



# Department of Children and Families - Child Care Licensing Updates

*September 15, 2021*

# DCF's Public Website



- ▶ <https://myflfamilies.com/service-programs/child-care/announcements.shtml>  
- - news and updates
- ▶ <https://myflfamilies.com/service-programs/child-care/provider-resources.shtml> - For Child Care Providers
- ▶ <https://myflfamilies.com/service-programs/child-care/parent-resources.shtml> - for parents
- ▶ [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) - DCF childcare portion of website
- ▶ On the Department's website, new information and updates are outlined on the link shown above.
- ▶ Providers and parents are encouraged to utilize our website to stay abreast of new policies, rule updates, and other helpful resources.

# Background Screening



## LLCs

- ▶ LLCs are made up of members and can be managed (operated) one of two ways - by its members or by a manager. All LLC members and managers (MGR) listed on sunbiz.org are subject to background screening. A person listed only as the LLC's Registered Agent is not required to be background screened.

## Incorporated (INC)

- ▶ The applicant and designated representative must always be background screened. The licensing counselor must obtain the corporation by-laws and/or articles of incorporation for review by local legal to determine if additional screening is required for other corporate directors/officers. Corporate directors/officers are not required to be background screened, unless they have an active role in the operation of the childcare facility. A person listed only as the corporation's Registered Agent is not required to be background screened.

# Background Screening (continued)



- ▶ If a childcare facility is owned by a partnership, all partners must be listed on Section D of the licensing application. There are two types of partners, general or limited. General partnerships are informal agreements between two or more individuals that typically are not registered with the Department of State and therefore are not listed on sunbiz.org. Limited partnerships are more formal and are registered on sunbiz.org.
- ▶ **General partnership (made up of only general partners), all partners are subject to background screening.**
- ▶ *Failing to comply with the Department's and the Coalition's background screening requirements, may result in a class 2 violation being issued to the provider. Additionally, licenses cannot be renewed without the required background screening documents for licensed providers.*

# Renewal Process



- ▶ All fee payments must be mailed to Tallahassee with your site's renewal invoice fee notice. The notice will be sent to you via childcare licensing office.
- ▶ Renewal Applications are submitted to our regional licensing office.
  - ▶ 401 NW 2<sup>nd</sup> Avenue, Suite N-314, Miami, FL. 33128
  - ▶ Applications must be *received* by our office 45 days prior to the expiration of your license to avoid late fee(s)
- ▶ Courtesy renewal letters are emailed to the provider's email address from the Department

# Inspection(s) Type



- ▶ Licensed Providers:
  - ▶ Facility vs Family Day Care Homes:
    - ▶ 3 inspections a year at a minimum for facilities
    - ▶ 2 inspections a year at a minimum for FDCH providers
    - ▶ The renewal inspection will incorporate SR standards if applicable
    - ▶ If a licensed provider becomes a school readiness provider, their SR inspection will take place at the time of the next renewal inspection.
  
- ▶ All inspections are added to our public website once approved by the licensing supervisor.

# Inspection(s) Type - School Readiness



## ▶ License Exempt Sites:

- ▶ DCF has up to 45 business days to conduct the precontractual inspection for exempt providers.
- ▶ Precontractual inspections will not be approved and/or uploaded into our system if the provider is not compliant with all the applicable rules and regulations for the SR program. Full compliance is needed in order to finalize the precontractual phase.
- ▶ Measurements will be taken to determine capacity for the exempt program.
- ▶ School readiness inspections are conducted on an annual basis. All are due by June 30<sup>th</sup> of every year.

# Training and Credentials



- ▶ Be aware of all expiring credentials and renew them as soon as possible!
  
- ▶ Licensed Providers:
  - ▶ Not having a credentialed director will result in provisional license being issued for a time that cannot exceed 6 months. A second consecutive provisional will not be issued for this issue if the credentials are not renewed timely.
  
- ▶ Credential Application Portal (CAP)
  - ▶ This new portal is on the DCF website. Training videos are provided on the website.
  - ▶ Save time and apply online! You can now apply online for your Staff and Director Credentials via the Credential Application Portal (CAP). The CAP is located within your Child Care Training Student Account.



# Sunbiz/Corporation Changes



- ▶ All changes to a provider's sunbiz corporation documents will be reviewed by The Department's legal counsel to determine if any of the changes meet the definition of a change of ownership.
- ▶ As the licensing authority, if any changes have been deemed to meet the definition of a change of ownership, the buyer and seller will have to make the arrangements to meet with the DCF and ELC regarding this change in ownership. (buyer/seller agreement)
  - ▶ If you have concerns or questions about any changes you wish to make, please contact your licensing counselor or the licensing office for help and support.
    - ▶ 786-257-5207 - DCF southern region office

# DCF Contact Information



- ▶ Suzette Frazier - Program Manager - Tel (786) 314-6293
  - ▶ Ian Fleary - Licensing Supervisor - Tel (786) 314-6103
  - ▶ Patrick Karch - Licensing Supervisor - Tel (786) 472-0938
  - ▶ Naomie Morency - Licensing Supervisor - Tel (305) 807-5560
  - ▶ Carmencita Smiley - Licensing Supervisor - Tel (305) 505-8781
  - ▶ Laurie Joasil- Licensing Supervisor - (786) 423-3436
  - ▶ Jeffrey Hurst - Law Clerk/Community Liaison - (561)-302-1501
  
- ▶ Southern Region Licensing Office - (786) 257-5207