialists**– Provides core competency training and technical assistance to providers.

**Quality Improvement Specialist**- Outreach and Support Specialist- Responsible for assisting providers in achieving higher quality standards.



# Health and Safety Grants

Health and Safety Grants, which are funded by the Department of Health and Human Resources, are available for Family Child Care Providers to assist them in meeting regulatory and licensing requirements for operating a child care program.

A provider must be approved by the Department of Health and Human Resources to be eligible for grant funding. Once eligible, the grant amounts are generally \$250.00 and are to be used for the purchase of items needed such as smoke detectors, first aid kits, fire extinguishers, as well as many other items to meet regulation requirements.

# Temporary Child Care Rate Structure

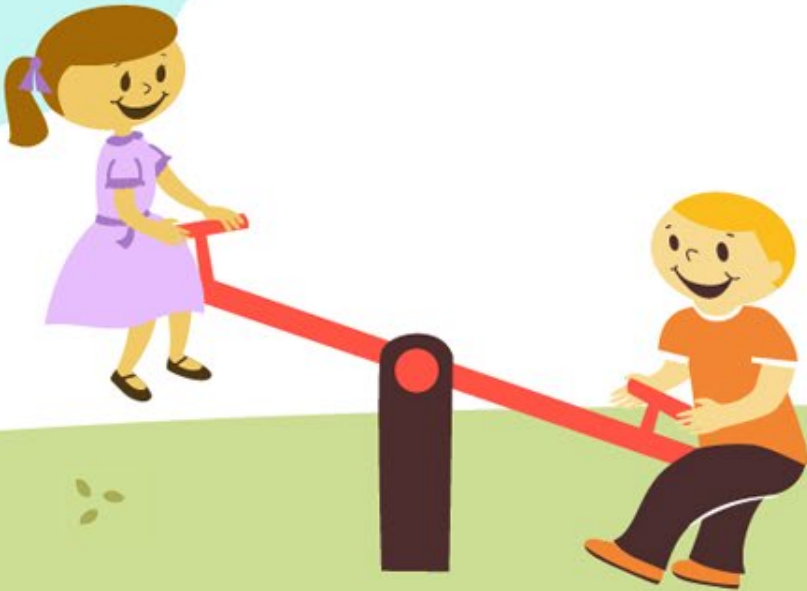
**Child Care Policy – Effective March 1, 2021- December 31, 2022**

## TEMPORARY CHILD CARE RATE STRUCTURE

TYPE OF CARE	RATE TYPE	INFANT (0-24 Months) Day	TODDLER (25-36 Months) Day	PRE-SCHOOL (37-59 Months) Day	SCHOOL-AGE (60 Months & Up) Day
Family Child Care Home	Tier I	\$29	\$26	\$26	\$25
	Tier II	\$32	\$29	\$29	\$28
	Tier III -Accreditation	\$35	\$32	\$32	\$31
Family Child Care Facility	Tier I	\$31	\$30	\$30	\$30
	Tier II	\$34	\$33	\$33	\$33
	Tier III -Accreditation	\$37	\$36	\$36	\$36
Child Care Center	Tier I	\$36	\$34	\$32	\$30
	Tier II	\$39	\$37	\$35	\$33
	Tier III -Accreditation	\$42	\$40	\$38	\$36
Out of School Time Child Care	Tier I				\$14.50
Informal/ Relative Child Care	Tier I	\$7.50	\$6.00	\$6.00	\$6.00
In-Home Child Care	Tier I	\$20.00	\$18.00	\$18.00	\$18.00
Available Incentive Rates	Documented Special Needs	Additional \$3.00 added to daily tier rate	Non-Traditional Hours	Additional \$6.00 per qualifying day	

Learn more about beginning your adventures in family child care!

Next Steps



# Next Steps to Becoming a Child Care Provider

- ❑ **Step One** – Is the Fingerprinting process. The provider and all adult household members/residents eighteen years of age and older will need to be fingerprinted **through WV CARES.**

WV CARES is the vendor that has been approved by WV DHHR to process certain background checks. An Administrative Account can be set up by calling 1-304-558-2018 or email at [wvcares@wv.gov](mailto:wvcares@wv.gov)

The provider will need to complete the WV CARES online Training.

The provider will then need to schedule an appointment to be fingerprinted at a Identogo site. [www.identogo.com](http://www.identogo.com)

# WV CARES TECHNICAL ASSISTANCE

If you need assistance with completing the WV CARES process, please contact one of the following CCRC Professional Development Team Member

Chris Gillis -Trails Early Childhood Specialist  
304-232-1603 or 800-585-1603  
[Chris.L.Gillis@wv.gov](mailto:Chris.L.Gillis@wv.gov)

Marcy Evans- Quality Improvement Specialist  
304-232-1603 or 800-585-1603  
[Marcy.A.Evans@wv.gov](mailto:Marcy.A.Evans@wv.gov)

The State of West Virginia is Currently providing Temporary Critical Child Care certificates during the current COVID -19 pandemic.

The only providers who are eligible to care for children at this time are those who have completed the forms to be a Temporary critical care provider.

## Next Steps - Continued

### □ Step Two – Family Child Care Information Packet'

- ECE- CC- 14A Family Child Care Home Information Packet
- Child Care Site Self Certification Checklist
- Registration for Temporary Crisis Child Care Center
- ECE- CC-8 Application
- ECE- CC-8A Authorization & Release for Protective Services Record Check
- ECE- CC-7 Provider Information



# Step Two – Family Child Care Information Packet

- ECE-CC-33 Emergency Disaster Plan Form
- ECE- CC-10J- Pet Acknowledgement Form
- ECE-CC-23 Fire Escape Plan
- ECE-CC-24 Emergency Phone List
- ECE-CC-3C- Child Care Provider Medical Report
- W-9
- ECE- CC-9 Regulation for Family Child Care Homes





# Next Steps Continued

## Step Three- WV STARS sign up



The mission of WV STARS is to impact care and education by promoting quality professional development opportunities for those who care for, educate and support West Virginia's children and families.

The goals of WV STARS are to:

- Adopt a core body of knowledge needed by all practitioners to ensure a consistent base of training.
- Make sure all practitioners have training based on the core body of knowledge available to them.
- Implement a career pathway promoting continuation of education and experience and encouraging increased compensation for advancement. promoting
- Strengthen connections among local, regional, and state partners to benefit children and families



- To sign up for WV STARS please log on to <https://wvstars.org/>



## Next Steps - Continued

- ❑ **Step Four**– Once approved with WV STARS Child Care Providers will need to complete Pre-Service Training- Basic Health and Safety in child care through STARS with in the first 3 months of certification.

This is a self-paced training and consists of 12 modules. Child Care Providers will need to have a WVSTARS number and will be registered for the Pre-Service training through WVSTARS.

\*\*\*\*Your Regulatory Specialist will detail time frames for completion of this step and answer any questions.

# Next Steps - Continued


- Step Five
  - Complete home visit with regulatory staff. Once you have completed WV Cares, you must notify your regulatory specialist and provide a copy of the WV Cares eligibility letter.
    - For providers in Brooke, Hancock, Marshall, and Wetzel you will be contacted by Nicole McCarthy 304-794-3060 ext 2032
    - For providers in Ohio and Tyler Counties you will be contacted by Cathi Danna 304-232-4411 ext 70719
    - For providers in Monongalia and Marion you will be contacted by Jeannette Welch 304-843-4120 ext 221



## Next Steps - Continued

- ❑ **Step Six** – Once you have been approved by the DHHR Child Care Regulatory Specialist as a Temporary Critical Care Provider you will need to contact your local Child Care Resource Center (Resource and Referral office) to complete the payment enrollment training.
  - ❑ For providers in Hancock, Brooke, Ohio, Marshall, Wetzel, & Tyler Counties please contact 304-232-1603
  - ❑ For providers in Monongalia & Marion counties please contact 304-366-3615

# Review of Steps Needed to Get Started



Step 1  
Fingerprinting  
process (WV  
CARES)

Step 2  
Complete  
state forms  
and mail  
back to  
DHHR

Step 3  
Apply for WV  
STARS and  
obtain your  
CPR/Frist  
Aid  
Certification  
(with in the first 3  
months for home  
providers. Prior  
to opening for  
facility owners  
and with 6  
months for staff  
members)

Step 4  
Complete  
the Pre-  
Service  
Training  
through WV  
STARS with in  
the first 3  
months

Step 5  
Complete  
Home visit  
with DHHR  
regulatory  
staff

Step 6  
Complete the  
payment  
enrollment  
process  
trainings at  
CCRC if you  
are interested  
in accepting  
subsidy  
families.



▪ QUESTIONS?



# For Assistance With Child Care Subsidy Questions Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler Counties



Contact name:	Title:	Telephone Numbers:	Email	Child Care Resource and Referral, Region 1
Kelly Coen	Supervisor	304-232-1603 or 800-585-1603	<a href="mailto:Kelly.J.Coen@wv.gov">Kelly.J.Coen@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, & Tyler Counties
Lisa Garrison	Billing Specialist	304-232-1603 or 800-585-1603	<a href="mailto:Lisa.M.Garrison@wv.gov">Lisa.M.Garrison@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, & Tyler Counties
Niki Crabtree	Case Manager	304-232-1603 or 800-585-1603	<a href="mailto:Janeen.N.Crabtree@wv.gov">Janeen.N.Crabtree@wv.gov</a>	Hancock, Brooke, & Ohio Counties
Brianne Murray	Case Manager	304-232-1603 or 800-585-1603	<a href="mailto:Brianne.K.Murray@wv.gov">Brianne.K.Murray@wv.gov</a>	Hancock, Brooke, & Ohio Counties
Katie Snider	Case Manager	304-455-0920	<a href="mailto:Kathryn.L.Snider@wv.gov">Kathryn.L.Snider@wv.gov</a>	Marshall, Wetzel, & Tyler Counties



# For Assistance With Child Care Subsidy Questions Monongalia and Marion Counties



Contact name:	Title:	Telephone Numbers:	Email	Child Care Resource and Referral, Region 1
Kalie Perdue	Supervisor	304-292-7357 or (888)-272-7357	<a href="mailto:Kalie.m.perdue@wv.gov">Kalie.m.perdue@wv.gov</a>	Marion & Monongalia Counties
Cathy Sawyer	Billing Specialist	304-366-3615	<a href="mailto:Cathy.j.sawyer@wv.gov">Cathy.j.sawyer@wv.gov</a>	Marion County
Mindi McDonald	Billing Specialist	304-292-7357	<a href="mailto:Mindi.J.McDonald@wv.gov">Mindi.J.McDonald@wv.gov</a>	Monongalia County
Brittany Sloneker	Case Manager	304-292-7357 or (888)-272-7357	<a href="mailto:Brittany.m.Sloneker@wv.gov">Brittany.m.Sloneker@wv.gov</a>	Monongalia County
Allison Manning	Case Manager	304-292-7357 or (888)-272-7357	<a href="mailto:Allison.k.manning@wv.gov">Allison.k.manning@wv.gov</a>	Marion & Monongalia Counties
Jessica Waddell	Case Manager	304-366-3615	<a href="mailto:Jessica.L.Waddell@wv.gov">Jessica.L.Waddell@wv.gov</a>	Marion County

# For Assistance With Professional Development/ Technical Assistance



Contact name:	Title:	Telephone Numbers:	Email	Child Care Resource and Referral, Region VI
Cathy Knox	Supervisor	304-232-1603 or 800-585-1603	<a href="mailto:Cathy.J.Knox@wv.gov">Cathy.J.Knox@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Marion, and Monongalia
Linda Reeves	Behavior Consultant	304-232-1603 or 800-585-1603	<a href="mailto:Linda.J.Reeves@wv.gov">Linda.J.Reeves@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler
Ali Savolos	Behavior Consultant	304-366-3615	<a href="mailto:Alexandria.M.Svolos@wv.gov">Alexandria.M.Svolos@wv.gov</a>	Marion & Monongalia
Janice Barnett	Infant/toddler Specialist	304-232-1603 or 800-585-1603	<a href="mailto:Janice.C.Barnett@wv.gov">Janice.C.Barnett@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler
Chrissy Pownell	Infant/toddler Specialist	304-366-3615	<a href="mailto:Christine.R.Pownell@wv.gov">Christine.R.Pownell@wv.gov</a>	Marion & Monongalia

Contact name:	Title:	Telephone Numbers:	Email	Child Care Resource and Referral, Region VI
Mariah Burnley	Early Childhood Specialist	304-232-1603 or 800-585-1603	<a href="mailto:Mariah.m.Burnley@wv.gov">Mariah.m.Burnley@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler
Missy Cuppett	Early Childhood Specialist	304-292-7357	<a href="mailto:Melissa.A.Cuppett@wv.gov">Melissa.A.Cuppett@wv.gov</a>	Marion & Monongalia
Chris Gillis	Trails Early Childhood Specialist	304-232-1603 or 800-585-1603	<a href="mailto:Chris.L.Gillis@wv.gov">Chris.L.Gillis@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Marion, and Monongalia
	Trails Associate	304-232-1603 or 800-585-1603		Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Marion, and Monongalia
Marcy Evans	Quality Improvement Specialist	304-232-1603 or 800-585-1603	<a href="mailto:Marcy.A.Evans@wv.gov">Marcy.A.Evans@wv.gov</a>	Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Marion, and Monongalia

## Sources:

Adventures in Better Child Care, An Introductory Handbook for Family Child Care in West Virginia: WV DHHR/Bureau for Children and Families/Division of Early Care and Education

Child Care Subsidy Policy & Procedures Manual, WV DHHR/Bureau for Children and Families Policy/Division of Early Care & Education.

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