DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 5-0190

August 4, 1978

ALL-COUNTY LETTER NO. 78-29

TO: STATE COMMUNITY CARE LICENSING DISTRICT ADMINISTRATORS Expires: When Superseded
COUNTY WELFARE DIRECTORS
STATE AND COUNTY COMMUNITY CARE LICENSING SUPERVISORS

SUBJECT: PROVISIONAL LICENSING OF FAMILY DAY CARE HOMES FOR CHILDREN

REFERENCE:

Department of Social Services

Day care services for children have become severely limited in many areas throughout the State as a result of cutbacks in social services since the passage of Proposition 13. Many summer school and day care programs operated by school districts have been cancelled for this summer. Children's day care programs certified by the State Department of Education have also been curtailed. In order to facilitate development of urgently needed child day care facilities the following policy and procedure is effective immediately.

POLICY

The Department of Social Services and County Welfare licensing agencies will process applications for family day care home licenses for six or fewer children on a priority basis. The Department of Social Services central office will quickly obtain a preliminary criminal record which will fulfill the statutory requirement and will permit faster processing of the license application. If the expedited criminal record clearance and the site visit demonstrate that the applicant is in substantial compliance with regulations, and that no life safety risks exist in the facility, a provisional license shall be issued by the county or district licensing office.

The provisional license shall expire six months from the date of issuance, and shall not be renewed.

PROCEDURE

State and county licensing offices will accept applications and initiate licensing studies. Offices which require applicants to attend a group application/orientation session shall offer such sessions at least once each

week, if individual applications are not otherwise accepted. Licensing workers shall schedule and complete a site visit to each applicant's home within ten (10) working days after receipt of the completed application.

The applicant is required to provide fingerprint cards and the normal CI & I clearance procedure shall be initiated by the county or district licensing office. However, the CCL central office in Sacramento will obtain an expedited criminal record report, through cooperation with the Department of Justice and the Commission on Teacher Preparation and Licensing. In order for the department to quickly obtain fingerprint clearance information from the commission, it will be necessary to have applicants who are credentialed teachers complete the attached authorization form.

For all applicants desiring expedited licensure, the county or district office shall complete Form BID 8043 (copy attached).

These documents, together with a copy of the completed application, shall be forwarded immediately upon receipt to:

CCL, Department of Social Services
744 'P' Street, M/S 4-147
Sacramento, CA 95814

The department will quickly obtain the preliminary record and will forward that information to the district or county office. If the criminal record report and the licensing study demonstrate that the applicant is in substantial conformity with regulations and that no life safety risks exist in the facility, a provisional license shall be issued by the county or district office. Under no circumstances shall a regular license be issued on the basis of the expedited criminal record clearance.

The provisional license shall expire six months from the date of issuance, and shall not be renewed. The six months of provisional licensure will allow time to process the regular fingerprint clearance through CI & I. Normal procedures regarding notice of the denial or granting of the license and appeal rights shall apply.

County welfare departments which have local access to California Law Enforcement Telecommunication System (CLETS) are authorized to use that system as an expedited criminal record report, instead of forwarding information to the CCL central office as described above. Documentation of the CLETS report shall be maintained in the facility's confidential file. The CLETS reports may only be used to grant a provisional license, and the regular CI & I fingerprinting process shall also be initiated when the application is received.

We expect that this expedited criminal record clearance procedure will be useful primarily in licensing family day care homes for six or fewer children, which are exempt from fire clearance requirements. Family day care homes

which otherwise meet requirements to care for 7-10 children may be provisionally licensed for six children, until receipt of a fire clearance allows an increase in capacity. Facilities other than family day care homes for six or fewer ambulatory children must have a current fire clearance before either a regular or provisional license can be issued.

MARION J. WOODS
Director

cc: CWDA

STATE OF CALIFORNIA

Request for Record (Please submit in duplicate)

Forward Record Transcript to:
(Agency, No.Street, City, Zip)

CII Record Number, if known
Requesting Agency's Case Number

PLEASE FURNISH INFORMATION CONCERNING PERSON DESCRIBED BELOW:

Surname	First	Middle

Alias(es)

Address (No. Street, City, Zip)

Description __Male __Female	Date of Birth	Place of Birth	Race
Hair	Eyes	Height	Weight

Other information (Include any local identification numbers, arrest data, or circumstances which might aid in identifying subject)

Fill in the appropriate information below:

____ This information is needed for a criminal justice activity

____ This information is needed for employment, licensing or certification*

*Cite the statute, regulation or ordinance containing specific crminal conduct requirements.

_____

I certify that I have a need for the record requested as defined in Section 701(e), Article 1, Subchapter 7, Chapter 1, Title 11, of the California Administrative Code.

Signature of officer or other person requesting information	Date

THE RESULT OF A NAME SEARCH IN THE BUREAU FILES IS AS FOLLOWS:

☐ We are unable to locate any prior criminal record

☐ There are too many individuals of the same name to identify

☐ The attached record transcript may be the same as the subject of your inquiry

Department of Justice
Bureau of Identification
P. O. Box 13417
Sacramento, California
95813

BID 8043 (r 9/76)