**Contract Correspondence Transmittal (CCT)**

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| **CCT Number:**  14-02 | **Assistant Director, Tina Webb:** |
| **Date of Issue:** May 29, 2014 |
| **Division/Branch:** Protection and Permanency/OOHC | |
| **Key Words/Phrases:** PCC/PCP requirements | |
| **Attachments/Forms:** ORS Training Information | |

Please be aware that as of July 1, 2014, the following requirements will be instituted into the 2014 PCC/PCP agreement:

* The Agency shall adopt and enforce a written policy requiring the Agency:
  + To demonstrate consideration for and sensitivity to the racial, cultural, ethnic, and religious background of a child in its care;
  + To use its best efforts to provide children in its care opportunities to attend religious services, activities, or events based upon the children’s religious affiliation for children wishing to participate in such activities; and to provide non-religious alternative activities or events for children not wishing to participate in religious services, activities, or events;
  + To inform child(ren) that they can request religious symbols, articles, texts or materials.
* The Agency shall not:
  + Discriminate in any manner against any child based on:
    - The child’s religious faith;
    - The child’s lack of religious faith; or
    - The child’s failure to conform to any religious tenet or practice;
  + Require, coerce or pressure any child in any manner to attend religious services or instruction or to otherwise engage in or be present at any activity or programming that has religious content;
  + Impose any form of punishment or benefit based on a child’s voluntary decision as to whether to participate in or attend any religious service or instruction or any other activity or programming that has religious content;
  + Proselytize any child in any religious beliefs;
  + Require any child to pray or to participate in any form of prayer, or to attend any form of prayer that is organized, led, or otherwise sponsored or promoted by the Agency; or
  + Place any religious symbols or other religious articles in any child’s private room or automatically provide religious texts or materials to any child, unless requested by the child, and in the case of a child-placing agency, the Agency shall inform foster care homes that they shall refrain from the placement of religious symbols or other religious articles in any child’s private room or automatically providing religious texts or materials to any child, unless requested by the child.
* The Agency shall provide written training materials addressing issues of religious rights and accommodations developed by the Cabinet to each current employee and to each new employee upon hiring, and shall:
  + Require each existing and new employee to sign a one-time form acknowledging that the employee received and read the training materials;
  + Maintain a copy of the acknowledgment form in each employee’s personnel file; and
  + Provide a copy of the acknowledgement form upon request of the Cabinet.
* The Agency shall, in the event that a child makes a request for religious symbols, articles, texts or materials, subject to considerations regarding the safety, security, finances and administration of the Agency, make reasonable and good faith efforts in a manner that is non-discriminatory with respect to children’s religious faith to:
  + Contact the parent or legal guardian of the child to request approval of and provision of the requested items or materials for the child’s personal use while in placement; and
  + Provide the child with access to the requested religious symbols, articles, texts or materials, if the parent or guardian is unavailable or does not provide the requested materials but does not object to the provision of the materials.
* With the exception of religious practices that are destructive or place a child in physical danger, a child-caring facility shall (subject to geographic and other reasonable time, transportation, and personnel limitations):
  + Provide each child in its care with opportunities to practice the religious belief and faith of the child’s individual or family religious affiliation;
  + Provide or facilitate the ability of each child in its care to participate in religious activities of the child’s individual or family religious affiliation without coercion;
  + Provide the children in its care with the opportunity to attend different houses of worship and/or services of different religious denominations based upon the identified religious affiliation of the children; and
  + Provide or facilitate for children not wishing to attend any offered religious service or activity, children’s ability to participate (at the same time as the religious service or religious activity) in an appropriate, non-religious alternative activity comparable in terms of general attractiveness to children.
* A child-caring facility shall, on at least a monthly basis, in the TWIST PCC Tracking module or through other similar documentation:
  + List any religious services, religious instruction, or other religious activities or events attended by each child during the month;
  + List religious materials, if any, that were provided at such activities or events; and
  + List any non-religious alternative activity or event, attended by each child, and describe that activity or event.
* The Agency shall, during the week of planned discharge for any child who has been placed in a child-caring facility for one month or longer:
  + Provide each child with an exit survey developed by the Cabinet;
  + Provide a secure location and process for the child to submit the exit survey in a manner which ensures that survey answers will be kept confidential from the child-caring facility; and
  + Submit the completed exit surveys to the DCBS Central Office quarterly.
* The Agency shall post an informational poster, to be provided by the Cabinet, summarizing the terms in this PCC agreement concerning religion:
  + For each child-caring facility, in at least one common area of each of its facilities; and
  + For each child-placing agency, in a prominent place in each licensed office.

**Religious Affiliation Protocol for Children in OOHC Regional Training of Trainers** will be made available in order to assist agency staff in implementing these new requirements. Please refer to the list below, to learn about trainings in your area:

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| **Training Location** | **Date** |
| Paducah | July 9 (8-11 CST) |
| Richmond | July 24 (9-12 EST) |
| Louisville | July 29 (9-12 EST) |
| Northern KY | July 31 (9-12 EST) |
| Elizabethtown | Aug 14 (9-12 EST) |
| Pikeville | Aug 19 (9-12 EST) |
| Louisville | Aug 26(9-12 EST) |
| London | Aug 28 (9-12 EST) |

Targeted attendees for these trainings would be an agency training coordinators and/or administration that ensure all staff are fully informed of CHFS contract requirements. Staff may register for the training by contacting Marie Johnson (contact info below) or by using the Online Registration System (ORS) at [www.rwcp.org](http://www.rwcp.org). Directions for registration, as well as the Personnel Update form, which must be completed prior to registering, are included in the CCT e-mail. Web-based training will also be available for staff and further information will be forthcoming.

If you have any questions regarding the *PCC agreement language*, please contact [Paula Woodworth](mailto:Paula.Woodworth@ky.gov) at (502)564-4502. Any *training* questions should be directed to [Marie Johnson](mailto:marie.johnson@eku.edu) at (859)622-6212.