# Title Page

## Rules of Department of Social Services

### Division 40—Division of Family Services

### Chapter 61—Licensing Rules for Family Day Care Homes

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Division 40—Division of Family Services
Chapter 61—Licensing Rules for Family Day Care Homes

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13 CSR 40-61.055 License Renewal
(Moved to 19 CSR 40-61.055)

13 CSR 40-61.060 Organization and Administration
(Rescinded October 31, 1991)

13 CSR 40-61.065 Child Care Licensing Review Board

PURPOSE: This rule defines the composition and duties of the Child Care Licensing Review Board.

(1) The director shall appoint a citizen review board which shall have the following duties:
(A) Provide an impartial review of the child care licensing staff's recommendation(s) to deny or revoke the license of a family day care home;
(B) Review repeated incidents of noncompliance or failure to correct noted problem areas as determined necessary by the division; and
(2) If circumstances require immediate action for the protection of children in care, the director may take immediate action and the review board shall be advised of the action at its next meeting.

(3) Review board members shall be appointed by the director as authorized by section 207.020(11), RSMo from a list submitted by the Child Care Licensing Unit.

(4) The review board shall be composed of seven (7) regular members and two (2) alternate members whose occupations or backgrounds represent some of the following areas: parent of a child in a licensed day care facility, pediatrician or pediatric nurse practitioner, nutritionist, child development/education specialist, child psychologist, social worker, sanitary and member of the general public.

(5) Review board members shall be appointed for a term of three (3) years. No review board member shall serve more than two (2) consecutive terms.

(6) A vacancy arising during the term of any member shall be filled as indicated for initial appointment.

(7) Members of the review board shall serve without compensation, but each shall be entitled to reimbursement for expenses for necessary meals, lodging and mileage to attend board meetings. Reimbursement shall be payable from funds appropriated to the division.

(8) The members of the review board shall elect a member of the board to preside over the meetings who shall serve as chairperson for a one (1)-year term.

(9) A quorum at any review board meeting shall be four (4).

(10) The review board and the division shall prepare an annual report to include nonidentifying information on cases reviewed and the dispositions of the cases.

(11) The Child Care Licensing Unit shall provide technical assistance to the review board as required.


13 CSR 40-61.070 Physical Requirements of the Home
(Rescinded October 31, 1991)

13 CSR 40-61.075 Hearings and Judicial Review

PURPOSE: This rule defines the provisions for a hearing and judicial review if a person disagrees with the division's decision.

(1) Any person aggrieved by a final decision of the Child Care Licensing Unit made with regard to the granting of a license, suspension of a license, license revocation or license denial shall be entitled to a hearing and review by the director or his/her designee.

(2) Before a revocation or denial becomes effective, the division shall issue a ten (10)-day notice specifying the reason(s) for the proposed revocation or denial. If a written or verbal request for hearing is received within the ten (10)-day period, revocation or denial shall not occur until the hearing is conducted and the
decision of the director or his/her designee is issued.

(3) Any person wishing to appeal the administrative decision of the division shall be entitled to judicial review of the decision provided in Chapter 506, RSMo.


13 CSR 40-61.080 Furniture, Equipment and Materials
(Moved to 19 CSR 40-61.085)

13 CSR 40-61.085 Physical Requirements of the Family Day Care Home
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(Rescinded October 31, 1991)

13 CSR 40-61.175 Child Care Program
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(Moved to 19 CSR 40-61.190)

13 CSR 40-61.200 Transportation and Field Trips
(Moved to 19 CSR 40-61.200)

13 CSR 40-61.210 Records and Reports
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