Intent to Provide Services
When a family lists an informal provider on their application, Child Care Services sends the provider the Intent To Provide Services form, a sample inspection form, background check materials, and other materials relevant to providing informal or in-home child care for one family.

Approval Process
The provider submits the completed Intent To Provide Services form and the background check request forms to Child Care Services. The Licensing Specialist will follow-up as to the next steps of the process.

Training
Provider completes 5 hour orientation training.

Background Checks
A central registry screening, DCI, FBI and NCIC criminal record check and Sex Offender check are completed. If care is provided in the provider’s home, all adult household members complete these checks as well.

Inspection
Once training and the background check are completed and clear, the Licensing Specialist will arrange a home monitoring inspection.

Completion of Process
Once all inspection non-compliance issues are corrected, the process is completed. An annual inspection is conducted each year thereafter.