



Licensing Presentation for Out-of-School-Time Programs

Feb. 20, 2025

Agenda

Licensing

- Role of the Office of the State Superintendent of Education (OSSE)
- Out-of-School-Time (OST) Definition
- Licensing Regulations
- Licensing Exemptions
- Supervision and Adult-to-Child Ratios
- Steps for Completing the License Process
- Submitting Initial Application
- Licensing Process
- Initial Inspection
- Resources and Supports

Subsidy

- Overview of the DC Child Care Subsidy Program
- Provider Agreement Requirements
- Subsidy Reimbursement Rates
- Subsidy Provider Application Process
- Resources
- Licensing and Subsidy Contact Information



Information on Licensing

Role of OSSE

- OSSE is the regulatory authority for child care licensing in the District and is responsible for licensing and monitoring child development facilities to ensure the health, safety and welfare of children in licensed child development facilities.
- Child development facilities include:
 - Centers
 - OST facilities
 - Homes
 - Expanded Homes

Licensing Regulations

- District of Columbia's Child Development Facility Regulations are listed in the District of Columbia Municipal Regulations (DCMR), Title 5A, Chapter 1.
- Prior to beginning the licensing application process, review DCMR, Title 5A, Chapter 1. Understanding the regulations are an important part of successfully navigating the licensing process and ensuring successful completion licensing of the facility.
- OST Additional Requirements 5A DCMR, Chapter 1, 172.

OST Care

- Care and other services, supervision and guidance provided to one or more children of legal school age and under the age of 15 years, who are enrolled in public, private or charter schools, before and after normal school hours at a child development facility.

Licensing Exemptions

- The following child development services shall be exempt from obtaining a license to operate a facility:
 - A District of Columbia public school or public charter school providing education services to children in grades pre-K 3 through grade 12 during a full school day;
 - A private school providing education services to children in grades pre-K through grade 12 during a full school day;
 - A community-based organization providing only pre-K education services to pre-K age children pursuant to the Pre-K Act and funded by OSSE;
 - Facilities that provide only before-school care, only after-school care, or only summer camp to school-age children; and
 - Facilities otherwise exempted by law.

Supervision Requirements

- Adult-to-child ratios and group sizes are established to ensure the health and safety of all children.
- All licensed facilities shall maintain the adult-to-child ratios and group sizes as specified below.
- Except as otherwise provided for in this section, volunteers shall not be used to meet adult-to-child ratio requirements. Only employees responsible for directly providing care of, or supervision or guidance to, children shall be counted in the adult-to-child ratios.

Supervision and Staff/Child Ratio

- Each OST program must have at least two staff for each group at all times:
 - Director and Group Leader
 - Group Leader and Assistant Group Leader
 - Group Leader and Group Leader
- For centers providing OST care to children of legal school age

AGE OF CHILDREN	ADULT/CHILD RATIO	MAXIMUM SIZE OF GROUP
Under 6 years	1:12	24
6 years and older	1:15	30

Submitting the Initial Application

- Initial Child Development Facility Application Documentation Checklist
 - Documentation of completed orientation webinar and quiz
 - Certificate of Clean Hands (dated within 30 days of the initial application submission date)
 - Certificate of Occupancy (C of O) or DC Public Schools (DCPS) Contract and Facility Use Agreement
 - DC Fire and Emergency Medical Services (FEMS) Fire Safety Inspection Certificate
 - Notarized Building Use Agreement (BUA) (attached Facility Closing Letter if declining to submit a BUA)
 - Proof of insurance
 - For centers: coverage including commercial general liability, sexual abuse and molestation liability, and umbrella liability
 - Department of Energy and Environment (DOEE) Lead-based Paint Certification or Clearance Report
*OST facilities in school buildings may request a waiver for this requirement
 - Child Development Facility Legal Entity Information Form
 - Tax IRS Letter
 - Safe Evacuation Site Form

Steps for Completing Licensing the Process

- Step 1** Complete licensing orientation and quiz based on the type of child development facility seeking a license:
- [Orientation webinar and quiz for child development centers](#)
- Step 2** [Obtain Certificate of Occupancy \(C of O\)](#) or Contract with DCPS and Facility Use Agreement
- Step 3** Obtain Fire Safety Inspection from DC FEMS
- Step 4** [Obtain Lead Certification](#) **OST facilities in school buildings may request a waiver for this requirement*
- Step 5** [Obtain Clean Hands Certificate](#)
- Step 6** Complete and submit child care licensing application to OSSE (A \$75 application fee is due at the time the application is submitted)
- Step 7** Assigned licensing specialist will contact applicant to schedule inspection and provide technical assistance prior to the inspection
- Step 8** Prepare for initial inspection
- Step 9** Initial inspection conducted
- Step 10** Follow-up inspection (if applicable)
- Step 11** Validation visit
- Step 12** Issuance of license

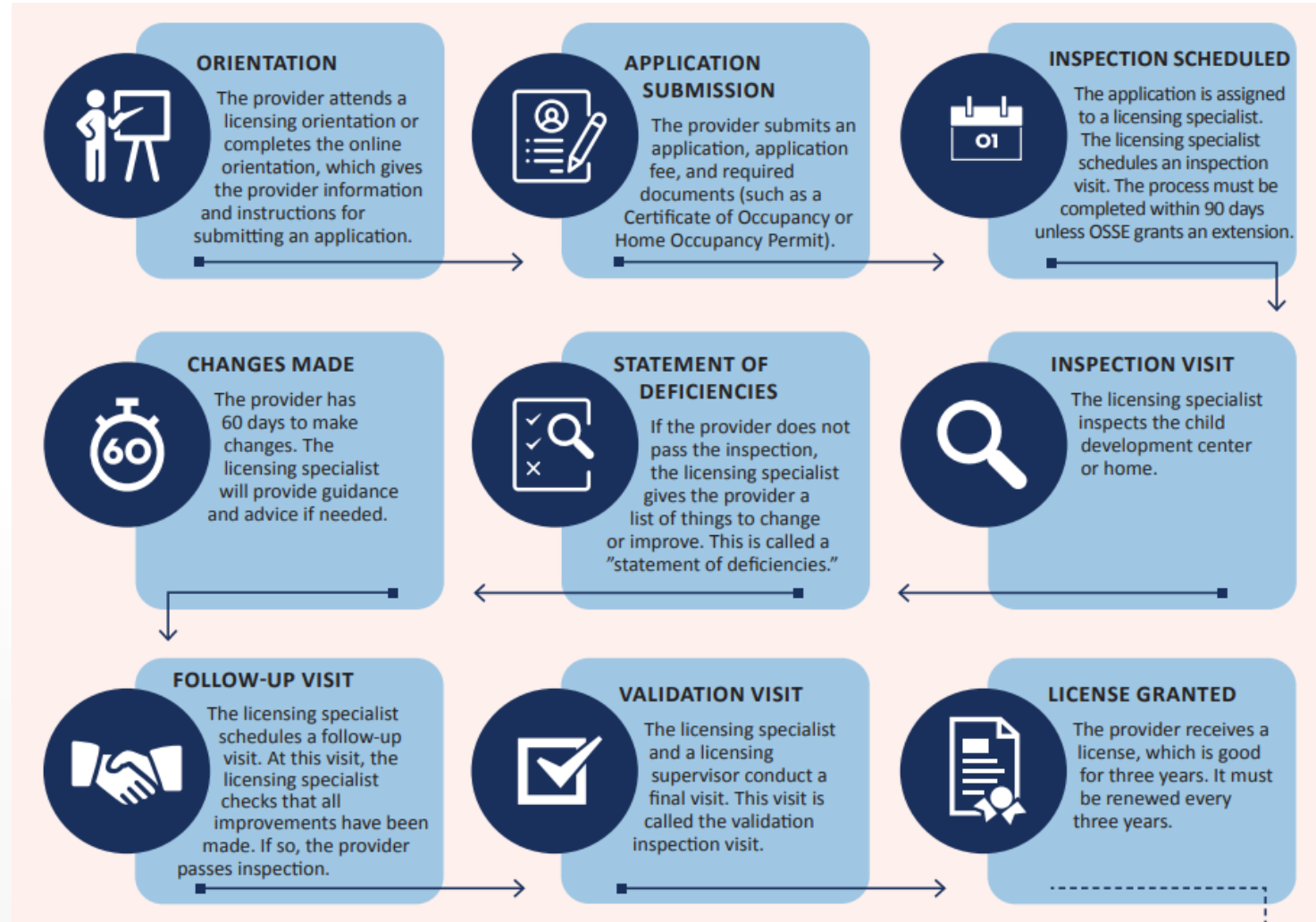
Initial Child Development Facility Application Documentation

- Documentation of completed orientation webinar and quiz
- Certificate of Clean Hands (dated within 30 days of the initial application submission date)
- C of O or DCPS Contract and Facility Use Agreement
- DC FEMS Fire Safety Inspection Certificate
- Notarized BUA (attached Facility Closing Letter if declining to submit a BUA)
- Proof of insurance
- Coverage including commercial general liability, sexual abuse and molestation liability, and umbrella liability
- DOEE Lead-based Paint Certification or Clearance Report **OST facilities in school buildings may request a waiver for this requirement*
- Child Development Facility Legal Entity Information Form
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- Safe Evacuation Site Form

Initial Licensing Inspection

- A licensing specialist will contact you within 10 business days of receipt of your application for a consultation.
- During the initial inspection, the licensing specialist will:
 - Inspect your facility to ensure all health and safety and licensing requirements are met;
 - Review all documents submitted by applicant for initial inspection; and
 - Issue a Statement of Deficiencies report with recommended plan of correction (if applicable).
- Applicant must correct deficiencies cited during the inspection within required timeframe as specified by OSSE, not to exceed 90 days.
- Applicant may request additional time after the 90-day period but shall not exceed 180 days.

Licensing Process Flow



Licensing Resources

Helpful Links

- [Child Care Facility Licensing Forms](#)
- [Child Care Licensing Regulations and Policies](#)
- [Early Childhood Education \(ECE\) Help Desk](#)

Contact the Licensing Team

- **Qianna Nelson**, Licensing Management Analyst
 - Qianna.Nelson@dc.gov
- **Clement Idun**, Licensing Program Manager
 - Clement.Idun@dc.gov, (202) 442-4733
- **Eva Laguerre**, Director of Licensing, Compliance and Subsidy
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- OSSE.ChildCareLicensing@dc.gov



Information on Subsidy

Overview of the DC Child Care Subsidy Program

The DC Child Care Subsidy Program is administered by OSSE and provides financial assistance to help families with eligible children afford child care.



Family identifies
need for child care



The family submits subsidy
application and supporting
documentation



Eligibility for child care
subsidy and services
determined



The family selects
child care facility that
meets their needs

Provider Overview

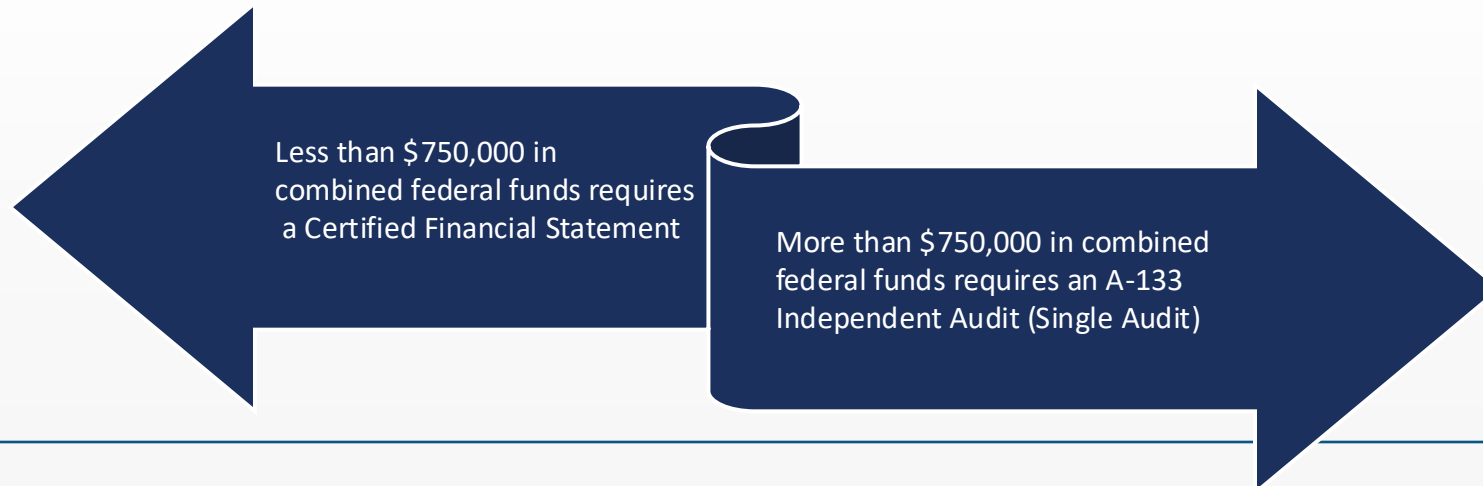
- To participate in the DC Child Care Subsidy Program and serve families receiving child care subsidies, a child development facility must be licensed by OSSE and the provider must complete the subsidy agreement process designated by OSSE.
- All licensed providers are eligible to become a Level I subsidized child care provider.
 - Level I: A child care provider that has a current valid Child Care Subsidy Provider Agreement and can provide subsidized child care services.
 - Level II: A child care center that has a current valid Child Care Subsidy Provider Agreement, can provide subsidized child care services, and is authorized to conduct initial eligibility determinations and redeterminations for families seeking child care subsidies.

OST Provider Agreement Requirements

- Level I subsidized child care providers must comply with the requirements established in the Child Care Subsidy Provider Agreement and participate in annual monitoring in order to renew their agreement and continue to be a subsidized child care provider.
- Some of the agreement requirements include:
 - Submit timely monthly attendance records;
 - Comply with the District of Columbia Living Wage Act of 2006;
 - Participate in required trainings;
 - Maintain a copy of all attendance reports, co-payment records, documents and records to support a child's participation in the subsidized child care program, and any other documents required for participation in the DC Child Care Subsidy Program for a period of no less than 5 years; and
 - Cooperate with in-person or virtual monitoring visits and audits to verify recordkeeping, attendance, placement and services provided to the eligible child(ren).

Provider Agreement Renewal Requirements

- Each year subsidized child care providers must renew the agreement to continue accepting subsidies.
- Renewal requirements include:
 - Update affirmations and required documents (e.g., Certificate of Clean Hands, Staffing Pattern Form, etc.); and
 - Submit annual financial audits and records that demonstrate use of funds received to support the cost of providing subsidized child care services.



Subsidy Reimbursement Rates for OST Programs

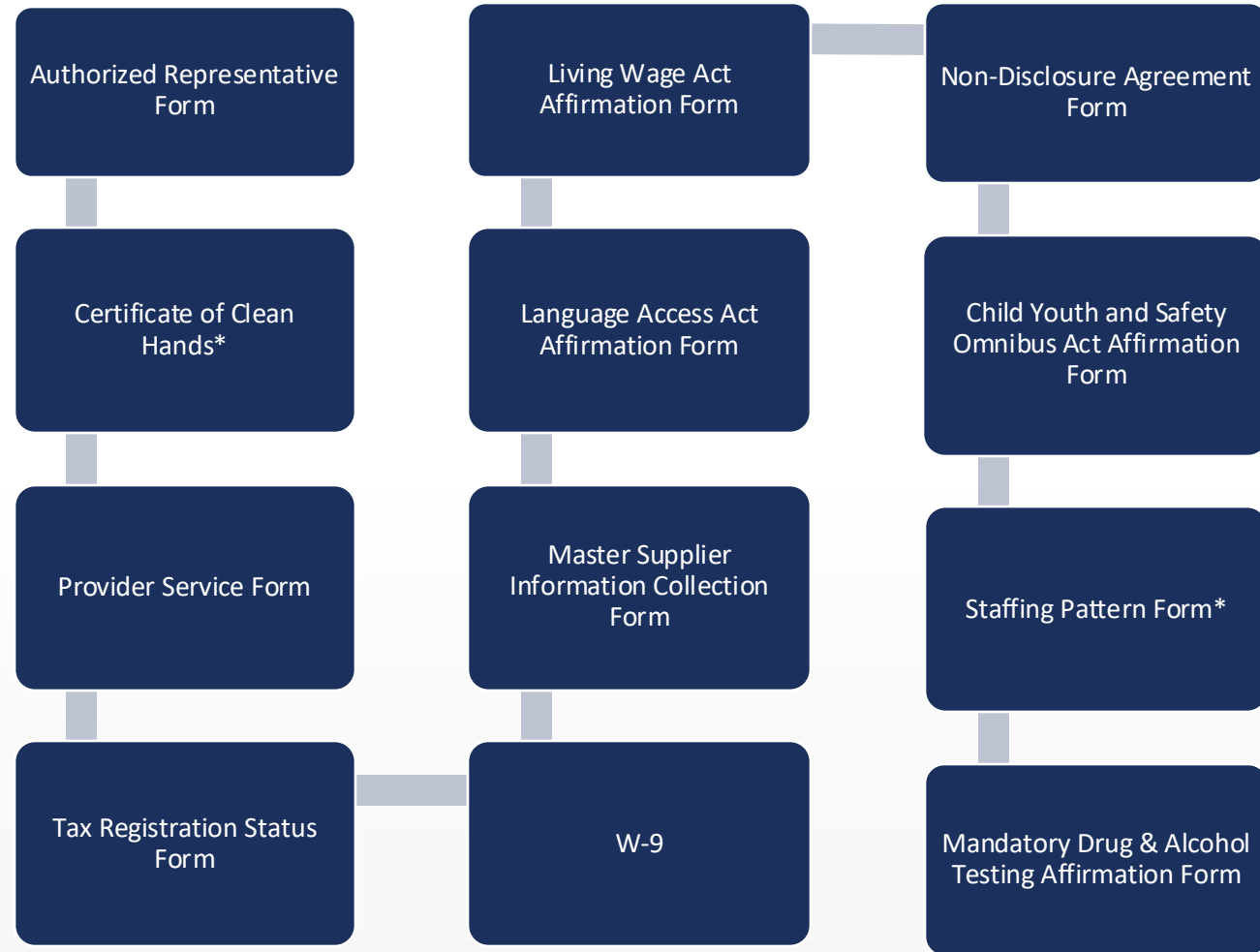
	Full-Time Traditional	Part-Time Traditional	Full-Time Extended Day	Part-Time Extended Day	Full-Time Nontraditional	Part-Time Nontraditional
Infant and Toddler	\$98.65	\$59.19	\$108.51	\$69.05	\$123.31	\$73.98
Infant and Toddler Special Needs	\$118.38	\$71.03	--	--	--	--
Preschool	\$63.00	\$37.80	\$69.30	\$44.10	\$78.75	\$47.25
Preschool Before and After	\$63.00	\$37.80	\$69.30	\$44.10	--	--
School-Age Before and After	\$36.74	\$22.04	\$40.41	\$25.72	\$45.92	\$27.55
School-Age Before or After	\$36.74	\$18.37	--	--	--	--
Preschool and School-Age Special Needs	\$75.60	\$45.36	--	--	--	--

Subsidy Provider Application Process

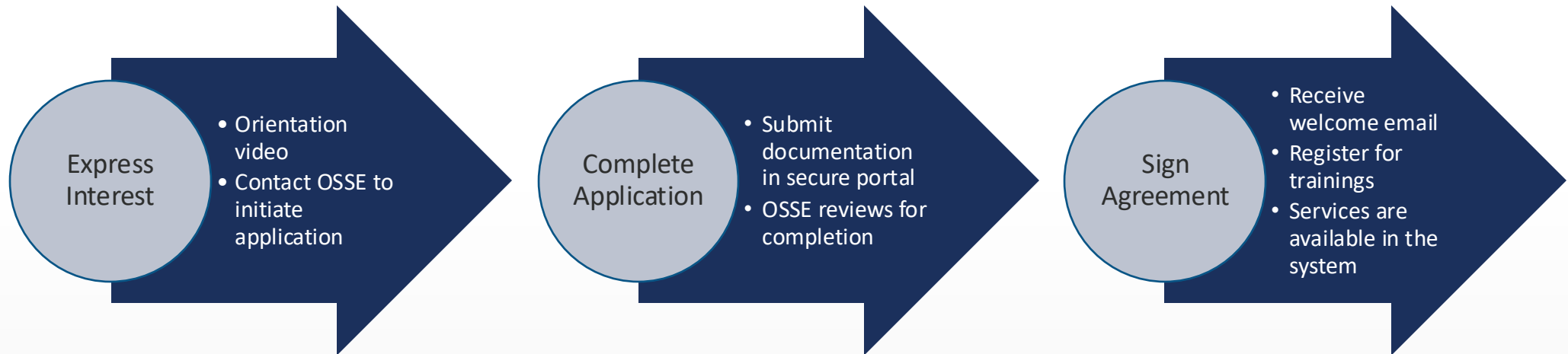
To become a Level I subsidized child care provider, a provider must complete the application process below.

- 1. View the Orientation Video:** Watch the entire [orientation video](#) ([Español](#)).
- 2. Complete the Orientation Quiz:** Take the [brief quiz](#) ([Español](#)).
 - A score of 80 percent or higher is required to pass.
- 3. Submit Proof of Passing Quiz Score:** Save or print the first page of the quiz, including your final score, as proof of completion. Email the first page of the quiz with a passing score to OSSE.Subsidy@dc.gov.
- 4. Submit Application Materials:** After the quiz is submitted, OSSE will provide the application and instructions for completing it, including a list of required documents. Complete and submit the application via the secure web portal provided by OSSE.
- 5. Sign Agreement:** If the provider's application is approved following OSSE's review, the Child Care Subsidy Provider Agreement will be sent for signature.

Required Documents



Subsidy Application Timeline



An agreement can be fully executed within a minimum of 10 business days from the completed application.

Subsidy Resources

Helpful Links

- [DC Child Care Subsidy Program](#)
- [Sample Provider Agreement](#)
- [DC Child Care Subsidy Program Manual](#)
- [Subsidy Reimbursement Rates](#)

Contact the Subsidy Team

- **Stormy Stringer**, Supervisory Education Services Monitor
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- **Alison Waddy**, Subsidy Program Manager
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- **Eva Laguerre**, Director of Licensing, Compliance and Subsidy
 - Eva.Laguerre@dc.gov, (202) 741-5942
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