



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Child Care

Andy Beshear
Governor

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Eric C. Friedlander
Secretary

Lesa Dennis
Commissioner

Reminder: Roster Maintenance

Dear Provider,

The Division of Child Care (DCC) has conducted a review of staff records in KARES. Some employees may have expired background checks. In accordance with 922 KAR 2:280 Section 6, take the following actions:

- **Conduct a New Background Check:** Start a new background check for any employee with expired eligibility. Separate them from duties until the new check is completed and cleared. Once the new applicant has been deemed eligible the provider will need to “hire” the employee on the new application and “separate” them from the expired application.
- **Separate the Employee:**
 - If the employee no longer works at the facility, please ensure they are properly separated from the KARES roster.
 - If you have an employee that appears more than once on your roster, separate the expired application/s. (On the roster in KARES the expired applications are red and the current are green.)
- **If you are no longer in business:** please inform DCC by sending an email to the help desk at CHFSDCCNBCP@ky.gov and include the following communication:
 - The child care facility name AND license number
 - The facility address
 - Your name and former position at the facility

Please complete this task within 10 days of receiving this notification. If you have any questions or need assistance with the background check process, feel free to reach out to the help desk at CHFSDCCNBCP@ky.gov

Thanks for your cooperation!

Sincerely,
Division of Child Care, Fitness Determination Section