



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
CITY OF CHICAGO

TO: DFSS Head Start/Early Head Start/Early Head Start-Child Care Partnership
Executive/Program Directors

FROM: Cerathel Burgess-Burnett *CBB*
Deputy Commissioner

DATE: March 20, 2018

SUBJECT: **Child Care License Policy & Renewal Process**

Please use the brief clarifications points below in conjunction with the HS/EHS Licensing policy contained in Chicago Early Learning Program Implementation Manual (CELS), Section 5.C: Safety Practices, Licensing Standards, pages 81.

Licensing Standards— All facilities used for child services must be currently licensed by the Illinois Department of Child and Family Services (IDCFS) and the City of Chicago and provide such licenses to DFSS in the manner and by the deadline designated by DFSS, preferably via COPA eDocs. If license-exempt, HS/EHS facilities must still meet the IDCFS Licensing Standards for Day Care Centers. PFA CBOs that are license exempt must hold a current IDCFS exemption letter and an Illinois State Board of Education (ISBE) recognition certificate of Non Public School and provide copies of such letter/certificated to DFSS in the manner and by the deadline designated by DFSS, preferably via COPA eDocs.

The License Renewal Process— Renewal of the Children's Services License is a collaborative effort between the licensee and several City of Chicago governmental departments. The following is a general description of the renewal process.

1. Department of Business Affairs & Consumer Protection (BACP)

Children's Services Facility licenses, like all City of Chicago business licenses, renew biannually, on the 15th day of a given month. BACP assigns the renewal month according to the business location's zip code. BACP mails a license renewal to the licensed business location address 45 days prior to the license expiration date. The notice includes instructions for licensees to process and pay for the renewal online at BACP's webpage. BACP allows in-person license renewals at their City Hall offices but they encourage licensees to use the online feature. License fees not paid on time will incur late fees, and may be subject to interest charges.

2. Inspecting Departments

Children's Services Facility licensees must pass facility inspections from the Chicago Fire Department's Fire Prevention Bureau, the Chicago Department of Building's Electrical,

Plumbing, and Ventilation Bureaus, and the Chicago Department of Public Health's Food Protection Division. These inspecting departments are cued to begin inspections approximately two months before the license expiration date.

When inspectors disapprove a facility, they leave detailed descriptions of the issues needing to be rectified and instruction for the licensee to contact them when the facility is ready for re-inspection. While repairs should be completed within a period of 90 days after the first inspection, there are cases in which the 90-day period warrants extension. It is incumbent upon the licensee to communicate updates to the inspector(s), a BACP licensing representative, and the Department of Family and Support Services' Licensing Coordinator.

3. Department of Family and Support Services (DFSS)

DFSS' Licensing Coordinator (LC) performs ongoing monitoring of the city's licensing database, IRIS (Integrated Revenue Information System), to stay abreast of Children's Services Facility license expiration dates. 30 days after a facility's license expires, the LC calls and/or emails to alert and assist any facility that has not completed the online license renewal. Also, at that time, the LC reviews the facility inspection results in IRIS and reaches out to licensees who have not passed inspections to offer TA and referrals, and to act as liaison between the licensee and various City of Chicago and State of Illinois governmental departments, as needed.

4. Holds

A hold may be placed on an IRIS license account against the issuance of a renewed license when the licensee

- A) Owes money to the City of Chicago, such as outstanding parking tickets, unpaid water bills, permit fees, reinspection fees, and Administrative Hearings judgements;
- B) Fails to pass license renewal facility inspections; and
- C) Makes changes to the licensed legal entity, such as change of legal name, business name, and corporate officers.

BACP will not issue a new license certificate to a business that has holds posted to its IRIS account.

5. License Issuance

When the licensee has met all renewal requirements, BACP mails a new license certificate to the licensed business address. The new license is valid for two years from the old license's expiration date. Example: If the previous license expired on February 15, 2017, the new license will expire on February 15, 2019, regardless of the new license's issuance date.

If you have any questions about this memo, Licensing Policies and Procedures, contact Jeffrey Brown, Licensing Coordinator, jeffrey.brown@cityofchicago.org. For questions regarding entering the licenses or license exemption letters and ISBE recognition certifications into COPA e-docs or any further guidance, please contact the DFSS Operations Team Supervisor assigned to your agency.

Thank You.