**PROTECTION AND PERMANENCY M EMORANDUM, 13-12**

**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:**  September 6, 2013

**SUBJECT:** Completion of the DPP-157 Background Checks for Applicants or Foster/Adoptive Parents

The purpose of this memorandum is to communicate the process for background checks for foster/adoptive parents. Recently the SRAs and R&C supervisors were advised of a proposed process change which would shift background checks back to the region for annual approvals.

**However, the administrative regulation governing this process,** [**922 KAR 1:490**](http://www.lrc.ky.gov/kar/922/001/490.htm)**, must be changed *before* this shift can occur.** To that end, the Records Management Section will continue to be responsible for completing all background checks on foster/adoptive families, until further notice.

This means that the DPP-157 must be completed on every household member, who is twelve (12) years of age and older, and sent to the Records Management Section, as specified in SOPs [12.4 Background Checks for Resource Parents](https://manuals.sp.chfs.ky.gov/chapter%2012/22/Pages/124BackgroundChecksforResourceParents.aspx) and [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), in order for the state to continue to be in compliance with the requirements of the regulation.

If you have any questions regarding this memorandum, please contact [Sharonk.hilborn@ky.gov](mailto:Sharonk.hilborn@ky.gov) or by telephone at (502) 564-3834.