**PROTECTION AND PERMANENCY MEMORANDUM, 12-06**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  April 10, 2012

**SUBJECT:** Clarification Regarding the Kinship Care Release (PPTL 12-03)

Further clarification has been made in SOP regarding the sex offender registry checks for relative caregivers and resource parents. The Records Management Section will be completing the majority of sex offender registry checks; however in urgent situations or for voluntary placements via prevention plan, the SSW will be required to search this.

When entering a request into the [sex offender registry](http://kspsor.state.ky.us/), please be sure to enter the address of the potential placement and NOT a name. The purpose of the checks is to ensure that there are no registered sex offenders claiming residence at a specific address.

The following document and sections of SOP have been updated to reflect that the sex offender checks should be address checks:

* [SOP 1.8 Prevention Planning](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/18PreventionPlanning.aspx);
* [SOP 4.5 Relative Evaluation and Placement](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/45KinshipCareProgram-Introduction.aspx);
* [SOP 4.5.4 Background Checks for Kinship Care Providers or Relative Caregivers](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/454BackgroundChecksforKinshipCareProvidersorRelativeCaregivers.aspx);
* [SOP 4.5.6 Permanency for the Child](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/456PermanencyfortheChild.aspx);
* [SOP 4.5.8 Discontinuance of Kinship Care](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/458DiscontinuanceofKinshipCare.aspx);
* [SOP 12.4 Background Checks for Resource Parents](https://manuals.sp.chfs.ky.gov/chapter%2012/22/Pages/124BackgroundChecksforResourceParents.aspx);
* [SOP 12.4.1 Child Abuse/Neglect Central Registry and Fingerprint Checks for Resource Parents](https://manuals.sp.chfs.ky.gov/chapter%2012/22/Pages/1241ChildAbuseNeglectCentralRegistryandFingerprintChecks.aspx);
* [SOP 12.16 Annual Re-Evaluation](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1216AnnualRe-Evaluation.aspx); and
* [Annual Re-Evaluation Coversheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Re-Evaluation%20Coversheet.docx).