



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

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Contract Correspondence Transmittal (CCT)

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Key Words/Phrases: Kentucky Applicant Registry and Employment Screening (KARES), Fingerprinting, Background checks/DPP-162/DPP-163/DPP-164	
Attachments/Forms: Tip Sheet, KARES Web Portal User Guide and Training Manual, DPP-162 Applicant Waiver Agreement and Statement, DPP-163 Disclosures to Be Provided to and Signed by Applicant, DPP-164 Applicant Live Scan Fingerprinting Form, pre-screening form	

The purpose of this communication is to provide information and guidance on the Kentucky Applicant Registry and Employment Screening (KARES) Web Portal. KARES is a secure, web-based application that will be used to access abuse and neglect registries and facilitate fingerprint-supported state and national criminal background checks. All PCP and State foster parents are to be enrolled in the KARES. The implementation of this system is in accordance with 922 KAR 1:490. <https://apps.legislature.ky.gov/law/kar/922/001/490reg.pdf>

The KARES web portal can be found on the dashboard in the Kentucky Online Gateway (KOG) account. If you have trouble accessing your KOG account, please contact the helpdesk at KOGhelpdesk@ky.gov or at 502-564-0104 ext. 2. If KARES is not on the dashboard or if additional employees need access to the application, please email Sherry Postlewaite Sherry.Postlewaite@ky.gov with name of the employee and employee's address.

Enrolling individuals into the KARES web portal will be a phased rollout.

- All applicants currently in training and not yet approved should be entered into the KARES and be cleared in the system **prior to approval**.
- Those individuals that have been approved provisionally since the state of emergency has been in place must be enrolled in KARES, fingerprinted, and be cleared in the system by **June 15, 2023**

- Individuals approved prior to the state of emergency must be entered into the KARES system prior to or during the anniversary month of initial approval. This will begin on June 16, 2023 for those whose initial approval is in the month of May. This will allow all families to be enrolled in KARES by May 2024.

Prior to enrolling an individual in the KARES system, the PCP will run an AOC check. The provider at this point can proceed by entering the individual into the KARES system or deny the individual if there are disqualifying events on the AOC. The AOC will be uploaded into the KARES system at this point prior to submitting the application for FBI fingerprinting.

The individual will complete the mandatory DPP-162 and DPP-163 prior to submission of the application for fingerprinting in KARES. The forms will be stored in the individuals file and uploaded into the KARES

Fingerprinting will be completed by IDEMIA at Identogo locations across the state. These locations can be found at <https://www.identogo.com/locations>

Adolescents in the home are not entered into the KARES system. Checks will remain the same for this group. Upon an individual's 18 birthday, they must be entered into the KARES system.

A tip sheet and detailed training manual are attached. These provide comprehensive instructions on the process including steps to enroll individuals. An online training can be found at <https://learn.trc.eku.edu/moodle/course/view.php?id=810> Please use the PCC/PCP Enrollment Key: IntroKARES#1

The following forms are attached: DPP-162 Kentucky National Background Check Program (NBCP) Applicant Waiver, DPP-163 NBCP Disclosures to Be Provided to and Signed by Applicant, DPP-164 Kentucky National Background Check Program Live Scan Fingerprinting form, and an optional pre-screening form.

If you have additional questions, please contact Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.