

**DEPARTMENT OF WORKFORCE SERVICES (DWS)
FAMILY, FRIEND, & NEIGHBOR (FFN) CHILD CARE REQUIREMENTS**

Approvals

- 1) To receive an initial DWS FFN Child Care Approval, providers must do all of the following:
 - a) Submit the following to the Utah Department of Health Child Care Licensing Program:
 - i) a completed Department of Workforce Services (DWS) Family, Friend, & Neighbor (FFN) Child Care Approval Application;
 - ii) a completed Background Screening form for each Covered Individual;
 - iii) a fingerprint card and a fingerprint processing fee for each Covered Individual 18-years-old and older; and
 - iv) a completed New Provider Orientation test with a score of 90% or better (the test can be re-taken until a score of 90% or better is received);
 - b) Have approved initial background screenings for all Covered Individuals.
 - c) Have a home inspection and be in compliance with the health and safety regulations. This includes:
 - i) having current First Aid certification, as specified in 9) a);
 - ii) having current infant and child CPR certification from a class that included hands-on testing, as specified in 9) b); and
 - iii) not exceeding the maximum number of children allowed in care, as specified in 3) a) and 3) b).
- 2) A DWS FFN Child Care Approval application will be denied when:
 - a) All Covered Individuals do not have approved background screenings;
 - b) The provider does not submit all required documentation within 60 calendar days of the receipt of the application;
 - c) The provider is not there for the home inspection; and/or
 - d) The provider does not show compliance with the health and safety regulations within 60 calendar days of the receipt of the application.
- 3) To maintain a DWS FFN Child Care Approval the provider must follow all child care requirements.
- 4) To renew a DWS FFN Child Care Approval the provider must have an announced home inspection before the end date of the approval and be in compliance with the health and safety regulations.
- 5) A DWS FFN Child Care Approval will be not be renewed when:
 - a) The provider is not there for the announced home inspection; and/or
 - b) The provider does not show compliance with the health and safety regulations.
- 6) DWS FFN Child Care Approvals are active for one year.
- 7) DWS FFN Child Care Approvals are for the provider and the location and are not assignable or transferable. An application for a DWS FFN Child Care Approval is required for a different provider and for a different location.
- 8) DWS FFN Child Care Approvals will only be given for child care in the home of the provider and/or in the home of the child(ren) in care.
- 9) DWS FFN Child Care Approvals will not be given if there is an active approval at the same location.
- 10) A DWS FFN Child Care Approval is not a guarantee of payment from DWS. The DWS customer applying for child care assistance must be eligible and comply with the DWS eligibility processes. The DWS customer has specific application, review, and reporting time frames that may be different from the DWS FFN Child Care approval process with Child Care Licensing. Late verifications may result in a loss of benefits and/or require the DWS customer to complete a new child care assistance application. The DWS customer is responsible for any costs not covered by DWS.