

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
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IMEU-VIC-MWC

20 November 2009

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Family Child Care (FCC) Certification

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To outline FCC certification and guidelines.
3. APPLICABILITY: This SOP is applicable to all members (18 and over) of the Vicenza military community residing in Villaggio Della Pace or in Government Leased Quarters.

4. RESPONSIBILITIES:

FCC applicants must accomplish the following:

- a. New applicants must attend FCC orientation.
- b. FCC providers transferring from another military installation must submit training and certification records from previous installation and interview with FCC Director.
- c. Complete an application (DA Form 5219-R).
- d. Complete requests for background clearances.
- e. New applicants must return three personal references (DA Form 52220-R).
- f. Participate in an in-home interview to include family members.
- g. Have physical exams completed and/or updated for all family members.
- h. Develop and submit the following to FCC Director:
 - (1) Contingency plan for accidents and emergencies.

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- (2) Sample activity plans.
- (3) Sample menus covering four weeks.
- i. Read and sign the Risk Management Insurance Program (RIMP) statement.
- j. Sign a Statement of Understanding (AE Form 608-10D) acknowledging the requirements, policies and procedures obligated to uphold.
- k. The spouse must sign an agreement giving consent to FCC in the home.
- l. Home must have a working phone. Cell phones are acceptable if charged and on at all times. Homes will be closed when there is not a working phone available.
- m. Home must pass fire, safety and health inspections.
- n. Provisional certification for new providers is valid for only 12 months. During this period the provider must complete FCC training modules, demonstrate caregiving competencies and pass the FCC Child Abuse Risk Assessment Tool (CARAT).
- o. Certification process may be stopped at any time if the FCC Director determines the applicant is not qualified for certification. Final approval for certification rests with the installation commander.
- p. Completion of 40 hours of pre-certification training, to include CPR/First Aid, or proof of current certification if a transferring provider, and attend applicable local trainings.
- q. The provider will display the FCC certification document in their home.
- r. Provider will only accept children for care with appropriate CYSS registration documents.

5. PROCEDURES:

- a. FCC providers are required to admit into their home FCC and CYSS representatives, Preventive Medicine, Safety Manager, Fire Marshal and Provost Marshal when they are performing their official duties as related to the FCC program. Home visits may be announced or unannounced. Provider must cooperate with inspectors by providing requested information to demonstrate program compliance.
- b. Failure to comply with the above may be grounds for suspension, denial or revocation of certification. It may also result in loss of government housing privileges.
- c. General compliance with FCC requirements will be monitored through the following:

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- (1) FCC Director will inspect homes monthly and provide documentation in provider's file.
- (2) Annual assessments completed by safety, health and fire prevention inspectors (any noted violation requires immediate action).
- (3) CYSS Coordinator will inspect at least three (3) homes quarterly.
- (4) Within three (3) working days from receiving a report, the FCC Director will investigate allegations or complaints against a provider.
- (5) Procedures of investigating a complaint against a provider will include a completed DA Form 5221-R [para. 2-7d(3)], with written information identifying the deficiency, the regulation that was violated and date by which it must be corrected.
- (6) The provider will be allotted a reasonable amount of time to correct minor deficiencies, including administrative.
- (7) FCC certification may be temporarily suspended by the FCC Director for failure to adhere to FCC regulatory requirements.

d. CYSS will notify individuals who are in non-compliance with the FCC program:

(1) Notification letter will be sent through the sponsor to the family member, the building coordinator, and through DFMWR to the sponsor's Commander. Individual must comply within 30 days upon receipt.

e. Suspension or revocation of certification notice will include:

- (1) Sequence of actions.
- (2) Timeline.
- (3) Role of regulatory proponents.
- (4) Provisions for provider grievance procedures.
- (5) Completion of DA Form 5221-R [para. 2-7d(3)].

6. POLICIES:

a. USAG Vicenza Commander will make decisions related to suspension or revocation of certification after reviewing recommendations from CYSS Coordinator.

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b. Should a provider fail to comply with the regulatory requirements resulting in an emergency situation that endangers life, health and/or safety of children in care, FCC home certification will be immediately suspended.

c. Any revoked or suspended certificate will be held by the FCC Director.

A handwritten signature in black ink, appearing to read "Eric Weisel". The signature is fluid and cursive, with a large loop at the end.

ERIC WEISEL
Coordinator, Child, Youth & School
Services