



**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A
LICENSED DAY CARE REFERRAL AGENCY**

NEW APPLICANTS: PROGRAMS THAT ARE APPLYING FOR A NEW LICENSE MUST COMPLETE ITEMS 1 THROUGH 8. If you are applying for a NEW licensed Day Care Referral Agency, return the required forms and fees to your local child care facility surveyor.

INTENT TO CONTINUE: COMPLETE THE ITEMS LISTED UNDER 1 THROUGH 3 BELOW. If you are renewing your current license, *WITHIN THE NEXT 30 DAYS*, return the required forms and the annual state fee to the Kansas Department of Health and Environment at the above address. Send the local fee, if any, to your local child care facility surveyor.

1. APPLICATION FOR LICENSE.

Applications for a new license are to be **submitted a minimum of 90 days prior to the anticipated opening** of the facility. Applications are processed in the order received. The facility is not authorized to provide services prior to receiving a temporary permit or license.

If you are no longer operating your Day Care Referral Agency, you must notify KDHE of your intent to close. Complete the information requested on the form, mark the closure information and include the date of closure.

CLEARLY PRINT OR TYPE using black ink. Complete all statements carefully and include all requested information as attachments. Please carefully review the complete application prior to mailing to the local child care facility surveyor or the Kansas Department of Health and Environment to be sure that all items as listed on the application are included. **Incomplete applications may be returned.**

2. STATE FEE. A check or money order made payable to the Kansas Department of Health and Environment for \$75.00 or complete the credit card information on this application.

LOCAL FEE. KDHE contracts with local health departments or private contractors for local regulatory services. Local contractors may charge a local fee. Please contact your local child care facility surveyor to determine the amount of the local fee and submit that fee directly to the local contractor per their instructions.

3. KBI/DCF SCREENING FORM as required by K.A.R. 28-4-187.

CLEARLY PRINT OR TYPE IN ALL INFORMATION REQUESTED FOR EACH PERSON USING BLACK INK. All blanks need to be completed; however, the Social Security Number is optional. If a section is not applicable, put NA in that space. Incomplete requests will be returned.

CAREFULLY CHECK the accuracy of the information you are submitting. All of the information requested helps to ensure the accuracy of the background screening process. **EVERY PERSON LIVING, WORKING OR REGULARLY VOLUNTEERING AT THE FACILITY IS TO BE SCREENED AND INCLUDE THE OWNERS OF THE FACILITY.** **Keep a copy** of the completed request form on file.

**APPLICANTS FOR A NEW LICENSE MUST ALSO COMPLETE
AND SUBMIT THE FOLLOWING INFORMATION.**

4. FIRE SAFETY as required by K.S.A. 65-508.

You must contact and obtain acceptance of fire safety from the Office of the State Fire Marshal (785-296-3401). Acceptance is to be submitted with the application.

5. Verification of the legal owner or operator.

Private Owner or Partnership that is **not Incorporated**

Submit a copy of the lease or deed for the property and, pursuant to K.S.A. 1991 Supp. 74-139, a copy of the Social Security Card or Driver's License or Birth Certificate for each owner or partner.

Corporate Owner

Submit a copy of the Articles of Incorporation, By-Laws and the Federal Identification Number.

Governmental Agency including School District

Submit Verification of Governmental Authority (i.e. if located in a church or school, include authorization from the church or the school district for operating the program on their premises) and the Federal Identification Number.

Other. Please Describe.**6. Program Information.**

- a. **Description of Services to be provided** including items such as educational services, resources provided, etc.
- b. **Organization Chart** including position titles and job descriptions for all staff. Clearly designate the individual or governing body which exercises authority over and has responsibility for the operation, policies and practices of the day care referral agency

7. Physical Plant Information.

Floor plan. Include a drawing showing how the day care resource and referral agency fits into the overall floor plan of a building. Indicate if other type of business is conducted within the building. Mark all of the exits to the outside.

8. Local Code Approval.

Local codes and ordinances may prescribe other requirements for the legal operation of a day care referral agency. Applicant must submit **written approval** from the appropriate local agencies indicating that all local codes are met or that there are none which apply.

FOR YOUR INFORMATION AND USE

KDHE INSPECTION.

K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. An initial announced inspection will be requested by KDHE when a **complete and reviewed** application is received and the facility is ready for occupancy. Your local child care facility surveyor will make an **ANNOUNCED** initial inspection of the facility. However, all future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual review inspection will not necessarily occur at the time of your annual renewal date for your Intent to Continue Licensure. KDHE provides dates for inspection to the local child care facility surveyor. Inspection dates may change from time to time. If you have questions or comments about your inspection, please contact the Kansas Department of Health and Environment.

REQUIRED FORMS.

Current KDHE forms are enclosed for your use. **Please make copies of these forms for future program use.** Destroy all unused copies of out-of-date forms, if you have any. Additional forms may be obtained from the KDHE website at www.kdheks.gov/kidsnet/

REGULATORY QUESTIONS.

The local child care facility surveyor is your first and primary person of contact for questions about your child care facility, child care regulations and laws. Surveyors have a supply of Laws and Regulation books. If you need a law or regulation book, contact your local surveyor or download the regulations from the KDHE website at www.kdheks.gov/kidsnet

Good Beginnings Last A Lifetime!