



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

Matthew G. Bevin
Governor

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Vickie Yates Brown Glisson
Secretary

John D. Inman
Acting Inspector General

TO: Kentucky Licensed and Certified Child Care Providers

FROM: Susan S. Hayes, Director Division of Regulated Child Care

DATE: June 14, 2016

RE: Annual Re-approval and Renewal of Certification

Kentucky child care administrative regulation 922 KAR 2:090, Child-care center licensure, states in section 8 "Annual Re-approval" a licensee seeking re-approval of a regular license must submit, **one (1) month prior to license expiration, a completed "Child-Care Center License Application."**

For renewal of certification for a family child care home, 922 KAR 2:100 Certification of family child-care homes child care regulation states in section 3, renewal of certification; a family child-care certification shall be renewed every two (2) years and a family child-care home provider must submit **one (1) month prior to expiration of the provider's certification a completed "Certification Application for Family Child-Care Home."**

Licensed child care re-approval applications and family child care home certification applications must be submitted:

- **One (1) month prior to expiration and**
- **On a completed "Child-Care Center License Application" or "Certification Application for Family Child-Care Home" with required documentation.**

Late or incomplete applications will result in the expiration of the license and may result in a non-payment for providers participating in the Child Care Assistance Program. In the event that the license expires prior to receipt of the application, the provider will be required to contact their Child Care Aware Technical Assistance Coordinator to initiate the initial licensure application process.

If assistance is needed in completing the annual re-approval or renewal of certification application, please contact your local Child Care Aware Technical Assistance Coordinator listed at this link:

<http://www.kentuckypartnership.org/General/About/childcareaware/regionalstaff.aspx>.

Health & Safety Coaches

Region	Health & Safety Coach	Phone Number	Health & Safety Specialist	Counties Served
The Lakes	Lisa Marshall lisa.marshall@purchaseadd.org	270-247-7171 ext. 161		Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, McCracken & Marshall
The Lakes	Lou Ann Worthington lworthington@audubon-area.com	931-801-5091		Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon Muhlensberg, Todd & Trigg
Two Rivers	Donna Porter dporter@audubon-area.com	270-315-0785		Daviess, Hancock, Henderson, McLean, Ohio, Union & Webster
Two Rivers	Sherrri Meyer sherrri.meyer@wku.edu	270-745-2216		Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson & Warren
Salt River Region	Alice Brewer aliceb@cccokfy.com	800-809-7076 ext. 6108		Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson & Washington
Salt River Region	Darlene Kistler darlene.kistler@uky.edu	859-246-6567		Anderson, Bullitt, Franklin, Henry, Shelby, Spencer, & Woodford
Jefferson	Allison Uhl auhl@kentuckycca.org	502-584-0032	Brummal Murphy Brummal.murphy@uky.edu 502-876-9267	Jefferson (Brummal also serves Oldham and Trimble)
Jefferson	Torri Kiefer tkiefer@kentuckycca.org	502-584-5024		Jefferson
Northern Bluegrass	Elizabeth Singleton esingleton@kentuckycca.org	859-547-5096		Kenton, Boone, Carroll, & Gallatin
Northern Bluegrass	Holly Grass hgrass@kentuckycca.org	606-784-5600		Bourbon, Campbell, Grant, Harrison, Nicholas, Owen, Pendleton, & Scott
Eastern Mountain	Lora Conley lprac@cccokfy.com	606-571-5383		Bath, Boyd, Bracken, Carter, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson & Rowan
Eastern Mountain	Pat Hites patricia.hites@uky.edu	606-434-1801		Elliot, Floyd, Johnson, Lawrence, Magoffin, Martin, & Pike
Eastern Mountain	Brenda Hunter brenda.hunter@uky.edu	606-477-9944		Breathitt, Knott, Lee, Leslie, Letcher, Menifee, Morgan, Owsley, Perry & Wolfe
Cumberland	Donna Forbes donna.forbes@uky.edu	606-308-1662		Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, & Wayne
Cumberland	Michelle Lowe michelle.lowe@uky.edu	606-878-4972		Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle & Whitley
Southern Bluegrass	Linda Fowles linda.fowles@uky.edu	859-200-3858		Boyle, Clark, Estill, Garrard, Lincoln, Madison, Mercer & Powell
Southern Bluegrass	Carrie Bales Carrieb@cccokfy.com	859-254-9176 x 2144		Fayette and Jessamine