



**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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Attachments/Forms: virtual home study checklist, suggested COVID-19 language for documentation	

The intent of this correspondence is to provide guidance on completing background checks and home studies during the declared state of emergency.

An emergency amendment to 922 KAR 1:490 to be filed no later than May 15, 2020 states: Pursuant to 42 U.S.C. 5141, a federal agency charged with the administration of a federal assistance program may modify or waive an administrative condition because of a major disaster. The Secretary of Health and Human Services declared a public health emergency on January 31, 2020, pursuant to 42 U.S.C. 247d. A national emergency was declared by the President of the United States due to the Novel Coronavirus Disease (COVID-19) Outbreak on March 13, 2020. The Children’s Bureau identified the requirement of fingerprint-based checks of national crime information databases as an administrative condition that may be modified pursuant to federal authority given that a state conduct all available name-based criminal background checks for applicants during the emergency and conduct fingerprint-based checks as soon as it is safe to do so.

If an applicant has lived out of state in the past five years, the provider should consider requesting a name based criminal background check from the state(s) that the applicant previously lived. This is in addition to the out of state Child Abuse and Neglect check that should be completed on all applicants and household members. All regulatory requirements in 1:490 must be followed in order for a family to be approved.

During this state of emergency, pre-service training via a videoconferencing platform will be permissible. Approval of home studies including required home visits and safety checks may be

completed virtually via a videoconferencing platform. All other requirements in 922 KAR 1:310 must be in compliance. If there are tasks that cannot be completed for example first aid supplies or employment verification, temporarily waiving these requirements can be considered on a case-by-case basis and documentation should be provided as to how they will be brought into compliance.

A child shall not be placed in the foster home until an in-person visit has been made to the home. Fingerprint background checks should be completed within 90 days of DCBS resuming fingerprinting if permitted at the federal level and through KAR. Face to face home visits, the in-home safety check, and any other regulatory tasks that were waived should be brought into compliance within 60 days of social distancing requirements being lifted.

Included in this correspondence you will find a virtual home study checklist and suggested language to use when documenting home studies and home visits during the state of emergency.

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