

# NOTIFICATION OF INCOMPLETE APPLICATION FAMILY CHILD CARE HOME

DATE:

APPLICANT'S NAME:

FACILITY FILE NUMBER:

The Department of Social Services received your application for a Family Child Care Home license on \_\_\_\_\_. Department's review found your application is incomplete as we have not received the items checked below. Please forward the requested information no later than \_\_\_\_\_. If the Department does not receive the requested information by the above date, your application can be denied for failure to cooperate, pursuant to Health and Safety Code section 1597.54(g) and you may not be able to reapply for a period of one year.

## SECTION A (LICENSING FORMS)

- Application for Family Child Care Home License (LIC 279)
- Current Children in Your Home (LIC 279B)
- Criminal Record Statement (LIC 508) for Applicant and for:
- Emergency Disaster Plan for Child Care Facilities (LIC 610A)
- Facility Sketch Floor Plan - Family Child Care Home (LIC 999A)
- Property Owner/Landlord Consent - Family Child Care Home (LIC 9149)
- Orientation Certificate

## SECTION B (SUPPORTIVE DOCUMENTS)

- Proof of Completion of 15 Hours in Health and Safety Training
- Copies of T.B. Clearances for applicant and for:
- Proof of Relevant Experience (Large Family Child Care Home ONLY)
- Pre-Licensing Readiness Guide - (LIC 9217)
- Bacteriological Analysis of Water (where water for human consumption is from a private source)
- Other:

**ADDITIONAL INFORMATION:** The Department will need to receive criminal record clearance(s) (or exemption by the Department), fire clearance (for large family child care homes) and water safety clearance when water is from a private source prior to scheduling your pre-licensing visit.

LICENSING REVIEWER'S SIGNATURE

PHONE NUMBER

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