

DSS-1259  
(Rev. 11-92)

COMMONWEALTH OF KENTUCKY  
CABINET FOR HUMAN RESOURCES  
DEPARTMENT FOR SOCIAL SERVICES

BENEFITS ACTION TRANSMITTAL

To: Children's Benefits Worker Date: \_\_\_\_\_

From: Family Services Worker Re: Child's Name

Office/Phone \_\_\_\_\_ DSS Case # \_\_\_\_\_

1 Initial Eligibility Determination

Please:

- Determine eligibility for Title IV-E benefits and Medical Assistance in Out-of-Home-Care or Adoption
- Make referral to Child Support staff
- Apply for Medical Assistance
- Apply to be payee for mandatory benefits such as SSI and Social Security
- Obtain verification of child's birth
- Apply for a Social Security Card
- Other \_\_\_\_\_

Attached are Copies of the Following:

- Title IV-E and Child Support Referral (DSS-1260)
- Placement History Log (DSS-1251A)
- Family Activity Tracking Report (DSS-887)
- Petition which led to removal
- Affidavit of Efforts (DSS-1266)
- All court orders, Emergency, Temporary Custody/Removal, Commitment and Child Support or Medical Support.
- Voluntary Commitment Agreement (DSS-167)
- Placement documentation (DSS-111a, 114, or Group Home Letter of Acceptance)
- Copy of Social Security Card  Copy of Medical Insurance Card
- Copy of birth certificate or birth verification
- Absent Parent Search Form

2.  Redetermination

Attached are Copies of the Following:

- Redetermination Status Report (DSS-1265)
- Court Order legal status change
- Placement History Log (DSS-1251A)
- Family Activity Tracking Report (DSS-887)
- Other \_\_\_\_\_

3.  Adoption

Attached are Copies of the Following:

- Subsidy Request Memo, Pre & Post
- Subsidy Agreement
- TPR
- Adoption Petition
- Judgment Verification Letter
- Approval Letter of Adoptive Home
- Adoption Placement Agreement