

From: Commander, Navy Personnel Command

Subj: OFF-BASE CHILD DEVELOPMENT HOME PROCEDURES

Ref: (a) OPNAVINST 1700.9D
(b) National Defense Authorization Act for Fiscal Year 2000: Section 580. Support for Expanded Child Care Services and Youth Program Services for Dependents

Encl: (1) Off-Base Child Development Home Procedures
(2) Sample Memorandum of Understanding for Off-Base CDH Between The Naval Support Unit, Saratoga Springs, New York and New York State Department of Social Services

1. Reference (a) provides standards for operating Child Development Homes (CDH) in Navy owned or leased housing units. Reference (b) authorized off-base CDH. This letter provides updated information that will be included in the revised reference (a). This guidance is also included in the Child Development Functionality Assessment Guidebook. Enclosure (1) clarifies procedures to be used at commands with off-base CDH providers. Enclosure (2) is a sample Memorandum of Understanding (MOU) for off-base CDH to include civilians, as authorized by reference (b).

2. Off-base CDH continues to increase the availability of quality, affordable child care. Navy Facilities Command has authorized CDH in Public Private Venture (PPV) housing. Navy Environmental Health Center has issued a memorandum to Preventive Medicine inspectors to complete initial and annual inspections of off-base CDH. With these two issues resolved, along with the inclusion of civilian off-base providers, off-base CDH has become a vital component of Navy's Child Development Program, with 500 off-base providers as of January 2001. Continuing expansion of off-base CDH is crucial to helping Navy meet its expansion goals.

3. Navy has MOUs with 23 states to conduct off-base CDH. The majority of states require Navy CDH certification, in addition to state licensing. All MOUs should be reviewed and updated as necessary to ensure they also include civilian providers. CDH staff must also coordinate with base agencies to ensure background checks are completed and Navy Fire Prevention and Preventive Medicine inspections are conducted for off-base providers. Overseas commands may establish off-base CDH programs, provided it is permitted by the Status of Forces Agreement and local command

fire, health, and legal departments verify that off-base housing units meet acceptable criteria.

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4. A sample marketing and incentives plan for attracting civilian providers and off-base state licensed providers to the Navy certification process is located at <http://www.mwr.navy.mil/mwrprgms/cdh.htm> under the policy section. Research indicates that off-base providers will be "intentional" providers, in that they view CDH as a career and recognize the benefits of standards and regulations. This is a growing segment of the CDH provider network nationwide. These providers recognize the benefits of supportive home visits as well as the benefits of free training and resources available through CDH lending libraries. Civilian providers are also eligible to receive parent subsidies and cash incentives for becoming Navy certified CDH providers caring for military children.

5. Request commands notify PERS-659 when establishing an off-base program. PERS-659 staff is available to provide state licensing points of contact or technical assistance upon request. Point of contact is Ms. Kathleen O'Connor-Jennings at (C) 901-874-6699 or (DSN) 882-6699.

T. R. MCFADDEN
By direction

Distribution:
Regional and Installation Commanders Administering Child
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Echelon II Commanders
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OFF-BASE CHILD DEVELOPMENT HOME PROCEDURES

1. The following procedures apply to CDH programs with off-base providers:

a. All requirements in reference (a) must be met, including inspections by preventive medicine and fire departments. Navy Environmental Health Center agrees that the off-base CDH inspections fall under their purview. This allows Navy certified CDH providers to purchase liability insurance at reduced military rates.

b. CDH certification is offered to military spouses, retired military spouses, or civilian child care providers living in the civilian community. Applicants leasing their apartment or home must provide written permission from their landlord to the CDH office.

c. All CDH applicants must have a Special Agency Check (SAC) conducted by OPM under an agreement with PERS-65 and OPM. This check includes a FBI fingerprint check, a name check of FBI identification files and an OPM Investigations Service Security/Suitability Investigations Index search. Cost of a SAC is paid by PERS-659.

d. Background screenings for military spouses must also include a local installation check at the current installation. The current command must also communicate with the previous command to ensure the previous installation record check was also satisfactory.

e. Background screenings for civilians and retired military spouses, whose sponsor has been retired more than two years, must also include state history criminal repository checks (cost borne locally) and a local installation records check.

f. Commands should require off-base providers to reserve at least half of their available spaces for military children.

g. The child development program employee responsible for monitoring the waiting list and referral services should also be responsible for referring children to on and off-base CDH homes.

h. Direct cash subsidies and non-cash subsidies and incentives are authorized for all on and off-base certified CDH providers caring for military children.

2. It is usually possible to establish an off-base CDH program within existing staffing. CDH Directors and monitors who are not

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maintaining full caseloads in on-base housing can recruit additional off-base providers to expand child care spaces.

a. Example. A CDH Director only carries a caseload of 15 on-base homes and can recruit 15 additional homes off-base and still be within the maximum caseload allowed in reference (a).

b. Example. A command has 35 certified homes with one CDH Director and one CDH Monitor. The CDH monitor can handle an additional 20 off-base CDH providers and still be within the maximum caseload allowed in reference (a).

SAMPLE

MEMORANDUM OF UNDERSTANDING FOR OFF-BASE CDH

BETWEEN

**The Naval Support Unit, Saratoga Springs, New York
and New York State Department of Social Services**

REGARDING

Child Development Homes/Family Day Care being offered by Navy certified providers in the civilian community.

1. PURPOSE. The purpose of this Memorandum of Understanding (MOU) is to document the understanding between the parties regarding certifying/registering of Navy spouses and civilian providers living in the civilian community as Child Development Homes providers/family day care homes. Both parties have reviewed the certification requirements of the Navy and the licensing requirements of New York State (NYS) and agree that the standards of the two programs are comparable.

2. POLICY

a. Naval Administrative Unit (NSA), Saratoga Springs has a Child Development Homes (CDH) Director who will be responsible for training and certifying active duty and retired military spouses as CDH providers in the civilian community.

b. Navy certification by NSA will extend to spouses of active duty or retired military members, or state registered civilians caring for children of military members and Department of Defense (DoD) civilian employees in accordance with this agreement. For the purposes of this MOU, a civilian provider must allocate at least fifty (50%) percent of his or her day care slots to children of military members and DoD employees.

c. The CDH providers must provide to NSA proof of adequate insurance related to the provision of child care in the home

d. Family day care homes, as defined in Section 390(1) of the Social Services Law (SSL), must be registered with the New York State Department of Social Services (the Department).

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e. The parties agree that no off-base Navy certified provider shall provide day care as defined by NYS law or regulation in a home or facility located off-base without first obtaining the appropriate permit or certificate from the Department or being registered with the Department.

f. The parties agree that civilians, military spouses or retired military spouses caring for children of military members and DoD civilians as a Child Development Homes /family day care home will concurrently obtain certification from NSA and be registered with the Department.

g. The NSA CDH Director and the Departments Albany Regional Office Child Care Staff will coordinate inspections, such as fire, safety, sanitary and unannounced visits to the providers, to ensure maximum protection of the children in the providers care. Either party can conduct inspections, independent of each other, as required by their respective regulations (e.g., Navy shall conduct initial and annual preventive medicine and fire inspections with command inspectors, CDH Director shall conduct monthly unannounced visits).

h. The NSA CDH Director and the Department, in accordance with their respective statutory and regulatory standards, each have the authority to suspend any registered/certified child care/Child Development Homes provider where a child(ren) has been injured or is at risk. The party which closes the home will notify the other party to this MOU by telephone communication, the same business day or the next business day if after normal business hours with a written notification to be sent on that date.

i. If the department revokes or denies renewal of any registration of a Child Development Homes/family day care home provider, then notification will be made to the NSA CDH Director that business day or the next business day if outside of normal working hours.

j. The parties agree that statutory and regulatory violations involving the health and safety of children cared for by a Child Development Homes/family day care home provider will be promptly reported to the Department and to the Family Advocacy Representative, Family Service Center, Saratoga Springs, New York, or in his/her absence to the Officer in Charge, NSA, Saratoga Springs, New York.

3. TERMS OF MOU.

This MOU will be in force from the date last subscribed below and shall remain in effect until terminated at any time by consent of both parties or terminated unilaterally by any subscribing party 30 days following written notice of termination delivered to the other party. This MOU may be modified at any time by consent of both parties. The term party includes not only the signatories but also their successors.

4. Dated this _____ day of _____, 1997

Officer in Charge
Naval Administrative Unit
Saratoga Springs, New York 12301

Representative
New York State
Department of Social Services

