

# Quick Guide to Become a Temporary Family, Friend, and Neighbor Provider

## Step 1: Background Check

**REGISTRATION:** Call the Background Check Unit at (505) 827-7326 or (888) 317-7326.

**FINGERPRINTING:** Find a location near you: <https://www.aps.gemalto.com/> and take the Fingerprint Registration Number provided to you at the time of registration to be fingerprinted.

**SUBMIT FORMS:** Send background check forms immediately to the Background Check Unit. These forms may be mailed, emailed or faxed to: AS / CYFD BACKGROUND CHECK UNIT PO DRAWER 5160 SANTA FE, NM 87502 FAX: (505) 827-7422 EMAIL: [cyfd.bcu@state.nm.us](mailto:cyfd.bcu@state.nm.us)

**All required FFN documents can be found at:**

<https://www.newmexicokids.org/coronavirus/documents/ffn.pdf>

## Step 2: Send Appropriate Documents to your Local Licensing Office

[https://www.nmececd.org/wp-content/uploads/2020/06/Child\\_Care\\_Statewide\\_Licensing\\_01142020-1.pdf](https://www.nmececd.org/wp-content/uploads/2020/06/Child_Care_Statewide_Licensing_01142020-1.pdf)

- Home Safety Checklist
- Temporary FFN Application
- Caregiver – Parent Agreement
- W-9 (Including acceptable Proof of Identity)
- CPR / First Aid Certification
- Health and Safety Orientation Certification
- Background Check Clearance letter
- Voided Check (optional for Direct Deposit)

**All required FFN documents can be found at:**

<https://www.newmexicokids.org/coronavirus/documents/ffn.pdf>

## Step 3: Sign up to receive Child and Adult Care Food Program reimbursement (optional)

**CONTACT FAMILY NUTRITION BUREAU:**  
<https://www.nmececd.org/family-nutrition/>

**FIND YOUR LOCAL FOOD PROGRAM SPONSOR:**  
<http://www.newmexicokids.org/wp-content/uploads/Sponsor-List-addresses-2020.pdf>

What is a Temporary Family, Friend, and Neighbor Child Care Provider?

Are you interested in caring for children in your home? During the emergency health declaration, the state will temporarily register family, friend, and neighbor (FFN) providers. These providers may be eligible to receive child care assistance funding. Temporary FFN providers will be required to complete a background check, as will all family members over the age of 18 living in their home. Temporary FFN providers will also be required to complete a three-hour online health and safety training and an online CPR training.



NEW MEXICO

**Early Childhood**  
Education & Care Department

**Three Options for  
Becoming a Child Care  
Provider in Your Home**

**Three Options for In-Home Care Compared**

|  | Temporary Family, Friend, and Neighbor Provider   | Registered Home Provider  | Licensed Home Provider  |
|--|---|---|---|
| Timeline   | Expedited to Address COVID Emergency  |   |   |
| Number of children eligible to serve at a time   | 4 nonresident + resident children = 6 total (max 2 under two)   | 4 nonresident + resident children = 6 total (max 2 under two)   | Up to 12 children (max 4 under two if 2 adults present)   |
| Requires Background Check for all adults over 18 in the house + Adult Written Statement                    | ✓   | ✓   | ✓   |
| Home Safety Checklist (complete with parent/guardian)  | ✓   |   |   |
| Requires a home pre-inspection by a Food Program Sponsor and/or ECECD Licensing                            |   | ✓   | ✓   |
| Requires CPR and First Aid Certification (online course is acceptable during COVID)                        | ✓   | ✓   | ✓   |
| Requires completion of online Health and Safety Training: <a href="http://www.nmels.org">www.nmels.org</a> | ✓   | ✓   | ✓   |
| Application to ECECD required  | ✓   | ✓   | ✓   |
| Caregiver and Parent Agreement   | ✓   |   |   |
| W-9  | ✓   | ✓   | ✓   |
| Subject to local business registration, zoning ordinances, and fire inspection                             |   |   | ✓   |
| Eligible to receive Child Care Assistance Funds  | ✓   | ✓   | ✓   |
| Requires collaboration with your local ECECD Licensing Office  | ✓   | ✓   | ✓   |
| Eligible to receive CACFP reimbursement  | ✓   | ✓   | ✓   |
| To begin the application process, go to:   | <a href="https://www.newmexicokids.org/coronavirus/documents/ffn.pdf">https://www.newmexicokids.org/coronavirus/documents/ffn.pdf</a> | <a href="http://www.newmexicokids.org/focus-materials/#187-become-a-registered-provider">http://www.newmexicokids.org/focus-materials/#187-become-a-registered-provider</a> | <a href="http://www.newmexicokids.org/focus-materials/#180-licensed-home-providers">http://www.newmexicokids.org/focus-materials/#180-licensed-home-providers</a> |