

### III. PERSONNEL

#### C. Staffing Requirements:

1. The agency shall have adequate staff coverage at all times to provide for the services identified in the statement of purpose.
2. The agency shall follow the written staff/child ratio formula. The formula shall be appropriate for the agency's purpose, the type, ages, and functioning levels of the children in care. The staff/child ratio shall assure the children's safety, protection and privacy, as well as physical, hygienic, emotional and developmental needs. The facility shall count any children living with staff families in the staff/child ratio.

The following staff/child ratios shall be maintained:

- a. One (1) direct care staff to five (5) ten children when children ~~six years of age or older~~ are present and awake, and two (2) one direct care staff to ten (10) 12 children when children are asleep.
- b. The agency shall have at least two staff members on duty at all times.
3. The agency shall have at least one (1) social worker or comparable professional for every twelve (12) children that are in care (i.e. one (1) social worker for one (1) to twelve (12) children; two (2) social workers for thirteen (13) to twenty-four (24) children. This staff must work full time [full time is forty (40) hours per week]. It is recommended that the facility have at least one social worker for every 35 children in care.
4. The agency facility shall have at least one direct care staff member on duty in each living unit when children are present while maintaining 1/5 ratio for staff and children.
5. There must be two (2) staff awake during the time the children are asleep.
6. The agency shall designate a staff member on the premises to be in charge at all times ~~when children are present.~~
7. The agency shall provide on-call additional emergency staff when only one staff member is on duty.
8. The agency shall provide face-to-face supervision to all staff members in carrying out their work with children and documentation of same ~~and parents~~. This shall include at least one formal conference with an agency supervisor per month.
9. Every child care staff worker who directly supervises children shall be off two (2) days per week, with a minimum of twenty-four (24) consecutive hours during which they are not working in a child care worker capacity. The maximum regularly scheduled work hours per week shall be fifty (50) hours.
10. The facility should not be used as a permanent residence for live-in child care workers or other staff members working at the facility. Staff must leave the facility when they are not working in a child care worker capacity, unless separate living quarters are provided with bedroom, bath and kitchen.

### III. PERSONNEL

#### C. Staffing Requirements:

1. The agency shall have adequate staff coverage at all times to provide for the services identified in the statement of purpose.
2. The agency shall follow the written staff/child ratio formula. The formula shall be appropriate for the agency's purpose, the type, ages, and functioning levels of the children in care. The staff/child ratio shall assure the children's safety, protection and privacy, as well as physical, hygienic, emotional and developmental needs. The facility shall count any children living with staff families in the staff/child ratio.

The following staff/child ratios shall be maintained:

- a. One (1) direct care staff to five (5) children when children are present and awake, and two (2) direct care staff to ten (10) children when children are asleep.
- b. The agency shall have at least two staff members on duty at all times.
3. The agency shall have at least one (1) social worker or comparable professional for every twelve (12) children that are in care (i.e. one (1) social worker for one (1) to twelve (12) children; two (2) social workers for thirteen (13) to twenty-four (24) children. This staff must work full time [full time is forty (40) hours per week].
4. The agency shall have at least one direct care staff member on duty in each living unit when children are present while maintaining 1/5 ratio for staff and children.
5. There must be two (2) staff awake during the time the children are asleep.
6. The agency shall designate a staff member on the premises to be in charge at all times.
7. The agency shall provide on-call emergency staff when only one staff member is on duty.
8. The agency shall provide face-to-face supervision to all staff members in carrying out their work with children and documentation of same. This shall include at least one formal conference with an agency supervisor per month.
9. Every child care staff worker who directly supervises children shall be off two (2) days per week, with a minimum of twenty-four (24) consecutive hours during which they are not working in a child care worker capacity. The maximum regularly scheduled work hours per week shall be fifty (50) hours.
10. The facility should not be used as a permanent residence for live-in child care workers or other staff members working at the facility. Staff must leave the facility when they are not working in a child care worker capacity, unless separate living quarters are provided with bedroom, bath and kitchen.