

**Alabama State Department of Education  
Child Nutrition Programs  
Child and Adult Care Programs  
Valid Licensure Requirements**

**Background**

Federal regulations require that family day care homes (FDCH) and centers operating more than four hours per day hold valid licenses to apply for the Child and Adult Care Food Program (CACFP) as new or renewing sponsors. The Alabama State Department of Education (ALSDE) CACFP section only accepts licenses issued by the Alabama Department of Human Resources (DHR), the Alabama Department of Mental Health, and the U.S. Department of Defense.

DHR licenses are valid for two years unless revoked or suspended. DHR updates its online lists of licensed FDCH and centers every 24 hours. DHR continues the valid period of a license if the renewal application is submitted 30 days prior to expiration. DHR notifies the CACFP program administrator when a change is made to licensing status or when a license is amended.

Centers that operate less than four hours a day are not required to be licensed by DHR.

Effective August 1, 2019, Alabama legislation removed the exemption from DHR licensing for any child-care center operated as part of a church ministry or a non-profit religious school if the entity received state or federal funds, operated for profit, or had at least one enrolled child who received a child-care subsidy from DHR.

**Procedures**

1. All applications must include evidence of a currently valid license from one of the following:
  - a. Alabama Department of Human Resources (DHR)
  - b. U.S. Department of Defense (only for facilities on a military installation)
  - c. Alabama Department of Mental Health (only for adult care centers)
2. ALSDE CNP staff verify the FDCH or center is currently licensed by checking the DHR website. Questions should be directed to DHR Child Care Licensing Intake (1-866-528-1694) or [childcarelicensingintake@dhr.alabama.gov](mailto:childcarelicensingintake@dhr.alabama.gov). Staff may not accept verbal statements from an applicant, staff of other agencies, or another ALSDE staff member that an extension has been granted.
3. The CACFP program administrator (or designee) reviews licensing updates from DHR.
  - a. If an FDCH or center that operates CACFP has its DHR license suspended or revoked, the CACFP suspension and serious deficiency process are immediately initiated. The program administrator formally notifies the FDCH or center, and the sponsoring organization, if applicable, that claims may not be submitted for meals served after the date of revocation or suspension.
  - b. If DHR issues a new license to a FDCH or center, CACFP recruitment materials are sent.

4. Sponsoring organizations are responsible for ensuring their FDCHs and centers hold currently valid licenses.

Policy Approved: 9-24-2025

#### **Appendix: Links to Resources**

##### **Alabama Department of Human Resources**

- [Licensing Overview](#)  
[Licensing Overview – Alabama Department of Human Resources](#)
- [Licensed Day Care Homes](#)  
[Alabama Department of Human Resources \(TEST\)](#)
- [Licensed Day Care Centers](#)  
[Licensed Day Care Center Directory](#)

**7 CFR 226.6(d) Licensing/Approval for Institutions or Facilities Providing Child Care**  
[Licensing/approval for institutions or facilities providing child care](#)