



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

Andy Beshear
Governor

275 East Main Street, 3E-A
 Frankfort, KY 40621
 Phone: 502-564-6852
 Fax: 502-564-4653
www.chfs.ky.gov/agencies/dcbs

Eric C. Friedlander
Secretary

Lesa Dennis
Commissioner

Contract Correspondence Transmittal (CCT)

CCT Number: 24-02	Date of Issue: April 15, 2024
Issuance: Division of Protection and Permanency, Assistant Director, Kelli Root <i>KR</i>	
Key Words/Phrases: fingerprinting	
Attachments/Forms: exception for fingerprint memo, DPP 157	

The intent of this correspondence is to provide guidance on fingerprinting for KARES per 922 KAR 1:490. There have been instances when adult household members living in the foster home have been unable to be fingerprinted due to medical issues. In order for an exception to be approved, the attached memo will need to be completed along with a letter from the medical provider stating the reason that the individual is not able to be printed. The memo and the medical statement should be emailed to Kristin Breeden Kristin.Breeden@ky.gov for review. Once this is completed and approved you will need to attach the memo with the 157 and email it to Records Management CHFSDCBS.RMS@ky.gov

If you have any questions or concerns, please reach out to Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.

