**Contract Correspondence Transmittal (CCT)**

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| **CCT Number:** 12-11 | **Date of Issue:** October 9, 2012 |
| **Division/Branch:** Protection and Permanency | |
| **Key Words/Phrases:**  Notification of Closure of Foster Home | |

Dear PCP Provider,

The purpose of this correspondence is to remind agencies of the importance of appropriate notification of foster home closure, pursuant to the PCP agreement.

The private child-placing agency shall provide a written closure statement to the foster/adoptive parent, the Cabinet social service worker, and **the Cabinet PCC/PCP liaison** within fourteen (14) days following the date of closure. The closure statement shall include: date of approval and termination, indication of whether the closure was at the request of the foster/adoptive parent or the agency, reason for closure, total number of children ever placed in the foster/adoptive home, including the level of care for each child (excluding respite), and the number and type of policy violations or corrective action plans, if applicable.

Timely notification will assist DCBS staff in maintaining the Foster Parent Registry.

Any questions concerning this transmittal should be addressed to [Julie.Cubert@ky.gov](mailto:Julie.Cubert@ky.gov).

Sincerely,

Michael Cheek

Director