



**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: bed holds	
Attachments/Forms:	

The intent of this correspondence is to review the circumstances under which a bed hold is appropriate and who is authorized to approve those.

The purpose of a bed hold is to ensure that a child can return to the same placement setting in order to promote attachment and continuity of care. Therefore, bed holds are only applicable if the child is returning to the same foster home within the PCP agency or same program within a PCC residential facility. If it is not the intent for the child to return to the same placement, a bed hold request will not be approved.

A bed hold may be requested when a child is hospitalized or AWOL (absent without leave). When a child is hospitalized or AWOL, the Provider should submit a written bed hold request through the Cabinet’s social service worker only if the intent is for the child to return to the same placement setting. The Cabinet will respond in writing within two days of the written request. If the Cabinet’s written approval is not received within this timeframe, the Provider is not required to hold the bed. A bed hold may be approved for up to two weeks. The bed hold may be extended at the written request of the Cabinet for two (2) additional paid weeks if medically necessary for a youth in a hospital setting. It is important to note that the Cabinet social service worker is not authorized to approve a bed hold. These must be approved by the Family Services Office Supervisor for a hospitalized youth or by the Service Region Administrator or designee for AWOL or for the two week extension on hospitalization. Emails between a social service worker and private agency staff will not be considered as sufficient documentation for payment if the bed hold authorization form was never completed or approved by an authorized party.

If a child is placed in detention, a bed hold may not be requested. This is considered a placement move. Additionally, a bed hold may not be requested for a trial home visit with a parent. However, a worker may request that the placement remain with the provider, with the provision of supportive services to the child and family, while the child is on an extended visit up to 14 days via a visitation agreement with the parent.

If you have any questions concerning this correspondence, please contact Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.