



Steps to Licensing for Family Child Care



Complete the online orientation at: www.cdss.ca.gov/inforesources/child-care-licensing. There is a fee payable to the Department of Social Services (DSS) to attend orientation. The fee for online is \$27.43. Must have printer to print certificate.

TB test needed for all adults residing in the home, aged 18 and over. (Results must accompany application). Applicant must send proof of DTAP (Diphtheria, Tetanus and Pertussis) and Measles immunizations. Flu vaccine is recommended, but not required.

Complete 8 hours of Adult, Pediatric, Infant CPR, California Child Care First Aid and 8 hours of Health, Safety & Nutrition. An EMSA approved vendor list is enclosed. Check with FRRRC for rebate availability.

Complete online Mandated Reporting Training course. Click on the Child Care Providers option. <http://www.mandatedreporter.ca.com/>

(OPTIONAL) Attend FRRRC's workshop Operating a Strong Family Child Care Home, Part 1 & 2. Call (209)461-2908 for more information.

(RECOMMENDED) Schedule an appointment with a Community Resource Specialist (CRS) to review your application before you mail it to DSS by calling (209) 461-2908.

Check the FRRRC website (www.frrcsj.org) for opportunities to enroll in free or low-cost workshops.

Mail your completed licensing application along with check or money order for \$73 payable to Department of Social Services to:

River City Regional Office
2525 Natomas Park Drive, Suite 250
Sacramento, CA 95833

Include:

- Orientation receipt or certificate
- Proof of 8 hours training Adult, Pediatric and Infant CPR and California Child Care First Aid
- Proof of 8 hours training Preventative Health, Safety and Nutrition
- Mandated Reporting Training Certificate
- Proof of immunizations DTAP - Diphtheria, Tetanus, Pertussis and also Measles
- Proof of Flu vaccination, recommended but not required
- TB test results for everyone over 18, living in the home

Contact FRRRC's Resource Center for resources and information about licensed family child care and visit www.cdss.ca.gov for more information about opening a family child care home.

Childproof your home. Have safe, clean, age-appropriate toys and playthings available.

After you receive your facility number from DSS, call LiveScan at 800-315-4507 or visit www.identogo.com for an appointment. Fingerprint all adults in the home over 18 years of age. Do not do this until DSS assigns you a facility number.

(RECOMMENDED) Schedule a pre-licensing virtual inspection of your home after fingerprints clear with one of our Community Resource Specialists by calling 209-461-2908.

After you receive your license, call a Community Resource Specialist to register for referral services. Call Luisa Roderick at (209) 461-2939 to sign up to care for families receiving a State Subsidy. To enroll in the USDA Food Program, call Bertha (209) 461-2932 or Cherrie (209) 461-2935.



Family Resource & Referral Center
509 W. Weber Avenue, Suite 101, Stockton, CA 95203
(209) 948-1553 or 1-800-526-1555 Website: www.frrcsj.org

