



## CARES USER GUIDE

### HOW TO APPLY ONLINE FOR A LARGE FAMILY CHILD CARE HOME LICENSE

#### 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.

The screenshot shows the Florida Department of Children and Families website. The left sidebar contains a list of links: Adoption, Child Care, Child Care Alarms for Transportation, For Families, For Child Care Providers And Staff, Training and Credentialing, Other Programs and Services, Announcements, Laws and Requirements (highlighted with an orange box and an arrow), Independent Living for Youth and Young Adults, Becoming a Foster Parent, and Child and Family Well-Being. The main content area is titled 'Child Care Laws and Requirements' and contains the following text: 'The following provides detailed information on the laws and requirements that governs the operation of child care facilities and homes within the State of Florida. Referenced are the Florida Statutes Sections 402.26 - 402.319 and the Florida Administrative Codes, Chapters 65C-20, 65C-22 and 65C-25.' The page is organized into sections: Florida Statutes, Florida Administrative Code, Licensing Handbooks, and Classification Summaries. The 'Laws and Requirements' link in the left sidebar is highlighted with an orange box and an arrow pointing to the main content area.

**Child Care Laws and Requirements**

The following provides detailed information on the laws and requirements that governs the operation of child care facilities and homes within the State of Florida. Referenced are the Florida Statutes Sections 402.26 - 402.319 and the Florida Administrative Codes, Chapters 65C-20, 65C-22 and 65C-25.

**Florida Statutes**

- Child Care Statutes, Sections 402.26 and 402.319, F.S.
- Level 2 Screening Standards (Section 435.04, F.S.)
- Licensing (Section 120.60, F.S.)

**Florida Administrative Code**

- Family Day Care/Large Family Child Care Homes (Chapter 65C-20, F.A.C.)
- Child Care Facility/Center (Chapter 65C-22, F.A.C.)
- Mildly-Ill Child Care (Chapter 65C-25, F.A.C.)
- Communicable Disease (Chapter 64D-3, F.A.C.)

**Licensing Handbooks**

- Facility Handbook
- Family Child Care Home Licensing Handbook
- School Age Handbook

**Classification Summaries**

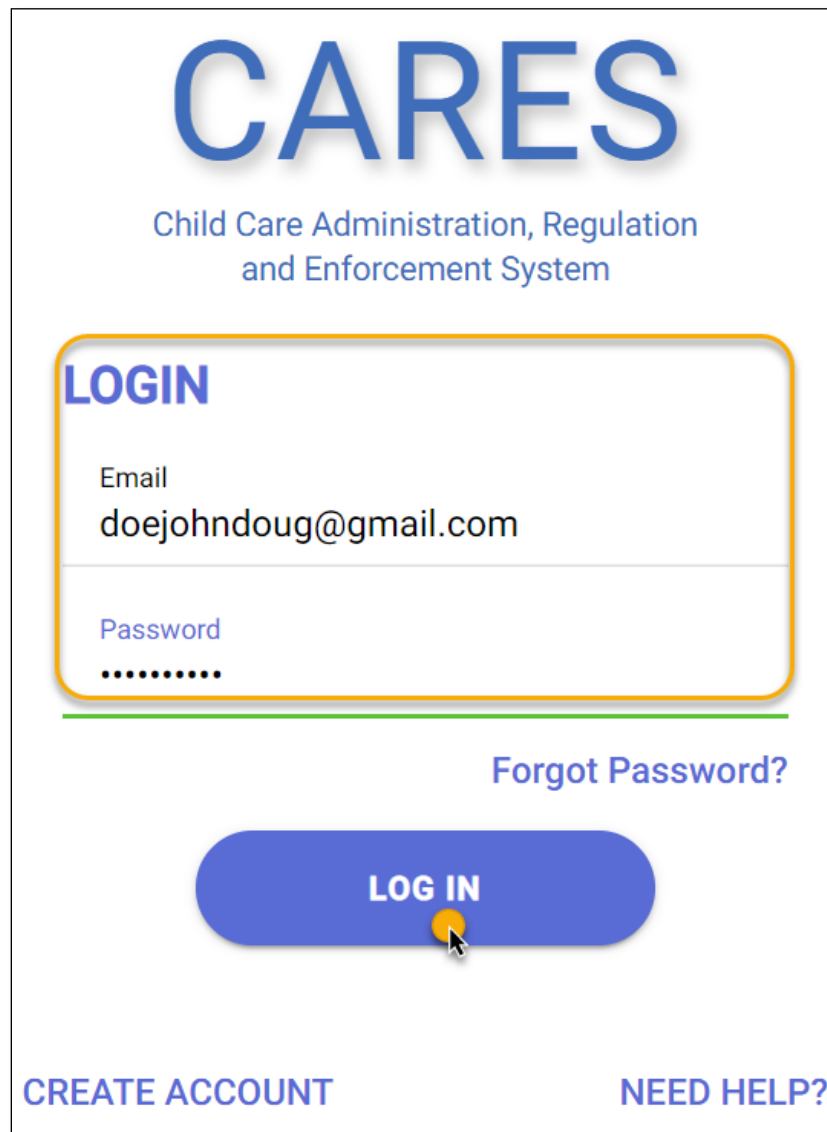
- Child Care Facility
- Licensed Family Day Care Home
- Large Family Child Care Home
- School-Age Facility
- Specialized Child Care Facility for the Care of Mildly-Ill Children

## 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**



The screenshot shows the CARES login interface. At the top, the word "CARES" is displayed in large blue letters, with the full name "Child Care Administration, Regulation and Enforcement System" below it. A yellow-bordered box contains the "LOGIN" section. Inside this box, there is an "Email" field with the text "doejohndoug@gmail.com" and a "Password" field with masked characters ".....". Below the login box is a green horizontal line, followed by a blue "Forgot Password?" link. A large blue "LOG IN" button is centered below the link, with a mouse cursor hovering over it. At the bottom of the page, there are two blue links: "CREATE ACCOUNT" on the left and "NEED HELP?" on the right.

**CARES**  
Child Care Administration, Regulation  
and Enforcement System

**LOGIN**

Email  
doejohndoug@gmail.com

Password  
.....

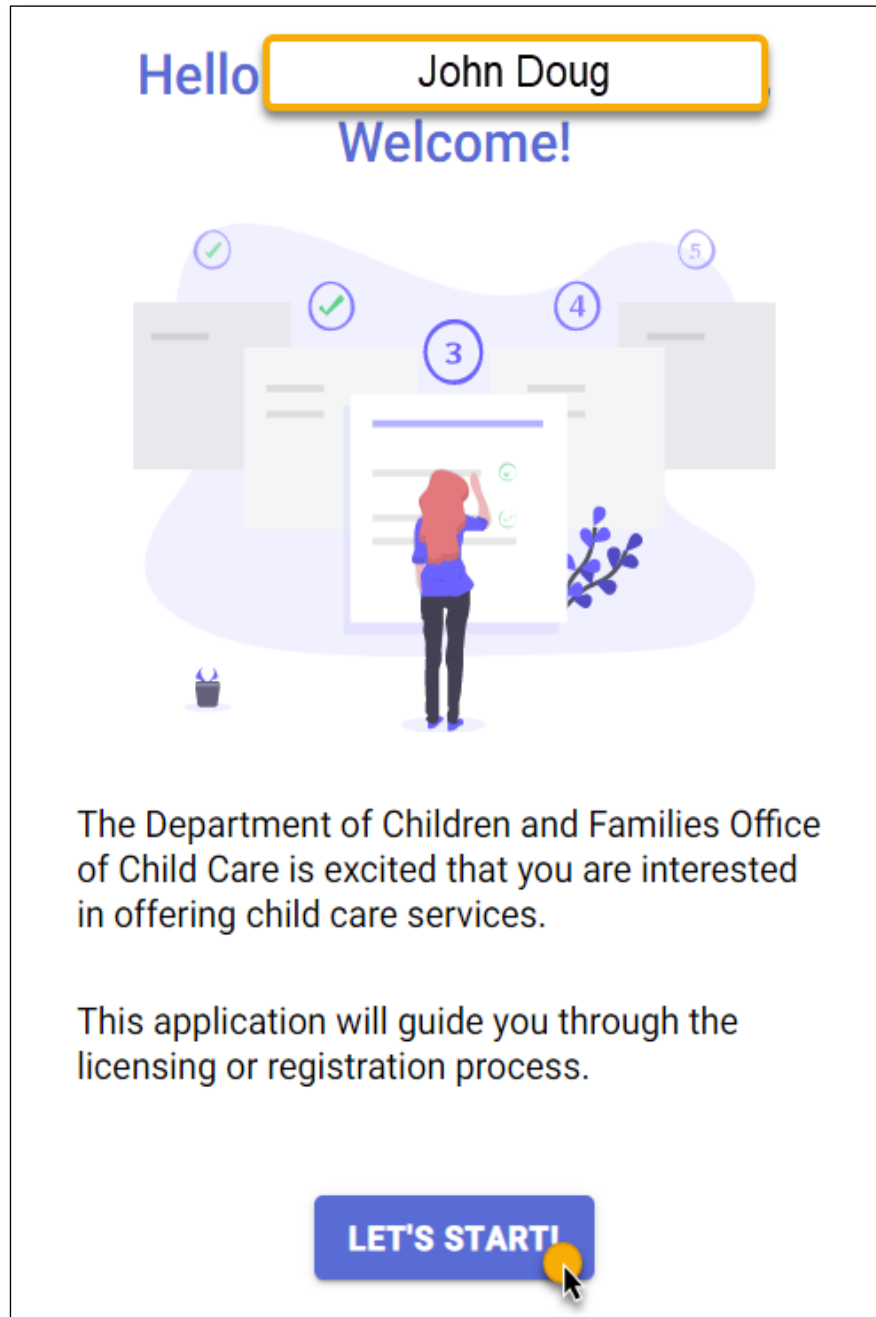
[Forgot Password?](#)

**LOG IN**

[CREATE ACCOUNT](#) [NEED HELP?](#)

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.

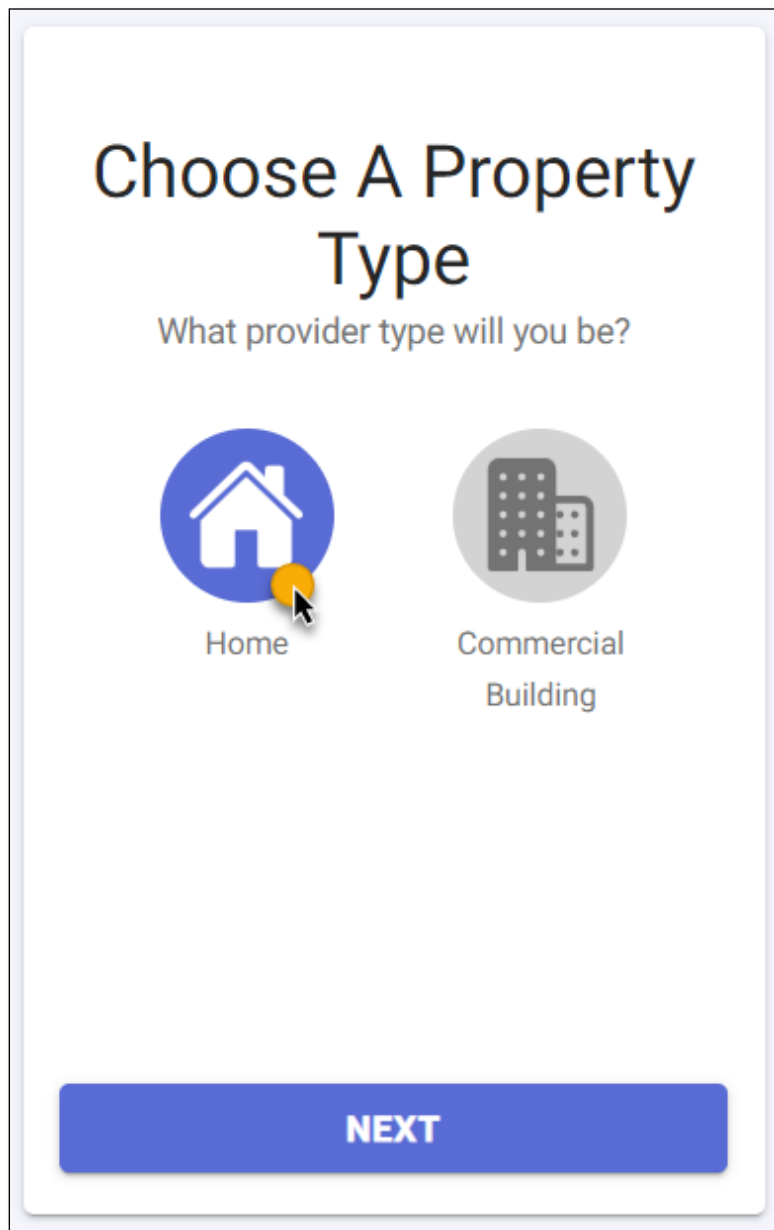
- Select **Let's Start** to proceed.



## QUESTIONNAIRE

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

**Question 1:** On the **Property Type** page, select Home.



Choose A Property Type

What provider type will you be?

Home

Commercial Building

NEXT

**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 **More than 10** 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.

2

ZIP Code

ZIP Code

32304

BACK

NEXT

3

Children

How many children do you intend to provide care?

10 or Less

More than 10

Were you licensed as a family day care home for 2 consecutive years within the last 5 years?

☒ Yes
 ☐ No

BACK

NEXT

## 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**.

Recommendation

- 5 clock-hours or 0.5 Continuing Education Units (CEUs) of Early Literacy and Language Development
- Pediatric Cardiopulmonary Resuscitation (CPR) and First Aid Training

Programs

Eligible to offer:

- Gold Seal
- Head Start
- School Readiness
- Voluntary Prekindergarten Education Program (VPK)

Background Screening

All of the following people must complete a Level 2 Background Screening:

- Operator
- Substitutes
- Household Members that are 18 years of age or older.

Screenings to be completed:

- FBI/FDLE
- Out of State Criminal Record Check (if applicable)
- Child Abuse and Neglect Registry Checks
- Sex Offender Registry Checks
- Juvenile Screening Screening for household members between the ages of 12 and 17
- Attestation of Good Moral Character
- Mandatory Child Abuse and Neglect Reporting Requirements

Training – Other Staff

Substitutes who work more than 40 hours a month: 30 hours of Family Child Care Home training. Also, 5 Hour of Early Literacy and Language Development training.

Substitutes who work 40 hours or less: 6 hours of Family Child Care Home Rules and Regulation. [\(See exception\)](#)

For additional information regarding applying for licensure for a Large Family Day Care Home, click [here](#).

Licensing Office Contact

APPLY NOW

For further details, please contact:

Florida DCF

Angela Strumeyer

Supervisor

2505 W 15th St, Panama City FL, 32401

(850)461-0896

Angela.Strumeyer@myflfamilies.com

https://myflfamilies.com/services/child-family/child-care/

Program Office Contact:

Office of Child Care

(850) 488-4900

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## WHO IS APPLYING?

On the **Applicant** page, select one 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**.

WELCOME PROVIDER BUSINESS HOURS SERVICES OWNERSHIP PEOPLE DOCUMENTS BACKGROUND CHECK

### Application for a license to operate a Licensed Family Day Care Home

**Please indicate the type of ownership for your child care program:**

The account must be created by the owner or owner's legal representative for the purpose of applying to become a child care provider. Please select the option that best describes you.

☒ I am the owner and applicant

☐ I am the owner's designated representative

**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.

<b>Name</b>	<small>Name of Business</small> Abc Learning Center
	<small>Doing Business As (Optional)</small>

- 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 **Yes** on the question- **Is the owner's house adjacent to the Physical Address?**

<b>Address</b>	<small>Address</small> 500 Appleyard Dr	
	<small>City</small> Tallahassee	
	<small>State</small> FL	<small>ZIP Code</small> 32304
	<small>Leon ▼</small>	
<b>Physical</b>	<div> Add Mailing Address (if different from physical)</div>	
<p>Is the owner's house adjacent to the physical address?</p> <div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div>		
<p><small>Note: If the house is adjacent to the business, the owner's family members must also clear background checks.</small></p>		



- 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.

Phone	Landline	(555) 555-5555	Ext
<div>+ Add Phone (Optional)</div>			
Email	Primary	abclearningcenter@gmail.com	
<div>+ Add Email (Optional)</div>			
Website	www.acblearningcenter.com		
Website where people can find details about your services			

- On the **Program Sub-Type** section, select **Birth to SA**.

**Program Type**

Please answer the questions below so that we can determine how your program is classified.

**Birth to SA**  
My business will serve children ages birth through school age.

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

**Program Details**

Program Type  
Family Day Care Home

License Type  
Licensed

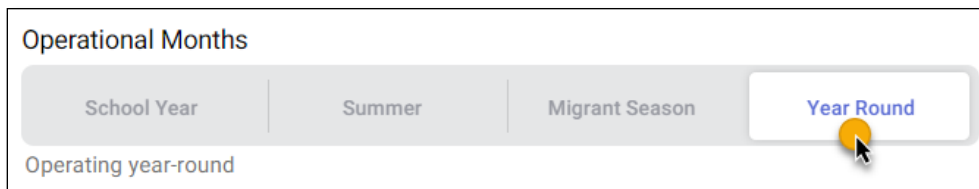
Program Sub-Type  
Birth to SA

**BACK** **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).

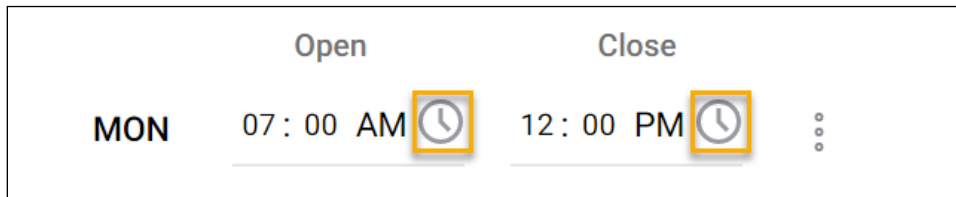




Operational Months

School Year   Summer   Migrant Season   **Year Round**

Operating year-round

- 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.



	Open	Close
MON	07:00 AM 	12:00 PM 

⋮

- 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**.

MON

Open	Close
07 : 00 AM	12 : 00 PM
01 : 00 PM	08 : 00 PM

- Add Time Slot
- Remove Time Slot
- Clear
- Copy
- Paste
- Open 24 Hours/All Days

- 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**.

SAT Closed

SUN Closed

- Add Time Slot
- Remove Time Slot
- Clear
- Copy
- Paste
- Open 24 Hours/All Days











BACK    SAVE & CONTINUE ►

## SERVICES

On the **Services** page, you must select at least one 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**.

 <b>Full Day</b> Child care offered full day.	<input checked="" type="checkbox"/>	 <b>Half Day</b> Child care offered half day.	<input checked="" type="checkbox"/>
 <b>Drop In</b> Care for children occurring on an infrequent and irregular basis.	<input checked="" type="checkbox"/>	 <b>Night Care</b> Care provided from 6:00 pm to 7:00 am the following day to help parents who work evening shifts.	<input type="checkbox"/>
 <b>Before School</b> Care for children before the academic school day begins to supplement parental care.	<input type="checkbox"/>	 <b>After School</b> Care for children after the academic school day ends to supplement parental care.	<input type="checkbox"/>
 <b>Weekend Care</b> Care provided between the hours of 6:00 pm on Friday and 6:00 am on Monday.	<input type="checkbox"/>	 <b>Infant Care</b> Care for children ages birth through 12 months.	<input checked="" type="checkbox"/>
 <b>Food Served</b> Provides nutritious meals and snacks of a quantity and quality to meet the daily needs of children.	<input checked="" type="checkbox"/>	 <b>Transportation</b> Transport children in a vehicle away from and/or to the premises of the child care program.	<input checked="" type="checkbox"/>

[BACK](#) [SAVE & CONTINUE ▶](#)

## OWNERSHIP

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

### Choose Incorporation Status

INCORPORATED

UNINCORPORATED

Unincorporated business are not legally separate from its Owners.

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**.

### Who owns your business?

An owner could be an individual, a corporation, or a partnership. If you have registered your business in Florida, you will find the 'Document Number' on the top right of the 'Articles of Organization' issued by Florida Division of Corporations. Keep it handy as you will need it on the next page.

### Choose Corporation Type

INCORPORATED

UNINCORPORATED

Incorporation is the process of legally declaring a corporate entity as separate from its owner(s). This means you have registered your business with the Florida Division of Corporations.

### Find By Document Number

This is a 6 or 12 digit number assigned by the Florida Division of Corporations when your business was incorporated.

### Incorporation Details

Below are the details we found from the Florida Division of Corporations for the Document Number . If the information is not accurate, please visit SunBiz.org to update.

Document Number

P02000000125649

Entity Name

Small World Day Care Preschool, Inc.

Primary Address

9041 Byron Ave, Surfside, FL 33154

Status

Federal Employee ID (FEIN)

32-0013522

Business Type

Corporation

Main Phone

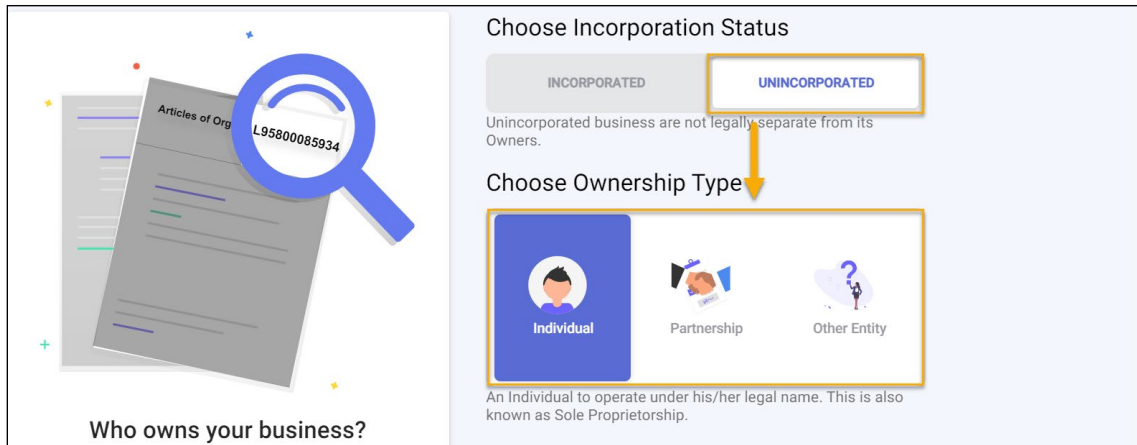
Designated Representative

BACK

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.



Who owns your business?

Choose Incorporation Status

INCORPORATED    **UNINCORPORATED**

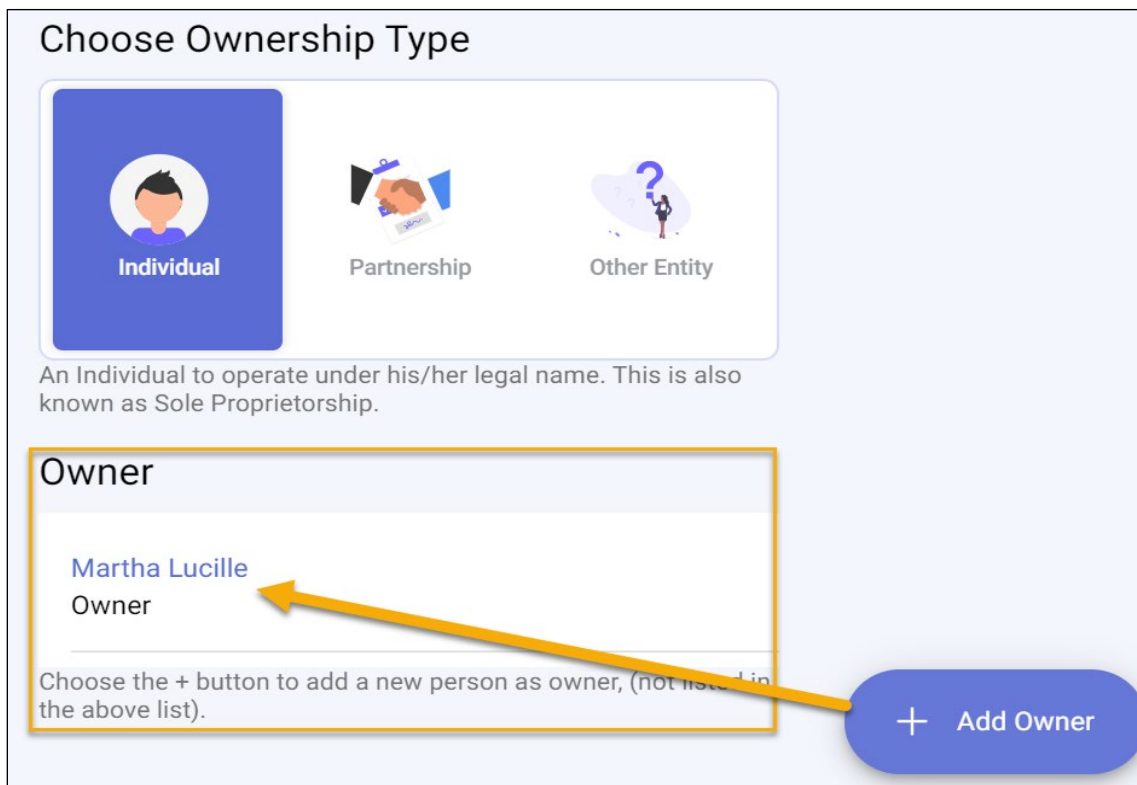
Unincorporated business are not legally separate from its Owners.

Choose Ownership Type

**Individual**    Partnership    Other Entity

An Individual to operate under his/her legal name. This is also known as Sole Proprietorship.

- Select the **Add Owner (+)** icon and provide your information on the **Person Detail** page.



Choose Ownership Type

**Individual**    Partnership    Other Entity

An Individual to operate under his/her legal name. This is also known as Sole Proprietorship.

Owner


Martha Lucille  
Owner

Choose the + button to add a new person as owner, (not listed in the above list).

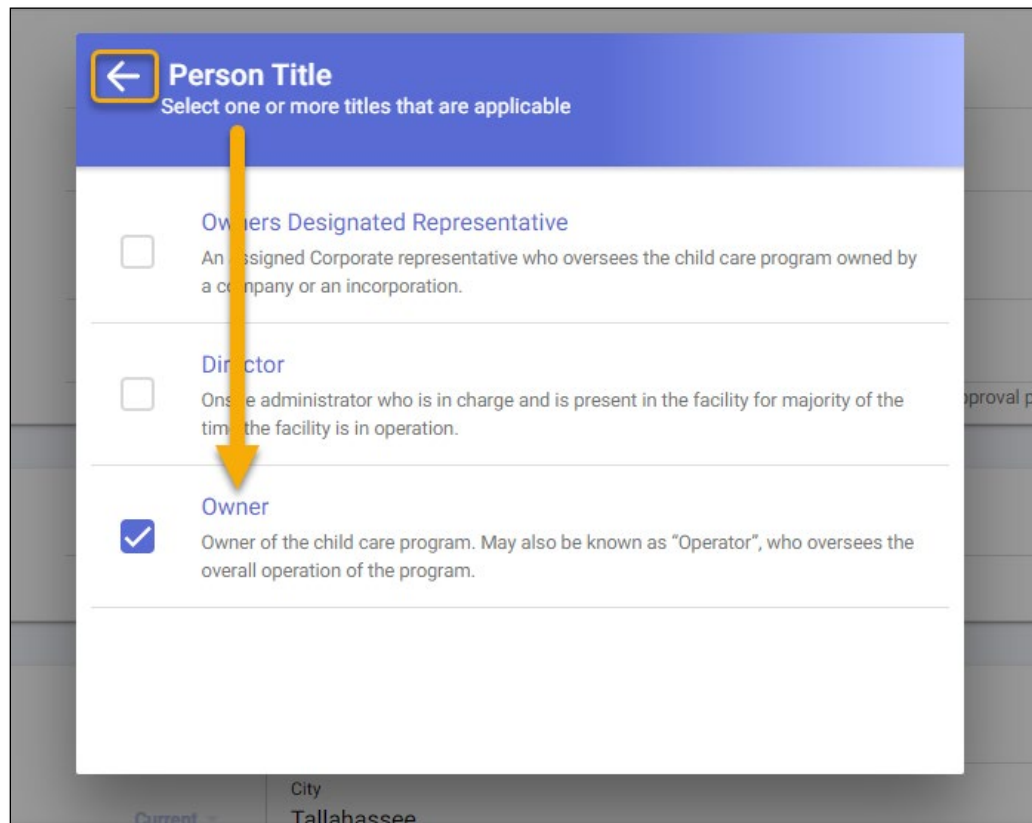
+ Add Owner


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**

Name	Full Name John Doug
	Previous Name(s)
	Including maiden name. If more than one name, separate them with commas.
	Date of Birth 12/22/1982 
	Social Security Number 000-00-0000
SSN is used for background screening purposes. Incorrect SSN will delay the verification and licensing approval process.	

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



 **Person Title**  
Select one or more titles that are applicable

☐ **Owners Designated Representative**  
An assigned Corporate representative who oversees the child care program owned by a company or an incorporation.

☐ **Director**  
Onsite administrator who is in charge and is present in the facility for majority of the time the facility is in operation.

☒ **Owner**  
Owner of the child care program. May also be known as "Operator", who oversees the overall operation of the program.

City  
Tallahassee



- 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.

The screenshot shows two input sections. The top section is for 'Phone' and the bottom for 'Email'. Each section has a label, a type indicator, a value field, and an 'Add' button circled in green.

Field	Type	Value	Action
Phone	Cell	(486) 456-4564	+ Add Phone (Optional)
Email	Primary	doejohndoug@gmail.com	+ Add Email (Optional)

- 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.

The screenshot shows the 'Training & Credentials' section. It contains a mandatory training notice, a question about having a StudentID, and two buttons at the bottom.

**Training & Credentials**

It is mandatory that all required training must be completed before the application is approved. Please provide your Student ID issued by DCF.

Do you have a StudentID? ⓘ

☐ Yes

☒ No

I don't have a Student ID or don't remember it.

**CANCEL** **SAVE**

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


### Choose Incorporation Status


INCORPORATED


UNINCORPORATED

Unincorporated business are not legally separate from its Owners.

### Choose Ownership Type

  
Individual

  
Partnership

  
Other Entity

An Individual to operate under his/her legal name. This is also known as Sole Proprietorship.

### Owner

Martha Lucille  
Owner

Choose the + button to add a new person as owner, (not listed in the above list).

+

BACK

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, substitute and employee(s) for your large family child care home.

The screenshot displays the 'PEOPLE' management interface. On the left, a search bar is at the top, followed by a list of people categorized by initials 'M' and 'S'. The 'M' category lists 'Martha Lucille' as the 'Owner', and the 'S' category lists 'Suzie Lucille' as a 'Household Member'. Each entry has an edit icon (pencil) and a delete icon (trash). On the right, a detailed form for 'Martha Lucille' is shown, with fields for Name (Full Name, Previous Name(s)), Date of Birth (Nov 23, 1957), Social Security Number (\*\*\*\*4610), Role (Owner), Is this person the applicant? (Yes), Address (Current: 3604 Deer Hill Trl, Tallahassee, FL 32312), Phone (Cell: (956) 586-5458), and Email (yep@yep.com). At the bottom right of the form is a blue button with a plus sign and the text '+ Add Person'. At the bottom of the page are two buttons: 'BACK' and 'SAVE & CONTINUE ►'. A yellow arrow points from the 'Add Person (+)' button in the bottom right of the form to the 'Add Person' button in the bottom right of the page.

Search Person
M
Martha Lucille Owner
S
Suzie Lucille Household Member


Name	Full Name Martha Lucille
Previous Name(s)	
Date of Birth	Nov 23, 1957
Social Security Number	****4610
Role	Owner
Is this person the applicant?	Yes
Address	Current 3604 Deer Hill Trl Tallahassee, FL 32312
Phone	Cell (956) 586-5458
Email	yep@yep.com

**+ Add Person**

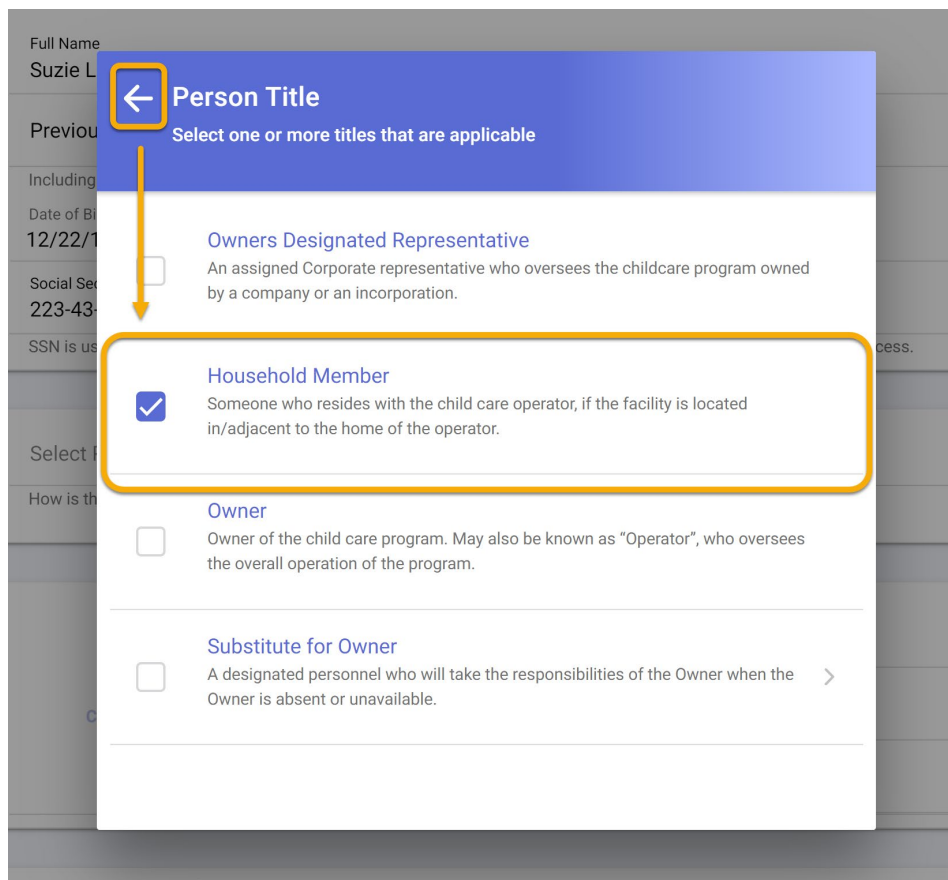
**BACK** **SAVE & CONTINUE ►**

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**

<b>Name</b>	Full Name <b>John Doug</b>
	Previous Name(s)
	<small>Including maiden name. If more than one name, separate them with commas.</small>
	Date of Birth <b>12/22/1982</b> 
	Social Security Number <b>000-00-0000</b>
<small>SSN is used for background screening purposes. Incorrect SSN will delay the verification and licensing approval process.</small>	

- 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.



Full Name  
Suzie L

Previous

Including

Date of Birth  
12/22/1

Social Sec  
223-43

SSN is us

Select

How is th

**Person Title**  
Select one or more titles that are applicable

☐ **Owners Designated Representative**  
An assigned Corporate representative who oversees the childcare program owned by a company or an incorporation.

☒ **Household Member**  
Someone who resides with the child care operator, if the facility is located in/adjacent to the home of the operator.

☐ **Owner**  
Owner of the child care program. May also be known as "Operator", who oversees the overall operation of the program.

☐ **Substitute for Owner**  
A designated personnel who will take the responsibilities of the Owner when the Owner is absent or unavailable. >

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.

**Training & Credentials**

It is mandatory that all required training must be completed before the application is approved. Please provide your Student ID issued by DCF.

Do you have a StudentID? ⓘ

☒ Yes

☐ No

I don't have a Student ID or don't remember it.

**Find By StudentID**

1162971

This is an assigned number found on your Child Care Training account when you register with the Florida Department of Children and Families.

StudentID  
1162971

↓

Director Credential

Staff Credential

40 Hours Training

Early Literacy Training

**CANCEL** **SAVE**

## CARES USER GUIDE    HOW TO APPLY ONLINE FOR A LARGE FAMILY CHILD CARE HOME LICENSE

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

Search Person

**M**

**Martha Lucille**  
Owner

**S**

**Suzie Lucille**  
Household Member

**Name**

Full Name  
Martha Lucille

Previous Name(s)

Date of Birth  
Nov 23, 1957

Social Security Number  
\*\*\*\*\*4610

**Role**

Owner

Is this person the applicant?  
Yes

**Address**

Current  
3604 Deer Hill Trl  
Tallahassee, FL 32312

**Phone**

Cell  
(956) 586-5458

**Email**

yep@yep.com

+ Add Person

**BACK** **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.

Stacy Duggar | Attestation Of Good Moral Character

I, **Stacy Duggar** who, as an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with **Early Learning Center**, affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

1. [Sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct](#)
2. [Attempts, solicitation, and conspiracy](#)
3. [Adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse](#)

✓

My record does not contain any of the above listed offenses

I attest that I have read the above carefully and state that my attestation here is true and correct that my record does not contain any of the above listed offenses. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

Stacy Duggar

06/15/2021

**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.

**← EMPLOYMENT HISTORY**  
List below all employment held during the previous 5 years which at a minimum must include the last three jobs

- Abc Academy  
(January 2020 - May 2021) >
- Pineview Elementary  
(January 2016 - December 2020) >

**Attachments** 0 >

**Optional:** Attach documents that supplement the employment history (Example: Reference letter, letter of appreciation etc.)

**John Doug | January 2020 - May 2021**

Employment Status  
**Employed**

Period of Employment  
**January 2020 - May 2021**

**Employer Details**

Name of Employer  
**Abc Academy**

Position Held  
**Teacher**

**Address**

Work  
**1403 Betton Rd  
Tallahassee, FL 32308**

**Reason For Leaving**

Reason For Leaving  
**Facility Closed**

Job Duties  
**Created teaching plans.**



## CARES USER GUIDE    HOW TO APPLY ONLINE FOR A LARGE FAMILY CHILD CARE HOME LICENSE

**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.

The screenshot shows the 'ZONING ATTESTATION' section of the application. On the left, a sidebar lists four options: 'Local Government', 'Homeowners Association', 'Landlord', and 'Self-Attestation' (which is selected with a green checkmark). Below the list, it states 'One of the above documents must be provided.' The main area is titled 'Attachments' with a sub-header 'Optional: Attach documents that supplement of self attestation'. It displays a form titled 'Martha Lucille | Zoning - Self Attestation Form'. The form content includes an 'ACKNOWLEDGEMENT OF RESPONSIBILITY TO COMPLY WITH ZONING-BUILDING CODE/HOME OWNERS ASSOCIATION/LANDLORD' and a paragraph where the applicant, Martha Lucille, attests to understanding the requirements and obtaining necessary approvals. At the bottom, there is a signature field with 'Martha Lucille' and a date field with '06/15/2021', both highlighted with an orange border.

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

The screenshot shows the 'DOCUMENTS' page of the application. The left sidebar lists five required documents, each with a green checkmark in a box: 'Attestation of Good Moral Character', 'Child Abuse & Neglect Reporting', 'Employment History', 'Zoning - Building HOA/Landlord Attestation', and 'Zoning - Building HOA/Landlord Attestation'. The main area is titled 'Attachments' with a sub-header 'Optional: Attach documents that supplement Attestation of Good Moral Character'. It displays a form titled 'Stacy Duggar | Attestation Of Good Moral Character'. The form content includes a paragraph where the applicant, Stacy Duggar, affirms and attests to meeting the moral character requirements for employment. Below this, there is a list of five offenses that the applicant has not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, or any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

1. [Sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct](#)
2. [Attempts, solicitation, and conspiracy](#)
3. [Adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse](#)
4. [Murder](#)
5. [Sexual misconduct with certain mental health patients and reporting of such sexual misconduct](#)

## 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 screenshot shows a web interface titled "Frequently Asked Questions". It lists four questions with expandable/collapsible arrows on the right: "How do I register with AHCA?", "Who is required to have a Fingerprint Check?", "What is a Juvenile Records Check?", and "Where do I go to get fingerprinted?". An orange callout box with an arrow points to the fourth question, containing the text "Select the question to view the answer." Below the questions, there is a section for "LiveScan service providers approved by the FDLE" and a search bar for "Find Live Scan Locations". The search bar contains the text "1317 Winewood Blvd Ste 6, Tallahassee, FL, 32399". Below the search bar, it says "Use an addresses or ZIP Code to find LiveScan providers within 50 mile radius". At the bottom, there is a contact information section for the "Florida Department of Juvenile Justice" and two buttons: "BACK" and "NEXT: SUMMARY ►".

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.

The screenshot shows a blue rectangular box with white text. At the top, it says "Keep this ORI# and OCA# on hand." Below this, it says "You will need this number, in order to register your facility account in the AHCA portal." Then, it says "Business Name" followed by "Your business name as it appears on your application." Below that, there are two highlighted boxes: one for "ORI#" with the value "EDCFGN10Z" and another for "OCA#" with the value "02370546Z". Below the ORI box, it says "ORI stands for Originating Agency Identifier Number. These numbers explain the need for the background check with the Florida Department of Law Enforcement (FDLE) and where to send [more...]" and below the OCA box, it says "OCA stands for Originating Case Agency Number. This number is typically used in conjunction with the above ORI number to identify the applicant's need for the background check. In [more...]"




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**.

### Complete Level 2 Background Screening

The people in the list below must complete Level 2 Background Screening and enter status here. Please update the status of each person as appropriate. **This is required to submit the application.**

#### Fingerprint Status

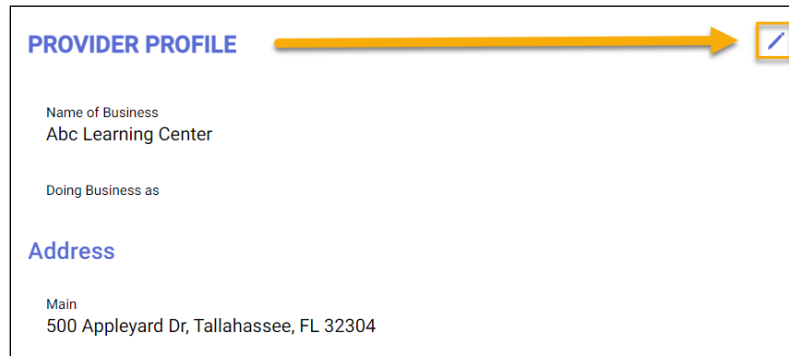
✓	Martha Lucille Cleared 04/14/2020	
✓	John Doug Cleared 05/18/2021	
✓	Remonica Waller Cleared 05/18/2021	

## 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.



**PROVIDER PROFILE**

Name of Business  
Abc Learning Center

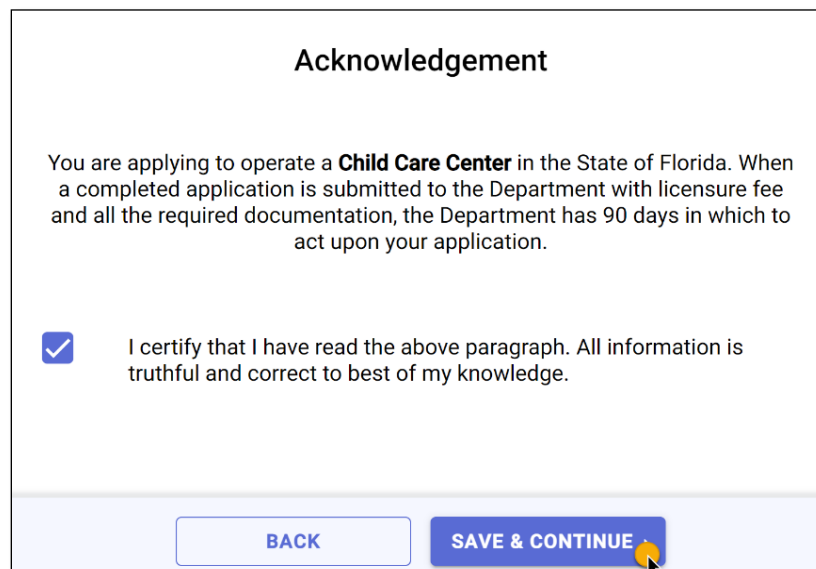
Doing Business as

**Address**

Main  
500 Appleyard Dr, Tallahassee, FL 32304

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**.



**Acknowledgement**

You are applying to operate a **Child Care Center** in the State of Florida. When a completed application is submitted to the Department with licensure fee and all the required documentation, the Department has 90 days in which to act upon your application.


☒ I certify that I have read the above paragraph. All information is truthful and correct to best of my knowledge.

## 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.

Submit Your Application



Your documents are ready for submission. Click the Submit button to finish.

BACK

SUBMIT

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.

The screenshot shows the MYFLFAMILIES.COM dashboard. At the top is a navigation bar with icons for Dashboard, Search, Providers, Notification, Forms, and More. Below the navigation bar, a large blue box displays 'Application 1'. Underneath, a table lists the application details:

Submitted Date	Name
05/21/2021 90 days	<a href="#">Abc Learning</a> Child Care Facility Submitted

## 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**.

**IMPORTANT NOTE:** 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](mailto:support@cares.com)

DESCRIPTION	TOTAL
License Fee FY 2021-22	\$25.00
<b>Total Due</b>	<b>\$25.00</b>

  
Payment is due

**PAY INVOICE**

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

Office of Child Care Florida

### Review Your Order

Invoice Number  
10006

Quantity	Item	Unit	Price
1	License Fee FY 2021-22	\$25.00    USD	25.00
		Fee    USD	0.26
	<b>Total</b>	<b>USD</b>	<b>25.26</b>

[« Return to Office of Child Care Florida](#)

#### Choose Payment Option

☒
☐

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

### Credit Card Payment

Cardholder Name

John Doug

Credit Card Number

1111223212122222

Expiry Date (MMYY)

1225

Security Code

123

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (VISA and MasterCard). For American Express, it is 4-digits and located on the front.

Address

123 Main Ste

City

Tallahassee

State/Province

Florida

ZIP/Postal Code

32301

Country

United States

Email

doedougjohn@gmail.com

A confirmation email will be sent to this address.

Verification

☒ I'm not a robot

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.

