

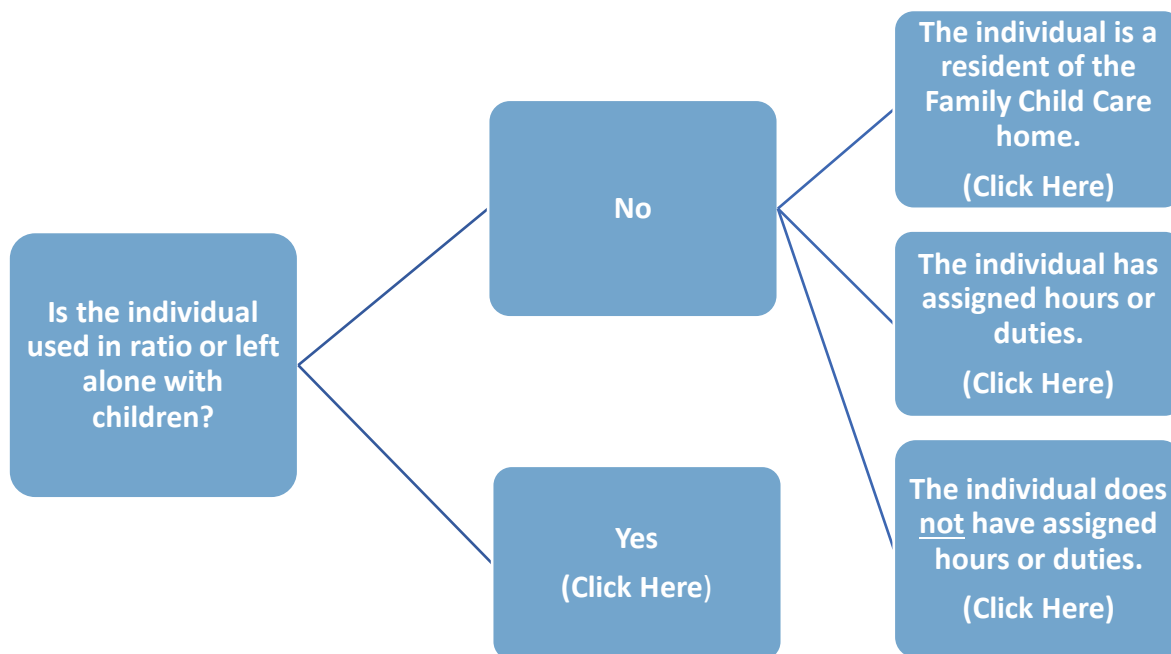
**Child Care Staff Member, Substitute, Employee and
Family Child Care Home Resident File Documentation Requirements
October 29, 2017
Updated August 4, 2022**

This document may be used to determine the documentation that is required to be maintained for individuals affiliated with a child care center, family child care (FCC) home, including residents, and approved day camps. 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.

The document has been updated to clarify the following:

- Requirement for individuals who are not used to meet ratio but engage in activity at the program have been clarified. These individuals are defined as “employees” in Ohio Revised Code (ORC).
- Child care is provided in the presence of the children. As outlined in rules 5101:2-12-19, 5101:2-13-19 and 5101:2-18-09, of the Ohio Administrative Code (OAC), children are to be within sight and hearing (child care centers) and sight or hearing (family child care/approved day camp) of the child care staff member. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately. Nothing in Chapters 5101:2-12, 5101:2-13, and 5101:2-18, of the OAC, should be construed to limit the employment of persons with disabilities or the provision of reasonable accommodations for persons with disabilities by a child care program.

To determine what documentation an individual may need at a child care program click on the section of the chart below that describes the individual.



Individuals Who Are Used in Ratio and/or Are Left Alone with Children

Per section 5104.01, of the ORC, these individuals are identified as child care staff members and include substitutes. “Child Care Staff Member” means an employee of a child day-care center, type A family day-care home, licensed type B family day-care home, or approved child day camp who is primarily responsible for the care and supervision of children.

<p>If an individual answers “Yes” to any of the questions in this section, they meet the definition of a child care staff member which includes substitute child care staff members in a child care program, and require the documentation listed below. The required documentation must 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.</p>	
<p>Questions to Consider</p>	
<ol style="list-style-type: none"> 1. Is the individual ever left alone with a child(ren)? 2. Is the individual ever used to meet staff-child ratios? 	
<p>Required Documentation</p>	
<ul style="list-style-type: none"> ▪ Profile in the Ohio Professional Registry (OPR) ▪ Current background check* ▪ Proof of completion of staff orientation ▪ 6-hour annual professional development (except substitute child care staff members used less than 90 days annually between July 1st and June 30th) ▪ Verification of high school education ▪ Medical statement 	<ul style="list-style-type: none"> ▪ Centers and Approved Day Camps: <ul style="list-style-type: none"> ○ Current First Aid, CPR, and Child Abuse ○ Communicable Disease is mandatory only if used to meet the coverage requirements ▪ FCC: Current First Aid, CPR, Child Abuse and Communicable Disease are mandatory for all

Individuals Who Are Not Used in Ratio and/or Are Not Left Alone with Children

Per section 5104.01, of the ORC, these individuals are employees. "Employee" means a person who either (1) Receives compensation for duties performed in a child day-care center, type A family day-care home, licensed type B family day-care home, or approved child day camp; or (2) Is assigned specific working hours or duties in a child day-care center, type A family day-care home, licensed type B family day-care home, or approved child day camp.

<p>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 must be available for review by the county agency or ODJFS and include the assigned days, hours and duties. REMINDER: An individual who meets the definition of a child care employee cannot be left alone with children or used to meet staff-child ratios.</p>

Questions to Consider	
<ol style="list-style-type: none"> 1. Does the individual have an assigned schedule and/or responsibilities during the hours of child care operation? (Ex. Janitor, maintenance staff, cook) 2. Does the individual come into the licensed child care space during the hours of child care operation but does not have assigned hours? (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. Does the individual have assigned duties and comes into the program to: <ol style="list-style-type: none"> a. Participate in a high school or college early childhood field placement b. Provide ongoing 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 e. Provide contracted work or services 	
Required Documentation	
<ul style="list-style-type: none"> ▪ Profile in the Ohio Professional Registry (OPR) ▪ Current background check* 	<ul style="list-style-type: none"> ▪ Medical statement

Family Child Care Resident

<p>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.</p>	
Questions to Consider	
<ol style="list-style-type: none"> 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	
<ul style="list-style-type: none"> ▪ Profile in the Ohio Professional Registry (OPR) 	<ul style="list-style-type: none"> ▪ Current background check*

**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. The background check request process is completed using the OPR.*

Individuals Who Do Not Require Documentation

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

Questions to Consider

1. Is the individual a visitor in the program but is not providing child care? (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 a one-time educational activity or presentation who is not defined as an employee or affiliated with the program/corporation? (Ex. Librarian, firefighter, zoo representative, guest speaker, children’s museum)
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/physical therapist, mental health consultant)
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)