

**Child Care Assistance Program  
Over Capacity Provider Operating Plan Form**

The Child Care Assistance Program (CCAP) records indicate that as a certified family child-care home or licensed child-care center operating over capacity, as specified in 922 KAR 2:100 or 922 KAR 2:120 by having two (2) or more shifts, an operating plan is required and must specify each employee of each shift; the work hours for each employee of each shift; the management for each shift; the work hours for each management employee of each shift; and the children enrolled for each shift.

**Please complete the following:**

<b>Provider's Name:</b>		<b>Provider's Certified/License #:</b>	
<b>Management name:</b>		<b>Management name:</b>	
<b>Management Hours:</b>		<b>Management Hours:</b>	
<b>Employees Names:</b>	<b>Employees Hours:</b>	<b>Employees Names:</b>	<b>Employees Hours:</b>
<b>Enrolled Children Names:</b>	<b>Enrolled Children Hours:</b>	<b>Enrolled Children Names:</b>	<b>Enrolled Children Hours:</b>

- The Cabinet shall approve an operating plan that demonstrates the health, safety, and welfare of a child in care in accordance with 922 KAR 2:090, 2:100, 2:110, 2:120 or 2:160.
- Payment under the CCAP will not be made to a provider for a child in care over the capacity of the provider, as governed by 922 KAR 2:100 or 922 KAR 2:120, unless an operating plan is approved in accordance with this administrative regulation.

**Licensee/On-Site Director or Certified/ Provider's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

"Licensee", as defined by 922 KAR 2:090, is an owner or operator of a child care center to include sole proprietor, corporation, Limited Liability Company, partnership, association or organization.

**Please return this form to CCAP Section 275 E. Main St, 3C-F, Frankfort, KY 40621 by mail or by fax to 502-564-3464**

