

The Modify Affiliates application is the online version of the paper Request for KBI/DCF Registry Check.

Submit a Modify Affiliates application to add, edit or remove affiliates during the year in between application submissions.

A separate Modify Affiliates application does not need to be submitted when renewing the facility license as it is included in the renewal process.

To submit a request to Modify the affiliates for your facility, select the Renew KDHE License and Manage My Affiliates link from the Home Page.

This link will take you to the Facilities Tab. From the list of Facilities, select the facility for which you want to submit the request.

It is recommended that you next select the Affiliates Tab which provides a convenient way to review and identify needed updates prior to starting a Renewal or Modify Affiliates application.

Please review the list of Affiliates for accuracy, paying special attention to Dates of birth and Roles for each affiliate as well as determining if any new affiliates need to be added or if any need to be expired.

You will then be able to make these changes in the online application.

When you are ready, return to the Facilities Tab, ensure the correct facility is selected and then select the button to "Modify Affiliates".

Wait for the application to open in a new window, which might take up to 60 seconds.

Select the link "Click here to update the affiliates for your facility".

On the Current Affiliates screen, select an [Action] for each affiliate (No Change, Edit, or Expire).

Depending on the number of persons affiliated with the facility, it might be necessary to scroll or Page Down to see the entire list of Current Affiliates.

To correct an affiliate's name or to edit any of the detailed information for that person, such as Role, Address, or Phone Number, select Edit in the "Action" drop-down to the right of that person's name.

You will have the opportunity to change information on the following screen(s).

\*Note: an Owner's Name cannot be changed. This Action requires a new application.

If a person is no longer residing, working, or regularly volunteering in the child care facility, please select 'Expire' in the "Action" drop-down to delete the person from the list of Affiliates.

The person must be added if he/she returns to the facility in the future.

\*Note: An Owner cannot be 'Expired'. This Action requires a new application to Change Ownership.

Add any additional person not listed by selecting the 'Add Affiliate' button. Only person(s) who are 10 years of age and older who work, reside, or regularly volunteer at the facility should be added.

To remove someone you just added, check the box to the right of "Remove" and then select the "Remove Affiliate" button.

Pursuant to K.A.R. 28-4-125(c), a copy of all submitted affiliates must be kept on file.

Once you have signed and submitted the application, the Application Summary can be printed from the Applications Tab.

After selecting all affiliates to be edited or expired and adding any new affiliates, select "Next" at the bottom of the screen to enter or correct detailed information for each person.

On the following screens, a page will populate for each new person added as well as one for each with the selected Action of "Edit" or "Expire".

Enter or edit all requested identifying information. Note the Affiliate name will be displayed at the top of the page.

Any fields that are not applicable must be left blank.

Note – If a Social Security Number is not provided, a warning message will be displayed that this may delay the process.

Enter the SSN if available and select [Next].

For any affiliates no longer residing, working, or volunteering in the facility, enter the last date of affiliation and select Yes to confirm.

The detailed information screens for affiliates are followed by the KBI/DCF Screening page. All questions require an answer.

When you have entered all of the data for the application, have reviewed it for accuracy and added your signature, select the Submit button on the final screen.

Notice the instructions to click Submit only once. Clicking the Submit button more than once will result in an error.

When your application has successfully been submitted, the Assessment Summary screen will display.

Read this screen carefully as it includes important information about where your application will be processed.

When you have finished reading the Assessment Summary,  
close the window by clicking the “X” in the upper right-hand corner of your screen.

When you return to the Provider Portal, select the link to Pay KDHE Fee / Manage My Applications.

The link will take you to the Applications Tab, which is used to view a list of all applications that have been started, saved, and/or submitted and select a specific application to:

Submit attachments, which must be done prior to paying fees,

To pay Fees,

To Print the Application Summary, or

To Cancel the application.

Depending on the information you want to view, by selecting the “Up” or “Down” arrow to the right of the column title, each of the available columns can be sorted either in ascending or descending order.

For example, you can sort by “Submitted Date” to quickly find the most recent application submitted, or sort by “Application Type” to find all of the applications of a specific type.

To print a copy of your application, with the correct application selected, click on the “KDHE Application Summary” link from the Applications tab. The summary will print as a PDF document.

The ability to Cancel a specific application is available if needed. When a Renewal or Modify Affiliates application is started, the facility and affiliates data is refreshed with the current KDHE data available for the specific facility.

Best practice is to Cancel an application that you have started but do not intend to finish, for example if you accidentally start the wrong type of application for a facility.

With the correct application selected, select the “Cancel” button.

A pop-up message will display when the application has been canceled.

Click on [Manage My Facilities and Affiliates] any time to update your affiliate list or check the status of your application.

For assistance with the online application, please call 785-296-1270.