**PROTECTION AND PERMANENCY M EMORANDUM, 13-04**

**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:**  February 25, 2013

**SUBJECT:** Kinship Care Moratorium

On January 29, 2013, Commissioner James notified all staff of program changes that were the result of budget issues. One of the measures, effective April 1, 2013, is a moratorium on the kinship care program.

In preparation for this moratorium, all protection and permanency staff must take the following steps, effective immediately:

**Current Open Investigations:** Any relative placements pending approval for the kinship care program *must be completed by March 31, 2013*.

* Approval requests for kinship care must be received by the Division of Protection and Permanency central office no later than COB *March 20, 2013*. This includes:
	+ Relative home evaluation (DPP 1276) with AOC check approved by the FSOS;
	+ The investigative CQA substantiating abuse/neglect approved in TWIST; and
	+ The KC-01 completed and signed (this information is captured on the checklist).
* This approval along with the KIM 78KC-Kinship Care Financial Assistance Application must be received by the local family support office by *March 31, 2013*.

**New Investigations coming in between today and March 31st:**

* Since the timeframes are so tight to complete all of the necessary paperwork prior to the moratorium, the SSW should refer the relative to the local family support office for K-TAP, Medicaid or KCHIP and possible benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamps Program.

As a result of these changes, SOP affected is currently being revised and will be issued by mid-March to allow for staff review and training. Until this time, please contact lisaa.durbin@ky.gov (502) 564-2136, ext. 3567 with any questions regarding this material.