



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

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PROTECTION AND PERMANENCY MEMORANDUM, 22-09

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Tracy Desimone, Assistant Director
Division of Protection and Permanency

DATE: August 29, 2022

SUBJECT: Citizen Foster Care Review Board

The purpose of this memorandum is to provide additional guidance and clarification related to the Citizen's Foster Care Review Board (CFCRB). Pursuant to [KRS 620.270](#), children and youth who are in the temporary custody or who are committed to the Cabinet for Health and Family Services (Cabinet/CHFS) are subject to review by the CFCRB. The CFCRB review is required to review cases every six (6) months until the Cabinet is no longer legally responsible for the child/youth.

It is a requirement that either the SSW or FSOS attend Interested Party Review (IPR) board meetings. The SSW responds to questions of the board and appears before the board as requested, and the FSOS is responsible for assuring that the case record is current and available at the time of the review by the CFCRB. The current case record should include current case plans, which are required to be completed within ten (10) calendar days of the temporary removal or voluntary placement agreement, per [KRS 620.180](#) and [SOP 4.14 Timeframes for All Out-of-Home Care \(OOHC\) Cases](#). The FSOS should respond to any questions of the CFCRB within thirty (30) calendar days. Full guidance can be found at [SOP 30.5 Citizen Foster Care Review Board and Interested Party Review](#).

For questions regarding this memo, please contact:

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