



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

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Acting Inspector General

**TO: Kentucky Licensed and Certified Child Care Providers**

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

**DATE: June 14, 2016**

**RE: Annual Re-approval and Renewal of Certification**

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Kentucky child care administrative regulation 922 KAR 2:090, Child-care center licensure, states in section 8 "Annual Re-approval" a licensee seeking re-approval of a regular license must submit, **one (1) month prior to license expiration, a completed "Child-Care Center License Application."**

For renewal of certification for a family child care home, 922 KAR 2:100 Certification of family child-care homes child care regulation states in section 3, renewal of certification; a family child-care certification shall be renewed every two (2) years and a family child-care home provider must submit **one (1) month prior to expiration of the provider's certification a completed "Certification Application for Family Child-Care Home."**

Licensed child care re-approval applications and family child care home certification applications must be submitted:

- **One (1) month prior to expiration and**
- **On a completed "Child-Care Center License Application" or "Certification Application for Family Child-Care Home" with required documentation.**

Late or incomplete applications will result in the expiration of the license and may result in a non-payment for providers participating in the Child Care Assistance Program. In the event that the license expires prior to receipt of the application, the provider will be required to contact their Child Care Aware Technical Assistance Coordinator to initiate the initial licensure application process.

If assistance is needed in completing the annual re-approval or renewal of certification application, please contact your local Child Care Aware Technical Assistance Coordinator listed at this link:  
<http://www.kentuckypartnership.org/General/About/childcareaware/regionalstaff.aspx>.

<b>Region</b>	<b>Health &amp; Safety Coordinator</b>	<b>Phone Number</b>	<b>Health &amp; Safety Specialist</b>	<b>Counties Served</b>
The Lakes	Lisa Marshall <a href="mailto:lisa.marshall@purchaseadd.org">lisa.marshall@purchaseadd.org</a>	270-247-7171 ext. 161		Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, McCracken & Marshall
The Lakes	Lou Ann Worthington <a href="mailto:lworthington@audubon-area.com">lworthington@audubon-area.com</a>	931-801-5091		Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon Muhlenberg, Todd & Trigg
Two Rivers	Donna Porter <a href="mailto:dporter@audubon-area.com">dporter@audubon-area.com</a>	270-315-0785		Davess, Hancock, Henderson, Mclean, Ohio, Union & Webster
Two Rivers	Sherril Meyer <a href="mailto:sherril.meyer@wku.edu">sherril.meyer@wku.edu</a>	270-745-2216		Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson & Warren
Salt River Region	Alice Brewer <a href="mailto:aliceb@cccokfy.com">aliceb@cccokfy.com</a>	800-809-7076 ext. 6108		Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson & Washington
Salt River Region	Darlene Kisler <a href="mailto:darlene.kisler@uky.edu">darlene.kisler@uky.edu</a>			Anderson, Bullitt, Franklin, Henry, Shelby, Spencer, & Woodford
Jefferson	Allison Uhl <a href="mailto:auhl@kentuckycca.org">auhl@kentuckycca.org</a>	502-584-0032	Brummal Murphy <a href="mailto:Brummalmurphy@uky.edu">Brummalmurphy@uky.edu</a> 502-876-9267	Jefferson (Brummal also serves Oldham and Trimble)
Jefferson	Torri Kiefer <a href="mailto:tkiefer@kentuckycca.org">tkiefer@kentuckycca.org</a>	502-584-5024		Jefferson
Northern Bluegrass	Elizabeth Singleton <a href="mailto:esingleton@kentuckycca.org">esingleton@kentuckycca.org</a>	859-547-5096		Kenton, Boone, Carroll, & Gallatin
Northern Bluegrass	Holly Grass <a href="mailto:hgrass@d4forchildren.org">hgrass@d4forchildren.org</a>	606-784-5600		Bourbon, Campbell, Grant, Harrison, Nicholas, Owen, Pendleton, & Scott
Eastern Mountain	Lora Conley <a href="mailto:lorac@cccokfy.com">lorac@cccokfy.com</a>	606-571-5383		Bath, Boyd, Bracken, Carter, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson & Rowan
Eastern Mountain	Pat Hites <a href="mailto:patricia.hites@uky.edu">patricia.hites@uky.edu</a>	606-434-1801		Elliot, Floyd, Johnson, Lawrence, Magoffin, Martin, & Pike
Eastern Mountain	Brenda Hunter <a href="mailto:brenda.hunter@uky.edu">brenda.hunter@uky.edu</a>	606-477-9944		Breathitt, Knott, Lee, Leslie, Letcher, Menfee, Morgan, Owsley, Perry & Wolfe
Cumberland	Donna Forbes <a href="mailto:donna.forbes@uky.edu">donna.forbes@uky.edu</a>	606-308-1662		Adair, Casey, Clinton, Cumberland, Green, McCreary, Putaski, Russell, Taylor, & Wayne
Cumberland	Michelle Lowe <a href="mailto:michelle.lowe@uky.edu">michelle.lowe@uky.edu</a>	606-878-4972		Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle & Whitley
Southern Bluegrass	Linda Fowles <a href="mailto:Linda.fowles@uky.edu">Linda.fowles@uky.edu</a>	859-200-3858		Boyle, Clark, Estill, Garrard, Lincoln, Madison, Mercer & Powell
Southern Bluegrass	Carrie Bales <a href="mailto:Carrieb@cccokfy.com">Carrieb@cccokfy.com</a>	859-254-9176 x 2144		Fayette and Jessamine