



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
CITIZENS PLAZA BUILDING
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**PHIL
BREDESEN
GOVERNOR**

**VIRGINIA T.
LODGE
COMMISSIONER**

July 20, 2010

Dear Licensed Child Care Provider,

The Department of Human Services is working with the National Association for Regulatory Administration (NARA) to develop a User Guide which will accompany the upcoming combination of the different categories of Child Care Licensing rules into one rule chapter. The purpose of the User Guide is to describe the intent behind each rule and to identify how each rule will be monitored by Child Care Licensing Program Evaluators across the state. We see the User Guide as a way to make sure that providers and licensing staff have a clear, common understanding of the various ways an agency can meet compliance with each rule.

As a provider, your input into this process is critical to turning out the best, most comprehensive User Guide possible. In order to get your feedback, NARA will be conducting a series of focus groups across the state to identify which rules may need additional clarification, which may have questions about their interpretation and which rules may create compliance challenges.

The focus groups will be intentionally small, in order for NARA to gain the greatest amount of your feedback. If you are interested in volunteering to participate in one of these groups, please contact your Child Care Licensing Program Evaluator or Child Care Licensing Supervisor. The details of the focus groups are listed below.

There will be simultaneous sessions held for center providers and for family and group providers.

Knoxville: Monday, August 9, 2010: 1:30 - 4:00 pm
Nashville: Wednesday, August 11, 2010: 1:30 - 4:00 pm
Memphis: Friday, August 13, 2010: 1:30 - 4:00 pm

Thank you for your partnership in this important step toward greater common understanding of the rules and their application.

Sincerely,

A handwritten signature in black ink, appearing to read "Lois Barrett Luke".

Lois Barrett Luke
Director of Child and Adult Care Licensing

cc: All CCL Staff