



ROBERT BENTLEY
Governor

State of Alabama
Department of Human Resources
S. Gordon Persons Building

50 Ripley Street
P.O. Box 304000
Montgomery, Alabama 36130
334.242.1310
www.dhr.alabama.gov



NANCY T. BUCKNER
Commissioner

MEMORANDUM

TO: Prospective Providers of Residential Child Care Facilities

FROM: Starr Stewart, Director
Division of Resource Management

SUBJECT: Licensing Requirements for Residential Child Care Facilities

Please read the **Minimum Standards for Residential Child Care Facilities (MSCCF)** carefully. If, after careful review of the **MSCCF**, you are interested in operating a child care facility, please complete the APPLICATION FOR A LICENSE TO CONDUCT A CHILD CARE FACILITY (DHR-740) and the INFORMATION FORM FOR LICENSING STUDY (DHR-741). Return the forms with all required support documents to this office. Retain a copy for your records.

For your application to be processed, certain mandatory criteria must be met. Documented proof of the following must be submitted with your application:

1. A building in which to house your program (**MSCCF** section VI. A.);
2. An executive director who meets the minimum standards (**MSCCF** section III. B. 2. b.).
Include copies of degree(s) from an accredited university; a resume; results of the Child Abuse/Neglect Central Registry Clearance; and results of a criminal history check through the ABI and FBI (**MSCCF** section III. A. 3.);
3. A current Health Department inspection report on your facility (**MSCCF** section VI. B. 3.);
4. A current fire inspection report with no violations cited on your facility (**MSCCF** section VI. B. 2.);
5. A written statement of compliance with applicable zoning requirements (**MSCCF** section VI. B. 1.);
6. A projected or current annual budget (**MSCCF** sections III. B. 1. A. and VIII. A. 1. d.);
7. Twenty-five percent of the projected or current operating budget is available in the name of the facility (**MSCCF** section III. B. 1. a.); and
8. Licensed social services staff that meets the minimum standard (**MSCCF** sections III. B. 5. b. and VIII. A. 1. d.). Include copies of degrees from an accredited university and licenses from the State of Alabama. If you are planning to provide social services by contracting with someone, include a copy of the contract as well as the credentials of that person.

Note: To serve DHR children, you must also receive a Civil Rights Certification from the Department. This certification is issued by the Office of Civil Rights and Equal Employment (CR/EE). As part of the certification process, new and existing buildings which are to be used as part of the child care facility must be evaluated by CR/EE for Section 504/ADA compliance. We can issue a license prior to meeting Section 504/ADA compliance requirements, but **you cannot**

accept DHR children until certified by CR/EE. For further information regarding CR/EE's certification requirements and procedures, you may contact their office at (334) 242-1550.

Please utilize this document as a checklist prior to mailing your application. If your application does not have the **mandatory** items, it will be returned to you without processing. Thank you in advance for your inquiry. Please contact Gloria Derico Holloway at (334) 242-8177 if you have questions or if we may be of assistance to you.