

Child Care Provider Application Checklist for License-Exempt School (SCH) Programs

INSTRUCTIONS AND CHECKLIST FOR COMPLETING THE REGISTRATION PROCESS

Complete each step below. Click the links in each step to access the required forms. Check the box by each task to indicate it has been completed. Missing information may delay your application.

For assistance with completing the registration process, [contact your local Educare provider.](#)

Submit the following information to the Child Care Provider Relations Unit (CCPRU) at

Email: CD.AskCCPRU@dss.mo.gov

Fax: 573-526-9586

Mail: PO Box 88, Jefferson City MO 65103-0088

1. Submit the first page of the **Registered License Exempt Child Care Provider Agreement** ([CD-279](#)).

Helpful Tips:

- Carefully read the agreement, then complete and **return the first page only**. Your signature on the agreement means you have read and agree to all the requirements listed in the agreement.
- The agreement must be completed in full. The agreement will not be processed unless all required fields and requirements are completed. Incomplete agreements will be returned to the provider for completion.
- Keep a copy of the completed agreement for your records.

2. Submit proof of Taxpayer Identification.

Helpful Tips:

- Acceptable forms of proof include the following:
 1. A copy of a Social Security Card with your correct name and SSN.
 2. If using an EIN (Employer Identification Number) submit one of the following on IRS Letterhead:
 - Submit the notice that was issued by the IRS when you applied for your EIN.
 - Obtain a Letter 147C by contacting the IRS. This verifies your EIN number.

3. Submit completed **Child Care Provider Staff Listing** form ([CD-258](#)).

4. Submit completed **Comprehensive Background Screening Information** form ([CD-273](#)). List the required information for yourself and ALL staff/volunteers responsible for the supervision of children.

5. Submit completed **[MOVECHS WAIVER AGREEMENT AND STATEMENT](#)** that is included in this packet and follow instructions in STEP 8 to complete fingerprinting. (*Fingerprints are required every 5 years for every staff member age 18 and older. You do not need to submit the waiver if it is not time for you or your staff members' fingerprints to be redone.*)

Helpful Tips:

- Include the DVN on all waiver forms.
- Pursuant to the National Child Protection Act of 1993 (NCPA), as amended by the Volunteers for Children Act (VCA), this form must be completed and signed by every current or prospective applicant, employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.
- Every individual listed on the Comprehensive Background Screening form must complete a MOVECHS Waiver Agreement and Statement. DSS cannot review fingerprint results of an individual without having a waiver on file. In order to prevent any delay in processing a registration, the waiver(s) should be returned with the Comprehensive Background Screening form.
- If a current staff member has a background check eligibility letter issued by DHSS or DSS **AND** the fingerprint results are less than five (5) years old, a copy of the eligibility letter can be submitted as verification of completed fingerprints *as long as the staff member has not be separated from employment at a child care facility for more than 180 consecutive days.*

6. Submit completed Vendor Direct Deposit Form ([CD-122](#)).

Helpful Tips:

- A voided check or an official letter from your financial institution stating your name, the bank routing number, and your account number must be submitted with this form.
- Starter checks and counter checks will not be accepted.

Register for the following:

- 7. Register** yourself and all staff/volunteers with the Family Care Safety Registry (FCSR). Complete the FCSR application for yourself and all staff/volunteers online at <https://webapp02.dhss.mo.gov/bsees/>. Maintain FCSR screening results in employee files.

Helpful Tips:

- There is a one-time registration fee and processing fee, per person, payable by valid credit or debit card. Visit <https://webapp02.dhss.mo.gov/bsees/> to view fee amounts.
- **If you are already registered with the FCSR, you do not have to pay the fee and register again.**
- If at any time during your registration period additional staff/volunteers start providing child care services, the individual needs to be registered immediately with the FCSR.

- 8. Register** yourself and all staff/volunteers online and submit to fingerprinting through MACHS & IDEMIA, the fingerprint vendor. Individuals must register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal at www.machs.mo.gov. A list of fingerprint location sites can be found through a link on the MACHS home page.

Helpful Tips:

- Individuals without access to the Internet may contact IDEMIA directly at 1-844-543-9712 to speak to a Fingerprint Services Representative.
- The registration number for Early Childhood is **8865**.
- Verify your Social Security Number at the time of fingerprinting.
- Additional information on the fingerprint process is located on the [MACHS Fingerprint Instruction](#) page of this packet.
- The current cost for processing fingerprints is \$20.00 for the Missouri State Highway Patrol, \$14.75 for the FBI screenings, and \$8.30 for the fingerprint processing fee for a **total of \$43.05**.

- 9. Register** with OPEN Initiative online at <https://www.openinitiative.org/> to complete the following:

- 1) **Obtain a Missouri Professional Development (MOPD) ID;**
 - The Missouri Professional Development (MOPD) ID is a unique number that you will use throughout your career in the child care field.
 - Refer to the OPEN Initiative website at <https://www.openinitiative.org/> for more information about getting an MOPD ID or how to look up your MOPD ID if you think you already have one.
- 2) **Create a Toolbox account and enroll in the MOPD Registry** at <https://www.openinitiative.org/>;
- 3) **AFTER** the registration is approved and you received the DVN and Certification or Registration, the owner or director must **Request Program Level Access and add your MOPD ID number under the facility DVN.**

Helpful Tips:

- The Toolbox account is where your training information is stored. Once you create a Toolbox account, you are then required to enroll in the MOPD Registry to track your attendance and completion of trainings obtained through the Workshop Calendar. Completed training cannot be verified until Program Level Access has been granted and you have been added as staff to the facility DVN.

Complete Required Training:

- 10. OPTIONAL** – Complete optional Pre-registration Orientation Training through Educare

Helpful Tips:

- This free training is optional (not required), but is a helpful resource to provide training on the following:
 - Introduction to Child Care Development Fund (CCDF) Health and Safety requirements for Registered Child Care Providers;
 - Completing the Child Care Subsidy Registration Packet;
 - An introduction to the Missouri Professional Development ID (MOPD ID) and Toolbox, as well as the Missouri Workshop Calendar; and
 - Information regarding the On-Site Monitoring process for Registered Child Care Providers.
- You can find contact information for the Educare provider that covers your county at <http://dss.mo.gov/cd/child-care/child-care-providers/educare.htm>.

11. Complete the following required training (applies to applicant and all staff/volunteers that are responsible for the supervision of children):

- 1) [Child Care Subsidy Orientation Training](#)
- 2) Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) from a DSS approved national model
- 3) [CCDF Health & Safety Training](#)

Helpful Tips:

- The Missouri Workshop Calendar (<http://www.moworkshopcalendar.org/>) allows all child care providers to register for trainings.
- Refer to the [Training Requirements for License-Exempt Child Care Providers](#) for detailed training information.

Have the following completed forms with your records to be reviewed during the on-site monitoring visit:

DO NOT SUBMIT THESE FORMS TO CCPRU

12. Have on file for applicant and staff a **Tuberculosis (TB) Risk Assessment** form ([MO 580-3015](#)), included in this packet completed, signed and dated by a medical professional no more than twelve (12) months prior to hire. The result should indicate that the applicant and staff is not TB contagious. If at any time a positive result has occurred, staff will need to obtain a written statement from their physician stating that they do not have contagious or active TB.

13. Have on file a **Child Care Enrollment Information** form ([CD-257](#)) for each child in your care. This form should be updated annually or as changes occur.

14. Have on file a **Medication Authorization** form ([BCC-11](#)) for all children requiring medication during care. This form should be updated as changes occur.

15. Have on file an **Emergency Preparedness and Response Plan**.

Helpful Tips:

- An Emergency Preparedness and Response Plan template can be found at <https://dss.mo.gov/cd/child-care/files/emergency-preparedness-and-response-plan.pdf>.
- Contact your local Educare provider if you need assistance creating an emergency preparedness and response plan.

Review the Following:

16. Review the [Child Care Provider Health and Safety Requirements](#) and be prepared to have an unannounced visit from the Missouri Registered Child Care Monitoring Unit to determine if these requirements have been met.

17. Review the [Child Care Provider Resource List](#) to learn about important contact information and resources for child care providers.

IMPORTANT INFORMATION

- This application process is to be considered for registration approval.
- If approved, a Certificate of Registration will be issued to the provider for a period of one (1) year at the address where care is provided. The exact begin and end date will be listed on the Certificate.
- Any costs associated with applying to become a registered child care provider are to be paid by the applicant.