

## Statement of Deficiencies

### 1717.A.: Independent Contractors Records

**Not Met**

1717.A.: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, local school district staff, and departmental staff other than those responsible for inspecting centers:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

### Finding:

1717.A. Independent Contractors Records. Based on observations: On 5/7/2019, Specialist observed that the provider did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center. Records were reviewed for O1, O2, and O3.