



CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF THE SECRETARY

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Contract Correspondence Transmittal (CCT)

CCT Number: 13-11	Assistant Director, Tina Webb: TW
Date of Issue: October 9, 2013	
Division/Branch: Protection and Permanency	
Key Words/Phrases: PCP Records Checks	
Attachments/Forms: Live links	

DCBS recently received clarification from the Kentucky Administrative Office of the Courts (AOC) regarding criminal records checks for foster/adoptive homes, which includes respite providers. Criminal records checks should not be submitted to DCBS. Criminal records checks, accompanied by a \$20.00 fee made payable to AOC, must be submitted directly to AOC. Please refer to the AOC web page for instructions:

<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

After the PCP receives the results from AOC, DCBS requests that the PCP attach the AOC check to a completed and signed DPP-157 Background Check for Applicants or Foster/Adoptive Parents, and submit these forms to the DCBS Records Management Section at 275 East Main Street, mailstop 3E-G, Frankfort, KY 40621. The DPP-157 can be accessed on the DCBS Standards of Practice website:

<http://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-157%20Background%20for%20Applicants%20or%20Foster-Adoptive%20Parents.doc>

Failure to adhere to the instructions above will result in returned requests and/or processing delays. Any questions regarding this process should be addressed to SharonK.Hillborn@ky.gov. Any questions or comments regarding this CCT should be submitted to Lea.Taylor@ky.gov.

