

## Appendix A to Rule 5101:2-12-02

**Required Documents During the Application Process**

The following documents shall be submitted at the time of application for a licensed child care center:

- Documentation of building approval issued by either the Ohio department of commerce or local certified building authority. Note: A license will not be issued until the final Certificate of occupancy is issued by either the Ohio department of commerce or local certified building authority.
- Name of administrator and documentation that they meet the qualifications as outlined in rule 5101:2-12-07 of the Administrative Code.
- JFS 00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015).
- Articles of incorporation, if applicable.
- JFS 01250 "Plan of Operation for Child Care" (rev. 12/2016) and any necessary attachments.
- Fire inspection approval by the state fire marshal or local fire safety inspector.
- Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction or from the Ohio department of health.
- Written information for parents and employees as required in rule 5101:2-12-07.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at time of application in accordance with rule 5101:2-12-09 of the Administrative Code. The JFS 01175 "Request for a Background Check for Child Care" (10/2017) or the OPR system generated equivalent shall be submitted pursuant to rule 5101:2-12-09 of the Administrative Code.