

**NEWARK**

(740)-349-6535

675 Price Rd.

Newark, OH 43055

PATASKALA

(740) 755-4520

621 W. Broad St.

Pataskala, OH 43062

www.lickingcohealth.org

Licking County Health Department (LCHD) Child Passenger Safety Program Policies

1. Appointments and Scheduling

Upon submission of the "Car Seat Form" by the client, an LCHD staff member will contact the client within 8 business days. LCHD will attempt to contact the client via phone. If the number is disconnected, out of service, or if voicemail is not set up, LCHD will follow up via email, provided a valid email address is available. Due to Child Passenger Safety Technician (CPST) capacity, LCHD will reach out to the client at least once, either by phone or email.

Car seat distribution appointments will be scheduled no earlier than two months prior to the client's expected due date. Clients may be asked about their current child passenger safety seat and may be required to maximize its use before qualifying for a new seat from LCHD. If the client already has a child passenger safety seat, they may be referred to a car seat check appointment.

The scheduling of all appointments is contingent upon available car seat inventory and the availability of CPSTs.

2. Attendance and Timeliness

A "no show" is defined as a client missing a scheduled appointment without notifying LCHD at least 15 minutes prior to the scheduled appointment time. If the client is a no show to their appointment, they will be responsible for rescheduling their appointment. After three "no shows," the client will be deemed as low priority and move to the bottom of our call list.

If a client arrives more than 15 minutes late to their scheduled appointment, the CPST reserves the right to reschedule/complete the appointment at their discretion.

If a client arrives earlier than their scheduled appointment time, the appointment may be completed early based on the availability of the CPST. Alternatively, the



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client may be asked to wait until their scheduled appointment time, depending on the CPST's availability.

3. OBB Requirements

LCHD is an Ohio Buckles Buckeyes (OBB) site and must follow OBB requirements. The following guidelines outline the criteria for income, child and caregiver eligibility, and procedures for receiving a car seat.

To qualify for a car seat, the caregiver's household income must fall within the current WIC Income Guidelines. To verify eligibility, caregivers must provide proof of income, which may include paystubs from the past 30 days, a WIC card, Medicaid card, W-2s or a recent tax transcript, or a benefits or award letter for unemployment. The child for whom a car seat distribution is being requested must also meet specific age, weight, and height requirements.

The caregiver must be present at the scheduled appointment to receive the car seat. During the appointment, the CPST will provide an educational session covering proper car seat installation and safety guidelines. The attending caregiver must be a legal adult or accompanied by one. If extenuating circumstances prevent the caregiver from attending, the CPST will review the situation and determine if accommodations can be made.

Each eligible child may receive one car seat every three years, following the standards set by the OBB program. Seat distribution will align with manufacturer specifications and availability. In the event that a car seat is involved in a vehicle accident, a replacement seat may be issued. Caregivers must first contact their insurance provider and provide LCHD with evidence of the communication with their insurance provider. Car seat distribution in special cases or under extenuating circumstances will be at the discretion of LCHD.

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4. Walk-In Policy

Walk-in clients without a scheduled appointment are not guaranteed service. To ensure eligibility and availability for a car seat, clients must schedule an appointment with a CPST in advance.

5. Best Practice Seats

LCHD will provide a child passenger safety seat that complies with the safety standards and state law. LCHD will recommend the best practices for each child based on the child passenger safety seat manufacturer's guidelines.

6. Special Accommodations

LCHD is unable to guarantee that clients will be provided with a seat for special accommodations. LCHD will provide recommendations for the next steps or refer clients to a CPST who specializes in accommodations.