

## Becoming an In-Home Child Care and Family Child Care Provider During COVID-19 Response

If you are an early childhood staff member:

- with a Child Care Criminal Background Check (CCCBC), not working due to center closures;
- trained in the administration of medication and first aid and holds current CPR certification
- able and willing to travel to the homes of people in your community OR willing to provide care in your home to 6 or fewer children

Then you may be eligible to become a registered in-home or family child care provider during this public health emergency, and be paid to care for Child Care Assistance Program (CCAP) eligible children.

If you do not have the credentials above, you still can become a registered/certified in-home or family child care provider. Once you have registered with licensing, you can become certified with CCAP to be paid for serving CCAP eligible children. If you are providing care in your home (family child care), your home will be certified for you to receive payments for CCAP eligible children. If you are providing care in the home of the child's family (in-home child care), that family's home will be certified for you to receive payments for that family's CCAP eligible children.

### Difference between In-Home Provider and Family-Home Provider

**In-home child care** is offered by a single person in another family's private home, for that family's child(ren).

**Family child care** is child care for 6 or fewer unrelated children offered in the child care provider's private home.

### Steps to be taken prior to serving children through CCAP.

To register as an in-home or family home provider the process has been simplified due to COVID-19.

**Step 1 (Registration):** Complete and submit packet to [ldelicensing@la.gov](mailto:ldelicensing@la.gov), which includes:

- Signed CCAP Provider agreement for [Family Child Care Providers](#) or [In-Home Providers](#)
- Copy of a valid driver's license or government issued photo ID AND copy of social security card
- [Pre-service Orientation](#) certificate AND completed [Emergency Plan](#)
- CCCBC – State whether you are eligible, provisional, or in progress. If not, you can apply at <https://cccblcdoe.la.gov/> and many fees are waived. Contact [LDECCBCprocessing@la.gov](mailto:LDECCBCprocessing@la.gov) for questions.
- Certificate of completion of CPR & Pediatric First Aid. Certificate can be obtained [online](#) (\$14.95)

**Step 2 (Certification):** Complete and submit the following documents to [providercertification@la.gov](mailto:providercertification@la.gov)

- [Provider rate agreement](#) - Verification of rates charged (notice to parents such as newsletter, memo, etc)
- [Completed W-9, completed direct deposit form](#) AND voided imprinted check
- Residence verification of physical address

Once these two steps are completed, providers can begin serving children and be compensated through CCAP for caring for CCAP-eligible children.

### At a later date the following will need to occur:

**Step 4:** The physical inspection of the home by the LDOE may take place **within 30 days** of the home being registered.

**Step 5 :** In order to remain open, email [ldelicensing@la.gov](mailto:ldelicensing@la.gov) the following documents by **6/30/2020**:

- Evidence of Medication Administration [training](#) via Child Care Health Consultant
- Office of State Fire Marshal approval <https://lasfm.louisiana.gov> (\$30 application fee)