**Section 405.16 Administrative Services**

a) In addition to the examination and supervision of day care homes for licensure as required by this Part, the day care agency may provide other administrative services to day care homes. Such services shall only be provided in accordance with policies set by the governing body. "Administrative services" include, but are not limited to, providing consultation, technical assistance and training to day care homes; and providing health and social services to day care homes, children and their families either directly or by referral to other community agencies.

b) The day care agency's policies regarding administrative services shall be in writing, and available upon request, to day care homes and the parent(s) or guardian of children served.

c) The day care agency shall provide an opportunity for day care home caregivers and assistants to participate in at least 15 hours of training annually.