



Dear Potential Child Care Provider,

Thank you for your interest in becoming a childcare provider. CCRC has compiled a few documents for your review regarding how to begin the process of opening a childcare program.

Enclosed, you will find the following:

- A list of Family Child Care (FCC) Homes and Facility Regulatory staff through the WV DHHR.
- WV CARES Registration Process – This form explains how this process works. If you need assistance, please contact either Chris.L.Gillis@wv.gov or Marcyjo.A.Evans@wv.gov with CCRC who can assist you through the process.
- W-9 form (for tax purposes)
- Due to the pandemic, any new childcare program must first register to be a temporary crisis childcare site. You will find this Registration Form in your packet. If you need assistance, please contact the regulatory specialist for your area.
- Directions for Critical Care Sites on Website 3/25/2020 – This info sheet explains the process for each program type. Directions are highlighted in yellow.
- Child Care Site Self-Certification Checklist for Temporary Critical Child Care Sites – this 7-page document must be complete by you as a self-inspection tool. If you have questions, please contact your childcare regulatory specialist.
- PowerPoint handout that explains steps in becoming a childcare program. This PowerPoint was created for face-to-face provider orientations that were held in our offices prior to the pandemic. If you would like to attend a provider orientation to go over this power point via the phone, please contact:
 - **Lisa Garrison** (Brooke, Hancock, Ohio, Marshall, Wetzel, & Tyler counties) to set up a provider orientation. Lisa can be reached at 304-232-1603 or by emailing her at Lisa.M.Garrison@wv.gov
 - **Mindi McDonald** (Monongalia county) to set up a provider orientation. Mindi can be reached at 304-292-7357 or by emailing her at mindi.j.mcdonald@wv.gov
 - **Cathy Sawyer** (Marion county) to set up a provider orientation. Cathy can be reached at 304-366-3615 or by emailing her at cathy.j.sawyer@wv.gov
- Authorization and Release for Protective Services Record Check (everyone in the household over 18 must complete one)
- **The following forms are not required to start your critical care application but will be needed before approval will be made with the state:**
 - Child Care Provider Information Form
 - Application to Operate a Registered Family Child Care Home
 - Child Care Provider Fire Escape Plan
 - Emergency Plan for Family childcare homes
 - Child Care Providers emergency phone list
 - Child Care provider pet acknowledgment form
 - Child Care provider medical report
 - Child Care provider training record
 - Instruction's to register for WV STARS