

TO BE RESCINDED

5101:2-12-05

License amendments for licensed child care centers.

(A) A license is valid only for the owner, administrator, address and license capacity for each age category of children designated on the license.

(1) If a center proposes a change to the administrator, license capacity or center name, the administrator or owner of the center shall complete and submit the JFS 01210 "Application for Child Care License or Amendment" (rev. 9/2011) to the Ohio department of job and family services (ODJFS) within five business days to request an amended license. There is no fee for an amended license in this circumstance nor is a new license number assigned or provisional period required.

(2) If a center proposes a change to its owner, the administrator or owner shall forward written notice of the proposed change to ODJFS. All requirements of the initial application process, as specified in rule 5101:2-12-04 of the Administrative Code shall be met, including completion of the JFS 01210, payment of an initial application fee, issuance of a new license number, and completion of a provisional license period, as specified in rule 5101:2-12-04.1 of the Administrative Code.

(3) If the center proposes a change of address, the center shall complete and submit the JFS 01210 and submit a fee of two hundred fifty dollars to ODJFS a minimum of thirty days before the proposed move.

(a) A new license number will be issued but a provisional period is not required if the original site was operating under a regular license.

(b) The center shall also comply with the following requirements before the license is issued:

(i) Rule 5101:2-12-10 of the Administrative Code.

(ii) Rule 5101:2-12-11 of the Administrative Code.

(iii) Rule 5101:2-12-12 of the Administrative Code.

(iv) Complete and submit a JFS 01250 "Plan of Operation" (rev. 9/2011).

(v) Comply with an inspection completed at the new location by

ODJFS staff. Submit all required compliance material in a timely manner. The inspection shall include the determination of license capacity for the new location as outlined in rule 5101:2-12-03 of the Administrative Code.

- (c) Child care operations at the original center location shall cease at the time the license is issued for the new address.

Effective: 12/31/2016

Five Year Review (FYR) Dates: 08/31/2016

CERTIFIED ELECTRONICALLY

Certification

12/06/2016

Date

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