

# KARES Web Portal User Guide and Training Manual

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Kentucky Applicant Registry (KARES) is a Web Portal that has been developed to assist DCBS and contracting agencies to perform registry checks and process fingerprint-based background checks in an efficient and effective manner, as required by regulation 922 KAR 1:490.

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## Kentucky Applicant Registry and Employment Screening (KARES) Web Portal

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The Kentucky Office of Inspector General (OIG) has developed a web-based service that will increase the efficiency and effectiveness of performing fingerprint-based background checks on applicants as required in 922 KAR 1:490. The KARES Web Portal can also help providers store applicant records and forms.

The KARES web portal allows users to:

1. Enter new applicants into the system;
2. Perform registry checks more efficiently;
3. Request state and national criminal history background checks;
4. Review comments associated with criminal history background checks; and

5. Access criminal history fitness determinations associated with applicants.

## **IMPORTANT INFORMATION BEFORE BEGINNING KARES:**

**KARES** - Kentucky Applicant Registry and Employment Screening (KARES); This database will monitor foster parents, respite, and caregivers. The KARES Web Portal will periodically recheck certain abuse registries for new entries or updates for those individuals active in the system.

**APPLICANT WAIVER AGREEMENT AND STATEMENT:** [DPP-162](#) DCBS Workers or private agencies will have the foster parents, respite, or caregivers complete this form prior to a worker entering them (as an applicant) in KARES. This permission form allows access of the applicants fingerprints to be shared with the Kentucky State Police (KSP) and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to them.

### **DISCLOSURES TO BE PROVIDED TO AND SIGNED BY THE APPLICANT AND ADULT HOUSEHOLD MEMBERS**

[DPP-163](#) DCBS Workers or private agencies will have the foster parents, respite, or caregivers complete this disclosure prior to entering them (as an applicant) in KARES system.

**KARES APPLICANT Prescreening form** [KARES Applicant Pre-Screening Form](#) This form is NOT mandatory but will help workers complete the applicant screens while entering the KARES data.

**IDENTITY VERIFICATION:** DCBS Workers or private agencies will be asked to verify the applicant's identity. A current picture ID is required for identity verification before fingerprints can be taken. Please obtain the copy prior (verification of a current driver's license or state issued identification card; pursuant to 922 KAR 1:490) to entering application.

**APPLICANT:** In the KARES program refers to the foster parent, respite, or caregiver

**KARES HELP DESK:** Help desk for users that are having difficulty with the KARES system at [kares.helpdesk@ky.gov](mailto:kares.helpdesk@ky.gov)

**ADAM WALSH FORM:** If the foster parent, respite, or caregiver has lived out of the state of Kentucky in the last five years, please refer to this website <https://chfs.ky.gov/agencies/dcbs/Pages/walsh.aspx> and obtain the appropriate state information as the worker will be uploading this information in the application process.

**Research Registries:** DCBS workers nor private agencies will not be researching registries. Records Management will be completing those screens and clearing the foster parent, respite provider, or caregiver (applicant).

**Fitness Determination:** Is the status of the registry

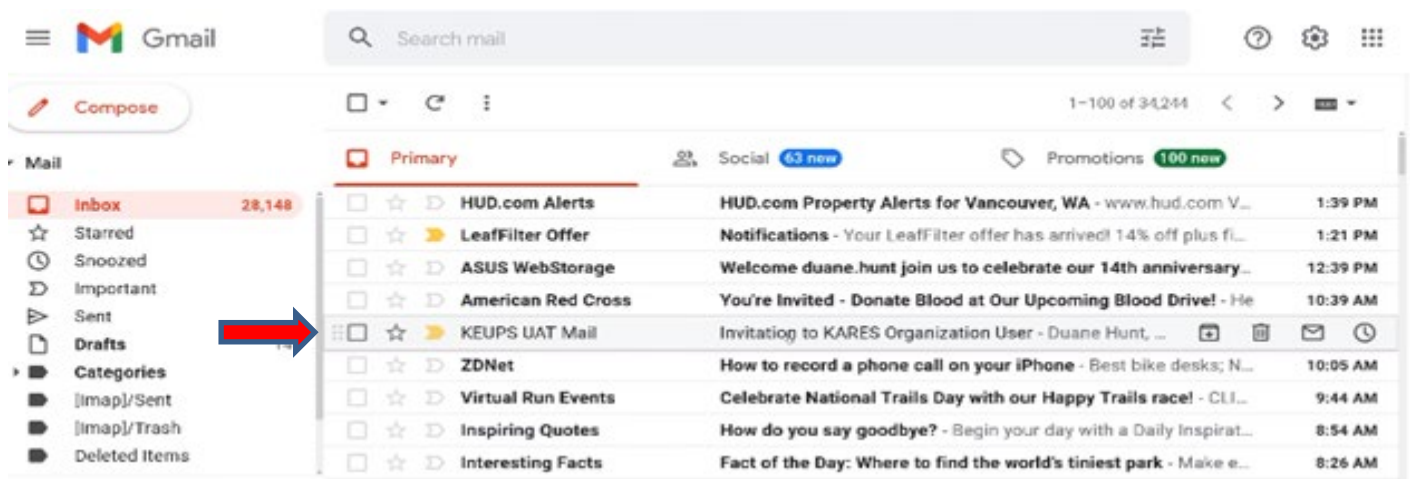
**Roster:** Refers to your particular listing of foster parents, respite, or caregivers

**Affiliate:** Is the foster parents identification within the KARES system (such as DCBS, PCC)

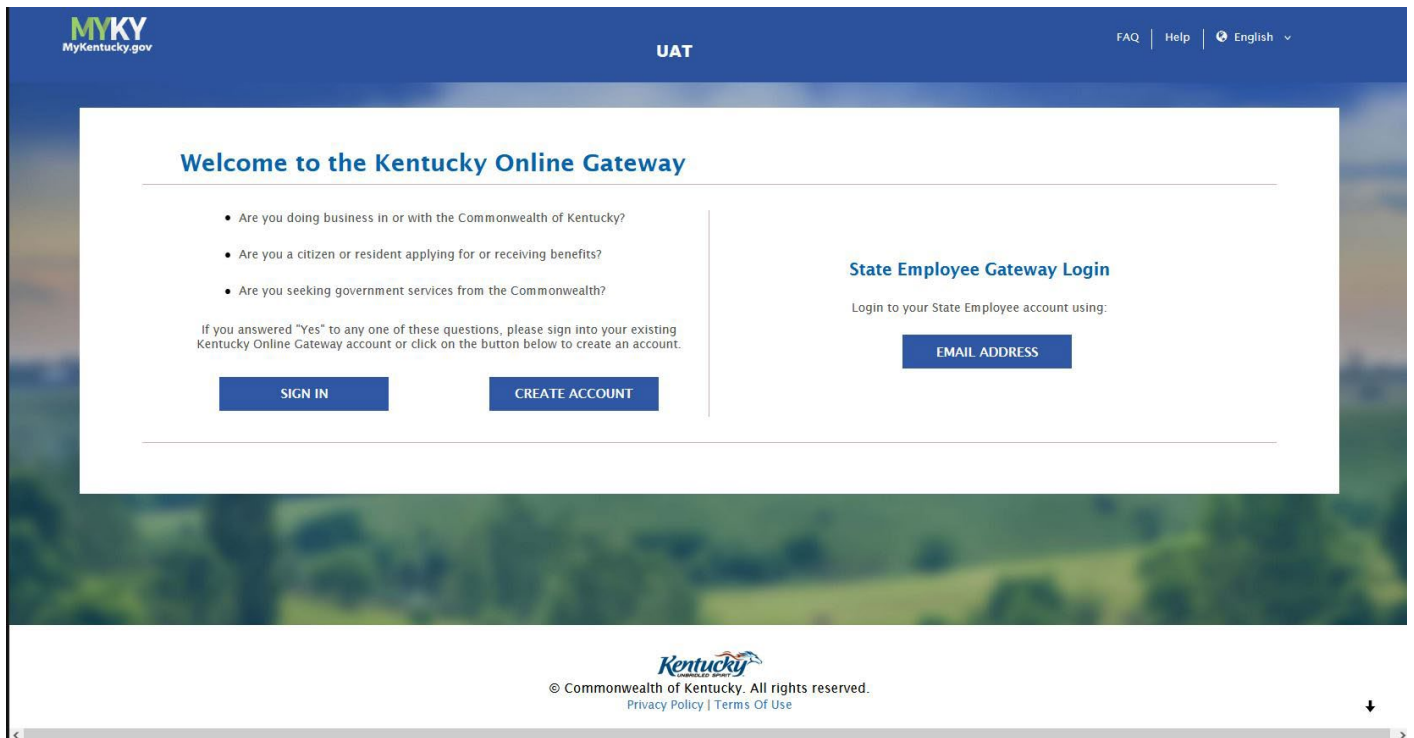
# Creating a KARES User Account

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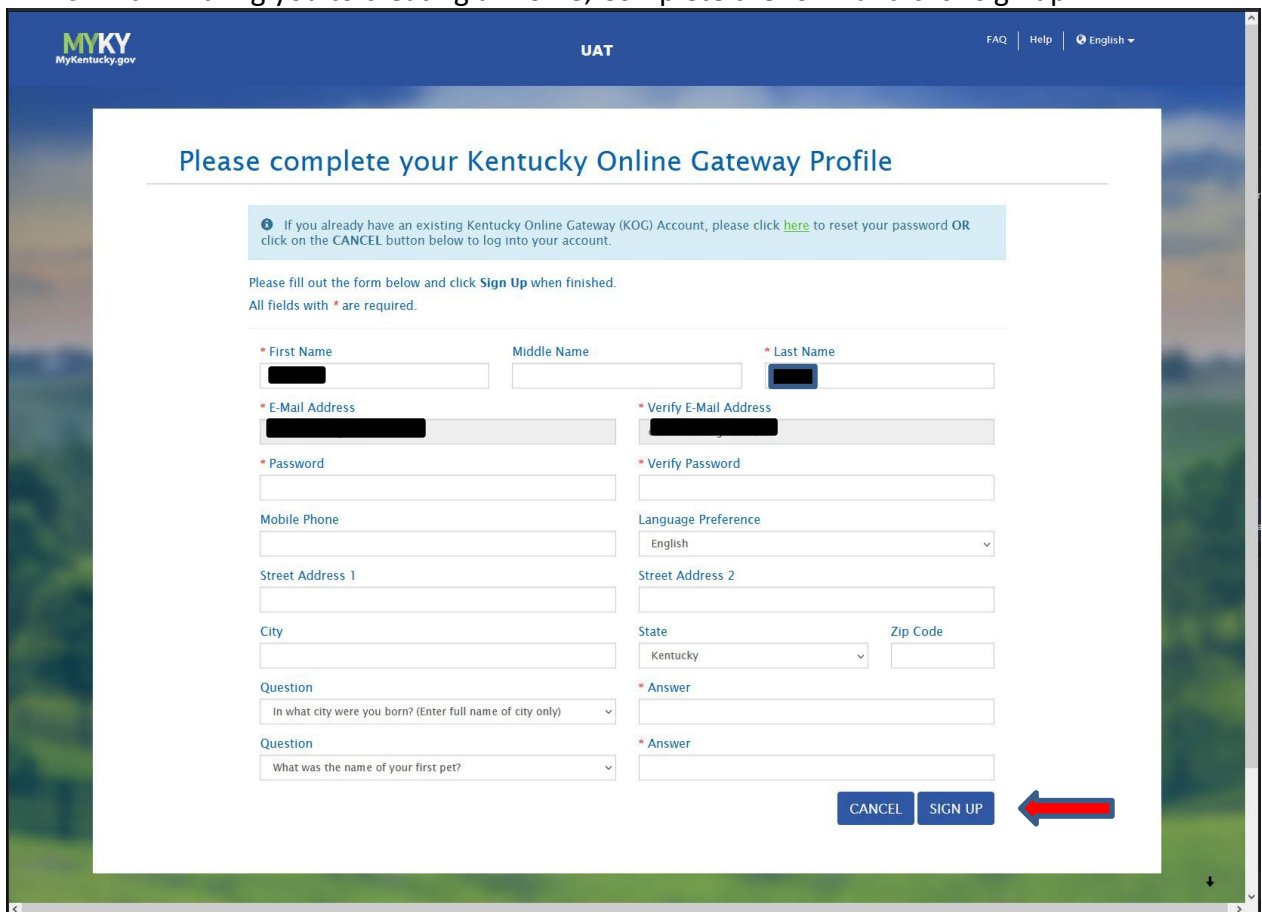
1. Before using the KARES Web Portal, a Kentucky Online Gateway (KOG) user account will be needed. Some users may already have a KOG account, most will not. Any user who has a KY.gov email account will need to contact the KARES Helpdesk at [kares.helpdesk@ky.gov](mailto:kares.helpdesk@ky.gov) prior to creating the KOG account. For those who do not have an email address ending in KY.gov follow the steps below:
2. You will receive an email that is Subject: Invitation to KARES Organizer; Click on the email and follow instructions to set up account.



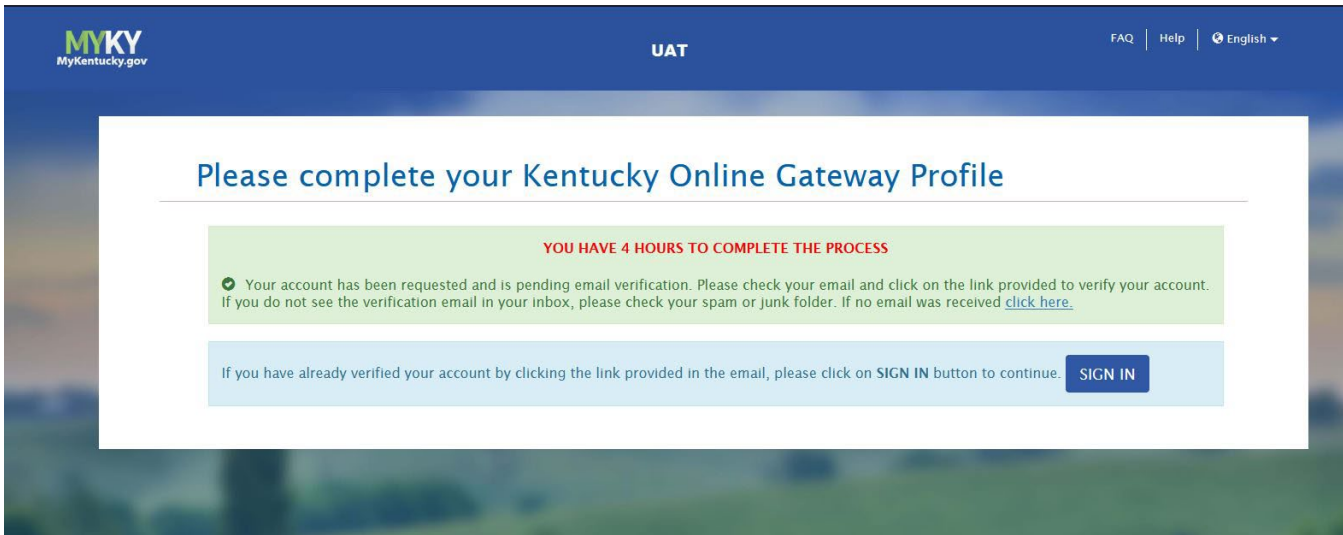
Once you click on the email link, it will bring you to this screen:



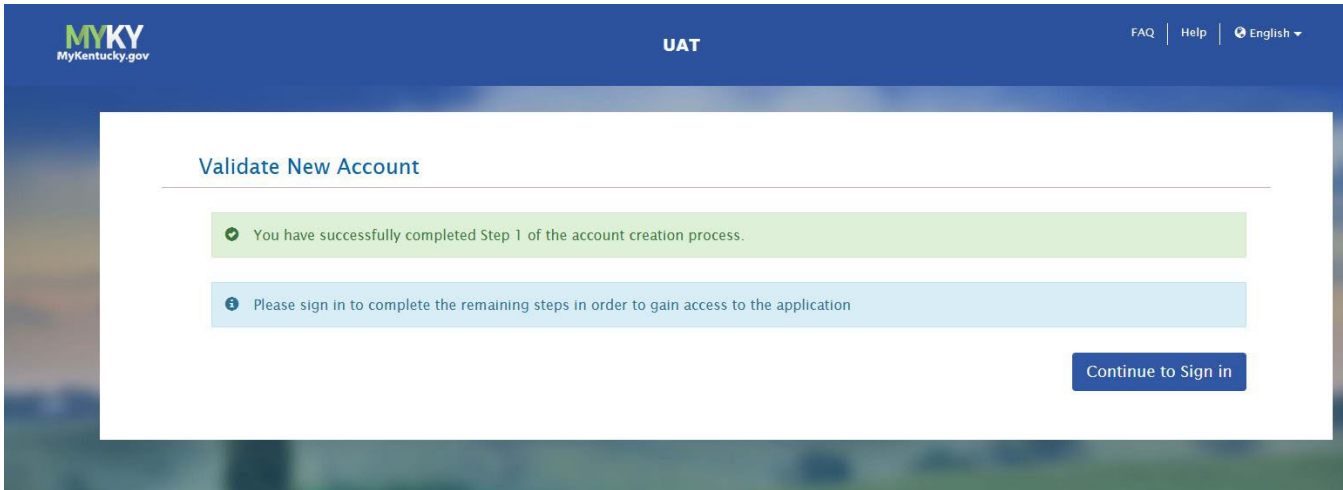
3. It will bring you to creating a Profile; Complete the form and click sign up



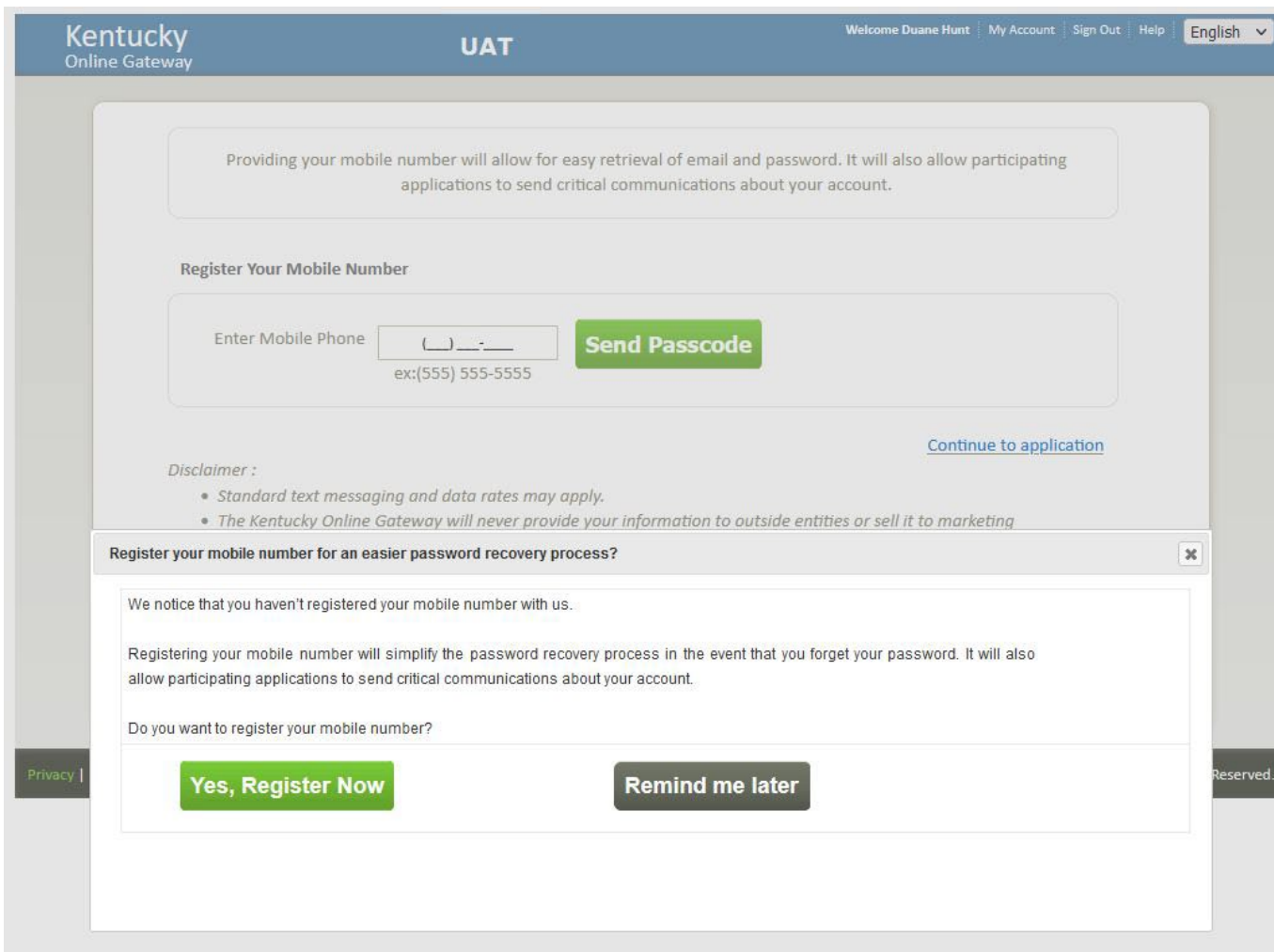
You will then be directed to this screen, please note you have 4 hours to complete the process, you will then refer back to your email to continue. Go to your email and validate the process in the link



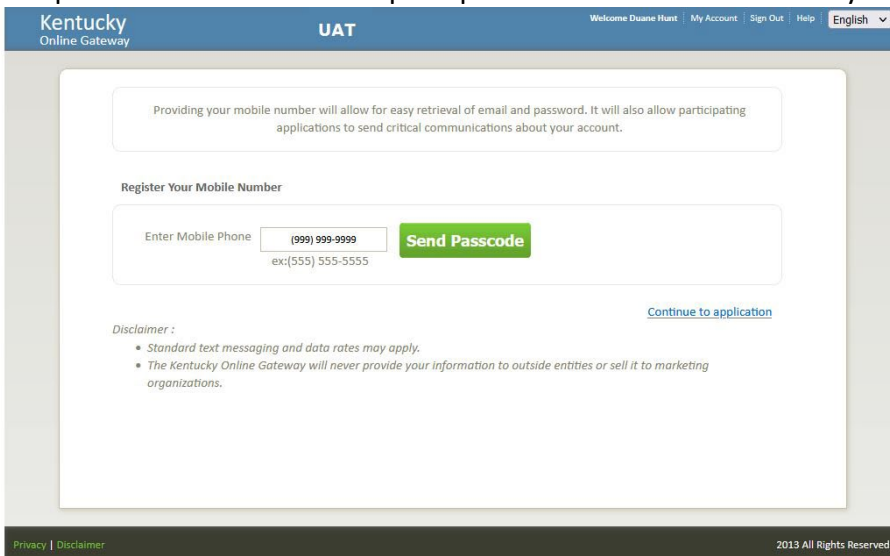
4. Once you click on the email link, it will prompt you to this screen, click Continue to Sign In



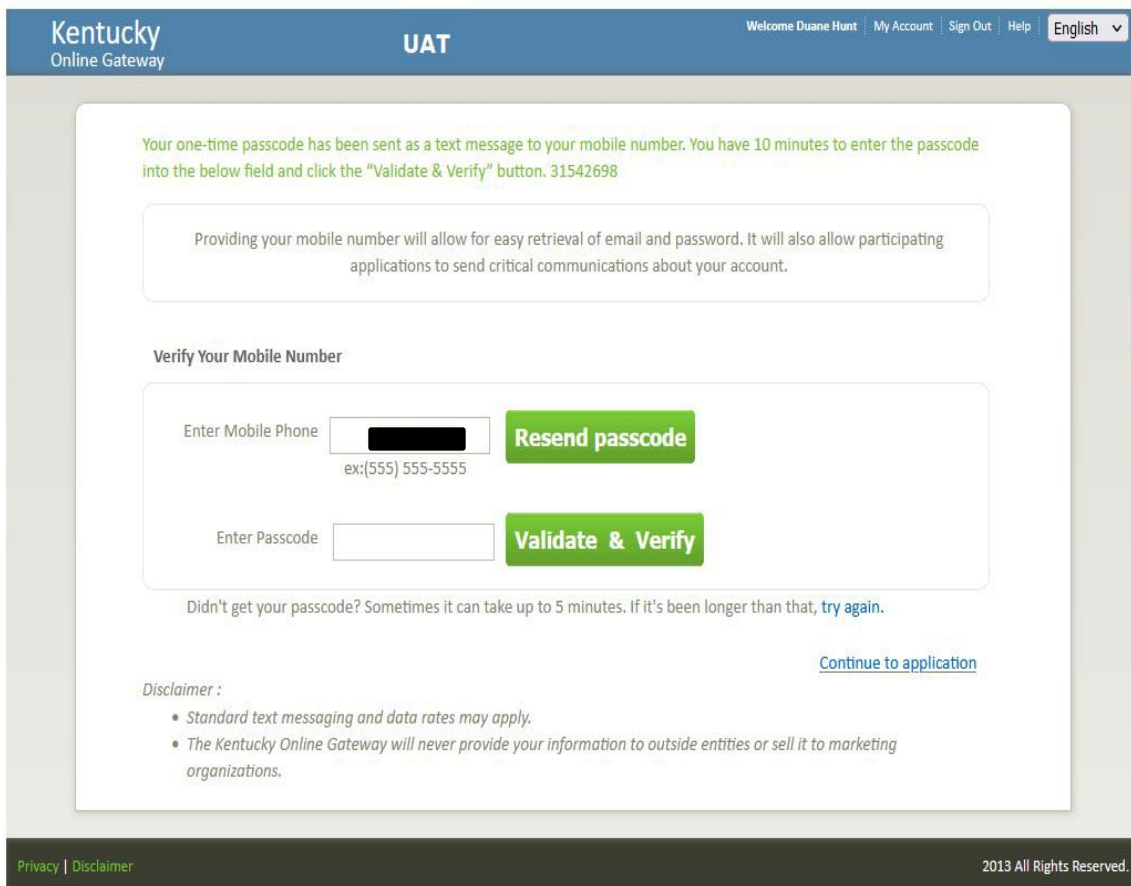
5. It will direct you to this screen, complete easy password retrieval by adding your mobile number, this is optional but will make things easier for a password reset:



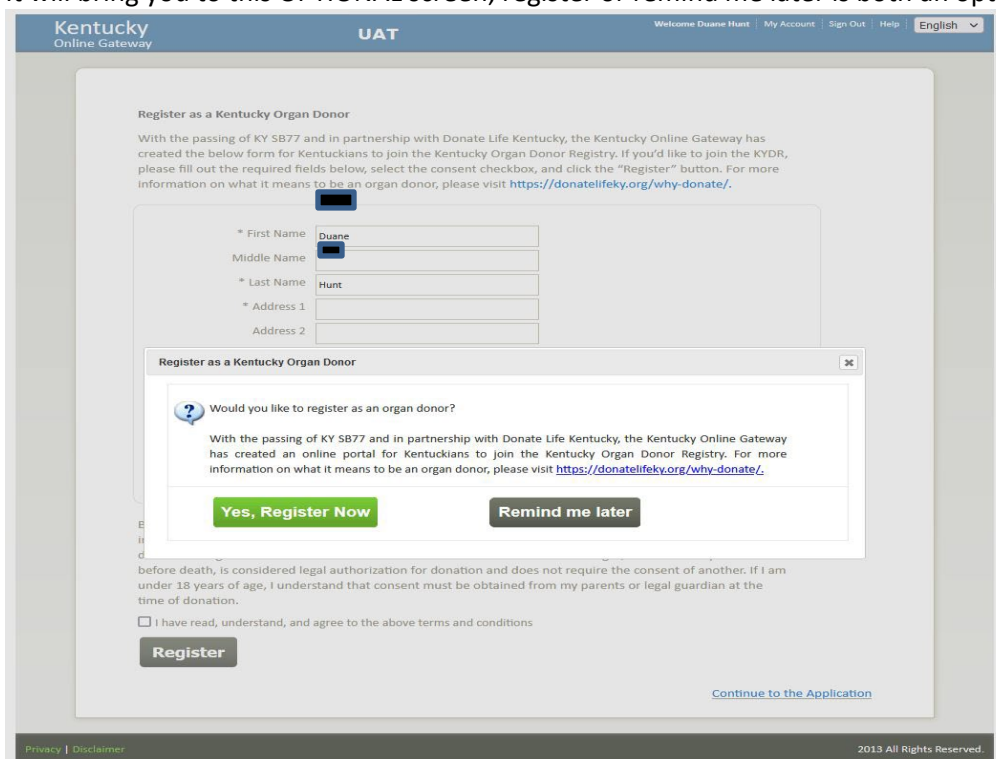
Click on phone number and it will prompt this screen and it will send you passcode, follow prompts



Validate your passcode in this screen

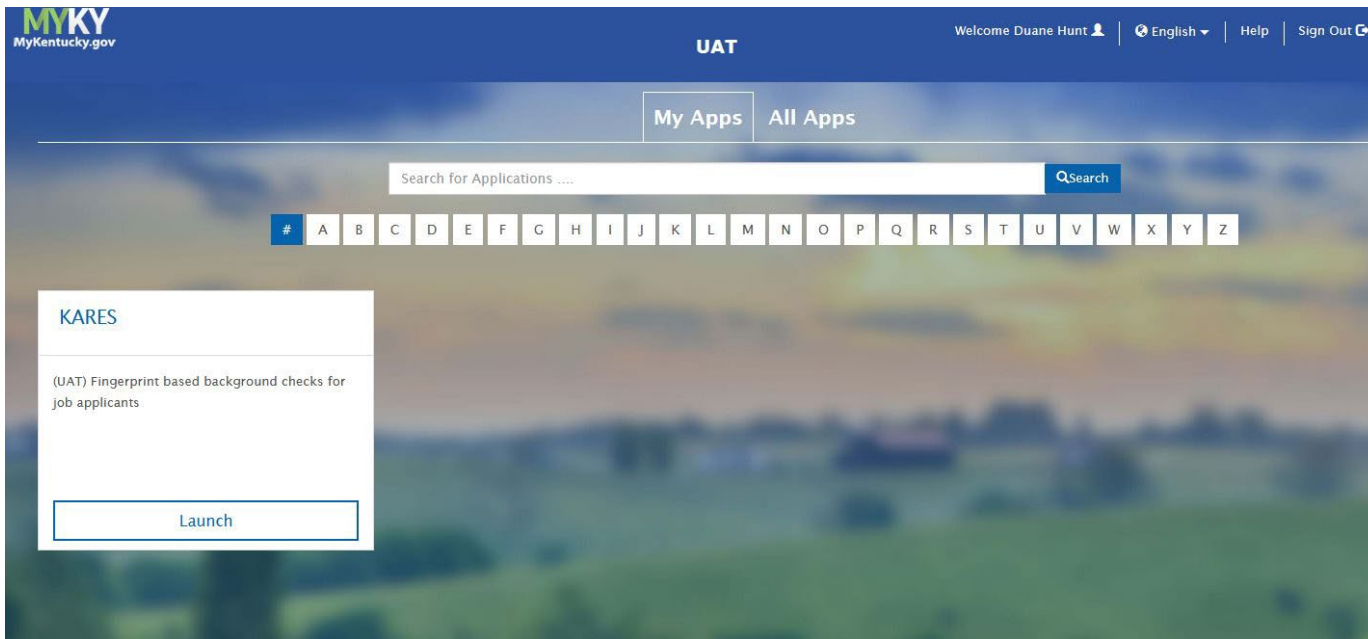


It will bring you to this OPTIONAL screen; register or remind me later is both an option

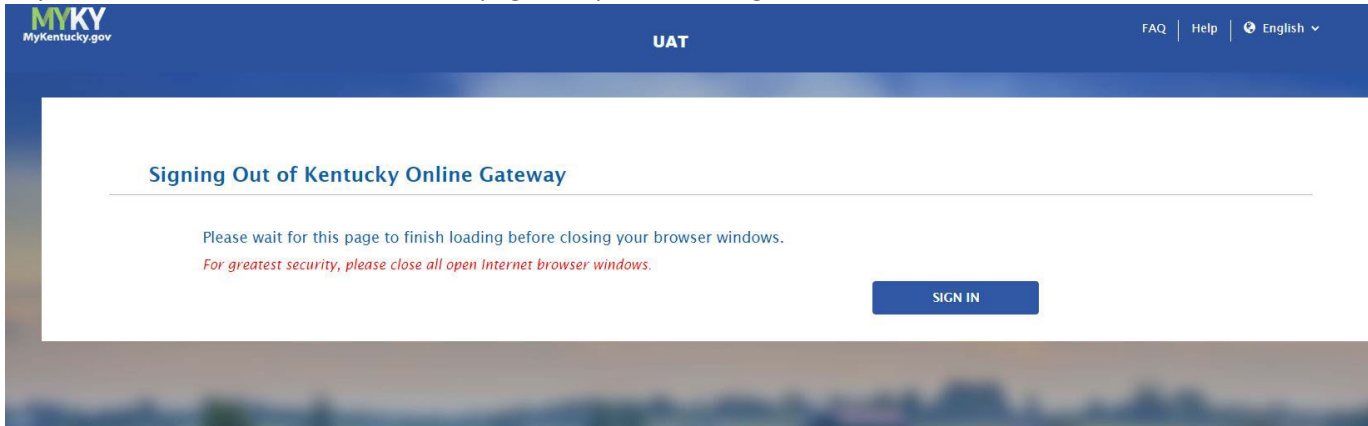


Once you have chosen the path, it will redirect you to the homepage and launch KARES:

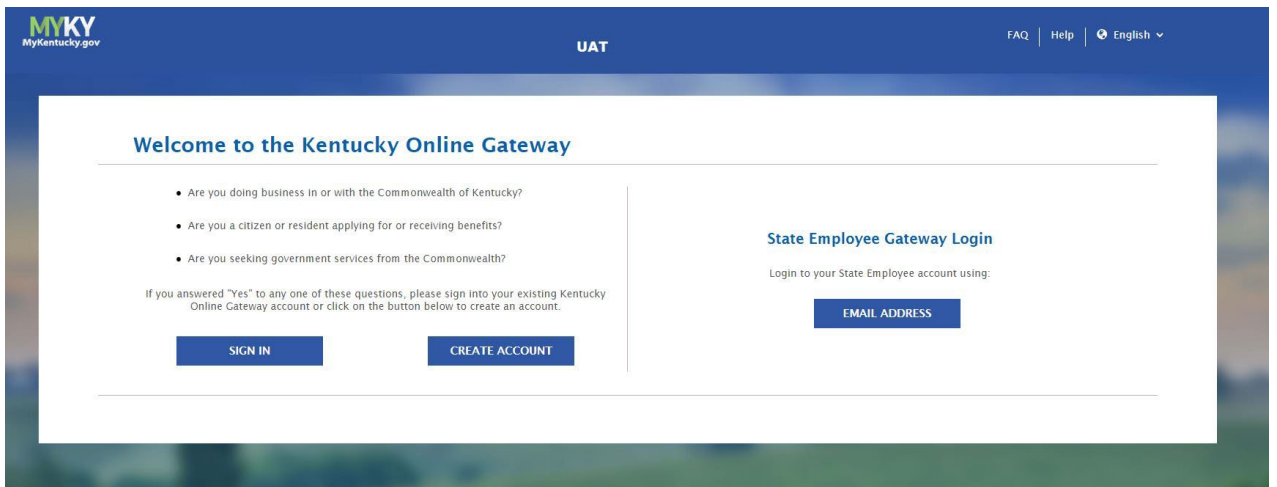




When you launch KARES, it will land on this page and proceed to sign in



Pick your path based on your agency and whether you are a state employee



## Disabling Access for Employees

To disable access for an employee who is no longer with the agency and/or who no longer needs access, email the KARES Help Desk at [kares.helpdesk@ky.gov](mailto:kares.helpdesk@ky.gov) with the name of the facility/provider, the first and last name of the employee who needs to be removed from KARES and the email associated with the account.

## Logging into KARES

Access the system at the web address: <https://kog.chfs.ky.gov/home/>

The user will be taken to the Kentucky Online Gateway to log on to the KARES Web Portal.

When creating the bookmark for the Kentucky Online Gateway, use this web address only. If an error message is received while attempting to log on, check the bookmarked web address and replace with <https://kog.chfs.ky.gov/home/> if necessary.

**Note: Please use Chrome browser for the KARES application. If the user has not already created a user account, the user will need to follow the instructions found in the Creating KARES User Account section of this guide.**

## Requesting Additional Agency Access

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Certain agencies may require access to multiple locations. When this is the case, the existing account can request access to add additional facilities to the current user account. The user may also request access to multiple facilities at initial account creation. If you want to add an additional provider access, please refer back to Create an Account through the KARES Help desk at [kares.helpdesk@ky.gov](mailto:kares.helpdesk@ky.gov).

## Locked Out

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If the password is entered incorrectly three times, the system will automatically lock the user account. The user will not be able to log into the system for a period of 30 minutes. After the 30 minutes has lapsed the user will be able to attempt another log on.

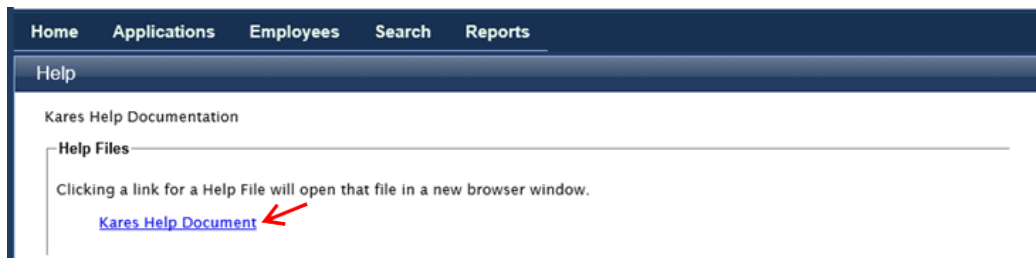
If the password is forgotten, the process for resetting it can be started by clicking the **Forgot Password** link and submitting the password reset form. This process will send an email link to the user for validating the account by answering security questions and then allowing the user to reset the password.

If the user has problems with resetting the password, the user will need to contact the Commonwealth Services Desk at (502) 564-7576 or toll-free at (800) 372-7434.

## Help

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The KARES User Guide and training videos can be found by clicking the Help link, located at the top right corner of the KARES Web Portal. The user will be redirected to the Help page and the KARES User Guide will open in a separate PDF document once the link is clicked on the KARES Help page.



# Required Application Forms

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Prior to submitting an application for fingerprint background check, the user is required to complete to mandatory forms. These forms are to be stored in the applicant's records and/ or uploaded in the KARES web portal.

Users are able to access required forms needed to complete the National Background Check process by going to the **Applications Tab** and clicking on **the Application Forms** link. On the Application Form page, the user will find the *Applicant Self Disclosure Form DPP-163*, and *Waiver Agreement Statement Form DPP-162*. Clicking on the form link, will open the form. The applicant should complete the Self Disclosure and Consent forms prior to submission of the application.

# Adding a New Applicant

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1. The two required background check forms are located under the Applications tab in the top navigation bar. **Click Applications > Application Forms** to access the (DPP 162 and DPP-163 Disclosure Form). Please them completed prior to entering the new applicant.
2. To create a new application, click **Applications > Add New** on the navigation bar and the system will direct the user to the Search screen.



3. At any time during the application process, clicking **Save and Close** will pause the application process and the user can access pending applications from the **Not Yet Submitted** section of their system.
4. **Search for Existing Profile:** The first step of the Add New Applicant process is to ensure that the person does not already exist in the system. The user will be automatically prompted to search for an applicant after selecting the **Add New** link.

Add New

**Search for Existing Profile**

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

\* SSN / ITIN:  AND Last Name:  OR Date of Birth:

Search for the person using his or her Social Security number (SSN) and Last Name or Date of Birth. The SSN and at least one of the identifiers are required. If not entered properly the user will receive a warning message.

**Warnings:**  
SSN is required.  
Last Name or Date of Birth must be specified.

If the SSN is already in the KARES Web Portal with a different name, the user will get a warning screen. Verify that the SSN has been entered correctly. If that doesn't resolve the issue, check the spelling or use the Date of Birth. Remember that applicants may have changed their name in reference to marriage, divorce, etc. **If the person is already in the system, it is important not to enter them twice and create a duplicate profile.**

**To update existing KARES applicant:**

- If an individual in the KARES system has a change in name, address, etc. the application should be updated to reflect the change(s). To update the existing application:
- A. From the home screen select a person search
  - B. Select the individual
  - C. Click the edit button on the bottom right of the screen
  - D. Make the necessary changes and save.

If a match is not found, the system will display a not found message. Click the **Add New Applicant** button create a new Person Summary entry.

### Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

\* SSN / ITIN:  AND Last Name:  OR Date of Birth:

Results

This individual was not found in KARES.

[Add New Applicant](#)

If a match is found, the **Person Summary** profile will display. Verify the information matches the applicant before continuing with the application process.

- a. If the information provided does not match, click the **Edit** button, located at the bottom of the Person Summary section to update the information. Once updated, click **Next**.
- b. To create an application from an existing profile, click the **Add New Application** button located at the top of the Person Summary screen.

Continue with the process to create a profile or edit the existing profile. Required fields are marked with an \*

**Personal and Demographic Information**

\* Required

* First Name: <input type="text"/>	SSN: <input type="text"/> This is an ITIN: No
Middle Name: <input type="text"/>	* Confirm SSN: <input type="text"/>
Last Name: John	Date of Birth: <input type="text"/>
Suffix: <input type="text"/>	* Race: <input type="text"/>
<b>Permanent/Physical Address</b>	* Gender: <input type="text"/>
* Address Line 1: <input type="text"/>	* Eye Color: <input type="text"/>
Address Line 2: <input type="text"/>	* Hair Color: <input type="text"/>
* City: <input type="text"/>	* Height: <input type="text"/>
* State Kentucky	* Weight: <input type="text"/>
* Zip Code <input type="text"/>	* US Citizen: <input type="text"/>
County: <input type="text"/>	* Place Of Birth: <input type="text"/>
<b>Mailing Address</b>	* Email: <input type="text"/>
<input checked="" type="checkbox"/> Same as Permanent Address	

You may enter the applicant's email or worker's email. An email will be sent to the email address provided with a hyperlink to schedule fingerprint appointment. The user can enter multiple Aliases and multiple Prior addresses for the applicant.

**Physical address:** Would be physical address in Kentucky where the applicant lives. In some instances, families have residences in different states and/or driver's license. For purposes of checks, the address in Kentucky would be entered here.

**Out of State Registry Checks:**

Enter ALL addresses within the past 5 years, clicking the **Add New** button and entering previous out of state addresses and in state addresses. **You will enter all addresses in state and out of state.** This screen will be corrected in future to include all addresses language in out of state box.

<b>Prior Names and Aliases</b> * <input checked="" type="checkbox"/> The individual reports that they have not been known by any other names	<b>Prior Addresses</b> * <input type="checkbox"/> The individual reports that they have not lived out of state during the specified time frame
Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as) This individual does not have any aliases entered. <input type="button" value="Add Alias"/>	Enter Out of State Addresses Within Past 5 Years This individual does not have any prior addresses entered. <input type="button" value="Add Prior Address"/>

**Add Alias**

*At least one field must be entered*

First Name:

Middle Name:

Last Name:

SSN:

Date of Birth:

Enter Out of State Addresses Within Past 5 Years

Years	StreetLine1	StreetLine2	City	State or Province	Country	Zip Code	
Dec, 2010 - Dec, 2021	123 Jefferson st		Franklin	Tennessee	United States		<a href="#">Delete</a>

During the application process, when the user has entered information into all required profile fields, click the **NEXT** button to continue to the next step. Likewise, to go back, the **Back** button in the lower part of the screen. **Do not use the browser back button at the top of the screen.**

## **Affiliation Information**

You will then be directed to Affiliation Information screen.

**Affiliation Information**

Micky [REDACTED]

**\* Required**

**\* Provider:**

**\* Request Type:**

**\* Position Category:**

**\* Position:**

kristin.breedem KARES-BcsDev - Version: 20220430

You must enter the information in the drop-down boxes in the order in which they are listed:

**Provider:** The provider drop down will show the following: DCBS foster and adopt, DCBS relative and fictive **and the name of all the private agencies.** The agency will need to scroll down and find their agency. PCP agencies can type the first few letters to filter the listing. There will not be an option for PCP foster and adopt only the agency name.

**Request Type:** \*automatically populated

**Position Category:** \*automatically populated; and

**Position:** select the appropriate position category



Jennifertest [REDACTED]

\* Required

\* Provider: DCBS Foster/Adopt Provider

\* Request Type: General

\* Position Category: General\_PC

\* Position:

- DCBS Foster Adoptive Parent or Applicant
- DCBS Household Member of foster and adoptive parent or applicant
- DCBS Household Member Relative Fictive
- DCBS Relative Fictive Applicant
- DCBS Respite care provider

Save Back Next

kristin... KARES-BcsDev - Version: 20220430

A PCP screen may look like this:

[REDACTED] 232866

\* Required

\* Provider: [REDACTED]

\* Request Type: Private Foster Adopt

\* Position Category: Foster Adoptive PCP

\* Position: Child Placing Agency – Foster/Adoptive Parent or Appl

Save and Close Back Next

Select all of the appropriate drop-down boxes, then click the green “Next” button in bottom right corner.

## Identity Verification

After the Affiliation page is completed, the user will be asked to **verify the applicant’s identity**. A current picture ID is required for identity verification before fingerprints can be taken. Preferred verification is a current driver’s license or state issued identification card; pursuant to 922 KAR 1:490 a current, correct address is required. A scanned copy of the form of identification can be uploaded into the KARES Web Portal.

Application Forms

### Verify Identity

Micky M [REDACTED] Application #: 3792

Select document and enter additional information. \* Please scan and upload a copy of the photo identification document here.

\* Document:

Description:

\* Issuing State / Authority:

\* Document Number:

\* Expiration Date:

kristin.breedon KARES-BcsDev - Version: 20220430

- 1) Select the appropriate type of identification used from the drop-down list
- 2) Enter the Issuing State or Agency
  - a. Example, Kentucky or state issuing driver's license or ID card; or issuing agency of passport
- 3) Enter the Document Number
  - a. Example, driver's license or ID card number; or passport number
- 4) Enter the expiration date of the identification. If the applicant's identification is expired, the applicant will need to resolve this before moving forward with fingerprinting.

### Confirm Applicant Consent

You will be directed to this screen:

### Confirm Applicant Consent

Micky M [REDACTED] Application #: 3792

\* Required

\*  As a representative of this provider, by submitting this application electronically, I certify that as of the date of this application:

1. I have authority to submit this application.
2. The named applicant has signed the required [Applicant Waiver Agreement \(DPP162\)](#) and [Disclosure document \(DPP163\)](#) and these will be retained by this provider. Click [here](#) to download DPP162 and 163.

\*  As a representative of this provider, by submitting this application electronically, I certify that as of the date of this application:

1. I have authority to submit this application.
2. The named applicant has signed the required [Disclosure \(DPP163\)](#) and [Waiver Agreement and Statement \(DPP162\)](#) and these will be retained by this provider.

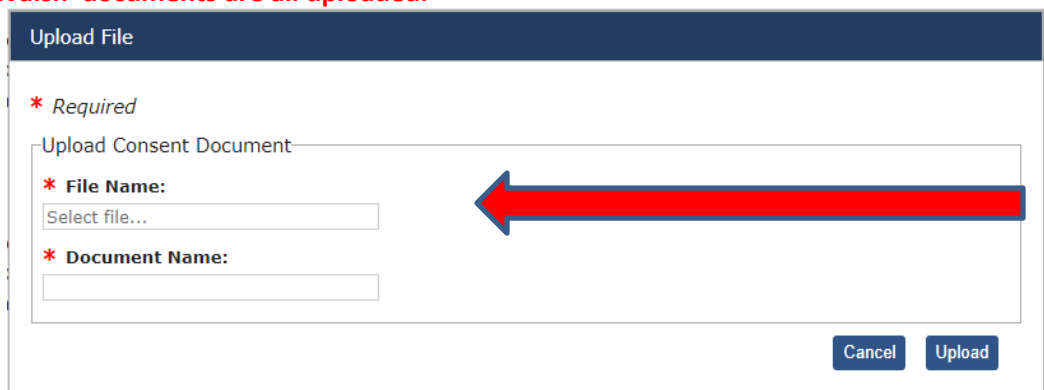
Uploading a Consent document is required to proceed.

\*

This screen is asking you to confirm the applicant has given consent to have a background check completed and has been made aware of the process and terms. The DPP 162 (Waiver and Agreement form) and DPP 163 (Disclosure form) as mentioned above fulfill this requirement. Placing a checkmark in both boxes is required along with uploading the documents (DPP 162 & DPP 163) before moving on with the application process.

**If your applicant has lived out of state. You must add the Adam Walsh out of state form in this upload with the DPP 162 & DPP 163. Even if you have to mail original signatures for Adam Walsh documents, upload the copy here and mail original requests to: Records Management: 275 E. Main Street 3E-G, Frankfort, KY 40621. YOU MUST UPLOAD ALL FORMS .**

Click on the Upload document at the bottom of this screen. **This is very important that the 162, 163, or any Adam Walsh documents are all uploaded.**

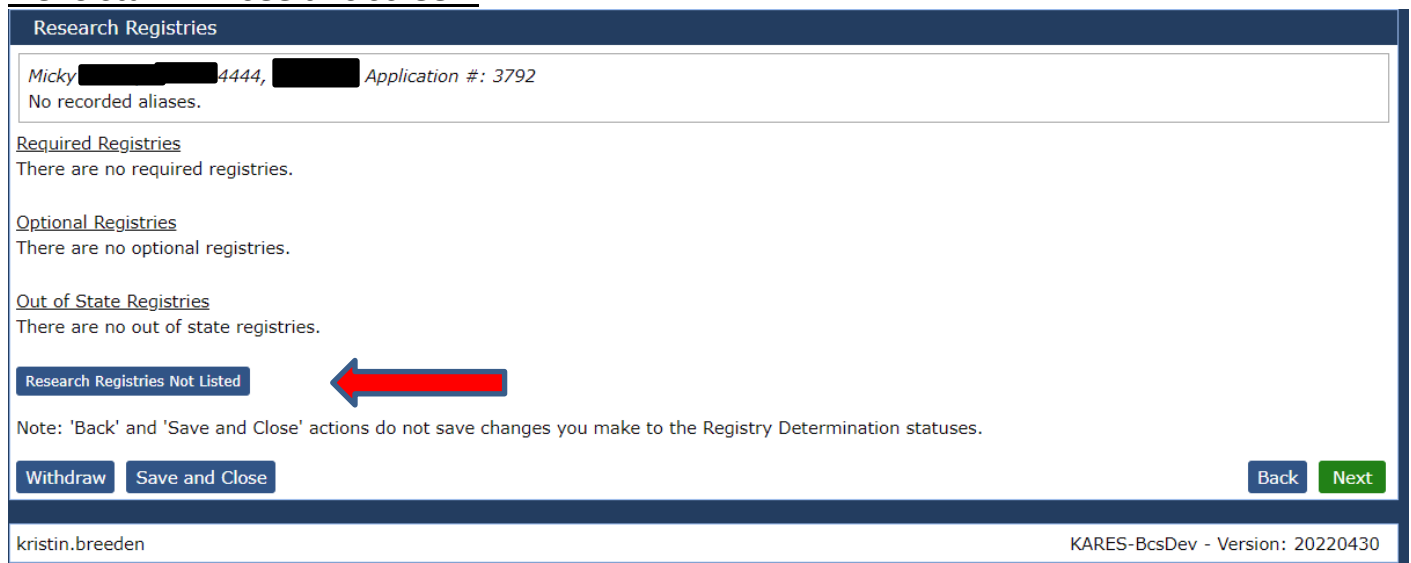


ENTER ADAM WALSH HERE

You will then be directed to:

## Research Registries

### DCBS staff will see this screen:



Please Note: The individual completing the application WILL NOT research the registries. Records Management will be completing this section.

**PCP's will see this screen:**

PCP's will upload the AOC on this screen. It will not let the user hit next until the AOC has been uploaded.

Kentucky UNBRIDLED SPIRIT

Feedback | My Account | Logout

Home Applications Determinations Appeals Affiliations Search Reports Reference Admin

**Add New** | Not Yet Submitted | Flagged For Review | Application In Process | Determination In Process | Determination Available | Rapback Determination Available | Criminal History Appeals | Registry Appeals | Pending Payments | Payment Search | Application Forms | Registry Recheck | Registry Recheck Log | Recent Documents

**Upload AOC Document**

Expiringdeterm [REDACTED], Application #: 1742463

Here are the instructions for the AOC Upload page.

\* Required

Upload AOC Document

\* Upload Document

Withdraw Save and Close Back Next

Kentucky UNBRIDLED SPIRIT

Feedback | My Account | Logout

Home Applications Determinations Appeals Affiliations Search Reports Reference Admin

**Add New** | Not Yet Submitted | Flagged For Review | Application In Process | Determination In Process | Determination Available | Rapback Determination Available | Criminal History Appeals | Registry Appeals | Pending Payments | Payment Search | Application Forms | Registry Recheck | Registry Recheck Log | Recent Documents

**Research Registries**

[REDACTED] Application #: 1742463

No recorded aliases.

Required Registries  
There are no required registries.

Optional Registries  
There are no optional registries.

Out of State Registries  
There are no out of state registries.

Research Registries Not Listed

Note: 'Back' and 'Save and Close' actions do not save changes you make to the Registry Determination statuses.

Withdraw Save and Close Back Next

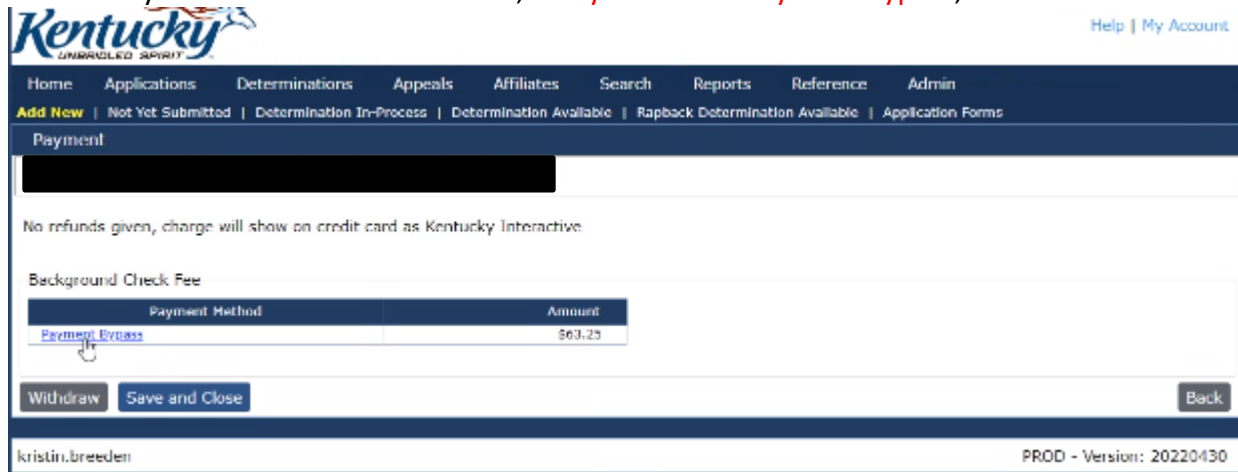
**Please Note: The individual completing the application WILL NOT research the registries. PCP's will only be uploading the AOC in the previous screen. Records Management will be completing the research registries.**

Both DCBS and PCP's will click **NEXT** to proceed and you will be directed to:

### **Payment Screen**

There will be two different payment screens, one is for PCP, and one is for DCBS Payment Screens based on the path chosen.

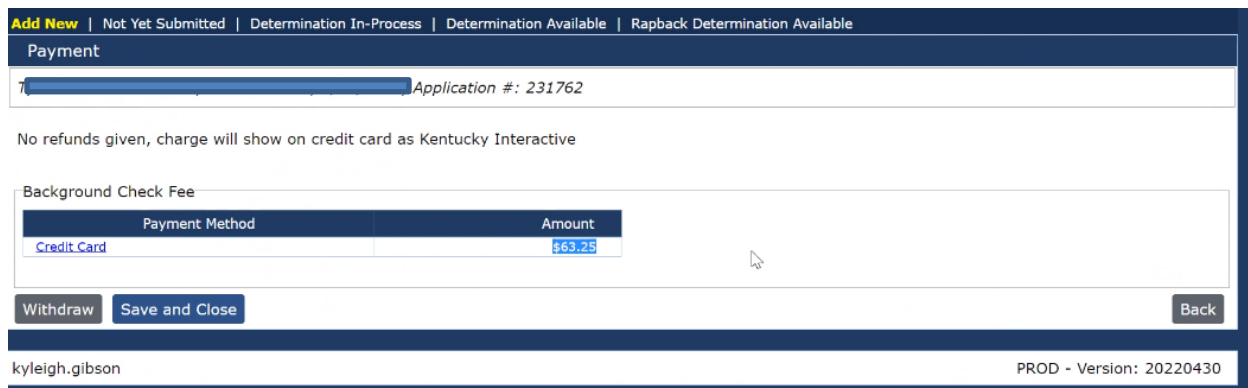
For DCBS your screen will look like this, **and you choose Payment Bypass**, hit Save and Close



The screenshot shows the 'Kentucky' logo at the top left and 'Help | My Account' at the top right. A navigation bar includes 'Home', 'Applications', 'Determinations', 'Appeals', 'Affiliates', 'Search', 'Reports', 'Reference', and 'Admin'. Below this is a breadcrumb trail: 'Add New | Not Yet Submitted | Determination In-Process | Determination Available | Rapback Determination Available | Application Forms'. The main heading is 'Payment'. A redacted area is present. Below it, the text reads 'No refunds given, charge will show on credit card as Kentucky Interactive'. Under 'Background Check Fee', there is a table with two columns: 'Payment Method' and 'Amount'. The table contains one row with 'Payment Bypass' and '\$63.25'. At the bottom, there are buttons for 'Withdraw', 'Save and Close', and 'Back'. The footer shows the user 'kristin.breedem' and 'PROD - Version: 20220430'.

This will take you to another screen. Click confirm. This takes you to another screen, click submit.

### **Payment for PCP**



The screenshot shows the 'Kentucky' logo at the top left and 'Help | My Account' at the top right. A navigation bar includes 'Home', 'Applications', 'Determinations', 'Appeals', 'Affiliates', 'Search', 'Reports', 'Reference', and 'Admin'. Below this is a breadcrumb trail: 'Add New | Not Yet Submitted | Determination In-Process | Determination Available | Rapback Determination Available'. The main heading is 'Payment'. Below it, there is a redacted area followed by 'Application #: 231762'. Below that, the text reads 'No refunds given, charge will show on credit card as Kentucky Interactive'. Under 'Background Check Fee', there is a table with two columns: 'Payment Method' and 'Amount'. The table contains one row with 'Credit Card' and '\$63.25'. At the bottom, there are buttons for 'Withdraw', 'Save and Close', and 'Back'. The footer shows the user 'kyleigh.gibson' and 'PROD - Version: 20220430'.

Credit Card will highlight in this section. This will then direct you to other screen to complete credit card information. \* Refer to making a payment section of the manual for credit card screens.

Once payment has been processed, you will receive a receipt email and be directed to:

## **Application Submitted Confirmation** **DCBS will see this screen example:**

Confirmation

Micky [REDACTED] Application #: 3792

### Application Submitted Confirmation

Application Status

Your application was successfully submitted and the background study subject has been added to your roster.

This background study subject has not been determined eligible for affiliation and fingerprints must be received by 8/16/2022.

The status of the application can be tracked by clicking the [Determination In-Process](#) link above.

Uploaded Documents

Document Name	Upload Date	Uploaded By
<a href="#">drivers 1</a>	05/18/2022	kristin.breeden
<a href="#">Micky_162 and 163</a>	05/18/2022	kristin.breeden

## **PCP's will see this screen example:**

Expiringdeterm [REDACTED] Application #: 1742463

### Application Submitted Confirmation

Application Status

Your application was successfully submitted and the background study subject has been added to your roster.

This background study subject has not been determined eligible for affiliation and fingerprints must be received by 9/1/2022. Following fingerprinting, this background study subject can be hired using the [Determination In-Process](#) link above.

The status of the application can be tracked by clicking the [Determination In-Process](#) link above.

Application Forms

[Final Registry Results](#)

Uploaded Documents

Document Name	Upload Date	Uploaded By
<a href="#">consent</a>	06/03/2022	KyfapBrent
<a href="#">AOC Doc</a>	06/03/2022	KyfapBrent

# Records Management Part Completes Registry Checks

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**Records Management will complete and/or clear Kentucky Child Abuse and Neglect Registry, Kentucky Sex Offender Registry, and AOC check.**

**Workers will need to periodically check where the application is in process and when records management has completed the registry checks. Please refer to the Fitness Determination Section of this Manual.**

## Using the Auto-Match Feature

The KARES Web Portal will run an **Auto-Match** check against all registries eligible for automatic query; the other searchable registries will be linked for easy access. The Auto-Match feature will run and complete before the **Research Registries** page loads. Once loaded, the user will see **0 Matches** if no matches were found on the registries or **# of Matches** for the any **possible matches** found on the abuse registries.

1. Any Auto-Matches found on the KARES registry checks indicates that data matched closely enough to require a review of the matched information; an Auto-Match indicator is not a definitive registry match. For individuals that do have an automatic match, the KARES Web Portal will indicate the number of Auto-Matches in the Research Registries section. If there are matches found the user must review them by selecting the link associated with the matches.

# Making a Payment

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The Cabinet for Health and Family Services (CHFS) is authorized to establish fees for the use of a database where certain providers and contractors may **conduct fingerprint background checks**. CHFS is also authorized to collect fees that will be transferred to the Kentucky State Police to reimburse its costs in conducting the federal background checks. DCBS will not be making payment screens and will only pick the cash option. PCP's will complete the payment screens.

The payment method must be selected, and payment completed online before the application will be completed. If payment is not ready to be issued at the time of application, the application may be submitted into **Saved and Closed** or **Withdrawn**.

Note: Withdrawing an application will close the application process. Any further actions on an applicant that has been withdrawn will require a new application.

Below is a sample of the payment selection screen (actual amounts may be different than the example provided):

Payment Method	Amount
<a href="#">Credit Card</a>	


- 1) Upon selecting the **Credit Card** payment option, There is no change in fees to pay individually by credit card.

When making a payment the following screens will appear:



# KY KARES

Select Payment Type

  
CREDIT CARD

Summary	
Background Check Fee	\$63.25
Item Price: \$63.25	
Quantity: 1	
Sub Total	\$63.25
<b>Total</b>	<b>\$63.25</b>

## Card Details

Card Number (required)   
Expiration Date (required) 08 / 20  
Security Code (required)



## Cardholder Details

After payment information has been entered, select **Next** to review the entry.



## Cardholder Details

Name (required)  Country (required)

Address Line 1 (required)  Address Line 2

City (required)  State (required)  Zip Code (required)

[Cancel and return to KY KARES](#) [Got a Kentucky.gov eWallet? Log in and pay!](#)

# KY KARES

## Visa Card Details

[EDIT](#)

Card Number \*\*\*\*\*8518

Expiration Date 8/2024

## Cardholder Details

[EDIT](#)[PAY NOW](#)[Cancel and return to KY KARES](#) [Got a Kentucky.gov eWallet? Log in and pay!](#)

Summary	
Background Check Fee	\$63.25
Item Price: \$63.25	
Quantity: 1	
Sub Total	\$63.25
<b>Total</b>	<b>\$63.25</b>



If entry is correct, select **Pay Now**.


# KY KARES

## Thank you for your payment!

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Summary PRINT EMAIL

Confirmation Number  Account Holder Details 


Payment Made: 09/16/2022 02:05 PM EDT  
Payment Method: Visa Credit Ending With 

Cart Items

Description	Price	Quantity	Extended Total
Background Check Fee	\$63.25	1	\$63.25
<b>Total</b>			<b>\$63.25</b>

After payment is complete, select **Submit**. The **email will be sent to address provided in the application** in order to have fingerprints collected. The email will provide the information for the closest three fingerprint sites.

IdentoGo Service Confirmation - KY CHFS DCBS Foster Adoptive and Kin

nobody@uemail.identogo.com  
To:  Kyleigh R. Gibson

9/16/2022 @ 06:07 PM (UTC)  
TYANN B DOBBS  
UZKY-4B5H4S

**Services**  
27GJGF - KY CHFS DCBS Foster Adoptive and Kin \$0.00  
**Total:** \$0.00

We accept the following methods of payment:  
Authorization Code, Business Check, Money Order, Credit Card  
*Personal checks and cash will not be accepted*

Status as of 09/16/22

Pre-Enrolled  
You have been pre-enrolled by your agency/organization. Please use the link below or contact our Call Center at 855.845.7434 to schedule your appointment to be fingerprinted.

## Instructions if an email is not received from Identogo:

If an email is not received or it's deleted by the applicant or agency the following steps need to take place.

- Search the person
- Click on their name and under application you will find the UEID
- Once the UEID number has been identified the provider/applicant can access the Identogo site by entering <https://uenroll.identogo.com/status-check>
- Select the UEID / Date of Birth option and enter the information required
- Select Next and the site will confirm that the applicant is either pre-enrolled or being processed
- If the applicant is pre-enrolled scroll to the bottom of the page and select "schedule appointment".

*Note: If you are scheduling an appointment for the applicant you will need to know what city they were born in.*

## Resume Adding an Application in Process

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The **Resume Application** feature allows a user to pick up their saved application where it was left off without losing data. To use this feature, the user would have first needed to have saved the application using the **Save and Close** button on any step of the Add Application wizard. The application can be resumed at any time by going to **Applications > Not Yet Submitted** and clicking the **Resume** link.

1. Click on **Applicants > Not Yet Submitted**. A list of pending applications will appear.

Home Applications Determinations Appeals Affiliates Search Reports Reference Admin

Add New | **Not Yet Submitted** | Determination In-Process | Determination Available | Rapback Determination Available | Criminal History Appeals | Registry Appeals | Application Forms

**Applications: Applications Not Yet Submitted**

Filter Options

Application #:  Provider:

First Name:  Position Category:

Last Name:  Position:

SSN:

Date Saved From:

Date Saved To:

Results

Locked	Application # - Type	Provider	Last Name	First Name	Position	SSN	Date Saved	Actions
	3810	<a href="#">DCBS Foster/Adopt Provider</a>	<a href="#">Karetest</a>		DCBS Foster Adoptive Parent or Applicant	-9876	06/08/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>
	3808	<a href="#">PCP</a>	<a href="#">PCP</a>		Child Placing Agency – Foster/Adoptive Parent or Applicant	-9875	06/03/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>
	3797	<a href="#">Relative/Fictive Provider</a>	<a href="#">PCP</a>		DCBS Foster Adoptive Parent or Applicant	-7896	05/26/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>

- Click on **Resume** to reopen the pending application.
- The user will be taken to the profile screen so the applicant’s information can be reviewed. Any new information should be entered, or any corrections should be made before continuing. Please refer to **Adding a New Applicant** section for assistance with completing the application process.

# Important Email Notifications

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After an applicant has been fingerprinted, at an authorized fingerprinting location, the agency user will receive one of two types of email messages, notifying them what action is necessary.

## **Fingerprints Rejected**

When fingerprints are rejected, the applicant will be contacted to reschedule for another fingerprinting. If the fingerprints are not good a second time the application will be moved into a name-based check.

It is possible the FBI will reject fingerprints due to illegible prints or errors in the printing process. Agency users will be notified through email if fingerprints are rejected by the FBI. Rejected fingerprints will need to be remade at an authorized location.

# Searching for an Individual in the KARES Web Portal

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In some instances, it will be necessary to search for a person when not entering an application or necessary to search for a profile prior to entering an application. For these situations, there is a **Person Search** option. The person search will work to pull up the profile of any existing individual in the KARES Web Portal and must have two identifiers to work.

It is recommended that all users search applicants by person search option before attempting to enter a new application as there is an option to add an application for any profiles found.

**Remember:** in some cases where a last name may have changed, or the last name may have been spelled incorrectly, try using the SSN and Date of Birth to pull up the profile.

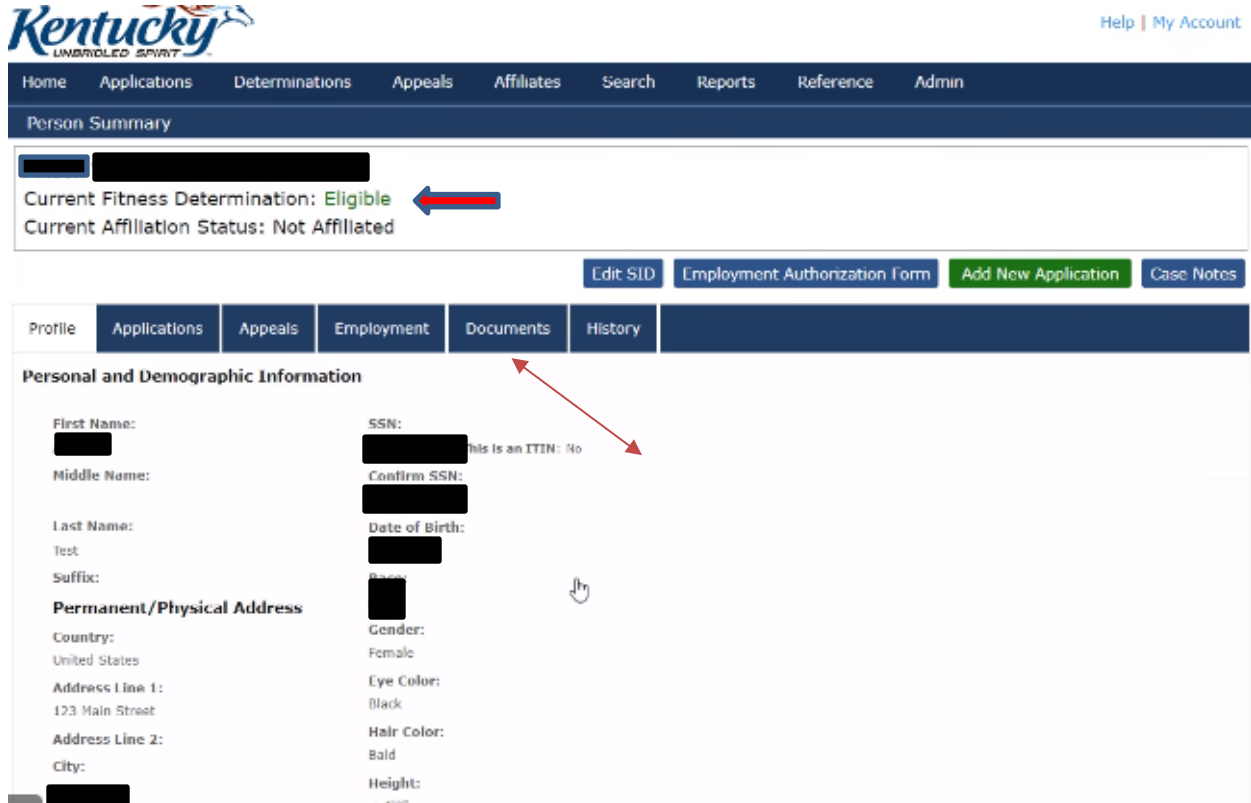
1. Under the **Search** tab, click on **Person Search**.
2. Search for the person using his or her Social Security number (SSN) and Last Name or Date of Birth. The SSN and at least one of the other two fields are required. If not entered properly a warning message will be received.

The screenshot shows the 'Person Search' interface within the KARES Web Portal. At the top, there is a navigation bar with links for Home, Applications, Determinations, Appeals, Affiliates, Search, Reports, Reference, and Admin. Below this, a sub-navigation bar highlights 'Person Search' and includes links for 'Application Search' and 'TCN Search'. The main content area is titled 'Person Search' and contains a form labeled 'Enter Search Criteria'. The form has several input fields: 'First Name/Alias', 'Middle Name/Alias', 'Last Name', 'Date of Birth/Alias', and 'SSN/Alias' on the left; and 'Background Check #', 'SID', and an empty field on the right. At the bottom of the form are 'Search' and 'Clear' buttons.

3. If the individual has a profile in the KARES Web Portal and the applicant data is entered correctly, the individual's profile screen will appear.
4. If no profile has been previously entered a message will appear stating, no profile found and the user will see the "Add New Application" button on that screen.
5. Verify this is the correct applicant and if entering a new application at this time, click the **Add New Application** button.
6. A user may also just **Edit** the profile or view an applicants' personnel information.

The **Person Summary Applications Tab** under Person Summary enables a user to view the history of applications made within a user's agency or agency group.

The **Person Summary Documents Tab** – will house all documents that have been generated by the KARES Web Portal and any documents the user chooses to upload into the KARES.



The **Person Summary History Tab** – will display the history of the application process, including comments related to the background check itself.

Person Summary

Current Fitness Determination: In Process  
Current Affiliation Status: Affiliated

[Edit SID](#) [Add Rap Back Event](#) [Employment Authorization Form](#) [Add New Application](#) [Case Notes](#)

[Profile](#) [Applications](#) [Appeals](#) [Employment](#) [Documents](#) [History](#)

Background Check #:

Background Check Detail

Application 1742463 started on 05/29/2022 10:43:54 by KYFAPJG.  
Application 1742463 release of information was received on 05/29/2022 10:44:25 by KYFAPJG.  
Application 1742463 was permanently hired on 06/03/2022 by KyfapBrent.  
Application 1742463 has a Cash payment in the amount of \$63.25 confirmed on 06/03/2022 15:15:20 by KyfapBrent.  
Application 1742463 submitted on 06/03/2022 15:15:22 by KyfapBrent.  
Application 1742463 employment was verified on 06/03/2022.  
Application 1742463 generated letter Final Registry Results.pdf on 06/03/2022 15:15:29 by KyfapBrent.  
Background Check 3255969 State Checked Registry Research started on 06/03/2022.

Application #: 1742463 - Private Foster Adop Provider

Application 1742463 started on 05/29/2022 10:43:54 by KYFAPJG.  
Application 1742463 release of information was received on 05/29/2022 10:44:25 by KYFAPJG.  
Application 1742463 was permanently hired on 06/03/2022 by KyfapBrent.  
Application 1742463 has a Cash payment in the amount of \$63.25 confirmed on 06/03/2022 15:15:20 by KyfapBrent.  
Application 1742463 submitted on 06/03/2022 15:15:22 by KyfapBrent.  
Application 1742463 employment was verified on 06/03/2022.  
Application 1742463 generated letter Final Registry Results.pdf on 06/03/2022 15:15:29 by KyfapBrent.



# Searching for Applicant Not Yet Submitted

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Any applications that have been **Saved and Closed** will be filed under the **Not Yet Submitted** tab in the Applications tab. To retrieve these applications, complete these steps:

1. Click on **Applications>Not Yet Submitted** link found under Applications.
2. The list may be limited to a smaller group of individuals by adding search criteria. The Provider list is limited to the providers to which the user has access. An applicant's name or a range of dates may be used to limit the list.
3. If no search criteria are entered a listing of all applicants that have not yet been submitted for the agency will display in the Results section.

Home Applications Determinations Appeals Affiliates Search Reports Reference Admin

Add New | **Not Yet Submitted** | Determination In-Process | Determination Available | Rapback Determination Available | Criminal History Appeals | Registry Appeals | Application Forms

Applications: Applications Not Yet Submitted

Filter Options

Application #:  Provider:

First Name:  Position Category:

Last Name:  Position:

SSN:

Date Saved From:

Date Saved To:

Results

Locked	Application # - Type	Provider	Last Name	First Name	Position	SSN	Date Saved	Actions
	3810	<a href="#">DCBS Foster/Adopt Provider</a>	<a href="#">Karetest</a>	Bob	DCBS Foster Adoptive Parent or Applicant	-9876	06/08/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>
	3808	<a href="#">PCP</a>	<a href="#">PCP</a>	AOC	Child Placing Agency - Foster/Adoptive Parent or Applicant	-9875	06/03/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>
	3797	<a href="#">Relative/Fictive Provider</a>	<a href="#">PCP</a>	AOCtest	DCBS Foster Adoptive Parent or Applicant	-7896	05/26/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>

4. Click on **Resume** to go to the applicant's profile screen.
5. Click on **Withdraw** to close the application completely and cancel the application process for the applicant.
6. This list can also be accessed by the **Not Yet Submitted** selection from the At a Glance dashboard.
7. Once on the applicant's Person Summary, review the profile page and make any updates, if necessary. The application process can be found in the Adding a New Application section of this document.

# Check Applicant Status Updates

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From the KARES web interface, users will be able to check the status of submitted applications. Once submitted, users will be able to see when the applicant has submitted to fingerprinting, if there have been any updates to the fingerprinting process, and when determinations are available.

## Workers can check the status by these steps:

You will have to go into KARES to check if you have determinations available. At this time, you will not be notified once a determination is made (eligible OR ineligible)

From the KARES home page go to the tab **Applications -> Determination Available**

The screenshot shows the KARES web interface. At the top, there is a navigation bar with the Kentucky logo and the text "UNBROKEN SPIRIT". To the right, there is a "Help | My Account" link. Below the navigation bar, there is a menu with tabs: Home, Applications, Determinations, Appeals, Affiliates, Search, Reports, Reference, and Admin. The "Applications" tab is selected, and a dropdown menu is open, showing options: Add New Application, Add New Application, Not Yet Submitted, Determination In-Process, Determination Available (highlighted), Repack Determination Available, Criminal History Appeals, Registry Appeals, and Application Turns. Below the dropdown, there are search filters for Provider, Determination, and Application Turns. A "Search" button is located at the bottom of the filter section. The results table below shows two rows of data:

Locked App #	Provider Type	Provider	Name	Position	SSN	Determination	Determination Date	Days Remaining to Appeal	Actions
3809	[REDACTED]	DCBS Foster/Adopt Provider	[REDACTED]	DCBS Foster Adoptive Parent or Applicant	-7654	Eligible	06/08/2022		Close
3746	[REDACTED]	DCBS Foster/Adopt Provider	[REDACTED]	DCBS Foster Adoptive Parent or Applicant	-7654	Not Eligible	05/27/2022		

Find or search the individual's last name and click the individual's name

OR

From the KARES home page go to the tab **Search -> Person Search ->** enter first and last name or social security number -> click person's name

Home Applications Determinations Appeals Affiliates Search Reports Reference Admin

**Person Search** | Application Search | TCN Search

Person Search

Enter Search Criteria

First Name/Alias:  Background Check #:

Middle Name/Alias:  SID:

Last Name:

Date of Birth/Alias:

SSN/Alias:

- This will take you to the individual's screens
- **Applications** tab: will show eligible under Fitness Determination

Kentucky UNBURIED SPIRIT

Help | My Account

Home Applications Determinations Appeals Affiliates Search Reports Reference Admin

Person Summary

Current Fitness Determination: **Eligible**

Current Affiliation Status: Affiliated

Profile Applications Appeals Employment Documents History

Background Check #

Generated Forms, Letters, and Reports  
There are no Generated Documents

Uploaded Documents

Application #	Document Type	Provider	Document Name	User Types	File Size	Uploaded By	Uploaded On	Action
[REDACTED]	DC:05 License/Adapt Provider	DL		Provider, State	20,000	krishn.howden	4/11/2022 9:12 AM	<input type="button" value="Edit User Types"/> <input type="button" value="Delete"/>
[REDACTED]	DC:05 License/Adapt Provider	162		Provider, State	20,000	krishn.howden	4/11/2022 9:13 AM	<input type="button" value="Edit User Types"/> <input type="button" value="Delete"/>

Person Files  
There are no Person Files

- **Documents** tab: there will be a final document (KYFAP Final Results.pdf)-> click the final document and your form will be pulled up. Print/Save the Final Results Document
- **History** tab shows the history of when the application was submitted through approval

Home Applications Determinations Appeals Affiliates Search Reports Reference Admin

Person Summary

Donald Edward duck, [REDACTED]

Current Fitness Determination: **Eligible**

Current Affiliation Status: Not Affiliated

Edit SID Employment Authorization Form Add New Application Case Notes

Profile Applications Appeals Employment Documents History

Background Check #: 103727

Background Check Detail

- Application 3749 started on 09/13/2021 12:13:57 by kristin.breedan.
- Application 3749 release of information was received on 09/13/2021 12:14:06 by kristin.breedan.
- Background Check cleared KY Sex Offender Registry on 09/13/2021 12:21:34 by kristin.breedan.
- Application 3749 cleared National Sex Offender Public Website on 09/13/2021 12:21:34 by kristin.breedan.
- Application 3749 has a Cash payment in the amount of \$37.00 confirmed on 09/13/2021 12:27:06 by kristin.breedan.
- Application 3749 submitted on 09/13/2021 12:27:09 by kristin.breedan.
- Application 3749 generated letter Final Registry Results.pdf on 09/13/2021 12:27:12 by kristin.breedan.
- Background Check 103727 state determination of eligible was completed on 09/13/2021 14:41:10 by swetha.vangala.
- Background Check 103727 final determination of eligible was completed on 09/13/2021 14:41:10 by swetha.vangala.
- Background Check 103727 final determination of eligible was completed on 09/13/2021 14:41:10 by swetha.vangala.
- Background Check 103727 Determination Walk Reason was changed to Applicant on 09/13/2021 14:41:13 by user swetha.vangala.

Application #: 3749 - DCBS Foster/Adopt Provider

- Application 3749 started on 09/13/2021 12:13:57 by kristin.breedan.
- Application 3749 release of information was received on 09/13/2021 12:14:06 by kristin.breedan.
- Application 3749 cleared National Sex Offender Public Website on 09/13/2021 12:21:34 by kristin.breedan.
- Application 3749 has a Cash payment in the amount of \$37.00 confirmed on 09/13/2021 12:27:06 by kristin.breedan.
- Application 3749 submitted on 09/13/2021 12:27:09 by kristin.breedan.
- Application 3749 generated letter Final Registry Results.pdf on 09/13/2021 12:27:12 by kristin.breedan.

Once you have viewed/saved the Final Results document you will close the application:

From the KARES home page go to the Applications tab -> Determination available -> find/search individual -> in the last column (**Actions**) click "close"

Home Applications Determinations Appeals Affiliates Search Reports Reference Admin

Help | My Account

Add New Application

Applications: In-Process | **Determination Available** | Rapback Determination Available | Criminal History Appeals | Registry Appeals

Filter On:

- Application Type
- Determination In-Process
- Determination Available**
- Rapback Determination Available
- Criminal History Appeals
- Registry Appeals
- Application Turns

Search

Results

Locked App Type	Provider Type	Provider	Name	Position	SSN	Determination	Determination Date	Days Remaining to Appeal	Actions
3809	[REDACTED]	DCBS Foster/Adopt Provider	[REDACTED]	DCBS Foster Adoptive Parent or Applicant	-7654	Eligible	06/08/2022		Close
3746	[REDACTED]	DCBS Foster/Adopt Provider	[REDACTED]	DCBS Foster Adoptive Parent or Applicant	-7654	Not Eligible	05/27/2022		

Once the application is closed, you can still access the documents by searching the individual, clicking on their name and viewing the documents tab.

Go to **Applications**, click on **Determination In-Process**.

Once the application is successfully submitted the Determination In-Process page will show the Status in the Status column and update the date of the status change in the Status Date column. The initial status change will appear as **Background Check Started** when the application is first submitted. Once the applicant's demographic information has been received by the Kentucky State Police system, it will stay there until the applicant submits to fingerprinting or until the 90-day time limit has lapsed. Once Kentucky State Police has the applicant's demographic information, the status message will read **Applicant Data Sent**.

The screenshot shows the 'Applications: Determination In-Process' page. At the top, there are navigation tabs: Home, Applications (selected), Employees, Search, and Reports. Below the tabs, there are links: Add New, Not Yet Submitted, Determination In-Process (selected), Determination Available, and Batch Payments. The main heading is 'Applications: Determination In-Process'. Below this is a search filter section titled 'Enter Filter Options' with fields for 'Application #', 'Last Name', and 'Provider' (set to '- All -'). A 'Search' button is located to the right. Below the search section is a 'Results' section containing a table with the following data:

Locked	App #	Provider	Last	First	SSN	Status	Status Date	Employment Status	Action
	122	<a href="#">ACTIVE DAY OF BARDSTOWN 44 ADC</a>	[REDACTED]	[REDACTED]	[REDACTED]	Background Check Started	03/06/2013		<a href="#">Withdraw</a>
	143	<a href="#">ACTIVE DAY OF BOWLING GREEN ADC</a>	[REDACTED]	[REDACTED]	[REDACTED]	Background Check Started	07/12/2013		<a href="#">Withdraw</a>
	167	<a href="#">ACTIVE DAY OF BARDSTOWN 44 ADC</a>	[REDACTED]	[REDACTED]	[REDACTED]	Background Check Started	03/14/2013		<a href="#">Withdraw</a>
	229	<a href="#">ACTIVE DAY OF BOWLING GREEN ADC</a>	[REDACTED]	[REDACTED]	[REDACTED]	Background Check Started	10/23/2013		<a href="#">Withdraw</a>

When the applicant has been submitted to fingerprinting at any authorized fingerprinting stations, the status will change to **Fingerprints Taken**. Once the Fingerprints Taken message appears.

# Fitness Determinations Available

Once the **Records Management Branch** has made their determinations stating that the application is ready for the user's next step. The worker will need to periodically check the status:

the user will still need to close the open application from the **Determination Available** section of KARES.

To get to the Determinations go to **Applications Tab**, click on **Determinations Available**. Once you have viewed/saved the Final Results document you will close the application:

From the KARES home page go to the Applications tab -> Determination available -> find/search individual -> in the last column (**Actions**) click "close"

The screenshot shows the KARES web portal interface. At the top, there is a navigation bar with 'Home', 'Applications', 'Determinations', 'Appeals', 'Affiliates', 'Search', 'Reports', 'Reference', and 'Admin'. A dropdown menu is open under 'Applications', showing options: 'Add New Application', 'Not Yet Submitted', 'Determination In-Process', 'Determination Available' (highlighted), 'Rampback Determination Available', 'Criminal History Appeals', and 'Registry Appeals'. Below the menu is a search form with fields for 'Provider', 'Determination', and 'Application Type'. A 'Search' button is located below the form. Below the search form is a table of results with the following columns: 'Locked App Type', 'Provider Type', 'Provider', 'Name', 'Position', 'SSN', 'Determination', 'Determination Date', 'Days Remaining to Appeal', and 'Actions'. Two rows are visible in the table, both for 'DCBS Foster/Adopt Provider'.

Locked App Type	Provider Type	Provider	Name	Position	SSN	Determination	Determination Date	Days Remaining to Appeal	Actions
3809	DCBS Foster/Adopt Provider	DCBS Foster/Adopt Provider	[REDACTED]	DCBS Foster Adoptive Parent or Applicant	-7654	Eligible	06/08/2022		Close
3746	DCBS Foster/Adopt Provider	DCBS Foster/Adopt Provider	[REDACTED]	DCBS Foster Adoptive Parent or Applicant	-7654	Not Eligible	05/27/2022		

Once the application is closed, you can still access the documents by searching the individual, clicking on their name and viewing the documents tab.

Click **Close Application** to close the application and it will be removed from the pending application queue.

# Removing An Applicant from KARES

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1. To indicate that an applicant has been separated from service, Affiliates Search, then Click Roster  
Click on Search , Person Search

2. Then it will bring you to this page, use the filter criteria for to the applicant and hit search

Affiliations: Roster

Filter Criteria

Provider: <input type="text"/>	Affiliation Status: Active	Hire Date: <input type="text"/>
Last Name: <input type="text"/>	Affiliation Type: <input type="text"/>	Hire Date to: <input type="text"/>
Date of Birth From: <input type="text"/>	Position Category: <input type="text"/>	Verification Date From: <input type="text"/>
Date of Birth To: <input type="text"/>	Position: <input type="text"/>	Verification Date to: <input type="text"/>
		User Name: <input type="text"/>
		Affiliation Id: <input type="text"/>
		Determination Status: <input type="text"/>
		Background Check #: <input type="text"/>

3. Click **Edit** to open. Under Affiliation Status, please use drop down to **change the status from Permanent to Separated**; You can also change request type in this section.

ID	Name	Date of Birth	Position	Status	Termination Expiration Date	Action
1721600	Test Facility	12/25/1984	Household Member of a Caretaker Relative/Kinship Caregiver/Fictive Kin	Affiliated	01/17/2022	Eligible - No Longer Valid Edit Terminate
1732343	Private Foster Adop Provider	12/25/1984	Child Placing Agency Foster/Adoptive	Affiliated	03/14/2022	In Process Edit

4. Then add the Date of Closure is the **Separation Date or the date they no longer need to be enrolled in KARES** and click **Save**. **Affiliate Status needs to be separated.**

6. Then click Save, you will then see their Affiliate Status as Separated

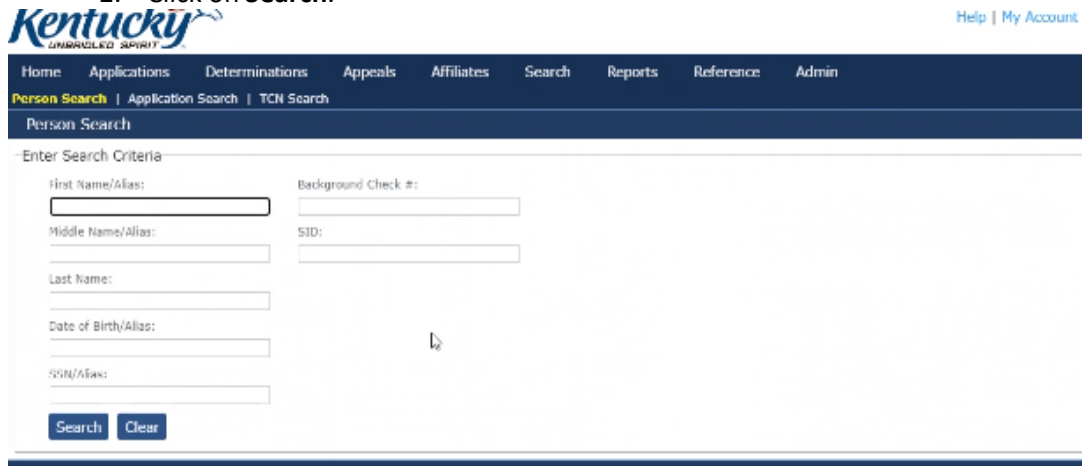
7. Verification of the action can be seen by clicking on **Person Search** and entering in search criteria for that individual.
8. To view a roster of all separated applications, click on the **Affiliates Tab > Separated** link, which will open that user's separated applicants.

## Update Demographics

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It is essential that the data for each individual in the KARES Web Portal stay current. If an applicant has a name or address change, the correction needs to be made in KARES as soon as possible.

1. Click on **Person Search** located under the Search Tab and search for the person using his or her Social Security number (SSN) and Last Name or Date of Birth. The SSN and at least one of the other two fields are required. If not entered properly a warning message will appear.
2. Click on **Search**.



The screenshot shows the KARES Web Portal interface. At the top left is the Kentucky logo with the tagline 'UNBROKEN SPIRIT'. To the right is a 'Help | My Account' link. Below the logo is a navigation menu with links for Home, Applications, Determinations, Appeals, Affiliates, Search, Reports, Reference, and Admin. The 'Person Search' link is highlighted. Below the navigation menu is a sub-menu with 'Person Search', 'Application Search', and 'TCN Search'. The main content area is titled 'Enter Search Criteria' and contains several input fields: 'First Name/Alias', 'Middle Name/Alias', 'Last Name', 'Date of Birth/Alias', 'SSN/Alias', 'Background Check #', and 'SID'. At the bottom of the form are 'Search' and 'Clear' buttons.

3. After the profile screen opens, click on **Edit** at the bottom right on your page.



**Permanent/Physical Address**

Country: United States

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: [REDACTED]

State: Kentucky

Zip Code: [REDACTED]

Starting in Month: Year: December 2010

**Mailing Address**

Same as Permanent Address: Yes

Gender: Female

Eye Color: Brown

Hair Color: Dark Brown

Height: 5'10"

Weight: 190

US Citizen: Yes

Place Of Birth: USA (United States of America)

\* Email: [REDACTED]

**History of Changes** Edit

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB	
[REDACTED]	Bob				Delete

Add Alias

Enter Out of State Addresses Within Past 5 Years

This individual does not have any prior addresses entered.

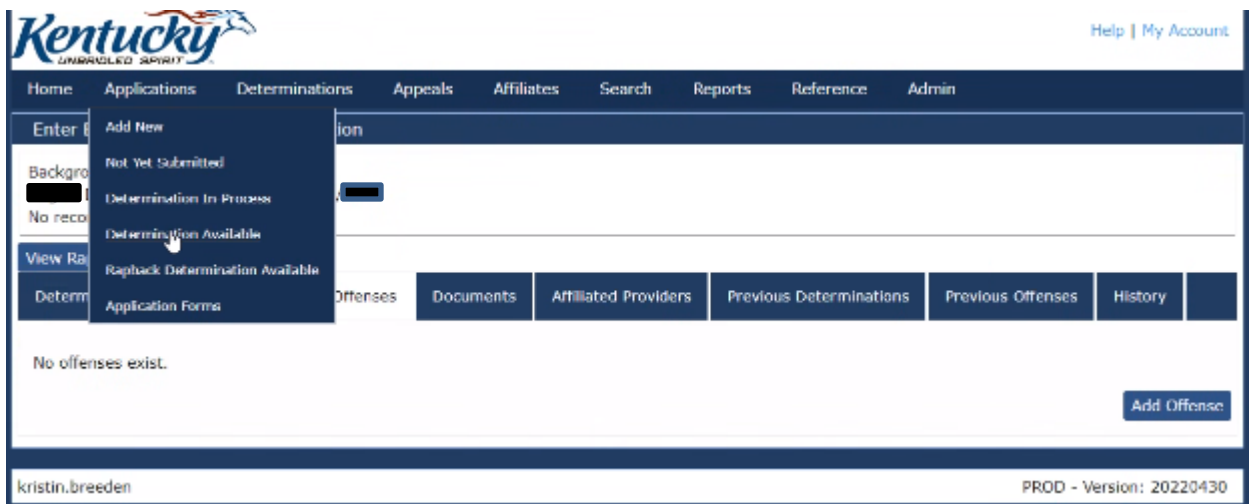
Add Prior Address

4. [REDACTED]
5. Once the Edit Profile screen opens all fields will be editable, except for the social security number and date of birth. If changes are needed to the social security number or date of birth, contact the KARES Helpdesk for assistance at (502) 564 – 2159 or [kares.helpdesk@ky.gov](mailto:kares.helpdesk@ky.gov)
6. If making a change to the name or address, KARES will ask if the previous name and/or address should be saved as an alias or prior address. Select, **Yes**. The previous name will be added to the Aliases/Prior Name box at the bottom of the page and KARES will search for these names first if the individual uses them in the future. Prior addresses will be saved if they are from other states.
7. The **Add New** button can also be used to enter a prior name or alias for the individual if it is a name they are known as.
8. There is also an **Add Prior Address** button to manually add out of state addresses for applicants.

## ADDING OFFENSES (Optional)

If applicant has charges that doesn't disqualify but causes concern for potentially not approving the foster home, the worker may add an offense under application/determination available/

Click on Offenses and add the offense



It will then direct you to this screen:

## Withdraw Application

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Applications can be withdrawn at any point during the background check process. It is important to note that users will not receive any background check information on any withdrawn application. If an application is withdrawn, a new background check must be submitted prior to receiving any background check information.

1. Click on **Applications, Not Yet Submitted** or **Determination In-Process**.

Home Applications Employees Search Reports

Add New Not Yet Submitted Determination In-Process Determination Available Batch Payments

Applications: Applications Not Yet Submitted

Enter Filter Options

Application #:  Provider: - All -

Last Name:

Date Saved:  to

Results

Locked	App #	Type	Provider	Last	First	SSN	Date Saved	Actions
	212		ACTIVE DAY OF BOWLING GREEN ADC				10/17/2013	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>

- Click on **Withdraw** under any of the sections. A dialog box will appear asking users to confirm the withdraw action. Please identify reasons

Results

Locked	Application #	Type	Provider	Last	First	SSN	Date Saved	Actions	
	3810						06/08/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>	
	3808						06/03/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>	
	3797						05/26/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>	
	3781						03/22/2022	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>	
	3748						09/10/2021	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>	
	3750		DCBS Foster/Adopt Provider	tester	test	DCBS Household Member Relative/Fictive	-5822	09/15/2021	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>

6 Total Results