

**Child Care Staff Member, Substitute, Employee and  
Family Child Care Home Resident File Documentation Requirements  
October 29, 2017**

This document may be used to determine the documentation that is required to be maintained for individuals affiliated with a Child Care center or Family Child Care home, including residents. The scenarios are not inclusive of all roles but are highlighted to provide examples. For additional guidance regarding an individual or a specific scenario, you may contact the Child Care Help Desk at 1-877-302-2347, option 4 or your licensing specialist.

**Child Care Staff Member and Substitute**

If an individual answers “Yes” to any of the questions in this section, they meet the definition of a child care staff member and substitute in a child care program and require the documentation listed below. The required documentation shall be available for review by the Ohio Department of Job and Family Services (ODJFS) or county agency and include the assigned days, hours, group and duties.

**Questions to Consider**

1. Is the individual ever left alone with a child(ren)?
2. Is the individual ever used to meet staff-child ratios?

**Required Documentation**

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| <ul style="list-style-type: none"> <li>▪ Current background checks*</li> <li>▪ Proof of completion of staff orientation</li> <li>▪ 6-hour annual professional development (except substitute)</li> <li>▪ Verification of high school education</li> <li>▪ Medical statement</li> </ul> | <ul style="list-style-type: none"> <li>▪ Current First Aid, Communicable Disease, CPR, Child Abuse               <ul style="list-style-type: none"> <li>○ FCC: mandatory for all</li> <li>○ Centers: mandatory only if used to meet the coverage requirement</li> </ul> </li> <li>▪ 1-hour Child Abuse (unless taken 6hr or 3hr) taken bi-annually</li> </ul> |
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**Child Care Employee**

If an individual answers “Yes” to any of the questions in this section, they meet the definition of a child care employee and require the documentation listed below. The required documentation shall be available for review by the county agency or ODJFS and include the assigned days, hours and duties.

**REMINDER:** A child care employee shall not be left alone with children or used to meet staff-child ratios.

**Questions to Consider**

1. Is the individual employed by the program and has an assigned schedule and/or responsibilities during the hours of child care operation? (Ex. Janitor, maintenance staff, cook)
2. Is the individual employed by the program, does not have assigned hours during child care operation, but does come into the licensed child care space during the hours of child care operation? (Ex. Regional and district managers, owner’s authorized representatives)
3. Is the individual affiliated with the program, or a part of another program within the same building as the licensed program, and comes into the approved licensed child care space to perform duties during the hours of child care operation? (Ex. Church or Synagogue staff, community center or YMCA staff )

4. Is the individual a volunteer in the program with scheduled hours or duties in the program?
5. Is the individual not an employee of the program but has assigned duties and comes into the program to:
  - a. Participate in a high school or college early childhood field placement
  - b. Provide instruction or skill to the child(ren) (Ex. Music or dance classes)
  - c. Serve food to children (Ex. Food service vendors)
  - d. Fulfill a work placement requirement

**Required Documentation**

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| <ul style="list-style-type: none"> <li>▪ Current background checks*</li> </ul> | <ul style="list-style-type: none"> <li>▪ Medical statement</li> </ul> |
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**Family Child Care Resident**

If the individual answers “Yes” to the question below, they meet the definition of a resident of a family child care home and require the documentation listed below.

**Questions to Consider**

1. Is the individual 18 years of age or older and is a resident of the family child care home and not used as a child care staff member or employee?

**Required Documentation**

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| <ul style="list-style-type: none"> <li>▪ Current background checks*</li> </ul> |  |
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*\*Background checks include the following: BCI & FBI fingerprints, state & federal sex offender checks, and the child abuse & neglect registry from Ohio and any other state of residence in the previous five years. BCI and FBI check results must be sent electronically from the Webcheck agency to ODJFS.*

**Individuals Who Do Not Require Documentation**

If the individual answers “Yes” to any question below, these individuals shall not be left alone with children or used to meet staff-child ratios and in turn, do not need documentation.

**Questions to Consider**

1. Is the individual a visitor in the program? (Ex. Family or applicant touring program, others walking through program with no assigned hours or duties)
2. Is the individual a family member of a child enrolled volunteering for a special event?
3. Is the individual an observer with no assigned duties? (Ex. High school, college students)
4. Is the individual a part of a company, organization, or agency performing an educational activity or presentation who is not an employee or affiliated with the corporation? (Ex. Librarian, fireman, zoo representative, guest speaker)
5. Is the individual working for a professional organization or agency that provides a service to a specific child and is never left alone with the child? (Ex. Itinerant teacher, speech therapist, occupational)
6. Is the individual a professional from a government agency or working on behalf of a government agency conducting a child abuse/neglect or criminal investigation, technical assistance, or inspection of the facility to maintain compliance? (Ex. Public Children Services Agency (PCSA), law enforcement, ODJFS, Resource and Referral Agency, fire or building inspector)
7. Is the individual a vendor or service worker present at the program to conduct work or drop off supplies? (Ex. Plumber, electrician, caterer, landscaper)
8. Is the individual a public transportation driver or school district driver providing transportation? (Ex. Public transportation, taxi, school bus driver, picking up children from home or the program)