



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY MEMORANDUM, 24-14

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 & Permanency

DATE: June 24, 2024

SUBJECT: Home School Verification Form and Home School Letter for KDE

The purpose of this memorandum is to advise staff of the updated [Home School Verification Letter](#). Clarification that a home school letter of intent or enrollment report is required for extended monthly adoption subsidy payments. Due to ongoing confusion from schools regarding the form, [A Home School Letter for KDE](#) has been added to the SOP manual. Recruitment and Certification staff should provide the letter to adoptive parents to assist them in obtaining the needed signature.

If you have any questions regarding this transmittal letter, please contact:

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