



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

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INFORMATION MEMORANDUM

TO: Kentucky Licensed and Certified Child Care Providers

FROM: Kim Roush, Director Division of Regulated Child Care

DATE: January 9, 2014

RE: Annual Re-approval and Renewal of Certification

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>.