



Department of Health
& Human Services

Licensing &
Background Checks

DWS FFN Inspection Checklist

This inspection checklist is the tool OL
Licensors use to ensure consistency for
every inspection.
(Revised 06/2026)

Name:		Facility ID:		Approval Expiration Date			
Where is care being provided?		☐	Provider's Home		☐	Child(ren)'s Home	
DWS Customer's Name		Number of Children		DWS Customer's Name		Number of Children	
Relationship				Relationship			
☐	Grandparent			☐	Grandparent		
☐	Adult Sibling			☐	Adult Sibling		
☐	Aunt / Uncle			☐	Aunt / Uncle		
☐	Friend / Neighbor			☐	Friend / Neighbor		
☐	Cousin			☐	Cousin		
Notes - Including information from Sticky Notes							
Inspection Information:							
- All areas that are inaccessible to children in care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.							
- The licensor will email you this inspection checklist after the inspection is completed if requested.							
- You may submit feedback on this inspection through your Child Care Licensing Portal or through dlbc.utah.gov							
- These are initial observations and do not constitute a final inspection report.							

- An official inspection report will be sent to you once this inspection has been approved by OL management.

- If the only potential non compliances are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and ensure compliance maintenance.

Inspection Information

Inspection Type:		Date:		Time Started:		Time Ended:	
Number of Rule Noncompliances:		Name of Individual Informed of this Inspection:					
Licensor(s) Conducting this Inspection:					OL Staff Observing this Inspection:		



Department of Health
& Human Services

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Family, Friends, and Neighbors Inspection Checklist

DWS FFN- [Division of Licensing and Background Checks](#)

This inspection checklist is the tool OL licensors use to ensure consistency for every inspection.

Licensors Introductory Items

Total number of children in care during this inspection

☐

Introduction of any unknown CCL staff to the provider

☐

Give a brief explanation of the inspection process to the provider

☐

Wash hands or use hand sanitizer before touching items in the facility

☐

Check IDs of Covered Individuals present during the inspection.

☐

Tell the provider they can submit feedback and where to submit feedback.

☐

Review the Renewal Request Process with the provider.
(Announced Inspections Only)

☐

Ask if there are renters and/or landlords living in the home?

Living in the home means the person:

(a) shares any of the following with the provider:

(i) a kitchen

(ii) a bathroom

(iii) a living area (the living room and/or bedroom)

(iv) an entrance

- The person shares the entrance when, for example, they must walk through the living room to access the stairs to his/her basement apartment.

- The person has a separate entrance when, for example, they use a common door from the outside but can access the stairs to his/her basement apartment without going through any area of the main home and there is not an interior doorway (inside the home) between the living areas.

(v) an address – the person does not have a separate residential/physical address recognized by the post office (a PO Box is not a separate mailing address;

(vi) Essential household utilities including water, electricity, heating and other utilities; or lives in a separate structure with running water and electricity that is on the same property as the provider (such as an apartment over the garage or a camper in the yard) but shares the kitchen and/or bathroom with the provider; or

(b) could have unsupervised contact with the children in care

Are there renters and/or landlords living in the home?

☐

Yes

☐

No

Cover the following items during the Pre Approval Inspection:

☐	Have the provider sign the DWS Payment to Provider Terms and Conditions.	☐	Explain having government-issued photos IDs available for review.
☐	Verify the provider's lawful presence in the United States. Complete the Affidavit of Lawful Presence in the U.S. document and take photos of and required documentation if needed.	☐	Explain the definition of Inaccessible found in FFN IM Section 2: Defintions (8)(a)-(e)
☐	Open the CCL website and show the Form and Documents, Training, and Contact List pages.	☐	Show the Child Care Licensing Portal and help the provider submit their W-9 form if needed

General Notes

ASSESS COMPLIANCE WITH REQUIREMENTS

Requirement #	R = Reviewed	R	UR	Compliance Required By:	Corrected During Inspection	Technical Assistance Given	Notes
	Under Review UR = Evidence of potential noncompliance was identified						
Section 4: New and Renewal Approvals		R	UR	Date	CDI	TA	Notes
4(1)(c)	To receive a new DWS FFN Child Care Approval, the applicant must Complete New Provider Training and Pre-service training.	☐	☐		☐	☐	
4(1)(g)	To receive a new DWS FFN Child Care Approval, the applicant must submit a W-9 form through their Child Care Licensing Portal.	☐	☐		☐	☐	
4(3)(a)	To renew a DWS FFN Approval, the provider must submit a Request Renewal through their CCL Portal at least 30 calendar days before the expiration of their current approval.	☐	☐		☐	☐	
R380-80: Provider Code of Conduct & Client Rights		R	UR	Date	CDI	TA	Notes
R380-80-5(11)	Each provider shall give each staff a copy of this rule, Provider Code of Conduct and Client Rights as part of their initial employment.	☐	☐		☐	☐	
R380-80-5(12)	Each provider shall sign and ensure each staff signs off on reading, understanding, and agreeing to follow this rule, Provider Code of Conduct and Client Rights before working with clients.	☐	☐		☐	☐	
R380-80-5(14)	Each provider shall maintain a copy of the client's rights, signed by each client or client's guardian in each client record.	☐	☐		☐	☐	
R380-80-5(15)	Each provider shall prominently display a poster in each facility that notifies clients of their rights.	☐	☐		☐	☐	
Section 6: Administration and Children's Records		R	UR	Date	CDI	TA	Notes

6(1)	The provider must take all reasonable measures to protect the safety of the children in care and must not engage in or allow conduct that unreasonably endangers the children in care or is adverse to the health, morals, welfare, and safety of children in care.	☐	☐		☐	☐	
6(2)	The provider must maintain the home, outdoor play area, toys, and equipment in a safe manner to prevent injury to children in care. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.	☐	☐		☐	☐	
6(3)	The provider must ensure parents have access to all areas of the home used for care.	☐	☐		☐	☐	
6(4)	When caring for children with special needs, the provider must make any necessary accommodations to meet their needs.	☐	☐		☐	☐	
6(5)(a)-(b)	Before admitting any child into the program, including the provider's or employee's own child, the provider shall obtain the following documentation from the child's parent or guardian: (a) current immunizations ; a medical schedule to receive required immunizations; or (b) a legal exemption ;	☐	☐		☐	☐	
6(6)	The program will allow a 90-day grace period for any foster child or child experiencing homelessness to obtain immunizations and for their parent or guardian to provide current immunization records.	☐	☐		☐	☐	
6(7)	For all children, including the provider's or employee's own child, the provider shall keep the child's current immunization records on-site for review by OL.	☐	☐		☐	☐	
6(8)	The provider shall submit the annual immunization report to the Utah Statewide Immunization Information System by the date specified by the department.	☐	☐		☐	☐	

Section 7: Personnel and Training		R	UR	Date	CDI	TA	Notes
7(1)(a)-(b)	The provider must be at least 18 years old and have knowledge of and comply with all applicable federal, state, and local laws and rules, including fire requirements.	☐	☐		☐	☐	
7(2)	The provider can only live in the same home as the child(ren) in care for payment when one or more of the children have special needs. When care is in the home of the provider, a parent of the child(ren) in care for payment cannot live in that home.	☐	☐		☐	☐	
7(3)	The provider cannot be a sibling who lives in the same home as the children in care for payment.	☐	☐		☐	☐	
7(4)	The provider cannot be a parent, specified relative or legal guardian of the children in care for payment. This includes a divorced spouse, a step-parent, a former step-parent, a spouse of a specified relative, and a spouse of a legal guardian.	☐	☐		☐	☐	
7(5)	The provider cannot provide care when there is a parent of the child(ren) in the home , including when a DWS customer works from home. An exception may be made for care to be provided in the home if at least one child in the household has special needs and has been approved by DWS for special needs child care.	☐	☐		☐	☐	
☐	Ongoing training did not have to be completed or documented for this inspection.						

7(6)(a)-(k)	At least 30 calendar days before the expiration date of their approval, the provider must complete at least 5 hours of ongoing child care training and ensure the training includes at least the following topics: (a) disaster preparedness, response, and recovery; (b) pediatric first aid and CPR; (c) children with special needs; (d) safe handling and disposal of hazardous materials; (e) the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements; (f) principles of child growth and development, including brain development; (g) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; (h) prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices; (i) recognizing the signs of homelessness and available assistance; (j) a review of the Emergency Preparedness, Response, and Recovery Plan; and (k) a review of the DWS FFN Approval Requirements.	☐	☐		☐	☐	
7(7)(a)-(c)	The provider must document the completion of ongoing training and ensure the documentation is available for review by Child Care Licensing staff and includes at least the following: (a) the date of the training; (b) the training topic; and (c) the length of the training.	☐	☐		☐	☐	
Section 8: Background Checks		R	UR	Date	CDI	TA	Notes
8(1)	The provider must ensure all Covered Individuals are eligible and associated with their facility . The provider must submit background check forms, required fingerprints, and required fees for new Covered Individuals.	☐	☐		☐	☐	
8(2)	Before new Covered Individuals move into the home , the provider must ensure they are eligible.	☐	☐		☐	☐	

8(3)	Before new Covered Individuals staying in the home for more than 2 weeks arrive at the home, the provider must ensure they are eligible. The provider must submit Background Check forms for children who live in the home where care is provided when the children turn 12 years old . These forms must be submitted within 10 working days of the children's 12th birthday.	☐	☐		☐	☐	
8(4)	The provider must submit another Background Check form, fingerprints, and the fingerprint processing fee when a child who lives in the home where care is provided turns 18 years old . These must be submitted within 10 working days of their 18th birthday.	☐	☐		☐	☐	
8(5)	The provider must ensure individuals who are not eligible are not on the premises of the home where care is provided.	☐	☐		☐	☐	
8(6)	Within 48 hours of becoming aware of the conviction, the provider must notify Child Care Licensing Staff of any felony or misdemeanor conviction of a Covered Individual .	☐	☐		☐	☐	
Section 9: Facility		R	UR	Date	CDI	TA	Notes
9(1)	The provider must have a flushing toilet and a working hand washing sink accessible to non-diapered children in care.	☐	☐		☐	☐	
9(2)	The provider must have a working telephone .	☐	☐		☐	☐	
9(3)	The provider must have a working fire extinguisher .	☐	☐		☐	☐	
9(4)	The provider must have a working smoke detector on each floor of the home.	☐	☐		☐	☐	
9(5)	The provider must ensure accessible raised decks or balconies that are 5 feet or higher and open stairwells that are 5 feet or deeper have protective barriers that are at least 3 feet high.	☐	☐		☐	☐	

☐	There is not an outdoor area used by children in care.						
9(6)	When there is an outdoor area used by children in care, the provider must ensure unanchored swings and large metal slides are inaccessible to children in care.	☐	☐		☐	☐	
9(7)	When there is an outdoor area used by children in care, the provider must ensure motor vehicles on blocks are inaccessible to children in care.	☐	☐		☐	☐	
9(8)	When there is an outdoor area used by children in care, the provider must ensure rebar or metal rods less than 36 inches long sticking up from the ground or out of walls are inaccessible to children in care.	☐	☐		☐	☐	
Section 10: Ratios and Group Size		R	UR	Date	CDI	TA	Notes
10(1)(a)-(b)	When care is in the home of the provider : (a) When the children in care are all siblings who are related to the provider and there are no other children in care, the provider may care for no more than 10 children . (b) When there are children in care who are not siblings who are related to the provider, the provider must ensure there are no more than 8 children in care and no more than 2 of those children are younger than 2 years old . When there are more than 6 children in care who are not related to the provider, the provider must (by statute) have a Child Care Family License or Residential Certificate	☐	☐		☐	☐	
10(2)(a)-(b)	When care is in the home of the child(ren) in care, only the child(ren) living in the home can be in care , and: (a) When the children in care are all siblings and there are no other children in care, there is no limit to the number of children in care . (b) When there are children in care who are not siblings , the provider must ensure there are no more than 8 children in care and no more than 2 of those children are younger than 2 years old .	☐	☐		☐	☐	
Section 11: Supervision and Security		R	UR	Date	CDI	TA	Notes

11(1)	The provider, not other individuals in the home or outdoor area, must be awake, physically onsite, and actively supervising children in care at all times. Actively supervising children in care means being inside the home when children in care are inside the home, being outside when children in care younger than 5 years old are outside, knowing the number of children in care at all times, and focusing on the children and not on personal interests.	☐	☐		☐	☐	
11(2)(a)-(b)	The provider, not other individuals in the home or outdoor area, must supervise sleeping infants by: (a) having the infants sleep in a location where they are within sight and hearing of the provider or (b) an in-person observation of the sleeping infants at least once every 15 minutes.	☐	☐		☐	☐	
11(3)	When a wading pool is used by children in care, the provider, not other individuals in the home or outdoor area, must be at the pool supervising the children in care whenever there is water in the pool. When there is a swimming pool that is not emptied after each use on the premises, the provider, not other individuals in the home or outdoor area, must be at the pool supervising children in care whenever they are using the pool or have access to the pool.	☐	☐		☐	☐	
11(4)	When there is a trampoline on the premises, the provider, not other individuals in the home or outdoor area, must be next to the trampoline supervising the children in care whenever the children in care are on the trampoline.	☐	☐		☐	☐	
11(5)	To maintain the security and supervision of the children in care, the provider must ensure that each child in care is signed in and signed out each day . The provider must ensure those attendance records are kept for at least three years and are available for review by Child Care Licensing staff .	☐	☐		☐	☐	
Section 12: Child Guidance and Interaction		R	UR	Date	CDI	TA	Notes
12(1)	The provider must ensure children in care are not subjected to physical, emotional, or sexual abuse while in care.	☐	☐		☐	☐	

12(2)	The provider must follow the reporting requirements for the witnessing or suspicion of abuse, neglect, and exploitation found in Section 62A-4a-403 and 62A of the Utah Code.	☐	☐		☐	☐	
12(3)(a)-(f)	The provider must not do any of the following to children in care: (a) use any form of corporal punishment that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching; (b) restrain their movement by binding, tying, or other form of restraint; (c) shout at them; (d) inflict any form of emotional abuse; (e) force or withhold food, rest, or toileting; or (f) confine them in a closet, locked room, or other enclosure such as a box, cupboard, or cage.	☐	☐		☐	☐	
Section 13: Child Safety and Injury Prevention		R	UR	Date	CDI	TA	Notes
13(1)	When there are firearms on the premises , the provider must ensure the firearms are not loaded and are in a cabinet, safe, or area that is locked with a key, combination, or fingerprint lock, unless their use is in accordance with the Utah Concealed Weapons Act or as otherwise allowed by law	☐	☐		☐	☐	
13(2)	The provider must ensure empty refrigerators and freezers are inaccessible to children in care.	☐	☐		☐	☐	
13(3)	The provider must ensure exposed live electrical wires are inaccessible to children in care.	☐	☐		☐	☐	
13(4)	The provider must ensure portable space heaters, fireplaces, and wood burning stoves, when in use, are inaccessible to children in care.	☐	☐		☐	☐	
13(5)	The provider must ensure toxic substances are inaccessible to children in care.	☐	☐		☐	☐	

13(6)	The provider must ensure poisonous plants are inaccessible to children in care.	☐	☐		☐	☐	
13(7)	The provider must ensure open flames are inaccessible to children in care.	☐	☐		☐	☐	
13(8)	The provider must ensure open containers of alcohol are inaccessible to children in care.	☐	☐		☐	☐	
13(9)	The provider must ensure illegal substances are inaccessible to children in care.	☐	☐		☐	☐	
13(10)	The provider must ensure children in care are protected from unintended access to pools that are not emptied after each use.	☐	☐		☐	☐	
13(11)	The provider must ensure children in care are protected from unintended access to hot tubs with water in them.	☐	☐		☐	☐	
13(12)	The provider must ensure children in care are protected from unintended access to water hazards such as ponds, streams and fountains with more than 2 inches of water in them.	☐	☐		☐	☐	
13(13)	The provider must ensure children in care are protected from unintended access to vehicular traffic.	☐	☐		☐	☐	
Section 14: Emergency Preparedness and Response		R	UR	Date	CDI	TA	Notes
14(1)	The provider must have current Red Cross, American Heart Association, or equivalent certification in pediatric First Aid CPR . The provider must ensure the CPR class included hands-on testing.	☐	☐		☐	☐	

14(2)(a)-(f)	The provider must have documentation of current First Aid and CPR certifications and have the documentation available for review by Child Care Licensing staff. The provider must have and follow , when needed, a written Emergency Preparedness, Response, and Recovery Plan that is reviewed annually and updated when needed. The provider must ensure the plan is available for review by Child Care Licensing staff and includes procedures for at least: (a) shelter in place, (b) lockdown, (c) evacuation and relocation, (d) communication with parents and reunification of families, (e) continuity of operations, and (f) accommodating infants and toddlers, children with disabilities, and children with chronic medical conditions during emergencies.	☐	☐		☐	☐	
14(3)	The provider must conduct fire evacuation drills at least quarterly.	☐	☐		☐	☐	
14(4)	The provider must document the date and time of each fire evacuation drill and ensure the documentation is available for review by Child Care Licensing staff.	☐	☐		☐	☐	
14(5)	The provider must conduct disaster (other than fire) drills at least yearly.	☐	☐		☐	☐	
14(6)	The provider must document the date and time of each disaster drill and ensure the documentation is available for review by Child Care Licensing staff.	☐	☐		☐	☐	
14(7)	In an unforeseen emergency and for up to 24 hours, the provider may use an emergency provider for the children in care. The emergency provider must be at least 18 years old and cannot have a felony or misdemeanor conviction or a substantiated case of abuse or neglect.	☐	☐		☐	☐	

14(8)	In the case of a life threatening incident or injury or an incident or injury that poses a threat of the loss of vision, hearing, or a limb, the provider must contact emergency personnel immediately and before contacting the parent.	☐	☐		☐	☐	
14(9)	Within 24 hours of its occurrence , the provider must notify Child Care Licensing staff of any fatality, hospitalization, emergency medical response, or injury that requires attention from a health care provider, unless the medical treatment was part of the child's medical treatment plan. The provider must submit documentation of the incident to Child Care Licensing staff within five working days of the incident.	☐	☐		☐	☐	
Section 15: Health and Infection Control		R	UR	Date	CDI	TA	Notes
15(1)	The provider must ensure there is a clean and sanitary environment for the children in care.	☐	☐		☐	☐	
15(2)(a)-(h)	To prevent and control infectious diseases, the provider and children in care must wash their hands thoroughly with liquid soap and warm running water: (a) upon arrival; (b) before handling and/or preparing food; (c) before serving and/or eating meals and snacks; (d) after using the toilet; (e) before administering and/or taking medication; (f) after coming into contact with body fluids (blood, urine, feces, vomit, mucus, and saliva); (g) after playing with or handling animals; and (h) after cleaning and/or taking out garbage.	☐	☐		☐	☐	
Section 16: Food and Nutrition		R	UR	Date	CDI	TA	Notes
16(1)	The provider must meet the nutritional needs of the children in care.	☐	☐		☐	☐	
16(2)	The provider must have parents inform them of any known food allergies of children in care.	☐	☐		☐	☐	

16(3)	Immediately upon recognizing it, the provider must report to the parent any allergic reaction a child in care has to a particular food.	☐	☐		☐	☐	
Section 17: Medications		R	UR	Date	CDI	TA	Notes
☐	The provider does not administer medication.						
17(1)	The provider must ensure prescription medications, over the counter medications, vitamins, and herbal supplements are inaccessible to children in care.	☐	☐		☐	☐	
17(2)	The provider must have permission from parents before administering medication to children in care. Immediately upon recognizing it, the provider must report to the parent any adverse reaction a child in care has to a medication , or any error in the administration of a medication to a child in care.	☐	☐		☐	☐	
Section 18: Activities		R	UR	Date	CDI	TA	Notes
18(1)	The provider must ensure the children in care have enough physical activity .	☐	☐		☐	☐	
18(2)(a)-(b)	The provider must ensure parents are aware they: (a) take children in care off the premises, such as to run errands or go to a park; and/or (b) allow children in care to leave the premises, such as to go to a neighbor's house or ride their bikes on the street.	☐	☐		☐	☐	
Section 19: Play Equipment		R	UR	Date	CDI	TA	Notes
☐	There is no play equipment.						
19(1)	The provider must ensure stationary play equipment accessible to children in care is not over hard surfaces such as cement or asphalt.	☐	☐		☐	☐	
19(2)	The provider must ensure play equipment is used in a safe manner to prevent injury to children in care.	☐	☐		☐	☐	
Section 20: Transportation		R	UR	Date	CDI	TA	Notes

☐	The provider does not transport the children in care.						
20(1)	While transporting children in care, the provider must ensure that children in care are wearing appropriate individual safety restraints .	☐	☐		☐	☐	
20(2)	While transporting children in care, the provider must never leave the children in care unattended in the vehicle.	☐	☐		☐	☐	
Section 21: Animals		R	UR	Date	CDI	TA	Notes
☐	There are no accessible animals.						
21(1)	The provider must ensure there is no accessible animal that has a history of dangerous, attacking, or aggressive behavior .	☐	☐		☐	☐	
Section 22: Infant and Toddler Care		R	UR	Date	CDI	TA	Notes
☐	There are no infants in care.						
22(1)	The provider must ensure infants sleep in equipment designed for sleep, such as a crib, bassinet, porta-crib, or playpen. Equipment designed for sleep does not include mats, cots, bouncers, swings, or car seats. The provider shall not place soft toys, loose blankets, or other objects in sleep equipment while in use by sleeping infants.	☐	☐		☐	☐	
22(2)	The provider must place infants on their backs for sleeping , unless the provider has written instructions from a health care provider for a different sleep position.	☐	☐		☐	☐	