



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

**Andy Beshear**  
Governor

275 East Main Street, 3E-A  
 Frankfort, KY 40621  
 Phone: 502-564-6852  
 Fax: 502-564-4653  
[www.chfs.ky.gov/agencies/dcbs](http://www.chfs.ky.gov/agencies/dcbs)

**Eric C. Friedlander**  
Secretary

**Lesa Dennis**  
Commissioner

**Contract Correspondence Transmittal (CCT)**

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<b>Key Words/Phrases: PCC Death Comprehensive report</b>	
<b>Attachments/Forms: PCC Death Comprehensive report</b>	

The intent of this correspondence is to provide a new form to be used if a youth dies while placed in the care of the PCC. 922 KAR 1:300 states:

*If a child dies while in the care of a child-caring facility or in a home operated or supervised by the child-caring facility:  
 A written comprehensive report from the executive director outlining the incident shall be forwarded to the Office of the Commissioner, Department for Community Based Services, on the next working day following the verbal report;*

Please begin using this form effective August 5, 2024.

If you have any questions or concerns, please reach out to Holly Davis at [hollyc.davis@ky.gov](mailto:hollyc.davis@ky.gov) or Sherry Postlewaite at [Sherry.Postlewaite@ky.gov](mailto:Sherry.Postlewaite@ky.gov).



