

REQUIREMENTS FOR SUBSTITUTES/HELPERS/CAREGIVERS

TEENAGE HELPERS (No one under 13 years of age may assist with the care of a child)

- Must be at least 13 years of age and less than 18 years of age.
- Background study consent form must be submitted and completed before direct contact with children.
- Helpers used on a regular basis are required to obtain 6 hours of training within one year from date of initial employment (discuss with your licenser).
- Must have Sudden Unexpected Infant Death (SUID) training before assisting with the care of an infant. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
- Must have Abusive Head Trauma (AHT) training before assisting with all children under school age. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
- Cannot be left alone to care for the children.
- Training provided by license holder in their Alcohol/Drug Use policy.

Responsibilities recommended for teenage helpers could include reading to the children, participating in activities, i.e. assist the children with projects/homework, preparation and cleanup after meals, and assisting with the supervision of the children.

SUBSTITUTES = any adult who assumes the responsibility of the provider

A provider cannot leave children alone with a substitute for more than 30 days in a 12-month period. If a provider needs to have a substitute for more than 30 days in a 12 month period, they need to pursue having an additional license holder. Please discuss with your licenser.

- I. Occasional substitute who works less than 30 hours in a 12 month period:
 - a. Must be an adult, at least 18 years of age.
 - b. Background study consent form must be submitted and cleared by our agency before direct contact with children.
 - c. Must have SUID training before assisting with the care of an infant. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
 - d. Must have AHT training before assisting with all children under school age. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
 - e. Training provided by license holder in their Alcohol/Drug Use policy
- II. Regular substitute who works more than 30 hours but not more than 30 days in a 12 month period:
 - a. Must be an adult, at least 18 years of age.
 - b. Background study consent form must be submitted and cleared by our agency before direct contact with children.
 - c. Must have SUID training before assisting with the care of an infant. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
 - d. Must have AHT training before assisting with all children under school age. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
 - e. Infant/Child CPR current within the past 2 years.
 - f. First Aid current within the past 2years.
 - g. Training provided by license holder in their Alcohol/Drug Use policy.

EMERGENCY CONTACT = any adult who provides care during emergencies

- Must be an adult, at least 18 years of age.
- Background study consent form must be submitted and cleared by our agency before direct contact with children.
- Must be able to respond to emergency need within 5 – 10 minutes.
- Name and phone number must be posted near telephone.
- Must have SUID training before assisting with the care of an infant. In-person or on-line training through MN Streams or Eager-to-Learn must be repeated every two years, with the videos on the off year.
- Must have AHT training before assisting with all children under school age. In-person or on-line training through MN Streams or Eager-to-Learn must be repeated every two years, with the videos on the off year.
- Training provided by license holder in their Alcohol/Drug Use policy.

PRIMARY/SECOND ADULT CAREGIVERS = an adult who works 30 days or more in a 12-month period

- Must be an adult, at least 18 years of age.
- Background study consent form must be submitted and cleared by our agency before direct contact with children.
- Must attend a small group meeting.
- Provide a completed physician's report.
- Must have SUID training before assisting with the care of an infant. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
- Must have AHT training before assisting with all children under school age. In-person or on-line training through MN Streams or Eager to Learn must be repeated every two years, with the videos on the off year.
- Must complete a minimum of 16 hours of training per year.
- Must complete six (6) hours of training on supervising for safety before caring for children. At least two (2) hours of active supervision training must be repeated annually.
- Must complete four (4) hours of Child Growth and Development and Behavior Guidance Training before assisting with care. At least two (2) hours of training in these areas must be obtained annually.
- If a second adult caregiver will be left alone with children, they must have Infant/Child CPR and First Aid current within the past two years.
- Training provided by license holder in their Alcohol/Drug Use policy.
- If second adult caregiver is left alone with children *for more than 30 days*, they must be added as a license holder.

*** Additional requirements for substitutes/helpers/caregivers***

If a license holder employs any caregiver, other than a family member, the licensed provider is required to carry workers' compensation insurance. Providers must complete and submit the Certificate of Compliance Minnesota Workers' Compensation Law (MN LIC 04) form. This form can be found at <http://www.dli.mn.gov/wc/PDF/mnlic04.pdf>. This form states that you must either show proof that you have worker's compensation insurance or that you are exempt from getting the insurance. The reason you can be exempt from purchasing insurance is if you do not have any employees and/or all employees are family members.

The license holder(s) is responsible for making sure all of the above requirements have been met and should understand that they will be held accountable and liable for the actions of anyone employed by them to assist with the care of the children, as well as, anyone else they allow to have access to the children in their care.

Rule revisions and state interpretations may change these requirements. Always consult with your licenser about your particular situation.