

June 1, 2014

Dear Center Child Care Provider:

We are writing to let you know about **two important things going on in Child Care Licensing.**

1. This year's **Utah legislation has increased child care licensing fees.** The new fees are part of HB8 and will be **effective July 1, 2014.** The new fees are as follows:

Fee	Description	Amount
Background Check	This is a new fee required by the Legislature for each in-state background screening conducted by the Department. This includes Initial and renewal screenings for all covered individuals. This fee is in addition to the \$36.50 fingerprint fee charged by the FBI when fingerprints are required .	\$15.00 per person
New Center License	This fee is assessed for services rendered to providers seeking initial licensure or change of ownership to cover the cost of processing the application, staff consultation, review of facility policies, initial inspection, etc. This fee is due at the time of application. This fee will remain the same.	\$200.00 per facility
Per Child New and Renewal Fee	This annual fee is charged based on the number of children the facility is licensed for. This fee applies to new and renewal licenses. The Legislature raised this fee from \$1.50 per child to \$1.75 per child.	\$1.75 per child
License Application	This is the license application fee, for both new licenses and annual license renewals. The Legislature raised this fee from \$25 to \$31.	\$31.00 per facility
Late Renewal	Within 1 - 30 days after the expiration of license/certificate, the facility is assessed 50% of renewal fee in addition to the renewal fee. The Legislature raised this fee from \$12.50 to \$15.50.	\$15.50 per facility
Additional Follow-Up	This is the charge for extra visits, which begins with the second follow-up visit, required due to non-compliance. This fee will remain the same.	\$25.00 per additional inspection

Fee	Description	Amount
Additional Conditional Monitoring	This is a new fee required by the Legislature. It will be charged to facilities who are on a conditional license/certificate due to non-compliance. It is charged for each conditional monitoring inspection, beginning with the second monitoring visit.	\$253.00 per visit
License Changes	This fee is charged when there are more than two changes in license during the one year license period. The Legislature raised this fee from \$25 to \$31.	\$31.00 per facility

2. A **proposed change to the Background Screening Rules** has been filed with the Division of Administrative Rules and will be open for public comment from June 15th until July 15th. The proposed change increases the **time frame to submit identifying information of new covered individuals from five to ten working days**. To view the full text of this proposed rule change, go to: <http://www.rules.utah.gov/publicat/bulletin.htm> and scroll down to heading "Utah State Bulletin Issues." The proposed changes to the child care licensing rules will be in **Vol. 2014, No. 12 (06/15/2014)**.

Comments on the proposed rule changes can be submitted until **5 pm on Tuesday, July 15, 2014**. All comments must be submitted in writing. Comments can be submitted via email to: sbolivar@utah.gov, or by mail to:

Child Care Licensing Program
P.O. Box 142003
Salt Lake City, Utah 84114-2003

Thank you all for your hard work and dedication on behalf of Utah's children!

Sincerely,

Simon Bolivar

Child Care Licensing
Program Administrator