

5101:2-12-05

**License fees and notification requirements amendments for licensed child care centers.**

~~(A) An application fee of one hundred dollars and a completed JFS 01210 "Application for Child Care License" (rev. 7/2010) is required at the time of application for a license to operate a child care center. A fee of fifty dollars and a completed JFS 01210 are required at the time of application for renewal of a license.~~

~~(1) A JFS 01210 submitted without the application fee is not a valid application and will be returned to the sender.~~

~~(2) The application fee submitted with an application shall not be credited or transferred to any other application.~~

~~(3) An application fee submitted without a JFS 01210 shall be forfeited.~~

~~(4) An application fee is nonrefundable.~~

~~(B)~~(A) A license is valid only for the licensee, 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) forward written notice of the proposed change 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 ~~or address~~, the ~~center administrator or owner~~ shall forward written notice of the proposed change to ~~the Ohio department of job and family services (ODJFS)~~ODJFS within five business days. 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, and 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 and 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:

R.C. 119.032 review dates: 07/14/2011

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Certification

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Date

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