



We are excited to collaborate with Child Care Aware® of NH to bring news from the Child Care Licensing Unit to the child care community on a regular basis through their e-newsletter, Monthly Minutes. Every month, we will strive to bring you information to increase your understanding of the NH Child Care Licensing rules, and to share other resources to assist you in your work with and on behalf of children and their families.

We will also use this space to share any important announcements as they relate to Child Care Licensing Unit (CCLU).

Greetings from CCLU!

Clarification on submissions of Household and Personnel Form

We are receiving Household and Personnel Forms for **volunteers** without criminal background check forms. If the volunteer will not be included in the staff to child ratio and will never be alone with children, a criminal background check is NOT required per rule (He-C 4002.04(n)(1)). Therefore, a Household and Personnel Form should not be submitted for those volunteers. The only time a Household and Personnel Form is submitted for individuals **without** the additional forms to complete a criminal background check is:

- when the individual is younger than 18 years of age; **OR**
- when the individual has completed a criminal background check for a NH child care program **AND** has been employed in a NH child care program within the previous 6 months.

Reporting Serious Injuries/Deaths to CCLU

Due to privacy concerns and recently updated email procedures/software, CCLU needs to change the process of receiving Serious Injury/Death reports via email. Moving forward, when you wish to submit information regarding a serious injury/death **via email** call our main office at 603-271-9025 or 1-800-852-3345 extension 9025 and provide the following information:

- the name of your program
- your email address
- your need to report a serious injury/death
- your name and phone number

CCLU staff will initiate an encrypted email to the address provided. When you reply, the information you send will now be encrypted, both in the body of the email and in any attachments.

If you have the ability to send email encrypted through your own email software, you may do so without following the procedures above. You may also send this information via fax to CCLU at 603-271-4782, or if you are following up with the written documentation after an initial report was provided, that may be sent by mail to:

Child Care Licensing Unit
129 Pleasant Street
Concord, NH 03301

If you are unsure what information needs to be reported or when you need to report, please refer to the Child Care Licensing Rules on pages 63-64. In addition, you can find the Injury Report online at <https://www.dhhs.nh.gov/oos/cclu/forms.htm>

Until next month,

Melissa Clement

Chief, Child Care Licensing Unit