



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES

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

Eric Friedlander
SECRETARY

Lesa Dennis
COMMISSIONER

PROTECTION AND PERMANENCY MEMORANDUM 24-04

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: February 23, 2024

SUBJECT: SOP 12.4 and Exception for Fingerprints Memo

The purpose of this memorandum is to provide clarification for [SOP 12.4 Background Checks for Foster and Adoptive Parents](#).

If an individual is fingerprinted twice with failed attempts, a name-based check will be completed. Multiple failed attempts may occur with individuals who are elderly or work in professions where their fingerprints are diminished. In situations where household members of the applicant are bedridden, homebound, or medically unable to appear for fingerprints, the region will consult with the Out-of-Home Care (OOHC) Branch for an exception. The region will complete an [Exception for Fingerprints Memo](#). The region will send the signed memo and the [DPP 157 Child Abuse and Neglect Check](#) to the Division of Administration and Financial Management (DAFM) Records Management Section for all adult household members who are unable to fingerprint. The [DPP 157](#) must be completed annually for any adolescent and any adult household member that has a fingerprint exception.

If you have questions regarding this memorandum, please contact:
Kelli Root, Assistant Director
Kelli.Root@ky.gov
(502) 564-6852