

Request for Temporary Closure

Licensed Providers

922 KAR 2:090, Section 12(6) states, "The cabinet and the parent of a child enrolled in a child-care center shall receive notice as soon as practicable, and prior to, a child-care center's temporary or permanent closure."

Certified Providers

922 KAR 2:100, Section 19(10)(c) states, "Report: Temporary or permanent closure as soon as practicable to the cabinet and the parent of a child in the family child-care home;"

Today's Date: _____

License or Certificate Number: _____

Name of Provider: _____

Date of temporary closure: _____

Signature of Owner(s)/Licensee: _____

Parents have received notification

Reason for temporary closure: _____

Projected date to reopen: _____

Please submit this form via email to chfsoigrccportal@ky.gov or by fax to (502) 564-9350.