

2-1-1 Child Care Infoline



Parent Resources Finding In- Home Child Care

Who Provides In-home Child Care

In-home Child Care is provided by individuals who fall under various titles including nannies, au pairs, mother's helpers or in-home caregivers. All of these titles mean the same thing – a child care provider who comes into your home. The degree of experience and training a person has in the field of child care varies on an individual basis. One important consideration to be aware of is that the state does not regulate this type of care. Finding a quality in home child care provider is the primary responsibility of the consumer.

How Do I Find Someone?

There are various ways of locating a person who can provide child care in your home.

- Nanny agency
- Au Pair Agency
- Newspapers
- Local Colleges
- Word of Mouth

How Do I Select The Right Person?

Thorough screening and interviewing of candidates for the job is crucial in determining who might have the skills, training and background that best fit your child care needs.

Screening

If you decide to go through an agency, a background check will most likely have been conducted. You may want to ask to see documentation. You may also want to check with the Better Business Bureau for additional information on the agency you are working with. If you decide to search for an in-home provider on your own, please review the attached documentation on conducting your own criminal background check on an individual. Also, ask for at least 3 references, not more than one from a relative and CHECK THEM.

Interviewing

If a person has met your initial screening criteria, plan a face-to-face interview with the individual. It may be helpful to use the Interview Questions document in this packet. If it is favorable, introduce your children to her/him to see how they interact. Plan to discuss each of your expectations, how compatible your lifestyles, values, and attitudes are. Elicit responses to sample situations that may occur in the care-giving situation. Review family rules. Firm up the responsibilities, salary and benefits of employment in your home.

Tips to Create a Successful Partnership:

- Offer the individual a fair wage (If possible, offer benefits)
- Be clear in the providers job responsibilities and rules of the house
- Treat your in-home provider as a professional
- Show respect and appreciation for a job well done
- Keep the lines of communication open. Set up a system of daily communication as well as in-depth discussion of how things are going. Review your in home child care agreement on a annual basis (sooner if warranted)

If you have any questions, please feel free to call 2-1-1 Child Care Infoline at 2-1-1.

Becoming the Employer of an In-Home Provider

When you hire a caregiver to provide care in your home, you become an employer legally responsible for adhering to federal and state requirements. To help you begin to meet your obligations, below is a listing of these requirements. You may want to consult a lawyer or accountant to make sure you are meeting all legal and financial responsibilities as this information may vary from state to state.

FEDERAL REQUIREMENTS (1- 800-829-1040)

W-2 Form	You must file Form W-2 for each household employee to whom you paid \$1,000 or more of cash wages. Cash wages include wages paid by checks, money orders, etc. Cash wages do not include the value of food, lodging, clothing, or other non-cash items you give to a household employee.
SS-4 Form	File this form to receive your employer identification number so you can report your employee's social security and unemployment taxes.
Schedule H	This form is attached to your federal return. Enter the taxes from Schedule H on the "Household employment taxes" line of your Form 1040 or Form 1040A. You do this because these taxes are added to your income taxes.
W-4 Form	Optional. To withhold federal income tax from employee's paycheck.
942 Form	Social Security tax (FICA)
W-3 Form	To send a copy of your employee's W-2 form to the IRS
2441 Form	To claim tax credit for your child care expenses
Publication 503	Booklet containing instructions and a sample of completed forms.

BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES

(1-800-870-3676)

I-9 Form	Employment eligibility verification-to verify US citizenship or alien who can legally work in the U.S.
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CT STATE REQUIREMENTS (1-800-382-9463)

- CT Tax Identification number
- Tax Forms
- Tax Payer Service-public information

CONNECTICUT STATE WORKER'S COMPENSATION COMMISSION (1-800-223-9675)

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Department of Motor Vehicles Background Check

Parents may fill out a DMV form, Copy Records request J-23, to review the driving history of a possible in-home caregiver.

Parents need the permission of the individual to conduct this check.

The request must include the full and complete name and address of the individual, their full and complete date of birth and their driver's license number.

Parents may obtain a driver's history, which includes a list of traffic violations currently and over the past 3 years, for a \$20.00 fee.

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**IN-HOME CARE PROVIDER
Telephone Reference Check**

Name of Applicant _____

Address _____

City _____ State _____

Applicants Name _____

Relationship to applicant _____

Length of acquaintance _____

1. The applicant has applied for a position as an In-Home Child Care Provider. Can you provide me with some feedback on the applicant? (If the applicant has worked for the family, ask general duties involved overall satisfaction, etc.)
2. We are looking for a reliable, mature individual with experience caring for children. What are your thoughts on the applicant meeting these criteria?
3. What would you consider the applicant's strengths?
4. What areas would you like to see improve?
5. Any other feedback you would be willing to share?

Thank you for taking the time to speak with me.

For more information, call 2-1-1 Child Care Infoline at 2-1-1.

Criminal Police Check

To complete a State of Connecticut criminal police check on a prospective employee:

Department of Public Safety
Bureau of Identification
Box 2794
Middletown, Connecticut 06457

(860) 685-8480

Address a written inquiry and a \$25 check to "Commissioner of Public Safety" The request must include full name of individual and their accurate and complete date of birth.

The department will respond back to you in writing stating the absence or presence of criminal conviction(s). If there is evidence of criminal conviction(s), it will be included in the response.

If you are utilizing a nanny agency who reports that they complete a state criminal check on perspective nannies, ask to see a copy of the letter from the Department of Public Safety stating the absence/presence of criminal conviction(s).

This check is restricted to the state of Connecticut only. Contact the similar department in other state(s) if your prospective employee has resided there to inquire if a similar check can be completed. Laws relating to this process vary in every state.

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The Agreement with Your In-Home Caregiver

An agreement with your in home caregiver is an essential tool. It will engage you and your nanny in a conversation on your expectations and ground rules. An agreement will also be helpful if any problems arise; you can refer to it as a tool in resolving issues. Your agreement should cover the following topics:

- Work hours (i.e., start date, traditional work hours etc.)
- Terms of payment including when payment is received, paid holidays, and overtime
- Benefits covered (i.e., medical, dental)
- General child care responsibilities
- Special Instructions (food allergies, special needs, transportation arrangements etc.)
- Emergency plans in the event of accident, illness, fire, bad weather, or other emergencies
- Telephone numbers and full names of yourself, spouse, doctor, hospital emergency room, neighbor or other persons to be called in emergencies
- Amount of notice (and pay) necessary to end the arrangement

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