



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

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Contract Correspondence Transmittal (CCT)

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Division/Branch: Protection and Permanency	
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Attachments/Forms: NYTD Checklist	

Dear PCC/PCP Provider,

This transmittal provides clarification for when to submit the NYTD completed checklists to Chafee.ILP@ky.gov. To provide accurate documentation of ongoing services it is necessary for providers to submit on a bi-monthly basis, updated independent living services being provided to youth currently placed in their agencies. For example, the 2nd reporting period for NYTD began on April 1, 2011 and will end September 29, 2011. The first submission should have occurred by May 31, 2011 with the second submission due July 15, 2011

There has also been some confusion about the services that Chafee Independent Living offers to youth. Chafee Independent Living Program offers a variety of state and federal programs to youth who are committed to the Cabinet for Health and Family Services and for youth who have aged out of care. Therefore, we are reporting into NYTD all independent living services as indicated on the attached checklist for youth age 15 to 23.

We appreciate this opportunity to partner with you to reflect the services provided for these youth. If you have any questions, please feel free to contact Paula Saenz at paula.saenz@ky.gov or Shelley Brown at shelley.brown2@ky.gov.

Sincerely,

Michael Cheek
Director

