



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
Carey D. Cockerell

Thank you for requesting information about the listing of family homes. State law requires home child-care providers who care for one to three unrelated children to list their business with the Texas Department of Family and Protective Services (DFPS). Each year the listee pays a \$20.00 fee. The listee must also comply with DFPS' rules and all laws that apply to listed family homes.

Enclosed you will find:

- Chapter 42 of the Human Resources Code (the child-care licensing law);
- Form 2873, Guidelines for Listed Family Homes;
- Form 2986, Listing Request;
- Form 2971, Request for Criminal History and Central Registry Check;
- Form 2955, Licensing Fee Information; and
- Form 2988, Child Care Fee Schedule.

You have the option of attending orientation for Registered Child-Care Homes. You will be given information on preventing risks to children in care and on good business practices. Orientation is provided free by child-care licensing staff. To sign-up for a class, please call your local Child Care Licensing (CCL) office. To locate the office nearest you visit us online at: <http://www.dfps.state.tx.us>.

After your listing request is reviewed and accepted, the background checks are cleared, and your \$20 fee is verified, the licensing representative will issue you a Certificate of Listing. After you are issued your certificate, you may legally provide child care in your home for up to three unrelated children.

We will offer you information about family day home associations in your area. These associations work to improve the quality of in-home child care and to meet the mutual needs of association members.

ADDRESS CORRESPONDENCE TO: Child-care Licensing • Attention Listed Family Home Unit
• P.O. Box 149030 • Agency Mail Code Y-960 • Austin, Texas 78714-9030