



**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

Eric C. Friedlander
Secretary

Lesa Dennis
Commissioner

Contract Correspondence Transmittal (CCT)

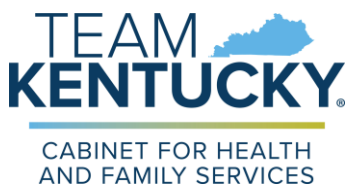
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Attachments/Forms: Tip Sheet, DPP-500 Staff Member Waiver Agreement and Statement, DPP-501 Disclosures to Be Provided to and Signed by Applicant, pre-screening form	

The purpose of this communication is to provide information and guidance on the Kentucky Applicant Registry and Employment Screening (KARES) Web Portal. KARES is a secure, web-based application that will be used to access abuse and neglect registries and facilitate fingerprint-supported state and national criminal background checks. All Private Child Caring (PCC) and Private Child Placing (PCP) employees are to be enrolled in the KARES. The implementation of this system is in accordance with 922 KAR 1:290. <https://apps.legislature.ky.gov/law/kar/titles/922/001/290/>

The KARES web portal can be found on the dashboard in the Kentucky Online Gateway (KOG) account. If you have trouble accessing your KOG account, please contact the helpdesk at KOGhelpdesk@ky.gov or at 502-564-0104 ext. 2.

- All current employees should be entered into the KARES, fingerprinted and cleared in the system by June 1, 2025
- All new employees must be entered into KARES and have been cleared in the system prior to being hired.

The individual will complete the mandatory DPP-500 and DPP-501 prior to submission of the application for fingerprinting in KARES. The forms will be stored in the individual's file.



Fingerprinting will be completed by IDEMIA at Identogo locations across the state. These locations can be found at <https://www.identogo.com/locations>

A tip sheet is attached. This tip sheet provides instructions on the process including steps to enroll individuals.

The following forms are attached: DPP-500 Kentucky National Background Check Program (NBCP) Applicant Waiver, DPP-501 NBCP Disclosures to Be Provided to and Signed by Applicant, and an optional pre-screening form.

If you have additional questions, please contact Holly Davis at hollyc.davis@ky.gov or Tammy Lafferty tamara.lafferty@ky.gov