INTRODUCTION

This guide provides instructions on how to apply online for a license to operate a large family child care home using the Child Care Administration, Regulation and Enforcement System (**CARES**).

You must create a **CARES** account to begin the application process. If you do not have a **CARES** account, see the **How to Create a CARES Account** guide for instructions on how to create one.

Use this guide to help navigate through the application process for child care licensure with the Department of Children and Families.

Not sure where to begin?

Visit the [Department of Children & Families - Child Care - Laws & Requirements website](#) to view a list of available forms.

[Your local licensing counselor](#) is available to assist with any questions you may have regarding licensing requirements or the application process.

Are you subject to licensure?

Complete the [Child Care Licensing Questionnaire](#) to find out if you are required to be licensed with DCF.

GETTING STARTED

Review the requirements for Opening a Licensed Large Family Child Care Home before you begin the online application process.

Once you are ready to fill out the online application, login in to **CARES** to access the large family child care home application.

- Enter your **Email** address
- Enter your **Password**
- Select **Log In**

If this is your first time applying for a large family child care home license, you will be greeted with a welcome page to begin the process.
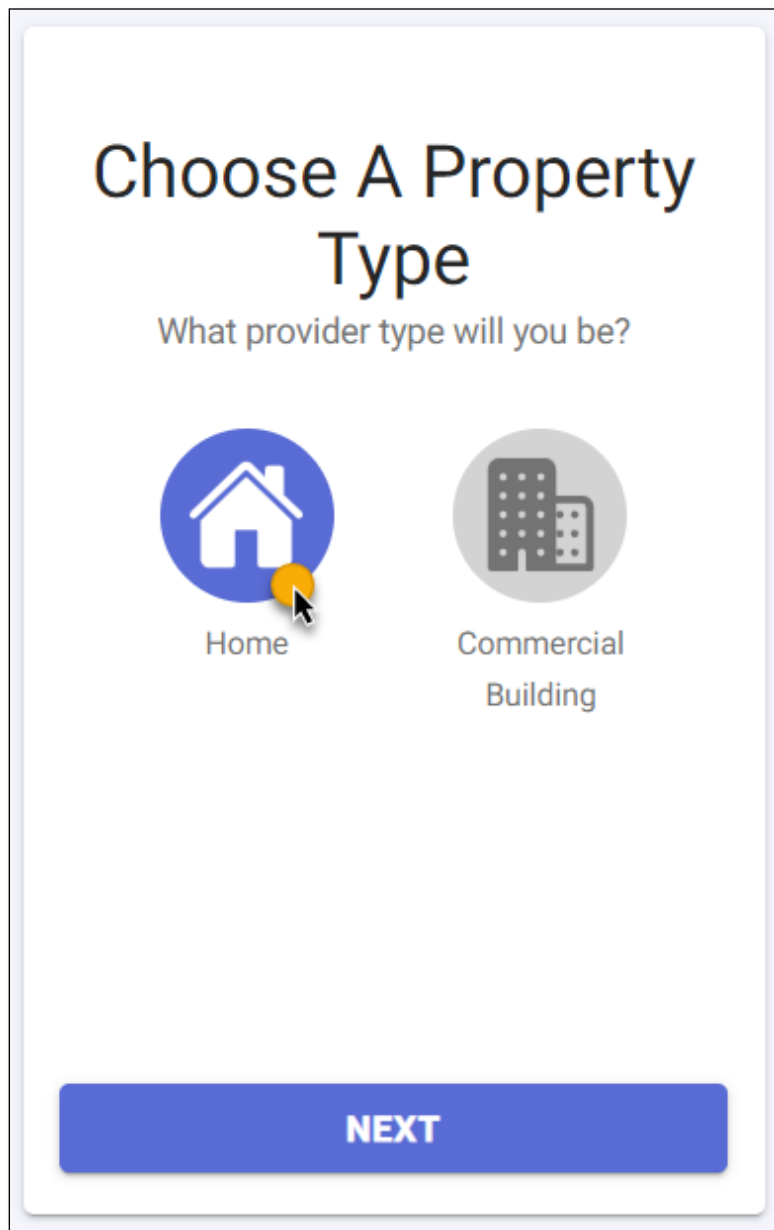
- Select **Let's Start** to proceed.
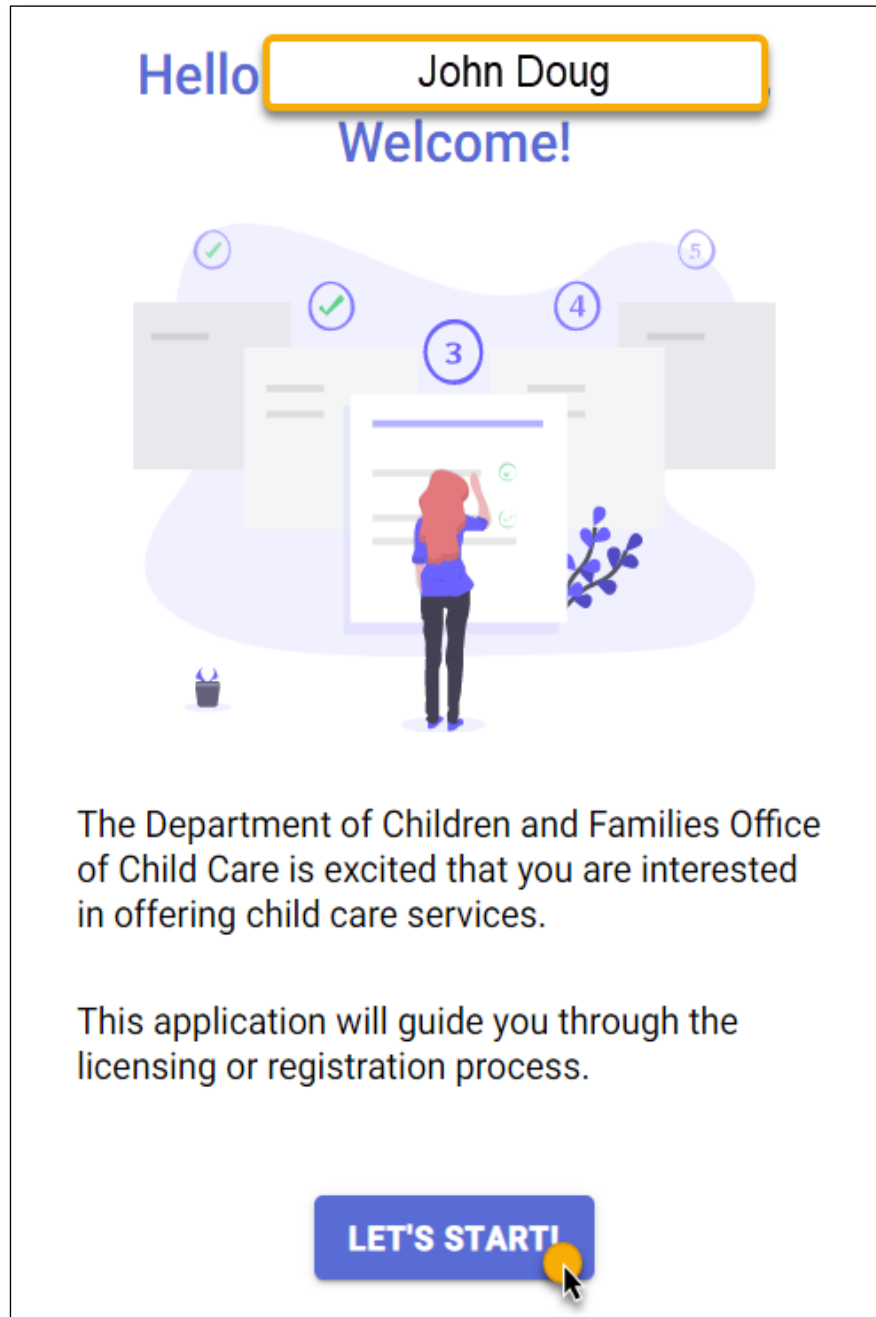
QUESTIONNAIRE

The application process begins with a **Questionnaire** consisting of three questions regarding your home.

Question 1: On the **Property Type** page, select <u>Home</u>.

Question 2: On the **Zip Code** page, enter the **Zip Code** where your home is located.

Select **NEXT**.

Question 3: On the **Number of Children** page, select <u>More than 10</u> as the number of children for whom you intend to provide care and Yes, if you have been licensed for 2 consecutive years within the last 5 years. If you have not been licensed before, you do not meet the qualifications to become a Large Family Day Care Home Provider.

RECOMMENDATION

Base on your responses to the **Questionnaire,** the **Recommendation** page will display the appropriate application to use.

The **Recommendation** page also provides a summary of requirements that must be completed in order to be licensed. For more information on what is required, see Opening a Licensed Large Family Child Care Home for licensing requirements.

If you have questions regarding licensing requirements or the application, contact the **Licensing Contact** listed for your area. The **Licensing Contact** is displayed at the bottom of the **Recommendation** page.

To proceed to the application, select **APPLY NOW**.

WHO IS APPLYING?

On the **Applicant** page, select <u>**one**</u> option to indicate who is applying for the license.

- Select, "**I am the owner and applicant**," if you are the owner of the large family child care home.
- Select, "**I am the owner's designated representative**," if you are the designated representative applying on behalf of the owner(s).

Once you have selected an option, select **NEXT: PROVIDER PROFILE**.

PROVIDER

On the **Provider** page, enter your large family child care home details in the required fields.

- Enter the **Name** or **Doing Business As** of your large family child care home.

- Enter the **Physical Address** of your home. Select the **(+)** icon to add a **Mailing Address**, if the address is different from the **Physical Address**. Addresses will be verified to ensure accuracy based on SmartyStreets' recommendations. SmartyStreets is a USPS and international address validation service.
- Select <u>Yes</u> on the question- **Is the owner's house adjacent to the Physical Address**?

- Enter the **Landline** phone number. Select the **(+)** icon to provide additional phone numbers such as cell phone, work phone, or fax number.
- Enter the **Primary Email Address**. Select the **(+)** icon to provide additional email addresses.
- If you have a **website** for your business, enter the website's URL.

- On the **Program Sub-Type** section, select <u>Birth to SA.</u>

Once you have selected a **Program Sub-Type**, select **SAVE & CONTINUE**.
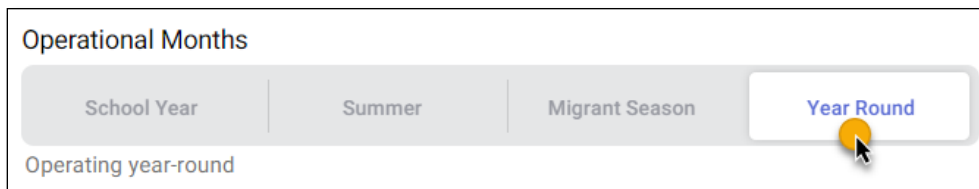
BUSINESS HOURS

On the **Business Hours** page, select **one** option for **Operational Months** to indicate when your large family child care home will be open.

- Select **School Year**, if you will be open and serving children during the School Year only and fewer than 12 months.
- Select **Summer**, if you will be open and serving children during the Summer months only and fewer than 12 months.
- Select **Migrant Season**, if you will be open and serving children during a Seasonal period only and fewer than 12 months.
- Select **Year Round**, if you will be open and serving children year-round (12 months).
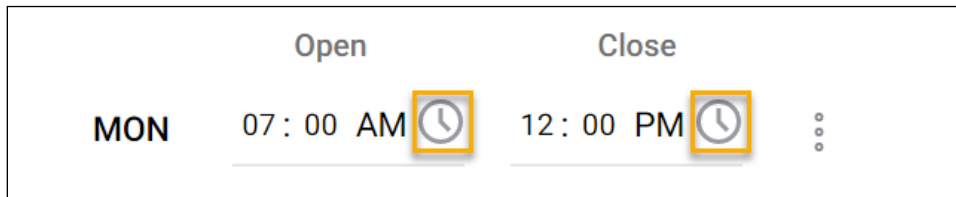
- Enter the operational hours of your large family child care home for each day. Use the clock icon or manually enter the open and close hours of your business.

- If your large family child care home opens and closes on different timeframes during the day, select the ellipsis next to the **Days and Hours** field and select **Add Time Slot**.

- If your large family child care home is closed on specific days, select the ellipsis next to the **Days and Hours** field and select **Remove Time Slot**.

Once you have entered your days and hours of operation, select **SAVE & CONTINUE**.

SERVICES

On the **Services** page, you must select at <u>least one</u> service you intend to provide from the available options.

- Toggle the icon to the right to indicate that you will be providing the service.

Once you have indicated the service(s) you intend to provide, select **SAVE & CONTINUE**.

OWNERSHIP

On the **Ownership** page, select **Incorporated** or **Unincorporated** as the **Incorporation Status** of your large family child care home.

If your business is **Incorporated** and registered with the [Department of State - Division of Corporations](#), enter the **Document Number** on the search bar and select **Search** to find the business details. If the business details are not found, manually enter the information.

Once you have entered the details, select **SAVE & CONTINUE**.
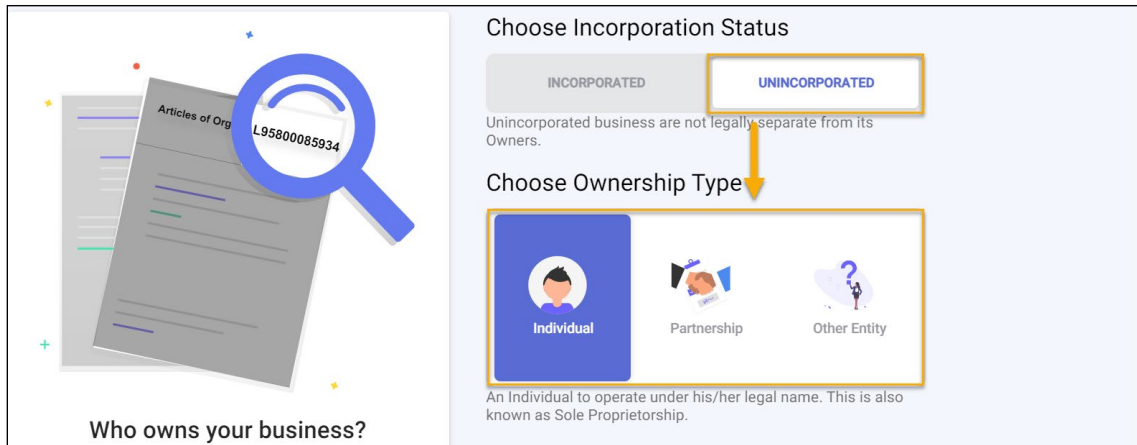
If your large family child care home is **Unincorporated**, select **Individual** as the **Ownership Type** and enter your information as the owner.

IMPORTANT NOTE: Partnership and Other Entity **do not apply** for large family child care home providers.
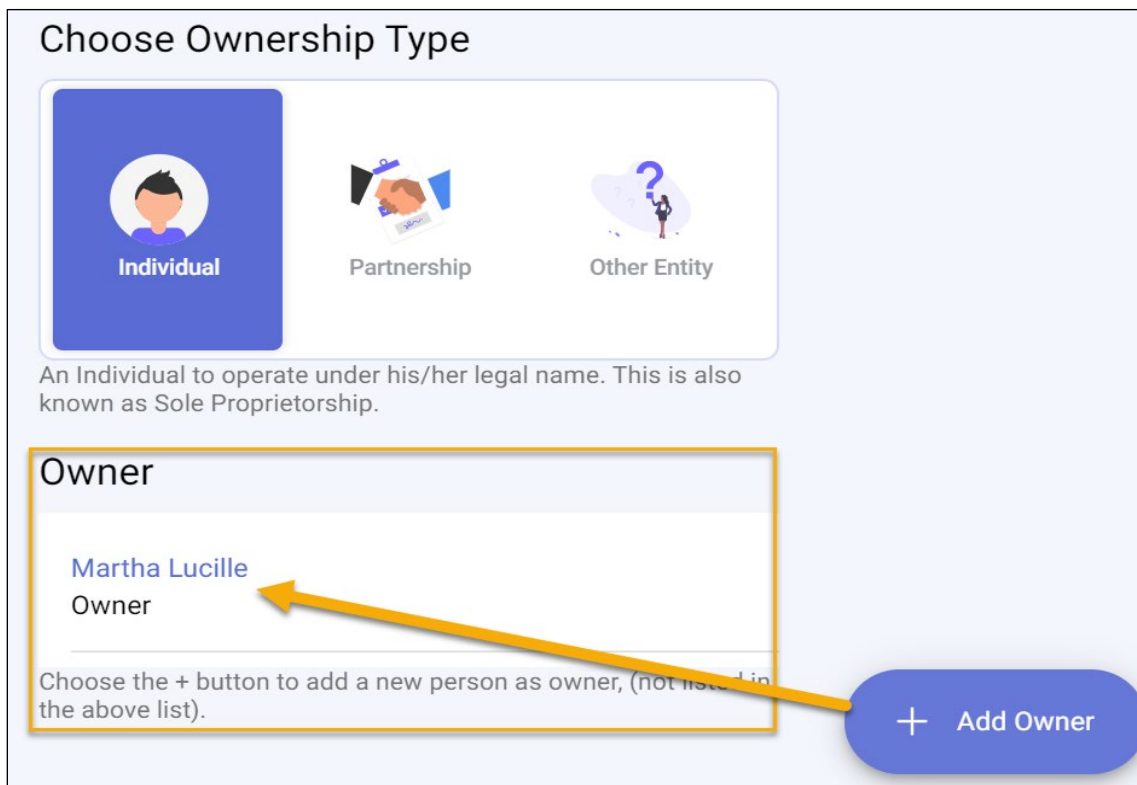
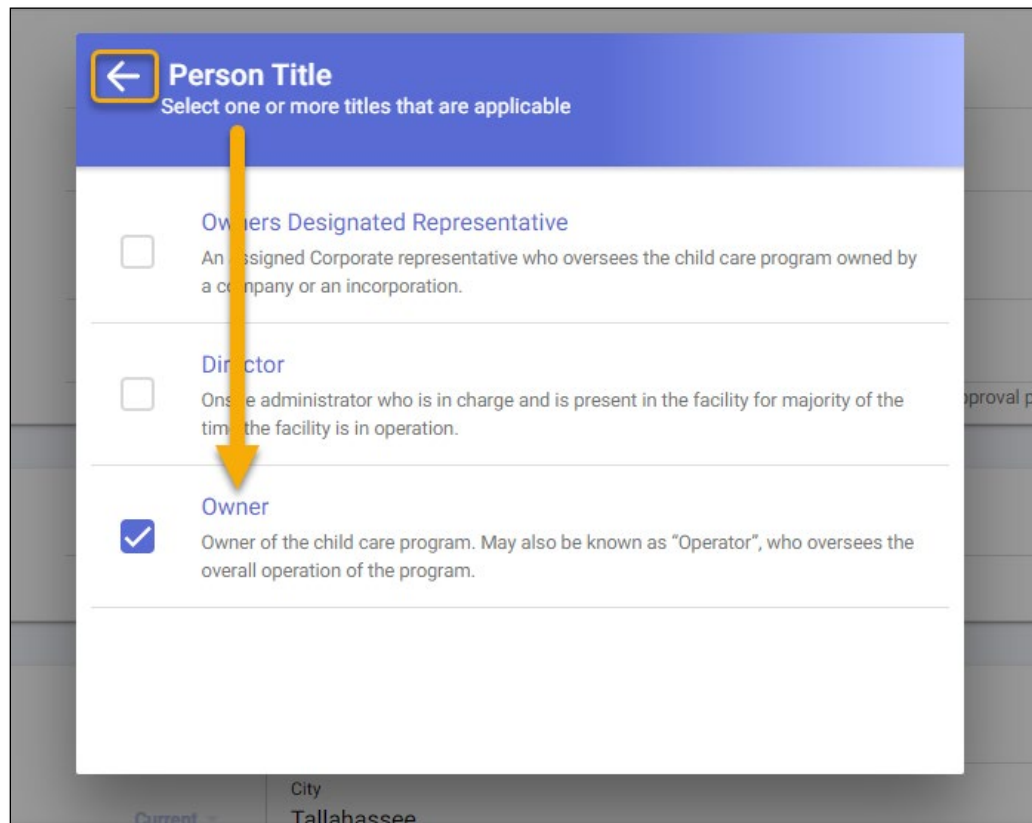- Select the **Add Owner (+)** icon and provide your information on the **Person Detail** page.

On the **Person Detail** page, enter your information on the required fields.

- Enter your **First** and **Last** name
- Enter your **Date of Birth**
- Enter your **Social Security Number**

- Select **Owner** as the **Person Title** and select the back arrow to return to the **Person Detail** page.

- Enter your **Phone** number. Select the plus **(+)** icon to provide additional phone numbers.
- Enter your **Email** address. Select the plus **(+)** icon to provide additional email addresses.

- Select **Yes** or **No**, if you have a child care training account with DCF.

IMPORTANT NOTE: You must complete your 30-hour required training before you can become licensed.

Once you have entered your ownership details, select **SAVE & CONTINUE.**

PEOPLE

You will use the **People** page to add household members, substitute, and employee(s), if applicable.

IMPORTANT NOTE: Individuals who are required to be background screened must have their background screening completed to apply. See Opening a Licensed Large Family Child Care Home for more information on background screening requirements.

- Select the **Add Person (+)** icon to add household members, subsititue and employee(s) for your large family child care home.

On the **Person Detail** page, enter the person's information in the required fields.

- Enter the person's **First** and **Last** name
- Enter the person's **Date of Birth**
- Enter the person's **Social Security Number**

- Select the person's **Title** and select the back arrow to return to the **Person Detail** page. If the person has multiple **Titles**, select all that apply.
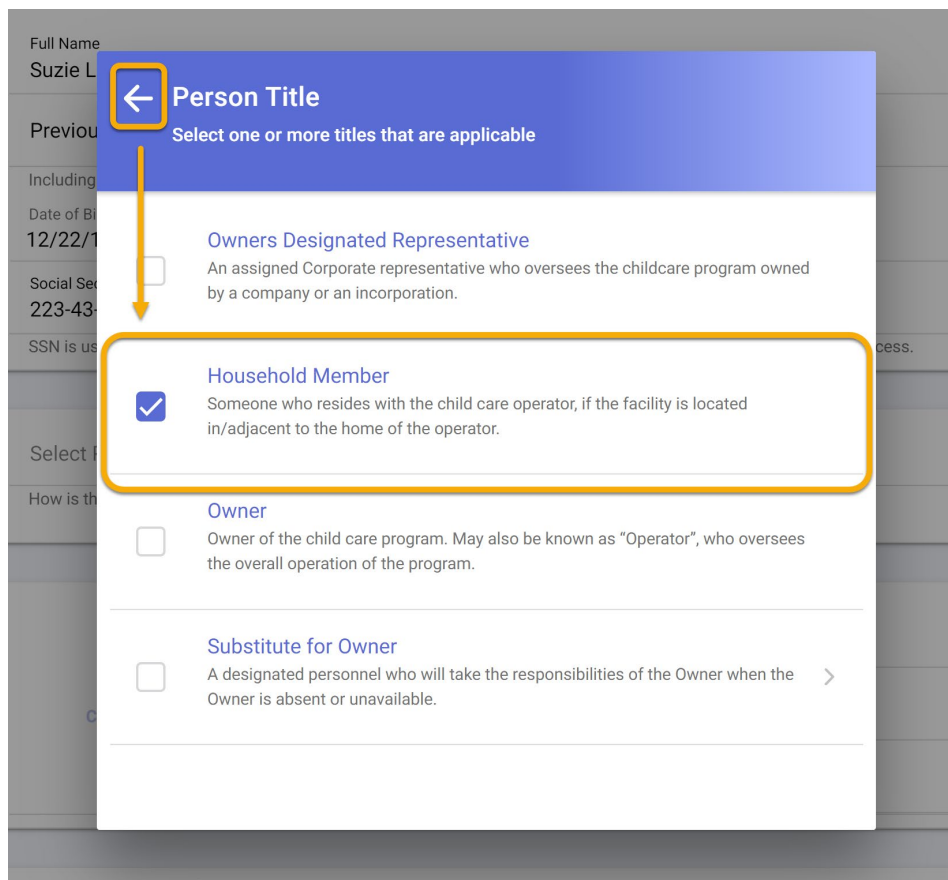
For the substitute and employee(s) enter their training information on the **Training & Credential** section.

- Enter the person's (student) DCF Child Care Training Account **Student ID** in the search bar.
- Select **Search** to locate the person's training information.

TRAINING NOT FOUND?

If the person's training information cannot be found, ensure the **Student ID** number matches the number on the person's DCF Child Care Training Account.

If the number is correct and the information is still not found, contact the **Child Care Training Information Center** at **1 (888) 352-2842** for assistance.

- Select **SAVE** to return to the **People** page once you are done.

Once all household members, substitute, and employee(s) are entered, select **SAVE & CONTINUE**.

DOCUMENTS

Each person entered on the **People** page must acknowledge the **Attestation of Good Moral Character**, **Child Abuse & Neglect Reporting** and the **Central Abuse Hotline Records Search** forms in order to proceed with the application process. These documents serve as part of the background screening process for licensure.

- Select the form to view the form details.
- Enter your **name** and the **date** it was reviewed and acknowledged.

Employment History- You must provide employment history on the **People** page. This can be done by completing the online form or by uploading employment history information.

- Select the **Employment History** form and provide your employment history.
- Enter the **Employment Start** and **End Date**, if applicable.
- Enter the previous employer's name, address, phone and email as well as the position held and the supervisor information.
- Enter the reason for leaving along with a brief description of the job duties.

Local Zoning Approval-If applicable, you may attest that you have Homeowners Association approval or approval from your Landlord to operate a large family child care in your home by uploading an approval document. You may also attest that you understand you are responsible for obtaining such approval by digitally signing the self-attestation.

Once you have selected and completed one of the options, select the back arrow to return to the Documents page.

IMPORTANT NOTE: All forms must have a green check mark to move to the next section of the application.

BACKGROUND CHECK

You must provide the background screening results on the **Background Check** page for each person required to be background screened.

The **Background Check** page provides answers to frequently asked questions regarding the background screening process and provides a list of locations where you can get fingerprinted.

The **Background Check** page also provides you with the ORI and OCA numbers needed to complete the background screening process for you, household members, substitute, and employee(s). You will need these numbers in order to register an account for your large family child care home using the **Agency for Health Care Administration's** (AHCA) website and complete the background screening process.

For more information on Background Screening, see the [Background Screening Website](#) or call the Background Screening Center to speak to an agent.

Once you have the results for you, any household members, substitute, or employee(s), enter the background screening status and the completed date for each person listed.

Once you have entered the results for each person, select **NEXT: SUMMARY**.
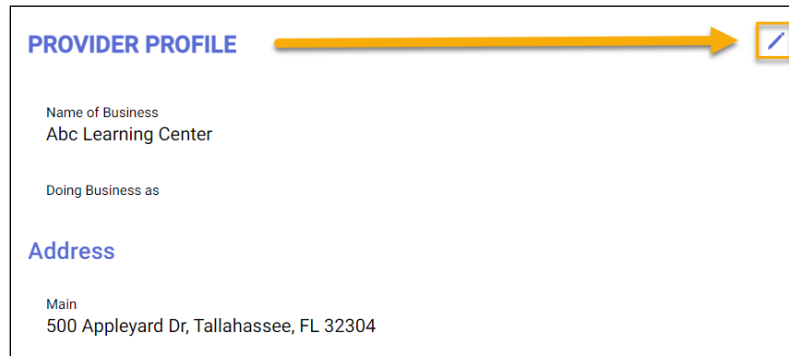
APPLICATION REVIEW AND ACKNOWLEDGEMENT

Review the information entered on each section to ensure it is correct and complete.

IMPORTANT NOTE: You will not be able to proceed to the Application Submission page, if a section(s) is not complete.

If you need to edit a section, select the Pencil icon next to the section you wish to revise.
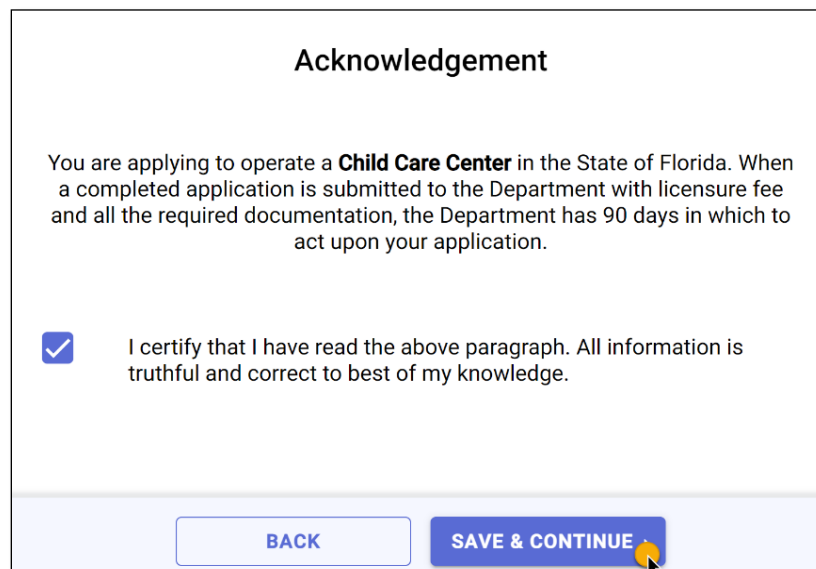
In order to submit the application, you must first acknowledge that the information you have provided is true and correct to the best of your knowledge.

- Select the check box to acknowledge the message and select SAVE & CONTINUE.

APPLICATION SUBMISSION & TRACKING

To submit the application to the licensing office in your area, select the **SUBMIT** option on the **Application Submission** page.

IMPORTANT NOTE: Once you submit your application, you **will not** be able to make any edits.

Once you have submitted your application, you will be able to track its progress from your account **Dashboard.**

The **Dashboard** displays the number of application(s) you have created, the date you submitted the application, the number of days it has been since you applied, and the application status.

If you have questions regarding the application process or your application status, contact the local licensing office and speak to a licensing counselor.

ONLINE PAYMENTS

Once your application is determined to be complete, the final step is to pay the licensure fee.

When the licensing office is ready for your payment, you will receive a notification that a payment is due.

To make a payment online with a credit/debit card, login into your CARES account and select the **PAY** option next to your application.

You will be routed to the **Invoice** page, which shows a summary of the amount due. To proceed, select **Pay Invoice**.

<u>IMPORTANT NOTE:</u> Online payment amounts include an automatic convenience fee of 1% of the total licensure amount due.

← **Invoice**

Invoice #10006
Invoice Date: 04/01/2021
Status: Due

Attention
Carl Wethers
Exempt Child Care Facility
DCF ID: C02GA5970
Wells@fargo.com

Carl Wethers, your application for a license to open a exempt child care facility has been approved. As a reminder, your license fee is due now. If you have any questions, please contact support@cares.com

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DESCRIPTION	TOTAL
License Fee FY 2021-22	$25.00

Total Due **$25.00**

⊘

Payment is due

PAY INVOICE

Select the option to make a payment with debit/credit card.

Enter the debit/credit card information in the required fields and select **Submit**.

Once you submit your payment, you will receive a confirmation number along with an email confirming your payment is processed. Once your licensure fee payment is made, the licensing office will contact you regarding your large family child care home license.

1 **Receipt**

Receipt

Return To CARES

2 **Thank You**

✓

Thank you! We've received your payment

Here is your confirmation number
740859345

Close