



"People  
helping people  
help  
themselves"

Mitchell E. Daniels, Jr., Governor  
State of Indiana

**Division of Family Resources**  
402 W. WASHINGTON STREET  
INDIANAPOLIS, IN 46204-2747

August 20, 2007

Dear Unlicensed Registered Ministry Child Care Providers:

There are multiple cases of suspected child abuse or neglect allegations currently pending in unlicensed registered child care ministries. House Bill 1778 (effective July 1, 2007) was passed unanimously to provide more uniform protection for children in out of home childcare.

Therefore, in accordance with IC 12-17.2-6-14(C) **the Bureau of Child Care (BCC) will begin conducting annual checks of child abuse and neglect substantiations for all applicants (persons signing the ministry application); and on employees and volunteers, who interact with children, at an unlicensed registered child care ministry. These checks will begin October 1, 2007, and will be implemented as ministries apply for new registrations and for registration renewals.**

Unlicensed registered child care ministry registration application packets will have a new form added, **State Form 53323 "Consent to Release Information for Licensed Centers, Licensed Homes, Unlicensed Registered Ministries, and CCDF LLEPs"**, that requests a list of all employees and volunteers. BCC will perform the checks in Central Office at no cost to the ministry. BCC will report the results of these checks to the unlicensed registered child care ministry.

The Bureau of Child Care thanks you for your continued hard work and dedication to the children of Indiana. We look forward to continuing to work with you to ensure that Indiana's children are safe, healthy and ready to learn. If you have questions and concerns, please contact the Registered Child Care Manager, Ken Hudson at [kenneth.hudson@fssa.in.gov](mailto:kenneth.hudson@fssa.in.gov) or 317-233-5413, or Melanie Brizzi at [melbrizzi@yahoo.com](mailto:melbrizzi@yahoo.com) or 317-590-0585.

Sincerely,

*Michelle Thomas, MSW, LCSW*

Michelle Thomas, MSW, LCSW  
Child Care Administrator  
Division of Family Resources

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