

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

POLICY GUIDE 2015.10

EDUCATIONAL DOCUMENTATION IN DAY CARE HOMES

DATE: June 18, 2015

TO: DCFS and Private Agency Licensing Staff

FROM: George H. Sheldon, Acting Director

EFFECTIVE: Immediately



I. PURPOSE

The purpose of this Policy Guide is to inform Department and Purchase of Services (POS) licensing staff of new requirements, which are consistent with Public Act 98-0817, regarding educational documentation in day care homes.

II. PRIMARY USERS

The primary users of this policy guide are Department and POS foster home licensing staff.

III. BACKGROUND

Public Act 98-0817, effective January 1, 2015, amends the Child Care Act to include the following language: *“Any standard adopted by the Department that requires an applicant for a license to operate a day care home to include a copy of a high school diploma or equivalent certificate with his or her application shall be deemed to be satisfied if the applicant includes a copy of a high school diploma or equivalent certificate or a copy of a degree from an accredited institution of higher education or vocational institution or equivalent certificate.”*

This Policy Guide summarizes the Department’s guidelines for implementing this change

IV. SUMMARY

The Department’s Licensing Standards for Day Care Homes and Group Day Care Homes currently require the application for license to include a copy of the applicant’s high school diploma or equivalent certification.



As of January 1, 2015, the Department shall accept any of the following documents as proof that minimum education requirements are met when issuance comes from a public school system or accredited private institution:

- High School Diploma;
- General Education Development Certificate;
- Degree from a College or University; or
- Certificate or degree from career/vocational schools where a high school diploma or documentation of general education development is a pre-requisite for admission.

Foreign credentials must be translated into English and have additional documentation providing a statement of the equivalency in the U.S. educational system.

The Department will propose amendments to rules 406 and 408 to promulgate this statute and comport with this Policy Guide. Licensing staff shall immediately implement the new standards.

V. QUESTIONS

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to cfpolicy@idcfs.state.il.us.

VI. FILING INSTRUCTIONS

File this Policy Guide immediately following Rules 406, Licensing Standards for Day Care Homes and Rules 408, Licensing Standards for Group Day Care Homes.