

When submitting your Initial Data Application or when uploading documents to your Document Library prior to your first renewal, please use this guide to help you understand what documents will be required at your first renewal. As a reminder, DHS is requiring all providers to upload all documentation at your first initial renewal in RISES to ensure that both the provider and DHS have access to the digital version of your forms. Many documents will not be required after this first renewal unless you request changes to your program. For more information on uploading documents, please visit <https://dhs.ri.gov/programs-and-services/child-care/ris-es> to find the user guides related to this new licensing system of record.

Licensing Document	FCC Initial Renewal In RISES	FCC Future Renewals	Requirement Notes
Indoor Floor Plan	NO	NO	
Outdoor Playspace Sketch	NO	NO	
Playground Inspection	NO	NO	
Outdoor Play Plan	YES	NO	Only Required if the program does not have on-site access to usable outdoor space. This form can be found here
Fire	YES	YES	Upload required <i>during renewal process only if certificate is expired</i>
Lead	YES	YES	Upload required <i>during renewal process only if certificate is expired</i> Not required for School Age Programs
Radon/Evidence of Scheduled Radon	YES	YES	Upload required <i>during renewal process only if certificate is expired</i>
Building Inspection	NO	NO	
Water Potability	YES	YES	Only required for programs that are not served by a public water supply
Liability Insurance w/capacity	YES	YES	Only required for centers who have a pool onsite. Re-upload required for future renewals <i>only if the certificate is expired</i> .
Food Safety ADD (Business License and Certified Food Safety Manager)	Yes	NO	Only required for programs preparing and serving food onsite. Re-upload required during the renewal process only if certificate is expired.
Sample daily schedule of activities for each age group	YES	NO	
Program level curriculum outlines the programs philosophy, beliefs, and practices	YES	NO	

List of materials and equipment for both indoor and outdoor areas	YES	NO	
Evidence of Cots/Mats/Cribs	YES	NO	
Parent Handbook	YES	NO	
Staff Schedule	YES	YES	
Emergency Response Plan	YES	NO	
Application for Enrollment	YES	NO	Only required for programs serving infants/toddlers
Additional enrollment information for Infants/Toddlers	YES	NO	
Injury Reports	YES	NO	Required only for programs that are serving more than one age group
Activities Consent Form	YES	NO	
Photo/Video Consent Form	YES	YES	Only required for programs offering transportation services
Transportation Policy and Permission	YES	NO	
Chauffer License	NO	NO	If you provide transportation, you and your staff that drive that transportation should upload a copy of their license to the Workforce Registry. This is how DHS will monitor for compliance with this requirement.
Vehicle Registration (if applicable for all vehicles used for childcare)	YES	NO	Only required for programs offering transportation services. Would be required for future renewals only if previous registration expired.
Vehicle Insurance (if applicable for all vehicles used for childcare)	YES	NO	Only required for programs offering transportation services. Would be required for future renewals if previous insurance expired.
Vehicle Inspection (if applicable for all vehicles used for childcare)	YES	NO	Only required for programs offering transportation services. Would be required for future renewals if previous insurance expired.
Landlord Permission or Evidence of Home Ownership	YES	NO	

Are you a CCAP Provider? If yes, see below.

W-9	YES	YES	
SS-4 IRS Notification Letter (or proof from IRS of the FEIN assigned)	YES – if being paid by FEIN	NO	Required if requesting payment based on FEIN
Certificate of Completion of CCAP Provider Orientation	YES	NO	
Driver's License/Valid ID Card	YES	NO	Required to be updated on renewal if expired.
Marriage Certificate/Divorce Decree	NO	NO	Only required if Name on ID does not match the application
Proof of Citizenship or Legal Immigration Status	YES	NO	Required at future renewals if expired or there has been a change to the status.
SSN Card	YES	NO	
BrightStars Rating Certificate	YES	NO	