

Policy and Procedures Manual
For
Voluntary Certification Program
(VCP)

STATE OF INDIANA

Bureau of Child Care

Division of Family Resources

Family and Social Services Administration

Voluntary Certification Program (VCP)

- STEP 1: Facility notifies Bureau of Child Care (BCC) that they are interested in becoming VCP approved.
- STEP 2: VCP consultant is notified through RCCS (or by email, phone call) of their interest.
- STEP 3: VCP consultant contacts facility and schedules a consultation either over the phone or in person to help them get through the process. (POC's are not left on consultation visits.)
- STEP 4: Facility contacts VCP consultant that they are ready for the VCP inspection and schedules a time for the visit.
- STEP 5: VCP consultant conducts the VCP inspection. If the facility passes the VCP standards requested then consultant leaves a narrative stating the standards they meet and that the facility has passed the VCP inspection.

If the facility does not pass the standards at the inspection, the consultant will leave a plan of correction and discuss any corrections that need to be made.

Facility will return the plan of correction to the VCP consultant. Plan of correction will be filled out with how the correction will be made. Any required documentation will be attached. Once corrections have been completed the consultant will reschedule a VCP inspection with the facility. (If it is only documentation required to be in compliance, a revisit may not be required.)

- STEP 6: VCP Consultant will enter approval into Wireless Web Forms (WWF). Consultant will send approval request to manager.
- STEP 7: Manager reviews the recommendation and approves or denies the VCP. If approved, Manager will give approval to clerical to prepare the certificate. If denied, the Manager will return the recommendation back to the consultant for corrections.
- STEP 8: VCP Certificate is prepared and sent to the facility. (This is completed through RCCS.)

STEP 9: VCP consultant will manage their cases load through RCCS. If there are any major violations of the VCP requirements found during annual or biannual registration visits, the ministry consultant will notify the VCP consultant. VCP consultant will also notify the ministry consultant of any major violations. (Refer to Major Violations to be Reported)

All complaints concerning VCP will be followed up with by the VCP consultant. Consultant will be notified of a complaint through their supervisor or RCCS.

STEP 10: One (1) quarter before their ministry certificate expires, the VCP consultant will conduct an annual VCP inspection to determine if the facility remains in compliance with the requirements. If facility is still in substantial compliance, the facility will remain on the program. If facility is not in substantial compliance at this time, or any time while on the program, the status of their VCP certification could be affected.

STEP 11: After two failed visits or if the facility is temporarily unable to comply with standards, the VCP consultant and manager will make a recommendation to the Child Care Administrator to take action on their certificate.

Actions: Certificate of VCP Noncompliance

- The division may grant a certificate of noncompliance to a facility who is temporarily unable to comply with the standard if:
 - The noncompliance does not present an immediate threat to the health and well-being of the children;
 - The facility files a plan of correction with the division or the state fire marshal to correct the areas of noncompliance within the probationary period and;
 - The division or state fire marshal approves the plan.
- A certificate of noncompliance is valid for not more than six (6) months. The division may extend a certificate of noncompliance for one (1) additional period of six (6) months. (To clarify that the certificate of noncompliance may be issued in three (3) month increments.)
- An existing VCP certificate is invalidated when a certificate of noncompliance is issued.
- At the expiration of the certificate of noncompliance, the division shall reinstate the original VCP certificate to the end of the original term of the certificate, issue a new VCP certificate, or terminate the VCP certificate.

STEP 12: If the facility is terminated from VCP the Division will notify the facility by written notice.

If the facility is placed on a certificate of noncompliance or terminated from VCP and the facility was participating in PTQ, there will be a notification through RCCS to show a loss of good standing

STEP 13: Six months after termination from VCP, a facility may reapply for VCP certification.

PTQ requirements for level 1 will be done by the VCP consultants. Once the facility meets the requirements for VCP the consultant will follow-up with the facility to see if they would like to participate in PTQ.

- CCDF requirements will be checked by the unlicensed child care ministry consultants.

Variance Procedures for the Voluntary Certification Program

If a ministry applies for a variance for this standard then the following must be met.

Variations

- (a) The division may grant a variance to a VCP approved child care ministry. A variance granted under this section must promote statewide practices and must protect the rights of persons affected by this article.
- (b) The division may grant a variance to a standard if an applicant for VCP does the following:
 - (1) Submits to the division a written request for the variance in the form and manner specified by the division.
 - (2) Documents that compliance with an alternative method of compliance approved by the division will not be adverse to the health, safety, or welfare of a child receiving services from the applicant for the variance, as determined by the division.
- (c) A variance granted under subsection (b) must be conditioned upon compliance with the alternative method approved by the division. Noncompliance constitutes the violation of a standard of the division and may be the basis for revoking the variance.
- (d) Except for a variance of a standard governing VCP, a variance of a standard under this section that conflicts with a building rule or fire safety rule adopted by the fire prevention and building safety commission is not effective until the variance is approved by the fire prevention and building safety commission.

Expiration of variances

- (a) A variance granted expires on the earlier of the following:
 - (1) The date when the VCP affected by the variance expires.
 - (2) The date set by the division for the expiration of the variance.
 - (3) The occurrence of the event set by the division for the expiration of the variance.
 - (4) One (1) year after the date that the variance becomes effective.

Renewal of variances

- (a) If the division determines that a variance expiring will continue to serve the public interest, the division may do the following:
 - (1) Renew the variance without modifications.
 - (2) Renew and modify the variance as needed to promote statewide practices and to protect the rights of persons affected by this article.
- (b) Before taking an action under subsection (a), the division may require a VCP approved ministry to do the following:
 - (1) Apply for the renewal of a variance on the form specified by the division.
 - (2) Provide the information required by the division.
- (c) The division must obtain the approval of the fire prevention and building safety

commission for the action if either of the following occurs:

(1) The fire prevention and building safety commission substantially changes a building rule or fire safety rule affected by the variance after the date the commission last approved the variance.

(2) The division substantially modifies any part of a variance that conflicts with a building rule or fire safety rule adopted by the fire prevention and building safety commission.

Revocation of variances

(a) If a VCP ministry violates a condition of a variance under this chapter, the division may issue an order revoking the variance before the variance expires.