IOWA HHS
**Iowa Department of Health And Human Services**

**Kim Reynolds**
**Governor**

**Adam Gregg**
**Lt. Governor**

**Kelly K. Garcia**
**Director**

12/15/2023

Tiffany Starbuck
30 N Sunset DR
North Liberty, IA 52317

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 11/15/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. You are not a participant in the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

| **441 IAC 110.8(4)** | **Emergency Plans** |
|---|---|
| 441 IAC 110.8(4) "a" | Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year. |

Findings:

1. 110.8(4)a The provider practices fire and tornado drills monthly but does not keep documentation.

Suggestions/Recommendations:

1. The provider will keep documentation for inspection purposes of monthly fire and tornado drills.

Corrective Action Required:

A re-check is not needed at this time, corrections need to be made by 12/31/2023 and will be reviewed at the next annual compliance check.

I encourage you to work with Lorri Hora from Child Care Resource and Referral with any ongoing compliance or training needs.

Lorri can be reached at: 319-321-2725.

Non-compliance with any of the mandated requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.

Please do not hesitate to contact me at DHS at 319-800-4702 or hbailey@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Holly Bailey

**Social Worker II**

Sheila Aunspach

**Social Work Supervisor**

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 877-216-8481

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html

You may also access training at: https://ccmis.dhs.state.ia.us/trainingregistry/

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).