

Department of Early Learning

10.1.13

On-Site Consultation Referral Procedure

1. On-site consultation is limited to licensed/certified child care facilities, to gain technical assistance and should be used to obtain expertise to fully comply with licensing regulations.
2. Referrals for on-site consultation are initiated by the DEL licensor using 10.9.1.31 On-Site Consultation and Referral Form.
3. The licensor will send the following to the local resource, who will be providing technical assistance:
 - a. The completed 10.9.1.31 On-Site Consultation and Referral Form;
 - b. A copy of the compliance agreement;
 - c. A copy of the probationary conditions if applicable; and
 - d. If the resource is the local Child Care Aware (CCA) contact the Director by email.
4. The licensor will document the date the referral was made in FamLink.
5. When CCA conducts the on-site consultation is conducted the results will be clearly documented on the referral form in the consultation summary, and a copy will be sent to the licensor.
6. The completed referral form will be kept in the hard file, in the Licensing Activity Section IV and noted in FamLink. The licensee will be notified of any licensing action to follow.
7. In the event that the licensee chooses not to accept the technical assistant services of the CCA, the staff will note this on the referral form in the summary section of the referral form and send to the licensor for documentation.