

The Kentucky Online Gateway

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

Technical Assistance Guidance for Child Care Coaches and Providers



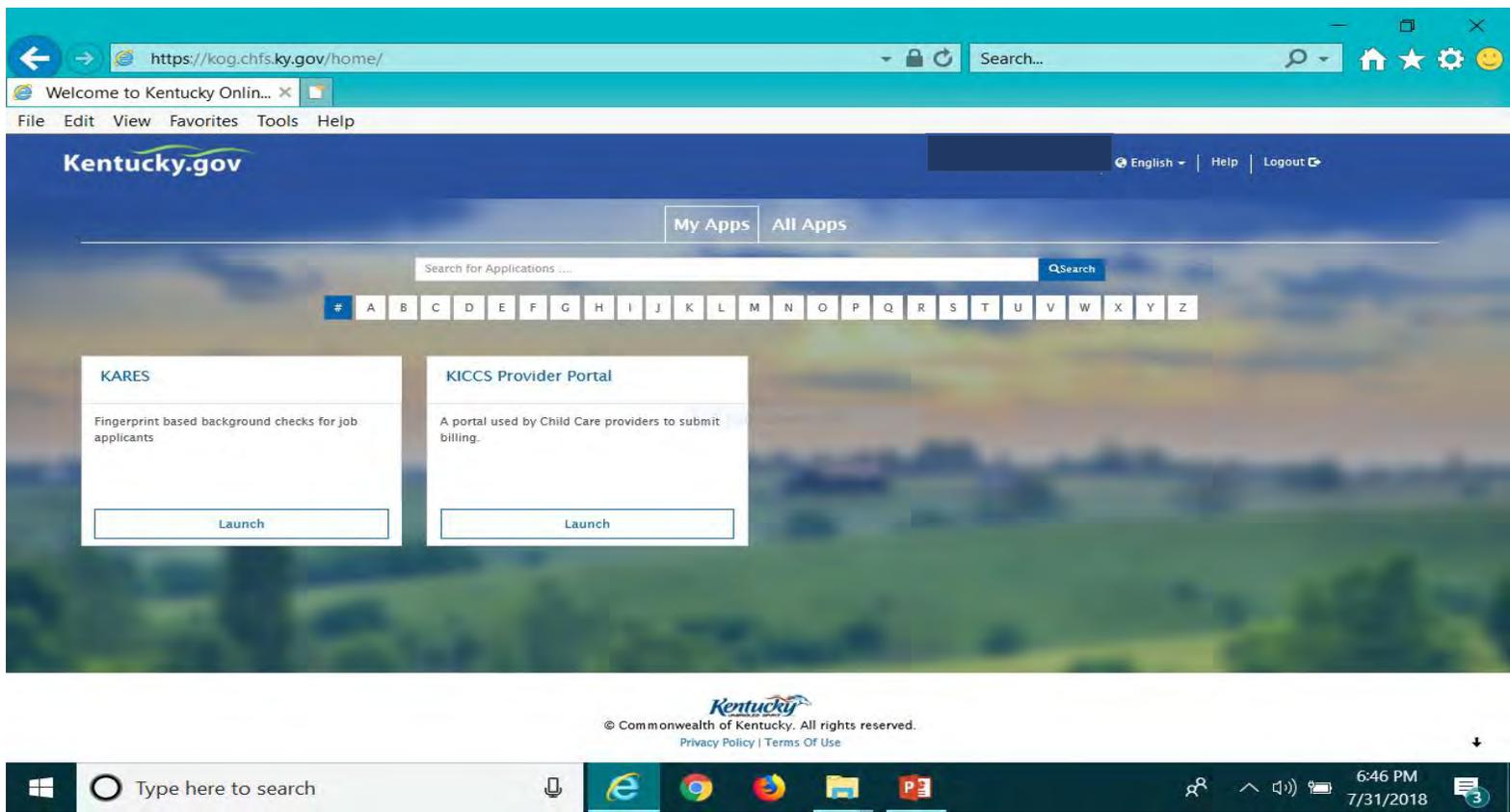
Quick reference

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Help Desk and DCC Access to KOG/KICCS	Slide #36

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>

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

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

Click on this link to log In
to the KICCS Provider Portal and
Kentucky Online Gateway

HELPDESK

**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*

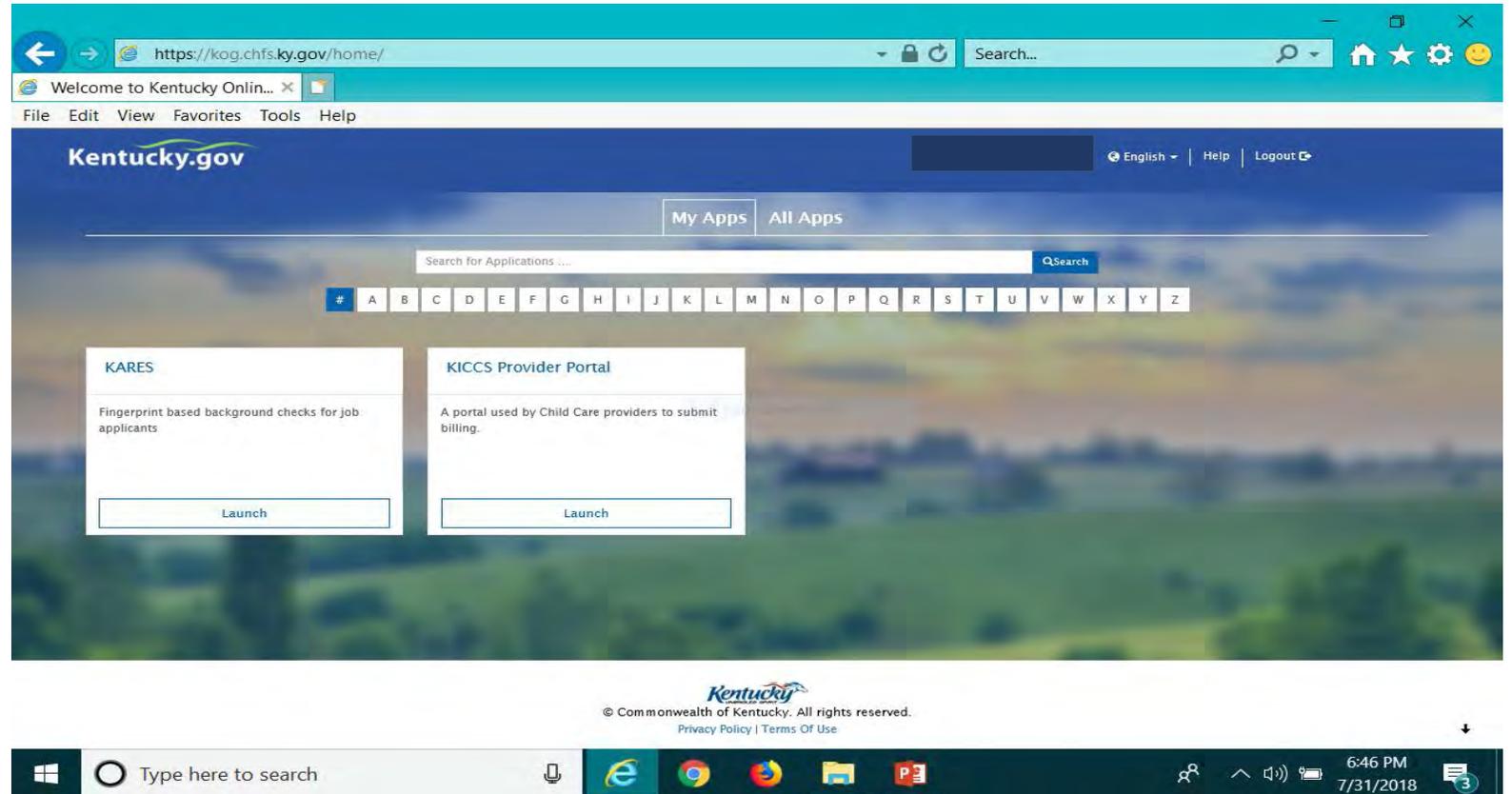
Setting Up A Kentucky Online Gateway (KOG) Account

<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

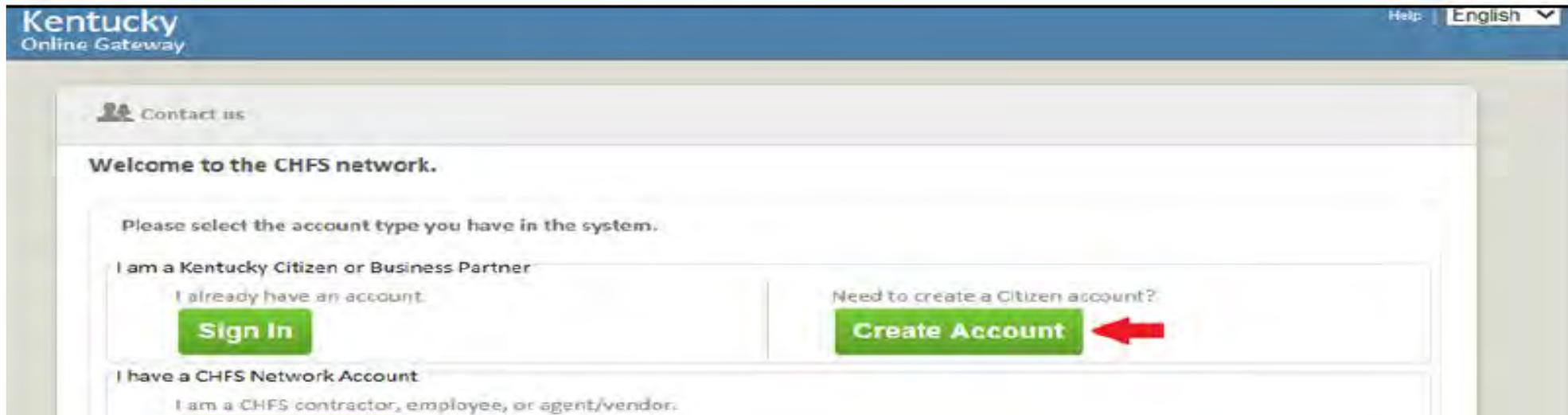
STEP #3: Each user will complete the electronic request for KICCS access and submit the Provider Portal Agreement for approval.



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

To create an account:

Click on the green “Create Account” button.



Kentucky
Online Gateway

Help | English

Contact us

Welcome to the CHFS network.

Please select the account type you have in the system.

I am a Kentucky Citizen or Business Partner

I already have an account.

Sign In

Need to create a Citizen account?

Create Account

I have a CHFS Network Account

I am a CHFS contractor, employee, or agent/vendor.

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

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

KARES APP

Section 3: The National Background Check Portal



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

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 opt. 2 or (502) 564-3015.

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

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.



Home

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.

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 Entered for Newly 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

Additional Background Checks



CAN Online System for Background Checks for Staff who are **under 18 Years Old** Central Registry/Child Abuse and Neglect (CAN)

My Apps All Apps

Search for Applications

F G H I J K L M N O P Q R

KARES
Fingerprint based background checks for job applicants
Launch

KICCS Provider Portal
A portal used by Child Care providers to submit billing.
Launch

After signing on to your Kentucky Online Gateway (KOG) account, click on All Apps

access to issue, view and manage credentials for KYU, KIT, IFTA, IRP, EWD and Temp Permits. E-File options are also available for KYU, KIT, and IFTA tax licenses

[Enroll](#)

access externally.

[Enroll](#)

alcoholic beverage licenses), register alcoholic beverage brands, lookup licensees, and much more

[Enroll](#)

Benefind

Learn about public assistance program and apply for benefits.

[Enroll as Citizen](#)

CAN Payment and Verification

The online application and registration application allows the electronic submission, payment and validation of Child Care Central Registry Check (DCC-374) and Central Registry Check (DPP-156) form(s).

[Enroll](#)

Center Cou

Manage your workforce case, locate Kentucky Career Centers, discover opportunities for training, career workshops and set career goals.

[Enroll](#)

[CHFS External SharePoint Sites](#)

[Child Sexual Abuse Prosecution Data](#)

[Child Support Website](#)

Apps are in alphabetical order. Scroll down and find CAN Payment and Verification. Click on **Enroll**



Are you ready to enter a prospective employee?

01

Have the prospective employee complete a DCC 374 Central Registry Check form on paper. This will ensure you have all the information necessary to complete the online entry.

02

You must have a signed parent permission form and one of the following for each prospective employee uploaded to your computer: Driver's License, State Issued ID, Social Security Card, Taxpayer ID Card, Passport , Birth Certificate

03

Have a method of payment ready to enter into the system.

Please use Internet Explorer, Chrome or Mozilla to access this application.

2020 Census be counted for

Overview

General Instructions

Help Desk

Welcome

Welcome to the CAN Payment and Verification system.

To begin a new request, select the Form menu item located in the upper left hand corner.

To check the status of a previously submitted request, select My Dashboard in the upper left hand corner.

Refunds cannot be issued if you submit the wrong form or if your supporting document is not clearly recognizable.

For questions regarding the correct form, see contact section below.

Instructions

If you do not have a social security or taxpayer identification number, please submit a paper application.

The CAN Payment and Verification system requires either a social security or taxpayer identification number.

The CAN Payment and Verification Database does not accept international addresses. Please list US addresses only.

To have results provided directly to an employer/agency through the application, enter an employer/agency provided email address in the Employer/Agency Information of your request. Upon completion, results will be provided directly to the employer/agency.

Contact

For questions on how to submit a request in the CAN Payment and Verification database, please contact Records Management at 502-564-3834 for Central Registry Check (DPP 156) related issues or the Division of Childcare at 502-564-2524 Option 1 for Child Care Central Registry Check (DCC 374) related issues. If you are unable to access the database or receive an error message, please contact the help desk at 877-545-6175.

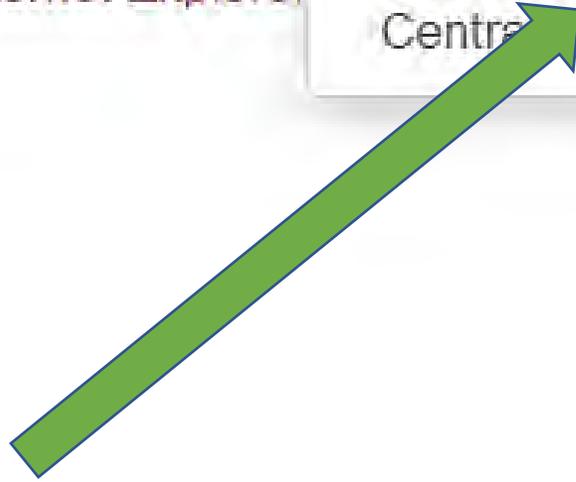
My Dashboard

Form ▾

Internet Explorer

Child Care Central Registry Check (DCC-374)

Central Registry Check (DPP-156)



Welcome

Welcome to the CAN Payment and Verification system.

To start a new CAN CHECK:

Click on Form in the top left corner of the screen and select the Child Care Central Registry Check (DCC-374)

request, select the Form menu item located in the top left corner of the screen. If you are submitting a request for a previously submitted request, select My Requests. A warning message will be issued if you submit the wrong form or if you submit a request for a previously submitted request. Regarding the correct form, see contact section below.

Please indicate if you are a licensed child care center or a certified family child care home.

Disregard the other options.

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 category is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

Rectangular Snip

Be sure to complete the entire form. Do not leave any of the boxes blank.

Personal Information

Personal information regarding the individual submitting to a child abuse or neglect check

* **First Name**

Ex. John

* **Last Name**

Ex. Smith

* **Middle Name**

Ex. Jones

* **Maiden/Nick Name/Other**

Ex. Dave

* **Sex**

-- Please select a Sex --

* **Race**

-- Please select a Race --

* **Date of Birth**

MM/DD/YYYY

* **Social Security/Individual Taxpayer Identification #**

xxx-xx-xxxx

* **Date of Initial Hire**

MM/DD/YYYY

Current Address

*** Address Line 1** **Address Line 2**

*** City** *** State** *** Zip Code**

*** Living at the current address longer than 5 Years?** Yes No

Employer / Agency Information

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed

View / Upload Documents

*Upload one of the following supporting documents: Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID. Approved file types: .JPEG, .PNG, .BMP or .PDF. Please ensure that the supporting document image is clearly recognizable.

*** Document Description**

No file chosen

Reminder: Check the box authorizing you to receive a copy of the results.



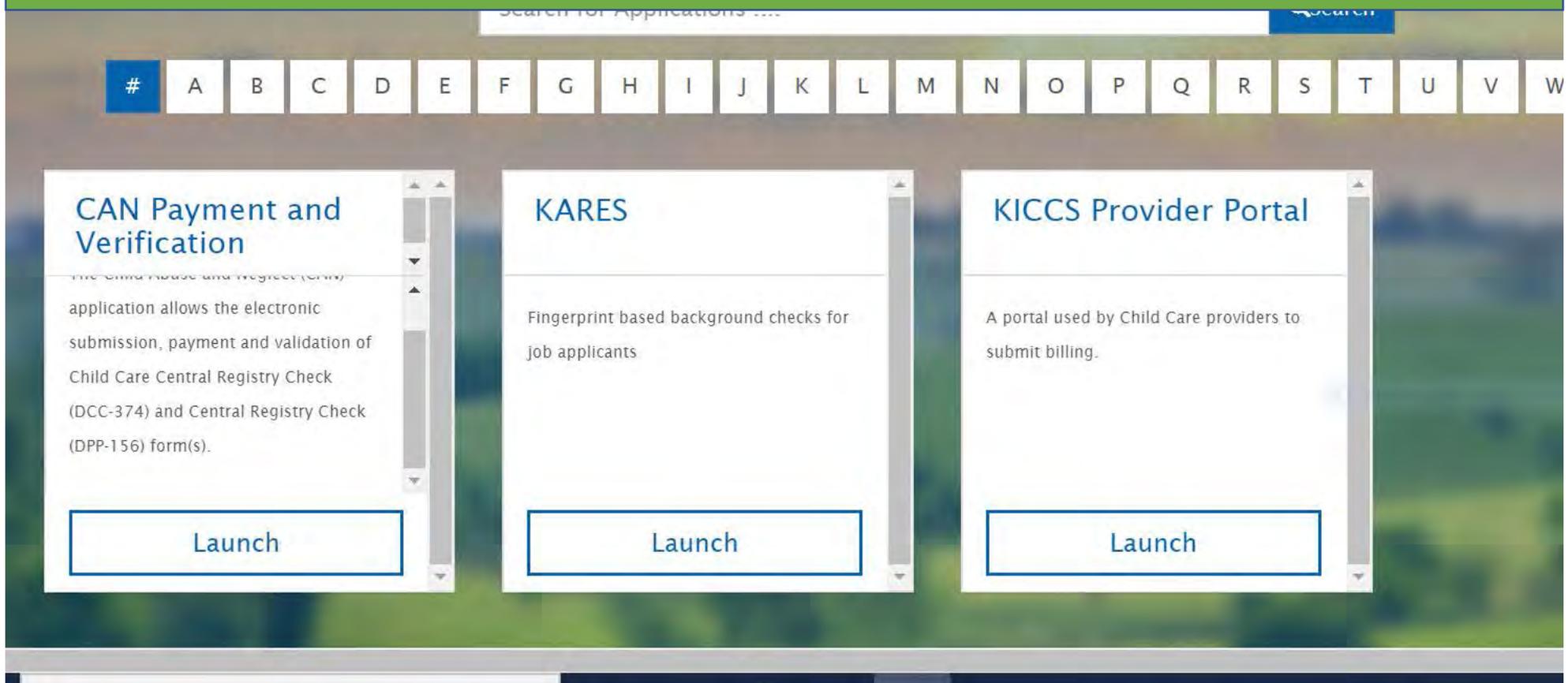
Upload the ID and Parent Release Form Here



You can add multiple applications before you pay



On your home screen, the CAN Payment and Verification App will be available for you to use in the future.

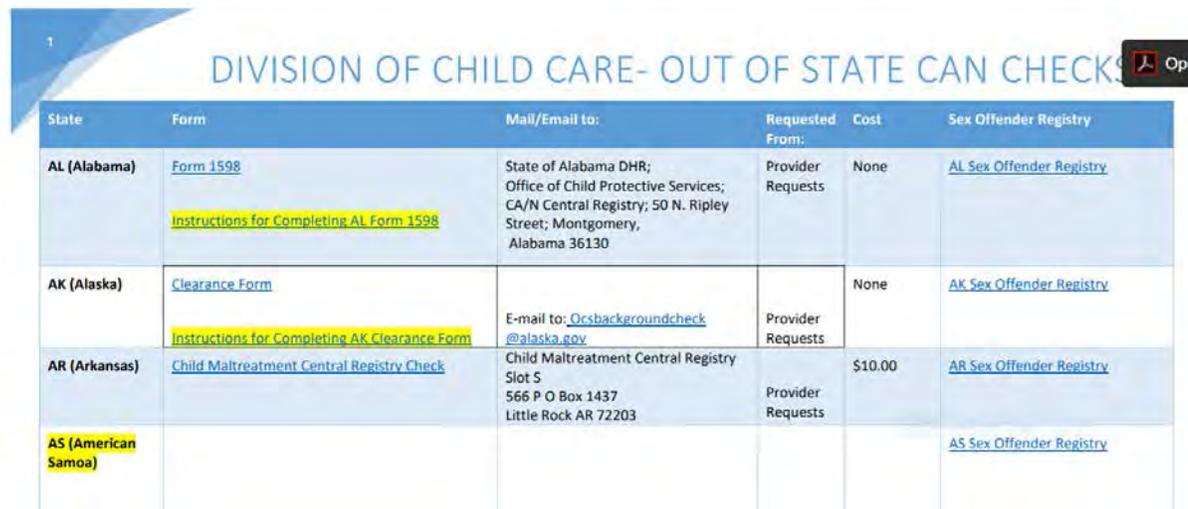


Out of State Background Checks

<https://chfs.ky.gov/agencies/dccbs/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 or (502) 564-3015 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:

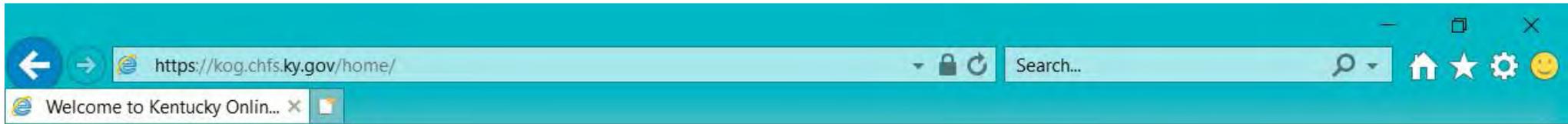


State	Form	Mail/Email to:	Requested From:	Cost	Sex Offender Registry
AL (Alabama)	Form 1598 Instructions for Completing AL Form 1598	State of Alabama DHR; Office of Child Protective Services; CA/N Central Registry; 50 N. Ripley Street; Montgomery, Alabama 36130	Provider Requests	None	AL Sex Offender 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 5 566 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.



File Edit View Favorites Tools Help

Kentucky.gov

English Help Logout

My Apps All Apps

Search for Applications ... Search

A B

KARES

Fingerprint based background checks for job applicants

Launch

Staff who are current in the KARES/NBCP can be added to your roster immediately. These staff do not require fingerprints.

This would include staff who are currently employed at another licensed center or left employment at a licensed center no more than 120 days ago.

Kentucky
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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

Page header: Kentucky.gov | Welcome | English | Help | Logout

Navigation: My Apps | All Apps

Search bar: 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

Application Card: KARES
Fingerprint based background checks for job applicants
Launch

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

Windows taskbar: Type here to search

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

System tray: 6:46 PM 7/31/2018

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

Welcome to Kentucky Online...

File Edit View Favorites Tools Help

Kentucky.gov

My Apps All Apps

Search for words...

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

CHFS BI HSSMB EXT HSSMB Business Objects reports can access externally. Enroll	Benefind Learn about public assistance program and apply for benefits. Enroll as Citizen	CHFS External SharePoint Sites SharePoint Web Application Enables site access via all ky.gov and CHFS KOG user accounts. Enroll	Child Support Website Allows public to create, update and view their accounts (custodial and non-custodial parents). Enroll
CLPPP Application to track Lead Poisoning Enroll	CSE Monthly Invoicing Portal Allows contracting officials to enter their expenses. Enroll	CSE Policy and Procedures Allows caseworkers to view Policy Enroll	EDRS EDRS Electronic death reporting system. Hospitals, funeral homes are required to use EDRS to report deaths in KY. EDRS is a mission critical 24/7 application. Enroll
GenTrack Small generic applications almost 300 in GenTrack and almost 100 in GenLog. Supports entry and tracking of generic information. Enroll	HANDS Application to monitor worker services to pregnant women, first time parents. Enroll	i-Twist TWIST is the Commonwealth of Kentucky's automated case management system designed to support the frontline social services delivery effort that is operated under the aegis of the Cabinet for Health and Family Services (CHFS). Enroll	KADAP Used to enter application information to determine whether clients are eligible for the drug assistance program (Ryan White Grant). Enroll
Kentucky Diabetes Contact Holds demographic information regarding professionals in the Diabetes field. Creates contact lists, mailing labels, name tags, etc. Enroll	Kentucky Medicaid's Pharmacy Member Portal Medicaid Member Pharmacy Portal Enroll	KHIE Coordinating Council & Comm Sharepoint for KHIE Coordinating Council and Committees Enroll	KICCS Provider Portal A portal used by Child Care providers to submit billing. Enroll
KY Diabetes Resource Directory Web based application, available to public listing all Diabetes resources by county, city, zip code so that an individual would be able to search for information in their region	KY MMIS Interchange The Kentucky Medicaid Management Information System (KYMMIS) is a claims processing and retrieval system. The Current KYMMIS is hosted and maintained by DXC formerly Hewlett Packard Enterprise (HPE).	KYFIRST Kentucky Food Inspection Regulatory Standards Tool.	NEDSS National Electronic Disease Surveillance System. Enables KPDH reportable disease staff to report disease information to the Center for Disease Control.

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

Type here to search

6:48 PM 7/31/2018

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

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

Current 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"/>

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



Kentucky Online Gateway

Request Application Access

Progress: Select An Application (checked) | Select Roles (checked) | **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:

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>

File Edit View Favorites Tools Help

Kv Website of the Commonwealth of Kentucky

KENTUCKY Cabinet for Health and Family Services

Services Agencies News Contact Us

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

Provider Portal Launch Site

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

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

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.

Print the PROVIDER PORTAL USER AGREEMENT

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

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/dkha/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: Portal.Access@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.

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
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[State Employee Gateway Login](#)

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

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. Click on the link to locate the coach in your county.



Kentucky's Child Care Resource and Referral Network

 **CALL**
800 956-8950



 **Tips and Tools**

[Home](#) [About Us](#) [Support](#) [Training](#) [Research](#) [Tips and Tools](#)



Find Your Coach

Select County

All

Region

All



<https://www.childcareawareky.org/about-child-care-aware/coaches/>

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