



# STATE OF IOWA

**CHESTER J. CULVER, GOVERNOR**  
**PATTY JUDGE, LT. GOVERNOR**

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

August 2, 2010

Re: Substitute Hours

Dear Child Care Provider,

This letter is to inform you that legislation passed during the 2010 legislative session allows for the following activities to be exempt from being counted in the number of substitute hours used by a child development home provider:

- 1) Provider is on jury duty
- 2) Provider is engaged in official duties connected with a provider's membership on a state board, state committee, or other state policy-related body.

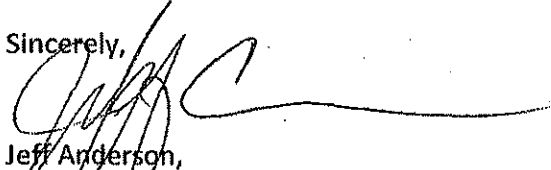
Please note that all other rules related to the use of substitutes apply, even when the substitute is providing care while the provider is on jury duty or engaged in official duties as described above. These rules are:

1. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider.
2. All standards in 441 IAC Chapter 110 regarding supervision and care of children shall apply to substitutes.
3. Except in emergency situations, the provider shall inform parents in advance of the planned use of a substitute.
4. The substitute must be 18 years of age or older.
5. Use of a substitute shall be limited to no more than 25 hours/month and an additional period of up to 2 weeks in a 12-month period (unless the provider is engaged in jury duty or engaged in official duties connected with the provider's membership on a state board, state committee, or other state policy-related body.)
6. The provider shall maintain a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

7. An individual file for each substitute must be kept that contains:

- (1) A completed Form 595-1396, DHS Criminal History Record Check.
- (2) A completed Form 470-0643, Request for Child Abuse Information.
- (3) A physician's signed statement
- (4) Certification of a minimum of two hours of approved training relating to the identification and reporting of child abuse completed within six months of employment and every five years thereafter
- (5) Certification in first aid that includes management of a blocked airway and mouth-to-mouth resuscitation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Anderson', with a long horizontal flourish extending to the right.

Jeff Anderson,  
Child Care Services Bureau Chief