



Joette Katz
Commissioner

DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Dannel P. Malloy
Governor

August 15, 2011

Dear Provider:

The Department of Children and Families (DCF) would like to inform you of the new process for providers who currently offer or would like to offer **after school services** for DCF involved children and youth.

If you are a provider/organization that offers after school services, summer program, and/or all year around services for children age twelve (12) and younger you must be licensed by the Department of Public Health (DPH). In addition you must submit a completed DCF after school "Registration Form for Licensed Provider" (enclosed) and a copy of your license issued by DPH to Advanced Behavioral Health (ABH) so you can be listed on their website in order to be reimbursed by the Department.

If you believe your program is exempt from licensing under the state statute, please consult your attorney to assure you are in compliance with state laws. A list of recently enacted Public Acts that directly impact the child day care licensure program can be found at www.ct.gov/dph/daycare under Statutes and Regulations. If you have further questions regarding this matter, please contact DPH at 860-509-8045.

If your program is exempt from licensing or if you serve youth age thirteen (13) and older, you are required to complete a full DCF credentialing application. You may follow the directions and guidelines established in the Provider agreements posted on the ABH website at www.abhct.com.

If your program provides after school services for all ages, please follow the above guidelines for age groups, DPH licensing for children age twelve and younger and DCF credentialing for youth age thirteen and older.

The completed application must be submitted to ABH by September 1, 2011, in order to provide services starting the school year.

All organizations providing After School services that would like to provide or continue to provide services for children and youth involved with the Department are required to be licensed and/or credentialed as described above.

If your program provides services for children age twelve (12) and younger and already submitted the information for background checks to the Department of Public Safety, please contact Ann Adams at Ann.adams@ct.gov or Isabel Turmequé at Isabel.turmeque@ct.gov.



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If you have any questions regarding this matter, please contact Ann.Adams@ct.gov or Sarah Tkacs at stkacs@abhct.com.

Sincerely,

Elizabeth K. Graham
Deputy Commissioner

Cc: Cindy Butterfield, Chief Fiscal Officer, DCF
Fernando Muniz, MPA, Chief of Quality and Planning, DCF
Ann Adams, MSW, Director of Community Program Review, DCF
Sarah Tkacs, Program Manager, ABH