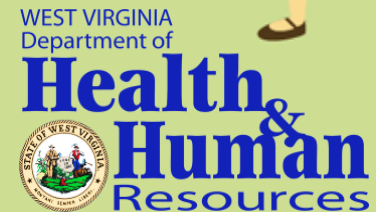


Experience Adventures in Family Care Child!

An Introductory Presentation for Potential
Providers



Thank you for your interest in providing quality child care!

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?
- ✓ Have a high energy level?
- ✓ Pay attention to what children are doing?
- ✓ Have good communication skills?
- ✓ Willing to learn more about a child's development?
- ✓ Learn Basic First Aid and CPR?
- ✓ Able to feed children nutritious meals and snacks?
- ✓ Willing to complete required attendance sheets/payment forms to submit on a monthly basis?

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

Hopefully, you answered yes to the questions above, 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.
- ❖ Child Care Center: A facility operated for the care of 13 or more children on a nonresidential basis.



Program Requirements

Family Child Care Provider Qualifications

- ❖ You must be 18 years of age or older
- ❖ Provide the care in your home
- ❖ As child care providers 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 paper work 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



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.

QIS- Outreach and Support Specialist- Responsible for assisting providers in achieving higher quality standards.

What to do first.....

The first step is the Fingerprinting process. The provider and all adult household members/residents eighteen years of age and older will need to be fingerprinted.

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. There are two forms to complete with WV Cares. The WV Cares Admin Registration Form and WV Cares Self Disclosure Form. Both can be found on the WV Cares tab.

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 Morpho Trust site.

Next Steps.....

Contact your local CCRC Resource and Referral office in your county to schedule a Provider Orientation

During Orientation you will:

1. Review the Provider Information Packet
2. Learn about registration with WV Stars for Pre-service and continued education trainings
3. Receive contact information for the licensing specialist in your county who completes a home visit once your Information Packet forms are returned to DHHR

Once you are approved as a provider, through DHHR Regulatory Specialists, you will contact your local CCRC office to complete a billing training should you wish to accept subsidy clients and WV State reimbursement for those eligible families.



Review of Steps Needed to Get Started

Step 1
Finger
printing
process
with WV
Cares

Step 2
Call CCRC to
set up
Provider
Orientation.

Complete
Orientation
Packet and
mail forms to
DHHR.

Step 3
Apply for
WV STARS

Step 4
Complete
the Pre-
Service
Training
through
WV STARS

Step 5
Complete
Home visit
with DHHR
regulatory
staff

Step 6
Complete
the
payment
enrollment
process
trainings
at CCRC if
interested
in
subsidize
payment



Office Locations

Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler Counties

Wheeling CCRC
2000 Main Street Suite 100
Wheeling, WV 26003
1-304-232-1603 or 1-800-585-1603

Monongalia County

Morgantown CCRC office
965 Hartman Run Road Suite 1103
Morgantown, WV 26505
1-304-292-7357

Marion County

Fairmont CCRC office
118 Adams St Suite 101
Fairmont, WV 26554
1-304-366-3615



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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