

Religious Exemption from Licensure Initial Process

A church or parochial school seeking to operate a religious Exempt Child Care Facility must notify the Department of the operation. As part of the notification process, the Department asks the following information be provided annually:

- Religious Exemption from Licensure Notification;
- Copy of current accreditation certificate or membership verification from an organization that has published health and safety standards;
- A **notarized** letter of verification of church affiliation on church letterhead which is signed and dated by the head church or parochial school official affirming that the child care facility is an integral part of the church or parochial school conducting regularly scheduled classes, courses of study, or educational programs. The letter must include a description of the relationship that exists between child care facility and the church/parochial school.
- A notarized Affidavit of Compliance Background Screening Requirements for Family Foster Care Home, Child Caring Agencies, Child Placing Agencies and Child Care Personnel. (Form CF-FSP 5218).

Program Specialist

- When a Religious Exemption from Licensure Notification is received and no DCF ID number is provided on the Notification, the program specialist will search the Childcare Administration, Regulation, and Enforcement System (CARES) to determine if the program currently holds a license or exemption from licensure.
- If the facility is listed in the web portal as “Exempt”, treat it as a renewal.
- If the facility is listed in the web portal as licensed/closed, check the record for noncompliance and/or a complaint history. Additionally, call or email the family services counselor supervisor for the county in which the program was licensed and inquire about the program’s reason for closing, if there are any pending administrative actions, background screening, and/or health/safety concerns with the previously licensed child care facility.
- If the facility is not in the system, confirm the facility is an integral part of a church or a parochial school conducting regularly scheduled classes, etc., and that the facility holds a current, recognized accreditation certificate from an accrediting organization that publishes and requires compliance with its standards for health, safety, and sanitation.
- Verify that the facility has been issued an OCA and ORI number to ensure compliance with background screening requirements. If an OCA/ORI number was not issued to the provider, the specialist will generate the profile in CSIS to create the numbers and email the information to the program director/contact person.
- Verify that all child care personnel listed on the Affidavit of Compliance have been screened through the clearinghouse.
- The provider information is entered into CARES and a DCF ID “pending” number is issued to the provider.

Approved Annual Statements

- Forward an email with the “Notice of Religious Exemption from Licensure Confirmation” letter (.pdf) attached to the provider
- In the subject line of the email, include the facility name, DCF ID number and the title of document.

- Email content is to include a statement for the provider to review the important document attached regarding the status of their religious exemption from licensure. The provider will also be advised to submit a copy of their new accreditation certificate when it is issued.
- Copy the appropriate Safety Program Manager, regional licensing supervisor, accrediting agency, and ELC if applicable, in the email.

Determining the Effective/Expiration Date

The origination date and the approval date is the day that the Notification is approved by the program specialist. The expiration date is set for a year out from the origination date.

For example, if a facility's religious exemption from licensure is approved on 1/3/2018, then the expiration date would be set for 1/2/2019.

▼ Dates

Origination Date: 1/3/2018

Approval Date: 1/3/2018

Expiration Date: 1/2/2019

Closed Date:

Incomplete Notification Statement

Contact the facility director via email no later than 10 days from receipt of the notification to provide necessary technical assistance regarding missing, incomplete, or incorrect information. The accrediting association will be copied on this notice.