



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES (DPHSS)  
DIVISION OF CHILDREN'S WELLNESS  
BUREAU OF CHILD CARE SERVICES (BCCS)  
Child Care Assistance Program  
[www.guamchildcare.com](http://www.guamchildcare.com)  
671-735-7344 / 7256



## RELATIVE / IN-HOME CHILD CARE PROVIDER FREQUENTLY ASKED QUESTIONS (FAQ)

### **How do I become a Child Care Development Fund (CCDF) certified child care provider?**

The Bureau of Child Care Services (BCCS) provides support for people and organizations that are interested in starting child care programs in their communities. If you are a resident of Guam and is a relative or in kinship with a CCDF certified family, you may choose to be a paid child care provider and care for up to six children in your home or the child's home. All child care providers must complete all application requirements, comply with health and safety standards, pass eligibility requirements on background checks, complete 15 hours of certified health, safety, and early childhood related training, and be in compliance with all applicable regulatory requirements.

### **What is the difference between relative/in-home care versus a licensed child care center (daycare)?**

As a relative/in-home child care provider, you are exempt from licensing requirements, but must be in compliance with applicable Federal and Local child care laws, regulations, and health & safety standards. Licensed child care centers must maintain additional items, not limited to: business clearances, facility inspections and certifications, and employees maintain training and education certification in accordance with Guam's Plan for Professional Development (GPPD).

### **How can I apply to become a relative/in-home child care provider?**

- Submit an application form along with all supporting documents to the Bureau of Child Care Services. The provider/applicant can contact our office directly to request for an application at [childcare@dphss.guam.gov](mailto:childcare@dphss.guam.gov) or visit [guamchildcare.com](http://guamchildcare.com) to obtain all applicable forms. Documentation must be submitted to support the forms prescribed where applicable.
- Complete a comprehensive background check for all household members. This shall include a separate consent form for each adult eighteen (18) years of age and above living in the home where child care is to be provided.
- Complete and pass an initial inspection of the home where child care services is to be conducted.
- All providers are also required to complete at least fifteen (15) hours of certified health, safety, and early childhood related training within the year of eligibility and annually thereafter.

### **When is the child care provider certified?**

When BCCS verifies compliance of all requirements listed above, the provider will be eligible for participation effective the compliance was determined.

### **Who will notify the provider (applicant) that their certification has been denied?**

BCCS, CCDF Provider Registration Section will notify the provider/applicant, in writing, through the issuance of a *Notice of Ineligibility*, that they are ineligible to receive CCDF funds.

### **When is the provider (applicant) eligible to receive Child Care Development Funds (CCDF)?**

Upon completion of the verification process, including a facility inspection, BCCS will document compliance in the appropriate manner. The provider is eligible for participation when compliance documentation has been received. It may take up to 48 hours for a provider to appear in the intake software confirming they are an eligible provider.

### **How many children can I care for?**

A relative / in-home child care provider may care for no more than six (6) children in total, including provider's own children, thirteen (13) years of age and below (if applicable).



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**How can child care providers expect to be paid?**

Providers will be paid by direct deposit via a valid government vendor number provided by the Department of Administration (DOA). Providers are required to submit the child care attendance calendar and child care certificates by the 5<sup>th</sup> of each month in order to receive payment for the month prior. It can take 2-3 weeks for payment processing once documents required are submitted. Requests for payments must be submitted within ninety (90) calendar days from the date of service within the month requested.

**What are the training requirements?**

All license-exempt providers must complete a pre-service orientation and at least fifteen (15) hours of certified health, safety, and early childhood related training annually. Evidence of training attendance and certification must be provided to satisfy the 15-hour requirement.

**How long is the CCDF Provider Certification valid?**

The certification is valid for one year; however, a provider will remain eligible for participation in the CCDF program until they are formally notified by BCCS that they are no longer eligible, or the provider notifies BCCS in writing of their intent to withdraw. A provider's certification can be revoked for cause and is non-transferable to another individual or address.

**Are there any background checks required to become a child care provider?**

All child care providers are required to undergo a comprehensive background check to include local, national, and interstate checks. Anyone age 13 and above who lives in the home where child care services are conducted will also be required to undergo background checks. With the exception of the local clearances, there is no charge to the provider or household members for the background check. BCCS will inform the provider and/or their household members which checks they are required to complete. A comprehensive background check includes, but is not limited to the following:

- National Sex Offender Registry
- Local Sex Offender Registry
- Guam Child Abuse and Neglect Registry
- National FBI Criminal History Check (fingerprint)
- Virtual Computerized Criminal History
- General Internet (Google) Search

**What should I do if any of my circumstances change?**

The provider or child care provider shall inform BCCS through a Child Care Provider Change Report Form when any of the following changes occur:

- Change Name
- Change Address
- Change in Household Size
- Change in Hours of Operation
- Adding or Removing Children in Care
- Any other changes affecting service activities

**How often can I expect a visit from BCCS?**

Authorized representatives of the DPHSS and BCCS shall be authorized to visit a child care facility at any time during the hours of child care operation for purposes of observing, monitoring and inspecting the facilities, activities, staffing and other aspects of the child care facility. Providers can expect at least one (1) unannounced inspection each year for all child care providers. In the event of a complaint, authorized representative(s) of the Department shall have the right to enter private property to verify and validate the allegations. The Guam Police Department shall render assistance to the Department in these cases as needed.



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## Renewal of Certification

### **When should the provider (applicant) re-apply for participation in the CCDF program?**

The provider (applicant) must re-apply, on the forms prescribed by the Bureau, prior to the expiration of their certification. BCCS will notify the provider (applicant) by email of their upcoming expiration date at least 30 days prior to their expiration and provide re-application information.

### **What will happen if the provider (applicant) fails to re-apply?**

The provider (applicant) will be ineligible to receive CCDF voucher funds if they fail to renew their certification prior to their expiration. The provider (applicant) will be notified, in writing, by BCCS that they are no longer eligible.

### **If a provider (applicant) fails to re-apply, how long will the provider (applicant) remain ineligible?**

A provider (applicant) will remain ineligible until the provider demonstrates compliance with CCDF Provider Eligibility Standards.

### **Will the provider (applicant) have to submit to a home/facility inspection?**

Yes, an inspection is required prior to participation, including every renewal period.

### **What if a current provider (applicant) is not able to demonstrate compliance during a facility inspection?**

BCCS will provide the provider (applicant) with a non-compliance letter which documents the reason for the non-compliance, the corrective action needed and the date of compliance. The provider (applicant) is responsible for correcting the non-compliance by the required date and reporting this to the CCDF Provider Registration Section so they may verify compliance. If the provider is not able to demonstrate compliance, the provider will be notified, in writing, by the Bureau of Child Care Services that they are ineligible to receive CCDF payments. Current CCDF families will be notified by the Family Eligibility section that the provider will no longer be eligible.

## Why register to become a CCDF Provider?

### **CCDF Providers are priority participants for the following:**

- Receipt of goods, supplies, and equipment that enhance the quality of child care
- Receipt of child care subsidy payments, available grants and financial opportunity
- Free Child Care Health, Safety, and Preparedness Trainings
- Education and Professional Development Opportunities
- Technical assistance and coaching opportunity
- Child Care provider financial incentive opportunity
- And much more!