Request for Temporary or Permanent Closure

Licensed Providers
922 KAR 2:090, Section 13(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 20(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 or permanent closure: ________________________

Signature of Owner(s)/Licensee: ___________________________________________________

☐ Parents have received notification

Reason for temporary or permanent closure:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Projected date to reopen if the closure is Temporary: ____________________________

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