

**WEST VIRGINIA  
SECRETARY OF STATE  
BETTY IRELAND  
ADMINISTRATIVE LAW DIVISION**

Form #3

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2006 JUL 28 P 1:58

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE  
AND  
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: West Virginia Department of Health and Human Resources <sup>Human Services</sup> TITLE NUMBER: 78

CITE AUTHORITY: 49-2B-4

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 20

TITLE OF RULE BEING AMENDED: Informal and Relative Family Child Care Home  
Registration Requirements

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE FOR THEIR REVIEW.

  
Authorized Signature

## **Brief Summary**

Title 78  
Legislative Rules  
Department of Health and Human Resources

Series 20

### **Informal and Relative Family Child Care Home Registration Requirements**

This rule creates basic health and safety requirements for informal and relative family child care homes that voluntarily register with the Department of Health and Human Resources. This rule was created in collaboration with West Virginia Child and Adult Care Food Program staff, informal and relative family child care providers, Department of Health and Human Resources state staff, local child care regulatory staff, and child care resource and referral agency staff. Six regional meetings were held across the state to enable staff from these programs to assist in developing the proposed rule. The rule covers the following items as required by §49-2B-8:

1. Physical and mental health of persons in the home;
2. Criminal and child abuse or neglect histories;
3. Discipline;
4. Fire and environmental safety;
5. Equipment and program for children;
6. Health, sanitation and nutrition; and
7. Regulatory processes and requirements.

## Statement of Circumstances

Title 78  
Legislative Rules  
Department of Health and Human Resources

Series 20

### Informal and Relative Family Child Care Home Registration Requirements

During the last legislative session, the Legislature passed House Bill 4790, which is effective June 11, 2006 and affects WV Code §49-2B, et seq. This bill creates two new types of child care providers, both of which may voluntarily register with the Department of Health and Human Resources. In order to fulfill the terms of §49-2B-5 of House Bill 4790, the Department of Health and Human Resources is required to promulgate rules that create registration requirements for informal and relative family child care providers.

This action was taken in order to preserve the ability of informal and relative providers to participate in the Child and Adult Care Food Program. In January 2005, the United States Department of Agriculture mandated that all child care providers participating in the Child and Adult Care Food Program must be regulated by another agency besides staff in the Department of Education. Prior to the passage of House Bill 4790, West Virginia Code did not provide a process for regulation of informal and relative providers. This meant that the Child and Adult Care Food Program could potentially lose a large number of much-needed caregivers. There are approximately 450 informal providers in the state, caring for around 1,000 children. The loss of these providers in the program would translate to a loss of approximately \$1,338,072 in United States Department of Agriculture reimbursements to the state.

**FISCAL NOTE FOR PROPOSED RULES**

Rule Title: Informal and Relative Family Child Care Home Registration Requirements

Type of Rule:  Legislative  Interpretive  Procedural

Agency: Department of Health and Human Resources

Address: 350 Capitol Street, Charleston WV 25301

Phone Number: 558-0938 Email: jcurry@wvdhhr.org

**Fiscal Note Summary**

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

There will be no impact on costs for state government as the registration and monitoring of informal and relative family child care providers can be performed by existing staff. While no new revenues will be generated, registration of informal and relative family child care providers will prevent the loss of \$1.3 million in federal Child and Adult Care Food Program funds, which currently flow to the West Virginia Department of Education to pay the cost of providing meals in 460 homes to approximately 1000 children. Without a registration process, the United States Department of Agriculture is indicating that these homes will no longer be eligible for funding.

**Fiscal Note Detail**

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost			
Personal Services			
Current Expenses			
Repairs & Alterations			
Assets			
Other			
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: \_\_\_\_\_



- f. **Name, title, address and phone/fax/e-mail numbers** of agency person(s) to receive all *written correspondence* regarding this rule: (Please type)

Deidre Craythorne, Child Care Policy Specialist, Phone (304) 558-8313

Fax (304) 558-8800

350 Capitol Street, Room B-18, Charleston, West Virginia 25301

- g. **IF DIFFERENT FROM ITEM 'f'**, please give **Name, title, address and phone number(s)** of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

Judy Curry, Child Care Program Director, Phone (304) 558-0938

Fax (304) 558-8800

350 Capitol Street, Room B-18, Charleston, West Virginia 25301

3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

- a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

Not Applicable

- b. Date of hearing or comment period:

Comment Period: June 15, 2006 through July 25, 2006

- c. On what date did you file in the State Register the findings and determinations required together with the reasons therefore?

Not Applicable

- d. Attach findings and determinations and reasons:

Attached Not Applicable

Rule Title: Informal and Relative Family Child Care Home Registration Requirements

**3. Explanation of above estimates (including long-range effect):**

Please include any increase or decrease in fees in your estimated total revenues.

This rule will have no impact on state revenues.

**MEMORANDUM**

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

Costs for Providers: There will be minimal costs for voluntary registration. Child care providers will be required to purchase an ABC rated fire extinguisher, a carbon monoxide detector if they have unvented heaters, and obtain a physical exam. This will cost approximately \$70.00 per person. However, providers who accept subsidized children will be able to receive materials such as fire extinguishers, safety gates and carbon monoxide detectors from their local child care resource and referral agency for free.

Date: \_\_\_\_\_

Signature of Agency Head or Authorized Representative

Martha Yague Walker

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**LEGISLATIVE RULES**

**TITLE 78, SERIES 20**

**INFORMAL AND RELATIVE FAMILY CHILD CARE HOME**

**REGISTRATION REQUIREMENTS**

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**2007**

**TITLE 78  
LEGISLATIVE RULES DEPARTMENT OF HEALTH AND HUMAN  
RESOURCES  
SERIES 20**

**Informal and Relative Family Child Care Home Registration Requirements**

**§ 78-20-1. General.**

1.1. Scope -- This rule establishes minimum standards and procedures for the registration of informal and relative family child care homes under the provisions of West Virginia Code §49--2B-1 et. seq. , and related federal and state codes. The West Virginia Code is available in public libraries and on the West Virginia State Legislature's web page at [www.legis.state.wv.us](http://www.legis.state.wv.us).

1.2. Authority -- West Virginia Code § 49--2B-4. et seq.

1.3. Filing Date -- \_\_\_\_\_

1.4. Effective Date -- \_\_\_\_\_

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**§ 78-20-2. Application and Enforcement.**

2.1. Application -- This rule applies to any informal or relative family child care home that operates in West Virginia.

2.2. Enforcement -- This rule is enforced by the Secretary of the Department of Health and Human Resources.

**§ 78-20-3. Definitions.**

In addition to the following definitions, the definitions in West Virginia Code §49-2B-2 are applicable to this rule.

3.1. Approved Training -- Instruction or training approved by the Secretary or provided by a trainer approved through or sponsored by the West Virginia State Training and Registry System (STARS).

3.2. Caregiver -- The person primarily responsible for child care in the informal or relative family child care home.

3.3. Child Abuse and Neglect -- Physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or attempted sale or negligent treatment or maltreatment of a child by a parent, guardian, or custodian who is responsible for the child's welfare.

3.4. Child Care -- The services performed by a caregiver for a part of a day outside the child's home in relation to the child's physical, emotional, psychological, social and

personal needs. Responsibility for the care and protection of the child are delegated by the parent and assumed by the caregiver.

3.5. Corrective Action Plan -- A written agreement between the Department and the informal or relative family child care home when deficiencies are identified during an inspection or investigation of a complaint that includes the plan and time frame for correction.

3.6. Criminal History Background Check -- A fingerprinting process that identifies a person who has been arrested or convicted of criminal behavior.

3.7. Disinfect -- Eliminate most germs from a contact surface through the use of chemical disinfectants or heat.

3.8. Infant -- A child less than twelve (12) months of age.

3.9. Informal Family Child Care Home -- A child care home that provides care for three (3) or fewer children. At least one (1) child is not related to the caregiver.

3.10 Parent -- A parent by blood, marriage or adoption, or a legal guardian or other person standing in loco parentis.

3.11. Relative -- Grandparent, great-grandparent, aunt, uncle, great-aunt, great-uncle, or adult sibling.

3.12. Relative Family Child Care Home -- A child care home that provides care only to children related to the caregiver. The caregiver must be a relative.

3.13 Revocation -- The termination of a certificate of registration when an informal or relative family child care home fails to maintain the minimum requirements established by the Department under this rule.

3.14. Sanitize -- Remove filth or soil and small amounts of certain bacteria. For a contact surface to be considered sanitary, the surface must be clean and the number of germs reduced so that disease transmission is unlikely.

3.15. Secretary -- The Secretary of the Department of Health and Human Resources or his or her designee.

3.16. School-Age Child -- A child age five (5) years to thirteen (13) years of age.

3.17. Self-Certify -- Submit a checklist indicating the results of a personal assessment by the caregiver of compliance with the requirements of this rule.

3.18. Statement of Criminal Record -- A signed declaration of criminal convictions, arrests, indictments, and authorization to allow a criminal history background check.

3.19. Substitute -- An individual who cares for children when the caregiver is absent and is responsible to the caregiver.

3.20. Toddler -- A child between the ages of twelve (12) and twenty-four (24) months.

#### **§78-20-4. Certificate of Registration Information.**

##### 4.1. Application for Registration.

4.1.a. Initial -- The Department shall issue an initial certificate of registration to an informal or relative family child care home upon application and self-certification of compliance with this rule.

4.1.b. Renewal -- The Department shall issue a renewal of the certificate of registration to an informal or relative family child care home upon application for renewal, which shall be submitted at least thirty (30) days before expiration of the current certificate.

##### 4.2. General Requirements.

4.2.a. An informal or relative family child care home shall be registered under the name of only one (1) caregiver per residence.

4.2. b. An informal or relative family child care home shall be located in the residence of the caregiver.

4.2. c. An informal or relative family child care home shall self-certify compliance with the provisions of this rule.

4.3. Departmental Action on Applications for Registration -- Within sixty (60) days of receipt of an application for certificate of registration, the Secretary shall provide a written decision to the informal or relative family child care home that does one of the following:

4.3. a. Issues a regular certificate of registration if the informal or relative family child care home certifies compliance with all of the requirements of this rule; or

4.3. b. Denies a certification of registration if the informal or relative family child care home does not certify substantial compliance with all of the requirements of this rule.

##### 4.4. Terms and Conditions of Registration.

4.4.a. A certificate of registration is not transferable to another informal or relative family child care home.

4.4.b. A certificate of registration applies only to the informal or relative family child care home at the location identified in the application.

4.4.c. An informal or relative family child care home shall show its certificate of registration to parents and the public upon request.

4.4.d. A record of all substantiated complaints against registered informal or relative family child care homes and subsequent corrective action shall be maintained by the Department and made available to parents and the public upon request.

4.4.e. A regular certificate of registration is valid for a period of up to two (2) years from the date of issuance unless revoked.

#### 4.5. Limitations on a Certificate of Registration.

4.5.a. The Secretary may place limitations on a certificate of registration based on findings:

4.5.a.1. Of the provision of other home-based services, such as foster care and adult family care; or

4.5.a.2. That require a corrective action plan approved by the Secretary.

4.5.b. The limitations may apply to:

4.5.b.1. The age, sex and type of problems of children in care;

4.5.b.2. The intake of additional children; or

4.5.b.3. The total number of children in the home.

#### 4.6. Waivers and Variances.

4.6. a. An informal or relative family child care home may request a waiver or variance of any requirement in this rule if:

4.6. a. 1. The health, safety or well-being of children in the home is not adversely affected; and

4.6.a.2. The rule does not prohibit a waiver or variance for the requirement.

4.6.b. The request for a waiver or variance shall be in writing, addressed to the Secretary, and shall include the following information:

4.6.b.1. The specific requirement to be waived or varied;

4.6.b.2. The reasons for seeking a waiver and why a specific requirement should not be applied in a particular circumstance; and

4.6.b.3. The reasons for seeking a variance and how compliance with a specific requirement of this rule can be accomplished in a manner different from that set forth in West Virginia Code §49-2B-1 et seq., or in this rule.

**§ 78-20-5. Inspection and Investigation.**

5.1. A caregiver shall allow a reasonable on-site monitoring inspection by the Department.

5.2. The Department may conduct inspections with or without advance notice.

5.3. During inspections, the caregiver shall provide access to the premises and to all aspects of the informal or relative family child care home operation, including the children in care and the household members.

5.4. An informal or relative family child care home shall ensure that its records are available in easily accessible files for inspection.

5.5. An informal family child care home shall cooperate in the investigation of complaints against the home.

**§ 78-20-6. Caregiver, Substitute and Household Member Requirements.**

6.1. General Requirements.

6.1.a. The caregiver or substitute shall be:

6.1.a.1. At least eighteen (18) years of age; and

6.1.a.2. Able to read and write or have another adult present in the home, during the hours of care, who is able to read and write

6.1.b. The caregiver or substitute shall ensure that alcoholic beverages or illegal substances are not used, and that no one present in the home is under the influence of those substances during the time children are in care.

6.1.c. The caregiver may only use a substitute to provide care for children during emergency situations, illness and during occasional non-emergency situations such as vacations, child care training, and medical appointments.

6.1.d. A caregiver shall be physically present at the informal or relative family child care home and within sight or hearing of all children in care.

## 6.2. Health Requirements.

6.2.a. The caregiver shall, at his or her own cost, obtain a statement of good health from a licensed physician within thirty (30) days of application for a certificate of registration and upon application for renewal of the certificate of registration. Statements of good health may be completed up to six (6) months prior to application or renewal. A copy of the medical report shall be submitted to the Department and the caregiver shall retain the original.

6.2.b. If an investigation determines a caregiver or household member may have a physical, mental or emotional condition that could negatively impact the care of children, the caregiver shall provide a current physical or psychological examination report from a licensed physician or a licensed mental health professional assessing the condition and its impact on the provision of care for children, which will be used by the Department to determine whether to continue, deny or place limits on the certificate of registration.

## 6.3. Training Requirements.

6.3.a. A caregiver shall complete an initial two (2) hours of approved health or safety training within thirty (30) days of application.

6.3.b. A caregiver shall complete at least one (1) hour of self directed study related to child development annually.

6.3.c. A caregiver providing care for children under thirteen (13) months of age shall, within sixty (60) days of accepting the child into care, complete either:

6.3.c.1. A Sudden Infant Death Syndrome self study packet, or

6.3.d.2. Other approved Sudden Infant Death Syndrome training.

## 6.4. Background Checks.

6.4.a. At the time of application and renewal for a certificate of registration, a caregiver and each adult household member shall sign:

6.4.a.1. A statement of criminal record; and

6.4.a.2. A consent to check Department records for child and adult abuse and neglect.

6.4.b. The Secretary shall not grant a certificate of registration to an informal or relative family child care home if the caregiver or a household member is an active

recipient of child or adult protective services or has a history of substantiated child or adult abuse or neglect as determined by a court of law or an investigation by Department protective services staff.

6.4.c. The Secretary shall not grant a certificate of registration to an informal or relative family child care home if the caregiver or a household member:

6.4.c.1. Is currently under indictment or charged with any crime;

6.4.c.2. Is on parole or probation for a felony; or

6.4.c.3. Has been convicted of any of the following crimes:

6.4.c.3.A. Abduction;

6.4.c.3.B. Violent felonies including, but not limited, to rape, sexual assault, felonious physical assault or felonious battery;

6.4.c.3.C. Child or adult abuse or neglect;

6.4.c.3.D. Exploitation of or harm to a child or incapacitated adult;

6.4.c.3.E. Domestic violence or spousal abuse;

6.4.c.3. F. Felony arson;

6.4.c.3.G. Felony drug-related offenses within the last ten (10) years;

6.4.c.3.H. Felony Driving Under the Influence or Driving While Intoxicated convictions within the last ten (10) years;

6.4.c.3.I. Hate crimes as described in West Virginia Code §61-6-21;

6.4.c.3.J. Murder;

6.4.c.3.K. Pornography involving children or incapacitated adults;

6.4.c.3.L. Purchase or sale of a child;

6.4.c.3.M. Sexual offenses including but not limited to incest, sexual abuse, or indecent exposure; or

6.4.c.3.N. Other crimes that the Secretary determines may pose a risk to children.

6.4.d. An informal or relative family child care home shall not be approved if the caregiver or a household member has been convicted of a felony not listed in section 6.4.c. unless a waiver is requested and approved.

6.4.e. An informal or relative family child care home shall not be approved if the caregiver or a household member has been convicted of two (2) or more misdemeanors unless a waiver is requested and approved.

6.4.f. An informal or relative family child care home shall not be approved if the caregiver failed to report convictions to the Department unless a waiver is requested and approved.

6.4.g. An informal or relative family child care home shall report arrests, charges, indictments, and convictions of caregivers and household members to the Department within twenty-four (24) hours of their occurrence. Failure to report shall result in revocation of registration.

#### 6.5. Informal Family Child Care Home Capacity.

6.5.a. An informal family child care home shall have no more than three (3) children in care under thirteen (13) years of age at any one time.

6.5. b. The number of children in the informal family child care home includes children under six (6) years old who live in the home.

#### **§ 78-20-7. Home Safety Requirements.**

7.1. Home Requirements -- An informal or relative family child care home shall have working heat, electricity, indoor plumbing, cook stove, refrigerator, and access to a working telephone or communications device.

7.2. Safety Barriers -- Safety gates shall be provided at the top and bottom of stairs which are accessible to children under twenty-four (24) months of age.

7.3. Hazards -- Informal or relative family child care homes shall:

7.3.a. Store cleaning supplies, detergents, aerosol cans, pesticides, poisons, flammable materials, poisonous or unknown plants, medicines, and alcoholic beverages or toxic materials out of the reach of children under six (6) years of age;

7.3.b. Store hazardous materials separately from food items; and

7.3.c. Store guns, ammunition, hunting knives, bows and arrows, and other weapons in a locked cabinet or locked closet.

#### 7.4. Heating.

7.4.a. Unvented gas heaters may be used as a source of heat when both of the following requirements are met:

7.4.a.1. A properly functioning digital carbon monoxide detector has been installed in a central location in the home; and

7.4.a.2. The heater is equipped with an oxygen depletion sensor that automatically shuts the heater off, if a hazardous level of carbon monoxide accumulates.

#### 7.5. Pets and Animals.

7.5.a. An informal or relative family child care home shall:

7.5.a.1. Confine animals that are sick, aggressive, or injured in an area not accessible to children;

7.5.a.2. Keep pets such as birds, ferrets, reptiles, or wild animals in an area of the home or the premises that is not accessible to children and away from food preparation areas; and

7.5.a.3. Keep documentation available on site of rabies vaccinations for all cats and dogs kept on the premises.

7.6. Play Areas -- Indoor and outdoor play areas shall be free from unsanitary or hazardous items.

#### 7.7. Electrical Safety.

7.7.a. Caregivers shall install protective covers on all unused electrical outlets accessible to children who are under five (5) years of age.

7.7.b. Extension cords shall be maintained in good condition, UL approved and not run under carpets or rugs, or through common walkways unless stabilized to prevent tripping.

### **§ 78-20-8. Fire Safety.**

8.1. One (1) working smoke detector shall be installed on every level of the home.

8.2. An ABC-rated multi-purpose fire extinguisher shall be available in the home at all times.

**§ 78-20-9. Health, Sanitation, and Nutrition.**

9.1. Health -- The caregiver shall obtain from the child's parent/guardian a record of each child's health examinations and immunizations and maintain the information in a file according to the following guidelines:

9.1.a. A general medical examination shall be obtained for all children ~~who have not yet reached their sixth (6th) birthday shall be obtained~~ within ~~six (6) months prior to or thirty (30) days following~~ of admission to the home, provided the examination was completed no more than six (6) months prior to the child's admission to the home.

9.1.b. ~~Children's medical examination records shall be updated every two (2) years.~~ The caregiver shall provide parents with a WV HealthCheck periodicity chart for child health exams and shall obtain from the parent a new health assessment updated with new or current information at least every two (2) years for the child under the age of six (6) years.

9.1.c. Immunization records shall be completed and updated according to the schedule recommended by the Department.

9.1.d. If immunizations are not current, the caregiver shall obtain a schedule for completion from the parent for the informal or relative family child care home's files, unless the parent:

9.1.d.1. Provides written documentation of religious objections to immunization; or

9.1.d.2. Provides written documentation from a physician that immunizations are contraindicated due to the child's medical condition.

**9.2. Sanitation.**

9.2.a. The informal or relative family child care home shall have sufficient safe water for drinking, hand washing, and other household needs.

9.2.b. The caregiver and the children shall thoroughly wash their hands with soap and water for at least ~~ten (10)~~ twenty (20) seconds any time they are soiled, including at the following times:

9.2.b.1. Before eating;

9.2.b.2. Before handling or preparing foods;

9.2.b.3. After contact with animals;

9.2.b.4. Before and after diaper changing, assisting a child with toilet use, or personal bathroom use; and

9.2.b.5. When the caregiver or the children come into contact with blood or bodily fluids containing blood.

9.2.c. The caregiver shall store food and drinks in closed containers and refrigerate as needed.

9.2.d. To ensure the cleanliness of the home the caregiver shall:

9.2.d.1. Cover garbage cans with lids or place cans in an area inaccessible to children, maintain them in a sanitary manner with liners, and empty them daily;

9.2.d.2. Clean and disinfect bathroom facilities used by the children daily and when soiled;

9.2.d.3. Clean dishes in a dishwasher or in hot water and detergent. If they are washed by hand, they shall be rinsed thoroughly and allowed to air dry;

9.2.d.4. Maintain the informal or relative family child care home and furnishings in a safe and sanitary condition to prevent accidents and illnesses; and

9.2.d.5. Ensure that the informal or relative family child care home is free of rodent or insect infestation.

9.3. Nutrition -- Children shall receive nutritious meals and snacks, served in a sanitary manner and in amounts adequate to meet their nutritional needs, based on current United States Department of Agriculture's Dietary Guidelines for Americans.

#### **§ 78-20-10. Water Safety.**

10.1. The caregiver shall obtain written permission from parents before all water play and or swimming activities.

10.2. The informal or relative family child care home shall ensure that all pools and hot tubs are either emptied or inaccessible to children when not in use.

10.3. A caregiver shall be physically present and supervise the children at all times during water play and/or swimming activities.

#### **§ 78-20-11. Emergency Practices.**

11.1 Emergency Information -- An informal or relative family child care home shall ensure that written emergency information is available near the telephone or other

communications device within easy access of the caregiver, children, and substitutes that contains telephone numbers for the following:

11.1.a.1. Police and fire departments;

11.1.a.2. The child abuse and neglect hotline;

11.1.a.3. Ambulance service;

11.1.a.4. A poison control center or the universal poison control center telephone number, 1-800-222-1222;

;

11.1.a.5. Parent's work and home;

11.1.a.6. Health care provider for each child; and

11.1.a.7. An emergency substitute, if applicable.

11.1.b. Emergency information for each child and parental permission forms for emergency medical treatment shall be obtained prior to a child's placement in the home and shall meet the following requirements.

11.1.b.1. Emergency information shall be maintained in the provider's records, and updated when information changes.

11.1.b.2. Emergency information for each child shall include emergency contacts, family information, and permission to seek medical treatment.

11.1.b.3. Emergency consent forms shall be notarized.

11.2. Evacuation Plan -- An informal or relative family child care home shall develop and post a written plan for emergency evacuation of the children from the home, which includes primary and secondary exits from the home and a meeting place for children once they exit the home.

11.3. First Aid Supplies -- An informal or relative family child care home shall keep the following first aid supplies available in a portable container and ensure they are out of children's reach:

11.3.a. A digital thermometer;

11.3.b. Disposable gloves;

11.3.c. Blunt tipped scissors;

- 11.3.d. Tweezers;
- 11.3.e. Bandage tape;
- 11.3.f. Sterile gauze;
- 11.3.g. Non-medicated adhesive strips;
- 11.3.h. Sealed packages of alcohol wipes or antiseptic;
- 11.3.i. Soap; and
- 11.3. j. A first aid guide.

**§ 78-20-12. Transportation.**

12.1. General Transportation.

12.1.a. When transporting children, the caregiver shall:

12.1.a.1. Accompany children on activities that require transportation;

12.1.a.2. Ensure the driver transporting the children has a valid drivers license; and

12.1.a.3. Ensure the vehicle used to transport the children is maintained in safe running condition, with insurance and a current inspection sticker.

12.1.b. An informal or relative family child care home shall ensure that children are secured in an approved child safety seat or in individual seat belts, as required by West Virginia Code 17C-15-46.

**§ 78-20-13. Program and Equipment.**

13.1. Daily Routine -- An informal or relative family child care home shall have a daily routine appropriate to the ages of the children in care that includes:

13.1.a. Specific meal times;

13.1.b. Nap times for children who need them;

13.1.c. Indoor play time; and

13.1.d. Outdoor play time on days when temperatures are forty (40) degrees and above, weather and circumstances permitting.

13.2. Program -- An informal or relative family child care home shall implement a program that is appropriate to the ages and stages of development of children in care and enhances the healthy growth and development of children.

13.3. Equipment -- An informal or relative family child care home shall select toys, equipment, and activities that are nontoxic, safe, sturdy, easy to clean and free of hazards.

**§ 78-19-14. Guidance and Discipline.**

14.1. Guidance.

14.1.a. The caregiver shall use guidance that helps the children understand appropriate behavior and is appropriate to their ages.

14.1.b. An informal or relative family child care home shall have rules that are fair, consistent, and relevant to the children's ages.

14.1.c. An informal or relative family child care home may use a time-out that lasts no more than one (1) minute for each year of a child's age and only for the purpose of helping a child regain control.

14.2. Discipline -- A caregiver, household member or substitute shall not use any of the following harmful forms of discipline:

14.2.a. Punishing a child physically including spanking, hitting, kicking, biting, shaking, swatting, thumping, pinching, popping, shoving, spitting, or other cruel treatment;

14.2.b. Punishing or threatening a child in association with food, sleep, rest, or toilet training;

14.2.c. Putting anything in or on a child's mouth as punishment;

14.2.d. Confining a child in a closet or locked room or using physical restraints for confinement;

14.2.e. Using loud, profane, or abusive language or threats of physical punishment;

14.2.f. Punishing a child psychologically including public or private humiliation, shaming, and negative remarks about the child or child's family;

14.2.g. Punishing a child emotionally including rejecting, terrorizing, ignoring, or isolating; and

14.2.h. Allowing a child or other adult to punish children.

14.3. A caregiver shall not seek or accept parental permission to use any punishments or acts prohibited in this rule.

**§ 78-20-15. Children Under Twenty-Four (24) Months of Age.**

15.1. Equipment -- An informal or relative family child care home:

15.1.a. Shall provide children under thirteen (13) months of age with a crib, port-a-crib, or playpen that has no more than two and three-eighths (2 3/8) inches between slats, side, or end panels;

15.1.b. Shall not allow children under 13 months of age to sleep on any type of adult bed or sofa;

15.1.c. Shall not place soft pillows or stuffed animals in beds with children under thirteen (13) months of age during sleep or nap times;

15.1.d. Shall ensure that high chairs, infant swings, playpens and cribs are safe, sanitary and in good working condition; and

15.1.e. Shall disinfect toys and play equipment used by children under twenty-four (24) months of age after each use.

15.2. Feeding and Care --An informal or relative family child care home caring for infants and toddlers shall:

15.2.a. Hold infants six (6) months of age and younger while bottle-feeding. Bottle propping is prohibited;

15.2.b. Place an infant who is unable to turn over independently on his or her back to sleep unless medical documentation prohibits sleep in that position; and

15.2.c. Visually observe and check on children in cribs and playpens every fifteen (15) minutes.

15.3. Diapering and Toilet Training.

15.3.a. A caregiver caring for children in diapers shall:

15.3.a.1. Have sufficient quantities of clean diapers available; and

15.3.a.2. Change diapers when soiled and dispose of them in a closed container that is emptied daily.

15.3.b. An informal or relative family child care home caring for a child who is toilet training shall discuss and agree with the child's parent on a schedule for toilet training.

**§ 78-20-16. Required Reporting to the Department.**

16.1. An informal or relative family child care home shall immediately report suspected child abuse or neglect to the Department in accordance with West Virginia Code §49-6A-1. et. seq.

16.2. An informal or relative family child care home shall immediately report to the Department any accidents or illnesses resulting in emergency treatment, hospitalization, or the death of a child and follow up with a written report form proscribed by the Department within seventy-two (72) hours.

16.3. An informal or relative family child care home shall report the following within seventy-two (72) hours:

16.3.a. An adult added to the household so statements of criminal record, child abuse and neglect history can be completed;

16.3.b. Major damage to the home caused by fire, flood, or storms;

16.3.c. A change in address; and

16.3.d. A change in phone number.

**§ 78-20-17. Enforcement Action.**

17.1. This rule may be enforced by revocation of a certificate of registration, or by immediate closure, or both, in accordance with West Virginia Code §49-2B-11 and 12.

**§ 78-20-18. Administrative and Judicial Review.**

18.1. In accordance with the provisions of West Virginia Code §49-2B-13, an informal or relative family child care home may seek an administrative review of a decision made by the Secretary by requesting a hearing within thirty (30) days of receiving the notice of the decision.

18.2. An informal or relative family child care home may also seek immediate relief from the decision of the Secretary by a showing of good cause made by verified petition to the circuit court of Kanawha County or the circuit court of the county where the home is located.

**Comments Received on the Informal and Relative Family  
Child Care Home Rules**

**From:** BCF Web Administrator <michaelpack@wvdhhr.org>  
**To:** Deidre Craythorne <deidrecraythorne@wvdhhr.org>  
**Date:** Sat, Jun 24, 2006 12:33 AM  
**Subject:** Regulatory Comment - 6/24/2006 12:08:04 AM

Rule Selections:  
Informal and Relative Family Child Care Home Registration Requirements

W-3

Topic: child development

Concern/Issue: Responsible parties of children must have the opportunity to be educated on typical child development. This is one way that the state can help in their Child Find efforts. When an adult is aware of typical actions/behaviors of young children they are able to identify atypical behaviors as well. This can lead the state in a direction that facilitates the timeliness of referrals to West Virginia Birth to Three or other appropriate services that the state or private institutions can provide.

It is important for families/caregivers to provide developmentally appropriate play situations. Caregivers must be educated about different learning modalities, the importance of pretend play, the importance of sensory experiences, and the importance of a language rich environment.

Suggestion: In order to register to become an informal caregiver, caring for 3 or less children in the home, the caregiver must have training on child development.

Name: rebecca mcomas

Address: 5915 mahood drive, huntington, West Virginia 25705

Phone: 3046385590

**CC:** CCtest <michaelpack@wvdhhr.org>

**CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM**

6.4

Rule Name: Informal/Relative Family Child Care Home 78-20 (Care for up to 3 children or relatives only)

Topic: Background Checks, Home Visitations, etc.

Concern/Issue Child care within family compared to non familial child care.

Suggested Rule Revision: As a parent & grandparent, I understand the basis for new safety guidelines & rules for child care in West Virginia such as fingerprinting, background checks, and random home visits to regulate and maintain safe environments for our children. Yet as a grandparent, who cares for her own grandchildren without monetary gain, I believe that such safety precautions are unnecessary for families that provide care to family members. Such rules should definitely monitor day care & non familial multi-child care providers.

Tammy G. Isenhardt  
Print of Type Name

Tammy Isenhardt  
Signature

Rt# 1 Box 139E, Elkins  
Address  
W.V. 26241

304-636-0382  
Phone Number

Please mail to:

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

**CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM**

Rule Name: Informal/Relative Family Child Care Home 78-20 (Care for up to 3 children or relatives only)

Topic: New Legislative Rules

Concern/Issue 78-20-11 Emergency Practices 11.1. b.3

I have been continuously registered as a Child Care Provider for about 16 years. My Client has

Suggested Rule Revision: Both Children registered at the Hospital, doctor office, and dentist office, so I may have responsibility for taking them when she is working. I have done so many times and I really don't see the need for notarized consent in this case. I believe the state is trying to make it impossible for some to continue with this program and that's sad for those of us who have successfully done so for many years.

SANDRA DEBEE

Sandra DeBee

Print or Type Name

Signature

Mailing - P.O. Box 312 Newell, WV 26050

Physical - 237 Louisiana Ave Chester, WV 26034

(304) 387-3298

Address

Phone Number

Please mail to:

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

**From:** Joel Harris  
**To:** Deidre Craythorne  
**Date:** Fri, Jun 23, 2006 3:22 PM  
**Subject:** Fwd: Inconsistencies in New CC Laws

James found some inconsistencies in the three regulations booklets.  
Please read through for possible changes.  
Thanks.

>>> James Richards 06/23/2006 2:55:42 PM >>>

I noticed that the first aid lists in each of the three C C laws are not consistent. For example, two of the three lists call for a digital thermometer while the third does not. Another example is that two of the three lists call for bandage tape while the other just specifies "tape." Hopefully, the provider would include the appropriate tape, but in case they do not, then we cannot easily enforce this.

The difference in disposable gloves is a safety issue in my opinion. There is research that demonstrates that vinyl gloves are not safe, once they are stretched. In other words, they are nonporous, until you actually use them. I think we should require nonporous gloves for all levels of care. Most cheap vinyl gloves will not meet this standard. There are medical-quality nitrile gloves available for latex-intolerant individuals. The gloves sold at Big Lots do not meet this standard.

I also think compliance and enforcement would be easier if these three lists matched. For example, the Choices R & R gives out first aid kits to eligible providers. By these standards, one or two of the three provider types would not receive the correct first aid kit.

The attachment is a listing of the three sets of regulations pertaining to first aid contents. A table also is included with the three types of required items that has the different textual requirements highlighted. I really think Division could clean this range of requirements up by just specifying the same list for all three laws and make everyone's job a little easier.

CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM

Rule Name: Informal/Relative Family Child Care Home 78-20 (Care for up to 3 children or relatives only)

Topic: Informal/Relative Child Care Home

Concern/Issue Have None

Suggested Rule Revision: None I Am in Compliance With All Rules,

We were STATE Foster Parents From 1972 to 1999 Due to my Husband Stroke we quit And 4 yrs Ago I WAS Ceritified STATE DAY CARE To Supplement INcome BUT Did NOT STAY Due To The FACT I had to have 4 OR more children I could NOT BECAUSE I TAKE CARE OF my (Stroked) Husband Also And 4 WAS To many To give Them The ATT. They needed. All These Rules are great! They Protect the Children And The Caregivers We had 19 children stayed in home 5 month to 4 yrs

Linda J. Meadows  
Print or Type Name

Linda J. Meadows  
Signature

320 Home St.  
Address

304-366-4651  
Phone Number

We had STATE DAY CARE children From 1968 TO 1974 Along With Foster children. These TYPE children are Very much in need OF Good homes. We truly loved it! It WAS CHALLENGING, HARD WORK, SELF DISCIPLINE, Physically DRINKING BUT When We See Results OF THE love And HARD WORK we do The good Homes they go to, We Know we were the ones THAT WAS blessed By God To Deale To Share in Those childrens lives Knowing many We would never see AGAIN. We Know we nursed them Back To health And Emotionally Stable children. When they left.

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

Please mail to:

ADOPTED (3)

**CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM**

Rule Name: Informal/Relative Family Child Care Home 78-20 (Care for up to 3 children or relatives only)

Topic: \_\_\_\_\_

Concern/Issue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Rule Revision: I've read all the rules and I don't think there's any changes needed for the age group. I have (with) grand kids. I graduated.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print or Type Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

Please mail to:

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

**RECEIVED**

JUL 19 2006

Early Care & Education

**RECEIVED**

JUL 18 2006

Early Care & Education

**From:** Joan Skaggs  
**To:** Ann Nutt; Joyce Tucker; Melanie Clark  
**Date:** 07/05/2006 11:52:46 AM  
**Subject:** Re: Comments on Regulations---2nd attempt--corrected mediation to medication!!

Ok, so my computer doesn't know the difference between mediation and medication!!!  
I've corrected those errors-- here we go again! It's definitely like a Monday!!!  
Below are my comments--hopefully without the errors in spelling!

Here are my comments on the **Informal and Relative Family Child Care Home Regulations:**

6.3 a. A care giver shall complete an initial two (2) hours of approved health or safety training within thirty (30) days of application.  
*Question---is this 1st aid and CPR?*

7.3.a Store cleaning supplies,..... or toxic materials out of the reach of children under six (6) years of age  
*Seems that this should be older perhaps 8 or 10 years of age.*

*Question for area under Health, Sanitation and Nutrition*  
*What are the guide lines for medication administration and how is documentation of administration being handled,?*

9.2.b the care given and the children shall thoroughly wash their hands with soap and water for a least ten (10) seconds  
*Please correct to at least twenty (20) seconds for consistency with all other regulations!*

11.1.a.4 (page 13) A poison control center--  
*Please consider adding the UNIVERSAL POISON CONTROL CENTER NUMBER--1-800-222-1222.*

11.3.a. A thermometer-  
*Please consider adding the word 'digital' --again for consistency with other regulations!*

**Comments for Family Child Care Facility Licensing Requirements:**

6. 4. j. A statement of any special needs of the child including allergies  
*Please add allergies--including medication/s, foods or environmental*

10.7. e. Provide soap, clean water, clean individual wash cloths and towels for each child.  
*Question is - is there a plan for cleaning the tub between each child's bath?*

20.12. a . Non-prescription medications.....or upon direction from the child's health care provider; and  
*document on individual child's medication log that medication was given.*

20.12. b. Prescription medication only from.... labeled with the child's name, date, *dosage to be given, time and method*, following the health care provider's directions. *Document on individual child's medication log that medication was given.*

Replace page 34 --Appendix 78-18-A Disinfectant Solutions with page 6 from **Healthy Young Children**.

Page 36 Equipment and Materials for Infants-- --type of supplies and equipment-- add the word unbreakable secured infant mirrors...

**Comments for Family Child Care Home Requirements**

7.3.a.2. Store cleaning supplies.....out of the reach of children under six (6) years of age;  
*Seems that this should be older perhaps 8 or 10 years of age.*

**CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM**

Rule Name: Family Child Care Home 78-19 (Care for 4-6 children)

Topic: \_\_\_\_\_

Concern/Issue \_\_\_16.1.a.2 should not be changed to 13 months and younger

\_10.1 checking on a child's health every 2 years is useless for this age group. This needs to be annually or take it out completely and we well deal with immunizations only

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Rule Revision: \_6.1 or 6.7 should include a statement that if known to the provider, the substitute should have no felony convictions or record of substantiated abuse or neglect.

6.4 needs to include a statement that fingerprinting is required so we will have something to print out on the corrective action plans

\_\_\_\_\_

\_\_\_\_\_

Fay L Magner

\_\_\_\_\_

Print or Type Name

\_\_\_\_\_

Signature

1027 N Randolph Ave  
Elkins WV 26241  
Address

304 637 5560  
Phone Number

Please mail to:

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

**From:** BCF Web Administrator <michaelpack@wvdhhr.org>  
**To:** Beth Hall <bethhall@wvdhhr.org>  
**Date:** Mon, Jul 10, 2006 2:33 PM  
**Subject:** Regulatory Comment - 7/10/2006 2:25:44 PM

Rule Selections:

Child Care Center Licensing Requirements

Topic: Not requiring a child health assessment on childre

Concern/Issue: I would like some claification on this.

What is the reasoning on not requiring children over six to have a health assessment , if they are attending a childcare center, even if it is only for the summer?

Suggestion:

Name: Michelle McFall

Address: P.O. Box 122, Union, 24983

Phone: 3047725240

**CC:** CCtest <michaelpack@wvdhhr.org>

**CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM**

Rule Name: Informal/Relative Family Child Care Home 78-20 (Care for up to 3 children or relatives only)

Topic: \_\_\_\_\_

Concern/Issue \_\_\_\_\_

Suggested Rule Revision: *Eliminate the sign in & out sheet*

*It's hard to get the parents always in a hurry to get to work.*

EVELYN CAVALIER  
Print or Type Name

Evelyn Cavalier (Grandmother)  
Signature

P.O. Box 363, Marmille, WV 26534  
Address

304-599-3097  
Phone Number

FD #  
18884

Please mail to:

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

*Sgn w/out is not part of the rule. Due to emphasis*

**CHILD CARE REGULATORY REQUIREMENTS  
PUBLIC COMMENT FORM**

Rule Name: Informal/Relative Family Child Care Home 78-20 (Care for up to 3 children or relatives only)

Topic: Age Restriction

Concern/Issue Age restriction should be raised.

Suggested Rule Revision: I believe, as long as a child is under the age of 18 they should be allowed on the program as long as they are ~~at home~~ ~~or~~ being baby sat.

Henrietta Knotts  
Print or Type Name

Henrietta Knotts  
Signature

4066 Selenton, WVa 26250  
Address

304 457 4913  
Phone Number

Please mail to:

Attn: Division of Early Care & Education  
WV Department of Health and Human Resources  
350 Capitol Street, Room B-18  
Charleston, WV 25301

*This cannot be addressed w the rule subsidy policy is based on federal requests*

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES LEGISLATIVE  
RULES**

**TITLE 78, SERIES 20**

**Public Comments Received  
and Department of Health and Human Resources Response**

**INFORMAL AND RELATIVE FAMILY CHILD CARE HOME  
REGISTRATION REQUIREMENTS**

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**July 28, 2006**

**TITLE 78  
LEGISLATIVE RULES  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
SERIES 20**

**Public Comment on Informal and Relative Family Child Care Home  
Registration Requirements and Response**

A thirty day public comment regarding the proposed rule, Informal and Relative Family Child Care Home Registration Requirements, 78 CSR 20, was held beginning June 17, 2006 and ended July 25, 2006. Eleven comments on the rule were received as well as two comments that did not pertain to the rule. The Department of Health and Human Resources has elected to make a few changes based on these comments to clarify the intent of this rule. The DHHR has listed responses to each comment and has specifically listed the details of any changes to the rule.

**Comment 1:** “Responsible parties of children must have the opportunity to be educated on typical child development. This is one way that the state can help in their Child Find efforts. When an adult is aware of typical actions/behaviors of young children they are able to identify atypical behaviors as well. This can lead the state in a direction that facilitates the timeliness of referrals to West Virginia Birth to Three or other appropriate services that the state or private institutions can provide. It is important for families/caregivers to provide developmentally appropriate play situations. Caregivers must be educated about different learning modalities, the importance of pretend play, the importance of sensory experiences, and the importance of a language rich environment. Suggestion: In order to register to become an informal caregiver, caring for 3 or less children in the home, the caregiver must have training on child development.”

**Response 1:** Study topics are not mandated for informal and relative providers at this time. We are hesitant to require additional training of informal and relative family child care providers for a voluntary registration process since our focus groups indicated that training requirements were keeping informal and relative providers from participating in the Child and Adult Food Program. This category of care was implemented in order to facilitate provider’s participation in the program, so one of the goals is to increase participation. Free training is available for anyone who wishes it through child care resource and referral agencies.

**Comment 2:** “As a parent and grandparent, I understand the basis for new safety guidelines and rules for child care in West Virginia such as fingerprinting, background checks, and random home visits to regulate and maintain safe environments for our children. Yet as a grandparent, who cares for her own grandchildren without monetary gain, I believe that such safety precautions are unnecessary for families that provide care to family members. Such rules should definitely monitor day care and non-familial multi-child care providers.”

**Response 2:** Grandparents are not required to register but may voluntarily do so in order to be eligible for federally funded programs. As a condition of eligibility for child care subsidy monies, the federal government requires that all child care providers meet basic health and safety standards. Other informal and relative providers may voluntarily register because they wish to participate in the Child and Adult Care Food Program. Informal and relative providers who do not wish to participate in either the subsidy or the food program are not required to register, and therefore would not be subject to background checks.

**Comment 3:** “Emergency Practices 11.1.b.3. I have been continuously registered as a child care provider for about 16 years. My client has both children registered at the hospital, doctor office and dentist office so I may have

responsibility for taking them when she is working. I have done so many times and I really don't see the need for notarized consent in this case. I believe the state is trying to make it impossible for some to continue with this program and that's sad for those of us who have successfully done so for many years."

**Response 3:** While these arrangements may work in some areas, this requirement was developed because medical personnel would not accept handwritten permissions. Liability is a constant concern and notarized forms are generally more acceptable to medical personnel in an emergency for that reason. Parents and guardians can access free notary public services at their local child care resource and referral offices if the cost of notary services is an issue.

**Comment 4:** "I noticed that the first aid lists in each of the three CC laws are not consistent. For example, two of the three lists call for a digital thermometer while the third does not. Another example is that two of the three lists call for bandage tape while the other just specifies "tape." Hopefully, the provider would include the appropriate tape, but in case they do not, then we cannot easily enforce this. The difference in disposable gloves is a safety issue in my opinion. There is research that demonstrates that vinyl gloves are not safe, once they are stretched. In other words, they are nonporous, until you actually use them. I think we should require nonporous gloves for all levels of care. Most cheap vinyl gloves will not meet this standard. There are medical-quality nitrile gloves available for latex-intolerant individuals. The gloves sold at Big Lots do not meet this standard. I also think compliance and enforcement would be easier if these three lists matched. For example, the Choices R & R gives out first aid kits to eligible providers. By these standards, one or two of the three provider types would not receive the correct first aid kit."

**Response 4:** The qualifier "digital" will be added to 11.3.a. to clarify the type of thermometer required. Nonporous gloves will not be required of informal and relative family homes due to the higher costs associated with them.

**Comment 5:** "None. I am in compliance with all rules... All these rules are great!"

**Response 5:** None.

**Comment 6:** "I've read all the rules and I don't think there's any changes needed for the age group I have (10 and 11) yr old kids. Grandsons."

**Response 6:** None.

**Comment 7:** 6.3. a. A caregiver shall complete an initial two (2) hours of approved health or safety training within thirty (30) days of application. Is this first aid and CPR?

**Response 7:** First aid and CPR are not a requirement for informal and relative care. They are required to have a first aid guide within their first aid kit but again the issue of training appears to be a barrier to registration, which is required for participation in the Child and Adult Food Program, so a decision was made not to require first aid and CPR training.

**Comment 8:** 7.3 Store cleaning supplies ..... or toxic materials out of the reach of children under six (6) years of age. Seems that this should be older, perhaps 8 or 10 years of age.

**Response 8:** The age limit will be left at 6. Family child care rules have been in effect for 3 years that contain the

age 6 guidelines with no major problems occurring. One of the main guidelines used in developing the informal and relative rules was to minimize regulation while protecting health and safety. We feel the guidelines are sufficient.

**Comment 9:** What are the guidelines for medication administration and how is documentation of administration being handled?

**Response 9:** Most of the providers covered by this rule are either family, friends or neighbors of the children in care so a less formal relationship exists and most caregivers care for 3 or fewer children. For these reasons and the desire to minimize regulation, a decision was reached to not be proscriptive with this issue.

**Comment 10:** 9.2.b the care giver and children shall thoroughly wash their hands with soap and water for at least ten (10) seconds. Please correct to at least twenty (20) seconds for consistency with all other regulations.

**Response 10:** Correction made.

**Comment 11:** 11.1.a.4. A poison control center. Please consider adding the Universal Poison Control Center Number 1-800-222-1222.

**Response:** Added.

**Comment:** 11.3.a. A thermometer. Please consider adding the word "digital".

**Response:** Added.

**Comments:** Checking on a child's health every 2 years is useless for this age group. This needs to be annually or take it out completely and deal with immunizations only."

Child Care Center Licensing Requirements -Comment: Not requiring a child health assessment on children. I would like some clarification on this. What is the reasoning on not requiring children over six to have a health assessment , if they are attending a childcare center, even if it is only for the summer?

**Responses:** While the above two comments were received on family child care homes and child care centers, the Department wanted to take this opportunity to provide consistency in the requirements for child health assessments across the four types of child care program. In one set of rules, they were required annually and in another every two years. Some required medicals on all children, others only on children under the age of six. We had heard that parents were concerned about the cost and only took older children to the doctor when they were ill. For these reason, we opted to have an initial physical examination form completed on all children initially, provide the parent with a periodicity schedule from the West Virginia Health Check Program and a list of recommended immunizations for children. After the initial health assessment, parents are asked to submit a form to the provider every two years until the child turns six years of age.

#### **Comments Received that Pertain to Subsidy Policies Rather than the Proposed Rule**

**Comment:** "Eliminate the sign in and out sheet. It's hard to get the parents always in a hurry to get to work."

**Response:** Sign in and out sheets are a requirement of participation in the subsidy program, and not a requirement of

the proposed informal and relative family child care rule. They are used to prevent errors that would result in improper payments, which can result in the loss of federal child care dollars for the state.

**Comment:** "Age restriction should be raised. I believe, as long as a child is under the age of 18 they should be allowed on the program as long as they are being baby sat."

**Response:** This is not a requirement of the proposed rule. The age limits for the subsidy program are imposed by the federal law which provides the child care funding. The Child Care and Development Fund states that an eligible child must be under 13 years of age; or, at the option of the Lead Agency, be under age 19 and physically or mentally incapable of caring for himself or herself, or under court supervision. West Virginia does allow for care up to age 18 if the above conditions are verified.

## **Informal and Relative Family Child Care Home Rules Changed as a Result of Public Comment**

- 9.1.a. Added language to the rule to clarify time frames for acceptable health assessments.
- 9.1.b. Added language to the rule to clarify children's health assessments schedule
- 9.2.b. Changed the time of handwashing required from ten (10) to twenty (20) seconds
- 11.1.a.4. Added poison control center telephone number
- 11.3.a. Added the qualifier "digital" to indicate type of thermometer required