

Bureau of Environmental Health Services
Reimbursement Request for Child Care Sanitation Inspections (DC-38)
Form Instructions

1. **AGENCY:** The local public health agency that completed the inspection.
2. **PHONE NUMBER:** The agency's phone number is needed in the event there are questions about the reimbursement request, inspections, etc.
3. **INSPECTOR:** The inspector that completed the inspection. A separate DC-38 should be used for each inspector.
4. **BILLING FOR THE MONTH(S) OF:** Quarterly billing periods are
 - a. October 1-December 31; Reimbursement requests are due January 31.
 - b. January 1-March 31; Reimbursement requests are due April 30.
 - c. April 1-June 30; Reimbursement requests are due July 31.
 - d. July 1-September 30; Reimbursement requests are due October 15.
5. **FACILITY TYPE:** A regulated child care facility is classified as a Family Home, Group Home, Center, or License-Exempt. The type of facility is identified on the Request for Child Care Inspection.
6. **FACILITY NAME:** The name of the child care facility on the Request for Child Care Inspection.
7. **DVN:** A nine-digit identification number that is unique for each facility. The DVN is located on the Request for Child Care Inspection.
8. **INSPECTION DUE DATE:** The inspection due date is located on the Request for Child Care Inspection. Inspections are required to be completed by the inspection due date, except that a Reinspection may be conducted up to 30 days following the due date. Reimbursement requests for inspections that are not conducted within these time frames must be accompanied by a completed Late Inspection Reimbursement Request form in order to be considered for payment.
9. **DATE OF INSPECTION:** The date recorded on the Sanitation Inspection Report.
10. **TYPE OF INSPECTION:** Inspection type is identified on the Request for Child Care Inspection.
 - a. Annual/Renewal (\$120.00 for inspections conducted on/after January 1, 2012).
 - b. Reinspection: One Reinspection may be billed for using a Request for Child Care Inspection (\$70.00 for reinspections conducted on/after January 1, 2012).
 - c. Special Circumstance: Miscellaneous type of inspection that cannot be classified as an annual or reinspection; prior DHSS approval is required in order to be reimbursed for this type of inspection (\$30.00/hour).
 - d. Attempted: Inspection attempted but the inspector was unable to complete the inspection (\$25.00 per attempt).
11. **HOURS (S.C. ONLY):** The time required to complete an inspection is only necessary for billing purposes if it is a Special Circumstance Inspection. The billed Dollar Amount must be consistent with the hours in this column. Multiply the hours in this column by \$30.00 to determine the amount that can be reimbursed for a Special Circumstance Inspection.
12. **DOLLAR AMOUNT:** Amount requested for reimbursement for each inspection.

Contact your district DHSS Environmental Child Care Program EPHS IV or the Bureau of Environmental Health Services Jefferson City office at (573) 751-6095 for additional information regarding reimbursements for child care sanitation inspections.