



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES

275 East Main Street, 3W-A
Frankfort, Kentucky 40621
Phone: 502-564-3703
Fax: 502-564-6907

Eric Friedlander
SECRETARY

**Marta
Miranda-Straub**
COMMISSIONER

PROTECTION AND PERMANENCY INFORMATION MEMORANDUM 22-12

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Assistant Director
Division of Protection and Permanency

DATE: November 11, 2022

SUBJECT: Student housing placement guidance.

The purpose of this transmittal letter is to provide guidance on [922 KAR 1:340](#) that went into effect on 9-28-2022 specifically related to youth on extended commitment and living in student housing.

A child that is seventeen (17) and one-half (1/2) years of age may be placed in a supervised independent living site or scattered independent living student housing site if an exception to subsection (2)(a) of this section is approved by the director of the Division for Protection and Permanency or designee.

Please note that this does not include a scattered site apartment setting. A youth must be eighteen (18) years of age to be placed in a scattered site apartment setting. Licensed private child-caring (PCC) providers who have independent living programs (ILPs) in Kentucky are permitted to place youth in student housing. A memo must be sent to the Transitional Services Branch for youth aged seventeen and a half (17 ½) up to age eighteen (18) requesting placement in a supervised independent living program or student housing on a college campus. The memo should be sent through the regional independent living specialists, through the Transitional Services Branch manager, to the director of the Division of Protection and Permanency (DPP). Youth aged eighteen (18) and older do not need approval from central office and should follow normal regional placement practices.

The SSW should specify ILP search and what school the youth will attend when completing the [DPP-886A Application for Referral and Needs Assessment](#) if the youth is requesting to live in a dorm setting. The SSW must complete a new DPP 886A for any youth who is currently living in a campus setting and plans to continue to do so in the spring of 2023. Referral forms for youth currently in dorm settings should be completed by November 10th thru November 30th. This will ensure ILP staff have enough time to work with the youth and their post-secondary institution on financial and housing needs for the spring 2023 semester. Youth on extended commitment who live in student housing will receive the following support from the agency:

- Assistance moving on campus;
- Support completing financial aid forms, registration, dropping/adding classes, etc.;
- Payment of any outstanding school balances, after financial aid is applied;
- Items needed for dorm living such as a small refrigerator, linens, television, etc.;
- Support connecting to campus resources;
- Ongoing case management including visits (at least once a month in the dorm and additional visits can be in common places, etc.);
- Therapeutic services, as needed;
- A safe, temporary placement during breaks and holidays;
- Transportation to and from the temporary placement during breaks and holidays;
- Support moving and storing items, if needed, during breaks and holidays;
- Participation in a tiered savings program;
- A five hundred dollar (\$500) monthly stipend; and
- The opportunity to participate in grade point average (GPA) incentive per semester:
 - 2.0 – 2.5: \$250
 - 2.5 – 3.0: \$500
 - 3.0 – 3.5: \$750
 - 3.5 – 4.0: \$1,000

If you have any questions regarding this memorandum, please contact Paula Saenz, Transitional Services Branch Manager
paula.saenz@Ky.gov