



Buckle Up Kids
NORTH CAROLINA

North Carolina Department of Insurance
Office of State Fire Marshal
1202 Mail Service Center • Raleigh, N.C. 27699-1202

Criteria For Participation In The NC Buckle Up Kids Program and Application Instructions

Revised: December 18, 2009

Buckle Up Kids Concept

The Buckle Up Kids (BUK) program is intended to assist fire, rescue, EMS, law enforcement, health, and safety personnel as well as advocates and volunteers in each North Carolina county containing a child passenger safety program by providing a limited number of child restraints purchased through funding from the North Carolina Governor's Highway Safety Program (GHSP). Child restraints purchased through funding from the NC GHSP are provided to parents and other caregivers on a reduced-cost basis and are only provided along with education provided by certified CPS Technicians. Following are the criteria that local BUK Program coordinators and sponsoring agencies must agree to in order to participate in the NC Buckle Up Kids Program:

1. A primary and secondary Buckle Up Kids contact (BUK) must be identified for each county and an agreement must be renewed annually in order to remain in good standing with the NC Department of Insurance-Office of State Fire Marshal (NC DOI-OSFM). Agencies that coordinate a BUK Program in addition to a Safe Kids (SK) program are encouraged to appoint different personnel as primary contacts for their BUK and Safe Kids programs, but it is not required.
2. In order to participate in the BUK program, both the primary and secondary contacts must have approval and support from their agency supervisors and, if a county currently has an active SK program, from the county SK Coordinator.
3. The primary and secondary contacts must both have a current National Child Passenger Safety Technician certification. The secondary contact is to assist and aid the primary contact in meeting the following requirements. In the event that the primary contact cannot fulfill his/her duties, the responsibility of the BUK program will revert to the secondary contact.
4. A fire, EMS or rescue provider should be the primary or secondary contact. The primary and secondary Contacts should represent different agencies, in order to target different segments of the community.
5. Contacts must provide secure storage for child restraints when shipped.
6. Contacts must work within their community to increase awareness of the importance of child passenger safety and work to insure the continuance of the program.
7. Technicians installing child restraints must provide education on the proper usage and installation, to each child restraint recipient.

8. Contacts must maintain adequate records on the distribution of all child restraints (i.e., name, address, age of child and other necessary information). Distribution forms are required to be completed for each child restraint distributed through the BUK program.
9. Child restraints should be distributed to agencies and permanent checking stations, within the county, with Nationally Certified Technicians. All Distribution forms will be returned to the primary contact and maintained for auditing purposes, record keeping, and quarterly reports for three years. Primary contacts do not need to send Distribution Forms to NC DOI-OSFM.
10. The primary contact must compile data and submit BUK Quarterly reports on-line, on a timely basis, through the buckleupnc.org website (www.buckleupnc.org/restricted.cfm). Quarterly reports (for the NC GHSP October - September project year) are due: January 5th (for the October - December quarter), April 5th (for the January - March quarter), July 5th (for the April - June quarter), and October 5th (for the July - September quarter). **Only counties who report each quarter on a timely basis will be eligible to receive child restraints.**
11. **It is the responsibility of the primary contact to notify NC DOI-OSFM of any personnel changes in primary or secondary contacts, within 30 days of such action. If a contact changes without notification to NC DOI-OSFM, the BUK Program will be terminated in that county until a new agreement is completed. In addition, no grace period for reporting will be offered.**

Child Restraints

Child restraints that have been purchased through GHSP funds and shipped to the primary contact are for distribution to at-risk children and families in the county. At-risk children are defined as children receiving government assistance including, but not limited to, those receiving WIC, Medicaid, or Medicare. Local BUK programs should distribute their County's allotment of restraints throughout the County and should include all other agencies with certified child passenger safety technicians providing CPS services to parents and caregivers. Child restraints purchased through State of North Carolina funds can only be provided to a permanent checking station (PCS) that meets the criteria for recognition as a PCS by the NC CPS Training Committee (www.buckleupnc.org/training_policies_pcs.cfm). It is suggested that the primary contact meet with active technicians in their county to determine the best distribution method.

NC DOI-OSFM/GHSP cannot provide enough child restraints for the needs of every county, so we recommend that the BUK contacts and child passenger safety technicians find other means and resources to continue child passenger safety efforts when child restraints are no longer available through the BUK program. NC DOI-OSFM requires that local programs receiving BUK seats through this program request some amount of payment, co-payment, or contribution from the caregiver for the BUK child restraints that are being distributed, unless a local agencies policies preclude accepting payment for the BUK seats. If the child is receiving state assistance, the technician distributing the seat can request a co-payment for each child restraint. This money must go to a fund that will be used to purchase additional child restraints and help continue the child passenger safety efforts in the county. Additionally, these funds can be used as matching funds for possible grant opportunities. In 2009, NC DOI-OSFM paid approximately \$50.00 for convertibles, \$30.00 for high back boosters and \$14.00 for no-back boosters.

Child Restraint Distribution Form

A Child Safety Distribution Survey Form must be completed for each BUK child restraint distributed by the County BUK program. The BUK primary contact is responsible for maintaining these forms for quarterly reporting, auditing purposes and liability protection related documentation.

When providing child restraints to other agencies, the Primary Contact must be sure to also provide a Child Restraint Distribution Form for each child restraint. These agencies must submit the forms to the BUK primary contact in a timely manner in order for the primary contact to compile all data to generate the county quarterly report. Do not send completed Distribution Forms to NC DOI-OSFM.

The distribution form is available for download from the buckleupnc.org website at:
<http://www.buckleupnc.org/progman/index.cfm>

Quarterly Reports

Quarterly reporting follows the federal fiscal year and are therefore due by the 5th of January, April, July, and October (the federal fiscal year begins on October 1 and ends on September 30). Reports are to be submitted on-line through the buckleupnc.org Program Management system. The on-line system, is accessed through www.buckleupnc.org/restricted.cfm. The BUK primary contact is responsible for ensuring that each report is submitted on-line by the required deadline. In conjunction with submitting your on-line report, please mail or e-mail any news articles about child passenger safety efforts in the county to NC DOI-OSFM, Attn: Allison Cummings; 1202 Mail Service Center; Raleigh, NC 27699-1202; allison.cummings@ncdoi.gov.

If there have been no CPS activities or child restraints distributed during a reporting period, a quarterly report must still be submitted on-line to NC DOI-OSFM. A policy has been established that all quarterly reports must be submitted by the designated deadline or there will be no shipment of additional child restraints. Funding for this program is provided from the NC Governor's Highway Safety Program (GHSP). To receive this funding, NC DOI-OSFM must provide quarterly reports to GHSP. NC DOI-OSFM must have each BUK counties quarterly reports for our quarterly reports to GHSP. Failure to supply these reports to our office will result in ineligibility for future grant funding for child restraints.

Coordinators Training

All primary and secondary BUK contacts are required to have and maintain the National Child Passenger Safety Technician Certification. In the event that the primary contact's technician certification expires, the role of program coordination will be assumed by the Secondary Contact. In the event that the technician certifications for both the Primary and Secondary contacts expire, the BUK program will be terminated in that particular county and all seats must be returned to NC DOI-OSFM unless other contacts for the BUK program who are currently certified can be identified.

How To Apply to Participate in the NC Buckle Up Kids Program

All applications to participate in the NC Buckle Up Kids Program must be submitted through the Program Management system on the buckleupnc.org website. To do so, click on the "Program Management" link found under "Featured Pages" on the left side of the buckleupnc.org home page (www.buckleupnc.org). Please note that the same login page can be accessed through the "Restricted Access" link found at the top of most pages on the buckleupnc.org site. Following are the steps to complete to submit a NC Buckle Up Kids application:

1. Having an individual profile in the system is required to access the Program Management and Reporting area where new programs are created, existing programs are updated or modified, and where Buckle Up Kids programs and Permanent Checking Stations submit reports.
 - A. Individuals who already have an individual account should skip to Step 2 below.
 - B. Individuals who do not yet have an individual account must first complete a "New Account Request Form."
 - 1) Access to this form is through the "Create a New Individual Account (Personal Contact Information)" and does not require a user name and/or password.

- 2) Once all required fields are filled in, are in the correct format, and you click on the “Submit” button, you will see a message informing you that your request for an account was successfully processed and that an email containing your username and password has been sent to the primary email address entered on the form.
 - 3) When you receive the email containing your username and password, click on the link in the email to return to the Program Management login page and choose " the “Log in to Add a New Program, Manage Your Existing Programs or Submit Quarterly Reports Login” option. Use the username and password information contained in the email to log into the Program Management area.
2. To log into the system, choose “Log in to Add a New Program, Manage Your Existing Programs or Submit Quarterly Reports Login” option on the main Program Management login page.
 3. Once logged in, select the option to “Submit Application for a New Buckle Up Kids (BUK), Permanent Checking Station (PCS), or Safe Kids (SK) Program” and complete the online form.
 - A. Note that on the application form, the Primary and Secondary contacts for the program are chosen from a drop-down list. This is the only way Primary and Secondary Contacts can be identified for a program. If the appropriate individual is not in the drop-down list, this means they do not have a Program Management individual account and one must be created before being designated as a contact. Following is important information about the Primary and Secondary Contacts:
 - 1) Both the Primary and Secondary Contacts must have approval and support from their agency supervisors.
 - 2) The Primary Contact is responsible for assuring that the requirements of the application/agreement signed as a part of being approved as a BUK or PCS program are fulfilled. This includes submitting required reports in a timely manner. Primary Contacts for BUK and PCS programs must have a current National Child Passenger Safety Technician certification. Primary Contacts for Safe Kids programs do not have to be certified as CPS Technicians.
 - 3) The role of the Secondary Contact is to assist and aid the Primary Contact in meeting BUK or PCS requirements. Unless otherwise approved in advance by OSFM, the Secondary Contact for BUK programs must also have a current National Child Passenger Safety Technician certification. In the event that the Primary Contact cannot fulfill his/her duties, the responsibility of the BUK program will revert to the Secondary Contact.
 - 4) Additional details about completing the online application can be found through the “Program Management Help and Instructions” information found through the “[Help - Creating and Managing Accounts and Programs](#)” link on the main Program Management Login Options page.
 4. Once a new program is created, emails will be automatically sent to Office of State Fire Marshal office and field staff. Relevant staff will review the information submitted and then approve the program for display on public listings of NC programs, services and contacts. Approval will not be granted until signed applications/agreements are received by OSFM.

Contact Information: Allison Cummings;
NC Buckle Up Kids Program
Phone: 919-661-5880 x314
E-mail: allison.cummings@ncdoi.gov

Buckle Up Kids Primary Contact: *I have read and agree to the attached criteria to participate in the Buckle Up Kids program as the Primary Contact:*

Agency/Department: _____
 Primary Contact Name: _____
 Contact Signature: _____ Date: _____
 Technician ID: # _____ Exp. Date: _____
 Phone: _____ Fax: _____
 E-mail Address: _____
 Mailing Address: _____

 City: _____ State: _____ Zip: _____
 Shipping Address for Child Restraints (if different from mailing address)**: _____

 City: _____ State: _____ Zip: _____
 Primary/Home County: _____
 Counties Served: _____

I have read the criteria to participate in the Buckle Up Kids program and agree to support the individual named above as the Primary Contact for this program:

Supervisor's Name: _____
 Supervisor's Signature: _____ Date: _____

**** Please note: Child Restraints awarded annually as part of the Buckle Up Kids Grant, will be shipped to the Primary Contact's shipping address unless otherwise noted in the buckleupnc.org program management system.**

Buckle Up Kids Secondary Contact: *I have read and agree to the attached criteria to participate in the Buckle Up Kids program as the Secondary Contact:*

Agency/Department: _____
 Primary Contact Name: _____
 Contact Signature: _____ Date: _____
 Technician ID: # _____ Exp. Date: _____
 Phone: _____ Fax: _____
 E-mail Address: _____
 Mailing Address: _____

 City: _____ State: _____ Zip: _____
 Shipping Address for Child Restraints (if different from mailing address): _____

 City: _____ State: _____ Zip: _____

I have read the criteria to participate in the Buckle Up Kids program and agree to support the individual named above as the Secondary Contact for this program:

Supervisor's Name: _____
 Supervisor's Signature: _____ Date: _____

The following is to be filled out and signed if the applicant's County has an active Safe Kids coalition:

Safe Kids Coordinator: *I have read and agree to the attached criteria and approve that the contact/contacts listed above are acceptable for participation in the Buckle Up Kids program:*

Agency/Department: _____

SK Coordinator Name (print): _____

Coordinator Signature: _____ Date: _____

Phone: _____ Fax: _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Mail the ORIGINAL SIGNATURE copy of this agreement to:

Ms. Allison Cummings
Injury Prevention Coordinator
Office of State Fire Marshal
NC Department of Insurance
322 Chapanoke Road
1202 Mail Service Center
Raleigh, NC 27699-1202
Phone: 919-661-5880 x314

*SAMPLE ONLY -
Use the BUK Agreement generated through
Primary/Secondary Contacts Program Management profiles
for submitting applications.
- SAMPLE ONLY -*