



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

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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 23-07

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

FROM: Kelli Root, Assistant Director
Division of Protection and Permanency

DATE: March 15, 2022

SUBJECT: KARES Implementation and Fingerprinting of Foster and Adoptive Families

The purpose of this transmittal letter is to provide information and guidance on the Kentucky Applicant Registry and Employment Screening (KARES) system. KARES is a secure, web-based application that will be used to access abuse and neglect registries and facilitate fingerprint-supported state and national criminal background checks. All private child-placing (PCP) and state foster parents should be enrolled in the KARES system. The implementation of this system is in accordance with [922 KAR 1:490](#).

The KARES web portal can be found on the dashboard in the Kentucky Online Gateway (KOG) account. If KARES does not appear on the dashboard or if additional employees need access to the application, please send the name of the employee to Sherry Postlewaite Sherry.Postlewaite@ky.gov.



Enrolling individuals into the KARES system will be a phased rollout.

- All applicants currently in training and not yet approved should be entered into the KARES system and be cleared in the system prior to approval.
- Those individuals that have been approved provisionally since the state of emergency has been in place must be enrolled in KARES, fingerprinted, and be cleared in the system by June 13, 2023.
- Individuals approved prior to the state of emergency must be entered into the KARES system prior to or during the anniversary month of initial approval. This will begin on July 1, 2023, for those whose initial approval is in the month of July. This will allow all families to be enrolled in KARES by June 2024.

The individual will complete the mandatory [DPP-162](#) and [DPP-163](#) prior to submission of the application for fingerprinting in KARES. The forms will be stored in the individuals file and uploaded into the KARES system.

Once recruitment and certification (R&C) enters applicants into KARES, the Records Management Section completes the Administrative Office of the Courts (AOC), sex offender registry, and TWIST checks. These checks are completed prior to the applicant receiving notification from [IdentoGo](#) requesting an appointment. Fingerprinting will be completed by [IDEMIA](#) at IdentoGo locations across the state. These locations can be found at [Find an IdentoGO Center](#)

Adolescents in the home are not entered into the KARES system. Checks will remain the same for this group. Upon an individual's eighteenth (18th) birthday, they shall be entered into the KARES system.

The [Tip Sheet for Providers for the National Background Check Program \(NBCP\)](#) provides detailed instructions on the process including steps to enroll individuals.

The following forms have been added to appropriate Standards of Practice (SOP) sections:

- [DPP-157 Background Check Request for Foster or Adoptive Applicants and Household Members](#);
- [DPP-162 Kentucky National Background Check Program \(NBCP\) Applicant Waiver Agreement Statement](#);
- [DPP-163 Kentucky National Background Check Program \(NBCP\) Disclosures](#);
- [KARES User Guide and Training Manual](#);
- [KARES Applicant Pre-Screening Form](#);
- [Tip Sheet for Providers for the National Background Check Program \(NBCP\)](#);
- [Annual Foster Parent On-Hold Background and Training Sample Letter](#);
- [Foster Parent On Hold Sample Letter](#);
- [Foster Adoptive Family Checklist](#);
- [Re-Evaluation Coversheet](#);
- [Re-Evaluation Foster Parent Approval Sample Letter](#); and
- [Re-Evaluation Foster Parent On Hold Sample Letter](#)

The following SOP chapters have KARES related language added:

- [SOP 12.4 Background Checks for Foster and Adoptive Parents](#);

- [SOP 12.4.1 Child Abuse/Neglect Central Registry and Fingerprint Checks for Resource Parents;](#)
- [SOP 12.7 Approval and Denial;](#)
- [SOP 12.16 Foster or Adoptive Home Re-Evaluation;](#)
- [SOP 12.19 Closure of a Foster or Adoptive Home and Reopening;](#) and
- [SOP 4.5.4 Background Checks for Kinship Care Providers or Relative Caregivers](#)

If you have any questions regarding this memorandum, please contact:

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