



Steve Bullock, Governor

Sheila Hogan, Director

TO: Montana Child Care Providers and Other Interested Parties

FROM: The Quality Assurance Division / Child Care Licensing

SUBJECT: Program /Process Updates

DATE: March 30, 2017

Process Updates

The department appreciates the valuable services that you provide to our Montana communities! In order to decrease the paperwork burden for providers and state staff and allow us to better serve child care facilities, the department has changed some of the forms and application processes as follows:

- **“Employee Information Form”**: The former “Statement of Health Form” and the employee “Cover Sheet” have been replaced. These have been combined into one new form. *
- **Release of Information** form has been updated.
- **Immunizations and CPR/First aid training**: You will no longer need to submit verification for these items. Employees will be required to attest to the completed or scheduled dates on the “Employee Information Form”. These required items must still be kept current at your facility. The department will verify these during annual inspections and may request copies at any time.
- **Incomplete paperwork is no longer accepted**: Please ensure that forms and packets are complete before submitting. Incomplete paperwork will be returned. **
- All **application forms** (new and renewal) have been updated.
- **Website** - Newly remodeled! Please use the new forms posted on our website at www.dphhs.mt.gov/qad. We will continue to accept the old forms through **May 31, 2017**.
- The department continues the work towards creating an online application process.

* Although the department is no longer asking the health screening questions from the former Statement of Health form, please remember it is your responsibility as the director to ensure that new hires are properly screened and that all staff are adequately monitored in order to ensure the health and safety of children in your care.

Thank you for bearing with us while we are “under construction”.

Sincerely,

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**Please include your PV # on all correspondence.