



**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 *Kim Roush*

**DATE:** December 17, 2013

**RE:** Announcement of a Division of Regulated Child Care Process Change(s)

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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.

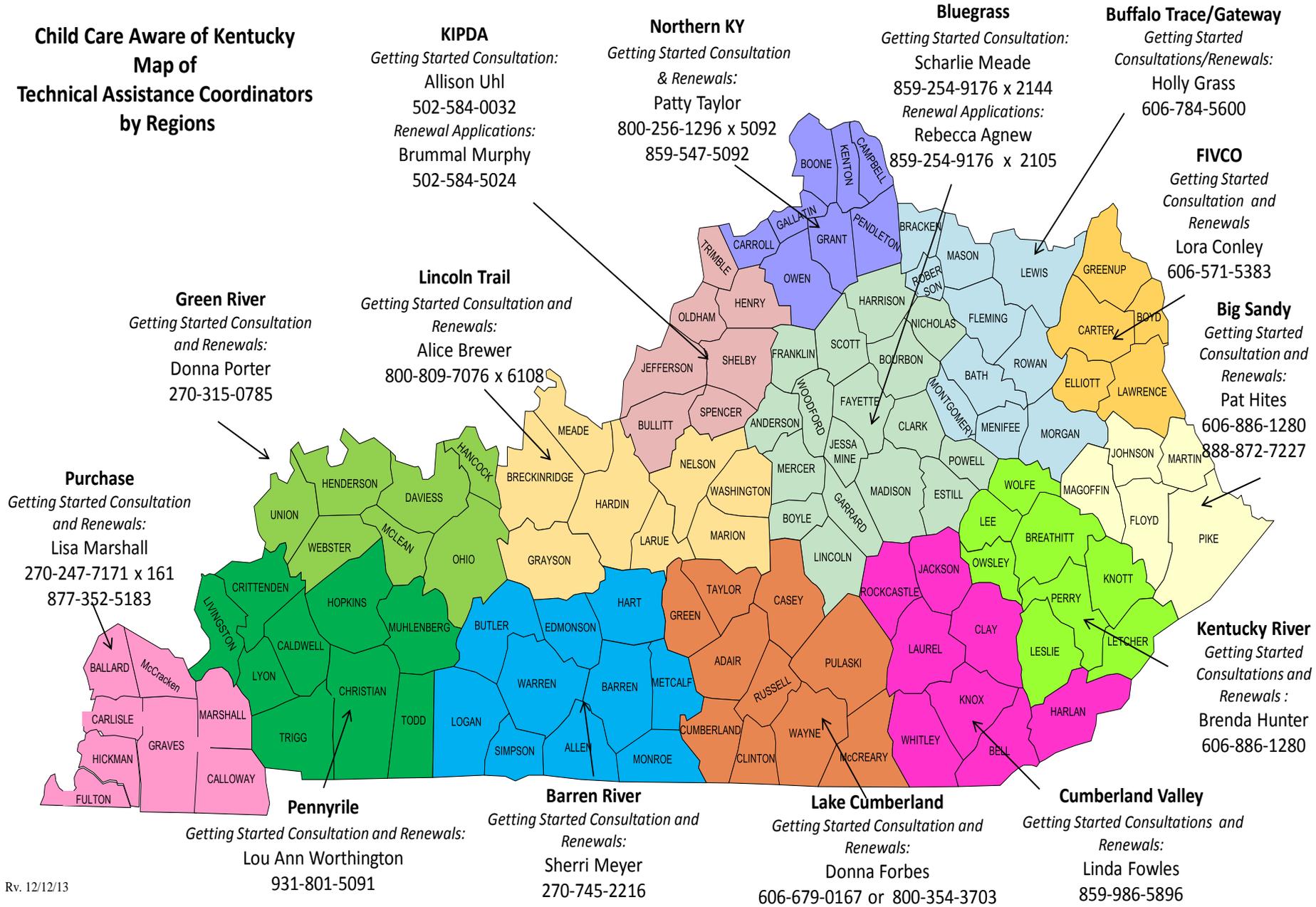
The Division of Regulated Child Care needs to confirm the email address for your child care license and certification. Please send an email to ([chfsoigrccportal@ky.gov](mailto:chfsoigrccportal@ky.gov)) including the licensee name or certification name and license/certification number to update email 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  
Map of  
Technical Assistance Coordinators  
by Regions**



**Child Care Aware of Kentucky Technical Assistance Staff List**

ADD	Technical Assistance Coordinator	Technical Assistance Specialist	Counties Served
Purchase	Lisa Marshall <a href="mailto:lisa.marshall@purchaseadd.org">lisa.marshall@purchaseadd.org</a> Phone: (270) 247-7171 x 161 or (877) 352-5183		Ballard, Calloway, Carlisle, Fulton, Graves, Hickman McCracken and Marshall
Pennyrile	Lou Ann Worthington <a href="mailto:lworthington@audubon-area.com">lworthington@audubon-area.com</a> Phone: (931) 801-5091		Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon Muhlenberg, Todd and Trigg
Green River	Donna Porter <a href="mailto:dporter@audubon-area.com">dporter@audubon-area.com</a> Phone: (270) 315-0785		Daviess, Hancock, Henderson, McLean, Ohio, Union and Webster
Barren River	Sherri Meyer <a href="mailto:sherri.meyer@wku.edu">sherri.meyer@wku.edu</a> Phone: (270) 745-2216		Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren
Lincoln Trail	Alice Brewer <a href="mailto:aliceb@cccokfy.com">aliceb@cccokfy.com</a> Phone: (800) 809-7076 x 6108		Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington
KIPDA	Allison Uhl <a href="mailto:auhl@kentuckycca.org">auhl@kentuckycca.org</a> Phone: (502) 584-0032	Brummal Murphy <a href="mailto:bmurphy@kentuckycca.org">bmurphy@kentuckycca.org</a> Phone: (502) 584-5024	Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble
Northern Kentucky	Patty Taylor <a href="mailto:ptaylor@4cforphildren.org">ptaylor@4cforphildren.org</a> Phone: (800) 256-1296 x5092 or (859) 547-5092		Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen and Pendleton
Buffalo Trace/Gateway	Holly Grass <a href="mailto:hgrass@4cforphildren.org">hgrass@4cforphildren.org</a> Phone:(606) 784-5600		Bath, Bracken, Fleming, Lewis, Mason, Menifee, Montgomery, Morgan, Robertson and Rowan
FIVCO	Lora Conley <a href="mailto:lorac@cccokfy.com">lorac@cccokfy.com</a> Phone:(606) 571-5383		Boyd, Carter, Elliot, Greenup and Lawrence
Big Sandy	Pat Hites <a href="mailto:pathites@ekccc.org">pathites@ekccc.org</a> Phone: (606) 886-1280 or (888) 872-7227		Floyd, Johnson, Magoffin, Martin and Pike
Kentucky River	Brenda Hunter <a href="mailto:bhunter@ekccc.org">bhunter@ekccc.org</a> Phone:(606) 886-1280		Breathitt, Knott, Lee Leslie, Letcher, Owsley Perry and Wolfe
Cumberland Valley	Linda Fowles <a href="mailto:lfowles@ekccc.org">lfowles@ekccc.org</a> Phone: (859) 986-5896		Bell, Clay, Harlan, Jackson, Know, Laurel, Rockcastle, and Whitley
Lake Cumberland	Donna Forbes <a href="mailto:dforbes@ekccc.org">dforbes@ekccc.org</a> Phone: (606) 679-0167 or (800) 354-3703		Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, and Wayne
Bluegrass	Scharlie Meade <a href="mailto:scharliem@cccokfy.com">scharliem@cccokfy.com</a> Phone: (859) 254-9176 x 2144	Rebecca Agnew <a href="mailto:rebecca@cccokfy.com">rebecca@cccokfy.com</a>  Phone:(859)254-9176 x 2105	Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford