



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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Contract Correspondence Transmittal (CCT)

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Attachments/Forms:	

The purpose of this communication is to provide updated information on the Kentucky Applicant Registry and Employment Screening (KARES) Web Portal. KARES is a secure, web-based application that is used to access abuse and neglect registries and facilitate fingerprint-supported state and national criminal background checks. All PCP and State foster parents are to be enrolled in the KARES. The implementation of this system is in accordance with 922 KAR 1:490. <https://apps.legislature.ky.gov/law/kar/922/001/490reg.pdf>

When entering current foster parents into KARES, an AOC must be uploaded into KARES prior to submitting the application for fingerprinting. The uploaded AOC should be the most recent AOC run on the individual. If for example, the foster parent's annual background checks were completed in August of 2022, that AOC may be entered into KARES.

The most recent AOC must be uploaded into KARES for new applicants prior to submitting the application for FBI fingerprint checks.

Once individuals' have been entered into KARES, AOC checks will not need to be run annually as long as the individual remains active in KARES. Each year during the month of the individual's original entry into KARES, the Foster, Adoptive Parent, REL/Fictive Kin Kentucky Verification Letter will be automatically generated for each adult household member.

The DPP-157 is required at the time of approval for adolescent household members ages 12-17. The DPP-157 should be completed annually for this population. The DPP-157 is only to be used for adolescents living in the foster home and is not needed for foster parents or adult household members.

If you have additional questions, please contact Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.