



U.S. ARMY



Welcome to the Community Action Council Hot Topics

COL Hollie J. Martin
Garrison Commander
USARMY

May 05 2020



Agenda

- ✓ Home Based Business—DFMWR
- ✓ How to become an FCC Home—DFMWR





Home-Based Business (HBB)

DFMWR Point of Contact:

Holly R. Allman, 804-734-7195, holly.r.allman.naf@mail.mil

HBB References:

IMCOM Policy Memorandum 215-1-14, IMCOM Garrison Home-Based Business (HBB) Implementation Guidance. Dated: 08 January 2020

Army Directive (AD) 2018-29 Non-Federal Entity Competition with Appropriated and Nonappropriated Fund Activities on Army Installations. Dated: 17 December 2018

Memorandum, Under Secretary of Defense for Personnel and Readiness, 26 Sep 18, Subject: Non-Federal Entity Competition with Appropriated and Nonappropriated Fund Activities on DoD Installations

Army Regulation (AR) 210-7 Personal Commercial Solicitation on Army Installations, 18 October 2007





Home-Based Business (HBB)

HBB Requirements

The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met:

- The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting and include it within application packet for Senior or Garrison Commander decision.
- The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- The HBB owner is responsible for any damages to third parties arising from the conduct of their business.
- HBB owners providing child care must register with the installation Child, Youth and School Services office as part of the Family Child Care (FCC) provider system.
- The HBB owner is required to comply with and is subject to inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.
- HBB's involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions.
- The residential character of the property shall be maintained. The HBB may not occupy more than 25 percent of the home's gross floor area. Parts or materials related to the HBB shall be screened from public view and will be limited to the interior of the structure or the side and rear yards of the property. Signage is limited to what can be displayed in a single window from the inside and may not be illuminated.
- Customers may only patronize a HBB between the hours of 0600 and 2000.
- Noise vibrations, or odors shall not be detectable beyond the property line.





Home-Based Business (HBB)

Application Process

	Task	Responsible Parties
1.	Receive HBB Application from DFMWR	HBB Owner + DFMWR
2.	Acquire written approval to operate from Community Manager (Exception to Policy)	HBB Owner + USAG Housing Manager + RCI Community Manager
3.	<i>Installation Safety Approval*</i>	<i>Army Public Health</i>
4.	Completed Application Turn-In	HBB Owner + DFMWR
5.	Legal Review	DFMWR + Staff Judge Advocate (SJA)
6.	Final Review & Decision	Garrison Commander
7.	Notification to HBB Owner	DFMWR
	<i>*If applicable. Reviewed on case-by-case basis.</i>	





Home-Based Business (HBB)

Current Activity/Updates

HBB revalidation requests required 30 days prior to expiration.

Revalidation reminder notifications sent out 60 days prior to expiration.

If no revalidation request is received 30 days prior to expiration, a cease notification will be sent out for expired HBB Permits.

Current # of Approved HBBs = 10.

Zero applications received or requested in 2020.

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Conclusion

Questions?





Becoming a Family Child Care (FCC) Provider

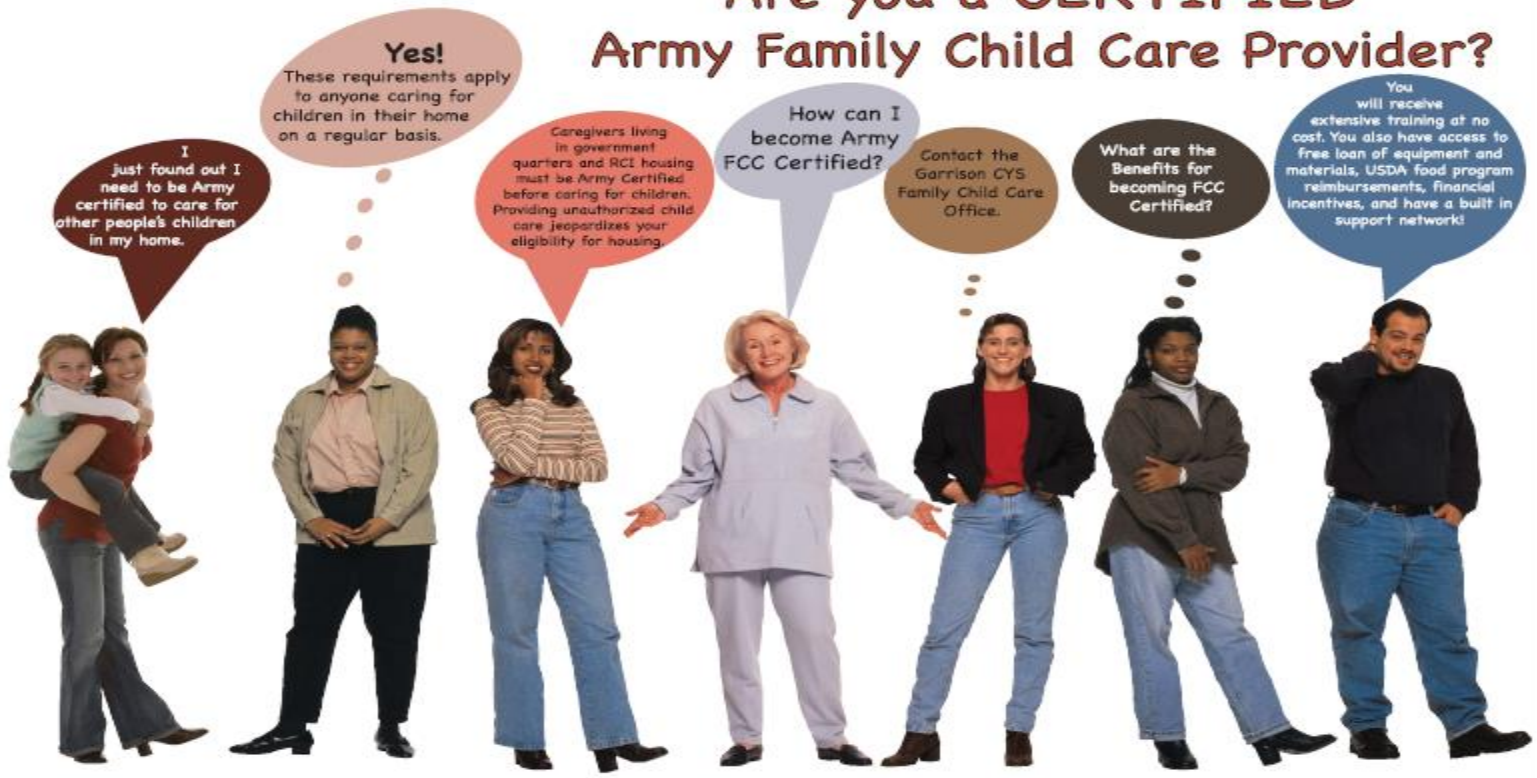
FORT LEE CHILD & YOUTH SERVICES



The Community Action Council (CAC)

Are you providing child care in your home?

Are you a CERTIFIED Army Family Child Care Provider?



Become FCC Certified ... It's the right thing to do!





The Community Action Council (CAC)

So you want to become a FCC provider?

- ✓ Complete and submit FCC Application (DA Form 5219) to the local FCC office.
- ✓ Participate in Family Interview (all family members included) conducted in the home of the applicant.
- ✓ Complete Background checks on all residents in home (12 years and older)
- ✓ Complete Orientation Training
- ✓ Pass Home Inspections
- ✓ Receive Provisional Certification!

Open for Business!





The Community Action Council (CAC)

Contact us:
For more information call
- 804-765-3787 or
- 804-765- 3850

You may also visit us at:

**Bldg. 10612 Yorktown Drive, Fort Lee, VA
23831**





Conclusion

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The Community Action Council (CAC)

**Next CAC
Scheduled for 09:30
June 02, 2020**

