



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

Dear

Date:

The purpose of this letter is to inform you that your foster home has currently been placed on hold status.

Your recruitment and certification (R&C) worker, _____ has requested an exception for continued approval as a _____ foster home while the below identified issue is resolved as quickly as possible:

KARES verification for each adult in the home
Training: (specific hours listed for each parent in need)

A minimum of ten (10) hours of annual training is required to maintain the approval status for your foster home. The next annual review date for the training and background checks will occur in

The re-certification process for your foster home will occur every three years. Your next re-certification date will occur in

The mandatory training is required to be completed by _____ to maintain your home as an approved status (these can count toward the ten (10) hours of training mentioned above):

Trauma Informed Care twelve (12) hours;
Sexual Abuse four (4) hours;
Behavioral Management and Skill Development seven (7) hours;
Psychotropic Medications one (1) hour – online;
Effective Communication and Maintaining Attachment two (2) hours -online; and
Court, Advocacy, Support, and Self-Care four (4) hours online.

Foster parents are an essential part of our efforts to help families and children in need. We thank you for your partnership in the foster care program and hope this can be resolved to allow us to continue working together.

Sincerely,

R&C Supervisor

Enclosure: DPP-154

CC: Foster Parent File, CBW, Billing Specialist