

Family Day Care Home Licensing Requirements

Upon expiration, updated provider documentation must be provided to the Arizona Department of Education Health and Nutrition Services via HelpDesk by the Sponsoring Organization.

This resource is intended to clarify the **frequency** and **type of provider documentation** required.

Documentation Needed	Expiration Date	Provider-Type				
		Alternately Approved	DES Approved	DHS Approved	Military Home	Tribal Home
Provider Application	2 years	X	X	X	X	X
Pre-Approval Visit	N/A <i>Required upon initial provider application only.</i>	X	X	X	X	X
DES Certificate	3 years		X			
DHS License	1 year			X		
Fingerprint Clearance Card	6 years	X	X	X		
Fingerprint Clearance Card Application	90 days (if needed)					
Health Inspection	1 year	X				X*
Fire Inspection	1 year	X				X*
Child Care Standards	1 year	X				X*
Tier Determiniation						
Tier I: - School - Census - Income	5 years 5 years 1 year	X	X	X	X	X
Tier II - High - Low - Mixed	1 year 1 year 1 year					
Military License/ Certificate	1 year				X	
Tribal License/ Certificate	1 year					X

* Necessary only when license or certificate is not available.