

10. UNAUTHORIZED CHILDCARE:

a. When unauthorized childcare occurring in government quarters is brought to the attention of CYS Services, the following steps will be taken:

(1) FCC management personnel will visit the home within three working days to verify whether or not an individual is operating a FCC home without valid certification and complete Form 2. FCC management personnel will not enter the housing unit without the consent of an adult occupant. If the occupant refuses admittance, the Military Police will be contacted.

(2) If a determination is made by the FCC Director that care in excess of 10 childcare hours per week is being provided on a regular basis, the individual providing care will be informed in writing within two working days after the visit. A memorandum from the GC will be sent to the unauthorized provider through the sponsor's Unit Commander informing her/him of the violation and giving notice to cease care immediately. Those individuals occupying government housing will be advised that their housing privileges may be terminated if care continues. A copy of this letter will be sent to the Balfour Beatty.

(3) If the individual expresses a willingness to become certified, and if there is an opening in the FCC caseload, the FCC Director may begin certification procedures as outlined in AR 608-10, which include the following:

(a) Local background checks for all adult Family members and children 12 or older.

(b) Prescreening interview.

(c) Consent for home inspections.

(d) Orientation training.

(e) Child abuse prevention training.

(f) Successful completion of fire, health, and safety inspections.

(4) If the individual is determined to be a qualified candidate, the FCC Director can, on a case-by-case basis, work out a plan, which minimizes the disruption to the children already in care.

(5) Parents of the children in care will be notified in writing of the status of the individual providing care and told that the person is not FCC certified.

(6) When an uncertified individual meets the criteria listed in para. 3 above, the children may return to care as long as the number of children under care is in accordance with AR 608-10. The following restrictions will apply and will be explained to the provider:

(a) No additional children will receive care until all requirements for provisional certification are complete.

(b) FCC management personnel will make unannounced visits to the home at least weekly until all requirements are complete.

(c) If the individual does not become provisionally certified, at the first possible opportunity, the FCC home will be closed.