



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

Dear

The purpose of this letter is to inform you that your foster home has currently been placed on-hold status.

Your recruitment and certification (R&C) worker, \_\_\_\_\_ has requested an exception for continued approval as \_\_\_\_\_ foster home while the below identified issue is resolved as quickly as possible:

- KARES verification for each adult in the home
- Training: (specific hours listed for each parent in need)

A minimum of ten (10) hours of annual training is required in order to maintain the approval status for your foster home. The next annual review date for the training and background checks will occur in

The re-certification process for your foster home will occur every three years. Your next re-certification date will occur in

The mandatory training is required to be completed by \_\_\_\_\_ to maintain your home as an approved status (these can count toward the ten (10) hours of training mentioned above):  
Trauma Informed Care twelve (12) hours;  
Sexual Abuse twelve (12) hours;  
Behavioral Management and Skill Development five (5) hours; and  
Psychotropic Medications one (1) hour – on-line.

Foster parents are an essential part of our efforts to help families and children in need. We thank you for your partnership in the foster care program and hope this can be resolved to allow us to continue working together.

Sincerely,

R&C Supervisor

Enclosure: DPP-154

CC: Foster Parent File, CBW, Billing Specialist