



Department of Public Health and Human Services

Child Care Licensing-QAD ♦ PO Box 202953 ♦ Helena, MT 59620-2953 ♦ phone: 444-2012 ♦ fax: 444-1742

Steve Bullock, Governor

Richard H. Opper, Director

Date: September 15, 2016
To: Montana Child Care Providers
From: Stephanie Goetz, Program Manager
Child Care Licensing Program
RE: Inspection Process

Starting the week of September 19th, the Child Care Licensing Program will begin a new inspection process which will include a pre-service inspection for all new facilities and an annual inspection for all facility types (family, group and center). Annual inspections will be conducted up to three months prior to the renewal date. Centers currently on an extended license will have an annual inspection prior to their renewal month.

The unannounced annual inspection will not be scheduled until a renewal application has been submitted. It is important that renewal applications are submitted 90 days prior to the expiration date in order to allow sufficient time to complete the annual inspection. It also allows additional time in the event that the application is incomplete. As you are aware, failure to submit a complete application timely could result in a delay or lapse in the license. The application is considered complete once all application materials including training and background checks have been submitted to the department.

Do not hesitate to contact your licensor if you have any questions. The link to the Child Care Licensing website is below.

<http://dphhs.mt.gov/qad/Licensure/LBCCL.aspx>