



# Early Childhood All-Provider Meeting

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Office of Child Care  
October 2025



# All-Provider Meeting Ground Rules

1. There are many providers on this call. To ensure we remain on schedule, please feel free to utilize the chat for questions and we will respond with the appropriate contact information.
2. Please refrain from asking individualized questions/concerns that are not pertinent to the larger group. These can be handled offline by DHS Office of Child Care
3. Concerns and issues are critical for discussion but should be phrased as solution-focused/solution-seeking.
4. We understand you may have topics you would like to discuss that are on the agenda. Please refrain from asking but feel free to put the items in the chat for a future meeting.

# Today's Agenda

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Today, the Office of Child Care will be focusing on specific agenda items.

01

All things RISES (Where we are, what is coming, what questions you might have)

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02

CCAP Updates

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03

Other updates to the field



**RISES**

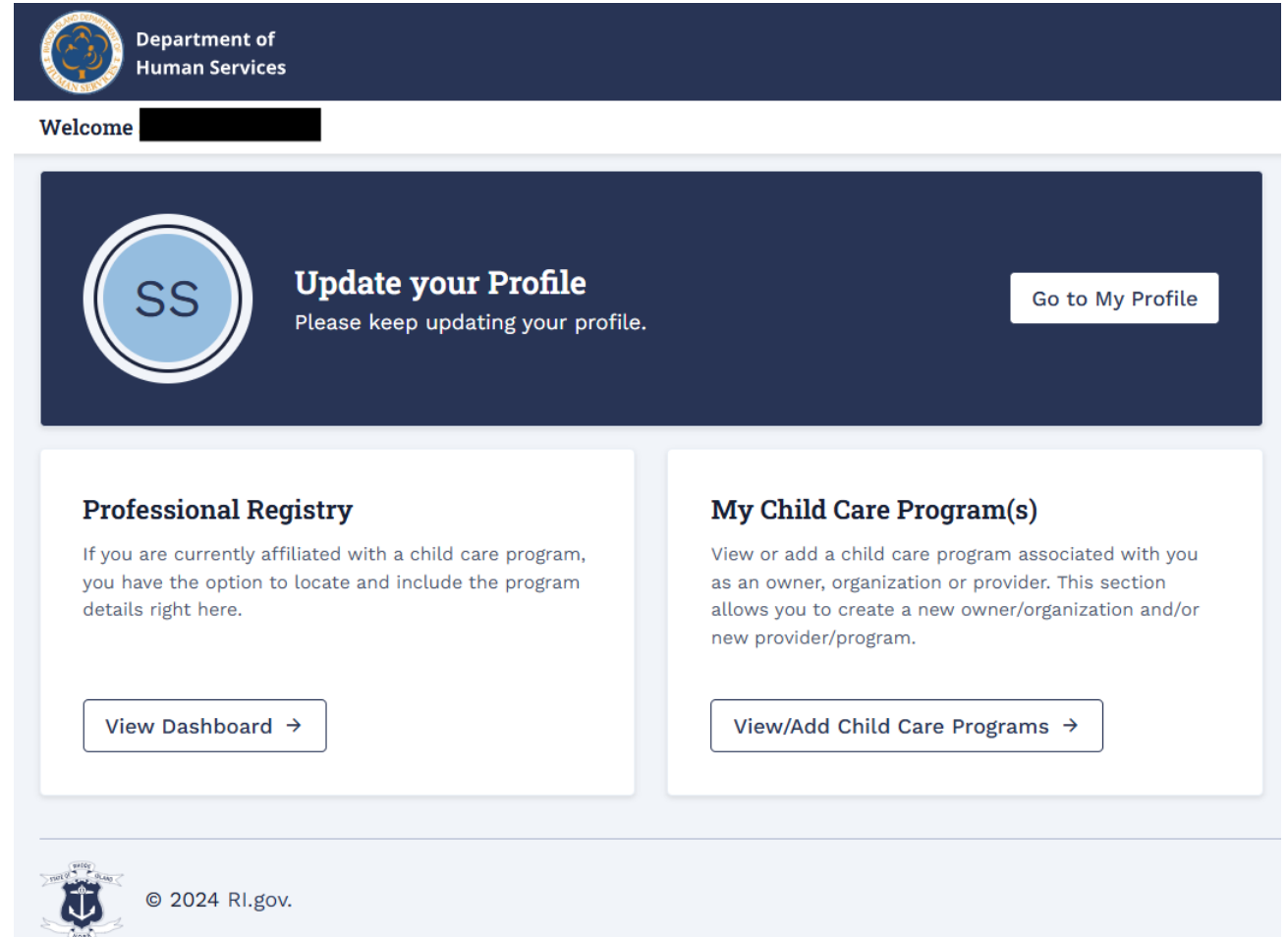


# RISES System

*Thank you for those of you who have taken the time to get into the system.*

The Office of Child Care team is so appreciative of those of you who have embraced it, asked questions, and played around. We want everyone to ask questions. There is NO wrong question – ask us, ask your licensors, put in a ticket!

We also WELCOME your feedback! We have some enhancements we are excited to tell you about!



The screenshot shows the user interface of the RISES System. At the top is a dark blue header with the Department of Human Services logo and name. Below the header, a 'Welcome' message is followed by a redacted name. The main content area has a dark blue background with a circular profile icon containing 'SS'. To the right of the icon is the text 'Update your Profile' and 'Please keep updating your profile.', with a 'Go to My Profile' button. Below this are two white boxes: 'Professional Registry' with a description and a 'View Dashboard' button, and 'My Child Care Program(s)' with a description and a 'View/Add Child Care Programs' button. The footer includes the state seal and '© 2024 RI.gov.'




# RISES System –Consumer Website

We have officially launched Release 3 of RISES – which is our family portal. [www.earlylearningprograms.dhs.ri.gov](http://www.earlylearningprograms.dhs.ri.gov) is officially brand new and easier to navigate for families! Take a look and stay tuned for more information about it!

From:

Rhode Island  
Department of Human Services



Search Rhode Island Child Care

Select Language  
Powered by Google Translate

Provider Name

City

Zip Code

Provider Name

City

Zip Code

Expand All

Age Group Served

Setting

Quality Levels

Financial Assistance

Accreditations

Expand All

Clear

Search

To:

Find Rhode Island Early Childhood Programs

Search for high-quality child care programs in Rhode Island that meet your family's needs. By using the search tool below, you can explore licensed child care centers, licensed family child care providers as well as preschool programming in local education agencies.

Provider/City/Zip

Radius

My Route

Please enter at least one search criteria.

Program/Provider Name

Enter Program/Provider Name

Address

Q Start Typing

Street Address

City/Town

Zip Code

Enter City/Town

Enter Zip Code

Age Group

Program Type

Language Spoken

☐ Infant (6 weeks up to 18 months)

☐ Toddler (18 months up to 36 months)

☐ Preschool (3 - 4 yrs)

☐ Child Care Center

☐ Family Child Care

☐ Local Education Agency

☐ English

☐ Spanish

☐ Other



# RISES System – Licensing System of Record

Thank you to those of you who completed this application. By doing so, you ensured that prior to the launch of our new consumer website you were able to accurately capture your hours of operation and any special services you offered. Now that the consumer website has launched you are able to log in and complete those updates on your own. Stay tuned for more information on how and when this will become available.

Over 300 of you are receiving the stipend for doing this! Thank you for your hard work getting everything into the system early!

You can now access all applications now when clicking on New Applications on your dashboard. **Please note, Renewal Applications only become available to you 90 days prior to your expiration date.**

The initial data app is officially unavailable for providers as of 10/1.

When you login, you'll have access to any of the applications you CAN do at the point.

# RISES System –Consumer Website

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In the coming weeks, we will be providing promotional materials for our website for families and we are going to update our DHS website to make this portal easy for people to find– we are hoping that this new platform will do a number of things:

- Help families in Rhode Island access child care and learn more about the child care programs in the area.
- Allow providers to update the information on the family portal, based on the information that you have in the RISES system.
- Allow the public to search your program easily and learn about it.





# RISES System – We need your help! 😊

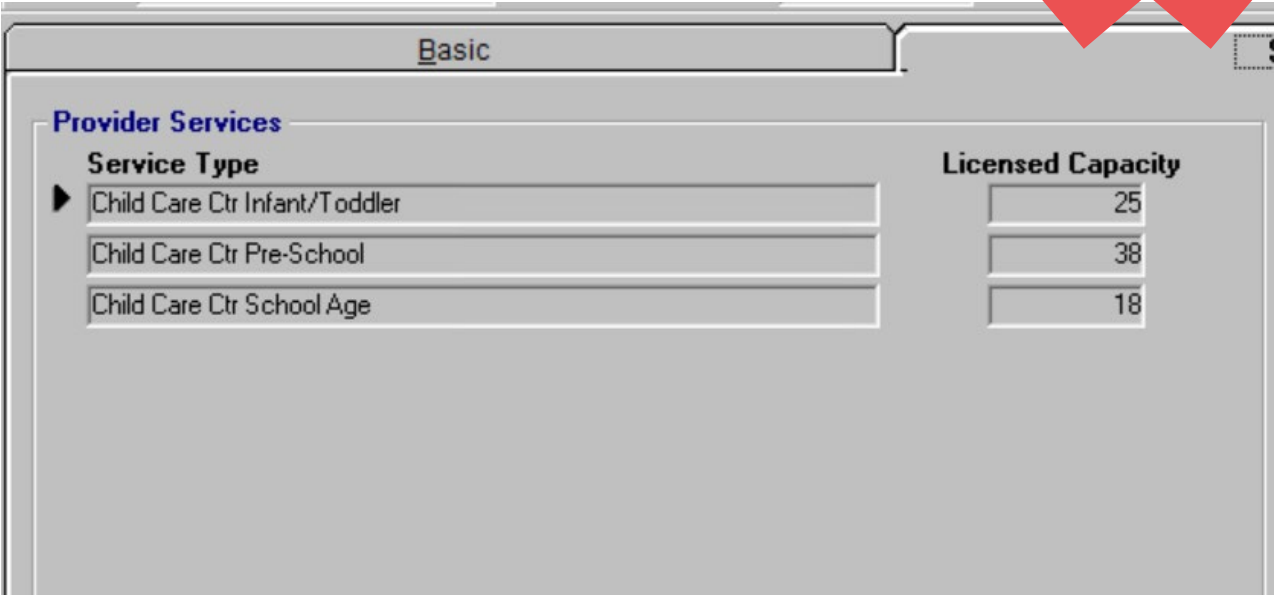
## Topic #1: Capacities in RISES

- In our old system (RICHIST – mostly referred to as the Oregon Trail), we were only able to capture a few capacity types for center-based providers (infant/toddler, toddler only, preschool and school age). RISES allows us to improve our data collection by accurately capturing all age groups associated with your program.
  - Toddler/Preschool mix? No problem! Preschool and Pre-K separated? Easy!
- Because of this change you may notice that your capacity information in RISES currently does not accurately reflect the age groups and numbers you are licensed for.
- See an issue with your capacity? Please email [dhs.childcarelicensing@dhs.ri.gov](mailto:dhs.childcarelicensing@dhs.ri.gov) and provide the correct breakdown based on the capacities now available in RISES (see example on next slide)
  - We are asking you to do this sooner rather than later – once we “clean up” the data, you’ll have to put in a formal capacity change application if you want to change your capacity – so please let in and look.



# RISES System – Licensing System of Record (capacity cont.)


## Old System



Service Type	Licensed Capacity
Child Care Ctr Infant/Toddler	25
Child Care Ctr Pre-School	38
Child Care Ctr School Age	18

- Couldn't differentiate infants and toddlers
- Counted Preschool & Pre-K together in one capacity.

## RISES



Infant Capacity	13
Toddler Capacity	12
Combined Infant/Toddler Classroom Cap.	
Preschool Capacity	18
Pre K Capacity	20
Combined Preschool/Pre-K Classroom Cap.	
Combined Toddler/Preschool Classroom Cap	
School Age Capacity	18



# RISES System – Licensing System of Record

## Topic #2: Renewals

- All renewals are now required to be completed in RISES. We are no longer accepting any paper-based applications for licensure.
  - This includes a digital payment (either credit card, e-check etc.)
  - If you pay by credit card or check, you will currently not have to pay an additional credit card fee – DHS is covering the cost.
  - You CANNOT mail us payment – we will mail it back or shred the check. All payments must be made online.
- **All renewals are due 30 days prior to your expiration date.** Moving forward, any program that submits a renewal after that time may receive a Probationary due to non-renewal license if the application is not able to be reviewed fully by the end of the month.
  - The license will be returned to regular status upon DHS's final review for the next month or two ONLY while the system is new. After that, you will receive a typical, 6-month probationary status due to non-renewal.
  - In the coming months, we will be attaching fees to probationary statuses per RI statute – so please ensure that your license is complete in a timely manner.



# RISES System – Licensing System of Record (renewals cont.)

As part of renewals, DHS staff will be reviewing the profiles of all staff associated with your program. Please ensure that you submit a staff schedule with the full names of your staff. We will be checking all staff for correct background checks during renewal and will use the staff schedule during monitoring visits.

Employee Ha	<div>This schedule should include all staff members (First name and last name) who will be associated in RISES with your program. In order to approve your license, all staff members must have a completed profile in RISES.</div>	
Staff Schedule		
	Site specific	

For Family Child Care Providers who are licensed for more than 6 children or who regularly use an assistant, please upload a schedule demonstrating when your assistant(s) are on site.



# Your Feedback in Action

We've been listening to your feedback and are excited to share the improvements we've made, and what's coming next to make RISES better and even easier to use.

## ✓ COMPLETED

- Staff PD hours now visible directly on profiles (no manual calculations needed)
- Night Coordinator requirement updated (only required for programs operating past 6:00 PM.)
- Added an option to specify if the snacks served are prepackaged or prepared in school premises.



## COMING SOON

- Program administrators will have the ability to directly upload documents to their staff workforce registry profiles.
- Ability to upload multiple background checks with expiration dates.
- Addition of a background check attestation for staff under 18 years old.
- New section to upload household members' background checks.



# BACKGROUND CHECKS



Comprehensive Background  
Checks

# RISES System – Background Checks

## What is a *Comprehensive Background Check*?


Yes

This is the form that **MUST** be uploaded and in your possession in order to be cleared to work with children from the Attorney General’s Office.

**Nardolillo, Sarah (DHS)**

**From:** noreply@riag.ri.gov  
**Sent:** Tuesday, September 23, 2025 10:05 AM  
**To:** ChildCareLicensing, DHS  
**Subject:** Qualification Letter to Provider - Qualify


This Message Is From an External Sender  
This message came from outside your organization. [Report Suspicious](#)

  
**State of Rhode Island  
Office of the Attorney General**  
150 South Main Street Providence RI 02903  
(401) 274-4400  
  
Peter F. Neronha  
Attorney General

09/23/2025

DHS LICENSING UNIT  
25 HOWARD AVE BUILDING 57  
CRANSTON , 41 02920

As mandated by both federal and state law, the fingerprints of [REDACTED] were processed to determine if they have a criminal record containing disqualifying information. The results of their fingerprint based Comprehensive Criminal Background check shows that they DO NOT have

  
**State of Rhode Island  
OFFICE OF THE ATTORNEY GENERAL**  
4 Howard Avenue • Cranston, RI 02920  
(401) 274-4400 • www.riag.ri.gov  
  
Peter F. Neronha  
Attorney General  
**Bureau of Criminal Identification and Investigation  
Rhode Island Criminal Record Information**

This Rhode Island Criminal Record Information report was generated on 10/11/2024 10:26 AM in response to your request for a State Background Check. The report contains Rhode Island criminal record information that is maintained by the Attorney General's Bureau of Criminal Identification and Investigation (BCI). This report contains only that Rhode Island criminal record information to which the requestor is entitled based on information provided by the requestor at the time of the request.

Rhode Island criminal record information included in this report is based on fingerprint-supported arrests. The information in this report is created and provided by entities other than BCI and BCI is not responsible for incorrect or incomplete information contained herein, or for any omissions from the contributing agencies.


**Subject**  
Name: [REDACTED] Date of Birth: [REDACTED]

**Report Summary**  
No Rhode Island criminal conviction matching the subject has been found.

**What does this report mean? This report:**

- Reflects that BCI does not have any records of a Rhode Island fingerprint-supported arrest that resulted in a criminal conviction or that is pending prosecution.
- Does NOT contain Rhode Island criminal record information on any arrest that did not result in a criminal conviction.
- Does NOT contain criminal record information from other sources such as the federal government, other states, or juvenile records.

**THIS FORM IS NOT VALID WITHOUT THE SEAL OF THE ATTORNEY GENERAL**

  
Peter F. Neronha, Attorney General

R.I. State Bureau of  
Criminal Identification  
  
October 11, 2024  
Conducted By: JL9

This Rhode Island criminal record information is confidential and may be used only by the requestor for the purpose provided by the requestor at the time of the request. Release of this information is made pursuant to R.I.G.L. § 12-1-4 and 38-2-2(4)(d) upon receipt of the subject's written authorization.

NO

This is JUST a BCI. You receive this as proof of ONE of the clearances when you go to the AG’s office – but it is the \$5 BCI clearance ONLY and DOES NOT clear you to work with children.

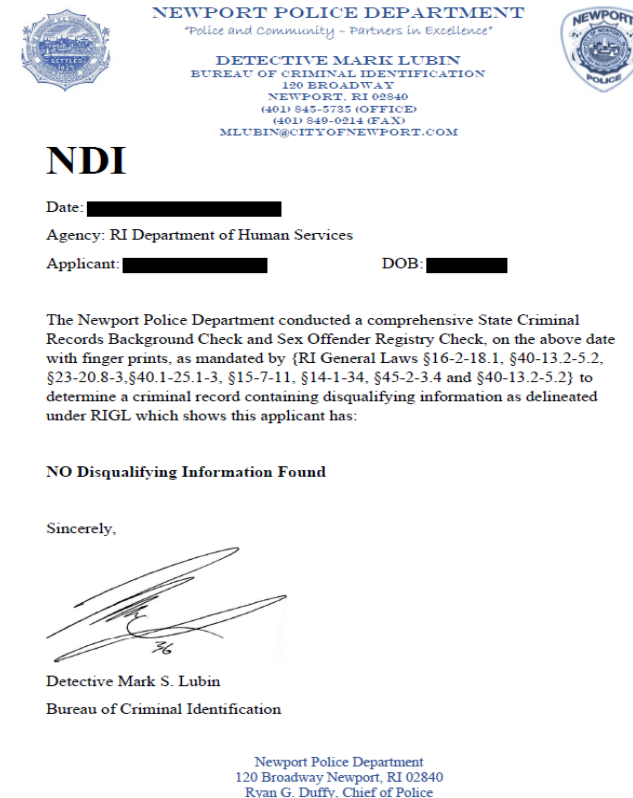


# RISES System – Background Checks

What if I didn't go to the Attorney General's Office? How do I know my check is comprehensive?

The state police, as well as several cities and towns, also provide comprehensive background checks. THEY ARE NOT FREE OF COST (DHS only reimburses the AG's office for comprehensive checks).

- Look for the word “comprehensive” on the letter.
- If you are unsure – ask!





# RISES System – Background Checks (continued)

This is exactly what your DCYF Child Abuse and Neglect Background Check (CAN) should look like.

This is the only piece of paper that satisfies that requirement.

At this time, every one who works in child care (center-based or family child care) should be getting their clearances on their own and uploading themselves.

As a reminder, you can get a DCYF clearance online at:

<https://www.ri.gov/DCYF/clearancerequest/clearance/new>



STATE OF RHODE ISLAND  
Department of Children, Youth and Families  
Records Center  
101 Friendship Street  
Providence, RI 02903

September 24, 2025



You have requested a clearance check of our child abuse/neglect records in partial fulfillment of the application process required for involvement with your agency.

A review of the Department records on the person(s) listed below indicates:



☐ Department Records show that there is disqualifying information on record for this applicant.

☒ Department Records show that there is not a record of disqualifying information for this applicant.

Should the applicant be dissatisfied with the Department's findings, he or she is entitled to an Administrative Hearing. It is the responsibility of the agency to ascertain if the applicant intends to appeal the Department's decision. The applicant cannot be assigned childcare duties until the outcome of the appeal.

Please feel free to contact **Natasha.House@dcyf.ri.gov** or **(401) 528-3843** if you have any questions.

Sincerely,  
*Domenic R. Lancellotta*  
Assistant Director Child Protection Services  
Rhode Island Department of Children, Youth and Families

NOTICE OF TRANSPARENCY/FULL DISCLOSURE TO ALL HIRING MANAGERS

☐ Although Department Records have verified that the above referenced applicant has indicated involvement with DCYF investigation(s) that were not disqualifiers for employment, the records may contain information you find useful in your selection process. This information may be disclosed to you only when the applicant provides an additional authorization to release this information to you.



# RISES System – Background Checks (continued)

Both types are required and should be uploaded to individual workforce registry profile.

Both types expire after 5 years or after the individual is separated from employment in child care for more than 180 days.

Any staff on site during a monitoring visit who do not have one or both of these background checks will be sent home until DHS receives evidence of completion.

- Because this is a high-risk non-compliance, the provider will also immediately be put on probationary status for a period of no less than 6 months.

**DHS has a no tolerance policy for staff with children who are not cleared to be with children. It doesn't matter if the paperwork is at home, they lost it, it's in a lock box and the Director isn't there – they will be sent home.**



# RISES System – Background Checks (continued)

For more information on background checks and to access the most recent fingerprint affidavit, please visit:

<https://dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources/background-checks>

Home » Programs And Services » Child Care » Child Care Providers & Staff Resources » Background Checks

Programs and Services

Child Care

Child Care Assistance Program (CCAP)

Head Start

Child Care Providers & Staff Resources

Apply to be a Child Care Provider in Rhode Island


Provider Applications

### Background Checks

*Comprehensive background checks are an essential component of child care licensing compliance, and is required every five years.*

In order to help support child care centers and family child care homes in recruiting and onboarding full time staff, **DHS is working alongside the RI Attorney General's Office (RIAG) to waive comprehensive fingerprint check fees that are completed at the RIAG's office in Cranston, Rhode Island.**

**Effective May 5, 2021 through June 30, 2026 the RIAG will temporarily waive all fees associated with the comprehensive background check for**





# **Child Care Assistance Program (CCAP)**

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# CCAP Policy & Procedure Updates

## Right Now!



- Update your fall enrollments!

## CCAP for Child Care Pilot

- Renewed for 3 years through July 31, 2028
- Effective August 1, 2025, educators must apply for regular CCAP before they can apply for the pilot
- Applicants must meet all eligibility requirements of regular CCAP with the exception of the 261% FPL income limit. Income limit for the pilot is 300% FPL.

## In Progress for 2025

### Policy Updates

- Completed - Extending families' 12-month certification period to 24 months
- 90 days of CCAP for active job seekers - 2026
- Parent/Family Reminder Tip Sheet - 2025

## In Progress for 2026

- CCAP payments based on enrollment not attendance – March 2026
  - 4 weeks of consecutive absences will be eligible for payment without notice from parents
  - Portal updates for this new process – trainings and training materials in Jan/Feb
  - Need your help! Volunteers to test new features
- Providing child care services through grants or contracts
- Prospective payments on hold pending Federal updates on the 2024 CCDF Rule



# CCAP Record-Keeping Reminders

## Parent-Provider Agreements

- Required for all CCAP-enrolled children. DHS-suggested template can be found on [DHS website](#).
- Must include **agreed hours of care**/schedule parent needs their child to be in your care (different for every family, is not program business hours)
- Children attending before and after school care must be signed in and out 4 times a day
- Agreements inform the enrollment in the provider portal. The two must match exactly.
- Children enrolled in state pre-k with your program who are using CCAP for before/after school care should only have their before/after school hours on their agreement (with a note stating they are pre-k during the day) and in the provider portal

## Attendance Sheets

- Whether staff or parents are signing in and out, **children must have an arrival time and departure time** (or more if before/after school care only) - CCAP and licensing requirement
- Times should be exact and not rounded



# CCAP Allowable Fees

Allowable Fees	
<b>CCAP Family Share</b>	This is the amount a family is expected to contribute in co-payments to the cost of child care services and is assigned by DHS. This amount is found on the family's Notice of Approval, the provider's Enrollment Notice, and in the Provider Portal. This amount stays the same for family's certification period unless the family reports a change to DHS and is eligible for a lesser amount.
<b>Late Tuition Payments</b>	Late tuition payment fees are allowable so long as the fee is reasonable and is used in a way that does not overburden families.
<b>Reasonable Transportation</b>	Transportation fees are allowed but must be requested by the parent or guardian, and cost must apply to all enrolled children (CCAP and non-CCAP).
<b>After Hours/ Late Pick-Up</b>	Fees charged for a child picked up after a provider's published business hours are allowable. Furthermore, if there is a program-wide policy for CCAP and non-CCAP eligible children stating children cannot be in your care for longer than a certain amount of hours, a late pick-up fee is allowable for excess time.
<b>Additional Care Beyond Authorized Hours</b>	For families who request care for additional hours past their DHS-authorized CCAP hours, providers may charge a fee in accordance with their private pay policy. For example, if a child is authorized for half time (10-19 hours per week), but the parent requests full time care, the provider can charge for care provided beyond 19 hours. Note, however, that full time authorized hours include 30 or more hours. Providers may not charge additional fees for providing care <u>in excess of 30 hours</u> , with the exception of the after-hours/late pick up fees noted above.
<b>Bounced Check &amp; Credit Card Transactions</b>	For families who pay their CCAP family share via check or credit card, it is allowable to charge a transaction fee or bounced check fee through a financial institution.

Tip sheet can be found on:

[dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources/handbooks-forms](https://dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources/handbooks-forms)



# CCAP Prohibited Fees

Tip sheet can be found on:  
[dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources/handbooks-forms](https://dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources/handbooks-forms)

Prohibited Fees	
<b>Waitlist</b>	Providers may not charge the following to CCAP-eligible families: fee to register or enroll, annual fees, or a fee to join the waitlist, even if these policies are in place for all enrolled children.
<b>Registration/ Enrollment</b>	
<b>Annual Fee</b>	
<b>Field Trip</b>	If a program offers fee-based special programming such as field trips or activities where CCAP families are asked to pay a fee for their child to participate and they are not able to pay the fee, best practice is to waive the fee for this family. If that is not possible, and the child is excluded from the activity, the program is still required to provide age-appropriate care for the child during the activity. Recurring enrichment fees are also prohibited.
<b>Activities (e.g., Enrichment)</b>	
<b>Withdrawal from Care</b>	Should a CCAP-eligible family withdraw from care with or without notice, the program cannot charge the family a withdrawal fee even if the policy is in place for all enrolled children.





# Other Updates to the Field



The Office of Child Care is consistently updating the DHS website related to licensing, CCAP, and RISES specifically. Please bookmark it on your computers and check for various new information. Useful links for the website include:

<https://dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources>

This link takes you to many templates and forms we have created for you to use, a page specifically about background checks, and all-provider meeting PPTs.

<https://dhs.ri.gov/programs-and-services/child-care/ris>

This is the link for all things RISES. We will be updating it in the coming weeks with one-pagers and FAQ's, so keep an eye out and check it for questions and concerns.

<https://dhs.ri.gov/regulations>

This is always where you can find the MOST up to date Licensing, CCAP, and Pilot regulations. Use the website to ensure you are following the newest version.

<https://dhs.ri.gov/programs-and-services/child-care/child-care-providers/CCAP-for-Child-Care-Staff>

This link always has the most up-to-date information about the CCAP for child care pilot.



# Next Steps

DHS is going to continue to have these all-provider meetings approximately 3x per year. A copy of the presentation will be disseminated to the group at the end of every meeting.

## Meeting Schedule for 2026:

Tuesday, January 6, 2026 – 12:30-2pm (Eng); 530-7pm (Spa)

Thursday, April 16<sup>th</sup>, 2026 – 12:30-2pm (Eng); 530-7pm (Spa)

**Any feedback or recommendations?** Email **Nicole Chiello** at [Nicole.Chiello@dhs.ri.gov](mailto:Nicole.Chiello@dhs.ri.gov) any time.

**Couldn't attend?** Copies of the meetings are always available at the following link:  
<https://dhs.ri.gov/programs-and-services/child-care/child-care-providers-staff-resources/handbooks-forms>

