



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

**TRANSMITTAL MEMORANDUM FOR PRESENTATION SUMMARY PACKET**

Case number:

County of service:

Title IV-E eligible:  Yes  No

TO:

(Title/regional designee for presentation summary packet approval) (Initials) (Date)

THROUGH:

(Supervisor/manager) (Initials) (Date)

THROUGH:

(Supervisor/manager) (Initials) (Date)

FROM:

(Social Service Worker/county) (Initials) (Date)

SUBJECT: Presentation summary on:

(Child's complete name)

Date of birth:

Race:

Sex:

Date presentation summary completed:

Termination of parental rights (TPR)	Name of court	Date of TPR
Mother:		
Father:		
Other:		

List the date the termination of parental rights (TPR) judgment was entered.

**PLANS:**

Foster parent adoption or  Referral to KY Adoption Profile Exchange (KAPE)

Siblings are to be placed together

DCBS foster parent adoption or  PCP foster parent adoption PCP agency:

Complete name of adopting foster parent(s):

Address and county of adopting foster parents:

Phone number for adopting foster parents:

**COMMENTS:**

**ATTACHMENTS** (check appropriate box)

- DPP-AC-1 Transmittal Memo
- Past and recent photographs of the child (not applicable for foster parent adoptions)
- Presentation summary narrative from TWIST
- Certified copy of the birth certificate
- Certified copy of termination of parental rights (TPR) order
- Copy of parent death certificate (if applicable)
- Disclaimer of paternity (if applicable)
- Copy of Social Security card
- Birth information including hospital newborn medical records
- DPP-189 Biological Parent Consent form (one for each parent)
- DPP-191 Information to be Obtained from Placing Parent (one for each parent)
- DPP-192 Biological Parent Consent Form (one for each parent)
- Child's medical records using the child's medical passport (DPP-106 forms or records obtained directly from medical professionals).\*
- Child's developmental record\*
- Other supplemental medical information including immunization records
- School records and/or most recent IEP, if applicable
- Psychiatric assessment/records
- Mental health records\*
- Indian Child Welfare Act (ICWA) documentation, when applicable
- Daily routine forms (not applicable for foster parent adoptions)
- Separation of siblings memo, if applicable
- Title IV-E eligibility and/or other children's benefits documentation
- Placement history log/placement summary from TWIST

\* Not applicable if the child has maintained the same foster home placement for twelve (12) months or longer and if the foster parent is adopting the child, or if the child is less than twelve (12) months of age, has maintained the same foster home placement, and the foster parent plans to adopt the child.

Presentation summary packet retention: Adoption records are digitized effective 4-24-23. Please refer to SOP 13.2 Child Freed for Adoption Procedure for additional information regarding the uploading of the presentation summary packet. Please refer to SOP 13.30 Confidentiality of Closed Agency Adoption Records for information regarding the uploading and sealing of additional adoption records.