**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 15-06**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  October 9, 2015

**SUBJECT:** Kinship Care Recertification Tip Sheet for Relatives (NEW)

The purpose of this memorandum is to inform staff about the new [Kinship Care Recertification Tip Sheet for Relatives](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Kinship%20Care%20Recertification%20Tip%20Sheet%20for%20Relatives.docx) that has been posted on the SOP manual’s [Related Resources browser](https://manuals.sp.chfs.ky.gov/Resources/Pages/relatedResources.aspx). This tip sheet was designed to assist families in completing the recertification process for kinship care benefits. If kinship care recertification is not completed by the date on the relative’s renewal notice, the kinship care benefits will be discontinued and the relative will not be able to re-apply. Workers who are involved with relatives receiving kinship care benefits can provide this tip sheet to the relative caregiver to walk them through the process.

Any questions regarding this tip sheet should be directed to lucie.estill@ky.gov, (502) 564-2136, ext. 3568.