

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)

CCT Number: 19-06 Date of Issue: 6/19/19
Issuance: Division of Protection and Permanency, Mary Carpenter, Assistant
Director
Key Words/Phrases: Foster Parent Registry/birth certificates
Attachments/Forms:

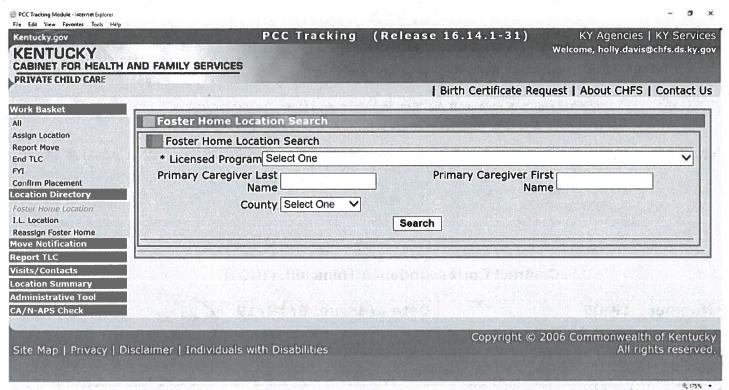
The intent of this communication is to provide information concerning the Foster Care Registry and PCC/PCP provider's ability to order birth certificates for children placed in their care.

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- Date the foster home was withdrawn;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.

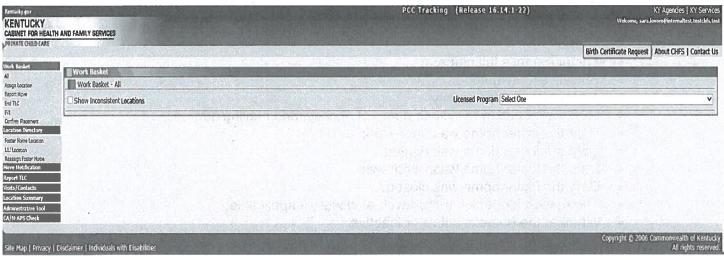


The PCP is now able to conduct a search of the Foster Care Registry in the PCC tracking system which is required prior to approval of the foster home.



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.



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.



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).

\$4 E