

# Interpretative Guide for Unlicensed Registered Child Care Ministries

The purpose of this guide is to provide the ministry regulatory staff with a tool for determining compliance with a particular ministry law/rule. The guide also provides information on the purpose of each compliance requirement as well as any special instructions necessary for compliance determination. Thus it should also serve as a useful document for child care ministry providers to allow for a better understanding of the laws/rules in preparation for initial registration and for on-going compliance.

The guide's structure and order are the same as the "Checklist for Unlicensed Registered Child Care Ministries Sanitation Survey" (State Form 49441) utilized by Bureau of Child Care (BCC) ministry consultants. The guide is organized in the following format:

- The complete compliance requirement is first. Please note that each compliance requirement is indicated as a **"critical"** and/or **"non-critical"** depending on the severity of the violation
  - **Critical violations** must be corrected within 10 calendar days of the violation or sooner, as determined by the severity of the violation
  - **Non-critical violations** must typically be corrected within 30 calendar days of the violation
- Following the compliance requirement is the **"Intent"** statement. The Intent statement summarizes the purpose of the compliance– the 'why' of the compliance
- Next is the **"Assessment Method"**; this provides BCC staff guidance on the means for evaluating compliance with the compliance requirement
- Last is the **"Threshold of Compliance "**; this provides BCC staff guidance on determining whether or not a compliance requirement should be cited as a violation

Please note that not all compliance requirement interpretative guides have all 3 components.

Unlicensed registered child care ministries are subject to Indiana Code (IC) and Indiana Administrative Codes 470 IAC and 410 IAC (for ministries that provide meals). IC is statute or law created by the Indiana Legislature. The 470 IAC rule was developed by the Indiana Family and Social Services Administration and the 410 IAC rule was developed Indiana State Department of Health, both through the public process required by Indiana statute.

Unlicensed Registered Child Care Ministries that would like to participate as a Child Care Development Fund (CCDF) provider must also meet the CCDF Provider Eligibility Standards (PES) as directed in 470 IAC 3-18. These standards can be found on the BCC website:

[www.in.gov/fssa/carefinder](http://www.in.gov/fssa/carefinder).

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## **Interpretative Guideline Checklist**

### **Unlicensed Registered Child Care Ministries Sanitation Survey Inspections**

Each item in the Checklist is referenced to an Indiana Code (IC), which is the law/statute created by the Indiana Legislature and/or an Indiana Administrative Code, 410/470 IAC, rules promulgated under the authority of the IC. Please notice the numbers are associated either with the section headings or the individual item found on the Checklist. Each Checklist item has an **Intent** and may also include an **Assessment Method**, and **Threshold of Compliance**. You may find the registered ministry statute and the registered ministry rule as appendices at the end of this document so you can reference the statutes'/rules' authority.

#### **Checklist 1.a (critical)**

##### **1a Application Process complete and current [470 IAC 3-4.5-2 Sec 2 (a)]**

#### **Intent:**

To provide a standardized application and registration process.

The procedures for application, registration, and re-registration can be found in **Appendix G/H**.

#### **Assessment Method:**

Insure persons submitting an initial or re-registration application have signed all appropriate documents and have included all required attachments. Attendance at the Registered Ministry Orientation Training is strongly encouraged for the person having authority as a representative of the church/religious organization.

- Review application for the required statement verifying tax exempt status of the organization and to insure all required documentation is included and correct
- If all requirements are not satisfied, the application is rejected. The original application is then returned to the applicant, excluding the registration fee, with a letter outlining the following:
  - The specific requirements that must be met within the time frame specified
- If the original completed initial application is not returned, by the applicant, within six (6) months of the date it was returned, the initial registration request will be denied
- If the original completed re-application is not returned, by the provider, within the time specified, the re-registration request will be denied

#### **Checklist 1.b and 1.c (critical and/or non-critical)**

##### **1b. Notice of Inspection/Registration posted in a conspicuous place (IC 12-17.2-6-6)**

##### **1c. Child Care Rooms – surveyed and approved prior to use (IC 12-17.2-6-4 & 470 IAC 3-4.5-2)**



**Intent:**

To insure the understanding of the following:

- Certificate of Notice is also known as **Certificate of Registration (Appendix B)**
- A Certificate of Registration is issued upon approval of the BCC sanitation/DHS fire safety inspections, and completion of the application process
  - An initial Certificate of Registration is issued based upon all violations being corrected (these inspections are not scored)
  - Follow-up visits may occur to verify compliance, prior to initial approval
- Annual/renewal sanitation inspection approvals
  - Inspections known as “Quarterly Inspections” are now done at least semi-annually (change in statute effective March 2006) (these inspections are scored)
  - Follow-up visits may occur to verify compliance, prior to inspection approval
  - A renewal Certificate of Registration is issued based upon all violations being corrected
- A “**Certificate of NOT IN COMPLIANCE**” (**Appendix C**) may be issued when:
  - During the course of any non-initial RCCM inspection documenting one (1) or more critical violations for any of (but not limited to) the following occurs:
    - **An Administrative Critical Violation:**
      - i. No Indiana and/or state of residency criminal history documentation, on site, for one or more employed staff/volunteer
      - ii. Employed staff/volunteers, on site, who have a felony conviction specified in IC 12-17.2-6-14
      - iii. No Child Protection Index (CPI) documentation, on site, for one or more employed staff/volunteer
      - iv. Employed staff/volunteers, on site, who have a substantiation of child abuse and/or neglect
      - v. The ministry failed to report child abuse/neglect or a death of a child that occurred at the facility
    - **An Environmental Hazard Critical Violation:**
      - i. The outdoor pool is not enclosed by a fence and/or have a lock (combination or key) on the gate
      - ii. Indoor handrails are loose; fan blades, chemicals, and/or other hazardous items were accessible to children
      - iii. Furnace rooms, janitorial closets, and/or other similar areas are accessible to children
      - iv. The facility has no heat (when needed); no lights; and/or no water
      - v. Installed toilets, designated for child care use, are non-operational
      - vi. The basement, if used for childcare, does not have a direct exit at the opposite end of the basement, to the outside

- vii. Floors above ground level, if used for childcare, does not have a direct exit, with attached stairs and/or ramp, to the outside
  - viii. Exits were blocked and/or exits went through a hazardous area
  - ix. The facility has a gas leak
    - x. Poisonous or hazardous materials are in the reach of children
    - xi. Adult manual/powered construction tools are in the reach of children
    - xii. Firearms are not locked and are accessible to children
  - xiii. There is structural damage to the facility, inside and/or outside, that would question the integrity of the facility
  - xiv. No evidence on water sample results, as required by Indiana Department of Environment Management (IDEM), were available, on site (facilities on a private well)
  - xv. Water sample results indicated contamination and no evidence of corrective action (facilities on a private well), were available
  - xvi. The septic system is not operating correctly (facilities on a private septic system)
  - xvii. The waste water/sewage system is not functioning properly (system “backed-up” into facility)
  - xviii. Children are exposed to asbestos, lead, and/or radon, at the facility
  - xix. Equipment/furniture is not secured in place (could be pulled over onto a child)
  - xx. There is visual evidence of an insect/rodent/vermin infestation
- **An Infant/Toddler Critical Violation:**
    - i. Safe Sleep practices are not being followed
    - ii. Staff not washing hands after every diaper change
  - **A Child Care Development Fund (CCDF) Critical Violation Occurs: (Cited on RCCMs who participate in the CCDF voucher program)**
    - i. Any violations of the sixteen (16) CCDF standards
- The ministry fails to achieve a passing score of 70% or greater on at least two (2) consecutive sanitation inspections; and/or
  - The ministry fails to pass two (2) consecutive fire and building safety inspections, within an inspection year
- Two (2) or more consecutive critical violation inspection failures, within an inspection year, may lead to a “termination” of the ministry’s registration status as an approved unlicensed registered child care ministry

- Three (3) or more consecutive inspection failures (scoring less than 70%) may lead to a “termination” of the ministry’s registration status as an approved unlicensed registered child care ministry
  
- **Issuance of a “Certificate of NOT IN COMPLIANCE” (Appendix C):**
  - **The BCC Consultant Will:**
    - 1) Document the violation(s) in the facility’s web-based checklist
    - 2) Indicate a **“Failed”** score if one or more of the critical violations, outlined above, are observed or when the facility has scored less than 70%
    - 3) Give the RCCM no more than **ten (10) days**, depending on the severity of the critical violation, or no more than **thirty (30) days** to correct any non-critical violations(s)
    - 4) Instruct the RCCM to provide specific documentation, such as (but not limited to); pictures, training records, background check results, building structure integrity documentation, laboratory analysis results, etc., as to how the violation(s) were corrected
    - 5) Notify the Registered Child Care Section Manager of the critical violation(s) or that the ministry has scored less than 70% on two (2) consecutive inspections

**The Registered Child Care Section Manager will:**

- Issue a **“Certificate of NOT IN COMPLIANCE”**
  - ❖ The **Certificate of NOT IN COMPLIANCE** may be effective for up to ninety (90) days from the date of the violation, depending on the severity of the violation
  - ❖ The **Certificate** will be hand carried, by a BCC consultant to the facility, where the ministry’s **“Certificate of Registration”** will be replaced with the **Certificate of NOT IN COMPLIANCE**
  - ❖ The **“Certificate of NOT IN COMPLIANCE”** must be posted in a conspicuous place, visible to the public

**The BCC Consultant** may conduct follow-up technical visits during the ninety (90) day period to ensure continued compliance

- Failure by the RCCM to remain in compliance, during the ninety (90) day period, may result in the RCCM being required to attend an informal meeting with the BCC, which may result in a **temporary closure of the facility and/or termination of the ministry’s “Certificate of Registration”**
- Upon verification of compliance, document the RCCM status as **“Open In Compliance”**
  - Contact the Registered Child Care Section Manager:
    - A new **“Certificate of Registration”** will be issued to the RCCM with an effective date as the date of compliance verification through the ministry’s original registration end date

**(c) Certificate Validation – (470 IAC 3-4.5-2)**

**Intent:**

To insure the understanding of the following requirements:

- Non-critical violations will be corrected within 30 calendar days of inspection
- Critical violations, those deemed hazardous to the health and/or safety of the child care staff and/or children under the care of the ministry, shall be corrected by the date determined by the Division, BCC

**(d) Reporting Requirements. [470 IAC 3-4.5-2(d)]** It shall be the responsibility of the applicant to report promptly to the SBH the following changes or events:

**Intent:**

To insure the understanding that failure to report these changes can lead to “termination” of the unlicensed registered child care ministry’s “Certificate of Registration”. This is also to clarify that, while the rule states that SBH must be contacted, the Division (DFR, BCC) must be notified of the change (s).

- The expected change(s), except for (6), must be reported to the Division *before* the change takes place for the ministry to be considered as operating legally

**(1) when the applicant changes;**

**Intent:**

To clarify that a new application shall be submitted and an initial inspection shall be done

**Assessment Method:**

Insure persons submitting an initial application have signed all appropriate documentation and included all required attachments.

- Review application for the required statement verifying tax exempt status of the organization and to verify that all required documentation is included and correct
- If all requirements are not satisfied, the application is denied. The original application is then returned to the applicant, excluding the registration fee, with a letter outlining the following:
  - The specific requirements that must be met within the time frame specified

- If the original completed application is not returned from the applicant within the time specified, the registration request will be denied

**(2) if the location of the religious organization changes;**

**Intent:**

To clarify that a new application shall be submitted and an initial inspection shall be performed

**(3) if the location of the building in which the child care service is provided changes;**

**Intent:**

To clarify that (1) A new application shall be submitted, to the Division and DHS, and initial inspection shall be conducted and (2) Department of Homeland Security (DHS), Fire and Building Safety Division [formerly known as State Fire Marshall (SFM)] shall also be notified of location changes.

**(4) when the child care service is discontinued;**

**Intent:**

To insure that the ministry shall notify the Division of the closure and return the current Certificate of Notice.

**(5) a change in the location within the building where day care is provided;**

**Intent:**

To insure that the BCC and DHS shall be contacted and alerted to any room change where child care is being provided.

**(6) any major damage caused by fire or natural disaster which adversely affects the sanitary conditions of the ministry.**

**Intent:**

To insure the understanding that facilities sustaining major damage, adversely affecting sanitary and/or safety conditions of the ministry, shall close until repairs are complete and shall pass a re-inspection by the BCC and/or DHS prior to re-opening.

**Assessment Method:**

Check the ministry record for appropriate notice of any of these conditions. Check the ministry for any of the conditions specified and the files for appropriate notice to the Bureau of Child Care

**Threshold of Compliance:**

Noncompliance may result in an investigation by the BCC resulting in an issuance of a Cease and Desist.

**1d. Advertising as a Child-Care Ministry (non-critical)**

**Advertising requirements for exempt ministries (IC 12-17.2-6-10)**

**Intent:**

To insure that an unlicensed child care ministry shall acknowledge in all of its advertising that it is providing child care as an extension of the church. The word "Center" may not be used when advertising the operation as an unlicensed registered child care ministry.

**Assessment Method:**

- Central Office review of application for correct identification of the ministry
- Ministry consultants, using Checklist , determine if ministry is using the correct identification

**Checklist 2. (critical)**

**2a. Approval by Fire and Building Safety Division (IC 12-17.2-6-5 and IC 12-17.2-6-6)**

**Intent:**

- To define the occupancy classification "primary use of the building" as it relates to unlicensed registered child care ministries (RCCM) and to establish that child care ministries shall be required to meet all applicable fire and building safety requirements for the primary use of the building
- To insure the understanding that the registration status of an unlicensed registered child care ministry will be terminated if it fails to meet the requirements of the DHS
- To establish that policy/interpretation of fire safety laws will be determined by DHS

- To insure that parents understand the level of fire safety protection in a RCCM. This statute requires RCCM to either meet the fire safety rules required by the DHS for its occupancy load or to provide a notice to parents. (a.k.a. "Opt Out Letter") that the facility does not have the same level of protection as a licensed child care center
- To establish the process for determining occupancy load capacities for ministry RCCM and number and parameters of inspections by the DHS
- To insure the understanding of the following:
  1. Exceeding occupant load capacities may lead to enforcement action by the Division
  2. DHS inspections may be conducted more than one time per year to verify compliance

This statute establishes the Certificate of Registration issued to a RCCM upon determination of compliance with the health and sanitation and fire safety and life safety rules.

- A compliance Certificate of Registration shall be issued when a facility is determined to be in compliance with the law and/or rules
- A violation Certificate of Registration shall be issued when a facility is determined to be in violation with the law and/or rules
- Two consecutive non-complied DHS inspections, within the inspection year, may lead to an informal meeting w/the Division and DHS and can lead to termination of Certificate of Registration

**Assessment Method:**

- Check the facility files for an approved fire inspection
- Two consecutive non-complied DHS inspections, within the inspection year, may lead to an informal meeting with the Division and DHS and can lead to termination of the Certificate of Registration
- Opt Out Letters will be checked by DHS consultants

**Checklist 3 Facility**

**Buildings, grounds, equipment, furnishings, materials and supplies: (470 IAC 3-4.5-4)**

**Checklist 3a (critical and non-critical)**

**3a Premises clean/sanitary/safe/good repair (470 IAC 3-4.5-4)**

**Intent:**

To clarify that all areas, indoors and outdoors used for child care will be inspected, using an inspection Checklist developed by the Division.

**Assessment Method:** See Assessment Method: Under Checklist 3b.

**Checklist 3b (critical and/or non-critical)**

**3b Equipment, Interior surfaces, Materials, furnishings, objects clean/sturdy/nontoxic/sanitary/safe (470 IAC 3-4.5-4)**

**Intent:**

To protect the health and safety of children and to prevent the spread of communicable disease and/or infection, the building, surfaces, equipment, materials, furnishings and objects shall be structurally sound, kept clean and in safe condition, and free of hazard. It is important for the RCCM to have procedures that insures cleanliness and regular maintenance of the ministry.

The following are a few examples that shall be considered evidence of violation with clean, sanitary and safe premises and equipment:

- Built up dirt, grime, odors over time
- Holes in walls, torn carpeting, cracked or peeling paint, structures and surfaces not cleanable, soiled, crusty walls and floors, stained ceiling tiles
- Unstable/unsecured equipment such as, but is not limited to: bookcases, cubbies, file cabinets, computer equipment, televisions, fish tanks (15 gallons or larger) etc
- If condition of the building warrants, environment testing may be required
- Using high chairs, swings, toddler chairs/tables, or other similar equipment without the use of safety harnesses/straps

This rule also intends to prevent the spread of infectious disease by improper sanitizing/disinfecting of specified areas and equipment in the Ministry. (Caring for Our Children recommends either a self-made solution consisting of ¼ cup of household bleach to each gallon of water [1 tablespoon per quart] or a commercially prepared disinfectant which indicates it kills bacteria, parasites, tuberculosis and other types of viruses, and shall be used in accordance with label instructions). The ministry should consult with a BCC Health Consultant or their BCC Ministry Consultant to determine the most appropriate approved sanitizing/disinfecting solution and procedures for routine disinfecting/sanitizing.



**Assessment Method:**

- Observe that all areas of the ministry are clean, in good repair and free from any hazard or danger to health and safety
- Ask Director and staff about procedure for washing and sanitizing, and the procedure for preparing disinfectant solution and implementation on a regular basis
- Observe the ministry for cleanliness and sanitizing practices
- Observe that children have no access to items labeled “keep out of reach of children” or any other potentially hazardous items
- Observe that sanitizer test strips are available and used
- Observe that all working containers of disinfectant/sanitizer and/or cleansers are properly labeled with type of product and date prepared. All working containers must stored out of reach of children at all times

**Threshold of Compliance:**

The ministry is in compliance if there is evidence that the requirements are being met and the ministry appears clean, sanitary and in good repair.

**Checklist 3c (non-critical)**

**3. c Individual belongings, clothing, blankets kept separate/apart (470 IAC 3-4.5-6)**

**Intent:**

To prevent communicable/infectious disease transmission and to prevent pests of humans moving from one child to another.

**Assessment Method:**

Observe that all items belonging to one child are separate from another child’s belongings.

- Coats must be stored so that they cannot touch other coats or clothing of another child
- Clothing of any kind hanging on wall hooks may not be touching
- Blankets must be stored individually so they do not touch other items. Blankets may be stored folded on an assigned cot but may not drape over the edge and touch another blanket or cot.

**Checklist 3d (critical and/or non-critical)**

**3d.Cots/Cribs 1. Available and adequately used for each child/sturdy/cleanable construction. [470 IAC 3-4.5-6(a)]**

**Intent:**

To keep children off of the floor surface. Floor surfaces are not sanitary. Cots/cribs provide a sanitary surface for sleeping or whenever a child lies down.

**Assessment Method:**

- Observe that all children have a sturdy cot/crib large enough to accommodate his/her body size available to use when he/she lies down. The number of cots/cribs may be counted and the number of children may be counted
- Cots/cribs that are bent, broken, have a ripped cover or are not made of a sanitizable material cannot be used by any child
- Mats are not permitted for children to lie on

Sanitizer for the cots/cribs may be tested at random and the staff may be asked about how and when the cots/cribs are cleaned. All cots/cribs used by more than one child must be washed and sanitized after each use. Cots/cribs assigned to individual children must be identified as belonging to a particular child. Assigned cots/cribs must be washed and sanitized at the end of each week and/or when they become soiled. Assigned cots/cribs that are soiled during a week must be made clean and sanitary before the child uses the assigned cots/cribs again.

**Checklist 3e (critical and/or non-critical)**

**3e.Fountain /drinking water sanitarly dispensed/not in restroom (470 IAC 3-4.5-4)**

**Intent:**

To insure that children will have drinking water readily available to meet their needs and dispensing is maintained in a sanitary manner. Drinking water cannot be dispensed from bathroom handwashing sinks.

**Assessment Method:**

- Check for height of water stream on the water fountain, must be 2 inches above mouth guard
- Check for approved drinking fountains; approved water fountains are those that have an adjustable water stream: water coolers; approved water coolers are kept clean and filled with commercially purchased water in containers that are used only once: and single service cups; single service cups are used only one time for children's drinks, once used a single service cup must be discarded
- Check for location of water fountains and/or coolers; water fountains and water coolers should be readily accessible to children and not located in a restroom; if

fountains are not child sized the facility must provide a cleanable step stool so children may access the fountain

- Check for cleanliness of the drinking water facilities, drinking water fountains should be free flowing, without hard water spots, rust and grime
- Drinking water will not be supplied from a sink in a toilet room nor from any diapering handwashing sink

### **Checklist 3f (non-critical)**

#### **3f Screens (securely fastened 16 mesh) on all windows/outer openings used for ventilation (470 IAC 3-4.5-4)**

##### **Intent:**

To prevent insect and pest entry into the facility when doors or windows are open for ventilation.

##### **Assessment Method:**

- Check all windows; if a window is to be opened it must have a screen that has a maximum hole size of 16 gauge mesh. All screens must be in good repair with no breaks, rips or large holes. Screens must also fit tightly into the opening they are intended to protect.
- Check all doors; if a door is to remain opened for longer than entry and exit from the facility a screen door must be utilized.
- Check bottom of doors to see if the gap between the bottom of the door and threshold/top of door is small enough to prevent vermin entry.

### **Checklist 3g (critical and/or non-critical)**

#### **3. g Pets approved, properly immunized, housed, free from disease. (470 IAC 3-4.5-4)**

##### **Intent:**

To protect the children from harm and from the spread of illnesses that can be transmitted by animals, animals must be properly handled. .

- If animals are allowed in the ministry, they shall be kept clean and housed properly
- Pets kept by the ministry shall be free from disease
- Animals must be fully vaccinated in accordance with state/local laws

- There shall be no live poultry, turtles and other amphibians, reptiles, psittacine birds (birds of the parrot family such as cockatoos, cockatiels, and parakeets), or any wild or dangerous animals permitted in a child care ministry
- Cages or other similar containers housing animals will be kept clean and in a sanitary condition with covering that prohibits any child access to the animal
- Aquariums must be covered to prevent access by children
- It is very important for staff and children to wash their hands after handling, feeding or cleaning pets or their cages. The use of hand sanitizers, in lieu of handwashing, with soap and water, is prohibited

**Assessment Method:**

Observe conditions as specified. Check records for vaccinations of pets.

**Checklist 3h (critical and/or non-critical)**

**3. h Building in safe condition (470 IAC 3-4.5-4 )**

**Intent:**

To insure that out-of-home child care facilities do not pose a threat to the wellbeing of the children or staff.

**Assessment Method:**

The facility will be observed for:

- Structural defects; these include but are not limited to foundation issues, roofs in disrepair, broken steps, broken exit doors, construction materials placed in areas accessible to children.
- Electrical defects, electrical problems posing a threat of electrocution or fire, these include but are not limited to exposed wiring and electric boxes. Extension cords are prohibited for any purpose unless approved by fire and building safety
- Fire hazards; these include but are not limited to storage of flammable materials, the improper use of space heaters; gas leaks from gas appliances and smoke detectors that do not have charged batteries.
- Indoor air pollution hazards; these include but are not limited to blocked vents for gas hot water heaters, gas leaks of any kind, existence of asbestos insulation or tiling, mold and the potential of radon pollution. Kerosene space heaters are prohibited from use.

- Environmental hazards; these include but are not limited to lead based paint, a preponderance of filthy conditions throughout the building and a severe untreated infestation of pests, (mice, rats, cockroaches, bees, wasps or others that may be harmful to the children or staff due to the severity of their numbers, potential for harm to a person or presence to the extent of causing an allergic response). If a building was built prior to 1978 evidence of lead base paint in the interior or exterior of the building may be grounds for immediate lead assessment, may require abatement, and isolation of all areas that may be contaminated with lead. Plastic mini-blinds that are not labeled as lead free will be required to be replaced if there is no evidence that they were purchased after 1998.
- Plumbing hazards; sewer gas, leaking sewer lines, persistent wet or damp flooring, potential back siphonage from a dirty water source and backed up drains.

**Threshold of Compliance:**

Any one item noted identifies the building as unsafe.

**Checklist 4. Diapering**

**Checklist 4a (critical)**

**4a. Correct Handwashing by staff [470 IAC 3-4.5-6(d)]**

**Intent:**

To prevent the transmission of disease between and among children and staff due to contamination of staff during the diapering process.

**Assessment Method:**

Diapering may be observed. All staff are required to wash his/her hands thoroughly before and after each diaper change. Thorough hand washing is indicated by:

- Wetting hands; and
- Putting soap on the wet hands and scrubbing the tops and bottoms of the hands and in between fingers and up to the individual's wrist; and
- Rinsing for a minimum of 20-30 seconds while scrubbing the soap from the hands; and

- Drying the hands using a clean disposable towel or a wall mounted hand-drying device

**Checklist 4b (critical)**

**4b. Diapering Table /pad sanitized daily/when soiled using waterproof paper, [470 IAC 3-4.5-6(d)]**

**Intent:**

To prevent the transmission of disease between and among children and staff.

**Assessment Method:**

The diapering will be observed and/or staff may be questioned about the diapering process.

1. Paper, if paper is being used to cover the diapering pad it must be large enough to cover the entire pad and be waterproof. The paper must be clean, used only once, and be disposable. The diapering pad must be disinfected, with an approved tuberculocidal (Tb) disinfectant, at the end of each day, unless the pad is contaminated, in which case the pad must be washed and disinfected prior to use.
2. Diapering pad: If paper is not used to cover the diapering pad, the diapering pad and the table supporting the pad must be cleaned and disinfected after each diaper change. Cleaning and disinfecting requires:
  - 1. Washing the diaper pad;
  - 2. Spraying the diaper pad and table until wet, with an approved Tb disinfectant, and then allowing the disinfectant to air dry or stay on the surface of the diaper pad and table for a minimum of 10 minutes.
  - 3. Do not attempt to change another diaper until disinfectant process is complete.

**Checklist 4c (critical)**

**4c. Diapering Table Area not used for other purposes [470 IAC 3-4.5-6(d)]**

**Intent:**

To prevent disease transmission by contamination of articles not used for diapering by placing them on the diapering table or pad.

**Assessment Method:**

The diapering area will be observed to determine if items not related to diapering are stored and/or placed on the diapering table, and/or diapering pad.

- Items within 2 feet of the diapering table and pad are considered within the potential contamination area. Examples include but are not limited to the following:
  - Food contact surfaces (refrigerator, counter top used for food, etc.)
  - Swings, high chairs, toys and non-diapering storage containers
- Area underneath the diapering area and within 2 feet around the diapering area shall not be carpeted

**Checklist 4d (critical)**

**4d.Diapering process on table/crib in clean/sanitary manner/correct sanitizing solution [470 IAC 3-4.5-6(d)]**

**Intent:**

To prevent disease transmission.

**Assessment Method:**

- Diapering may be observed to determine that:
  - 1. Diapering occurs on a diapering table with pad; or
  - 2. Diapering :
    - a. occurs in a crib assigned to the child who is being diapered;
    - b. that a clean waterproof disposable cover is used over the crib linens;
    - c. That contaminated crib linens are changed and the crib disinfected if necessary, and
  - 3. The disinfectant used is the correct type and strength (must be a tuberculocidal)
    - Disinfectants may be tested/product label reviewed for proper strength at random
  - 4. Children’s hands should be washed after each diaper change.

**Checklist 4e (non-critical)**

**4.e Tightly covered, easily sanitized container for soiled diapers and skin care materials [470 IAC 3-4.5-6(d) and 470 IAC 3-4.5-4 Sec. 4(3)]**

**Intent:**

To prevent disease transmission and prevent odors from the diapering process

**Assessment Method:**

Observation of the diapering area, the container for soiled diapers, and storage of skin care materials. The diapering trash-can must be cleanable and sanitizable meaning it is: a. made of non absorbent material; b. has a smooth surface c. have a tight fitting lid to prevent odors. Skin care materials must be stored in a sanitary container.

**Checklist 5. Bathrooms**

**Checklist 5a (critical)**

**5a. Handwashing by adults correct (after toilet, between child care duties) [470 IAC 3-4.5-6(b)]**

**Intent:**

To prevent disease transmission.

**Assessment Method:**

Staff activities may be observed and correct or incorrect hand washing identified. Hand washing must occur after wiping their own or any child's nose, after staff uses a toilet, before distributing a snack, before and after a meal, and between assisting with children's activities.

**Checklist 5b (critical)**

**5b. Handwashing by children correct (after toilet, before eating) [470 IAC 3-4.5-6(b)]**

**Intent:**

To prevent disease transmission.

**Assessment Method:**

- Toddlers and older, may be observed and correct or incorrect hand washing identified. Hand washing must occur after wiping their own nose, after using a toilet, before and after eating and between activities



- Correct hand washing means a process where:
  - 1. Hands are wetted;
  - 2. Soap is placed on hands;
  - 3. Hands are scrubbed by rubbing on the tops and bottoms and between fingers;
  - 4. Rinsing with running water for a minimum of 20-30 seconds while rubbing hands together;
  - 5. Drying hands may be done with a wall mounted blow dryer or with disposable towels

**Checklist 5c (critical and non-critical)**

**5c. Bathrooms with flush toilets/handwashing sinks [470 IAC 3-4.5-4 (2)]**

**Intent:**

To insure that child care facilities provide bathrooms with accessible working flush toilets and hand washing sinks.

**Assessment Method:**

Each child care facility must have a minimum of one bathroom with one working toilet and one working hand washing sink. Each toilet may be flushed and hand washing sink faucets may be turned on for observation of flowing water.

**Checklist 5d (critical and/or non-critical)**

**5d. Water sufficient/under pressure at each handwashing sink (470 IAC 3-4.5-4)**

**Intent:**

To provide potable running water to facilitate correct hand washing

**Assessment Method:**

Faucets may be turned on at each hand washing sink to determine that the water has pressure and is available at the sink.

**Checklist 5e (non-critical)**

**5e. Ventilated bathrooms to the outside by fan/screened window (470 IAC 3-4.5-4)**

**Intent:**

To prevent odors and build up of moisture in the bathrooms.

**Assessment Method:**

Each restroom will be observed for a working ventilation fan and/or a screened window. The fan may be turned on to see if it is working. The window may be opened to insure it is operable. The screening in the window must be fitted tightly to the window frame and have a hole size no larger than the 16 gauge mesh.

**Checklist 5f (non-critical)**

**5f. Disposable towels, soap and toilet paper provided/dispensed in a sanitary manner. (470 IAC 3-4.5-4)**

**Intent:**

To provide the items necessary for proper hand washing and toileting in a sanitary manner.

**Assessment Method:**

- Each toilet and hand washing sink may be observed to insure that there are disposable towels, soap and toilet paper available.
- Sanitary dispensers must be used and are identified as dispensers that protect the item from contamination and provide uncontaminated product to each individual. These include but are not limited to paper towel dispensers that provide individual towels and keep the towels off of counter surfaces, toilet paper dispensers (a toilet paper roll placed on any surface is not sanitary) and soap dispensers or bars of soap in a dispenser.

**Checklist 5g (critical and/or non-critical)**

**5g. Bathrooms clean/sanitizable (470 IAC 3-4.5-4)**

**Intent:**

To prevent the transmission of disease.

**Assessment Method:**

Each bathroom will be observed for cleanliness.

- Floors, walls, ceilings, countertops, sinks, toilets, air vents, fans, and all other surfaces in the bathroom must be free from mold, mildew, dirt, grime, rust, hard water deposits, corrosion and any contamination from toileting
- All surfaces in a bathroom must be cleanable and sanitizable. Walls, floors, countertops, toilets and toilet seats, dividers etc. must be made of non absorbent materials and sealed so each surface is sanitizable. Any surface with cracks or breaks or which is porous or absorbent is not acceptable. The walls and floor must be sealed by a baseboard or other approved method
- There shall be no items stored under a bathroom sink that are required to be kept sanitary. Items such as (but not limited to) toilet tissue, disposable towels, and cups may not be stored under any plumbing. Toilet tissue or any other sanitary item may not be placed directly on a toilet tank for storage
- Plungers or any other item used for maintenance of the toilet or sink must be stored in a place inaccessible to children

#### **Checklist 6: Water Supply, Plumbing, Sewage Disposal**

##### **Checklist 6a (critical)**

##### **6a. Water Supply constructed/operated in accordance to [410 IAC 6-5.1-8]**

##### **Intent:**

To provide safe potable water to children and staff either through public or private water systems.

##### **Assessment Method:**

- Wells operated by a Ministry will be identified and determined if the Ministry has performed required water tests. Required water tests will be determined by the requirements of the Indiana Department of Environmental Management, (IDEM). Records of the water tests will be reviewed and the facility's Public Water System Number will be recorded
- Water tests will be reviewed for identified E. Coli contamination and total coliform counts. If either test is positive the ministry may be required to cease use of well water and provide documentation of three consecutive clear water tests prior to continuing use of the well water. In all cases of well water contamination the Indiana Department of Environmental Management (IDEM) may provide oversight of the well

decontamination and provide recommendation for resuming well water use. Some instances of well contamination may result in temporary Ministry closure

**Checklist 6b (critical)**

**6b. Sewage/Wastewater disposal adequate/sanitary/meets requirements at time of survey. [470 IAC 3-4.5-3(b)]**

**Intent:**

To provide safe and sanitary sewage disposal.

**Assessment Method:**

- Determine during Ministry Registration process that the Septic Systems are in compliance with State requirements
- All septic tank systems will be observed for evidence of failure. Evidence of failure may include but is not limited to observation of wet drain fields, failure in flushing of toilets, ponding around the septic tank and fingers, odors and observation of raw effluent

**Checklist 6c (critical)**

**6c Plumbing properly installed/maintained/meets FPBSC and SBH requirements [470 IAC 3-4.5-3(b)]**

**Intent:**

To provide safe and sanitary sewage disposal

**Assessment Method:**

- Plumbing will be generally observed for violations including but not limited to:
  - Lacking appropriate air gaps or back siphonage devices on hoses, drainage pipes and faucets
  - Leaking pipes or plumbing
  - Slow drainage of individual/multiple drains, including toilets/sinks/storm drains

**Checklist 6d (non-critical)**

**6d Cracks around pipes, plumbing and ducts properly sealed (470 IAC 3-4.5-4)**

**Intent:**

To provide a safe, clean and sanitary environment for all children and staff.

**Assessment Method:**

- Pipes and plumbing are observed and unsealed areas identified for repair if necessary
- Plumbing under sinks must be sealed to the walls through which they travel

**Checklist 7 Food Safety/Service (utilizing 410 IAC 7-24 unless otherwise noted)**

**Checklist 7a (non-critical)**

**7a Manual dishwashing procedure posted. (410 IAC 7-24 Sec. 269 to Sec. 270)**

**Intent:**

- To identify the sinks used in a manual dishwashing procedure for wash, rinse and sanitize, and to identify a handwashing sink
- To provide instructions to staff for proper dishwashing, rinsing, and sanitizing

**Assessment Method:**

Observe that the instructions for manual dishwashing procedure are posted on or above three sinks for wash, rinse and sanitize.

**Checklist 7b (critical)**

**7b Correct Handwashing by food handlers. (410 IAC 7-24 Sec. 128 to Sec. 131)**

**Intent:**

To prevent disease transmission and food contamination.

**Assessment Method:**

Handwashing by food handlers may be observed. Handwashing must be done in between food duties, after toileting and upon entrance and exit to the kitchen.

**Checklist 7c (non-critical)**

**7c Copy of SBH Rule 410 IAC 7-24 in kitchen and adhered to. [410 IAC 7-24 Sec. 107(d)]**

**Intent:**

To have the food rule at hand for easy reference in the kitchen before, during and after food preparation, storage and cleanup. Use of the food rule will provide information to food handlers that will insure safe and sanitary food preparation, storage and handling. The food rule also provides a reference for the sanitary and safe construction of a kitchen as well as the handling and storage of dishware, utensils and cooking equipment.

**Assessment Method:**

The presence and use of a Food Rule in the kitchen will be observed.

**Checklist 7d (critical)**

**7d Wash/Rinse/Sanitizing procedure proper. (410 IAC 7-24 Sec. 269 to Sec. 304)**

**Intent:**

To provide adequate ware-washing to insure dishes, utensils and cooking equipment are clean and sanitary.

**Assessment Method:**

- Observe the method of dishwashing. Proper manual dishwashing includes three sinks for wash rinse and sanitization of dishes, utensils and cooking equipment. Sanitization requires a chlorine based solution of 50 ppm or a quaternary solution of 200 ppm.
- Ware washing may be done using a commercial dishwasher; residential dishwashers are prohibited. Commercial dishwashers must be clean and free from hard water deposits and operate according to Operations manuals and be well maintained. Chemical or hot water sanitization is acceptable. For chemical sanitization all sanitizer dispensers must be filled and operational. Commercial dishwashers may be run through a wash cycle to determine proper function.

**Checklist 7e (non-critical)**

**7e Drain board/Movable dish table provided (for three compartment sink) (410 IAC 7-24 Sec. 288 and Sec. 289)**

**Intent:**

To allow all dishes to air dry properly without contamination from kitchen surfaces.

**Assessment Method:**

The absence or presence of a drain-board will be observed. No dishware, utensil or equipment may be dried with cloth or placed on cloth for a draining surface.

**Checklist 7f (non-critical)**

**7f Utensils/Equipment air-dried correctly (410 IAC 7-24 Sec. 304)**

**Intent:**

To prevent contamination of utensils or equipment by improper air-drying.

**Assessment Method:**

Observation of air drying method for utensils and equipment, interview of staff concerning how dishes are dried. No utensil or equipment may be dried with cloth. All items air dried must be kept off of surfaces and placement should allow adequate air circulation during the drying process.

**Checklist 7g (non-critical)**

**7g Clean/Sanitized Utensils and Dishware properly handled/stored. (410 IAC 7-24 Sec. 239, Sec. 244 and Sec. 250)**

**Intent:**

To prevent contamination of clean and sanitized utensils and dishware.

**Assessment Method:**

All dishes must be stored in a fashion to protect them from contamination. Utensils must be stored in clean containers and have handles accessible so each time a utensil is accessed only a handle is contacted.

**Checklist 7h (critical)**

**7h Eating surfaces (tables/highchairs) sanitizable, sanitized before and after each use. (410 IAC 7-24 Sec. 229, Sec. 295, Sec. 301, Sec. 302, and Sec. 303)**

**Intent:**

To prevent disease transmission.

**Assessment Method:**

Cleaning and sanitizing of tables and highchairs may be observed, or staff may be interviewed. Tables and highchairs will be observed for nonabsorbent materials. Tables with absorbent surfaces are prohibited. These include but are not limited to those tables with broken or torn lamination or bare wood exposed from wear and tear. Highchairs with torn seat cushions are prohibited. Proper sanitizing includes washing tables and highchairs with soap and water and then spray with an approved sanitizer. Sanitizers must air dry on the table and highchair surfaces.

**Checklist 7i (critical)**

**7i Food Preparation Surfaces sanitized before and after use. (410 IAC 7-24 Sec. 301, Sec. 302, and Sec. 303)**

**Intent:**

To provide clean and sanitized surfaces for food contact to minimize contamination and prevent disease transmission.

**Assessment Method:**

Observe food preparation if possible and interview staff to determine the cleaning and sanitizing schedule for food preparation surfaces.

**Checklist 7j (critical)**

**7j Food free from spoilage/damage/filth/contamination**

**Intent:**

To assure food service provides wholesome safe foods to children.

**Assessment Method:**

- Food will be observed for proper storage, Expiration and Use by dates on packaging, date and product labeling when stored in refrigeration or stored in secondary containers. Canned goods will be observed for bulging and damaged cans. Cans must not have large dents and/or rusted lids or seams. Any items stored with food drippings on lids or packaging will be considered contaminated and all items labeled to require refrigeration will be considered spoiled if not refrigerated except during use for food preparation.
- Potentially hazardous foods provided in sack lunches must be refrigerated immediately.



- Gallon containers of milk that have been removed from the kitchen and returned after food service are considered as spoiled foods and must be discarded. Milk may be offered in smaller containers for table service but leftover in the smaller container must be consumed or discarded.
- Infant formula bottles are considered foods and must be prepared in a kitchen sanitary environment and refrigerated if not offered immediately to the infant. Infant formula must be discarded if child does not consume the entire bottle, it is considered spoiled food if not consumed within one hour of offering it to the infant.
- Breast milk must be handled according to the published Breast Milk Procedure

**Checklist 7k (critical and/or noncritical)**

**7k Food covered when stored or while being transported (410 IAC 7-24 Sec. 177-181 and 204)**

**Intent:**

To insure that food is protected from contamination while in storage and from miscellaneous sources of contamination while in transport.

**Assessment Method:**

- Observe food storage methods, procedures and locations to insure that food is not exposed to splash, dust or other contamination. Example: Cover food with plastic wrap, aluminum foil, or in an approved food container with a lid
- Storage containers and materials must be of food grade design and approved for the intended use. Example: Trash bags may not be used as a food covering. Empty single service containers (butter bowls) may not be reused for food storage.

**Checklist 7l (critical and/or noncritical)**

**7l Food in original, unopened, undamaged packaging (410 IAC 7-24 Sec. 139-146)**

**Intent:**

- To insure that food is safe, unadulterated, not exposed to potential contaminants
- To insure that food is obtained from sources that comply with law at least equivalent to Indiana law.

**Assessment Method:**

- Observe integrity of packaging for evidence of damage or unapproved food sources.
- Review receiving records for approved food sources.
- Interview staff regarding origins of food sources.

**Checklist 7m (critical and/or noncritical)**

**7m Food, Utensils, Equipment and Single-service articles stored on nonabsorbent material at least six inches above the floor in a dry location, away from hazardous materials (410 IAC 7-24 Sec. 177, 227, 228, 244, 421, 422, 425, and 439)**

**Intent:**

- To insure that food, utensils, food service equipment and single-service items are stored in a manner and location that will not be exposed to contamination.
- To insure that storage and food service equipment is designed, installed and maintained in a condition that is easily cleanable.

**Assessment Method:**

- Observe kitchen areas, refrigerators, freezers, pantry areas for potential conditions that may cause contamination.
- Observe that chemicals or hazardous materials are not stored with or above food, food service equipment and single-service items.
- Observe storage equipment design, installation and condition. Example: Unsealed wood cabinets and shelving are absorbent to water and other liquids.

**Checklist 7n (noncritical)**

**7n Kitchen, Food preparation areas, food storage lights properly shielded (410 IAC 7-24 Sec 410)**

**Intent:**

To insure that shattered or broken glass does not contaminate food, food service equipment and single-service and single use items.

**Assessment Method:**

- Observe all areas with exposed food, clean equipment, utensils, linens, or unwrapped single-service and single use items for adequate shielding, coating, or otherwise shatter resistant light bulbs.
- This may include light bulbs inside refrigerators and freezers.

**Checklist 7o (noncritical)**

**7o Trash/Refuse stored correctly -tight fitting solid lids, water tight containers, and sanitary condition; covered when not in use. (410 IAC 7-24 Sec. 381-399)**

**Intent:**

To insure that receptacles and waste handling units are covered and maintained in sanitary condition that does not create an environment conducive to pests nor have an adverse effect on human health.

**Assessment Method:**

- Observe all receptacles and waste handling units that contain food residue for tight fitting covers on the interior and exterior of the building.

**Checklist 7p (critical and/or noncritical)**

**Rodent/ Insect control (410 IAC 7-24 Sec 412-416)**

**Intent:**

- To insure that pests are not present at the facility.
- To insure that pests control measures do not create a health or safety hazard.
- To eliminate conditions conducive to pest activity.
- To monitor that dead pests are being removed at regular intervals.

**Assessment Method:**

- Observe facility for pest activity.
- Observe facility for pest entry points into the facility. Example: Gaps under doors, cracks in the foundation, damaged screens, gaps around wires and plumbing.
- Observe facility for pest harborage conditions. Example: Improper storage of items, accumulation of unnecessary or unused items in the facility.

- Observe facility for food sources. Example: Food debris in classrooms, under large equipment in the kitchen, grease traps, soiled waste containers.
- Observe facility for water sources. Example: Plumbing leaks, sump pump pits, dish machines
- Interview staff regarding pest control procedures and monitoring activities.
- Observe pest control devices and products for correct locations and use applications.

**Checklist 7q (noncritical)**

**7q Properly sealed around pipes, plumbing and ducts, cracks and holes**

**(410 IAC 7-24 Sec 322, 324, 414 and 470 IAC 3-4.5-4)**

**Intent:**

- To eliminate access points for pests.
- To insure that plumbing and ducts are maintained in safe and sound condition.

**Assessment Method:**

- Observe pipes, plumbing and ducts in all areas of the facility.
- Observe all accessible areas for cracks and holes. This may include the foundation, interior and exterior walls, basement and the roof.

**Checklist 7r (critical)**

**7r Potentially hazardous food held at proper temperatures during handling or storage; hot holding at 135° F or above; cold holding at 41°F or below. (410 IAC 7-24 Sec. 186 - Sec. 190)**

**Intent:**

To prevent food borne related illness.

**Assessment Method:**

- Observe hazardous food handling and storage. Food temperatures may be taken and thermometers observed to assure that the foods are held at the proper temperatures.
- The Food Rule 186 through 190 is cited because cooling and re-heating times are a part of proper food handling to eliminate food borne illnesses and the consultant will observe the re-heating and cooling methods and interview the staff to determine compliance with this item.

**Checklist 7s (critical and/or non-critical)**

**7s Freezer: Thermometer present/accurate/good monitoring position/food frozen (410 IAC 7-24 Sec. 197)**

**Intent:**

- To prevent food borne diseases by governing the handling of frozen foods
- To insure that frozen foods are kept frozen and the freezer temperatures are monitored and kept at 0° F

**Assessment Method:**

Freezer temperatures will be taken if there is no internal thermometer available to indicate the temperature. All thermometers must be measured in 2° F increments. Freezer temperatures must be at 0° F or below and all foods in the freezer must be frozen. Purchased frozen foods must be kept frozen during transport.

**Checklist 7t (critical and/or noncritical)**

**7t Storage of food/ supplies correct -labeling and date marking (410 IAC 7-24 Sec. 174, 191-192)**

**Intent:**

- To insure that working containers holding food or food ingredients that are removed from their original packages are identified with the common name of the item.
- To insure that ready to eat, potentially hazardous food held in the facility more than 24 hours is clearly marked to indicate the date or day by which the food shall be consumed or discarded.

**Assessment Method:**

- Observe bulk containers for common name labels
- Observe ready to eat, potentially hazardous food for date marking
- Interview staff on date marking procedures and processes
- Observe that dry foods moved to bulk food containers were labeled as to the container content

**Checklist 7u (critical)**

**7u Metal-stem dial-type thermometer (0° F to 220° F) available/used. [410 IAC 7-24 Sec. 253-254, 256, 257, and Sec. 296 (proper cleaning)].**

**Intent:**

To insure that the proper tool is available for cook staff to use for taking food temperatures and that the thermometer is used to take food temperatures to insure foods are cooked to their proper temperature and held or stored at the proper hot and cold temperature.

**Assessment Method:**

The presence of a metal-stem dial-type thermometer will be observed. If foods are being cooked and/or hot or cold held, the use of the thermometer will be observed. All thermometers used will be calibrated so they read an accurate temperature. Use of metal-stem digital thermometers are acceptable as long as they accurately read from 0°F to 220°F.

**Checklist 7v (critical)**

**7v Single Service articles are not reused (410 IAC 7-24 Sec. 240-243, and definition 91, 92)**

**Intent:**

To insure that items identified as single use utensils, containers, articles for food service etc. are not re-used and are discarded immediately after use.

**Assessment Method:**

Use and storage of single service articles will be observed. No item for single service can be washed and re-used for food. This includes but is not limited to; plastic food containers that are purchased holding margarine, cottage cheese, yoghurt, cool whip, salads, fruits etc., plastic knives, forks or spoons, aluminum baking ware and/or foil, jars, ketchup bottles, pickle barrels and/or bread wrappers. See listing in Food Rule.

**Checklist 7w (non-critical)**

**7w Once served, leftover food discarded (410 IAC 7-24 Sec. 201)**

**Intent:**

To prevent potentially contaminated food being offered for food service.

**Assessment Method:**

Once food is offered for service to any person it may not be saved, stored or offered for service again and must be immediately be discarded. There are exceptions for wrapped and sealed foods, see listing in the Food Rule.

**Checklist 7x (non-critical)**

**7x Food Handlers wear clean apron/smock; effective hair restraint (410 IAC 7-24 Sec. 135 and Sec. 138)**

**Intent:**

To prevent contamination of foods.

**Assessment Method:**

The use of hairnets and clean aprons may be observed. Effective hair restraint means all hair must be contained in the hair restraint. Pony tails, fringes, bangs, any exposed hair must be contained in the hair restraint. Because caps typically allow hairs to dangle or be exposed sufficiently to potentially contaminate foods, hair nets are recommended.

**Checklist 7y (non-critical)**

**7y Bulk Food Containers clean and labeled. (410 IAC 7-24 Sec. 146 and Sec. 148)**

**Intent:**

To insure that bulk foods are easily identifiable and in clean containers.

**Assessment Method:**

Bulk food containers will be observed as to contents and cleanliness.

**Checklist 7z (critical)**

**7z Chemical Sanitizer Test Kit provided/used, and solution correct. (410 IAC 7-24 Sec. 291 and Sec. 303)**

**Intent:**

To insure that a test kit is provided and that all Food Contact surfaces are properly sanitized to prevent food borne illnesses

**Assessment Method:**

The presence of the test kit (chlorine or quaternary test strips) will be observed and the sanitizer solution will be tested at random.

**Checklist 7aa (non-critical)**

**7aa Refrigerated Medications stored correctly (410 IAC 7-24 Sec.419-420)**

**Intent:**

To prevent contamination of foods and medicines through proper storage and labeling of refrigerated medications.

**Assessment Method:**

Refrigerated medications will be observed. All refrigerated medications must be stored in a package or container in the refrigerator. The package or container must be covered and labeled for medication and in a place that is inaccessible to children.

**Checklist 7bb (non-critical)**

**7bb Proper illumination of food areas. (410 IAC 7-24 Sec. 410)**

**Intent:**

To insure there is sufficient lighting to see possible dirt, grime or any potential contaminate of food in the food preparation area and all food contact surfaces.

**Assessment Method:**

The lighting will be tested with a light meter. All food preparation and dishwashing surfaces must have a minimum of 70 foot candles. All food storage areas must have a minimum of 20 foot candles.

**Checklist 7cc (non-critical)**

**7cc Kitchen Cleaning Schedule Posted and Used (410 IAC 7-24 Sec. 295-304)**

**Intent:**

To verify that items required to be cleaned are in fact scheduled to be cleaned and are cleaned.



**Assessment Method:**

The presence of a posted Kitchen Cleaning Schedule will be noted and all items required to be cleaned will be checked for cleanliness. Grime, grease buildup, hard water spot accumulation and accumulated crumbs and food prep debris are not allowed.

**Checklist 7dd (non-critical)**

**7dd Kitchen Equipment properly sealed/handled/stored (410 IAC 7-24 Sec. 227-232, Sec. 244, and Sec. 315)**

**Intent:**

- To insure that stationary kitchen equipment is cleanable and sanitizable in place without hidden areas for accumulation of water and/or grime.
- To insure that all kitchen equipment is handled properly and stored in a manner that protects it from contamination.

**Assessment Method:**

- All stationary kitchen equipment, including but not limited to sinks, counters and cabinetry must be sealed to any surface against which it abuts. This includes wall and countertop interface, sinks and countertops and cabinets that rest directly on flooring.
- All movable kitchen equipment, including but not limited to mixers, small appliances, and coffee pots must be cleaned and sanitized and stored either in a closed cabinet or under a clean and sanitary appliance cover.

**Checklist 7ee (non-critical)**

**7ee Dishes, Pots, Pans and Utensils stored in a manner that protects them from contamination. (410 IAC 7-24 Sec. 234, Sec. 239, Sec. 244, Sec. 250, and Sec. 301)**

**Intent:**

To insure that dishes, pots, pans and utensils are not contaminated once they have been washed and sanitized. This helps prevent food borne illnesses.

**Assessment Method:**

- The storage of dishes, pots, pans and utensils will be observed

- Dishes must be stored in a closed cabinet or a closed sanitary container
- Pots and pans may be stored overturned or covered on open shelving
- Utensils must be stored in a closed container or sanitary drawer. When eating utensils are offered for food service only the handles should be exposed to hand contact
- Cooking utensils must be stored in a protected manner and offer only the handle for hand contact either in a drawer or large storage can
- Hanging pots or utensils must be protected with a shield or only expose the non-food contact surfaces

**Checklist 7ff (critical)**

**7ff Hand washing sink in kitchen or close proximity/equipped with soap and disposable towels. (410 IAC 7-24 Sec. 342-349)**

**Intent:**

- To insure there is proper available hand washing for all phases of the food service operation in and/or near the kitchen
- Hand washing is one of the most important aspects of disease prevention in a food service facility. Proper hand washing requires soap and available disposable towels

**Assessment Method:**

The kitchen will be observed to have a hand washing sink that is not used for any other purpose and that soap and disposable towels are **provided at each hand wash sink.**

**Checklist 7gg (non-critical)**

**7gg Kitchen Walls and Ceilings smooth/easily cleanable (410 IAC 7-24 Sec. 402-405, and Sec. 407)**

**Intent:**

To provide surfaces in the kitchen that can and will be maintained in a clean and sanitary manner.

**Assessment Method:**

Kitchen walls and ceilings will be observed to insure that the surfaces are and remain smooth and easily cleanable. Wallpaper if deteriorating often is not easily cleanable. Ceiling tiles with holes or textured ceilings are not allowed. If the wall or ceiling surface cannot be easily wet washed it is not considered to be cleanable. No absorbent material may be used for walls or ceilings.

**Checklist 7hh (non-critical)**

**7hh Stove provided if meals prepared, conveniently located/in good condition/clean/safe (410 IAC 7-24 Sec. 106)**

**Intent:**

To insure the stove used is appropriate for the food service provided at the child care ministry.

**Assessment Method:**

- The cooking appliances shall be observed. Grime, accumulated grease, and broken parts will be noted as violations
- The stove must also be located in an area of the kitchen where it is accessible for the daily cooking routine

**Checklist 7ii (critical)**

**7ii Refrigerator: Thermometer present, 41°F or less and in a position for daily monitoring. (410 IAC 7-24 Sec. 106)**

**Intent:**

To insure there is adequate refrigeration and that the temperatures are monitored.

**Assessment Method:**

- Refrigerators will be observed for a thermometer and holding temperatures of 41° F or less.
- Thermometers must be easily visible when opening the door. If several food items are moved to view the thermometer it is not in a position for daily monitoring.

**Checklist 7jj (critical)**

**7jj All food from approved source/not homemade (410 IAC 7-24 Sec. 142)**

**Intent:**

To insure that all foods obtained for ministry food service is wholesome and safe.

**Assessment Method:**

All foods may be observed and identified as to source. Ministries that provide meals may not obtain home cooked foods at any time for any purpose. Ministries have the option for parents to provide sack lunch for their own child. However parents may not provide homemade food for children other than their own.

**Checklist 7kk (non-critical)**

**7kk Kitchen/Food Preparation Area(s) not a throughway, separate from other areas (470 IAC 3-4.5-5)**

**Intent:**

To prevent contamination of foods by staff, children and/or parents.

**Assessment Method:**

The kitchen will be observed for a natural throughway, if there is one, an alternative route must be defined and the throughway blocked within the rules governing the facility by the Department of Homeland Security.

**Checklist 7ll (critical)**

**7ll Kitchen/Food Preparation Area(s) not used for office, children's activities, naps, dining or recreational area for adults/children (470 IAC 3-4.5-5)**

**Intent:**

To keep the kitchen free from contamination and help prevent food borne illnesses.

**Assessment Method:**

The kitchen will be observed for office equipment, evidence for use by children or adults for activities other than cooking. No office equipment may be stored or used in the kitchen area. Children may not be allowed in the kitchen and no activities other than cooking may occur in the Retail Food kitchen/food preparation area.

**Checklist 7mm (critical)**

**7mm Kitchen/Food Preparation Area(s) clean, sanitary condition (470 IAC 3-4.5-5)**

**Intent:**

To prevent food borne illnesses

**Assessment Method:**

The food preparation area will be observed for cleanliness. This item includes any utensil, equipment or part of the facility mentioned or not mentioned in the other items that may be parts of the Food Service checklist.

**Checklist 8 Vending**

**Checklist 8a (critical)**

**8a Vending: Food temperatures verified upon arrival and recorded [470 IAC 3-4.5-5(b) and 410 IAC 7-24 Sec. 186-187]**

**Intent:**

Foods vended to the childcare facility must be received in a hot or cold holding status. Temperatures must be recorded to verify that all foods are received at 135° F or higher or for cold foods 41° F or less.

**Assessment Method:**

A log kept by the Ministry for temperatures taken of all received foods will be checked. The staff will be interviewed concerning their plan should the foods not be in the correct temperature range and verification that foods not in the temperature range have been rejected, (sent back to the vendor) and/or discarded.

**Checklist 8b (critical)**

**8b Vending: Transport containers insulated/washable/maintains food temperatures [470 IAC 3-4.5-5(b) and 410 IAC 7-24]**

**Intent:**

To insure that foods transported to the facility are insulated sufficiently to retain hot or cold holding temperatures and that they are washed and sanitized before each use.

**Assessment Method:**

The types of containers use for the transport of foods may be observed. If the containers are not available to see, the staff will be interviewed about what type they are.

**Checklist 8c (critical)**

**8c Time as a public health control, written procedures on site (410 IAC 7-24 Sec. 193)**

**Intent:**

To prevent food borne illnesses.

**Assessment Method:**

Foods received from a vending service will be observed to have date and time clearly marked for the time when the food was removed from temperature control. No foods that have gone past 4 hours past the time marked may be consumed nor re-heated. The foods provided using time as a public health control are meant to be consumed immediately. The receiving facility must have a written policy on site, specifying that foods past the four hour mark will not be accepted and served at the child care facility.

**Checklist 8d (critical)**

**8d Time as a public health control, food properly labeled (410 IAC 7-24 Sec. 193)**

**Intent:**

To assure foods are labeled for the time they were taken from temperature control.

**Assessment Method:**

Food labels will be observed.

**Checklist 8e (critical)**

**8e Time as a public health control, food served or discarded properly (410 IAC 7-24 Sec. 193)**

**Intent:**

To prevent food borne illness.

**Assessment Method:**

If a meal is observed the food will be observed for proper date and time labeling and the facility will be observed for the promptness of food service. Foods must be served immediately upon receipt and within four hours of the foods' removal from temperature control. If a meal is not observed staff may be interviewed concerning the process.

## **Checklist 9 Ill Children**

### **Checklist 9a (critical)**

#### **9a Ill Children kept from others [470 IAC 3-4.5-6(c)]**

##### **Intent:**

To prevent the transmission of disease.

##### **Assessment Method:**

If the facility has ill children the treatment and isolation of these children will be observed. The staff and/or director may be interviewed.

### **Checklist 9b (critical)**

#### **9b Surfaces/Items in contact with Ill Children cleaned / sanitized after each use [470 IAC 3-4.5-6(c)]**

##### **Intent:**

To prevent disease transmission

##### **Assessment Method:**

The staff or director may be interviewed to determine the procedure for treatment of items that an ill child has used. All items used by an ill child must be clean and sanitized after use.

## **Checklist 10 Records**

### **Checklist 10a (critical)**

#### **10a Complete immunization records for each child (IC 12-17.2-6-11)**

##### **Intent:**

To insure that children in the Child Care Ministry are immunized for communicable childhood diseases.

##### **Assessment Method:**

Children's records of immunizations may be reviewed to determine that they are up to date or have received age appropriate immunizations. Please see the listing of the required immunizations by age in **Appendix C**. Parents may opt out of immunizations by writing a letter, signed and dated, stating that for religious reasons they choose not to have their child

immunized. A physician's note signed and dated, stating the child is up to date with immunizations is also adequate for documentation should a child for medical reasons not have the recommended immunizations. The physician's note must be relevant to the time and date of the child's required immunizations.

**Checklist 10b (critical)**

**10b Signed parent's notices for each child (IC 12-17.2-6-7)**

**Intent:**

To insure that parents know the Child Care Ministry is not a Child Care Center.

**Assessment Method:**

All children's records may be reviewed for signed Parent Notices.

**Checklist 10c (critical)**

**10c Criminal History Police checks for each staff member/ volunteer without convictions (IC 12-17.2-6-14)**

**Intent:**

To insure that individuals with particular felony and/or misdemeanor convictions, related to the health and safety of a child, are not employed by the facility. Please see the list of prohibited felony and misdemeanor convictions in **Appendix E**.

**Assessment Method:**

All staff records may be reviewed to insure that there are no staff with child contact that have a particular felony or misdemeanor convictions. The listing is in **Appendix E**.

**Checklist 10d (critical)**

**10d Universal Precautions training current/complete documentation (410 IAC 1-4)**

**Intent:**

To insure that all staff/volunteers are annually trained to use Universal Precautions in circumstances of blood/body fluid exposures.



**Assessment Method:**

All staff information may be viewed to determine that each staff person has received Universal Precautions training within a year preceding the date of the record review. The training required may be given by a health care/public safety professional and each staff or volunteer person must receive training each year. The training must provide lecture, demonstration and practice of Universal Precautions, and must be documented.

**Checklist 10e (critical)**

**10e Universal Precautions supplies available and used (Minimum of latex gloves, paper towels, approved disinfectant, masks etc. recommended) (410 IAC 1-4)**

**Intent:**

To insure that the correct supplies are available to staff and volunteers should at any time Universal Precautions be used for a blood/body fluid exposures.

**Assessment Method:**

The consultant may ask to see the supplies provided for Universal Precautions use. If a bleach disinfectant is used it must be prepared daily and the container labeled with the type of disinfectant and date prepared. Staff and volunteers are expected to know where the supplies are stored.

**Checklist 10f (critical)**

**10f Child abuse/neglect without substantiation, on all staff/volunteer (IC 12-17.2-6-14)**

**Intent:**

To insure that staff/volunteers have not been substantiated for child abuse and/or neglect.

**Assessment Method:**

All staff/volunteer records will be reviewed for copies of the Child Protection Index (CPI) check requests. A request for a CPI check for each potential new employee is required and CPI checks are conducted annually by the Division. No Unlicensed Registered Child Care Ministry may have an employee/volunteer with substantiated child abuse/neglect on his/her record.

**Checklist 11 Playgrounds**

**Checklist 11a (critical)**

**11a Playground free from hazards (470 IAC 3-4.5-4)**

**Intent:**

To insure the outdoor play space provided for children is safe.

**Assessment Method:**

The outdoor play area may be observed for hazards, not limited to the following:

- Broken play equipment;
- items with sharp edges;
- items that create entrapment or strangling hazards;
- accessible construction equipment or HVAC units
- sandboxes must be covered when not in use or raked daily prior to use
- trip hazards
- noxious vegetation

**Checklist 11b (noncritical)**

**11b Playground and Equipment: well drained (insect control) (470 IAC 3-4.5-4)**

**Intent:**

- To eliminate potential insect breeding areas, such as mosquito infestations.

**Assessment Method:**

- The outdoor play area will be observed for any standing water
- All playground equipment that hold water must be repaired to allow for proper drainage
  - This includes but is not limited to tires for swings or other types of equipment that can hold water. These must have drainage holes

**Checklist 11c (Critical)**

**11c Swimming Pool: When filled has current permit from health department, verification of weekly water sample from approved lab (410 IAC 6-2)**

**Intent:**

To insure that the use and maintenance of all permanent pools are approved as governed by the area's local health department and meet the ISDH standards for health and safety requirement of public pools.

**Assessment Method:**

- Any existing permanent pool may be observed
- All weekly water tests may be reviewed
- A current permit may be reviewed and is required to be displayed in a conspicuous place

**Checklist 11d (critical or noncritical)**

**11d Wading Pool: meets 410 IAC 6-2 (has filtered circulating water)**

**Intent:**

To insure that wading pools are safe and have adequate filtration, circulation and chlorination to protect the health of children who use them.

**Assessment Method:**

- Wading pools may be observed to document that they provide circulating water that is filtered and that chlorination of the pool water is maintained between 1 and 3 PPM
- A "pool" test kit will be on site and utilized to determine chlorine and ph levels
  - must be used at regular intervals to determine the amount of available chlorine in the wading pool water
- If a facility wants to have outdoor water play but has no wading pool with circulated and filtered water, sprinklers or other similar water activities are approved alternatives

**Checklist 11e (noncritical)**

**11e Water Table: used/sanitized correctly (470 IAC 3-4.5-4)**

**Intent:**

To protect the health of children by requiring proper use of and sanitization of water tables.

**Assessment Method:**

- Water tables may be observed and/or staff may be interviewed about the maintenance and use of the water table(s)
- Water tables must have at least a trace of chlorine present to prevent the spread of water-borne diseases; tested using a “pool” test kit
- Water tables must be drained, washed and sanitized in between each use

**Note:** The pool test kits may be obtained from pool suppliers or stores that sell pool chemicals. The provider cannot use the sanitizer test strips provided for food service sanitizer testing as they do not test low enough levels of chlorine.

**INFANT/TODDLER**

**Checklist 1 Room Observation**

**Checklist 1a, (critical and/or non-critical)**

**1a Cribs/cots available for each child [470 IAC 3-4.5-6(a)]**

**Intent:**

To insure that infants and toddlers are permitted to sleep according to their own needs in safe sleeping equipment and bedding. To protect the safety of infants/toddlers, the ministry shall use cribs that meet US Consumer Product Safety Commission (CPSC) crib safety standards. The Intent: is to prevent strangling, falls and other injuries.

- Every sleeping infant shall be provided an appropriately sized crib that meets CPSC standards
  - Stackable style cribs are not approved for use
- Separate sleeping reduces the spread of disease from one child to another
- Check the construction of cribs according to safety standards. It may be necessary to take measurements to determine compliance for some conditions, e.g., distance between slats, height of rails, test latches for safety and sturdiness, and size and thickness of mattress

**Assessment Method:**

- Ask Director and staff about procedures and their implementation for ensuring safe sleep equipment and for cleaning and sanitizing sleep equipment and bedding
- Observe infant/toddler sleep equipment and sleeping children for conditions specified. Measurement of the distance between slats may be necessary

## **Checklist 1b (critical and/or non-critical)**

### **1b Linens/coverings clean [470 IAC 3-4.5-6(a)]**

#### **Intent:**

To insure that children are provided clean, individually assigned linens and coverings which are seasonably appropriate to keep the child warm.

- The ministry shall have extra clean blankets available for use as needed
- The covers shall be cleaned weekly or when dirty and between uses by different children to prevent the spread of infection
- To prevent smothering, children's faces and heads shall not be covered by a blanket
- Crib sheets shall fit snugly without causing the mattress to buckle

#### **Assessment Method:**

- Observe that each child is provided with his/her own linens and covers, such as blankets and sheets that are appropriate to the season.
- Observe covers for cleanliness. Ask staff about laundering and cleaning procedures.
- Observe napping children's faces and heads to be sure they are not covered

#### **Threshold of Compliance:**

The ministry is in compliance if there is evidence that all rules are met.

### **1c Cribs/mattress sizes correct/good repair/sturdy/cleanable materials [470 IAC 3-4.5-6(a)]**

## **Checklist 1c (critical and/or non-critical)**

#### **Intent:**

To insure that cribs are kept clean and in good repair to prevent the spread of germs and protect the safety and health of the children.

- Cribs used by different children must be sanitized daily between each use
- Cribs clearly assigned to and used by the same children each day may be sanitized weekly unless there is evidence that they are soiled
- Cribs should be properly spaced on all sides to prevent the spread of germs unless they touch a wall or room divider
  - Distance between crib slats shall not exceed 2 3/8" wide
  - Crib mattresses shall not exceed more than 1" from any crib side and/or crib front/back
- Sleeping equipment made of mesh, wicker, or other similar material is not approved for use
- For the children's safety cribs must not obstruct aisles or exits

**Assessment Method:**

- Observe that each child is supplied with a crib appropriate to his/her age
- Ask Director and staff about schedule for cleaning and sanitizing cribs and procedures for ensuring cleaning between uses for shared cribs
- Observe that cribs assigned to individual children are marked with the child's name or other identifying mark
- Observe cribs for cleanliness, proper spacing between cribs and insure that cribs do not obstruct aisles or exits
- Observe that crib rails are constructed so as to not have a choke hazard (extended posts)

**Checklist 1d (critical)**

**1d Staff practicing recommended safe sleep procedures (470 IAC 3-4.5-4)**

**Intent:**

Placing infants to sleep on their backs instead of their stomachs has been associated with dramatic decrease in deaths from Sudden Infant Death Syndrome (SIDS). Infants have been found dead on their stomachs with their faces, noses and mouths covered by soft bedding, such as pillows, quilts, comforters and sheepskins. However, some infants have been found dead with their heads covered by soft bedding even while sleeping on their backs.

- Caregivers shall place infants on their backs or sides in their cribs for sleeping

**Note:**

Parents may not request a waiver for this unless there is a documented medical reason signed by a physician. When infants turn over on their own, it is permissible to leave them on their stomachs rather than awakening them, however all infants shall be placed on back or sides when placed in the crib.

**Assessment Method:**

Ask Director and staff about safe sleeping practices and procedures and training to insure appropriate implementation. Observe infants sleeping and check for the following:

- Healthy infants are sleeping on their backs
- If a parent/guardian requests that his/her child be allowed to sleep in a position other than on his or her back, the parent has provided a Physician's signed document that explains how the infant is to sleep and the medical reason for this position. This documentation is kept in the child's record and all staff will be notified of the infant's prescribed sleep position

- Infants are placed to sleep on a firm mattress that fits tightly in a crib that meets Consumer Product Safety Commission safety standards. The sheet will fit the mattress snugly.
- No toys, stuffed animals, pillow(s), crib bumpers, positioning devices (unless ordered by a health care provider) or extra bedding in the crib
- If a blanket is used for extra warmth, the infant is placed with the infant's feet up against the foot of the crib with a thin blanket that reaches only as far as the infant's chest, it is placed under the infant's arms, and tucked around the crib mattress
- The infant's head is uncovered when he/she sleeps
- Sleeping infants are visually checked every 10 to 15 minutes. The infant will be observed to verify that the infant's skin color is normal and infant's chest is rising and falling as he/she breathes
- Infants are not sharing cribs
- Infants are not sleeping in swings or bouncy seats, nor are they left in car seats for napping
- No bottles are placed in a crib with any infant
- No infant is swaddled if his/her activity shows signs that the child may roll over
- Pacifiers are offered if parents offer a pacifier at home.
  - Pacifiers are not be attached by string or to the infant's clothing
  - Pacifiers are not re-inserted if they fall out after the infant is asleep
- An infant's bib is removed before placing him/her in a crib
- Occupied cribs are spaced far enough apart to prevent disease transmission from coughing, sneezing or touching. (recommended spacing is 3 feet apart)

**Threshold of Compliance:**

The ministry is in compliance if all conditions are met.

**Checklist 2 Bottles/food safety (critical and/or non-critical))**

**2a Bottles, nipples. Etc. which are supplied by facility are washed/rinsed/sanitized/stored correctly [470 IAC 3-4.5-5(e)] (critical)**

**2b Caps, nipples, bottles and other drinking items stored separately, covered and labeled [470 IAC 3-4.5-5(e)] (non-critical)**

**Intent:**

To protect infants from contaminated milk and/or formula. Infant feeding bottles are contaminated by the child's saliva during feeding. Formula and milk promote the growth of bacteria.

- Sterilizing of infant bottles shall not exceed one (1) minute in boiling water or a commercial dishwasher may be used. (This change in process is due to recommendations of Caring for Our Children, National Health and Safety Standards.)
  - Bottles prepared on site must be prepared in an approved kitchen; or
  - May be prepared in an infant room with at least two sinks; handwashing sink may not be used for bottle preparation
    - Use of bottled water for bottle preparation is required with this procedure
- Bottles, nipples, and collars shall be stored in separate covered storage containers after drying.

**Assessment Method:**

- Ask Director and infant staff about procedures for sterilizing bottles
- Observe bottle cleaning and sterilizing or sanitizing and check for non hand washing sink used for cleaning bottles
- Check for proper storage of each item in separate, clean, covered and labeled containers

**Threshold of Compliance:**

The ministry is in compliance if infant bottles are washed, rinsed, and sanitized and stored correctly.

**Checklist 2c (critical)**

**2c Opened jars of baby food/filled feed bottles/ opened formula are refrigerated at 41°F or colder [470 IAC 3-4.5-5(b)]**

**Intent:**

To prevent spoilage of food and formula.

**Assessment Method:**

- Refrigerators used for opened jars of baby food, filled feeding bottles and/or opened formula may be observed for temperature at or below 41°F and for the accuracy of internal thermometers. Thermometers must measure the temperature at the warmest part of the refrigerator and not have any broken or damaged parts that may interfere with an accurate reading
- Bottles, sippy cups, opened food containers, etc. are covered while stored in the refrigerator



**Threshold of Compliance:**

The ministry is in compliance if:

- Refrigerated infant bottles/foods are stored properly in the refrigerator
- Bottle preparation is conducted as outlined above
- Storage of bottles, sippy cups, opened food containers, etc. are covered while stored

**Checklist 2d (critical)**

**2d Opened Baby Food/ Formula/ Formula Feeding Bottles used within 24 hours after opening according to manufacturing directives. [470 IAC 3-4.5-5(b)]**

**Intent:**

To prevent feeding expired/spoiled baby food or formula to any child.

**Assessment Method:**

All opened baby food and formula stored in a refrigerator may be observed. All must have a date, time and child's name on the container. Any baby food or formula dated past 24 hours must be discarded.

**Threshold of Compliance:**

The ministry is in compliance if refrigerated infant bottles/foods are stored properly in the refrigerator.

**Checklist 2e (critical)**

**2e Infant Bottle Contents discarded after feeding [470 IAC 3-4.5-5(b)]**

**Intent:**

To prevent feeding potentially spoiled foods to infants.

**Assessment Method:**

- Infant bottle feeding may be observed or staff may be interviewed about feeding practices
- Once a bottle has been offered to any child the contents of that bottle must be consumed or discarded within **one hour** of the initial feeding. **No bottle or sippy cup** may be partially consumed and refrigerated to be offered a second time

**Threshold of Compliance:**

The ministry is in compliance if **all** standards noted above are followed.

**Checklist 2f (critical)**

**2f Feeding from baby food jar correct [470 IAC 3-4.5-5(b)]**

**Intent:**

To prevent contamination of baby food and to prevent illness.

**Assessment Method:**

- Feeding from baby food jars may be observed and/or staff may be interviewed
- Feeding from a baby food jar may be for only one child. At no time may two children be fed from the same jar or from the same spoon or utensil. If two or more children consume food from the same jar the food must be placed in a separate container and fed to the child using only one specific spoon for that one child and feed from one specific container
- If food is removed from the jar, the remaining contents of the jar may be re-served, up to 24 hours after opening:
  - As long as the jar is resealed;
  - Labeled with the child's name and date opened; and
  - Stored properly in a refrigerator
  - Leftover food, remaining in the separate food serving container, must be discarded
- If a child is fed directly from a baby food jar, the contents of that jar must be completely consumed by that child or discarded after the feeding

**Threshold of Compliance:**

The ministry is in compliance if **all** standards noted above are followed.

**Checklist 2g (critical)**

**2g Baby Food/ Formula Dates acceptable/ not expired [470 IAC 3-4.5-5(b)]**

Effective 04/01/2010

**Intent:**

To prevent feeding expired/spoiled food or formula to children.

**Assessment Method:**

- Baby food in jars may be observed for expiration dates
- Formula may be observed for expiration dates
- No baby food and/or formula may have an expiration date before the date of the survey
- All formula or baby food with dates before the date of the survey will be required to discard the expired formula or baby food immediately.

**Threshold of Compliance:**

The ministry is in compliance if **all** standards noted above are met.

## APPENDIX A

### GLOSSARY

<a href="#"><u>470 IAC 3-4.5 Rule 4.5</u></a>	Registered Child Care Ministry Rule	Indiana Administrative Code (rule) for registered child care ministries.
<a href="#"><u>470 IAC 3-18 Rule 18 Child Care Development Fund Voucher Program; Provider Eligibility</u></a>	Child Care Development Fund Rule	Indiana Administrative Code (rule) for the child care development fund voucher program.
<a href="#"><u>410 IAC 7-24 Retail Food Establishment Sanitation Requirements</u></a>	Food Sanitation Rule	Indiana Administrative Code (rule) for retail food establishments, including licensed centers and registered ministries.
BCC	Bureau of Child Care	Child Care Bureau within Division of Family Resources, Family and Social Services Administration
	Capacity Determination	Means the DHS, Fire and Building Safety Division, will determine maximum capacity based on square footage by adding the capacities of the individual rooms/areas.

<p><a href="#">CCDF</a></p>	<p>Child Care Development Fund</p>	<p>The Child Care and Development Fund has made available over \$5 billion to States, Territories, and Tribes in fiscal year 2008. This federal program, authorized by the Child Care and Development Block Grant Act, and Section 418 of the Social Security Act, assists low-income families, families receiving temporary public assistance, and those transitioning from public assistance in obtaining child care so they can work or attend training/education.</p>
	<p>Certificate of Registration</p>	<p>Means the certificate issued to a RCCM to operate an Unlicensed Registered Child Care Ministry. Certificate is valid for one (1) inspection year.</p>
<p>CHC</p>	<p>Criminal History Check</p>	<p>Means an Indiana state police search and report of criminal records on forms provided by that agency. A state of residency CHC is required for persons who reside in another state.</p>
	<p>Child</p>	<p>Any person under thirteen (13) years of age.</p>
	<p>Conspicuous place</p>	<p>Means a place that is easily visible and at adult eye level and can be easily viewed daily by the parents and visitors.</p>

	Contamination	Means to soil or infect by any form of contact.
CPI	Child Protection Index	Formerly known as “Central Registry Check”, this is an annual verification, performed by the BCC, to determine if persons employed or volunteering at a RCCM, have an allegation of substantiated child abuse or neglect.
CPSC	Consumer Product Safety Commission	The United States Consumer Product Safety Commission (U. S. CPSC) is an <a href="#">independent agency</a> of the <a href="#">U.S. federal government</a> created in <a href="#">1972</a> through the <a href="#">Consumer Product Safety Act</a> to protect “against unreasonable risks of injuries associated with consumer products
	Critical violation	Failure to meet a health, sanitation/fire safety standard that may be detrimental to the health, safety, and/or life of a child/staff
DHS	Department of Homeland Security	State Agency of Indiana which includes the state fire building safety inspection division.
	Documentation	Written records or copies of documents kept in RCCM files
	Failed inspection/survey	Inspection/survey resulting in a cumulative score of less than 70% of <b>non-critical standards</b> being met; or at least one (1) <b>critical violation standard</b> not met.

fc	Foot candle	Measurement of light, in a square foot, determined at the point of a work surface.
70fc	70 foot candles	Light bright enough so that a minute grain of debris may be seen on a surface.
50fc	50 foot candles	Light bright enough, in a classroom, so that a child may perform work study tasks w/o squinting to see.
	Filthy	Means heavily soiled, dirty, or other unclean conditions, which present a health or safety hazard to children.
FPBSC	Fire Prevention and Building Safety Commission	Facility is in compliance with all Indiana building and fire prevention codes. "Certificate of Registration" is signed by the DHS, Fire and Building Safety Division.
FSSA	Family and Social Services Administration	FSSA is a health care and social service funding agency. FSSA is led by the Secretary who is appointed by the Governor and is a member of the Governor's cabinet.
	Hand washing	Means to cleanse hands and wrists a minimum of twenty (20) seconds using soap and warm, running water 100°F through 120°F at a hand sink.

<a href="#">IC 12-17.2-3.5 Eligibility of Child Care Provider to Receive Reimbursement Through Voucher Program</a>	Child Care Development Fund law/statute.	Establishes the authority for FSSA, DFR to regulate the CCDF in the State.
<a href="#">IC 12-17.2-6 Chapter 6. Regulation of Child Care Ministries</a>	Unlicensed Registered Child Care Ministry law/statute.	Establishes the authority for FSSA, DFR to regulate Unlicensed RCCM
	<p>Interpretive Guidelines</p> <p><a href="#">Interpretive Guide for Unlicensed Registered Child Care Ministry</a></p>	<p>These guidelines are much like a training and policy manual that will be used by ministry inspection staff.</p> <p>The purpose of these guidelines is to:</p> <ul style="list-style-type: none"> <li>• Provide child care inspection staff with a tool for determining compliance with regulations</li> <li>• Increase consistency of inspections and enforcements</li> <li>• Build better relationships with providers by providing shared language and expectations</li> <li>• Assist child care providers in preparation for inspection visits</li> <li>• Insure that the Intent: of regulations are being met</li> </ul>
ISDH	Indiana State Department of Health	The Indiana State Department of Health actively facilitates the integration of public health and health care activities to improve Hoosiers' health.



	Non-critical violation	Failure to meet a health, sanitation/fire safety standard that is not detrimental to the health, safety, and/or life of a child/staff
	Program	Means all activities provided for children during their hours of attendance at the child care ministry.
	Punishment	Means the use of negative consequences to correct unacceptable behavior.
RCCM	Registered Child Care Ministry	Child care provided as an extension of a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code, unlicensed but registered with the BCC and DHS.
	Recommended immunizations	Means childhood immunizations that are recommended by ISDH.
	Sanitation	Means the promotion of hygiene and the prevention of disease by maintenance of sanitary environmental conditions and practices.
	Sanitizable	Means an article, utensil, or equipment that can be easily sanitized because of the material composition.

	Sanitize	Means the effective bactericidal treatment by a process that provides adequate accumulative heat or concentration of chemicals for adequate time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment.
SBH	State Board of Health	For the purpose of this Guideline, SBH refers to the Bureau of Child Care
SOR	Sex Offender Registry	Annual verification, performed by the BCC, to determination if persons employed or volunteering at a RCCM, are registered child sex abuse offenders.
	Swimming pool	Means any pool used for swimming that is more than 24" in depth.
	Vendor	Means a food service caterer/facility that is inspected by a federal/local and/or state government agency and that is authorized to provide meals to the public.
	Volunteer	Means a child care provider, at the facility at least eight (8) hours per month, who is not paid. Volunteers must meet the same staff requirements.
	Working container	Typically means a bottle, bucket , or spray can containing a sanitizer and/or disinfectant that is in use.

### APPENDIX B

# CERTIFICATE OF REGISTRATION STATE OF INDIANA



REGISTRATION #:

Name of Ministry:

Name of Church:

Street Address:

City, State, Zip:

County:



This facility's inspection results can be found at: [www.childcarefinder.IN.gov](http://www.childcarefinder.IN.gov)

## FAMILY AND SOCIAL SERVICES ADMINISTRATION DIVISION OF FAMILY RESOURCES

This UNLICENSED REGISTERED CHILD CARE MINISTRY, operating in the premises described above, has been registered with the Division of Family Resources and the Division of Fire and Building Safety in accordance with state laws IC 12-17.2-6-5, IC 12-17.2-6-6 and IC 12-17.2-6-1. This UNLICENSED REGISTERED CHILD CARE MINISTRY has been inspected and complies with state law concerning fire safety and life safety.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature of Fire & Building Safety Inspector)*

CONDITIONS:

Effective from: [ ] thru: [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Assistant Director, Division of Family Resources)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Director, Division of Family Resources)*

**THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PUBLIC PLACE IN THE CHILD CARE MINISTRY. THIS CERTIFICATE IS NOT TRANSFERABLE. (1-877-511-1144 CHILD CARE INFORMATION LINE)**

State Form 49440(R8/8-07)BCC 0031

APPENDIX C

# CERTIFICATE OF NON-COMPLIANCE

## STATE OF INDIANA



REGISTRATION #

Name of Ministry:

Name of Church:

Street Address:

City, State, Zip:

County:



This facility's inspection results can be found at:  
[www.childcarefinder.IN.gov](http://www.childcarefinder.IN.gov)

### FAMILY AND SOCIAL SERVICES ADMINISTRATION DIVISION OF FAMILY RESOURCES

This UNLICENSED REGISTERED CHILD CARE MINISTRY, operating in the premises described above, has been inspected and DOES NOT COMPLY with state laws IC 12-17.2-6-5, IC 12-17.2-6-6 and IC 12-17.2-6-1 concerning fire and life safety, and/or health and sanitation.

# NOT IN COMPLIANCE

Effective from:  thru:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Assistant Director, Division of Family Resources)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Director, Division of Family Resources)*

**THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PUBLIC PLACE IN THE CHILD CARE MINISTRY.  
THIS CERTIFICATE IS NOT TRANSFERABLE. (1-877-511-1144 CHILD CARE INFORMATION LINE)**

## APPENDIX D



**CHECKLIST FOR UNLICENSED REGISTERED  
CHILD CARE MINISTRIES SANITATION SURVEY**  
State Form 49441 (R7 / 10-09) / BCC 0032

**BUREAU OF CHILD CARE**  
DIVISION OF FAMILY RESOURCES  
FAMILY AND SOCIAL SERVICES ADMINISTRATION

Name of ministry		Registration number	
Location of facility (number and street, city, state, and ZIP code)		County	
Mailing address (number and street or PO Box, city, state, and ZIP code)		County	
Type of structure: <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Residential <input type="checkbox"/> Storefront <input type="checkbox"/> Other		Telephone number (   )	
Vending source		Food preparation <input type="checkbox"/> Cooks <input type="checkbox"/> Vends <input type="checkbox"/> Lunches from home <input type="checkbox"/> Sack lunch and cook <input type="checkbox"/> Sack lunch and vend	
Date of current survey (month, day, year)		Time of current survey Start <input type="checkbox"/> AM <input type="checkbox"/> PM   End <input type="checkbox"/> AM <input type="checkbox"/> PM	
Name of inspector		Name of Director	
Purpose of current survey Annual renewal _____ Proposed _____ Complaint _____ Follow-up _____ Team Technical Assistance _____		Days open (check all that apply) <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Water sample: Bacteria <input type="checkbox"/> Present <input type="checkbox"/> Absent		Hours open: From: _____ To: _____	
		Public water	Private water
		IDEM number	Water sample (date)
		Public sewage	Private sewage

I - CHILD CARE MINISTRY				
1. IAC 3-4.5 REGISTRATION:	NO	N/A	REPEAT	
a. REGISTRATION - Process <u>complete</u> and <u>current</u> [3-4.5-2(a)]				*
b. CHILD CARE ROOMS - <u>Surveyed</u> and approved prior to use (12-17.2-6-4)				1
c. NOTICE OF INSPECTION / REGISTRATION posted in a conspicuous place (12-17.2-6-6)				1
d. Advertizing as a child care ministry (12-17.2-6-10)				1
<b>TOTAL</b>				
2. FIRE AND BUILDING SAFETY DIVISION APPROVAL	NO	N/A	REPEAT	
a. Approval by Fire and Building Safety Division (12-17.2-6-6)				*
<b>TOTAL</b>				
3. FACILITY	NO	N/A	REPEAT	
a. PREMISES <u>clean / sanitary / safe / good repair</u> (3-4.5-4)				2-20
b. EQUIPMENT, INTERIOR SURFACES, MATERIALS, FURNISHINGS, OBJECTS <u>clean / sturdy / nontoxic / sanitary / safe</u> (3-4.5-4)				2-20
c. INDIVIDUAL BELONGINGS, CLOTHING, BLANKETS kept separate / apart [3-4.5-6(c)]				1
d. COTS / CRIBS:    1. Available and adequately used for each child / sturdy / cleanable construction [3-4.5-6(a)]				1
2. Properly sanitized [3-4.5-6(a)]				1

3. FACILITY (continued)	NO	N/A	REPEAT	
e. FOUNTAIN / DRINKING WATER sanitarly dispensed / not in restroom (3-4.5-4)				2-5
f. SCREENS (securely fastened 16 mesh) on all windows / outer openings used for ventilation (3-4.5-4)				1
g. PETS approved, properly immunized, housed, free from disease [3-4.5-4(f)]				2
h. BUILDING in safe condition (3-4.5-4)				*
<b>TOTAL</b>				

4. DIAPERING	NO	N/A	REPEAT	
a. CORRECT HANDWASHING by staff [3-4.5-6(d)]				*
b. DIAPERING TABLE / PAD sanitized daily / when soiled if using waterproof paper [3-4.5-6(d)]				1
1. PAPER (if used for diapering pad) is fresh, waterproof, disposable and covers the pad <u>OR</u> [3-4.5-6(d)]				1
2. DIAPERING PAD sanitized after <u>each</u> use and DIAPERING TABLE sanitized daily / when soiled [3-4.5-6(d)]				2
c. DIAPERING TABLE AREA not used for other purposes[3-4.5-6(d)]				2-5
d. DIAPERING PROCESS on table / crib in clean / sanitary manner / correct sanitizing solution [3-4.5-6(d)]				2-5
e. Tightly covered, easily sanitized container for soiled diapers and skin care materials [3-4.5-6(d)]				2
<b>TOTAL</b>				

5. BATHROOMS	NO	N/A	REPEAT	
a. HANDWASHING by adults correct (after toilet, between child care duties) [3-4.5-6(b)]				*
b. HANDWASHING by children correct (after toilet, before eating) [3-4.5-6(b)]				2-5
c. BATHROOMS with flush toilets / handwashing sinks (3-4.5-4)				2-5
d. WATER sufficient / under pressure at each handwashing sink (3-4.5-4)				2
e. VENTILATED bathrooms to the outside by fan / screened window (3-4.5-4)				1
f. DISPOSABLE TOWELS, SOAP, AND TOILET PAPER provided / dispensed in a sanitary manner (3-4.5-4)				2-5
g. BATHROOMS clean / sanitizable (3-4.5-4)				2-5
<b>TOTAL</b>				

6. 470 IAC 3-4.5-3 WATER SUPPLY, PLUMBING, SEWAGE DISPOSAL	NO	N/A	REPEAT	
a. WATER SUPPLY constructed / operated in accordance to 410 IAC 6-5.1-8 excluding 410 IAC 6-5.1-8(f) <input type="checkbox"/> PUBLIC SYSTEM <input type="checkbox"/> PRIVATE SYSTEM      [3-4.5-3(a)]				*
b. SEWAGE / WASTEWATER DISPOSAL adequate / sanitary / meets requirements at time of survey: <input type="checkbox"/> PUBLIC SYSTEM <input type="checkbox"/> PRIVATE SYSTEM      [3-4.5-3(b)]				*
1. EXTERIOR				
2. INTERIOR				

6. 470 IAC 3-4.5-3 WATER SUPPLY, PLUMBING, SEWAGE DISPOSAL (continued)	NO	N/A	REPEAT	
c. PLUMBING properly installed / maintained / meets FPBSC and ISDH requirements [3-4.5-3(b)]				2-5
d. CRACKS around pipes, plumbing and ducts properly sealed (3-4.5-4)				1
<b>TOTAL</b>				

7. 410 IAC 7-24 FOOD SAFETY / SERVICE	NO	N/A	REPEAT	
<p>DISHWASHING practice (<i>check one</i>)</p> <p><input type="checkbox"/> 1. Hand dishwashing / sanitized in commercial sanitizer <span style="float: right;"><input type="checkbox"/> 4. Use all single service ware / children bring lunches / vend / cook</span>  <input type="checkbox"/> Chemical <input type="checkbox"/> Hot water</p> <p><input type="checkbox"/> 2. Commercial dishwasher / sanitizer <span style="float: right;"><input type="checkbox"/> 5. Not approved for dishwashing</span>  <input type="checkbox"/> Chemical <input type="checkbox"/> Hot water</p> <p><input type="checkbox"/> 3. Manual dishwashing in three-compartment sink  <input type="checkbox"/> Chemical <input type="checkbox"/> Hot water</p>				
a. Manual dishwashing procedure posted				1
b. CORRECT HANDWASHING by food handlers				*
c. COPY OF SBH RULE 410 IAC 7-24 in kitchen and adhered to				1-20
d. WASH / RINSE / SANITIZING procedure proper				*
e. DRAINBOARD / MOVABLE DISH TABLE PROVIDED ( <i>for three-compartment sink</i> )				1
f. UTENSILS / EQUIPMENT air-dried correctly				1
g. CLEAN / SANITIZED UTENSILS AND DISHWARE properly handled / stored				1
h. EATING SURFACES ( <i>tables / highchairs</i> ) sanitizable; sanitized before and after each use				2
i. FOOD PREPARATION SURFACES sanitized before and after use				2
j. FOOD free from spoilage / damage / filth / contamination				2-20
k. FOOD covered when stored or while being transported				1
l. FOOD in original, unopened, undamaged packaging				1
m. FOOD, UTENSILS, EQUIPMENT AND SINGLE-SERVICE ARTICLES stored on nonabsorbent material at least six inches above floor in dry location, away from hazardous materials				1
n. KITCHEN / FOOD PREP / FOOD STORAGE lights properly shielded				2
o. TRASH / REFUSE stored correctly ( <i>tight fitting, solid lids in water tight containers; sanitary condition; covered when not in use</i> )				2
p. RODENT / INSECT control				1-20
q. Properly sealed around pipes, plumbing and ducts, cracks and holes				2
r. POTENTIALLY HAZARDOUS FOOD held at proper temperatures during handling or storage; <u>hot holding at 135°F or above; cold holding at 41°F or below</u>				*
s. FREEZER: Thermometer present / accurate / good monitoring position / food frozen				2
t. STORAGE of food / supplies correct ( <i>labeled and dated</i> )				2-10
u. METAL-STEM DIAP-TYPE THERMOMETER (0°F to 220°F) available / used				1
v. SINGLE-SERVICE articles are not reused				2

7. 410 IAC 7-24 FOOD SAFETY / SERVICE (continued)	NO	N/A	REPEAT	
w. Once served, leftover food discarded				2
x. FOOD HANDLERS wear clean APRON / SMOCK; effective HAIR RESTRAINT				1
y. BULK FOOD CONTAINERS clean and labeled				1
z. CHEMICAL SANITIZER TEST KIT provided and used; solution correct				2-5
aa. REFRIGERATED MEDICATIONS stored correctly				2
bb. Proper illumination of footcandles in each area				1-2
cc. KITCHEN CLEANING SCHEDULE posted and used				1
dd. KITCHEN EQUIPMENT properly sealed / handled / stored				1
ee. DISHES, POTS, PANS AND UTENSILS stored in a manner that protects them from contamination				1
ff. HANDWASHING SINK in kitchen or close proximity / equipped with soap and disposable towels				2
gg. KITCHEN WALLS AND CEILINGS smooth / easily cleanable				1
hh. STOVE provided if meals prepared; conveniently located / in good condition / clean / safe				2
ii. REFRIGERATOR: THERMOMETER PRESENT, 41°F or less and in position for daily monitoring				1
jj. ALL FOOD from <u>approved</u> source / <u>not homemade</u>				2-10
kk. KITCHEN / FOOD PREPARATION AREA(S) not a throughway; separate from other areas				1
ll. KITCHEN / FOOD PREPARATION AREA(S) not used for office, children's activities, naps, dining or recreational area for adults / children				1
mm. KITCHEN / FOOD PREPARATION AREA(S) clean, sanitary condition				1-25
<b>TOTAL</b>				

8. VENDING	NO	N/A	REPEAT	
a. VENDING: Food temperatures verified upon arrival and recorded [3-4.5-5(b)]				*
b. VENDING: Transport containers insulated / washable / maintains food temperatures [3-4.5-5(b)]				*
c. Time as a public health control; written procedures on site				*
d. Time as a public health control; food properly labeled				*
e. Time as a public health control; food served or discarded properly				*
<b>TOTAL</b>				

9. ILL CHILDREN	NO	N/A	REPEAT	
a. ILL CHILDREN kept from others [3-4.5-6(c)]				1-5
b. SURFACES / ITEMS in contact with ILL CHILDREN cleaned / sanitized after each use [3-4.5-6(c)]				1-5
<b>TOTAL</b>				



10. RECORDS	NO	N/A	REPEAT	
a. Complete immunization records for each child (IC 12-17.2-6-11)				1-10
b. Signed parent's notices for each child (IC 12-17.2-6-7)				1-2
c. Criminal History Police checks for each staff member / volunteer without convictions (IC 12-17.2-6-14)				*
d. Universal Precautions training current / complete documentation (410 IAC 1-4)				2
e. UNIVERSAL PRECAUTIONS SUPPLIES available and used (410 IAC 1-4) (Minimum of latex gloves, paper towels, approved disinfectant masks, etc. recommended)				2
f. Child abuse / neglect checked without substantiation, on all staff / volunteer (IC 12-17.2-6-14)				*
<b>TOTAL</b>				

11. PLAYGROUNDS	NO	N/A	REPEAT	
a. PLAYGROUND: free from hazards (3-4.5-4)				2-10
b. PLAYGROUND AND EQUIPMENT: well-drained (insect control) (3-4.5-4)				2-5
c. SWIMMING POOL: When filed has current permit from health department, verification of weekly water sample from approved lab (410 IAC 6-2)				2
d. WADING POOL: meets-410 IAC 6-2 (has filtered circulated water) (410 IAC 6-2)				2
e. WATER TABLE: used / sanitized correctly [3-4.5-4(l)]				2
<b>TOTAL</b>				

II - INFANT / TODDLER				
1. ROOM OBSERVATION	NO	N/A	REPEAT	
a. CRIBS / COTS available for each child [3-4.5-6(a)]				1
b. LINENS / COVERINGS clean [3-4.5-6(a)]				1
c. CRIBS / MATTRESS sizes correct / good repair / sturdy / cleanable materials [3-4.5-6(a)]				2
d. Staff practicing recommended safe sleep procedures (3-4.5-4)				*
<b>TOTAL</b>				

2. BOTTLES / FOOD SAFETY	NO	N/A	REPEAT	
a. BOTTLES, NIPPLES, ETC. which are supplied by facility are washed / sterilized / stored correctly (bottles boiled one minute, other items one minute) [3-4.5-5(e)]				*
b. CAPS, NIPPLES, BOTTLES AND OTHER DRINKING ITEMS stored separately, covered and labeled [3-4.5-5(e)]				1-2
c. OPENED JARS of baby food / filled feeding bottles / opened formula are refrigerated at 41 °F or colder [3-4.5-5(b)]				2-5
d. OPENED BABY FOOD / FORMULA / FORMULA FILLED FEEDING BOTTLES used within 24 hours after opening according to manufacturing directives [3-4.5-5(b)]				2-5
e. INFANT BOTTLE CONTENTS discarded after feeding [3-4.5-5(b)]				2
f. FEEDING from baby food jar correct [3-4.5-5(b)]				1
g. BABY FOOD / FORMULA DATES acceptable / not expired [3-4.5-5(b)]				2-5
<b>TOTAL</b>				

Room Name	Recommended Capacity	Infant	Toddler	Two	Three	Four	Five	Six and Older	Children Present	Staff Present
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>TOTAL RECOMMENDED CAPACITY:</b>										

SCORING						
POSSIBLE POINTS	N/A ITEMS (-)	REMAINING POINTS	"NO" POINTS (-)	NUMBER OF ITEMS WITH * MARKED "NO" X 20 (-)	TOTAL NUMBER OF REPEAT NONCOMPLIANCES X 5 (-)	TOTAL POINTS
122						

**ASTERISKED ITEMS**

<input type="checkbox"/> Water Supply	<input type="checkbox"/> Fire & Building Safety Division (FBSD) Approval	<input type="checkbox"/> Recommended Safe Sleep Procedures Followed
<input type="checkbox"/> Building Safe	<input type="checkbox"/> Bottles, etc. Sterilized	<input type="checkbox"/> Potentially Hazardous Food Handling
<input type="checkbox"/> Vending	<input type="checkbox"/> Staff Handwashing, Food Handlers	<input type="checkbox"/> Registration Complete and Approved
<input type="checkbox"/> Sewage Disposal	<input type="checkbox"/> Staff Handwashing, Child Care	<input type="checkbox"/> Criminal History Checked
<input type="checkbox"/> Dishwashing Correct	<input type="checkbox"/> Staff Handwashing, Diapering	<input type="checkbox"/> Child Protection Index (CPI) Checks
	<input type="checkbox"/> Children Handwashing	<input type="checkbox"/> Pest Infestation
		<input type="checkbox"/> Building Structure

Percentage: \_\_\_\_\_ Pass or Not Pass  
*(Total Points divided by Possible Remaining Points)*

Signature of provider		Date (month, day, year)
Ministry approved at time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		Survey approval date (month, day, year)





## APPENDIX E

### IC 12- 17.2-6

#### Chapter 6 Regulation of Child Care Ministries

##### IC 12-17.2-6-1

###### Licensure of ministries

Sec. 1. A child care ministry is exempt from licensure under this article if the child care ministry complies with this chapter. However, a child care ministry may apply for licensure. If a license is issued to the child care ministry, the child care ministry shall comply with state laws and rules governing licensure of the type of facility that the ministry operates.

*As added by P.L.1-1993, SEC.141.*

##### IC 12-17.2-6-2

###### Operation of unlicensed ministries

Sec. 2. An unlicensed child care ministry under section 1 of this chapter may not operate unless the child care ministry has registered with and met the requirements of the division and the division of fire and building safety. Registration forms shall be provided by the division and the division of fire and building safety.

*As added by P.L.1-1993, SEC.141. Amended by P.L.1-2006, SEC.193.*

##### IC 12-17.2-6-3

###### Registration of licensed ministries

Sec. 3. The operator of a licensed child care ministry under section 1 of this chapter shall register under section 2 of this chapter at least ninety (90) days before the expiration of the child care ministry's license or ninety (90) days before surrendering the license.

*As added by P.L.1-1993, SEC.141.*

##### IC 12-17.2-6-4

###### Inspection of unlicensed ministries by division

Sec. 4. (a) The division shall inspect a child care ministry registered under section 2 of this chapter to insure that the child care ministry complies with the rules of the division adopted under IC 12-17.2-2-5(a).

(b) The division shall make an inspection described in subsection (a):

(1) at least semiannually; and

(2) additionally as determined necessary by the division, but not more than four (4) inspections per year per child care ministry.

*As added by P.L.1-1993, SEC.141. Amended by P.L.16-2006, SEC.6.*

**IC 12-17.2-6-5**

**Rules for fire prevention and inspection of unlicensed ministries**

Sec. 5. (a) As used in this section, "primary use of the building" means the occupancy classification that is:

- (1) most closely related to the intended use of the building; and
- (2) determined by the rules of the fire prevention and building safety commission in effect at the time that the child care ministry is first registered.

(b) The state fire marshal shall inspect a child care ministry registered under section 2 of this chapter to insure that the child care ministry complies with the requirements of subsection (c).

(c) Except as provided in the following, a registered child care ministry shall comply with all rules of the fire prevention and building safety commission applicable to the primary use of the building:

(1) A registered child care ministry with an occupant load of at least fifty (50) shall do either of the following:

(A) Install and maintain a fire alarm system in compliance with the rules of the fire prevention and building safety commission.

(B) Provide a notice on a form prescribed by the division of fire and building safety to the parents of each child who attends the ministry stating that the ministry does not have the same level of fire safety protection as a licensed child care center.

(2) Each registered child care ministry with an occupant load of less than fifty (50) shall do either of the following:

(A) Install and maintain in good operating condition at least one (1) battery operated smoke detector in each room and corridor used by the ministry.

(B) Provide a notice on a form prescribed by the division of fire and building safety to the parents of each child who attends the ministry stating that the ministry does not have the same level of fire safety protection as a licensed child care center.

(3) Each registered child care ministry shall comply with the rules of the fire prevention and building safety commission concerning fire drills. For purposes of this subsection, occupant load is determined by dividing the total square footage of the area used by the child care ministry by thirty-five (35) and rounding any result that is not a whole number up to the next whole number.

(d) The state fire marshal shall make an inspection of a child care ministry registered under section 2 of this chapter at least annually.

(e) During an inspection, the state fire marshal shall inspect the structure in which the child care ministry is conducted for fire safety and life safety with respect to the structure's primary use.

*As added by P.L.1-1993, SEC.141. Amended by P.L.159-1995,SEC.2; P.L.1-2006, SEC.194.*

**IC 12-17.2-6-6**

**Inspection notices for unlicensed ministries**

Sec. 6. Upon the completion of the inspections required under this chapter, a notice signed by the consultants from the division and the division of fire and building safety shall be issued to the operator of each child care ministry found to be in compliance. The notice shall be placed in a conspicuous place in the child care ministry, and must be in substantially the following form: "THIS UNLICENSED REGISTERED CHILD CARE MINISTRY has been inspected and complies with state rules concerning health and sanitation in child care ministries.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DIVISION OF FAMILY RESOURCES

THIS UNLICENSED REGISTERED CHILD CARE

MINISTRY has been inspected and complies with state law concerning fire safety and life safety.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DIVISION OF FIRE AND BUILDING SAFETY".

*As added by P.L.1-1993, SEC.141. Amended by P.L.159-1995, SEC.3; P.L.1-2006, SEC.195; P.L.145-2006, SEC.104.*

**IC 12-17.2-6-7**

**Notice to parents and guardians by unlicensed ministries**

Sec. 7. The operator of a child care ministry registered under section 2 of this chapter shall provide a notice to the parent or guardian of a child enrolled in the child care ministry. The notice must be signed by the parent or guardian when the child is enrolled in the child care ministry and must be kept on file at the child care ministry until two (2) years after the last day the child attends the child care ministry. This notice must be maintained by the child care ministry and made available to the division upon request. The notice must be in the following form:

"I understand that this child care ministry is not licensed under the laws of Indiana. However, I understand that this child care ministry must comply with the state rules concerning sanitation and fire and life safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to insure that the nutritional and health needs of my child are met while my child is at the child care ministry.

SIGNATURE \_\_\_\_\_".

*As added by P.L.1-1993, SEC.141.*

**IC 12-17.2-6-8**

**Liability for injuries to children**

Sec. 8. A child care ministry is not absolved from liability for injury to a child while the child is at the child care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the child care ministry or an employee of the child care ministry.

*As added by P.L.1-1993, SEC.141.*

**IC 12-17.2-6-9**

**Loss of exemption for violation of chapter**

Sec. 9. A child care ministry is not exempt under section 1 of this be placed in a conspicuous place in the child care ministry, and must be in substantially the following form:

"THIS UNLICENSED REGISTERED CHILD CARE MINISTRY has been inspected and complies with state rules concerning health and sanitation in child care ministries.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DIVISION OF FAMILY RESOURCES

THIS UNLICENSED REGISTERED CHILD CARE MINISTRY has been inspected and complies with state law concerning fire safety and life safety.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DIVISION OF FIRE AND BUILDING SAFETY".

*As added by P.L.1-1993, SEC.141. Amended by P.L.159-1995, SEC.3; P.L.1-2006, SEC.195; P.L.145-2006, SEC.104.*

**IC 12-17.2-6-10**

**Advertising requirements for exempt ministries**

Sec. 10. A child care ministry that is exempt from licensing under this chapter must clearly state in all of its paid promotional advertising that the child care ministry is providing child care as an extension of the ministry's church or religious ministry. A child care ministry that is exempt from licensing under this chapter must be referred to in all of its paid promotional advertising as a child care ministry.

*As added by P.L.1-1993, SEC.141.*

**IC 12-17.2-6-11**

**Immunization of children**

Sec. 11. (a) The parent or guardian of a child shall, when the child is enrolled in a child care ministry, provide the child care ministry with proof that the child has received the required immunizations against the following:

- (1) Diphtheria.
- (2) Whooping cough.
- (3) Tetanus.
- (4) Measles.
- (5) Rubella.
- (6) Poliomyelitis.
- (7) Mumps.

(b) A child enrolled in a child care ministry may not be required to undergo an immunization required under this section if the parents object for religious reasons. The objection must be:

- (1) made in writing;
- (2) signed by the child's parent or guardian; and
- (3) delivered to the child care ministry.



(c) If a physician certifies that a particular immunization required by this section is or may be detrimental to the child's health, the requirements of this section for that particular immunization are inapplicable to that child until the immunization is found to be no longer detrimental to the child's health.

*As added by P.L.1-1993, SEC.141.*

#### **IC 12-17.2-6-12**

##### **Registration fees of division**

Sec. 12. (a) The division shall charge a child care ministry a fifty dollar (\$50) fee for processing a registration under section 2 of this chapter.

(b) The division shall deposit the fees collected under subsection (a) in the division of family resources child care fund established by IC 12-17.2-2-3.

*As added by P.L.1-1993, SEC.141. Amended by P.L.145-2006,*

#### **IC 12-17.2-6-13**

##### **Registration fees of fire marshal**

Sec. 13. (a) The state fire marshal shall charge a child care ministry a fifty dollar (\$50) fee for processing a registration under section 2 of this chapter.

(b) The state fire marshal shall deposit the fees collected under subsection (a) in the fire and building services fund established by IC 22-12-6-1.

*As added by P.L.1-1993, SEC.141.*

#### **IC 12-17.2-6-14**

##### **Criminal history checks; individuals prohibited from employment or volunteering**

Sec. 14. The child care ministry must do the following:

(1) Conduct a criminal history check of the child care ministry's employees and volunteers.

(2) Refrain from employing, or allowing to serve as a volunteer, an individual who:

(A) has been convicted of any of the following felonies:

(i) Murder (IC 35-42-1-1).

(ii) Causing suicide (IC 35-42-1-2).

(iii) Assisting suicide (IC 35-42-1-2.5).

(iv) Voluntary manslaughter (IC 35-42-1-3).

(v) Reckless homicide (IC 35-42-1-5).

(vi) Battery (IC 35-42-2-1).

(vii) Aggravated battery (IC 35-42-2-1.5).

(viii) Kidnapping (IC 35-42-3-2).

(ix) Criminal confinement (IC 35-42-3-3).

(x) A felony sex offense under IC 35-42-4.

(xi) Carjacking (IC 35-42-5-2).

(xii) Arson (IC 35-43-1-1).

(xiii) Incest (IC 35-46-1-3).

(xiv) Neglect of a dependent (IC 35-46-1-4(a)(1 a)(1) and IC 35-46-1-4(a)(2)).

(xv) Child selling (IC 35-46-1-4(d)).

(xvi) A felony involving a weapon under IC 35-47 or IC 35-47.5.

(xvii) A felony relating to controlled substances under IC 35-48-4.

(xviii) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3.

(xix) A felony that is substantially equivalent to a felony listed in items (i) through (xviii) for which the conviction was entered in another state.

(B) has been convicted of a misdemeanor related to the health or safety of a child; or

(C) is a person against whom an allegation of child abuse or neglect has been substantiated under IC 31-33.

(3) Maintain records of each criminal history check.

*As added by P.L.1-1993, SEC.141. Amended by P.L.136-1993,*

*SEC.22 and P.L.61-1993, SEC.12; P.L.124-2007, SEC.7.*

### **IC 12-17.2-6-15**

#### **Unscheduled visits by parents and guardians**

Sec. 15. Unscheduled visits by a custodial parent or guardian of a child shall be permitted at any time a child care ministry is in operation.

*As added by P.L.1-1993, SEC.141.*

## APPENDIX F

### 470 IAC 3-4.5

#### Rule 4.5 Child Care Facilities; Registered Day Care Ministries

##### 470 IAC 3-4.5-1 Definitions

Authority: IC 12-13-5-3

Affected: IC 12-17.2

Sec. 1. As used in 410 IAC22-2 *[this rule]*:

**“Applicant”** means that person who is the religious organization's local executive officer, such as the president of board of directors, board chairman, head of governing body, etc. Regardless of who is in charge of the daily program, the day care ministry shall be under the jurisdiction and management of the religious organization.

**“Certificate of notice”** means a document that is issued to the operator of a registered day care ministry found to be in compliance with 410 IAC22-2 *[this rule]*.

**“Registered day care ministry”** means day care provided as an extension of a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code, unlicensed but registered with the state board of health and state fire marshal's office pursuant to IC 12-3-2-12.7(c) *[IC 12-3 was repealed by P.L.2-1992, SECTION 897, effective February 14, 1992.]*.

**“Facility”** means an unlicensed but registered day care ministry.

**“Food”** means any raw, cooked, or processed edible substance, ice, beverage, drink, or ingredients used or intended for use in whole or in part for human consumption.

**“Food equipment”** means stoves, ovens, ranges, hoods, slicers, mixers, meat blocks, tables, counters, refrigerators, sinks, dishwashing machines, steam tables, and similar items other than utensils, used in the operation of a kitchen.

**“Potentially hazardous food”** means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, or other ingredients, including synthetic ingredients, in a form capable of supporting growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (*A<sub>w</sub>*) value of 0.85 or less.

**“Sanitization”** means effective bactericidal treatment by a process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment.

**“Single-service articles”** means cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, paddles, straws, napkins, wrapping materials, toothpicks, and similar articles intended for one-time, one-person use and then to be discarded.

**“SBH”** means the Indiana state board of health.

**“Utensils”** means any implement used in the storage, preparation, transportation, or service of food.

*(Division of Family Resources; 470 IAC 3-4.5-1; filed Aug 12, 1988, 1:50 p.m.: 12 IR 16; readopted filed Jul 12, 2001, 1:40 p.m.: 24 IR 4235) NOTE: Transferred from the Indiana State*

*Department of Health (410 IAC22-2-1) to the Division of Family and Children (470 IAC 3-4.5-1) by P.L.9-1991, SECTION 129, effective July 1, 1992.*

#### **470 IAC 3-4.5-2 Registration**

Authority: IC 12-13-5-3

Affected: IC 12-17.2

Sec. 2. (a) Application. Application for registration to operate a day care ministry shall be submitted annually to the SBH on forms provided for that purpose by that agency. As part of the application, the applicant shall submit a notarized criminal history affidavit form together with a statement verifying its exemption from federal income taxation under Section 501 of the Internal Revenue Code.

(b) Certificate of Notice. A certificate of notice shall be issued to a facility found to be in compliance with 470 IAC 22-2 [this rule] during each quarterly inspection.

(c) Certificate Validation. A registered day care ministry certificate of notice is deemed invalid unless the applicant complies with subsection (d) of this section within a reasonable time.

(d) Reporting Requirements. It shall be the responsibility of the applicant to report promptly to the SBH the following changes or events:

- (1) when the applicant changes;
- (2) if the location of the religious organization changes;
- (3) if the location of the building in which the child care service is provided changes;
- (4) when the child care service is discontinued;
- (5) a change in the location within the building where day care is provided;
- (6) any major damage caused by fire or natural disaster which adversely affects the sanitary conditions of the facility.

*(Division of Family Resources; 470 IAC 3-4.5-2; filed Aug 12, 1988, 1:50 p.m.: 12 IR 17; readopted filed Jul 12, 2001, 1:40 p.m.: 24 IR 4235) NOTE: Transferred from the Indiana State Department of Health (410 IAC22-2-2) to the Division of Family and Children (470 IAC 3-4.5-2) by P.L.9-1991, SECTION 129, effective July 1, 1992.*

#### **470 IAC 3-4.5-3 Water supply, plumbing and sewage disposal**

Authority: IC 12-13-5-3

Affected: IC 12-17.2

Sec. 3. (a) Water Supply. Water supplies shall be constructed and operated in accordance with the requirements of 410 IAC 6-5.1-8 [410 IAC6-5.1-8 was repealed filed Sep 24, 1987, 3:00 p.m.: 11 IR 737.], excluding 410 IAC 6-5.1-8(f) [410 IAC 6-5.1-8 was repealed filed Sep 24, 1987, 3:00 p.m.: 11 IR 737.]. For the purposes of 410 IAC 22-2 [this rule], the requirements of 410 IAC6-5.1-8 [410 IAC 6-5.1-8 was repealed filed Sep 24, 1987, 3:00 p.m.: 11 IR 737.], excluding 410 IAC 6-5.1-8(f) [410 IAC 6-5.1-8 was repealed filed Sep 24, 1987, 3:00 p.m.: 11 IR 737.], shall apply to registered day care ministries.

(b) Plumbing and Sewage Disposal. All plumbing fixtures shall discharge into a public sanitary sewer whenever available within a reasonable distance, or when soil conditions prohibit the construction of an adequate on-site system. Any on-site sewage treatment system shall meet the requirements of 410 IAC 6-10. If a discharging sewage treatment system is to be constructed, it shall meet the requirements of the department of environmental management.

New plumbing equipment shall meet the requirements of the fire prevention and building safety commission (FPBSC) and SBH. (*Division of Family Resources; 470 IAC 3-4.5-3; filed Aug 12, 1988, 1:50 p.m.: 12 IR 17; readopted filed Jul 12, 2001, 1:40 p.m.: 24 IR 4235*) NOTE: *Transferred from the Indiana State Department of Health (410 IAC 22-2-3) to the Division of Family and Children (470 IAC 3-4.5-3) by P.L.9-1991, SECTION 129, effective July 1, 1992.*

#### **470 IAC 3-4.5-4 Buildings, grounds, equipment, furnishings, materials and supplies**

Authority: IC 12-13-5-3

Affected: IC 12-17.2

Sec. 4. Physical Facilities. The building or parts thereof used for day care purposes shall be structurally sound and shall at all times be maintained in a clean, safe, and sanitary condition and be in a good state of repair.

(1) All interior surfaces, equipment, materials, furnishings, and objects with which children will come in contact shall be well maintained, in a clean and sanitary condition, and of nontoxic durable construction.

(2) All restrooms shall be equipped with flush toilets and handwashing sinks and shall be ventilated to the outside. An adequate supply of water, under pressure, shall be provided at all handwashing sinks, as well as soap and disposable paper towels in dispensers. Toilet paper in dispensers shall be located at each toilet.

(3) Refuse, garbage, empty food containers, soiled diapers, or other items soiled with body fluids shall be discarded into conveniently located tightly lidded, watertight containers. These containers must be kept in a sanitary condition, and covered when not in use.

(4) All open windows, doors which are kept open for other than entering and leaving, ventilators, and other outside openings shall be protected against insects by securely fastened 16 mesh screening. Cracks shall be sealed and sealing shall be in place around pipes, plumbing, and ducts.

(5) Drinking water facilities shall not be located in restrooms and shall be constructed of impervious, easily cleanable materials and shall be kept clean and in a good state of repair. Drinking fountains, where provided, shall have a sanitary type guarded angle-stream jet head and an adjustable flow regulator.

*(Division of Family Resources; 470 IAC 3-4.5-4; filed Aug 12, 1988, 1:50 p.m.: 12 IR 17; readopted filed Jul 12, 2001, 1:40 p.m.: 24 IR 4235) NOTE: Transferred from the Indiana State Department of Health (410 IAC 22-2-4) to the Division of Family and Children (470 IAC 3-4.5-4) by P.L.9-1991, SECTION 129, effective July 1, 1992.*

#### **470 IAC 3-4.5-5 Food service sanitation**

Authority: IC 12-13-5-3

Affected: IC 12-17.2

Sec. 5. (a) Food Service. The kitchen and any other food preparation area shall be maintained in a clean and sanitary condition, separate from areas used for any other purpose, and shall be so located that it is not used as a thoroughway to other rooms or areas. The kitchen shall not be used for children's activities or naps, a dining or recreational area for adults, or as an office.

(b) Food Safety. All foods provided by the facility, for children enrolled in the day care ministry,

shall be from a food establishment, inspected and approved by a governmental agency. Food items shall be received at the facility in the original, unopened, undamaged packaging and shall be properly protected from damage and potential contamination. Food shall be free from spoilage, filth, or other contamination and shall be safe for human consumption. The temperature of all potentially hazardous food shall be 45° F. or below or 140° F. or above at all times. Frozen food shall be kept frozen and should be stored at a temperature of 0° F. or below.

(c) Refrigerator and Freezers. Enough conveniently located refrigeration facilities shall be provided to assure the maintenance of potentially hazardous food at required temperatures during storage. Refrigerators and freezers shall be in good condition, clean, and shall maintain the proper temperatures. Each compartment of the refrigerator and freezer shall be provided with an accurate thermometer, in good position for daily monitoring.

(d) Ranges. Enough conveniently located ranges shall be provided to assure the maintenance of hot, potentially hazardous food at the required temperatures during storage. Ranges shall be in good condition, clean, and in proper and safe operating condition.

(e) Dishwashing. Any multi-use utensils, tableware, or kitchenware shall be washed and sanitized between each use. Dishwashing and sanitizing shall be conducted mechanically in a commercial dishwasher or manually in a three (3) compartment sink, one (1) of these may be a portable sink or container, deep enough to permit total immersion of the articles used by the facility. Drain-boards or movable dish tables of adequate size shall be provided. The manual dishwashing procedure shall consist of thoroughly washing multi-use utensils and equipment in a detergent solution in the first compartment of the sink, and rinsing free of such solutions in the second compartment of the sink. A sink used for dishwashing shall not be used for handwashing. All eating and drinking utensils and, where required, the food-contact surfaces of all other equipment and utensils shall be sanitized in the third compartment by one (1) of the following methods:

(1) immersion for at least one-half (1/2) minute in clean, hot water maintained at a temperature of at least 170° F.; or

(2) immersion for at least one (1) minute in clean water which is at a temperature of at least 75° F. and which contains an approved sanitizing agent at an effective concentration. Cleaned and sanitized equipment and utensils shall always be air dried, never towel dried. An alternative to dishwashing is the use of sturdy, all disposable, single-service articles and utensils. Reuse of single-service articles and utensils is prohibited. All permanent ware infant feeding bottles and reusable nipples provided by the facility shall be washed and sanitized by the facility after each use as follows:

Prewash in hot detergent water in a non-handwashing sink; scrub bottles and nipples inside and out with bottle and nipple brush; squeeze water through nipple hole during washing; and rinse well with clean, hot water. Boil in clear water – bottles for five (5) minutes; nipples and caps, collars, and tongs for three (3) minutes; and air dry. Store each item separately in clean, covered, labeled containers.

(f) Storage. Containers and packages of food, cleaned and sanitized utensils, equipment, and single-service articles shall be stored at least six (6) inches above the floor in a clean, dry location in such a way that protects them from contamination, cleaning compounds, and toxic or hazardous materials. This does not apply to cased food packaged in waterproof containers.

(g) Hygiene. A sink used exclusively for handwashing shall be located in the kitchen and supplied with soap and disposable towels from a dispenser. Persons who prepare, handle, and serve food shall thoroughly wash their hands with soap and water and use disposable towels for drying. Handwashing shall be done before starting work and as often as necessary to keep them clean. Persons who prepare and handle food shall wear clean, washable garments (aprons or smocks) and effective hair restraints. All food preparation and eating surfaces shall be sanitized before and after use. *(Division of Family Resources; 470 IAC 3-4.5-5; filed Aug 12, 1988, 1:50 p.m.: 12 IR 18; readopted filed Jul 12, 2001, 1:40 p.m.: 24 IR 4235) NOTE: Transferred from the Indiana State Department of Health (410 IAC22-2-5) to the Division of Family and Children (470 IAC 3-4.5-5) by P.L.9-1991, SECTION 129, effective July 1, 1992.*

#### **470 IAC 3-4.5-6 General sanitation**

Authority: IC 12-13-5-3

Affected: IC 12-17.2

Sec. 6. (a) Cots and Cribs. Cots and cribs shall be constructed of sturdy, cleanable material and sanitized after each use; weekly sanitation of a cot or crib is acceptable if the cot or crib is used exclusively by the same child each day. Not more than one (1) child may occupy a crib or cot at any one (1) time. Linens and coverings shall be kept clean.

(b) Handwashing. Adults and children shall wash their hands after using the toilet and before eating.

(c) Ill Children. Ill children shall be kept separate from others and all surfaces and items with which a sick child has come in contact with shall be cleaned and sanitized after each use. Individual belongings shall be kept separate.

(d) Diapers. The diapering process shall be done on a table, in a clean and sanitary manner. The diaper changing surface shall be sanitized after each use and materials used for skin cleansing shall be discarded after each use into a tightly covered, easily sanitized container. Individuals responsible for diaper changing shall wash their hands after each diaper change. *(Division of Family Resources; 470 IAC 3-4.5-6; filed Aug 12, 1988, 1:50 p.m.: 12 IR 19; readopted filed Jul 12, 2001, 1:40 p.m.: 24 IR 4235) NOTE: Transferred from the Indiana State Department of Health (410 IAC22-2-6) to the Division of Family and Children (470 IAC 3-4.5-6) by P.L.9-1991, SECTION 129, effective July 1, 1992.*

## Appendix G

### Initial Application/Registration Procedures For Unlicensed Registered Child Care Ministries

Attendance at the Registered Ministry Orientation Training is highly encouraged for a person having authority as a representative of the church/religious organization.

1. Complete “**Application for Registration to Operate a Child Care Ministry**” (State Form 49439). Attach the following six (6) documents to the application:
  - One (1) of the documents, outlined below, showing organization’s tax exempt status:
    - **Exemption status as a Church:**
      - IRS letter confirming your organization’s tax exempt status as a church (attachment 1); **or**
      - IRS determination letter of 501(c)(3) status as a church (attachment 2); **or**
      - Copy of the exempt organization determination letter of a group exemption for the national or regional governing body (attachment 3), **and**
        - A currently dated, within three (3) years, statement from the group leadership office that your church/religious affiliated organization is a member organization covered under the group ruling (attachment 4)
    - **Exemption status as a religious ministry that is a religious organization:**
      - IRS determination letter indicating your organization’s 501(c)(3) status as a public charity (attachment 5); **and**
        - Copy of the Articles of Incorporation filed with the Indiana Secretary of State showing your organization is incorporated as a non-profit religious corporation (out of state incorporators must provide copy of certificate of registration filed with the Indiana Secretary of State showing your organization is incorporated as a non-profit religious corporation) (attachment 6)



▪ **An IRS Letter of Acknowledgment:**

- An IRS document indicating that they have received your organization's request for 501(c)(3) formal recognition (attachment 7)

➤ Attach copy to the ministry application

- May operate a RCCM for up to six (6) months, from the date of the Letter of Acknowledgement, while the 501(c)(3) formal recognition is being considered by the IRS
- Completed and signed "Consent to Release for Information..." form for all staff/volunteers, to include the person signing the application
- Completed Attestation Form, signed by the person on the application
- Copy of state/federal approved identification for person signing the application
- Completed and signed W-9, Taxpayer ID Number Request form (to verify EIN)
- A \$50.00 certified check/money order payable to "Child Care Fund"

2. Pass "Initial Sanitation Inspection" by the BCC Ministry Consultant

3. Complete "**Registration for Department of Homeland Security (DHS), Fire Safety Division Inspection of Unlicensed Child Care Ministries**". Attach the following to the DHS application:

- Letter listing all rooms and areas of the building which are used for child care
- **Check or money order** in the amount of \$50.00, made payable to "Indiana Department of Homeland Security, Fire and Building Safety Division
- Send the DHS application, with two attachments, to:  
Department of Homeland Security, Fire and Building Safety Division  
302 West Washington Street  
Indianapolis, IN 46204

4. Pass "Initial Fire Safety Inspection" by State Fire Safety Division Inspectors

Effective 04/01/2010

An initial “Certificate of Registration” is issued, from the BCC, to the ministry after recommendations for approval from the ministry consultant and the DHS, Fire Building and Safety Division have been verified

- The Certificate of Registration is valid from the date of approval by the BCC until the end of the ministry’s inspection year

## Appendix H

### Re-registration Procedure for Unlicensed Registered Child Care Ministries

1. The Bureau of Child Care (BCC) normally mails out an Unlicensed Registered Child Care Ministry re-application packet at least ninety (90) days prior to the expiration date on the "Certificate of Registration"
2. Complete "**Re-Application for Registration to Operate a Child Care Ministry**" (State Form 49439-a). Attach the following five (5) documents to the application:
  - One (1) of the documents, outlined below, showing organization's tax exempt status:
    - **Exemption status as a Church:**
      - IRS letter confirming your organization's tax exempt status as a church (attachment 1); **or**
      - IRS determination letter of 501(c)(3) status as a church (attachment 2); **or**
      - Copy of the exempt organization determination letter of a group exemption for the national or regional governing body (attachment 3), **and**
        - A currently dated, within three (3) years, statement from the group leadership office that your church/religious affiliated organization is a member organization covered under the group ruling (attachment 4)
    - **Exemption status as a religious ministry that is a religious organization:**
      - IRS determination letter indicating your organization's 501(c)(3) status as a public charity (attachment 5); **and**
        - Copy of the Articles of Incorporation filed with the Indiana Secretary of State showing your organization is incorporated as a non-profit religious corporation (out of state incorporators must provide copy of certificate of registration filed with the Indiana Secretary of State

showing your organization is incorporated as a non-profit religious corporation) (attachment 6)

- Completed and signed "Consent to Release for Information..." form for all staff/volunteers, to include the person signing the application
- Completed Attestation Form, signed by the person on the application
- Copy of state/federal approved identification for person signing the application
- A \$50.00 certified check/money order payable to "Child Care Fund"

2. Pass "Renewal Sanitation Inspection" by the BCC Ministry Consultant

3. Complete "**Registration for Department of Homeland Security (DHS), Fire Safety Division Inspection of Unlicensed Child Care Ministries**". Attach the following to the DHS application:

- Letter listing all rooms and areas of the building which are used for child care
- **Check or money order** in the amount of \$50.00, made payable to "Indiana Department of Homeland Security, Fire and Building Safety Division
- Send the DHS application, with two attachments, to:  
Department of Homeland Security, Fire and Building Safety Division  
302 West Washington Street  
Indianapolis, IN 46204

4. Pass "Annual" Fire Safety Inspection" by State Fire Safety Division Inspectors

A renewal "Certificate of Registration" is issued, from the BCC, to the ministry after sanitation compliance, from the renewal inspection, and the DHS, Fire Building and Safety Division annual fire safety inspection have been verified.

- The Certificate of Registration is valid from the beginning of the renewal year until the end of the ministry's inspection year

## Attachment 1

### SAMPLE 1

**Internal Revenue Service**

**Date:** June 7, 2005

WINDING WATERS BRETHREN CHURCH  
420 COUNTY RD 4 W  
ELKHART IN 46514-5888 209

**Department of the Treasury**  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**  
Mrs. Krebs 31-07986  
Customer Service Specialist  
**Toll Free Telephone Number:**  
8:30 a.m. to 5:30 p.m. ET  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
35-1165482

Dear Sir or Madam:

This is in response to your request of June 7, 2005, regarding your organization's tax-exempt status.

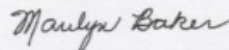
For federal income tax purposes only, churches, their integrated auxiliaries, and conventions or associations of churches are treated as organizations described in section 501(c)(3) of the Internal Revenue Code of 1986 without applying for formal recognition of such status. To qualify for this treatment, an organization must meet all of the organizational and operational requirements of section 501(c)(3) of the Code. See Publication 557, *Tax Exempt Status for Your Organization*, for the organizational and operational requirements. Please note, however, that no determination letters are issued on these cases.

In order to be formally recognized by the Internal Revenue Service as being tax exempt, a church must apply for exemption and pay the required fee. We have no record of your organization being recognized as exempt from federal income tax under section 501(c)(3) of the Code. We have ordered the forms listed on the enclosure in the event your organization wishes to apply for exemption. Please allow up to three weeks for the forms to arrive under separate cover.

Because this letter could help resolve any questions about your organization's exempt status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown above.

Sincerely,



Marilyn Baker, Manager, TE/GE  
Customer Account Services

Enclosures:

Information on Group Exemption

JUN 13 REC'D  
2005

## ATTACHMENT 2

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

SAMPLE

DEPARTMENT OF THE TREASURY

Date: JUL 31 1992

CHURCH OF ACTS INC  
PO BOX 47561  
INDIANAPOLIS, IN 46227

Employer Identification Number:  
62-1463957

Contact Person:  
DOTTIE DOWNING

Contact Telephone Number:  
(513) 684-3578

Accounting Period Ending:  
December 31

Form 990 Required:  
No

Addendum Applies:  
NO

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. This does not apply, however, if you make or have made a timely election under section 3121(w) of the Code to be exempt from such tax. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that

Letter 947(DO/CG)

## ATTACHMENT 3

### SAMPLE

Internal Revenue Service

Date: September 12, 2001

American Baptist Churches in the U.S.A.  
P.O. Box 851  
Valley Forge, PA 19482-0851

Department of the Treasury

P.O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Robert Molloy 31-04023  
Customer Service Representative  
Toll Free Telephone Number:  
8:00 A.M. to 9:30 P.M. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
13-5563018

Dear Sir or Madam:

This is in response to a request for a letter affirming your organization's current exempt status.

In April 1955, we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid each employee during a calendar year. This does not apply, however, if your organization makes or has made a timely election under section 3121(w) of the Code to be exempt from such tax. Your organization and its subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your organization's annual accounting period, please compile and forward the following information:

## ATTACHMENT 4

AMERICAN BAPTIST CHURCHES USA

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*Rev. A. Roy Medley*  
General Secretary

March 17, 2005

Lynhurst Baptist Church  
1250 S. Lynhurst Drive  
Indianapolis, IN 46202

Re: ABC Group Tax Exemption  
The Group Exemption Number is 3125

Dear Pastor:

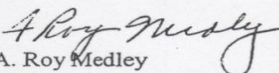
Please know that the Internal Revenue Service has recognized the exempt status of your church as a constituent of the American Baptist Churches in the USA under its Group Tax Exemption Ruling issued pursuant to Section 501(c)3 of the Internal Revenue Code. I enclose herewith a copy of the ruling letter dated September 12, 2001 for your use.

As a member of the Group, your church is entitled to the privileges as set forth in the ruling letter. Further, the name, address, and Employer Identification Number (EIN) 35-0996742 of your church is now listed on the Internal Revenue Service roster of the Group's members.

In the event you should have need to contact the Internal Revenue Service regarding your exempt status, or if you are ever required to file any informational forms with the Internal Revenue service as a result of any unrelated business activities, you should use the four-digit Group Exemption Number (GEN) which is 3125, in addition to your Employer Identification Number (EIN).

I trust that the exemption process which we have successfully completed will eliminate all difficulties encountered by our churches and related organizations with Federal tax exemption under the Internal Revenue Code of 1954.

Very truly yours,

  
A. Roy Medley  
General Secretary

/jrt  
enclosure

P.O. Box 851 Valley Forge PA 19482-0851  
800 ABC 3USA \* (610)768-2274 \* FAX (610)768-2275 \* roy.medley@abc-usa.org



## ATTACHMENT 5

### SAMPLE

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 9 2005

LBC - COMMUNITY CENTER INC  
709 S LYNHURST DR  
INDIANAPOLIS, IN 46241

Employer Identification Number:  
56-2482415  
DLN:  
17053130043005  
Contact Person:  
MICHAEL A LUDWIG ID# 31470  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
DECEMBER 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
MAY 28, 2004  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
DECEMBER 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

## ATTACHMENT 6

AUG-08-2007 12:32 AM HEARTLINE PREGNANCY

5742675354

P.02

**STATE OF INDIANA  
OFFICE OF THE SECRETARY OF STATE  
CERTIFICATE OF EXISTENCE**

To Whom These Presents Come, Greetings:

I, TODD ROKITA, Secretary of State of Indiana, do hereby certify that I am, by virtue of the laws of the State of Indiana, the custodian of the corporate records, and proper official to execute this certificate.

I further certify that records of this office disclose that

**HEARTLINE PREGNANCY CENTER, INC.**

duly filed the requisite documents to commence business activities under the laws of State of Indiana on November 19, 1984, and was in existence or authorized to transact business in the State of Indiana on August 07, 2007.

I further certify this Non-Profit Domestic Corporation has filed its most recent report required by Indiana law with the Secretary of State, or is not yet required to file such report, and that no notice of withdrawal, dissolution or expiration has been filed or taken place.



In Witness Whereof, I have hereunto set my hand and affixed the seal of the State of Indiana, at the city of Indianapolis, this Seventh Day of August, 2007.

A handwritten signature in black ink that reads "Todd Rokita".

TODD ROKITA, Secretary of State

198411-640 / 2007080765266

## ATTACHMENT 7

**Internal Revenue Service**  
Director, EO Rulings & Agreements  
P.O. Box 2508  
Cincinnati, OH 45201

SAMPLE

Department of the Treasury

Date: July 28, 2005

NEW FAITH APOSTOLIC CHURCH INC  
1022 E RICHMOND ST  
KOKOMO, IN 46901

Employer Identification Number:  
20-2988328  
Document Locator Number:  
17053-207-02904-5  
Toll Free Number: 877-829-5500  
FAX Number: 513-263-3756  
Application Form: 1023  
User Fee Paid: \$500.00

### *Acknowledgement of Your Request for Expedite Treatment*

We received your application for exemption from federal income tax and your request to expedite your application. When communicating with us, please refer to the employer identification number and document locator number shown above.

### *What Happens Next?*

Your application was entered into our computer system at our processing center in Covington, Kentucky, and has been sent to our Cincinnati office for initial review. We approve some applications based on this review. If this is the case, we will send you a letter stating that you are exempt.

If the initial review indicates that additional information or changes are necessary, we will review your request for expedite treatment. If it is approved, your application will be assigned to an Exempt Organization Specialist in Cincinnati who will contact you. If it is not approved, we will inform you by letter and your application will be assigned in the order received.

In either situation, you will receive a letter stating that you are exempt from federal income tax if you qualify. If you do not qualify, we will send you a letter telling you why and will include an explanation of your appeal rights.

IRS does not issue "tax exempt numbers" or "tax exempt certificates" for state or local sales or income tax. If you need exemption from these taxes, contact your state or local tax offices.

### *How Long Will This Process Take?*

Please allow us 10 business days from the date of this notice for us to decide the expedite issue. If you do not hear from us, call our toll free number between the hours of 8:30 a.m. and 5:30 p.m. Eastern Time. Please have your identification numbers available so that we can identify your application. If you would rather write than call, please include a copy of this notice with your correspondence.

Notice 3374 (cg) - (Rev. 12/2000)