

The Kentucky Online Gateway

Section 1: Setting up a Kentucky Online Gateway (KOG) Account

Technical Assistance Guidance for Child Care Coaches and Providers



Quick reference

Set up Kentucky Online Gateway Account (KOG) Slide #3

Name Based Background Checks During Pandemic Slide #9

KARES/National Background Check Portal Slide #16

KICCS Provider Portal/CCAP/POC/ALL STARS Slide #20

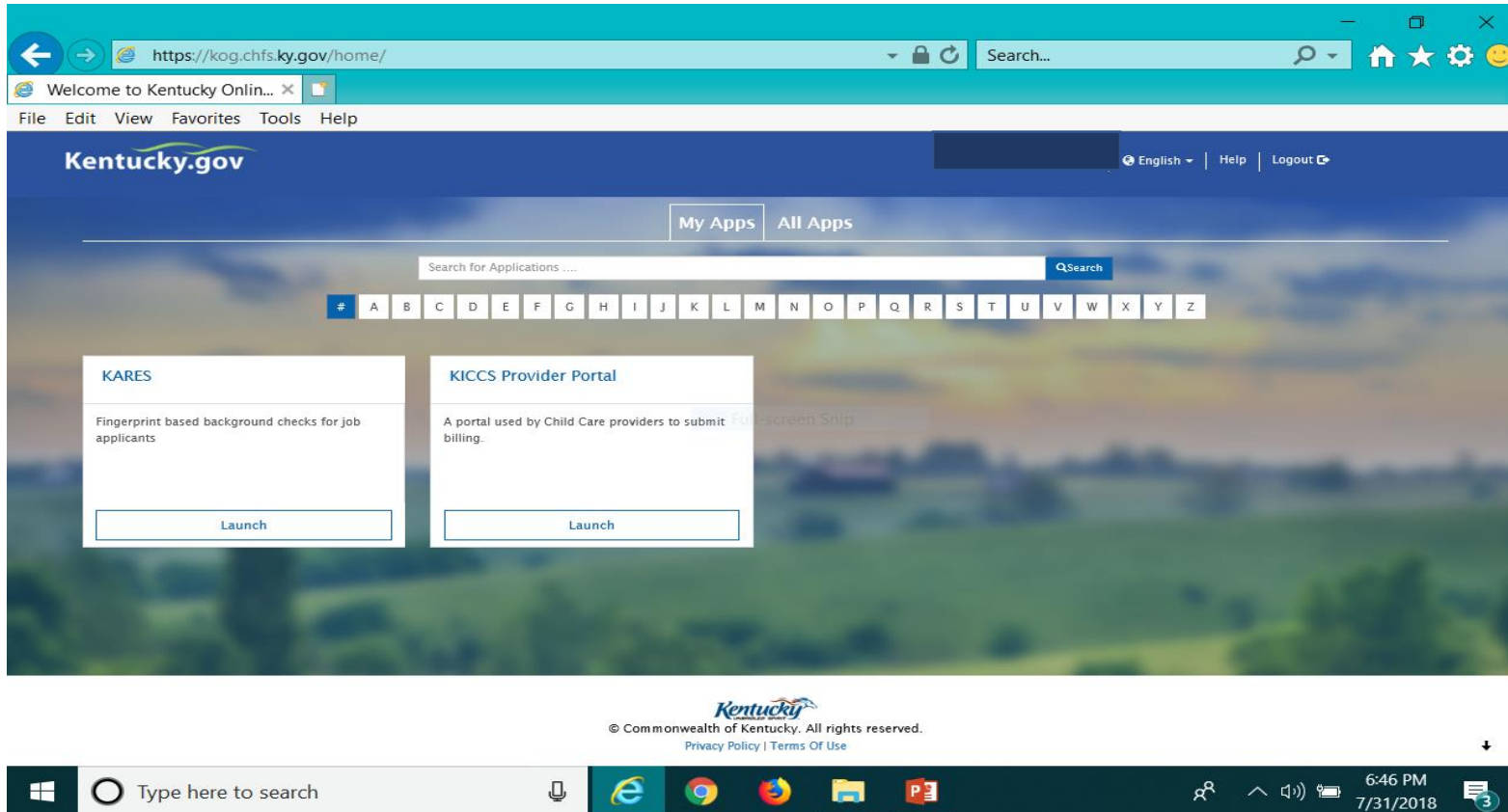
Need On-Site Assistance/CCA Slide #29

Help Desk and DCC Access to KOG/KICCS Slide #30

Let's get started....

Child Care providers in Kentucky are required to use The KARES and KICCS applications (APP's). On the next slides you will learn how to set up a Kentucky Online Gateway (KOG) account and gain access to the KARES and KICCS Apps.

<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>



KICCS Provider Portal “Launch Page”

- provides easy access:
- 1) Link to the Kentucky Online Gateway and the KICCS Portal (see right side of screen)
 - 2) The Phone # and email for KICCS Helpdesk
 - 3) KICCS Portal User Guide (right side of screen) for new users and for those who already have a KY Online Gateway Account

Here's the address for this page:

<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>

Browser address bar: <https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>

Ky.gov An Official Website of the Commonwealth of Kentucky

KENTUCKY Cabinet for Health and Family Services

Services Agencies News Contact Us

CHES > Agencies > Department for Community Based Services > Division of Child Care > KICCS Provider Portal Launch Site

DIVISION OF CHILD CARE

KICCS Provider Portal Launch Site

What It Is

The [KICCS Provider Portal](#) is used by child care providers to submit billing and view documents for the Child Care Assistance Program, complete Plans of Correction for Division of Regulated Child Care and submit documentation and receive correspondence for the All STARS program.

Contact the [KICCS HelpDesk](#) for help creating an account, navigation assistance or system issues related to the Provider Portal.

Local (Frankfort): (502) 564-0104, Option 5
Toll-free: (866) 231-0003, Option 6

HELPDESK

All STARS

Beginning June 25, Licensed and Certified child care providers will be able to do the following using the Provider Portal:

- submit Standards Checklist and upload supporting

Portal Access

[KICCS Provider Portal](#)

Become a KICCS Portal User

- Review the [KICCS Portal User Guide](#) for instructions to create a KY Online Gateway citizen account
- Child care providers print and follow the instructions on the [Provider Portal User Agreement](#)
- University of Kentucky STARS staff (QEI) print and follow the instructions on the [QEI User Agreement](#)

Have an existing KY Online Gateway citizen account?

- Log into your account
- Request access to the KICCS Provider Portal
- Submit the appropriate User

The KICCS
PORTAL USER
GUIDE will
provide step by
step directions to
set up an
account. We
suggest you print
or save this
document as a
reference.

Need Help?

Contact the
KICCS Help Desk:

1-866-231-0003
Option 6

KICCS PORTAL USER GUIDE

*User Guide to
request a citizen
(CIT) account and
provider or STARS
QEI online features*

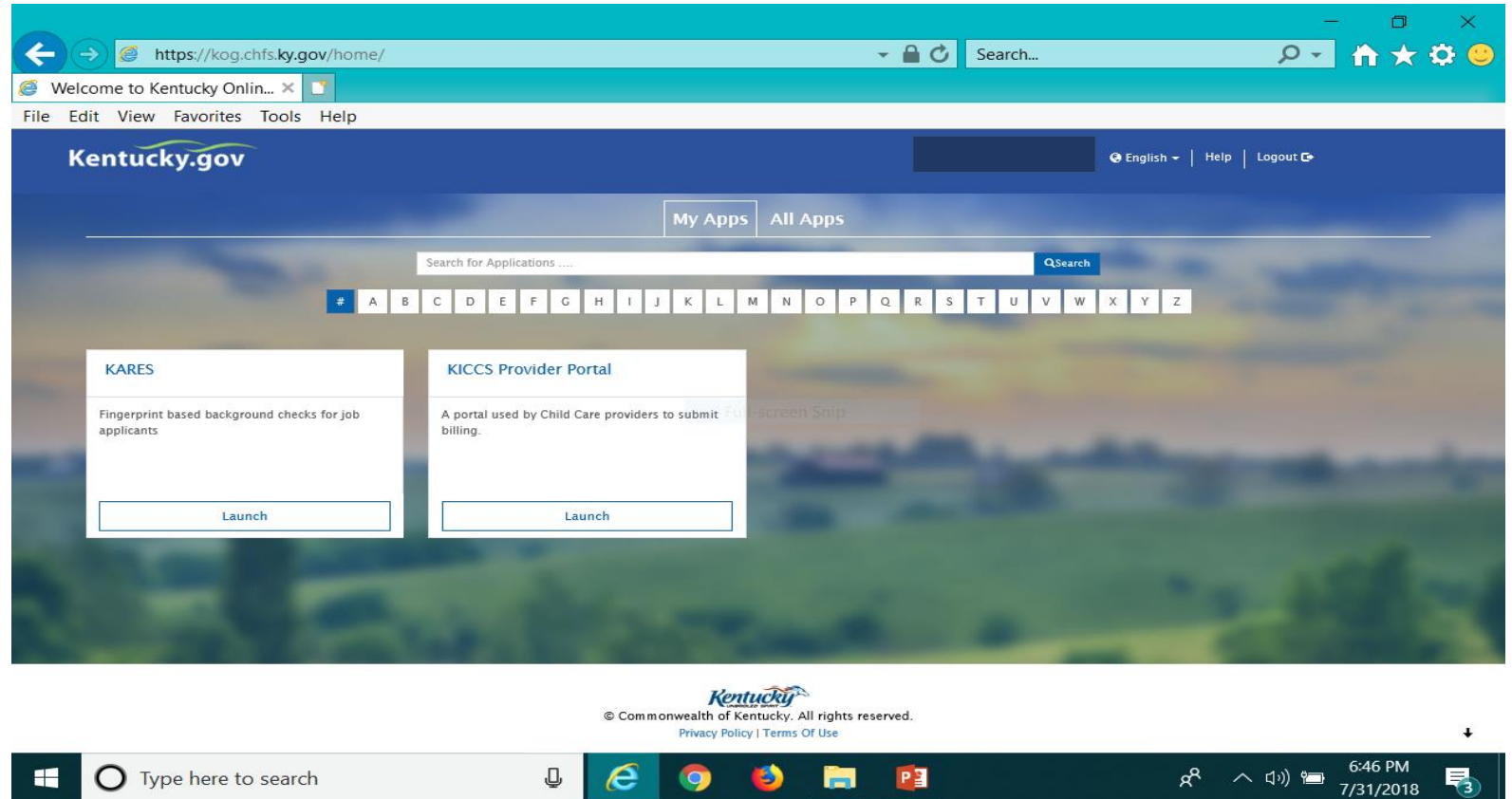
Setting Up A Kentucky Online Gateway (KOG) Account

<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>

STEP #1: Each user will establish their own KOG Account.

STEP #2: Each user will request access to KARES/National Background Check Portal

STEP #3: Each user will complete the electronic request for KICCS access and submit the Provider Portal Agreement for approval.



<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>

To create an account:

Click on the green “Create Account” button.

Guidelines

- Each user must establish their own account using their personal email address.
- Typically the owner, director and assistant director set up personal KOG accounts.
- Do not set up a center account to be shared by multiple users.
- Do not share your account or passwords with another user.

Gateway Inicio de Sesión

Inicia sesión con tu Cuenta de Kentucky Online Gateway.

Nombre de Usuario o [¿Olvidó Nombre de Usuario?](#)

Dirección de Correo Electrónico

brummal.murphy@uky.edu

Contraseña [¿Olvidó Contraseña?](#)

●●●●●●●●

Iniciar la sesión

[Reenvíe correo electrónico con
verificación de cuenta](#)

¿Todavía no tiene una
Cuenta Ciudadana de Kentucky Online Gateway?

Crear Una Cuenta

ADVERTENCIA

Este sitio web es propiedad de Commonwealth de Kentucky. Esto es para notificarle que sólo está autorizado para utilizar este sitio, o cualquier información obtenida a través de este sitio, para los fines previstos. Acceso sin autorización o la divulgación de información personal y confidencial pueden ser castigados con multas bajo la ley estatal y federal. Acceso sin autorización a este sitio web o el acceso en exceso de su autorización también puede ser castigado criminalmente. Commonwealth de Kentucky sigue las pautas aplicables federales y estatales para proteger la información de uso indebido o acceso no autorizado.

Use this box to
access the
portal in English
or Spanish.

Name Based Background Checks

Section 2: Processing Background Checks During a Pandemic

- Used for all staff under the age of 18
- During Pandemic - used for all staff who are new to child-care
- During Pandemic - used for all staff who are not current in the KARES/NBCP Portal



NAME BASED Background Checks – Central Registry/Child Abuse and Neglect (CAN)

CHILD CARE CENTRAL REGISTRY CHECK

STATE AND/OR FEDERAL LAW REQUIRES A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR SERVICE AS A CHILD CARE/DAY CARE STAFF MEMBER FOR THE FOLLOWING:

- ☐ A Licensed Child-Care Center Employee, Volunteer, or Adult Household Member (922 KAR 2:090)
- ☐ A Certified Family Child-Care Home Employee, Volunteer, or Adult Household Member (922 KAR 2:100)
- ☐ A Registered Child Care Provider Applicant or Adult Household Member (922 KAR 2:180)
- ☐ Private Child Care Employee (KRS 199.466)
- ☐ Out of State Child Care Employee (42 U.S.C. 9858f, 45 C.F.R. 98.43)

Other (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

NAME: _____
(first) (middle) (nickname) (maiden) (last)
Race: _____ **Date of Birth:** _____ **Social Security #:** _____
Date of Initial Hire: _____
Present Address: _____
City State Zip Code
Previous Address: _____
City State Zip Code
Previous Address: _____
City State Zip Code
Previous Address: _____
City State Zip Code
Previous Address: _____
City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.

Order made payable to the "Kentucky State Treasurer" in the amount of ten dollars (\$10.00) must request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will NOT be paid by check or money order and this completed form to:

Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care
275 East Main St., 3C-F
Frankfort, Kentucky 40621

Authorization to Complete an Abuse and Neglect Check

I, _____, parent/legal guardian of _____, authorize the Division of Child Care (DCC) to complete a Child Abuse and Neglect (CAN) check on my child. I waive any right to claim the request is an invasion of privacy as it is made with my consent. I release DCC from any liability regarding the release of any abuse and neglect information gathered in this background check.

Parent/Legal Guardian Signature _____

Date _____

All Staff Regardless of Age Must Have A Child Abuse and Neglect Check (CAN). Staff under 18 must include a signed authorization from parent/guardian.

Complete all information

Don't Mail It
Scan to:
chfsdccbcp@ky.gov

Copies of these forms can be found on the Tips and Tools page under Background Checks:

<https://www.childcareawareky.org/tips-and-tools/>



Processing the Central Registry Check (CAN Check) During the Pandemic

- DO NOT MAIL THE CENTRAL REGISTRY CHECK (CAN Check)
- THERE IS CURRENTLY NO CHARGE FOR COMPLETION OF THE CENTRAL REGISTRY CHECK (CAN Check)
- THE CENTRAL REGISTRY CHECK AND COPY OF PERSON'S I.D. MUST BE SCANNED TO THE BACKGROUND CHECK TEAM AT DCC:

CHFSDCCNBCP@KY.GOV

NAME BASED Background Checks Criminal Record Check



REQUEST FOR CONVICTION RECORDS - EMPLOYMENT/PROFESSIONAL LICENSE

Request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

Agency/Organization Name and Address

ACKNOWLEDGMENT BY APPLICANT

I am requesting that the Kentucky State Police provide the above named agency/organization with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State Police and any Kentucky State Police employee(s) from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION (PLEASE PRINT)

NAME: First Middle Last Maiden

ADDRESS: Street City State Zip

SEX: RACE: DATE OF BIRTH: SOC SEC NO:

Signature Date Witness Date

INSTRUCTIONS:

Requesting agencies/organizations should ensure that all application information is completed.

Requesting agencies/organizations should forward a check or money order made payable to the Kentucky State Treasurer in the amount of \$20.00 for each submitted form. Requests should be accompanied by two, self-addressed stamped envelopes – one bearing the name and address of the requesting agency/organization and the other bearing the name and address of the applicant.

The Kentucky State Police will charge a \$25.00 fee on each returned check.

RETURN THIS FORM TO:

Kentucky State Police
Criminal Identifications and Records Branch
Criminal Records Dissemination Section
1266 Louisville Road
Frankfort, KY 40601

Visit us online @ <http://kentuckystatepolice.org>

Revised 10/08

Two Options: KSP or AOC Online

All staff over the age of 18 must have a criminal check.
Staff under 18 are not required to have a criminal check.

The screenshot shows the Kentucky Court of Justice website. The header includes the Kentucky State Seal and the text "KENTUCKY COURT OF JUSTICE". Below the header is a navigation bar with links: Courts, Administrative Office of the Courts, Commissions & Committees, Court Programs, and Resources. The main content area is titled "Criminal Record Reports" and features a magnifying glass icon. The text describes the Administrative Office of the Courts' criminal record reports, which are available for individuals, businesses, licensing agencies, government entities, and others for a \$25 fee. It mentions that the information comes from CourtNet 2.0, the AOC's statewide database that collects court information from the local case management system in all 120 Kentucky counties. CourtNet 2.0 contains millions of records that cover all misdemeanor and traffic cases for at least the last five years and felonies dating back to 1978. Criminal record reports are based on historic court activity and do not contain... On the right side of the page, there is a sidebar with the heading "MAKE ONLINE REQUEST". It contains two buttons: "Registered User Login" and "Click to start AOCFastCheck", and "One-Time Request" and "Click to start one-time request".

Copies of all forms and links to AOC can be found on the Tips and Tools page under Background Checks: <https://www.childcareawareky.org/tips-and-tools/>

Out of State Background Checks

<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/nationalbackgroundcheck.aspx>

<https://www.childcareawareky.org/tips-and-tools/>

Child Care Aware Staff will refer you to the Division of Child Care Background Check Team at (502) 564-2524 for questions regarding out of state background checks. The Tips and Tools page redirects you to DCC where you will find this form. Please be sure you submit requests for Sex Offender Registry, Child Abuse and Neglect and Criminal Record Check:

DIVISION OF CHILD CARE- OUT OF STATE CAN CHECKS					
State	Form	Mail/Email to:	Requested From:	Cost	Sex Offender Registry
AL (Alabama)	Form 1598 Instructions for Completing AL Form 1598	State of Alabama DHR; Office of Child Protective Services; CA/N Central Registry; 50 N. Ripley Street; Montgomery, Alabama 36130	Provider Requests	None	AL Sex Offender Registry
AK (Alaska)	Clearance Form Instructions for Completing AK Clearance Form	E-mail to: Ocsbackgroundcheck@alaska.gov	Provider Requests	None	AK Sex Offender Registry
AR (Arkansas)	Child Maltreatment Central Registry Check	Child Maltreatment Central Registry Slot S 566 P O Box 1437 Little Rock AR 72203	Provider Requests	\$10.00	AR Sex Offender Registry
AS (American Samoa)					AS Sex Offender Registry

For staff that have not resided in KY for 5 years:
Child Abuse and Neglect Registry
Sex Offender Registry
Criminal Record Check

Guideline #1: Staff must not work alone until the results of all out of state checks have been received or until 30 days has passed.

Guideline #2: What if the state does not respond or refuses to provide results?
Kentucky can't force another state to comply with our regulatory requirements. Just maintain the communications on file for review.

Browser address bar: <https://kog.chfs.ky.gov/home/>

Browser tabs: Welcome to Kentucky Onlin...

Browser menu: File Edit View Favorites Tools Help

Kentucky.gov logo

User profile: [Redacted] | English | Help | Logout

Navigation: My Apps All Apps

Search for Applications: [Search]

Table headers: # A B

Card: KARES
Fingerprint based background checks for job applicants
Launch

Text overlay: Staff who are current in the KARES/NBCP can be added to your roster. See next section for instructions using the KARES/National Background Check Portal.
If a staff is not current in the system, you must use the name based paper background check system.

How do I know if a staff is current in the system?

If the staff has been unemployed for 120 days they are no longer current in the NBCP.

If you are unsure of the exact timeframe and want to check and see if someone is still current you have two options:

- ✓ The best thing to do is to email the background check team at DCC at chfsdccbcp@ky.gov and ask them to check the status of the potential staff person.
- ✓ Or as you complete the steps in the KARES/NBCP you will be charged \$20.00 for a person who is current in the system. If the person is not current the cost will be \$38.00. STOP – don't go further. You must use the paper background check forms!

KARES APP

Section 3: The National Background Check Portal



Browser address bar: <https://kog.chfs.ky.gov/home/>

Browser tabs: Welcome to Kentucky Onlin...

Browser menu: File Edit View Favorites Tools Help

Kentucky.gov logo

Language: English | Help | Logout

My Apps | All Apps

Search for Applications: [Search]

Alphabetical index: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Welcome to the Kentucky Online Gateway. Your KOG Account has been successfully established. Next step: is to request access to the KARES APP where the National Background Check Portal (NBCP) is housed. Simply send a request for access to KARES to: chfsdccnbc@ky.gov or call the Background Check Team (502) 564-2524.

You will receive an email when the KARES App is added.
You must open the email and validate the account,

←

→

https://kog.chfs.ky.gov/home/

Search...

Welcome to Kentucky Online... x

File Edit View Favorites Tools Help

Kentucky.gov

English Help Logout

My Apps All Apps

Search for Applications Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

KARES

Fingerprint based background checks for job applicants

Launch

You now have access to the KARES App.

You are ready to complete the NBCP Background Checks online.

Kentucky

© Commonwealth of Kentucky. All rights reserved.

Privacy Policy | Terms Of Use

6:46 PM 7/31/2018

Windows Start Button

Type here to search

Taskbar Icons: Edge, Chrome, Firefox, File Explorer, PowerPoint

System Tray: Network, Volume, Date/Time (6:46 PM 7/31/2018), Notifications (3)



DCBS Child Care

Welcome to the Kentucky National Background Check Service

*** The Kentucky State Police will have a scheduled outage on 08/09/2018. No fingerprints can be collected that day. ***

You are accessing a restricted information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties. Use of the system indicates consent to monitoring and recording.

Full-screen Snip

At a Glance

Applications	
Not Yet Submitted By Provider	0
Not Yet Submitted By Provider > 10 Days	0
Eligibility Determination In Process	1
Eligibility Determination Complete	0
Determination Available and Action Needed (over 35 days old)	0
Applications Submitted But Fingerprints Not Completed	0
Determination Not Eligible - Recently Employed	0
Pending Payments	0
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	0
New Background Check Needed (Within 30 Days)	0

Important Messages

New User please select [HELP](#) (upper right corner) if you need more information about the KARES system. It may provide answers to your questions.

DCBS Child Care Helpdesk Information

Phone: (502) 564-2524, Option 1
Fax: (502) 564-3465
Email: CHFSDCCNBCP@ky.gov

[Tip Sheet](#)

The Kentucky National Background Check Program provides a web portal (KARES) interface for organizations to obtain a fingerprint based state and federal criminal history report on employees.

Tip Sheet –
Step by step
instructions –
Please print
this!

Help Icon
There are a
variety of
videos to
walk you
through the
process

Help
Desk

The KICCS Portal

Section 4: Kentucky's Integrated Child Care System

Child Care Assistance Program Billing
Complete Plan of Correction for DRCC
Submit Reports for Kentucky All Stars



Browser address bar: <https://kog.chfs.ky.gov/home/>

Browser tabs: Welcome to Kentucky Onlin...

Browser menu: File Edit View Favorites Tools Help

Kentucky.gov logo

Welcome | English | Help | Logout

My Apps All Apps

Search for Applications ... Search

Alphabetical index: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

KARES

Fingerprint based background checks for job applicants

Launch

To request access to the KICCS Provider Portal, click "All Apps."

On the "All Apps" page, scroll down until you find KICCS Provider Portal
Click on "Enroll"

Select the roles you wish to request or remove for the (KICCS Provider Portal)

Available Roles

Roles	PreRequisites	Request
Technical_Notes_Assistance Technical Notes Assistance		<input type="checkbox"/>

Current Roles

Roles	Remove
Print_PBF Print Provider Billing Form	<input type="checkbox"/>
Print_Remittance Print Remittance	<input type="checkbox"/>
Process_Prov_Ren_Chng_CMP_POC Submit Renewal & Change Applications, Pay Civil Monetary Penalties, Submit Plans of Correction	<input type="checkbox"/>
Save_PBF Save Provider Billing Form	<input type="checkbox"/>
Send_PBF Send Provider Billing Form	<input type="checkbox"/>
View_PBF View Provider Billing Form	<input type="checkbox"/>
ALL_STARS ALL STARS	<input type="checkbox"/>

Next ►

Add or remove roles by clicking in the boxes.
Most providers should add all roles except Technical Notes Assistance.

Check with your Health and Safety Coach for guidance.

Click Next



Browser address bar: <https://kog.chfs.ky.gov/request/Onboarding/NewRequestCred.aspx>

Browser tabs: Welcome to Kentucky Online G..., Kentucky Online Gateway - ...

Menu: File Edit View Favorites Tools Help

Kentucky Online Gateway

Request Application Access

Progress: ✓ Select An Application ✓ Select Roles ● Role Prerequisites

The roles you have requested require the following credential details to complete the request.

Required Credentials

KICCS Provider Portal Technical Notes Assistance

1 Enter your Legal First and Last Name:

2 Please enter your Employee ID number:

Buttons: [Full-screen](#) [Snip](#)

Navigation: [◀ Previous](#) [Next ▶](#)

Footer: [Privacy](#) | [Terms of Use](#) Copyright ©2018 Commonwealth of Kentucky. All Rights Reserved.

You will have to provide your name and driver's license #. Most requests require multiple entries of this information.

Click Next...

<https://chfs.ky.gov/agencies/dCBS/dcc/Pages/kiccsportal.aspx>

← → <https://chfs.ky.gov/agencies/dCBS/dcc/Pages/kiccsportal.aspx>

KICCS Provider Portal Launch...

File Edit View Favorites Tools Help

Ky.gov Website of the Commonwealth of Kentucky



KENTUCKY
Cabinet for Health and
Family Services

Services Agencies News Contact Us

Search

Agencies > Department for Community Based Services > Division of Child Care > KICCS Provider Portal Launch Site

CHILD CARE

Provider Portal Launch Site

IMPORTANT
In addition to setting up an online account, each user must complete a written Provider Portal Agreement. The KICCS Provider Portal account is not activated until the written agreement is received and approved.

The [Provider Portal](#) is used by child care providers to submit documents for the Child Care Assistance Program, Department of Correction for Division of Regulated Child Care and to send correspondence for the All STARS

For help creating an account, navigation or system issues related to the Provider Portal, visit the [KICCS HelpDesk](#).

Frankfort: (502) 564-0104, Option 5

Lexington: (866) 231-0003, Option 6

All STARS

Beginning June 25, Licensed and Certified child care providers will be able to do the following using the Provider Portal:

- submit Standards Checklist and upload supporting

Print the PROVIDER PORTAL USER AGREEMENT

Portal Access

[KICCS Provider Portal](#)

Become a KICCS Portal User

- Review the [KICCS Portal User Guide](#) for instructions to create a KY Online Gateway citizen account
- Child care providers print and follow the instructions on the [Provider Portal User Agreement](#)
- University of Kentucky STARS staff (QEI) print and follow the instructions on the [QEI User Agreement](#)

Have an existing KY Online Gateway citizen account?

- Log into your account
- Request access to the KICCS Provider Portal
- Submit the appropriate User

Hint: Print the Provider Portal Agreement and submit it for approval. Don't forget to send a copy of your I.D.



Type here to search



6:33 PM

7/31/2018



PROVIDER PORTAL USER AGREEMENT, 3 pages

DIVISION OF CHILD CARE (DCC)
Division of Regulated Child Care (DRCC)

Kentucky Integrated Child Care System (KICCS) Provider Portal Access Agreement

Form and Online Request Instructions

General Procedure

To obtain access to the KICCS Provider Portal and its online features, an applicant must have a citizen account accessible through the Kentucky Online Gateway (KOG), submit a legible copy of their driver's license or state photo ID, and complete and submit this form. Please type or complete this form in ink. All information must be accurate and complete, and the form must contain the appropriate authorized signature(s) from an owner or authorized agent registered with the Kentucky Secretary of State's Office. Once the form is completed, it must be submitted to CHFS for approval.

- Step 1:** Print this form. Submit one form for each user requesting an account and for each license number to which the user needs access.
- Step 2:** Follow the instructions available on the KICCS Provider Portal Launch Site <https://chfs.ky.gov/agencies/dccs/dcc/Pages/kiccsportal.aspx> to create a citizen account or request KICCS portal roles through the KOG. If you need help completing the online request, contact the KICCS Help Desk (502) 564-0104, Option 6, or toll free at 866-231-0003, Option 6.
- Step 3:** Complete ALL fields of the form. Handwritten information must be legible. Access will not be granted if the user information is incomplete or illegible.
- Step 4:** Please ensure the administrator signature line is signed by the owner or registered agent documented with the Kentucky Secretary of State.
- Step 5:** Submit the completed form, a copy of your driver's license or valid photo ID issued by the state electronically to fax number 502-564-3464 or by email: PortalAccess@ky.gov.

If you prefer, you may mail these documents to:
Division of Child Care
ATTN: CCAP Portal Administrator
275 E. Main St, 3C-F
Frankfort, KY 40621

NOTE: Please enlarge and lighten your driver's license before faxing. It will make the image easier to read.

For questions or assistance, please call the help desk at (502) 564-0104, Option 6, or toll free at 866-231-0003, Option 6.

Commonwealth of Kentucky
Cabinet for Health and Family Services (CHFS)
Division of Child Care (DCC)
Division of Regulated Child Care (DRCC)

Kentucky Integrated Child Care System (KICCS) Provider Portal Account Agreement

SECTION 1: USER INFORMATION

REQUEST DATE: _____ KY DL/PHOTO ID NO. _____
FIRST NAME: _____ M.I. _____ LAST NAME: _____
EMAIL USED ON KOG: _____
PRIMARY PHONE: () _____ SECONDARY PHONE: () _____
ENTER NAME OF THE HEAD OF ORGANIZATION/OWNER: _____
BUSINESS NAME: _____ FAX NUMBER: _____

CERTIFIED, LICENSED OR REGISTRATION (CLR) NO. _____

(If you have multiple centers and need additional space, attach a separate piece of paper listing the information for each center including the business name for each C.L.R.).

BUSINESS MAILING ADDRESS: _____
CITY: _____ STATE _____ ZIP: _____ COUNTY: _____

SECTION 2: KICCS PROVIDER PORTAL ACCOUNT USER AGREEMENT

By accepting this user agreement, I acknowledge I have been made aware of my responsibilities to protect the confidentiality of the information in the KICCS Provider Portal Account. I am only permitted to use KICCS Provider Portal Account for the purpose of reporting child care activity for payment, submitting for Renewal, and/or submitting Provider Change Request applications online. I acknowledge I have been made aware that misuse of the information may potentially lead to penalties and/or system revocation.

As an authorized user, I agree to the following terms of use:

- I agree to make only authorized use of any information in the KICCS Provider Portal Account. I agree to not divulge the contents of any record except as permitted by state or federal law.
- I agree not to share any user name or password information. I acknowledge I am responsible for

Any misuse of the KICCS Provider Portal Account or its information may lead to temporary revocation of access privileges, permanent loss of access privileges or penalties under state and/or federal law.

SECTION 3: AUTHORIZATION SIGNATURE FOR ALL ACCOUNT REQUESTORS

I attest to the best of my knowledge the information provided above is true, accurate, and complete and that I have read and agree to the KICCS Provider Portal Account user agreement terms within this document.

► _____
YOUR SIGNATURE HERE DATE |

Your Printed Name (must be legible): _____

► _____
YOUR ADMINISTRATOR'S SIGNATURE HERE DATE
(IF YOU ARE THE OWNER, HEAD OF ORGANIZATION, OR ADMINISTRATOR, SIGN HERE AGAIN)

Your Administrator's Printed Name (must be legible): _____

Section 4 is for the Division of Child Care/Division of Regulated Child Care staff only. Do NOT write below this line.

SECTION 4: AUTHORIZATION SIGNATURE(S) FOR CCAP ADMINISTRATORS ONLY

I certify the job duties of the User require access to the program(s) requested and the access complies with appropriate use as specified in the KICCS Provider Portal Account User Agreement.

CCAP ADMINISTRATOR: _____ DATE: _____

Helpful Hint Page #1:
Instructions on how to complete the form, including how and where to submit the completed document

Helpful Hint Page #2:

Each user must set up their own account
Each user may have access to multiple accounts, simply attach a form with the license # of each center you need to access.

DO NOT SHARE USER ACCOUNTS

Helpful Hint Page #3:

Be sure the application is signed by the licensee or person authorized to sign documents. Attach a copy of your photo ID.

<https://chfs.ky.gov/agencies/dCBS/dcc/Pages/kiccsportal.aspx>

Hint: The agreement will be reviewed and approved. At that time you will receive an email confirming approval of your account.

**YOU MUST OPEN THE EMAIL
AND VALIDATE THE ACCOUNT IF
NEEDED!**

Kentucky
Online Gateway

Help | English ▼

Gateway Log In

Login with your Kentucky Online Gateway Account.

Username or Email Address

[Forgot Username?](#)

Password

[Forgot Password?](#)

Log In

[Resend Account Verification Email](#)

Don't already have a
Kentucky Online Gateway Citizen Account?

Create An Account

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Privacy | Disclaimer

Copyright ©2013 Commonwealth of Kentucky.
All Rights Reserved.

[State Employee Gateway Login](#)

Browser address bar: <https://kog.chfs.ky.gov/home/>

Browser tabs: Welcome to Kentucky Onlin...

Browser menu: File Edit View Favorites Tools Help

Kentucky.gov logo

Language: English | Help | Logout

My Apps | All Apps

Search for Applications :.... [Search]

Alphabetical index: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

KARES

Fingerprint based background checks for job applicants

Launch

KICCS Provider Portal

A portal used by Child Care providers to submit billing

Launch

After the request is approved your home page will look like this.

Click Launch to open the APPS.

Need on-site assistance?



Child Care
Aware Health
and Safety
Coaches are
available
statewide to
provide
technical
assistance

Region	Health & Safety Coach	Phone Number	Health & Safety Specialist	Counties Served
The Lakes	Jill Stahr Jill.Stahr@uky.edu	270-534-3173		Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, Lyon, McCracken & Marshall
The Lakes	Carol Ware carol.ware@uky.edu	270-824-1844		Caldwell, Christian, Crittenden, Hopkins, Muhlenberg, Todd & Trigg
Two Rivers	Emily Coulter Emily.Coulter@uky.edu	270-901-1173		Allen, Barren, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson & Warren
Two Rivers	Tracy Sizemore tracy.marshall@uky.edu	270-831-9816.		Butler, Daviess, Hancock, Henderson, McLean, Ohio, Union & Webster
Salt River Region	Alice Brewer Alice.Brewer@uky.edu	270-706-8418.		Breckinridge, Grayson, Hardin, Larue, Marion & Meade,
Salt River Region	Elizabeth Baez Elizabeth.Baez@uky.edu	859-246-6859		Anderson, Franklin, Nelson, Spencer, Washington & Woodford
Salt River Region		502-876-9267	Brummal Murphy Brummal.murphy@uky.edu	Bullit, Henry, Oldham, Shelby & Trimble
Jefferson	Carey Starr carey.starr@uky.edu	502 213-4033 ext. 3		GSCC for all Providers All YMCA CDC Programs All YMCA School Age Programs
Jefferson	Torri Kiefer Klain torri.klain@uky.edu	502 213-4033 ext. 2		All Certified Homes in Jefferson County All Southside Facilities All Facilities owned by Jo Clifford 40216 Every zip code within 40241-40299 (except for 40228 and 40229)
Jefferson	Phoenix Peeler Phoenix.Peeler@uky.edu	502 213-4033 ext. 4		Every zip code within 40026-40218 (except for 40216)
Jefferson	Holly Norsworthy holly.norsworthy@uky.edu	502 213-4033 ext. 5		Kentucky All Stars transition coach for all zip codes All Catholic Facilities All JCPS Programs 40219-40229 Kayfield I, II, III
Northern Bluegrass	Stefani Whaley Stefani.Whaley@uky.edu	859-246-6336		Bourbon, Carrol, Gallatin, Grant, Harrison, Nicholas, Owen, Pendleton, Scott Counties (For Campbell, Kenton and Boone Counties: all Type II and Certified)
Northern Bluegrass	Stephanie Ganson Stephanie.Ganson@uky.edu	859-442-4125		Campbell, Kenton, Boone Counties (Type I Providers only)
Eastern Mountain	Holly Grass holly.grass@uky.edu	606-264-1815		Bath, Boyd, Bracken, Carter, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson & Rowan
Eastern Mountain	Pat Hites patricia.hites@uky.edu	606-434-1801		Elliot, Floyd, Johnson, Lawrence, Magoffin, Martin, & Pike
Eastern Mountain	Brenda Hunter brenda.hunter@uky.edu	606-477-9944		Breathitt, Knott, Lee, Leslie, Letcher, Menifee, Morgan, Owsley, Perry & Wolfe
Cumberland	Rachael Corriveau rachael.corriveau@uky.edu	606-677-8322		Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, & Wayne
Cumberland	Michelle Lowe michelle.lowe@uky.edu	606-878-4972		Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle & Whitley
Southern Bluegrass	Linda Fowles linda.fowles@uky.edu	859-246-6481		Boyle, Estill, Fayette, Garrard, Lincoln, Madison, & Powell (Fayette - 40502, 40505, 40508, 40509, 40511 & 40516)
Southern Bluegrass	Darlene Kisler darlene.kisler@uky.edu	859-246-6954		Fayette, Clark, Jessamine & Mercer (Fayette - 40503, 40504, 40506, 40507, 40510, 40513, 40514, 40515 & 40517)

Who Do You Call For Help?

Access to KICCS or the Kentucky Online Gateway

For KICCS system and technical issues:

KICCS Portal Help Desk

Phone:

(866) 231-0003, Option 6 (toll free)

(866) 231-0023 Option 6 (toll free)

(502) 564-0104, Option 6 (in Frankfort)

KICCS Portal Help Desk Email:

CHFS.KICCSHelpDesk@ky.gov

For questions on access approval or to remove a user from the account:

portal.access@ky.gov

(502) 564-2524 Lahoma or Amber