

In-Home Interviews

 CHECKLIST

In-Home Child Care Interviews.

APPLICANT 1	_____	_____
		<i>Date</i>
APPLICANT 2	_____	_____
		<i>Date</i>
APPLICANT 3	_____	_____
		<i>Date</i>

Before you interview a potential caregiver in person, it is a good idea to screen applicants by telephone first. Describe the position and the duties required and tell them how many children you have and what their ages are.

1 2 3 What to ask the In-home child caregiver.

- Can they work the required hours?
- Do your children seem to like them?
- Will they take your children outside on nice days?
- Will they pick up and comfort a crying baby?
- Will they change diapers promptly?
- Do they understand the importance of holding and talking to babies?
- Will they talk, play and interact with your children?
- How would they handle a toddler's temper tantrum?
- How would they handle toilet training?
- Will they read to your children?
- Will they help with homework?
- How would they handle sick children?
- Can they work late if needed?
- Will they accept the salary you offer?
- Will they take children to playdates or other activities?
- Do they understand the type of discipline you use?
- Do they know what to do in an emergency (fire, flood or other natural disaster, physical injury to child)?
- What kinds of meals do they feed the children?

1 2 3 References. Try to check at least 3 references.

- Were they reliable?
- Did they have a good relationship with the employer?
- Did they have a good relationship with the children?
- How long were they at the previous job?
- Why did they leave?

Some people also check for any criminal record with state or local police. Remember, trust your instincts. If you have any doubts, don't hire the person, even if interview answers and references are good. You are the best judge of what your child needs.

Finalize your arrangement.

When you've decided on an applicant, you'll need to:

- Draw up a contract. Outline hours, salary, overtime rate, leave days, benefit arrangements and caregiver responsibilities. Both parties need to sign and date.
- Have a trial period. Start with a part-time arrangement to test the relationship, familiarize the caregiver with your home, your routines, your children and neighbors. Observe carefully

Leave emergency information.

Post the phone numbers of your office, your spouses's office, your pediatrician, ambulance, poison control center, health information, allergies information or any special health conditions that your child has.

Have backup care available.

All child care arrangements need a back-up plan for emergencies. Make sure you have someone who can fill in on an emergency basis and never leave children home alone. For information and guidance, call Starting Point at 216-575-0061 or 1-800-880-0971.

Remember these responsibilities.

Contact an accountant or the IRS to get the most current information on taxes, minimum wage and benefit levels. You'll also find important tax information in IRS Publication 926: Household Employers Tax Guide (at www.irs.gov/pub/irs-pdf/p926.pdf.) Here are some things you'll need to do:

- Get Employer ID Number: File Form SS-4 with the IRS
- Verify Employment Eligibility: Make certain caregiver is a US citizen or legally permitted to work in the US.
- Determine tax responsibilities:
 - See if you need to pay Social Security or Medicare taxes: If you pay less than \$1,700, you do not need to pay these taxes.
 - See if your employee wants you to withhold income taxes. You do not need to do so unless requested by the employee.
 - See if you need to file Federal Unemployment Taxes (FUTA). If you pay \$1,000 or more per quarter, the first \$7,000 is subject to FUTA taxes and you must file IRS file form 940.
 - Check IRS Publication 926 for details on withholding Federal taxes. If you have tax questions, call the IRS at 1-800-829-1040.
 - Check with Ohio Department of Taxation at 800-282-1780 and Ohio Workers Compensation Bureau at 216-787-3050 to see what Ohio taxes you'll need to pay.
- Investigate Earned Income Credit: Some employees qualify for this credit. If so, they submit a completed form W-5 and make advance payments which reduce tax liability. Contact the IRS for more information.

Call Starting Point if you have questions on in-home care.
216-575-0061 or 1-800-880-0971.