

Issuing Letters of Compliance

(December 2016)

for use with

COMAR 13A.17.01-.17
Letters of Compliance
(as amended effective 7/20/2015)

Maryland State Department of Education
Division of Early Childhood Development
Office of Child Care
Licensing Branch

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Introduction

Purpose of the Manual

Issuing **Letters of Compliance** (Manual) is used as a reference for Office of Child Care (OCC) licensing staff, letter holders, and for tax-exempt religious organizations that desire to operate child care programs in school buildings used exclusively for children who are enrolled in those schools. The Manual primarily provides assistance in interpreting and applying Code of Maryland Regulation (COMAR) requirements when child care facilities, operating in accordance with Letters of Compliance, are inspected by licensing staff. By providing a comprehensive set of interpretive guidelines, the Manual enables letter holders to achieve and maintain compliance, and enables licensing staff to assess operator compliance in a consistent and equitable manner.

Contents and Use of the Manuals

The Manual is divided into chapters. Each chapter corresponds to the chapter number and subtitle of the related COMAR (Example –COMAR 13A.17 .01 Scope and Definitions). Each chapter is posted individually with its own table of contents listing the applicable subsections. Each chapter and subtitle includes the full text of the regulations found in each subsection of the chapter, the intent of the regulation, the inspection report item, the compliance criteria, the method by which compliance with the regulation is assessed, and reference notes, as applicable. The text of each regulation appears in **bold** type. The guidance information appears in *italics*. The referenced forms and resource documents appear in *Red italics*.

The **Intent** explains the regulation in more detail and the reason for the regulation.

The **Inspection Report Item** refers to the exact location on the Electronic Licensing Inspection System (ELIS) inspection form, or the paper Inspection Report where compliance or noncompliance with the regulation is recorded during an inspection.

The **Compliance Criteria** set forth the specific elements that OCC licensing staff will use in determining whether or not the inspection report item is in compliance.

The **Assessment Method** addresses the means by which licensing staff will evaluate the compliance criteria.

The **Notes** provide further details, explanations, or reference to resource materials and/or forms. Some of the “Notes” have been included only to give additional helpful information.

The referenced **Forms** and **Resource Documents** are easily accessed on the Licensing Branch website in the “Forms” and “Resource Documents” locations.

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