

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



February 11, 2004

Regulation Package #0303-06

CDSS MANUAL LETTER NO. CCL-04-08

TO: HOLDERS OF THE COMMUNITY CARE LICENSING MANUAL, TITLE 22, DIVISION  
12, CHAPTER 1, CHILD CARE CENTER**Regulation Package #0303-06****Effective 1/9/04****Section 101168**

This manual letter has been posted on the Office of Regulations Development website at [http://www.dss.cahwnet.gov/ord/ChildCareC\\_626.htm](http://www.dss.cahwnet.gov/ord/ChildCareC_626.htm).

Current regulations that govern community care facilities are inconsistent in providing anti-discrimination protections for applicants seeking licensure or certification. These amended regulations provide consistent anti-discrimination policy for applicants by conforming to existing anti-discrimination laws.

These regulations were considered at the Department's public hearing held on July 16, 2003.

**FILING INSTRUCTIONS**

**Revisions to all manuals are indicated by a vertical line in the left margin.** The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Community Care Licensing changes was Manual Letter No. CCL-04-07. The latest prior manual letter containing Child Care Center regulation changes was Manual Letter No. CCL-03-06.

Page(s)Replace(s)

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Attachments

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**101168**     **APPLICANT QUALIFICATIONS** **101168**

- (a) Any adult may apply for a license regardless of age, sex, race, religion, color, political affiliation, national origin, disability, marital status, actual or perceived sexual orientation, or ancestry.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73 and 1596.81, Health and Safety Code; and Section 51, Civil Code.

**101169**     **APPLICATION FOR LICENSE** **101169**

- (a) Any adult, partnership, corporation, county, city, public agency or other governmental entity wishing to obtain a license shall fill out and file with the Department an Application Booklet (LIC 281A [12/96]), as well as submit to the Department the documents specified in Section 101169(d) below.

- (1) Applicants for licensure of a combination center may file one application.

- (A) Licensees requesting the addition of a toddler component to their preschool or infant care program shall submit an amended application consisting of an Application for a Child Day Care Center License (LIC 200A [12/92]); a program description; a sketch of the center showing where the toddler component will be located; a schedule for outdoor activities; and, if necessary, a fire clearance. The toddler program component is considered an extension of the preschool or infant care license.

- (2) Each separately licensed component of a single program shall be capable of independently meeting the provisions of applicable regulations as determined by the Department.

- (3) The Department has the authority to issue one license to a single program, or to a separately licensed component of a single program, that is located in multiple buildings at a common address.

- (b) Prior to filing an LIC 281A (12/96) and the documents specified in Section 101169(d) below, the applicant shall attend an orientation provided by the Department.

- (1) The orientation shall cover, but not be limited to, the following areas:

- (A) How to complete the application process.
- (B) Scope of child care center operation subject to regulation by the Department.

- (2) A licensee applying for another child care center license need not attend another orientation within two years of completing a previous orientation.

- (3) An applicant applying for more than one child care center license is only required to attend one orientation.

<b>101169</b>	<b>APPLICATION FOR LICENSE (Continued)</b>	<b>101169</b>
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- (c) The applicant/licensee shall cooperate with the Department in providing verification and/or documentation as requested by the Department.
- (d) The LIC 281A (12/96) and supporting documents shall together contain the following:
  - (1) Name (or proposed name) and address of the child care center.
  - (2) Name, and residence and mailing addresses of applicant.
    - (A) If the applicant is a partnership, copies of the partnership agreement and all documents governing the partnership, as well as the name and principal business address of each partner.
    - (B) If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board.
    - (C) If the applicant is a corporation that issues stock, the name and address of each person owning more than 10 percent of stock in the corporation.
    - (D) If the applicant is a corporation, a copy of the articles of incorporation, the constitution, the bylaws, and the board resolution authorizing the submission of the application.
    - (E) If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of all facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.
  - (3) If the applicant is leasing or renting the premises of the child car center, a copy of the lease or rental agreement and the name, address, and telephone number of the property owner.
  - (4) The category of child care center to be operated.
  - (5) Maximum number of children to be served.
  - (6) Age range and the categories of children to be served including, but not limited to, children with disabilities and/or nonambulatory children.
  - (7) Hours or periods of operation of the child care center.
  - (8) Name of administrator.
  - (9) Information required by Health and Safety Code Section 1596.95(d).