



JB Pritzker, Governor

Grace B. Hou, Secretary

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

From: Kisha D. Davis
Bureau Chief of Subsidy Management

To: License-exempt Child Care Center Providers

Re: Health & Safety Training Requirements for LE Center Providers (INITIAL NOTICE)

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

With this in mind, effective July 1, 2020, policy was revised in accordance with new federal regulations¹. **This policy states that license-exempt centers must complete health and safety training to receive CCAP payments.**

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

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

ONE-TIME TRAINING REQUIREMENTS

- **ALL CCAP providers must be members of the Gateways Registry to track training completion at: <https://registry.ilgateways.com/>**
- All current (**received CCAP payments January 2021-March 2021**) license-exempt **centers** must meet the following orientation requirements before **June 30, 2021**:
 1. At least one (1) staff member on site at all times certified in First Aid & CPR. CPR Certification must be specific for the ages served.
 2. 50% of all required staff must complete the IDCFS Child Abuse and Neglect Mandated Reporter Training. ***Recertification of these requirements will count toward yearly training requirements.***

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



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After staff have completed this one-time training, they must be self-reported in Gateways.

YEARLY TRAINING REQUIREMENTS

- In addition to the orientation requirements, 50% of all required staff must complete at least six (6) hours of approved Child Development, Health & Safety training by December 31, 2021 and once per year each year after 2021.
 - ***Recertification of IDCFS Child Abuse and Neglect Mandated Reporter Training will count toward annual training requirements.***

License-exempt center staff that are required to complete training requirements includes:

- ***Director(s): Individuals who have primary responsibility for the daily operations management of the center;***
- ***Teacher(s): Includes lead teachers, teachers, teacher assistants or teacher aides who are employed by a childcare provider for compensation on a regular basis.***

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

Bureau of Subsidy Management