

STATE OF KANSAS

DEPARTMENT OF HEALTH AND ENVIRONMENT
DIVISION OF PUBLIC HEALTH
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GOVERNOR JEFF COLYER, M.D.
JEFF ANDERSEN, SECRETARY

May 23, 2018

Dear Child Care Provider,

As we have shared previously, the federal Child Care and Development Block Grant (CCDBG) of 2014 mandated changes to the health and safety training requirements and the background check screening process. Information regarding the health and safety training requirements are detailed in the most current regulation books. Current regulation books are on our website at www.kdheks.gov/kidsnet. Information regarding the changes to the background check process may also be found on our website. Scroll down the page to the KanCheck section for detailed information. Below is a quick glance at the upcoming background check process:

Background checks: You will receive a green postcard notice when it is time for you to renew (typically that is mailed to you 90 days before your renewal date).

- October renewals will be the first month that programs will be required to obtain fingerprints. This may be done as early as August 2018.
- Background check packets will be available from your local child care licensing surveyor for you to pick up. If you require a background check packet to be mailed to you, please contact KDHE at 785-296-1270 or by email at KDHE.CCLbackground@ks.gov.
- Each person who is required to have fingerprints taken will need to have their own packet. Check www.kdhe.ks.gov/kidsnet for the individuals who will be required to obtain the fingerprints.
- The fingerprints are valid for five years unless there is a 90-day gap in employment from one licensed facility to another.
- The background cost is \$48.00 per person. There may be an additional fee charged by the fingerprinting location. Please be sure to ask when scheduling your appointment.
- Approved fingerprinting locations will be announced later and the most current list will be posted to the CCL webpage soon.

Renewal applications: As of August 1st, the online application screens will have a different look. Watch our website for the new instructional videos, available mid-July, to review the online application process with the new screens. Submitting a paper application will delay this process 7-10 days. Go to the CCL website at www.kdheks.gov/kidsnet to update new or existing employee information and to submit an initial or renewal application.

Instructional webinars will be available to help explain the process. Dates and times will be posted on our website. Remember to check our website frequently for updates. Your local child care licensing surveyor is your first point of contact if you have any questions. As always, we appreciate all the work you do to provide healthy and safe environments for children in Kansas!

Best Regards,

Lori Steelman
Director, Child Care Licensing
Kansas Department of Health and Environment