



**CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL**

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**FROM:** Adam Mather  
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**DATE:** March 19, 2020

**SUBJECT:** Coronavirus (COVID-19) – Interim Guidance for Verification of Employment for Child Care within a Limited Duration Center

The Office of Inspector General pursuant to authority granted in KRS 214.020 and Executive Order 2020-215 hereby issues this supplemental guidance, which will require verification of employment for enrollment of children in a Limited Duration Center.

**Employees of a healthcare entity, First Responder (Law Enforcement, EMS, Fire Departments), Corrections Officers, and DCBS Workers will be required to submit verification of employment to include the following:**

- Documentation should be noted on the identified employer's health care entity letterhead and include:
  - Identifying information for the employee
  - Employee's position within the healthcare entity
  - Location(s) of place of employment
  - Name of children who will be enrolled and dates of birth
  - Contact information of Human Resources personnel to verify employment if necessary
- Please note childcare will only be provided to children twelve (12) years of age and younger.
- Verification forms may be requested by authorities and/or contact may be made to identified human resource personnel to verify the authenticity of the individual's employment.
- By utilizing these services you agree to isolate when not working, use social distancing, and good hygiene. If an employer places Parent on isolation or quarantine child(ren) may not attend for that time period
- Employer is responsible for informing the Limited Duration Center if they have asked a parent utilizing the services to isolate or quarantine.

Up-to-date information from the Centers for Disease Control and Prevention and Kentucky Department for Public Health may be obtained from the following links: **CDC COVID-19 website:** [www.cdc.gov/covid19](http://www.cdc.gov/covid19), **KDPH COVID-19 website:** [www.KYCOVID19.ky.gov](http://www.KYCOVID19.ky.gov)