**PROTECTION AND PERMANENCY M EMORANDUM, 13-16**

**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:**  November 22, 2013

**SUBJECT:** Exiting a Child from Foster Care to a Relative’s Custody

The purpose of this memorandum is to clarify the process of exiting a child from DCBS custody, to the custody of a relative. When this occurs, the **Exit Resource** screen should be completed in TWIST, as shown:

1. **Reason Moved from Resource**: Click the drop down arrow and choose “Placement with relatives.”
2. **Date Moved from Resource**: Enter the date in which the child was moved from foster care and placed with the relative.
3. **Reason Exited Out of Home Care:**  Click the drop down arrow and choose “Placed with Relatives.”
4. **Date Exited Out of Home Care**: Enter the date that custody of the child was transferred to the relative.
5. **Responsible Person**: Enter the relative’s name in the “First,” “Middle” and “Last” name fields; and enter the relative’s address and telephone number in the “Comments” box.



If you have any questions regarding this memorandum, please contact via e-mail, Gretchen.marshall@ky.gov, or by telephone at (502) 564-7635, ext. 3587.