



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Frequently Asked Questions for Out of School Time (OST) Providers

For the purposes of this document and consistent with local laws and regulations, “out-of-school time care” means care and other services, supervision and guidance provided to one or more children of legal school age and under the age of 15, who are enrolled in public, private, or charter schools, before and after normal school hours at a single site. Additionally, “subsidized child care” means before and/or after care services, subsidized in whole or in part to eligible families pursuant to local and federal law.¹

1. If I am an out of school time provider offering before care only or after care only, do I need a license to operate and provide such care?

No. If you are a provider only offering before or after care but not both, you do not need a license to operate.

You will only need a license **if** you want to participate in the subsidized child care program. Only licensed OST programs are eligible to participate in the subsidized child care program.

2. If I am an out of school time provider offering both before care and after care, do I need a license to operate and provide such care?

Yes. If you are a provider offering both before and after care, you need a license regardless of whether or not you want to participate in the subsidized child care program.

3. Are DC public schools or public charter schools exempt from the requirement to obtain and maintain a license to provide both before and after care?

Yes. A DC public school or public charter school that provides education services to children in grades pre-K-3 through 12th grade during a full school day is exempt from the requirement to obtain and maintain a license to provide both before and after care. However, if a local education agency (LEA) decides to act as its own provider and would like to accept subsidy, it would still require a license.

4. How do I become a licensed child care provider?

In order to become a [licensed child care provider](#), an organization must:

- Complete an online (<https://osse.dc.gov/multimedia/child-development-center-licensing-orientation-webinar-and-quiz>) or in-person licensing orientation session;
- Complete and submit an application, including any and all required documentation;
- Complete an inspection of the location where programming will be held;

¹ Sections 5a and 6 of the Day Care Policy Amendment Act of 1998, effective April 13, 1999 (D.C. Law 12-216; D.C. Official Code §§ 4-404.01 and 4-405), and the Child Care and Development Block Grant Act of 2014, approved November 19, 2014 (Pub. L. 113-186; 128 Stat. 1971).

- Complete a validation visit; and
- Once these steps have been completed, a provider is eligible to receive a child care facility license.

All forms can be found at <https://osse.dc.gov/service/licensing-and-compliance>.

5. Are the requirements the same if you are moving or opening a new location?

Yes. A license is tied to the physical site. When a provider permanently changes location, it is considered a new operation. A licensee shall apply for a new initial license and a new license shall be obtained, prior to opening at the new location. Licensing requirements are the same and you will need to follow the initial licensing requirements. To open or move to a new site, you must:

- Complete an online (<https://osse.dc.gov/multimedia/child-development-center-licensing-orientation-webinar-and-quiz>) or in-person licensing orientation session;
- Complete and submit an application, including any and all required documentation;
- Complete an inspection of the location where programming will be held;
- Complete a validation visit; and
- Once these steps have been completed, a provider is eligible to receive a child care facility license.

All forms can be found at <https://osse.dc.gov/service/licensing-and-compliance>.

6. When should child care providers submit an application to renew their license?

All licensing renewal applications and related documents must be submitted 90 days prior to the expiration of the current license. The following documents are required to be submitted to renew a license:

- Renewal application
- A fire safety inspection certification or other equivalent proof from Fire and Emergency Medical Services (FEMS) that the premise(s) comply with all applicable federal and District of Columbia fire safety laws, regulations and codes, issued by FEMS;
- A Clean Hands certification that the applicant satisfies the requirements that must be met in order to obtain a license or permit from the District government, set out in D.C. Official Code § 47-2862, issued by the District of Columbia Department of Tax and Revenue within 30 days of the date the application is submitted;
- A Certificate of Immunization Compliance that the applicant reached the immunization compliance target issued by DC Health;
- Proof of insurance, that includes a reasonable coverage amount, as determined by the District of Columbia Office of Risk Management, for the following types of coverage:
 - (1) Commercial General Liability;
 - (2) Umbrella “Follow Form” Liability;
 - (3) Sexual Abuse and Molestation Liability; and
 - (4) Vehicle liability covering every vehicle that will be used to provide transportation services to children at the facility; and

- A current, valid, and notarized building use agreement that identifies a contingency location that may be used if the primary location of operation ceases to be available.

All forms can be found at <https://osse.dc.gov/service/licensing-and-compliance>.

7. What credentials/paperwork must each staff member have in order for the provider to qualify for a license? (e.g., child development center employment form, criminal background check, OSSE appointment form etc.)

All staff members that have unsupervised access to children shall meet the suitability requirements, which include a comprehensive criminal background check. In addition, the specific staff member credential requirements vary based on whether the entity provides before and after care, in addition to infant and toddler care, and on the specific staff member’s role. To ensure full compliance, please refer to the regulations or resources on OSSE’s website.

8. What can you expect from a licensing monitoring visit?

Local regulations require two annual monitoring inspections to assist providers in achieving and maintaining full compliance with minimum standards and key health and safety requirements, such as the following federally mandated provisions: prevention and control of infectious diseases; administration of medication; prevention of allergic reactions; physical premise safety; prevention of shaken baby, child head trauma and child maltreatment; emergency preparedness; handling of hazardous materials; transportation, as applicable; first-aid and CPR; recognition and reporting of child abuse; and child development. When OSSE licensing specialists conduct these monitoring inspections, they use specific checklists, based on the type of inspection, and assess whether a facility is meeting the minimum standards

9. How do I participate in the subsidized child care program as a licensed OST provider?

Please visit the [OSSE website](#) for more information about the subsidized child care program.

Please see steps and timeline below:

Steps	Approximate Timeline	Deadline
Attend an orientation for child care subsidy .	The in-person three-hour orientation training is held quarterly	Day of the orientation
Following the orientation, complete a subsidy packet and submit the packet to the education service monitor (ESM) in the Office of the State Superintendent of Education (OSSE) Division of Early Learning (DEL) for review.	Provider submits within 30 days after the orientation	Should be completed 30 days after orientation
Once the review is completed, the ESM will work with the provider to ensure documents are completed.	Approximately 10 business days	Should be completed 10 business days after the document review

Steps	Approximate Timeline	Deadline
Once the review is complete, the ESM will conduct a site visit to ensure the providers are meeting the specific requirements in the subsidy contract that go beyond licensing requirements.	Typically happens within one week of finalized documents	Should be completed seven business days after the finalized documents
After the site visit and once the completed packet is reviewed by program manager, the ESM will meet with the provider to review the agreement.	Within one week from the subsidy manager review	Should be completed seven business days after the subsidy manager review
Once the agreement is signed, the out of school time provider is added to the education information management system (EIMS) and is able to provide services to children eligible for subsidized child care.	Within three business days from the signed agreement	Should be completed three business days after the signed agreement

10. What documentation is needed to apply for the subsidized child care program?

All required forms are provided during the in-person subsidy orientation and include, but are not limited to, the following:

- Authorized Representative Form;
- Subsidized Child Care Provider Service Form;
- Staffing Pattern Form;
- Comprehensive Curriculum Selection Certification Form;
- Child and Youth Safety and Health Omnibus Act Certification Form;
- Non-Disclosure Agreement Affirmation Form;
- Master Supplier Information Collection Form;
- Request for Tax Payer Identification and Certification Form (W-9);
- Living Wage Act Affirmation Form;
- Language Access Act Affirmation Form;
- Traffic Record Check Affirmation Form; and
- Copies of license and certifications (e.g., Clean Hands, Internal Revenue Service form, etc.).

11. When should I apply to become a licensed out of school time provider accepting subsidy?

Applications are processed as they are received, on a rolling basis throughout the calendar year.

However, if a provider wants to have a new out of school time program in place or would like to expand to another location for the beginning of the new school year (August), completed applications must be submitted to OSSE no later than April 15 to allow for all documentation to be processed, reviewed and finalized by June 1. Given the influx of applications each spring,

submission by April 15 provides ample time for an out of school time provider to have its subsidy agreement in place before the end of the current school year.

12. When should subsidized child care providers renew their subsidy agreement?

All subsidized child care providers are required to renew their subsidy agreement annually using the Subsidy Agreement Renewal Application (SARA) (<https://sara.osse.dc.gov/Application>). To ensure providers are aware of this deadline, OSSE sends notice via email to all child care center directors and home providers accepting subsidy payments. There are annual mandatory trainings to review the online application renewal process, including any changes to the forms, required materials and the application. These deadlines and training dates will be communicated to providers via email each year.

13. What are the reimbursement rates for the subsidized child care program for before and after school?

Please visit the [OSSE website](#) for reimbursement rates for the subsidized child care program for before and after school care. The current reimbursement rates were determined using the Modeling the Cost of Child Care in the District of Columbia 2018.

14. How do I find out more information about the subsidized child care program?

To learn more about the subsidized child care program, please call the early childhood education (ECE) help desk at ECEhelpdesk@dc.gov or (202) 478-5903.

15. What can I do to ensure that my applications for licensing and subsidy are processed as quickly as possible?

OSSE works diligently to ensure applications are processed in a timely manner. While an application for licensure is a separate process from an application to be an eligible subsidy provider, both processes are dependent on whether the provider submits all required documentation with applications and on the provider's responsiveness to OSSE staff follow-up questions and scheduling of inspections/site visits.