

## Sponsor: Sponsor Licensing Setup: Licensed Capacity Checks by Age Range



Sponsors have two choices for checking that meal counts are within a site's licensed capacity:

1. Age Ranges: this method is typically used by child care centers, adult daycares, afterschool programs and emergency shelters. Sponsors define the age ranges (such as infant, toddler, preschool) and then a set capacity for each of those age ranges. Sponsors can also have limits on combinations of age ranges, for example a limit on infants + toddlers.
2. License Types: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

### To do licensed capacity checks by age range:

- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Age Range".
- Click "Save".

### To define the age ranges:

- Click on "Licensing" on the main sponsor dashboard.
- Click the blue "+Add" button.
- Create all the age ranges.
  - Age ranges cannot overlap unless one is marked as a "school age" and one is marked as "non-school age".
  - Use the overlapping age ranges if the state agency that sets licensing age ranges for licensed child care facilities uses school enrollment as part of the definition of an age range instead of just calendar age. For example, in some states "school age" means a child who is 5 years or older. In other states, the term "school age" means a child who is enrolled in school, which may or may not include 5 and 6 year olds.
  - If you use overlapping age ranges, then you MUST use the "Is enrolled or attending school" box in participant information.

A screenshot of a web form titled "Licensing Age Range". The form contains the following fields: "Name" (text input), "Min Age" (text input with a "Choose..." dropdown arrow), "Max Age" (text input with a "Choose..." dropdown arrow), and "School Age Range?" (checkbox). A green "Save" button is located in the bottom right corner of the form.

### To set the capacity for each age range:

- Click on the "Sites" tab on the main sponsor dashboard.
- Select the appropriate site and then click on "Site Details".
- Scroll down to "Site Licensing" and click on the blue "+Add License" button
- Enter the following information for each age range:
  - Capacity
  - License Age Range: select from the list that you have created.
  - Night Capacity: only check this box if special night capacity is relevant.
- Click "Save".

## Age Range Combinations

In some states, there are additional restrictions on licenses. For example, the facility license may say:

- Capacity: 57
- Infants: 18
- Toddlers: 14
- Preschool/School Age: 20
- Not to Exceed 8 School Age

In this case, you need to add additional restrictions on licensed capacity. In addition to entering the numeric restrictions for infants, toddlers, preschoolers and school age, you ALSO need to add the restrictions on total capacity and the restriction on the combination of preschool and school-age.

To add additional restrictions on licensed capacity that apply to more than one age group:

- Click on “Site Details” on the main dashboard.
- Click on the blue “Add Age Range Combination” button.
- Select the age ranges that apply to the restriction and the “not to exceed” value.

**Age Range Combination**

Age Ranges:

Not To Exceed:

[Save](#)

- Click “Save” and the additional restrictions will appear on the screen.

**Site Licensing** [+ Add License](#)

Capacity	License Age Range	Night Capacity?	Remove
<input type="text" value="18"/>	<input type="text" value="Infant"/>	<input type="checkbox"/>	<a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✕ Remove</a>
<input type="text" value="14"/>	<input type="text" value="Toddler"/>	<input type="checkbox"/>	<a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✕ Remove</a>
<input type="text" value="20"/>	<input type="text" value="Preschool"/>	<input type="checkbox"/>	<a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✕ Remove</a>
<input type="text" value="8"/>	<input type="text" value="School Age"/>	<input type="checkbox"/>	<a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✕ Remove</a>

**Age Range Combinations** [+ Manage Age Range Combinations](#)

Age Ranges	Not To Exceed
Preschool School Age	20
Infant Toddler Preschool School Age	57

## Sponsor: Sponsor Licensing Setup: Licensed Capacity Checks by License Types



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2. License Types: this method is typically used by family day care homes. Sponsors define the license types (such as family day care and group child care home) and then assign one or more license types to each site.

### To define license type:

- Click on the "Setup" tab on the main sponsor dashboard.
- Click on "Sponsor Setup" on the next screen.
- Scroll down to Licensed Capacity Method and select "Licensed Type".
- Click "Save".

### To define capacities and distribution for each license type:

- Click on the "Licensing" tab on the main sponsor dashboard.
- Click the blue "+Add" button on the right-hand side of the screen.
- Enter the following information for each of the rules that apply to licenses in your state. Note that there are typically 3-6 rules for each license type AND multiple configurations for each license type. Refer to your state licensing statutes to ensure accuracy:
  - License Type Name
  - Minimum Age & Maximum Age
  - Capacity
  - Night Capacity: only check this box if special night capacity is relevant.
  - School Age: options include Applies Only to School Agers, Applies Only to Non School Agers or Applies to All Children. **You should select "Applies to All Children" unless your state defines "school age" according to school enrollment status rather than calendar age.**
- Click the blue "+Add" button to add another age range OR Click "Save".
- You may add as many license types as you need.

#### License Type

License Type Name

**Age Ranges and Capacities** + Add

Minimum Age	Maximum Age	Capacity	Night	School Age	Remove
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="10"/> <small>Year</small>	<input type="text" value="10"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Agers <input type="radio"/> Applies Only to Non-School Agers <input checked="" type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="6"/> <small>Year</small>	<input type="text" value="8"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Agers <input checked="" type="radio"/> Applies Only to Non-School Agers <input type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="29"/> <small>Month</small>	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Agers <input checked="" type="radio"/> Applies Only to Non-School Agers <input type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>
<input type="text" value="6"/> <small>Week</small>	<input type="text" value="11"/> <small>Month</small>	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="radio"/> Applies Only to School Agers <input checked="" type="radio"/> Applies Only to Non-School Agers <input type="radio"/> Applies to All Children	<input type="button" value="X Remove"/>

## *Sponsor: Sponsor Licensing Setup: Licensed Capacity Checks by License Types*



### **To assign a license or licenses to a site:**

- Click on the “Sites” tab on the main sponsor dashboard.
- Select the appropriate site and then click on “Site Details”.
- Scroll down to “License Types” and select the License(s) you want to apply to this site.
- Click “Save”.