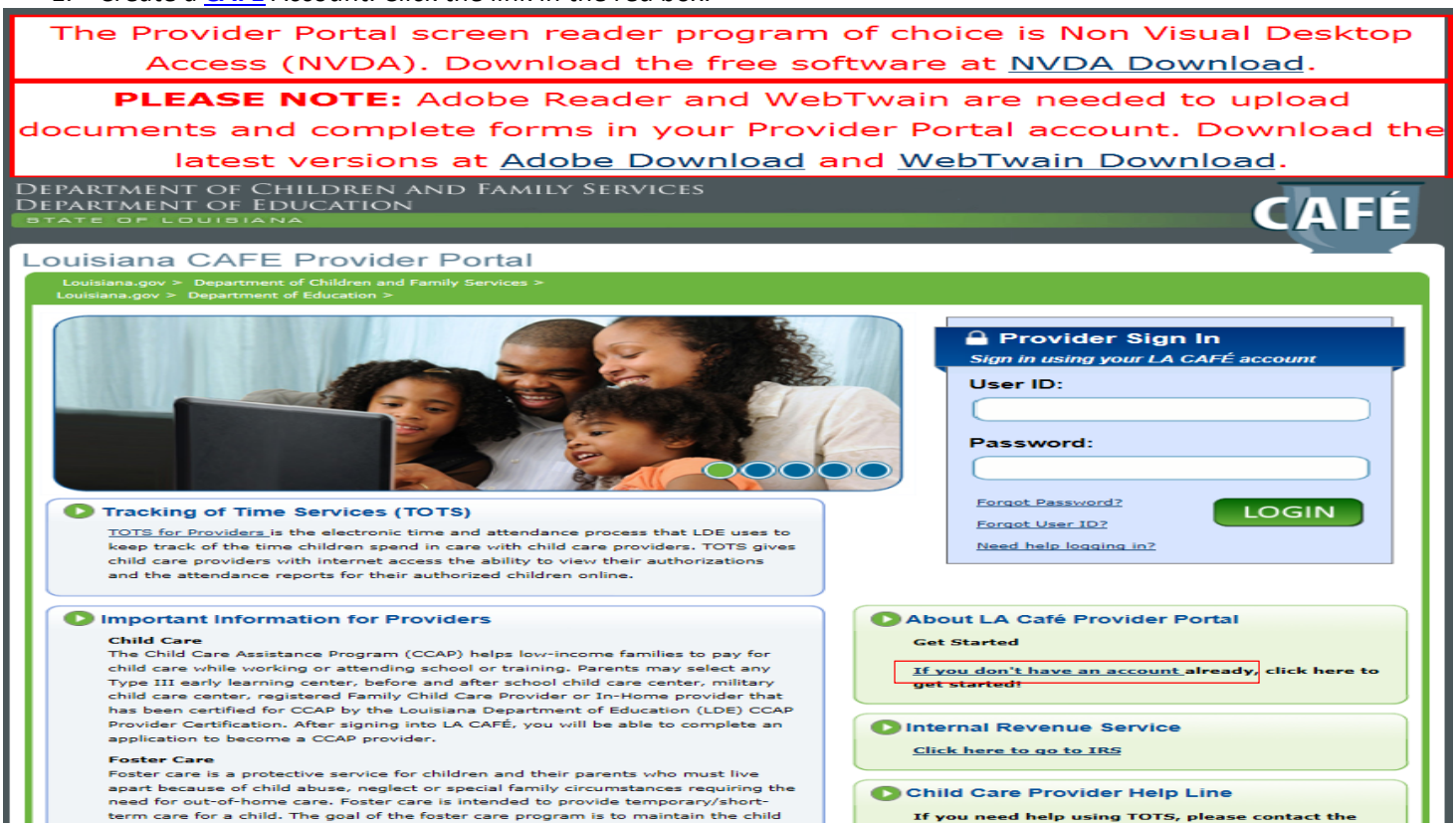
How to Report a Change in Location or Change in Information for a License

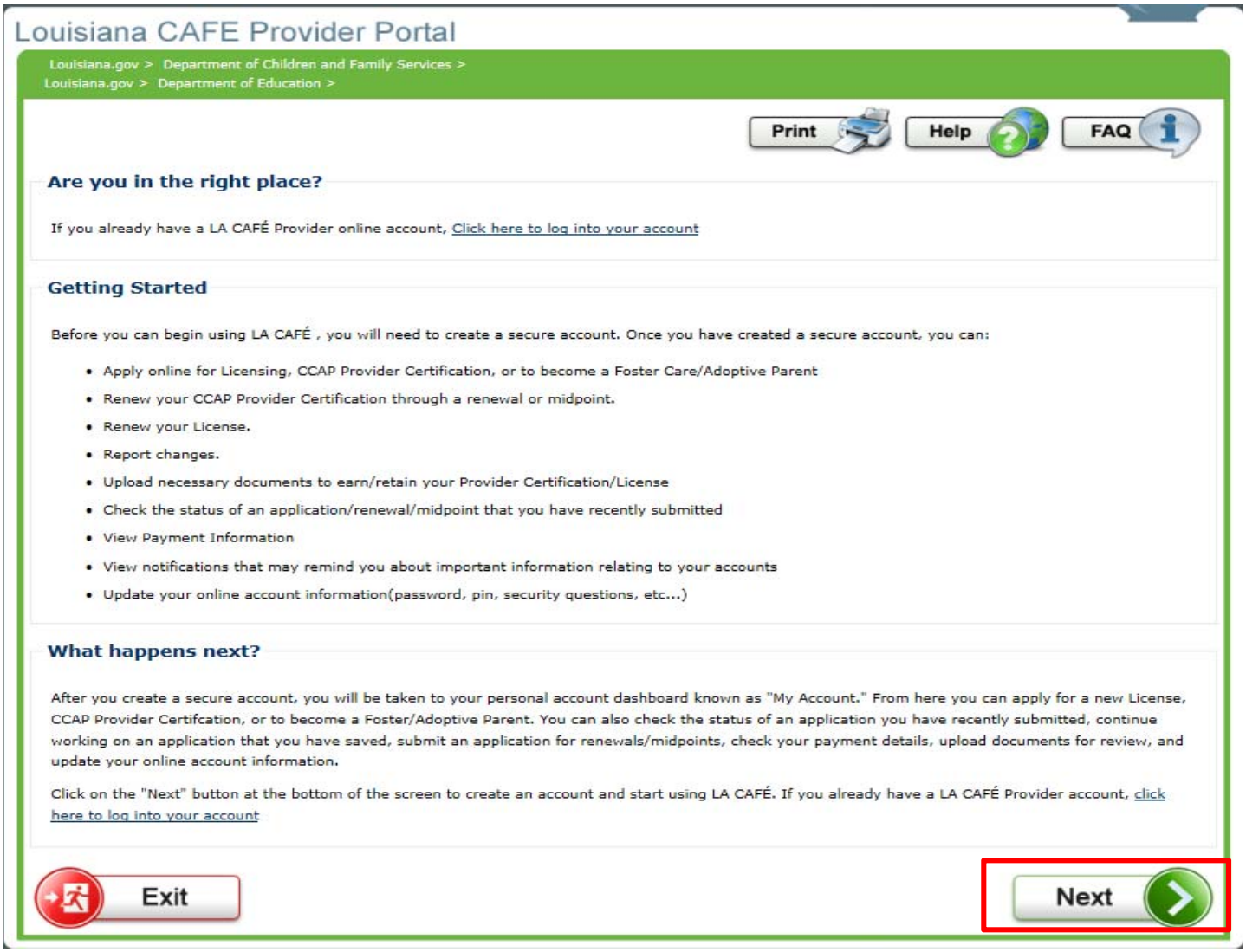
1. Call LDE Licensing at 225.342.9905 for your Unique ID and your date of birth on record.
2. Create an account in CAFÉ if you do not already have an LDE Provider CAFÉ Account. Complete an online renewal application.
3. Upload documentation of satisfactory Criminal Background Checks for all owners, directors, and director designees each center via CAFÉ (if applicable).
4. Upload documentation of State Central Registry disclosure forms (SCR-1) for all owners, directors, and director designees each center via CAFÉ (if applicable).
5. Pay your fee via CAFÉ (if applicable). Additional capacity fees may be charged if you have a change in capacity.
    - 15 or fewer children: $25
    - 16-50 children: $100
    - 51-100 children: $175
    - 101 or more children: $250

Below are instructions for using CAFÉ. If you do not have a CAFÉ account, begin with Step 1. If you do have a CAFÉ account, navigate to **CAFÉ**, log in, and begin with Step 5.

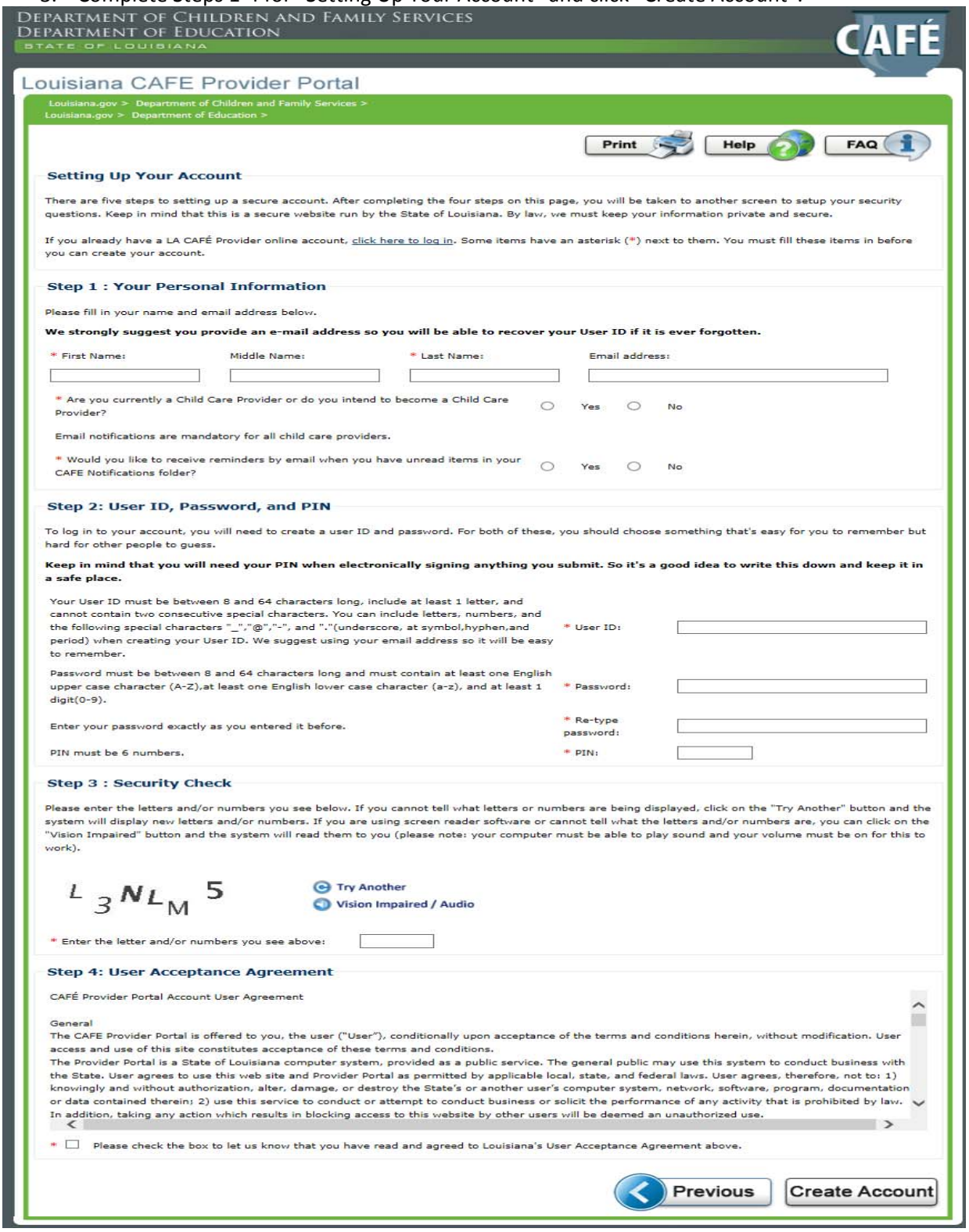
1. Create a **CAFÉ** Account. Click the link in the red box.



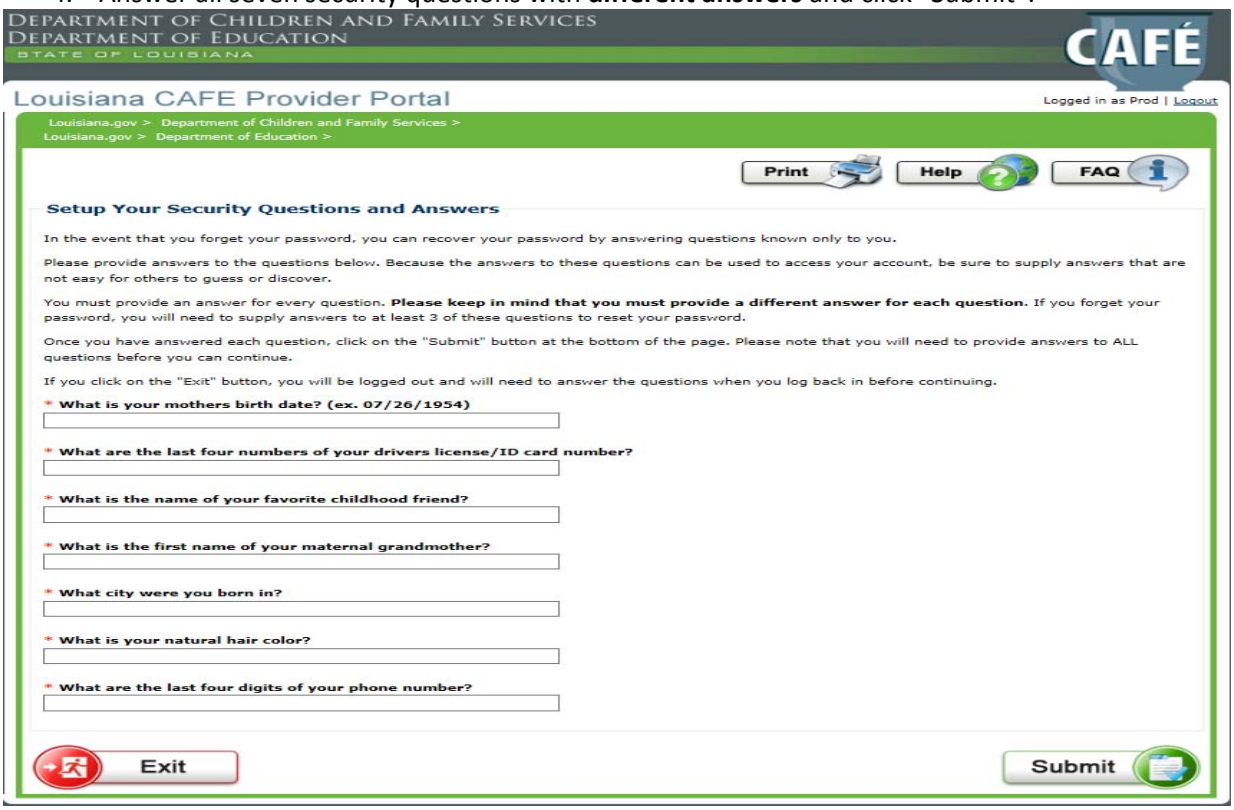
2. Click the Next button in the red box below.


Louisiana CAFE Provider Portal
Louisiana.gov > Department of Children and Family Services >
Louisiana.gov > Department of Education >
Print
Help
FAQ
Are you in the right place?
If you already have a LA CAFÉ Provider online account, Click here to log into your account
Getting Started
Before you can begin using LA CAFÉ , you will need to create a secure account. Once you have created a secure account, you can:
Apply online for Licensing, CCAP Provider Certification, or to become a Foster Care/Adoptive Parent
Renew your CCAP Provider Certification through a renewal or midpoint.
Renew your License.
Report changes.
Upload necessary documents to earn/retain your Provider Certification/License
Check the status of an application/renewal/midpoint that you have recently submitted
View Payment Information
View notifications that may remind you about important information relating to your accounts
Update your online account information(password, pin, security questions, etc...)
What happens next?
After you create a secure account, you will be taken to your personal account dashboard known as "My Account." From here you can apply for a new License, CCAP Provider Certifcation, or to become a Foster/Adoptive Parent. You can also check the status of an application you have recently submitted, continue working on an application that you have saved, submit an application for renewals/midpoints, check your payment details, upload documents for review, and update your online account information.
Click on the "Next" button at the bottom of the screen to create an account and start using LA CAFÉ. If you already have a LA CAFÉ Provider account, click here to log into your account
Exit
Next

3. Complete Steps 1-4 for “Setting Up Your Account” and click “Create Account”.

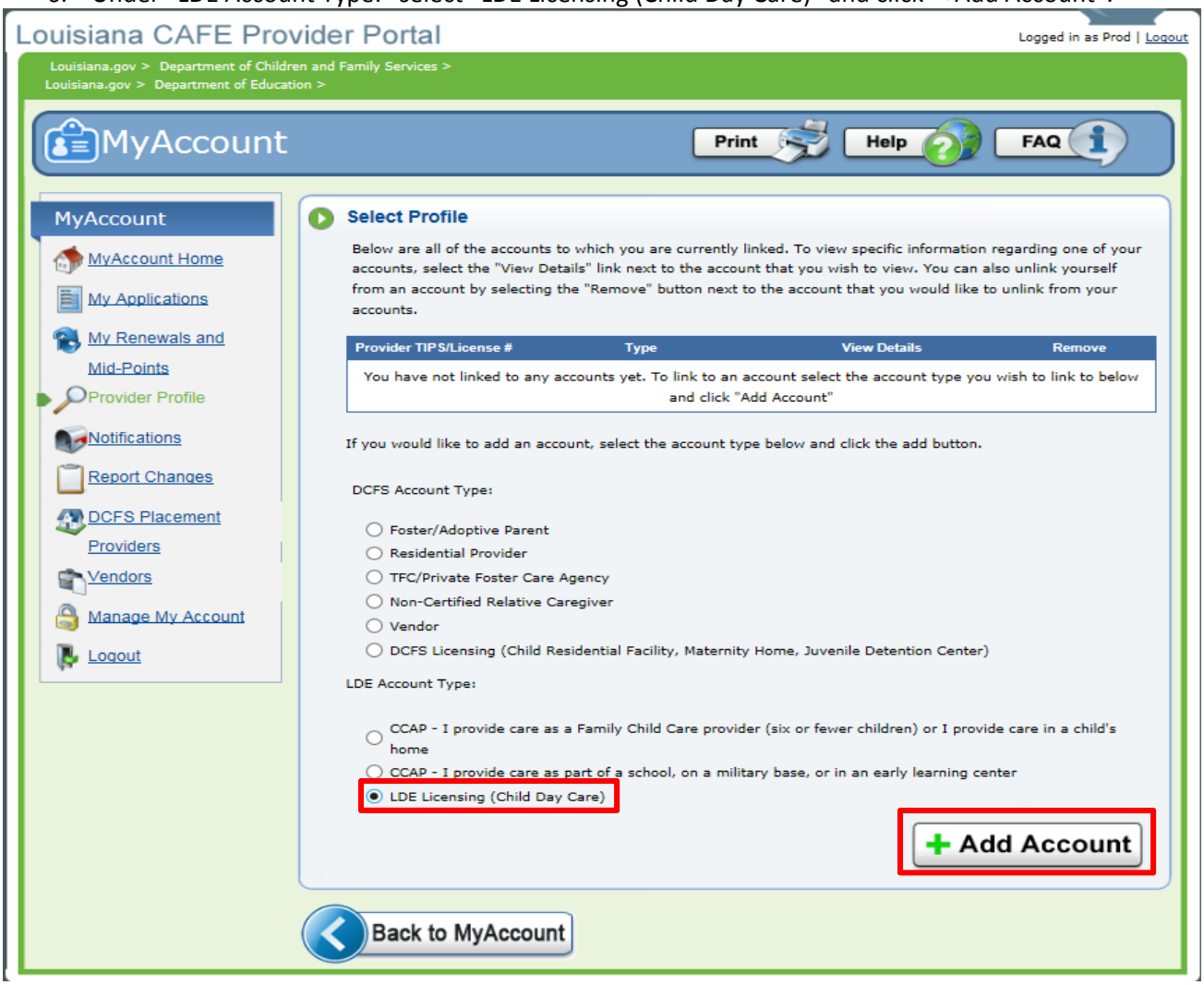


4. Answer all seven security questions with **different answers** and click “Submit”.

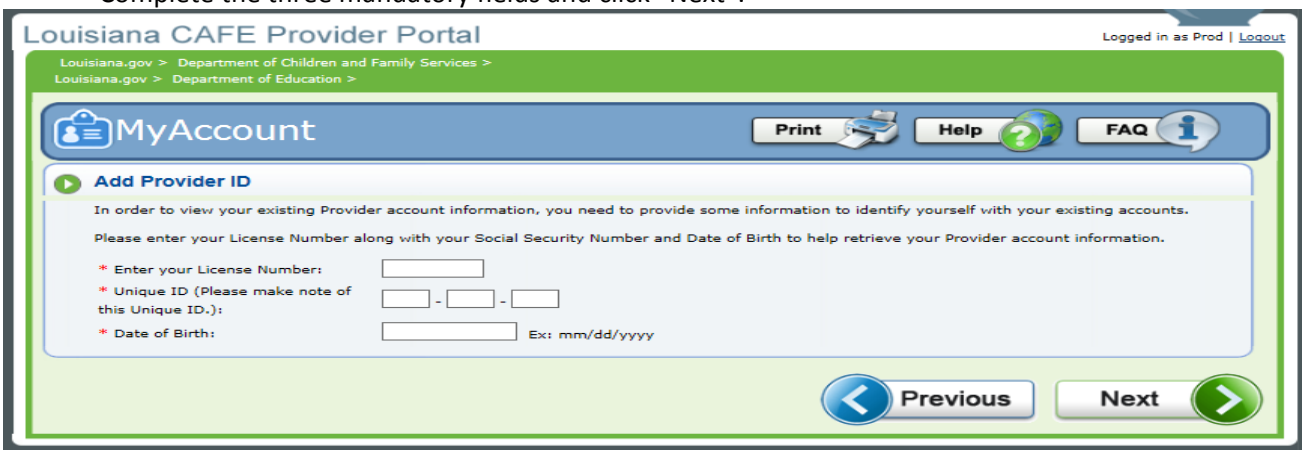


5. Click “Provider Profile” in the red box below.

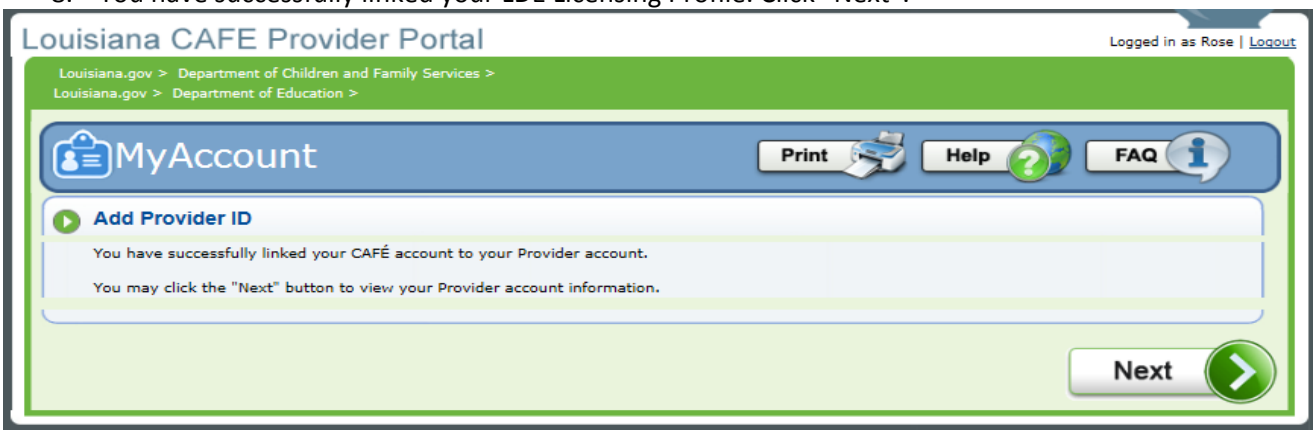
6. Under “LDE Account Type:” select “LDE Licensing (Child Day Care)” and click “+Add Account”.



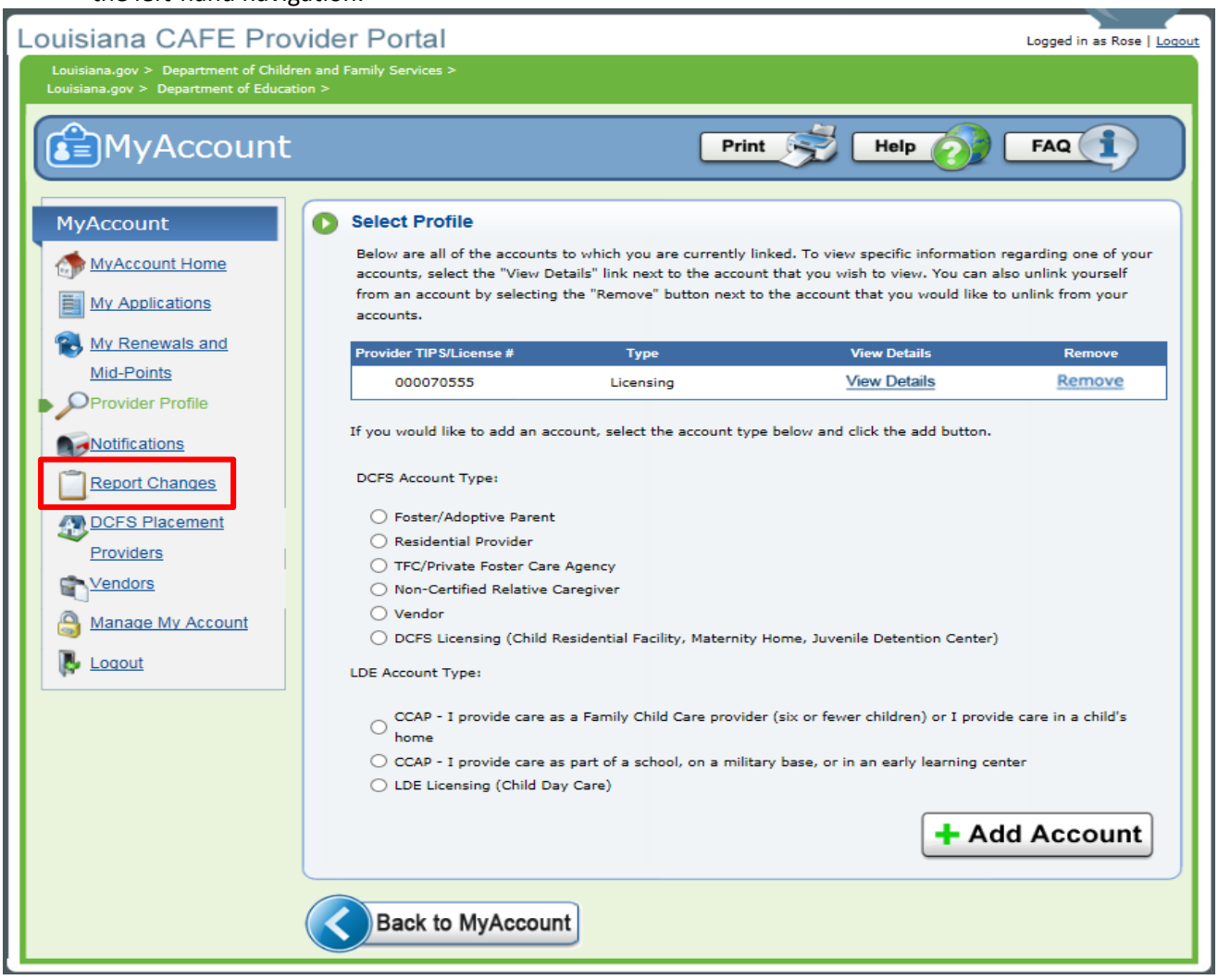
7. Call LDE Licensing at 225.342.9905 to receive your Unique ID and the Date of Birth on record for your license. Complete the three mandatory fields and click “Next”.



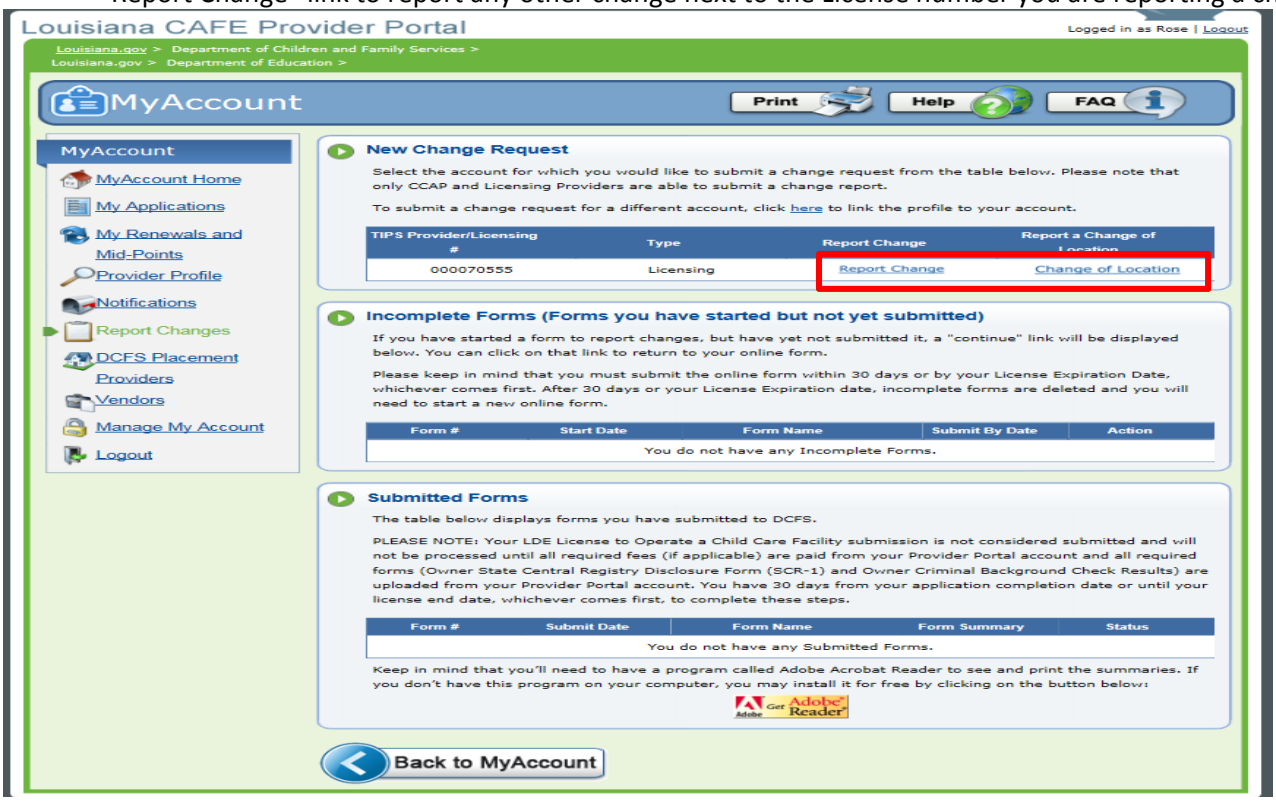
8. You have successfully linked your LDE Licensing Profile. Click “Next”.



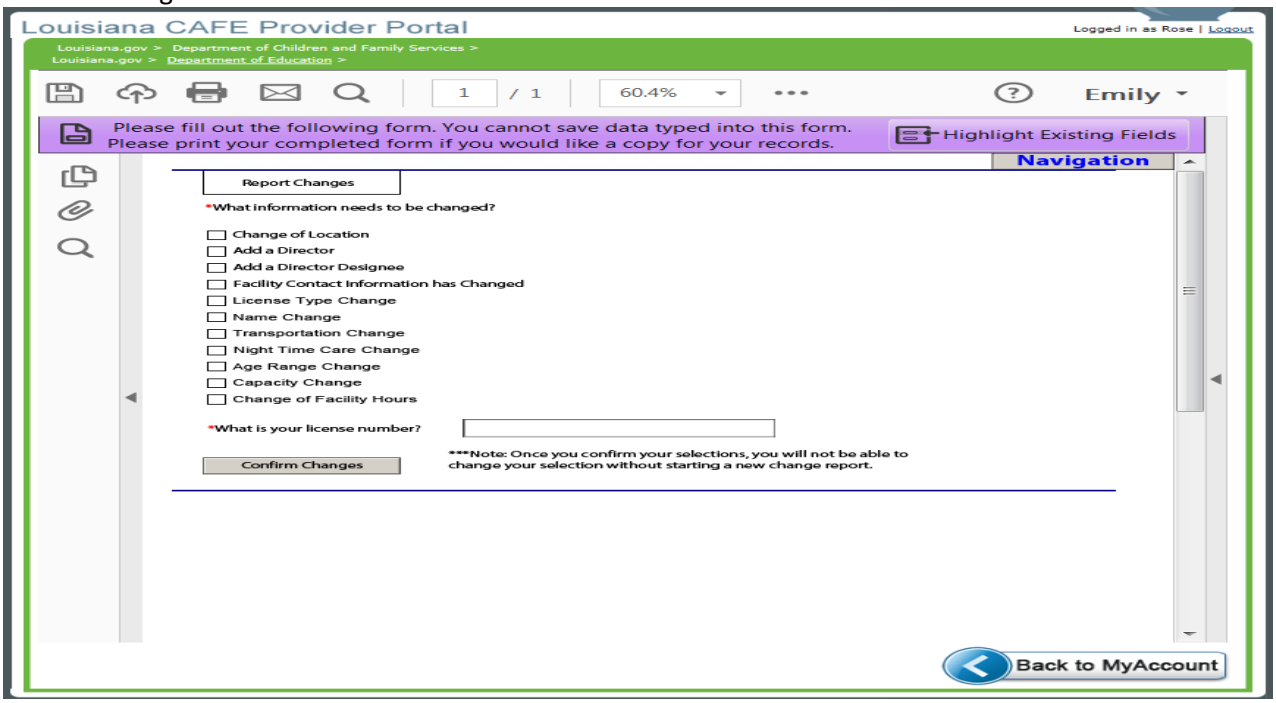
9. The Provider Profile page displays. Now you will see your License linked on this page. Click “Report Changes” on the left-hand navigation.



10. Click the "Change of Location" link next to the License number you are reporting a location change for. Click the "Report Change" link to report any other change next to the License number you are reporting a change for.



11. Check the box next to the type of change(s) you are reporting, enter the license number, and click "Confirm Changes".



12. Once finished, click “Submit”. There is a “Submit” button at the bottom of each page.
13. Upload your documents (if applicable).
14. Pay your fee (if applicable).