



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

Matthew G. Bevin
Governor

275 East Main Street, 3W-A
Frankfort, KY 40621
502-564-3703 Office
502-564-6907 Fax
www.chfs.ky.gov/dcbs

Adam M. Meier
Secretary

Eric T. Clark
Commissioner

Contract Correspondence Transmittal (CCT)

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Key Words/Phrases: Foster Parent Registry/birth certificates	
Attachments/Forms:	

The intent of this communication is to provide information concerning the Foster Care Registry and PCC/PCP provider's ability to order birth certificates for children placed in their care.

The Foster Care Registry is available to all Private Child Placing Agencies. The registry can be accessed through the PCC Tracking System. The PCP will register the foster home applicant, to include therapeutic and medically complex homes, on the Foster Care Registry. The PCP will provide all of the following information:

- PCP will conduct a search of the foster care registry prior to approval of the foster home.
- Foster parent's full name;
- Social security number;
- Address to include county;
- PCP's information to include name of agency, and mailing address;
- Date the foster home was approved;
- Date the foster home was denied;
- Date the foster home was withdrawn;
- Date the foster home was closed;
- The reason for denial, withdrawal, or closure if applicable;
- Whether the home is active or inactive.

The PCP is now able to conduct a search of the Foster Care Registry in the PCC tracking system which is required prior to approval of the foster home.

The screenshot shows the PCC Tracking system interface. At the top, it says "Kentucky.gov" and "PCC Tracking (Release 16.14.1-31)". The main header is "KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES PRIVATE CHILD CARE". On the right, it says "KY Agencies | KY Services" and "Welcome, holly.davis@chfs.ds.ky.gov". Below the header, there are links for "Birth Certificate Request", "About CHFS", and "Contact Us". On the left, there is a "Work Basket" menu with options like "All", "Assign Location", "Report Move", "End TLC", "FYI", "Confirm Placement", "Location Directory", "Foster Home Location", "I.L. Location", "Reassign Foster Home", "Move Notification", "Report TLC", "Visits/Contacts", "Location Summary", "Administrative Tool", and "CA/N-APS Check". The main content area is titled "Foster Home Location Search" and contains a form with the following fields: "* Licensed Program" (a dropdown menu), "Primary Caregiver Last Name" (a text input field), "Primary Caregiver First Name" (a text input field), and "County" (a dropdown menu). There is a "Search" button below the form. At the bottom of the page, there are links for "Site Map", "Privacy", "Disclaimer", and "Individuals with Disabilities", and a copyright notice: "Copyright © 2006 Commonwealth of Kentucky All rights reserved."

Once in this screen, you will select your program, enter individual's name, and hit search. You will then add new foster home and complete all required screens. The home will show as pending. On the screen, you will be able to select Foster Parent Registry Search. Once this search is complete, you will be able to print the Foster Parent Registry report.

Providers are also able to order birth certificates for children in their care through the PCC tracking system.

The screenshot shows the PCC Tracking system interface for the Birth Certificate Request form. At the top, it says "Kentucky.gov" and "PCC Tracking (Release 16.14.1-22)". The main header is "KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES PRIVATE CHILD CARE". On the right, it says "KY Agencies | KY Services" and "Welcome, sara.jovorn@internaltest.testchfs.test". Below the header, there are links for "Birth Certificate Request", "About CHFS", and "Contact Us". On the left, there is a "Work Basket" menu with options like "All", "Assign Location", "Report Move", "End TLC", "FYI", "Confirm Placement", "Location Directory", "Foster Home Location", "I.L. Location", "Reassign Foster Home", "Move Notification", "Report TLC", "Visits/Contacts", "Location Summary", "Administrative Tool", and "CA/N-APS Check". The main content area is titled "Work Basket" and contains a form with the following fields: "Licensed Program" (a dropdown menu) and "Show Inconsistent Locations" (a checkbox). There is a "Search" button below the form. At the bottom of the page, there are links for "Site Map", "Privacy", "Disclaimer", and "Individuals with Disabilities", and a copyright notice: "Copyright © 2006 Commonwealth of Kentucky All rights reserved."

Clicking this link opens the Vital Statistics request form in a new window. Follow the directions on page two of the form filling in all the required fields, highlighted in red, and click the "Email Completed Form" button near the bottom of page one of the form.

KRS 610.110(6) Disposition of case:



Email Completed Form

If you have any questions regarding this transmittal please contact Mary Carpenter, Assistant Director (Mary.Carpenter@ky.gov) or Holly Davis, PCC/PCP Liaison (Hollyc.Davis@ky.gov).

