



JB Pritzker, Governor

Illinois Department of Human Services

Grace B. Hou, Secretary

100 South Grand Avenue, East • Springfield, Illinois 62762
401 South Clinton Street • Chicago, Illinois 60607

**CHILD CARE ASSISTANCE PROGRAM (CCAP)
HEALTH AND SAFETY TRAINING REQUIREMENTS
FOR LICENSE-EXEMPT NON-RELATIVE PROVIDERS**

Date: June 15, 2022

Dear License-exempt Non-relative Provider, Assistants, Teachers and Aides:

The following does not apply to licensed centers, licensed homes or license-exempt providers who are related to all the children in their care. This letter applies to license-exempt non-relative home providers and license-exempt centers.

The Illinois Department of Human Services (IDHS), through our Division of Early Childhood (DEC), partners with child care providers like you to serve families through the Child Care Assistance Program (CCAP). **To ensure the health and safety of children, Federal regulations require providers who receive CCAP payments complete orientation and annual trainings based on specific health and safety topics.**

Illinois is out of compliance with these Federal regulations. To come into compliance, **all license-exempt non-relative child care providers** must complete trainings to continue to receive CCAP payments. All trainings must be entered on the providers Gateways to Opportunity Registry.

HEALTH AND SAFETY ORIENTATION TRAINING REQUIREMENTS

- Become a Gateways to Opportunity Registry member and renew membership every year.
 - To become a Registry member visit: <https://registry.ilgateways.com>.
- **Complete Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certification by an approved training entity**
- **Complete Department of Child & Family Services (DCFS) Recognizing and Reporting Child Abuse and Neglect Mandated Reporter training**
- **Complete Child Development, Health, and Safety Basics course or obtain ECE Credential Level 1 Training-Tier 1**
- **Enter your completed trainings in the Gateways Registry and print and keep a copy of your certificates and First Aid/CPR card.**

TO CONTINUE RECEIVING CCAP PAYMENTS, TRAININGS MUST BE COMPLETED BY SEPTEMBER 30, 2022.

Current Non-relative License-exempt Providers: License-exempt non-relative home providers, their assistants/substitutes and license-exempt center providers (including directors, teachers, aides, and staff with access to children) caring for children prior to July 1, 2022, **must** complete orientation trainings by September 30, 2022, to receive payment for new families or continue to be paid for current families after their next redetermination. 45-day and 30-day reminders will be sent to providers.

New Non-relative License-exempt Providers: License-exempt non-relative home providers and license-exempt center providers who are new to CCAP after July 1, 2022, must complete all orientation trainings and log them onto their Gateways to Opportunities Registry within 90 days of approval for a CCAP family to continue to receive payment for any CCAP cases.

Licensed Centers, Licensed Homes, and License-Exempt Relative Home Providers: Please disregard, as these requirements do not apply to you.

Providers who do not complete the Health and Safety Orientation Training Requirements within the timeframe and are removed from CCAP can be approved once all required training is completed and registered in Gateways.

If you have questions or need assistance with meeting these requirements, contact your local Child Care Resource and Referral (CCR&R) agency and they will be happy to help you.

Ongoing training opportunities are available and offered statewide by a variety of delivery methods, including through the local CCR&R agencies, on-line or instructor led courses through the Illinois Gateways I-Learning system (<http://courses.inccrra.org>) and through the SEIU METC Training Center.

Thank you for your hard work and dedication on behalf of the children and families in Illinois.
Sincerely,

Illinois Department of Human Services
Division of Early Childhood
Child Care Assistance Program



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CCR&R Agency Name	CCR&R Locations by County	Phone Number	CCRR Training Calendars
YWCA Northwestern Illinois: Child Care Solutions	Boone, Jo Daviess, Stephenson, Winnebago	(815) 484.9448 ext.222	https://www.ywcanwil.org/training-professional-development/
4C: Community Coordinated Child Care	Carroll, Dekalb, Lee, McHenry, Ogle, Whiteside	(815) 758-8149 ext.273	https://www.four-c.org/calendar/
YWCA of Metropolitan Chicago	Lake, DuPage, Kane	(630) 580-3123	https://ywcachicago.org/calendar-2/action~month/exact_date~1646114400/request_format~json/
YWCA of Metropolitan Chicago	Grundy, Kankakee, Kendall, Will	(815) 741-1163 ext.357	https://www.childcarehelp.com/training
Illinois Action for Children	Cook	(224) 287-3567, (224) 287-3563, (224) 287-3562 or, (773) 564-8737	https://www.actforchildren.org/development/professional-training
CCR&R of Midwestern IL: SAL Family and Community Services	Henderson, Henry, Knox, McDonough, Mercer, Rock Island, Warren	(309) 205-3070 ext. 4016	https://www.childcareillinois.org/provider-services/training-and-professional-development
Child Care Connection: SAL Family and Community Services	Bureau, Fulton, LaSalle, Marshall, Peoria, Putnam, Stark, Tazewell, Woodford	(309) 686-3850 ext. 2102	https://www.salccc.org/provider-services/training
CCR&R Network	Dewitt, Ford, Livingston, McLean	(309) 828-1892	https://www.ccrn.com/Training.php
Child Care Resource Service: University of Illinois	Champaign, Douglas, Iroquois, Macon, Piatt, Vermillion	(217) 244-7727	https://ccrs.illinois.edu/training/
CCR&R: Eastern Illinois University	Clark, Coles, Cumberland, Edgar, Moultrie, Shelby	(217) 581-7261	https://www.eiu.edu/ccrr/training.php
West Central Child Care Connection	Adams, Brown, Calhoun, Cass, Greene, Hancock, Jersey, Pike, Schuyler	(217) 222-2550	https://www.wccc.com/provider-services/trainingworkshops
Community Child Care Connection	Christian, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott	(217) 525-2805 ext. 8315, (217) 525-2805 ext. 8318	https://www.4childcare.org/training-calendar
Children's Home & Aid Child Care Resource & Referral Program	Bond, Clinton, Madison, Monroe, Randolph, St. Clair, Washington	(800) 467-9200 ext. 335	https://www.childrenshomeandaid.org/early-childhood-care-education/child-care-resource-referral/ccrsouthern/provider-services/training-opportunities/
Project CHILD: CCR&R: Rend Lake College	Clay, Crawford, Edwards, Effingham, Fayette, Jasper, Jefferson, Lawrence, Marion, Richland, Wabash, Wayne	(618) 244-5209 ext. 103	https://www.projectchild.net/for-providers/professional-development/
CCR&R: John A. Logan	Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White, Williamson	(618) 985-5986	https://www.ccrjalc.com/ccaptraining.html