

TITLE 9. HEALTH SERVICES
CHAPTER 3. DEPARTMENT OF HEALTH SERVICES
CHILD CARE GROUP HOMES

Section

- R9-3-201. Application for a Certificate
- R9-3-203. Certificate Renewal

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R9-3-201. Application for a Certificate

- A.** To be eligible to obtain a certificate to operate a child care group home, an applicant for a certificate shall:
1. Be at least 21 years of age;
 2. Possess a high school diploma, high school equivalency diploma, associate degree, or bachelor degree;
 3. Complete Department-provided orientation that includes the Department's role in certifying and regulating child care group homes under A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter; and
 4. Hold a valid fingerprint clearance card.
- B.** To obtain a certificate to operate a child care group home, an applicant shall submit to the Department an application completed using a Department-provided form and including:
1. The applicant's name and social security number;
 2. The name to be used for the child care group home, if any;
 3. The address of the residence;
 4. The mailing address of the applicant, if different than the address of the residence;
 5. The phone number of the residence;
 6. The phone number of the applicant, if different than the phone number of the residence;
 7. The name and address of each controlling person;
 8. If the applicant is a business organization, the following:
 - a. The applicant's type of business organization;
 - b. The following information about an individual who is to service as the primary contact for information regarding the application:
 - i. Name;
 - ii. Address;
 - iii. Phone number; and
 - iv. Fax number, if any;

- c. The following information about the applicant's statutory agent of the individual designated by the applicant to accept service of process and subpoenas for the applicant:
 - i. Name;
 - ii. Address;
 - iii. Phone number; and
 - iv. Fax number, if any;
 - d. The name, title, and address of each officer and board member or trustee;
 - e. A copy of the business organization's articles of incorporation, articles of organization, or partnership or joint venture documents, if applicable;
 - f. If the applicant is a corporation, a certificate of good standing issued to the applicant by the Arizona Corporation Commission and dated no earlier than six months before the date of application; and
 - g. If the applicant is a limited liability company, a certificate of good standing or a registration of good standing issued to the applicant by the Arizona Corporation Commission and dated no earlier than six months before the date of application;
9. A list of the rooms to be used for child care services;
 10. A list of the service classifications to be offered at the child care group home;
 11. Whether the residential building to be used at the child care group home is a mobile home, manufactured home, or factory-built building, the following:
 12. If the residential building to be used at the child care group home is a mobile home, manufactured home, or factory-built building, the following:
 - a. The year of manufacture for the mobile home, manufactured home, or factory-built building; and
 - b. Copies of the following documents:
 - i. The installation permit required by A.A.C. R4-34-606;
 - ii. If the residential building is a factory-built building, the certificate of occupancy required by A.A.C. R4-34-801; and
 - iii. If the mobile home is a rehabilitated mobile home, the rehabilitation permit required by A.A.C. R4-34-606 and the certificate of compliance issued under R4-34-606;
 13. A floor plan of the residential building to be used at the child care group home, showing:

- a. The location and dimensions of each room in the residential building, with designation of the rooms to be used and not to be used for child care services;
 - b. The location of each exit from the residential building;
 - c. The location of each sink and toilet to be used by enrolled children;
 - d. The location of each smoke or heat detector in the residential building;
 - e. The location of each fire extinguisher in the residential building; and
 - f. The location of each telephone in the residential building;
14. A site plan of the residence showing:
- a. The location and dimensions of the outdoor activity area,
 - b. The height of the fence around the outdoor activity area,
 - c. The location of each exit from the outdoor activity area,
 - d. The location of the residential building,
 - e. The location of each swimming pool,
 - f. The location of the fence around each swimming pool,
 - g. The height of the fence around each swimming pool, and
 - h. The location and dimensions of any other building or structure at the residence;
15. A copy of a certificate of completion issued by the Department showing that the applicant has completed the orientation required by subsection (A)(3);
16. A copy of the applicant's high school diploma, high school equivalency diploma, associate degree, or bachelor degree;
17. The following information about the applicant; each individual who is to be a staff member at the child care group home, including the individual who is to serve as the provider; and each individual who resides in the residential building to be used at the child care group home:
- a. Full name;
 - b. Birth date;
 - c. If a staff member, job title;
 - d. If a resident, relationship to the applicant or provider;
 - e. If a staff member, hire date;
 - f. If an adult staff member or an adult resident, the following:

- i. If a fingerprint clearance card has not yet been obtained, date that an application for a fingerprint clearance card was submitted to the Department of Public Safety;
 - ii. If a fingerprint clearance card has not yet been obtained, the Department of Public Safety application number;
 - iii. If a fingerprint clearance card has been obtained, expiration date of the fingerprint clearance card; and
 - iv. Date that a criminal history affidavit was completed;
- 18. A copy of the applicant's current and valid fingerprint clearance card;
- 19. A criminal history affidavit completed by the applicant;
- 20. A copy of a certificate of completion issued by the Department showing that the individual who is to serve as provider has completed the orientation required by subsection (A)(3);
- 21. ~~A~~ An initial certificate application fee of \$1,000, in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services for the fee required by A.R.S. § 36-897.01; and
- 22. The notarized signature of the applicant affirming:
 - a. That the individual signing on behalf of the applicant is an individual designated under R9-3-103 and has the authority to sign on behalf of the applicant;
 - b. That no controlling person has been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state, unless the denial was based on the controlling person's failure to complete the certification or licensing process according to a required time-frame;
 - c. That no controlling person has had a certificate to operate a child care group home or a license to operate a child care facility revoked or suspended in this state or another state for reasons that relate to endangerment of the health and safety of children;
 - d. Whether the applicant agrees to allow the Department to submit to the applicant supplemental requests for additional information if the Department determines during the substantive review time-frame that the applicant has not provided sufficient information to determine substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;

- e. That the applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;
- f. That the applicant has sufficient financial resources to comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter; and
- g. That the information provided in the application, including the information in the documents attached to the application form, is accurate and complete.

R9-3-203. Certificate Renewal

- A. At least 45 days before the expiration of a current certificate, an applicant for renewal of a certificate shall submit to the Department an application completed using a Department-provided form and including:
 - 1. The applicant's name;
 - 2. The child care group home's certificate number;
 - 3. The child care group home's name, if applicable;
 - 4. The child care group home's street address, mailing address, and telephone number;
 - 5. The applicant's type of business organization, if applicable;
 - 6. If there have been any changes in the controlling person information submitted under R9-3-201(B)(7), a list of the changes;
 - 7. If there have been any changes to the organizational information submitted under R9-3-201(B)(8), a list of the changes and a copy of each new organizational document and each organizational document changed since the document was provided under R9-3-(B)(8);
 - 8. A renewal certificate application fee of \$1,000, in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services for the fee required by A.R.S. § 36-897.01; and
 - 9. The notarized signature of the applicant affirming:
 - a. That the individual signing on behalf of the applicant is an individual designated under R9-3-103 and has the authority to sign on behalf of the applicant;
 - b. That no controlling person has been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state, unless the denial was based on the controlling person's failure to complete the certification or licensing process according to a required time-frame;

- c. That no controlling person has had a certificate to operate a child care group home or a license to operate a child care facility revoked or suspended in this state or another state for reasons that relate to endangerment of the health and safety of children;
 - d. Whether the applicant agrees to allow the Department to submit to the applicant supplemental requests for additional information if the Department determines during the substantive review time-frame that the applicant has not provided sufficient information to determine substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;
 - e. That the applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;
 - f. That the applicant has sufficient financial resources to comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter; and
 - g. That the information provided in the application, including the information in the documents attached to the application form, is accurate and complete.
- B. An applicant that submits the items required by subsection (A) later than 45 days before the expiration of the current certificate shall submit to the Department ~~the a~~ late filing fee ~~required by A.R.S. § 36-897.01~~ of \$100 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services.
- C. If an applicant submits to the Department the items required by subsection (A) and, if applicable, the fee required ~~by~~ in subsection (B) before the expiration date of the current certificate, the current certificate does not expire until the date specified in A.R.S. § 41-1092.11(A).