

Family Child Care (FCC) Provider Transition Checklist

Are you a current FCC Provider interested in transferring your FCC certification to your new home? USAG Hawaii CYS Services Family Child Care can assist with ensuring a smooth and expedited transition. Please use this checklist to help you prepare for the transition. Contact the FCC Office at 808-655-8373 for more information.

Obtain the following documents at your current installation:

- Copy of your current Individualized Development Plan (IDP)
- Copy of your FCC certification
- Copy of your RIMP certificate
- List of three professional and personal references
- CDA or NAFCC Certificate (If applicable)

Discuss the following with your current FCC Director:

- Inform Director you are interested in opening an FCC home in Hawaii. Sign the consent to release form to transfer CNACI background check to new garrison.

Upon Arriving in Hawaii:

- At your housing appointment, inform Island Palm Community housing representative that you plan on becoming an FCC provider.
- Contact the FCC Office at 808-655-8373 to arrange for a local briefing with the Director. Application will be available at the time of the briefing.
- Submit application, background check documents, FCC certification, IDP, RIMP certificate, and references to the FCC office.
- Once move-in is completed, contact the FCC Director to schedule home visit.
- Complete local training and paperwork
- Schedule Lending Library appointment
- Schedule Home Inspections
- Open for business