



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

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**Contract Correspondence Transmittal (CCT)**

<b>CCT Number: 19-07</b>	<b>Date of Issue: 6/20/19</b> <i>WCP</i>
<b>Issuance: Division of Protection and Permanency, Mary Carpenter, Assistant Director</b>	
<b>Key Words/Phrases: clothing letter</b>	
<b>Attachments/Forms: Regional Billing Specialist contact information</b>	

The purpose of this communication is to provide information regarding recent changes to clothing letters. The Division of Administration and Financial Management (DAFM) has revised their requirements and procedures.

The following information has been provided by DAFM:

*All clothing vouchers (initial, special, and school) must be issued by the Regional Billing Specialist (RBS) and only the original document signed in red will be able to be paid.*

- *The RBS will be mailing these directly to the purchaser. (Foster Parent, PCC, PCP, etc).*
  - *The worker will need to note the PCP foster parent's name and address on the clothing letter if they want it mailed to foster parent's home vs. the agency's main office.*
- *The foster parent can only use the voucher at one store.*
- *If the foster parent desires to shop at multiple stores they can pay for the clothing themselves and submit receipts with the original clothing voucher (that is signed in red) to the RBS for reimbursement. They can submit these at any time throughout the month for reimbursement.*
- *If a child moves placements and a reissue of the voucher is needed the RBS must have the original voucher that is signed in red in their possession before they can reissue the voucher.*
- *In case of an emergency and a foster family cannot wait for the initial clothing letter to be mailed, the SSW can pick the clothing letter up from the RBS to physically give to the foster parents. However; the SSW will need to communicate that immediately with the RBS to prevent the voucher from being placed in the mail.*



If you have any questions regarding this transmittal please contact your assigned Regional Billing Specialist.  
The most recent list of RBS's is attached.