**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-05**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  May 17, 2013

**SUBJECT:** Child Care Assistance Program and Educational Passports

This protection and permanency transmittal letter contains information regarding changes to the 1) child care assistance program and 2) educational passports.

1. On April 1, 2013 requirements for the preventive child care and income based child care assistance programs changed significantly.

Eligibility requirements for income based child care have been substantially tightened due to budgetary constraints.

Preventive child care will still be available to families; however, it is important for staff to be judicious when requesting preventive child care for parents and relatives as funds are also limited for this service. Approvals should be reserved for the most appropriate situations, particularly when ongoing protection cases will not be opened.  Please use the [Preventive Child Care Assistance Tip Sheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Preventive%20Child%20Care%20Assistance%20Tip%20Sheet.doc) as your guide. This tip sheet has been updated to reflect the most recent revisions to eligibility criteria.  The Child Protection Branch will continue to screen DCC-85 forms, as requested by the Division of Child Care.

Please review the following SOP sections for information about these changes:

* [30.19 Child Care Assistance-Introduction](https://manuals.sp.chfs.ky.gov/chapter30/34/Pages/3019ChildCareAssistance-Introduction.aspx);
* [30.19.1 Preventive Child Care Assistance](https://manuals.sp.chfs.ky.gov/chapter30/34/Pages/30191PreventiveChildCareAssistance.aspx); and
* [30.19.4 Child Care Assistance for a Kinship Care Provider](https://manuals.sp.chfs.ky.gov/chapter30/34/Pages/30194ChildCareAssistanceforaKinshipCareProvider.aspx) (deleted).
1. Additionally, revisions have been made [to SOP 4.28.3 Accessing Educational Records for Children and Youth in Foster Care and Guidelines for Educational Passports](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4283EducationalPassport.aspx) (renamed) regarding legislative changes to the Family Educational Rights and Privacy Act (FERPA) and the Uninterrupted Scholars Act (USA). In addition to the revised SOP section, the [Educational Passport](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Educational%20Passport.doc) form has been updated and the following documents have been added to the resource gallery:
* [Communicating with the School During CPS Assessments and Investigations](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Communicating%20with%20the%20School%20System%20When%20Working%20with%20Families.docx);
* [FY 13-15 McKinney Vento Funded Grant Programs](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/FY%2013-15%20McKinney%20Vento%20Funded%20Grant%20Programs.doc); and
* Statewide School Contact List (attached to e-mail).

If you have any questions regarding the preventive child care portion of this transmittal letter, please contact the Child Protection Branch at (502)564-2136. Questions regarding the revisions to the educational passport information should be directed to the Out of Home Care Branch at (502) 564-2147.