

# Link Child Care Resource and Referral

611 Seventh Avenue, Suite 200

Huntington, WV 25701

(304) 523-9540 or (800) 894-9540

Fax (304) 697-4821

Dear Prospective Child Care Provider,

Would you like to be self-employed and work from home? Do you desire to own your own child care facility or center? As a qualified child care professional, you will help fulfill our mission to improve the quality of family life. You can play a significant role in children's lives by providing quality child care for parents who are working, attending school, and/or participating in WV WORKS.

All of Link Child Care Resource and Referral services are available at no cost to you. We assist child care providers in becoming registered or licensed. Additionally, we offer a variety of specialized training programs throughout the year. Our Traveling Resources and Information Library System (TRAILS) delivers child care resources directly to the provider's home, facility, center, Head Start or Pre-K program. Link can provide you information on child development, business advice, behavioral consultations, and the referral system. You also have the opportunity to apply for a financial grant to purchase items to meet health and safety requirements and for improving the quality of care.

Contact us today to learn more about turning what you love to do into a life-long career. Please call us at (304) 523-9540 or (800) 894-9540. And visit us, in person, at 611 Seventh Ave, Suite 200, Huntington, WV or you may also visit us online at [www.wvdhhr.org/link](http://www.wvdhhr.org/link).

Sincerely,

Provider Services

# Link CCR&R Provider Reminders

As a Family Child Care Provider, you have agreed to follow all state guidelines as you care for children in your home/facility. Be sure that you have read the regulations carefully and that you understand them completely.

**As a Family Child Care Provider you must meet all state regulations, including the following:**

- Be 18 years of age or older.
- Reside at the address that is on your application. A provider cannot live in the same home as the children for which care is being provided.
- Have no record of abuse or neglect.
- Have no criminal or felony convictions.
- Have a smoke detector on each level of your home.
- Have at least one fire extinguisher in your home (usually in the kitchen).
- Obtain a medical examination.
- Display emergency phone numbers and know how to contact parents.
- Care for NO MORE THAN (6) SIX children at any one time. Your own children, under the age of six are included in this number.
- You may have no more than two children under the age of two (2) in care at any one time, including your own children.
- You must attend at least eight hours of approved training each year. It is your responsibility to call Link to register for training sessions. You will be closed if you do not complete your required training hours each year.

**Family Child Care Providers are Responsible For:**

- Responsible for providing appropriate care of Children.
- Rest time (infants must sleep in cribs).
- Planned appropriate activities for the children.
- Cleanliness, health and safety of Children.
- Notifying Link if you no longer provide care for children.
- Notify Link if any person moves in or out of your home.
- Paying your own taxes. A 1099 statement will be mailed to you from the West Virginia DHHR at the end of January for the previous year.
- Appropriate Discipline Techniques.
- Indoor and outdoor play time.
- Giving positive attention and guidance
- Maintaining Confidentiality.

**Your Files should contain:**

- Notarized Emergency Forms
- Signed agreement forms between the parents and provider
- A record of special needs for each child
- Provider Medical Forms
- Permission Slips
- Children's Medical Forms

**Important Points to Remember:**

When advertising your service, do not use the term "Link Approved". Link does not approve or regulate child care services. Approval is the responsibility of the WV Department of Health and Human Resources (DHHR). You can use the phrase "Link Payments Accepted."

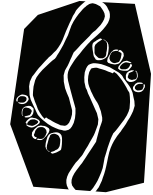
Please take the time to review all of your paperwork for accuracy. Falsification of records or forms can result in your closure.

When a child turns 13 years of age, he/she is no longer eligible for payment made by DHHR.

# Steps to Becoming a Family Child Care Provider

## **Step 1**

Contact Link Child Care Resource and Referral at (304) 523-9540 or 1-800-894-9540 to make an appointment for the First Step to Family Child Care Training. This two hour session will review the regulations and count as a Safety Training for new providers.



## **Step 2**

Stop by the Huntington Link Office (611 7th Ave., Suite 200) anytime Monday through Friday between 8:30 and 4:00 **OR** any of the following out-reach centers to complete the intake process. You must bring your original embossed certificate from the First Step Training to complete Step 2.

**Boone** — 1st and 3rd Wednesday of each month - Southern WV Community & Tech. College—1:00—2:00

**Lincoln**—Thursdays—Lincoln County DHHR—1:00—2:00

**Logan**—Tuesday, Thursday or Friday - Logan Office (201 Stratton Street, Room 214) anytime between 8:30—4:00

**Mason**—Wednesdays—Mason County DHHR—1:00- 2:00

**Mingo**—2nd and 4th Monday of each Month—WV Community College— 1:00- 2:00

**Putnam**—Thursdays—Putnam County DHHR—1:00—2:00

**Wayne**—Tuesdays—Wayne County DHHR—1:00—2:00

## **Step 3**

You will need to come in for a Provider Payment Enrollment Session once you have completed the first two steps **AND** are currently caring for subsidized children according to the schedule below. You must bring your original embossed certificate from the Step 2 Training to complete Step 3.

**Boone** — 1st and 3rd Wednesday of each month - Southern WV Community & Tech. College—2:00-3:00

**Cabell**—Call (304) 523-9540 or 1-800-894-9540 to make an appointment.

**Lincoln**—Thursdays—Lincoln County DHHR—2:00-3:00

**Logan**—Call 752-3932 to make an appointment.

**Mason**—Wednesdays—Mason County DHHR—2:00-3:00

**Mingo**—2nd and 4th Monday of each Month—WV Community College— 2:00-3:00

**Putnam**—Thursdays—Putnam County DHHR—2:00-3:00

**Wayne**—Tuesdays—Wayne County DHHR—2:00 3:00