

October 20, 2000

**MEMORANDUM**

**TO:** Environmental Health Supervisors, Directors, and Coordinators

**FROM:** Worth Heath, Jr., Regional Environmental Health Specialist  
Children's Environmental Health Branch

**THROUGH:** Ed Norman, Program Supervisor  
Children's Environmental Health Branch

**SUBJECT:** Faxing Provisional & Disapproved Grade Sheets to the Division of  
Child Development

The Division of Child Development (DCD) has requested that **all provisional and disapproved classification** sanitation evaluation forms for licensed child care centers be faxed immediately to Ms. Talitha Wright, Regulatory Services Chief in Raleigh at (919) 661-4845.

This policy change will allow DCD to respond and attain compliance more quickly. It will also help DCD determine the most appropriate star rating for centers since a portion of this new rating system is based on each center's sanitation compliance history. The original hard copy of all sanitation evaluation forms should be forwarded to the area DCD child care consultant at least weekly.

Thank you for your assistance in implementing this important policy change. Please call me at (252) 522-2253 or Ed Norman at (919) 715-3293 if you have any questions.