



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

07/17/14

Kathleen Hein
1505 Shaw Ave
Milford, Iowa 51351

Dear Child Care Provider:

This letter is in regards to the 07/16/14 compliance check of your Level B, 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 that could be checked during the visit.

You have no children in your Child Development Home during the school summer break. As we discussed during the compliance check, when school starts in the fall and you once again register children and begin providing child care for children in your home, you will need to make sure all forms in their files are completed, signed and dated.

As you are aware, as a Level B Registered Child Development Home you can only use the main level of your home for child care. You cannot use the basement or loft area of your home for child care due to 110.9 (3) c. "if the second story or basement are used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside." You are in the process of changing from a Level B Registered Child Development Home to a Level A. Please notify the Dickinson County Department of Human Services at 1-866-336-2555 ext 2409 when that change has occurred.

If you have any questions, please contact me at 1-866-336-2555 ext 2409 or email me at kheneke@dhs.state.ia.us.

Sincerely,

Kim Heneke BSW SWII
Social Worker II

Anne Matthai
Social Work Supervisor

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 712-330-6896.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA)