

Email documents to: RegisteredPABox@ky.gov or

My Registered Provider #: **R** **for**

Fax to: 502.564.3464

Date Entered into KICCS:

Division of Child Care Registered Relative Child Care Provider Enrollment Checklist

STEP 1 must be completed to start the application process.

Complete and Submit DCC-95: Application for Registered Relative Child Care Provider in **Provider's** Home
(To be completed if you are providing care within your home.)

OR

Complete and Submit DCC-96: Application for Registered Relative Child Care Provider in **Child's** Home
(To be completed if you are providing care within the child's home.)

National Background Results from KARES system: Refer to the National Background Check Program (NBCP) guide for assistance. The background check is required for the provider, regardless of where care is provided. If care is provided in YOUR home, a background check must be completed on everyone 18 years of age and older that lives with you. **The KARES is good for five years.**

STEP 2 is to be completed and submitted within **30 days** of **Step 1's** arrival to the Division of Child Care.

Due Date:

- Relative Self-Attestation Form
- Copy of Photo ID or Birth Certificate
- Copy of Social Security Card
- DCC-94A: Registered Relative Child Care Provider Information Form
- IRS W-9 Form: Request for Taxpayer Identification Number and Certification
- DCC-93: Authorization for Electronic Deposit (optional) Must include voided check or letter on bank letterhead with routing & account number.
- KICCS Provider Portal Agreement (optional) to be emailed to portal.access@ky.gov with a copy of your driver's license.

Training Certificate of Completion or record of Provider CCAP Billing Basics (2023 version). Please see the Early Care and Education Training Records Information System (ECE-TRIS) tip sheet for assistance in creating your login profile and to locate this training. Course Link: <https://www.hdilearning.org/courses/ece-080-provider-ccap-billing-basics-july-2023/>

STEP 3 is to be completed and submitted within **90 days** of **Step 1's** arrival to the Division of Child Care.

Due Date:

Trainings can be found in the ECE-TRIS data system at <https://ece.trc.eku.edu>

Training Certificate of Completion or ECE-TRIS record of: One and a half hours (1.50) of Pediatric Abusive Head Trauma (PAHT). PAHT must be completed within the first ninety (90) days and then **every five (5) years after that**. This training link can be found at the top page under the Calendar/Approved Trainings tab.

Certification of age-appropriate CPR and First Aid. Approved training information can be found at the top page under the Calendar/Approved Trainings tab. **This training MUST be CERTIFIED.**

If care is in provider's home, the following documents are required for each household member aged 18 and older:

Member 1:
Member 2:
Member 3:

KARES (Employment Authorization Form)
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Please complete the section below and return. Thank you!

Next section is for the children to be in your care so we can be sure they are matched/enrolled with you!

Case Number (Parent/guardian case number for SNAP, Medicaid, CCAP, etc.)	Child's Name/DOB	Date Care Began	Schedule/Times	Parent Name