



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 7, 2015

Carissa Blum
1848 Phyllrich Dr
Dubuque, IA 52001

Dear Child Care Provider,

This letter is in regards to the 5/5/15 and 5/7/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit on 5/7/15 as corrected other items on 5/5/15 list:

- 110.5(2)c An individual file is maintained for each staff assistant and contains:
- 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. **You reported you have done this. You received approval May 1, 2015. Due date is 90 days from approval so have it done by 8/1/15.**

- 110.5(8) Children's Files
- 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. **The parent misdated the form. He signed it as year 2012 (child was born 2014). You will have him correct the date when he brings the child next month, due by 7/1/15.**

- 110.5(10) Substitutes
- 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute. **As we discussed, this should include the time your substitute is transporting by himself. This needs to be done immediately.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules. Please sign and date below, and return this form in the provided envelope by: 8/1/15

X _____
Signature Date

Please do not hesitate to contact me at DHS at _____ if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us
563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY

Machelle Pezley
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 contact Child Care Resource and Referral.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001
563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: cherie.kennedy@episervice.org Child Care Consultant, CCRR

Kacey Wiest: kacey.wiest@episervice.org Child Care Consultant, CCRR

Tara Roddick: tara.roddick@episervice.org Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: Stephanie.vangroll@episervice.org Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 mmcmahon@cityofdubuque.org Dubuque Fire Department

For Jackson & Clinton County: CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Kathy Richmond, krichmond@iacommunityaction.org Child Care Consultant, CCRR

Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@clintonfd.us Clinton Fire Department

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).