



Bureau of Child Development, Child Care Licensing Program

*childcarelicensing.utah.gov*

**DWS FFN PROVIDER  
UNANNOUNCED INSPECTION**

Provider's Name:	Location Address:	Facility Number:		
Provider's Phone Number:		Licensor(s):		
Provider's Email:	Provider's Home Child(ren)'s Home			
Inspection Date:	Start Time:      End Time:	Attempted Inspection		
Date of Last Unannounced Inspection:				
C - Compliance NC - Noncompliance				
Noncompliant Findings		First Follow-Up	Second Follow-Up	Third Follow-Up
	Compliance During Inspection or Compliance Required by	C   NC	C   NC	C   NC
	Compliance During Inspection or Compliance Required by	C   NC	C   NC	C   NC
	Compliance During Inspection or Compliance Required by	C   NC	C   NC	C   NC
	Compliance During Inspection or Compliance Required by	C   NC	C   NC	C   NC
	Compliance During Inspection or Compliance Required by	C   NC	C   NC	C   NC
	Compliance During Inspection or Compliance Required by	C   NC	C   NC	C   NC

Number of noncompliant findings:

If the only noncompliant findings were missing documentation, you must submit the documentation to your licensor. Remember to have your name on all documents.

If you don't show compliance by the required date, your approval will be deactivated and you won't be eligible to receive child care payments from the Department of Workforce Services (DWS).

Provider's Signature:

**First Follow-Up Inspection**

Date:                      Start Time:                      End Time:                      Attempted Inspection

Number of noncompliant findings:

If on-site, Provider's Signature:

**Second Follow-Up Inspection**

Date:                      Start Time:                      End Time:                      Attempted Inspection

Number of noncompliant findings:

If on-site, Provider's Signature:

**Third Follow-Up Inspection**

Date:                      Start Time:                      End Time:                      Attempted Inspection

Number of noncompliant findings:

If on-site, Provider's Signature:

**Notes**

**PROVIDER INFORMATION**

When Care Is Provided:

DWS Customer Name:

Number of Children:

Relationship:

Grandparent      Aunt/Uncle      Cousin  
 Sibling Over Age 18      Friend/Neighbor

DWS Customer Name:

Number of Children:

Relationship:

Grandparent      Aunt/Uncle      Cousin  
 Sibling Over Age 18      Friend/Neighbor

Children's Names and Ages:

Children's Names and Ages:

Notes (Include information from Sticky Notes):

**BEFORE THE INSPECTION**

Yes    No

Ask: ► Is the home sub-divided with renters and/or landlords living in other areas of the home?  
 If the home is sub-divided, determine if the renters and/or landlords live in the same home as the provider.  
 Living in the same home means the individuals:

- daily share a bathroom, kitchen, and/or living area with others in the home; or
- don't have a signed rental/lease agreement with the person who owns the home; or
- don't have a separate mailing address and mailbox (A Post Office Box is not a separate mailing address); or
- don't live in an area with a separate outside entrance and no interior doorway (inside the home) between the living areas; or
- could have unsupervised access to the children in care.

Yes    No

Do renters and/or landlords live in the same home as the provider ?

INSPECTION							
QUESTIONS							
*Level 1 Noncompliance	C - Compliance	NC - Noncompliance	NA - Not Applicable	Compliance			Notes
1) b)*	ask ask	Care is in the <b>provider's home</b> - ➤ Do the children live here? Care is in the <b>child(ren)'s home</b> - ➤ Do you live here?	C	NC	NA		
1) e)*	ask	Care is in the <b>child(ren)'s home</b> - ➤ Is a parent of the child(ren), including a DWS customer working from home, there when care is provided?	C	NC	NA		
4) b)*	ask ask	➤ Are there infants in care? If yes - ➤ How do you supervise them when they are sleeping?	C	NC	NA		
5) g) ii)*	ask	➤ Do you place them on their stomachs for sleeping?	C	NC	NA		
5) i)*	ask ask	➤ Are there any animals accessible to the (child)ren? If yes - ➤ Do they have a history of dangerous, attacking, or aggressive behavior?	C	NC	NA		
6) c)*	ask	➤ Do you ensure that the children are not subjected to physical, emotional, or sexual abuse while in care?	C	NC	NA		
6) d)*	ask	➤ If you witness or suspect abuse, neglect, or exploitation of the children, will you report it to Child Protective Services?	C	NC	NA		
6) e)*	ask	➤ If needed, how do you discipline the child(ren)?	C	NC	NA		

**BACKGROUND SCREENINGS**

2) b)*	ask	➤ Since the last inspection, has anyone moved into the home? If yes - ➤ Did you submit his/her Background Screening form ?	C	NC	NA	
2) c)*	ask	➤ Since the last inspection, has anyone stayed in the home for more than 2 weeks? If yes - ➤ Did you submit his/her Background Screening form?	C	NC	NA	
2) d)*	ask	<b>Care in the provider's home -</b> ➤ Since the last inspection, has anyone in the home turned 12-years-old? If yes - ➤ Did you submit his/her Background Screening form?	C	NC	NA	
2) a)*	observe	Do all Covered Individuals have current approved background screenings? ➤ When care is in the <b>provider's home</b> - everyone age 12-years-old and older who lives in the home. ➤ When care is in the <b>child(ren)'s home</b> - everyone 12- years-old and older who lives in the home except the DWS customer(s) and 12- to 17-year-old siblings of children in care.	C	NC	NA	

Names of Covered Individual(s) and Expiration Date(s) of Background Screening(s):

**INDOOR AND OUTDOOR**

*Level 1 Noncompliance	C - Compliance	NC - Noncompliance	NA - Not Applicable	Compliance	Notes																	
3) a) i) ii)* 3) b) i) ii)*	observe or ask and calculate	All children younger than 13-years-old, including the provider's children and any children related to the provider, who are in the home when care is provided are considered children in care.																				
<p>► Other than the child(ren) of the DWS customer(s), are there any other children younger than 13 in the home when care is provided? If yes, how many?</p> <table border="1"> <thead> <tr> <th><b>provider's home</b></th> <th><b>child(ren)'s home</b></th> <th>C</th> <th>NC</th> <th>NA</th> </tr> </thead> <tbody> <tr> <td>When all children in care are siblings who are related to the provider and there are no other children in care - no limit</td> <td>When all children in care are siblings and there are no other children in care - no limit</td> <td></td> <td></td> <td></td> </tr> <tr> <td>When there are children in care who are not siblings who are related to the provider - no more than 8 children and no more than 2 of those children can be younger than 2-years-old</td> <td>When there are children in care who are not siblings - no more than 8 children and no more than 2 of those children can be younger than 2-years-old</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(License or RC required when there are more than 4 unrelated children in care.)</td> <td>(Only the children living in the home can be in care.)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			<b>provider's home</b>	<b>child(ren)'s home</b>		C	NC	NA	When all children in care are siblings who are related to the provider and there are no other children in care - no limit	When all children in care are siblings and there are no other children in care - no limit				When there are children in care who are not siblings who are related to the provider - no more than 8 children and no more than 2 of those children can be younger than 2-years-old	When there are children in care who are not siblings - no more than 8 children and no more than 2 of those children can be younger than 2-years-old				(License or RC required when there are more than 4 unrelated children in care.)	(Only the children living in the home can be in care.)		
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4) a)*	observe or ask	Are all children directly supervised? (School-age children can be outdoors when providers are indoors and can hear them.)			C NC NA																	
5) b)	observe	Is the home, outdoor area, toys, and equipment maintained in a safe manner to prevent injury to the child(ren)? (This includes when melting wax, such as in a candle warmer, is accessible to children.)			C NC NA																	
5) f)*	ask ask observe	<p>► Are there firearms on the premises? If yes - ► Are they loaded? - Are they in a cabinet, safe, or area that is locked with a key, combination, or fingerprint lock?</p>			C NC NA																	
5) g)*	ask observe	<p>► Are there infants in care? If yes - Is there equipment designed for their sleep?</p>			C NC NA																	
5) h) vi)*	ask if not observed	► Are there wood burning stoves that, when in use, are accessible?			C NC NA																	
5) h) ii)*	observe	Are there accessible empty refrigerators or freezers?			C NC NA																	
5) h) iii)*	observe	Are there accessible exposed live electrical wires?			C NC NA																	
5) h) iv)*	observe	Are there accessible open containers of alcohol?			C NC NA																	
5) h) v)*	observe	Are there accessible illegal substances?			C NC NA																	
5) h) ix)*	observe	Are there accessible open flames?			C NC NA																	

**OUTDOOR (N/A when there is no outdoor area)**

*Level 1 Noncompliance    C - Compliance    NC - Noncompliance    NA - Not Applicable			Compliance	Notes	
5) j) i) (1)*	observe	Are there accessible unanchored swings and/or large metal slides?	C    NC    NA		
5) j) i) (2)*	observe measure if needed	Are there accessible raised decks or balconies or open stairwells 5 feet or higher without protective barriers or with protective barriers with gaps greater than 5 inches by 5 inches?	C    NC    NA		
5) j) i) (3)*	observe	Are there accessible motor vehicles on blocks?	C    NC    NA		
5) j) i) (4)*	observe	Are there accessible rebar or metal rods less than 36 inches long sticking up from the ground or out of walls?	C    NC    NA		
5) j) ii)*	observe	Is there accessible stationary play equipment over hard surfaces such as cement or asphalt?	C    NC    NA		
4) e)*	observe ask	➤ Is there a trampoline? If yes - ➤ How do you supervise children when they are on the trampoline?	C    NC    NA		
4) c)*	ask	➤ Do you use wading pools? If yes - ➤ How do you supervise children in the wading pool?	C    NC    NA		
4) d)*	observe ask	➤ Is there a swimming pool that's not emptied after each use? If yes - ➤ How do you supervise children when they are in the swimming pool?	C    NC    NA		
Is the home sub-divided?    Yes    No    If yes, background screenings for all Covered Individuals who live in the same home as the provider were assessed and all areas occupied by individuals who live in the same home as the provider were assessed.					