

Maine Child Care Licensing

Child Care Licensing's primary mission is to ensure the health and safety of children and to support preventive, protective, and quality child care services. Child Care Licensing meets this mission through monitoring, providing technical assistance, and establishing partnerships with providers, parents, and the child care stakeholder community.

The Department's Child Care Licensing Unit provides oversight and support of licensed Child Care Facilities and Family Child Care Providers with 18 Child Care Licensing Specialists and 3 Licensing Supervisors. All children and families, regardless of age, ethnicity, cultural background, gender, socioeconomic status, or ability, are afforded the same protections under law and regulations for child care services.



Happy New Year!

In the spirit of the new year, Child Care Licensing will be piloting a Monthly Message and sending it to all of you, Maine's valuable licensed child care providers. We'll be including general updates, reminders, and bite size interpretive guidelines. Our goal over the course of this year is to create a single comprehensive interpretive guide for each child care licensing rule. Think of this as a compliance guide that allows for a shared understanding of the requirements, the intent/rationale, and for some requirements a description of how the rule is measured. We hope that these monthly bite size interpretive guidelines will immediately increase understanding, trust, and compliance.

DID YOU KNOW?

The National Association for Regulatory Administration (NARA) is an international non-profit professional association that represents all human care licensing, including adult residential and assisted living, adult day care, child care, child welfare and program licensing for services related to behavioral health, developmental disability and substance use disorder.

Maine's Child Care Licensing Specialists and Supervisors hold the National Regulatory Professional Credential (NRPC) which is the only national certification for human care licensors. The credential is awarded when an applicant completes the course curriculum and passes the comprehensive examination. The credential must be renewed every five years and requires continuing education.

Staff *Highlights*

Supervisor Bob Gauthier has rejoined the Child Care Licensing team. In addition to supervising Children's Residential Licensing, he is now supervising Child Care Licensing Specialists Alice Engelhardt, Megan Hinrichs, Cathy Paglio and Sheila Single. Bob joins Supervisor Jen Welch and her team consisting of Bethany Callnan, Christine Clayton, Kayla Roderick, Melissa Russell, Barbara Jones, Jamie Gammon, and Lisa Talbot and Supervisor Pattie Collins and her team consisting of Katie Danaher, Jennifer Martel-Pettit, Karen Quinn, Marla Craft, Beth Burnham, and Deanna Miles. Children's Licensing and Investigation Services is managed by Janet Whitten.

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Updates

- The Managing Infectious Diseases in Child Care and Schools manual has arrived, and we are working on a plan for distribution to all licensed providers. This manual meets the requirement of Section 12.(C.)(1.-2.) of both the Family Child Care Provider Licensing Rule and Child Care Facility Licensing Rule.
- We are partnering with the Office of Child and Family Services, Child Care Services program and Coastal Enterprises, Inc. (CEI) to review infrastructure grant applications for expansion of existing child care programs and the establishment of new child care programs.
- The Child Care Facility Licensing Rule is now available in Arabic, Kinyarwanda, Lingala, Portuguese, Spanish and Swahili. These translated versions can be found on our website at: [Child Care Provider Licensing | Department of Health and Human Services \(maine.gov\)](#). The Family Child Care Provider Licensing Rule and the Child Care Provider Background Check Licensing Rule are in the process of being translated as well.
- You may have noticed some of our forms and resources on our website need some updating. Until these updates have been completed, please feel free to reach out to your Child Care Licensing Specialist who may be able to provide you with an updated version.
- Printed and bound copies of the rules have been mailed to all licensed Child Care Providers. If you did not receive a copy, please let your Child Care Licensing Specialist know.

Important Background Check Reminders

(Please refer to 10-148 C.M.R Ch. 34 for a complete review of all requirements)

- All Child Care Staff Members and household members over the age of 18 are required to complete a comprehensive background check to include fingerprinting. An employee cannot begin working in a child care program until they have a Letter of Eligibility in their personnel record. Newly hired employees may participate in orientation training prior to receiving their Letter of Eligibility, but cannot provide direct care to Children.
- Five business days following an individual's fingerprint appointment, the individual may email the address below to receive their eligibility status. This email may be used as verification for a maximum of two weeks, until the official Letter of Eligibility is received in the mail. To obtain eligibility status the individual may send an email with their full name, date of birth and the Transaction ID number (TME #), provided via email during registration, to Childcarecheck.dhhs@maine.gov.
- If a Child Care Staff Member turns 18 during employment and schedules an appointment for a comprehensive background check within two weeks of their 18th birthday, they may continue to work under direct supervision until the Letter of Eligibility is in their personnel record.
- A Letter of Eligibility must include the date and the embossed (raised) seal in order to be accepted by Child Care Licensing. It must be the original document and not a copy. Child Care Staff Members who change child care employers may take the original Letter of Eligibility to their new employer. A copy must be retained in the personnel record for a period of three years.

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- An individual with a Letter of Eligibility who has been employed as a staff member at a child care within the past 180 days does not require a new background check when they change child care employers.
- A Child Care Staff Member who is working without a Letter of Eligibility in their personnel record must discontinue working with children until proof of eligibility is obtained.
- All household members over the age of 18 in a family child care must have a Letter of Eligibility. Any adult visiting the home must not provide care, supervision or have unsupervised access to children.
- All outside consultants, therapists, volunteers, practicum students, and student teachers that provide care or supervision to children and/or have unsupervised access to children must complete a comprehensive background check and their Letter of Eligibility must be available for review.

Thank you for all that you do for Maine children and families.