

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-9304

### **Issuance of an Emergency Temporary Child Care License**

In order to issue an Emergency Temporary Child Care License, the contact person should communicate with one of the OCFS Children's Licensing Supervisors below to request an inspection or to ask questions about the process.

Pattie Collins – [pattie.collins@maine.gov](mailto:pattie.collins@maine.gov) or 441-6578

Jen Welch – [jennifer.s.welch@maine.gov](mailto:jennifer.s.welch@maine.gov) or 215-9436

Once the determination has been made to obtain an Emergency Temporary License, Children's Licensing and Investigation Services will:

- Assign one of our Child Care Licensing Specialists (CCLS) to the requested location and coordinate an inspection / walk through with the State Fire Marshal's Office.
- The assigned CCLS will reach out to the contact person to set up a time for inspection and State Fire Marshal walk through to occur simultaneously.
- At the inspection, the CCLS will assess for compliance with the items on the Child Care Emergency Temporary Inspection Report.
- If the program has completed and passed background checks for the individuals that will work with the children, no additional background checks will be required.
- If background checks have not been completed, the "Emergency Authorization for the Release of Personal History Information" must be completed and background checks will be conducted.
- Once the background checks are completed as needed and deemed satisfactory, the inspection is also satisfactory, and the Fire Marshal gives approval; an Emergency Temporary License will be issued immediately.
- This license will remain in effect until the program is notified by the State of Maine that the license is no longer valid or when the Civil State of Emergency has been lifted and regular operation of child care in the State of Maine has resumed.

The following documents will be made available by contacting the Children's Licensing Supervisors:

- Emergency Temporary Child Care Licensing Application
- Emergency Authorization for the Release of Personal History Information
- Emergency Temporary License Inspection Report
- Child Enrollment Form
- Weekly Program Attendance