



*Division of Public Health Services Licensing
Bureau of Child Care Licensing*

150 N. 18th Ave., Suite 400
Phoenix, Arizona 85007
(602) 364-2539
(800) 615-8555 Toll Free
(602) 364-4768 Fax

JANICE K. BREWER, GOVERNOR
WILL HUMBLE, DIRECTOR

May 1, 2013

Facility Administrator
Name of Licensed Facility
Address of Facility

Dear Administrator:

RE: CPS Registry Review

According to A.R.S. § 8-804, *"Beginning August 1, 2013, licensees that do not contract with the State and that employ persons who provide direct services to children pursuant to Title 36, Chapter 7.1 must submit to the Department of Economic Security ("DES") information necessary to conduct Central Registry background checks. The Department of Health Services shall verify whether licensees, pursuant to Title 36, Chapter 7.1, have complied with the requirements of this subsection and any rules adopted by the Department of Health Services to implement this subsection."*

The Arizona Department of Health Services ("Department") is currently assigned the task of completing these background checks. DES will receive a copy of the results. The information requested below will be processed by the Department and you will be notified if any additional information is required or if an employee does not pass the background check. Additional information and instructions will be available to you and your employees at that time.

The *Central Registry Background Check Request* form is included with this letter. Please fill out **all of the required information** and return the form to the Department **within 2 weeks**. If you have any questions or need additional information, please call the Registry Review Team at (602)364-2539.

Thank you for your prompt cooperation and response.

Sincerely,

Sharon Marcellette

Sharon Marcellette
BCCL Registry Review Team
SM/fw