**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 12-03**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Michael Cheek

Division of Protection and Permanency

**DATE:**  April 2, 2012

**SUBJECT:** Kinship Care Approvals and Sex Offender Registry Checks

Please review the following SOP sections. They contain revisions regarding the new approval process for kinship care approvals, as well as the new process for completing sex offender registry checks for relative caregivers.

* [SOP 1.8 Prevention Planning](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/18PreventionPlanning.aspx);
* [SOP 2.11 Investigation Protocol](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/211InvestigationProtocol.aspx);
* [SOP 4.4 Relative Placement and Kinship Care](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/44RelativePlacementandKinshipCare.aspx) (deleted);
* [SOP 4.5 Relative Evaluation and Placement](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/45KinshipCareProgram-Introduction.aspx) (new name);
* [SOP 4.5.2 Eligibility Criteria for Kinship Care Benefits](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/453InitialDeterminationofEligibilityforKinshipCare.aspx) (new number and name);
* [SOP 4.5.3 Kinship Care Benefits Approvals](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/452GeneralGuidelinesforConsideration.aspx) (new number and name);
* [SOP 4.5.4 Background Checks for Kinship Care Providers or Relative Caregivers](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/454BackgroundChecksforKinshipCareProvidersorRelativeCaregivers.aspx);
* [SOP 4.5.5 Relative Home Evaluation](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/455RelativeandFictiveKinPlacementFosterCarePayments.aspx) (deleted);
* [SOP 4.5.6 Permanency for the Child](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/456PermanencyfortheChild.aspx);
* [SOP 4.5.8 Discontinuance of Kinship Care](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/458DiscontinuanceofKinshipCare.aspx);
* [SOP 12.4.1 Child Abuse/Neglect Central Registry and Fingerprint Checks](https://manuals.sp.chfs.ky.gov/chapter%2012/22/Pages/1241ChildAbuseNeglectCentralRegistryandFingerprintChecks.aspx); and
* [SOP 12.16 Annual Re-Evaluation](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1216AnnualRe-Evaluation.aspx).

The following documents have also been revised to coincide with the SOP revisions:

* [DPP-157 Child Abuse or Neglect Check](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-157%20Background%20Checks%20for%20Applicants%20or%20Foster-Adoptive%20Parents.doc);
* [DPP-159 Criminal Records Check Authorization](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-159%20Background%20Checks%20for%20Caretaker%20Relatives%20or%20Kinship%20Caregivers.doc);
* [Annual Re-Evaluation Coversheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Re-Evaluation%20Coversheet.docx);
* [Kinship Care Checklist](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Kinship%20Care%20Checklist.docx) (New to the website);
* [Relative Resource Information Sheet](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Adding%20a%20Relative%20to%20the%20Resource%20Directory.doc) (New to the website);
* [Ongoing Workers Checklist for Kinship Care](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Ongoing%20Workers%20Checklist%20for%20Kinship%20Care-For%20Approvals%20Prior%20to%20April%201,%202013.docx) (New to the website);
* [Investigators Checklist for Kinship Care](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Investigators%20Checklist%20for%20Kinship%20Care.docx) (New to the website);
* [Process Flow for Kinship Care Approvals](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Process%20Flow%20for%20Kinship%20Care%20Approvals.docx) (New to the website); and
* [Entering Relative Resources in TWIST](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Entering%20a%20Child%20Placed%20with%20a%20Relative%20in%20TWIST.docx) (New to the website).

The DPP-157 and DPP-159 are incorporated forms, so please ensure that staff begin using the newest versions of these forms immediately.

Please contact [lisaa.durbin@ky.gov](mailto:lisaa.durbin@ky.gov) via e-mail, or by telephone (502) 564-2136 for questions relating to kinship care.

Please contact [jennie.willson@ky.gov](mailto:jennie.willson@ky.gov) via e-mail, or by telephone (502) 564-2147 for questions relating to recruitment and certification.