



**The Department of Services
for Children, Youth and
Their Families**

Mailing: 1825 Faulkland Road
Wilmington, DE 19805-1195

Site: Barley Mill Road
Building #18
4417 Lancaster Pike
Wilmington, DE 19805

Division of
Family Services

• Office of Child Care Licensing •

(302) 892 - 5800
Fax: (302) 633 - 5112

MEMORANDUM

Date: Spring 2003

To: Licensed Child Care Facilities

From: Office of Child Care Licensing, Department of Services for Children,
Youth and their Families *REG*

Subject: Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (commonly called "HIPAA") defines many of the services provided by The Department of Services for Children, Youth and Their Families (DSCYF) as health care services. Also for child care facilities, the health information we have on file for child care providers, their family members and children in care is affected by this new law. Under the provisions of this law, DSCYF is required to provide you with the enclosed Notice of Privacy Practices.

Please read this notice and ask any questions you may have. Your Licensing Specialist will be glad to discuss this notice with you or you may contact the DSCYF Privacy Officer by calling the number listed on your brochure.

Please complete, date and **sign** this form (see below) to acknowledge that you have received a copy of the Notice of Privacy Practices. Please return this form with the information you are required to submit when renewing your license. Thank you.

Name (print please) _____

Name or Type of Facility _____
(Name of Facility or Indicate "FCC" or "LFCC")

Facility Address _____

Date _____

Signature _____