



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

Matthew G. Bevin
Governor

Susan S. Hayes, Director
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Vickie Yates Brown Glisson
Secretary

John D. Inman
Acting Inspector General

TO: Kentucky Licensed and Certified Child Care Providers

FROM: Susan S. Hayes, Director Division of Regulated Child Care

DATE: June 16, 2016

RE: Annual Re-approval and Renewal of Certification

The Division of Regulated Child Care is pleased to announce two process changes effective January 1, 2014.

The Division of Regulated Child Care will be implementing an all-electronic email communication process with licensed and certified child care providers. All child care licensing application, renewal and recertification communications will be sent to the email address on the file with the Division of Regulated Child Care. It is important that this email address be checked routinely.

The Division of Regulated Child Care needs to confirm the email address for your child care license and certification. Please send an email to chfsoigrccportal@ky.gov including the licensee name or certification name and license/certification number to update email addresses for future communications. The licensee and certification name and number must be on all emails sent to the Division of Regulated Child Care. All email address updates will also be sent to this email address.

Also as part of an initiative to streamline processes for licensing re-approval and recertification, CHFS has sought the assistance from Child Care Aware of Kentucky to help licensed and certified child care providers with the licensed child care re-approval and recertification processes. Child Care Aware of Kentucky Technical Assistance staffs are now the first reviewers and the first contact for the child care re-approval and recertification process. Child Care Aware technical assistance coordinators will provide the needed individual education and technical assistance to child care providers seeking re-approval and recertification.

Technical assistants are located throughout the state and can provide information and assistance necessary to fully inform providers of state requirements for licensure re-approval and recertification, as well as other pertinent information for quality child care operations. If you are currently in the re-approval /recertification process please contact your area Child Care Aware of Kentucky Technical Assistance contact to review your re-approval and recertification application before submitting the application documentation to the Division of Regulated Child Care. And Child Care Aware of Kentucky Technical Assistant Coordinators also will be sending out future re-approval and recertification notifications via the email address on file with the Division of Regulated Child Care.

Please contact your local Child Care Aware technical assistance coordinator in your area to review your child care licensure re-approval and recertification documentation. For your convenience a staff contact list and map is enclosed.

**Child Care Aware of Kentucky
Health & Safety Coaches**

Region	Health & Safety Coordinator	Phone Number	Health & Safety Specialist	Counties Served
The Lakes	Lisa Marshall lisa_marshall@ourclassaadd.org	270-247-7171 ext. 361		Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, McCracken & Marshall
The Lakes	Lou Ann Worthington lworthington@judubon-area.com	931-801-5091		Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon, Muhlenberg, Todd & Trigg
Two Rivers	Donna Porter dporter@judubon-area.com	270-315-0785		Dawson, Hancock, Henderson, McLean, Ohio, Union & Webster
Two Rivers	Sherril Meyer sherrilmeyer@wku.edu	270-745-2216		Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson & Warren
Salt River Region	Alice Brewer aliceb@cccokv.com	800-809-7076 ext. 6108		Breckinridge, Grayson, Hardin, Larnue, Marion, Meade, Nelson & Washington
Salt River Region	Darlene Kistler darlene.kistler@uky.edu			Anderson, Bullitt, Franklin, Henry, Shelby, Spencer, & Woodford
Jefferson	Allison Uhl auhl@kentuckycca.org	502-584-0032	Burumal Murphy burumal.murphy@uky.edu 502-876-9267	Jefferson (Burumal also serves Okdham and Tramble)
Jefferson	Tori Kiefer tkiefer@kentuckycca.org	502-584-5024		Jefferson
Northern Bluegrass	Elizabeth Singleton esingleton@kentuckycca.org	858-547-5096		Kenton, Boone, Carroll, & Gallatin
Northern Bluegrass	Holly Grass hgrass@kentuckycca.org	606-784-5600		Bourbon, Campbell, Grant, Harrison, Nicholas, Owen, Pendleton, & Scott
Eastern Mountain	Lora Conley lorac@cccokv.com	606-571-5383		Bath, Boyd, Bracken, Carter, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson & Rowan
Eastern Mountain	Pat Hites patricia.hites@uky.edu	606-434-1801		Essex, Floyd, Johnson, Lawrence, Magoffin, Martin, & Pike
Eastern Mountain	Brenda Hunter brenda_hunter@uky.edu	606-477-9944		Breathitt, Knott, Lee, Leslie, Letcher, Menifee, Morgan, Owsley, Perry & Wolfe
Cumberland	Donna Forbes donnaforbes@uky.edu	606-308-1662		Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, & Wayne
Cumberland	Michelle Lowe michelle.lowe@uky.edu	606-878-4972		Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle & Whitley
Southern Bluegrass	Linda Fowles Linda.fowles@uky.edu	859-200-3858		Boyer, Clark, Estill, Garrard, Lincoln, Madison, Mercer & Powell
Southern Bluegrass	Carrie Bales Carrieb@cccokv.com	859-254-9176 x 2144		Fayette and Jessamine