



JB Pritzker, Governor

Grace B. Hou, Secretary

100 South Grand Avenue, East • Springfield, Illinois 62762  
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Date: March 1, 2021

From: Kisha D. Davis  
Bureau Chief of Subsidy Management

To: License-exempt Non-Relative Child Care Home Providers

Re: Health & Safety Training Requirements for LE Non-Relative Home Providers (INITIAL NOTICE)

The Illinois Department of Human Services strives to support providers in caring for children by offering tools and resources to help you be successful. Training is one of those tools that is available for you to stay current on best practices in health and safety.

With this in mind, effective July 1, 2020, policy was revised in accordance with new federal regulations<sup>1</sup>. **This policy states that license-exempt non-relative home child care providers must complete health and safety training to receive CCAP payments.**

**There are two parts to this training: one-time training and yearly training.** Because this training is required both by IDHS and federal regulations, training completion is subject to monitoring. Training must be completed by the dates listed below in order to continue to receive CCAP payments. If training is not completed, the provider will be closed out of all CCAP cases 10 days from the 90<sup>th</sup> day of CCAP approval. The client will receive notice that the provider is not CCAP qualified.

Here is what you need to do to successfully complete this training:

#### **ONE-TIME TRAINING REQUIREMENTS**

- **ALL CCAP providers must be members of the Gateways Registry to track training completion at: <https://registry.ilgateways.com/>**
- All current (**if you received CCAP payments between January– March 2021**) license-exempt non-relative **home** providers must complete the following orientation requirements before **June 30, 2021**:
  1. First Aid & CPR
  2. IDCFS Child Abuse and Neglect Mandated Reporter Training. ***Recertification of these requirements will count toward yearly training requirements below.***

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<sup>1</sup> The new state policy is Policy 05.05.01 (CCAP Provider Health & Safety and Child Development Training Requirements). The new federal regulation is CFR Subpart D, §98, 89 Ill. Adm. Code 50.415.



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**After you have completed this one-time training, you must self-report this in Gateways and notify your Health and Safety Coach and/or Designee.**

### **YEARLY TRAINING REQUIREMENTS**

- In addition to the orientation requirements, all license exempt non-relative home providers must complete at least six (6) hours of Child Development, Health & Safety training by December 31, 2021 and once per year each year after 2021.
  - ***Recertification of IDCFS Child Abuse and Neglect Mandated Reporter Training will count toward annual training requirements.***

Training opportunities are available and offered statewide by a variety of delivery methods, including local CCR&R agencies, on-line through the Illinois Gateways i-Learning system (<http://courses.inccrra.org>) or through instructor led courses and through the SEIU METC Training Center.

**Bureau of Subsidy Management**