



ANNOUNCEMENT: C-12 #01
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING
BUREAU OF CERTIFICATION SERVICES

ISSUE DATE: September 18, 2012
EFFECTIVE DATE: October 1, 2012
SUNSET DATE: Ongoing

SUBJECT:	Proof of Identification Required for Child Care Center Director and Group Child Care Home Primary Staff Person
TO:	Child Care Center Operators, Group Child Care Home Operators
FROM:	Barbara G. Minzenberg, Ph.D. Deputy Secretary, Office of Child Development and Early Learning 

PURPOSE:

To establish a protocol to verify the identity of a director in a child care center and a primary staff person in a group child care home for the purpose of confirming staff qualifications.

BACKGROUND:

Recently, an individual responsible for the operation of a facility regulated by the Department of Public Welfare (DPW) provided falsified documents in another person's name. As a result, DPW recognized the need to enhance inspection protocols for all DPW regulated facilities in order to confirm that an individual who is serving in a primary administrative position is in fact qualified for that position. For that reason, DPW will require proof of identification for an individual who serves in an administrative position in order to verify that the individual named matches the qualification documentation on file.

The Office of Child Development and Early Learning (OCDEL) determined that two positions in certified child care facilities fall under the category of an administrative position. The director of a child care center is responsible for general management of the center (see 55 Pa. Code §3270.34, relating to director qualifications and responsibilities). The primary staff person at a group child care home is responsible for supervision of children and for supervision of secondary staff persons (see 55 Pa. Code §3280.34, relating to primary staff person qualifications and responsibilities). Both positions equate to an individual who serves in an administrative position.

DISCUSSION:

OCDEL's Bureau of Certification Services will require a director/primary staff person to provide acceptable photo identification at the time of inspection in order to establish that the individual named matches the qualification documentation on file. Failure to produce photo identification will result in a citation for violation of 55 Pa. Code §3270.34, relating to director qualifications

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and responsibilities, or 55 Pa. Code §3280.34, relating to primary staff person qualifications and responsibilities, as applicable to the facility.

In order to establish compliance with the regulations relating to qualifications and responsibilities of a director/primary staff person, the director/primary staff person must be:

- Present during an announced inspection at the facility i.e., an initial inspection to open a new facility and a renewal inspection; and
- Show acceptable photo identification to the OCDEL Certification Representative at the time of the inspection.

Acceptable identification meets the following criteria:

- The identification must be current and valid.
- The name on the identification must match the name of the director/primary staff person.
- A picture of the individual must appear on the identification form and be reflective of that individual in person.
- The photo identification must be one of the following:
 - A driver's license or photo identification card issued by the Commonwealth of Pennsylvania or by another state.
 - In the absence of a state-issued driver's license or photo identification card, photo identification issued by the United States government is acceptable including, but not limited to, the following:
 - U.S. Passport
 - Certificate of Citizenship (N560)
 - Certificate of Naturalization (N550)
 - Green Card

NEXT STEPS:

1. This announcement will be shared with child care providers via electronic communication and by inserting a copy in correspondence scheduling an initial or renewal inspection.
2. Child care providers should inform staff in the position of child care center director and group child care home primary staff person of the requirement to be present during an announced inspection and to produce acceptable photo identification.
3. OCDEL Bureau of Certification Services staff will implement this procedure effective September 30, 2012.

Comments and questions regarding this announcement should be directed to Regional Managers.