Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 3/6/15

Kimberly Sitzman
5416 Thackeray Drive
Ames, IA 50014

Dear Kimberly,

This letter is in regards to the 3/4/15 compliance check of your Category C-1, Registered Child Development Home. You were determined to be in compliance with all mandated regulatory requirements of a Registered Child Development Home as outlined in Iowa Code Chapter 237A and Iowa Administrative Code Chapter 110. I thank you for the valuable services provided to working families in Iowa.

If you have any questions, please contact me at your convenience.

Sincerely,

Earl Crow

Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

C. Mark Chappelle
Social Work Supervisor
(515) 993-1705

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at: 1-800-722-7619.

As you plan future classes to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training. Only 12 hours of this can be self-study. You can access approved training by going to: http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf and you can sign up for training at: https://ccmis.dhs.state.ia.us/trainingregistry/

All providers need to maintain compliance with local, state or federal laws that apply. These include: zoning code, building code, fire code, business license, State and Federal income tax, unemployment insurance, worker's compensation, minimum wage, OSHA, and Americans with Disabilities Act. (ADA)