

**DEPARTMENT OF WORKFORCE SERVICES (DWS)
FAMILY, FRIEND, & NEIGHBOR (FFN) CHILD CARE REQUIREMENTS**

Inspections

- 1) Before initial approval, the provider will have an announced home inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the provider will be given a date to come into compliance with the regulation(s). The application will be denied when:
 - a) The provider is not there for the home inspection.
 - b) The provider does not show compliance with the regulation(s) by the required date.
- 2) During the approval year, each provider will have an unannounced inspection to assess compliance with the health and safety regulations. Before this inspection, the provider will be contacted and asked the days and times he/she is providing child care. When non-compliance to any regulation is found during this inspection, the provider will be given a date to come into compliance with the regulation(s). The approval will be deactivated when:
 - a) The provider does not contact the Licensing Specialist with the days and times he/she is providing child care.
 - b) The provider is not there for the inspection. (Several attempts will be made to complete the inspection.)
 - c) The provider does not show compliance with the regulation(s) by the required date.
- 3) Before the expiration date of the approval, each provider will have an announced inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the provider will be given a date to come into compliance with the regulation(s). The approval will be deactivated when:
 - a) The provider is not there for the inspection.
 - b) The provider does not show compliance with the regulation(s) by the required date.
- 4) When there are concerns with compliance, the providers will have an unannounced inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the provider will be given a date to come into compliance with the regulation(s). When the provider does not show compliance with regulations by the required date, the approval will be deactivated.

Appeal Rights

Providers have the right to appeal any findings of noncompliance and any adverse actions taken against their approvals. They can request an appeal with the Child Care Licensing DWS Child Care Manager and/or the Child Care Licensing Administrator. If not resolved at either of these levels, they may request a fair hearing with DWS.