

Kentucky Citizen Foster Care Review Boards



Working for Kentucky's Future ...
Our Children

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***Kentucky's foster children benefit
from the work of the
Citizen Foster Care Review Boards***

As the number of children in out-of-home care continues to rise, Citizen Foster Care Review Board volunteers help ensure the safety, permanency and well-being of these children.

CFCRB volunteers are mandated by state statute to regularly review the case of every child during his or her commitment to the Cabinet for Health and Family Services.

This handbook is designed to answer questions CFCRB volunteers may have about the processes and procedures governing the statewide review board program. I hope you will find this to be a valuable guide to the appropriate review of case files on foster children.

Your commitment to ensuring a brighter future for Kentucky's children will have a lasting impact on generations to come. I sincerely appreciate your dedication and service.

*John D. Minton, Jr.
Chief Justice of Kentucky*

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Introduction

Thousands of Kentucky children are placed in out-of-home care each year. These children are removed from their homes due to dependency, neglect, abuse and voluntary commitment.

The Kentucky General Assembly created the Citizen Foster Care Review Boards in 1982 as a way to decrease the time children spend in foster care. This permissive legislation allowed district judges to create review boards and provide previously confidential information to review board members. The permissive legislation became mandatory in 1985 and review boards were established in every judicial district.

Review boards audit case files pursuant to the 1997 Adoption and Safe Families Act to ensure that reasonable efforts are being made to provide permanent homes for each child placed in foster care. The reviews also help guarantee that children receive adequate and appropriate services while in out-of-home placement.

This goal is accomplished by volunteers who advocate for foster children by reviewing case files, asking questions and making recommendations. A copy of the case review form is forwarded to the local District Court or Family Court judge and becomes part of the Cabinet for Health and Family Services case file.

During Fiscal Year 2010, 755 volunteers served on 140 boards throughout the state. These volunteers conducted 19,777 reviews and 1,756 interested party reviews for a total of 21,533 reviews of 9,797 children. As the number of children in out-of-home care continues to rise, the work of the review boards has never been more important.

The Department of Family & Juvenile Services of the Administrative Office of the Courts in Frankfort oversees the CFCRB program. The AOC is the administrative arm of the Kentucky Court of Justice and supports the activities of nearly 3,300 employees and 403 elected justices, judges and circuit court clerks.

CFCRB Volunteers

Citizen Foster Care Review Board volunteers state that the opportunity to enhance the lives of Kentucky children is their primary reason for serving in this capacity. There are 755 volunteers who serve on 140 review boards throughout the state. Here is a look at the CFCRB volunteers:

The CFCRB volunteer population is 86 percent female and 14 percent male. The average age is 54 and volunteers serve an average of 5.72 years. The volunteer base is 94 percent Caucasian and 6 percent African American. Volunteers come from a variety of backgrounds, including the professions of education, law, medicine, psychology and social work.

To serve on a board, volunteers must complete a six-hour training session, pass a criminal background check and receive an appointment from the local District Court or Family Court judge. Judges appoint members to serve a three-year term. Members are required to earn six hours of continuing education each year for the length of their terms.

Contact Information

Individuals who want to learn more about becoming a member of their local review board can contact:

Kentucky Citizen Foster Care Review Boards
Department of Family & Juvenile Services
Administrative Office of the Courts
100 Millcreek Park
Frankfort, KY 40601
502-573-2350 or 800-928-2350
www.courts.ky.gov

When visiting the Website, click on Administrative Office of the Courts, then on Family & Juvenile Services and then on Citizen Foster Care Review Boards.

Confidentiality and Conflict of Interest

The need for confidentiality cannot be overstated when dealing with such sensitive issues as child abuse, neglect and dependency. Each review board member must swear or affirm, in front of a member of the Kentucky Court of Justice, to keep all case information confidential and to discuss case records only with appropriate Cabinet for Health and Family Services employees, other review board members, CFCRB staff, CASAs (court appointed special advocates), guardians ad litem, and District Court or Family Court judges.

A reviewer must not review a case under these conditions:

- If he or she is a member of the family being reviewed.
- If a case involves a friend or someone with whom the reviewer has a close personal, business or professional relationship. For example, a teacher would not review a student, a social worker in private practice would not review a client and a foster parent would not review a child placed in his or her home.

If a reviewer has prior knowledge about a case that makes him or her feel uncomfortable in any way, then another reviewer should review that case and avoid the potential for conflict of interest.

However, if a reviewer feels uncomfortable reviewing a case, but has relevant information to the case, the reviewer may share that information with the board member reviewing the file.

The Rights of Children

It is generally believed that all children require and deserve safety, permanency and stability. Children should be nurtured in an environment that not only provides their most basic needs, but also allows each of them to achieve their inherent potential.

Per KRS 620.010, children have certain fundamental rights which must be protected and preserved. These rights include but are not limited to, the right to be free from physical, sexual, or emotional injury or exploitation; the right to develop physically, mentally and emotionally to their potential; the right to educational instruction and the right to a secure, stable family. This statute recognizes that in some circumstances, in order to protect and preserve the rights and needs of children, it is necessary to remove a child from his parents.

In addition to the general rights accorded all children, Citizen Foster Care Review Boards advocate for specific rights for foster children.

The Specific Rights of Foster Children

- To be placed in the least restrictive setting that meets the child's special needs and serves the child's best interests.
- To be placed as close to his or her home as possible.
- To receive a complete medical examination within two weeks of placement.
- To have at least monthly visits from his or her social worker.
- To be protected from further dependency, neglect or abuse.
- To be treated as a member of the foster family, and to be nurtured in accordance with his or her individual background, religious heritage, race and culture.
- To visit and communicate with members of his or her immediate family as often as possible and as specified in the visitation contract.
- To be involved, according to his or her age and ability, in managing personal resources and making major life decisions.

- To attend all treatment and case planning conferences if the child is of an appropriate age.
- To have access to independent legal counsel.
- To receive encouragement and opportunities to participate in sports and youth activities in school, the faith community and the neighborhood, and to be treated as the equal of a child who resides with his or her own family.
- To move from foster care into a permanent family as quickly as possible.

The Child's Concept of Time

Children experience the trauma of loss and separation when removed from their biological parents. Separation trauma is particularly acute in young children who are removed from their natural home environments. When a child enters foster care, the need for permanency and belonging is set aside in favor of the need for safety, but this separation from the parents must be as brief as possible to prevent additional damage to the child.

When you consider that the average length of time in foster care is almost two and one half years and the average number of moves while in foster care is four moves per child, there is potential danger to the child's sense of stability and permanency and to his or her ability to form permanent relationships. The following indicates the maximum amount of time a child can tolerate separation from parents before new psychological ties are formed.

Age of Child

Birth to 2 years
 2 years to 5 years
 6 years to 10 years
 10 years to 14 years

Amount of Time

Several days
 1 week to 2 months
 2 months to 6 months
 6 months to 1 year

Beyond 14 years, children generally have an adult's sense of time and can tolerate longer periods of separation.

The Cabinet for Health and Family Services

The Cabinet for Health and Family Services operates as part of the Executive Branch of Kentucky state government, with the Cabinet's main office located in Frankfort. The CHFS is responsible for overseeing public health facilities and public health programs, and protecting and preventing the abuse of children, elders and the disabled. This section explains the role of the Cabinet in the Kentucky foster care system.

Investigations and Removal

The Cabinet is responsible for investigating any reports of abuse or neglect no later than 48 hours after receiving a report. When there are reasonable grounds to believe the child is in danger of imminent death, serious physical injury or sexual abuse and the parents or persons exercising custodial control or supervision are unable or unwilling to protect the child, the District Court or Family Court judge may issue an **emergency custody order**. The child's health and safety shall be the paramount concern.

Within 72 hours, exclusive of weekends and holidays, a **temporary removal hearing** must be held to determine whether reasonable efforts have been made by the Cabinet to prevent removal.

If the court determines the child would be dependent, neglected or abused if returned to or left in the custody of the parents or individuals exercising custodial control, then temporary custody is granted to the Cabinet. The **temporary custody order** is granted for a period of time not to exceed 45 days from the date of the child's removal from the home.

The **adjudication hearing** is held within this 45-day time period. The adjudication hearing determines the truth or falsity of the allegations in the complaint. Reasonable efforts must be made by the Cabinet to reunite the family unless waived by the court in serious circumstances.

The **disposition** determines the action to be taken by the court on behalf of the child and the parents or persons exercising custodial control. If the court determines that reasonable efforts have been made to prevent or

eliminate the need for removal and that staying in the home would be contrary to the welfare of the child, then the child may be committed to the Cabinet.

The commitment may be for an indefinite period of time not to exceed the child's 18th birthday. The commitment may be extended up to the age of 21 upon motion by the child and the Cabinet for the purpose of participating in educational programs or to establish independent living arrangements.

Conferences and Reviews

Initial Review. Within five working days of a child's removal from the home, the initial permanency goal and treatment plan to be completed by the parent are established.

Administrative Review. Within six months of the initial review, an administrative review determines whether the child can return home and, if not, what the permanency plan should be. The progress of the family is reviewed and treatment plans are revised. Six-month administrative reviews are conducted only for children in out-of-home care. Administrative reviews continue every six months until permanency is achieved. The Cabinet sometimes refers to these reviews as case conferences.

Permanency Planning Review. A permanency planning review is required 12 months after removal from the home and annually thereafter if the child has not achieved a permanent placement or has not otherwise exited out-of-home care. The permanency planning review ensures that the child's parents are given an opportunity to participate in decisions concerning the permanency plan and that the permanency plan is implemented.

Permanency Hearing. A permanency hearing is held by the court 12 months after removal and is held annually until the child is no longer in care.

Permanency Plans

Permanence is defined by Kentucky law in KRS 620.020 (9) as “a relationship between a child and an adult which is intended to last a lifetime, providing commitment and continuity in the child’s relationships and a sense of belonging.” The permanency plan describes how permanency is to be achieved for each child, and contains one of the following goals:

Return to Parents. The goal of return to parents is appropriate when it is determined to be safe and in the best interests of the child. Families are expected to comply with the established case plan and work diligently toward reunification.

The CHFS family service worker must consider all permanency options for the child while working toward reunification. If the family does not comply with the established case plan and does not make significant progress toward achieving objectives, another permanency goal should be selected and, if appropriate, termination of parental rights initiated.

Permanent Relative Placement. The goal of permanent placement with relatives is appropriate when the goal of return to parent and adoption or legal guardianship by the relative is not in the child’s best interests, and there is reason to believe that relatives may be available and interested in providing a permanent home for the child.

A child may be placed with relatives and have a permanency goal of adoption, legal guardianship, emancipation or return to parents. Permanent relative placement should be chosen as the goal only when the child is placed with a relative and the relative is unable to pursue other permanent custody options. The reason shall be documented in the case plan and an agreement for permanent relative placement developed with the child, relative and family services worker.

Adoption. Adoption is a legal process that establishes a parent/child relationship between individuals who are not related by birth, with the same mutual rights and obligations that exist between children and biological parents. Adoption is appropriate when it is not in the child’s best interests to be reunited with his or her family or when the

parents indicate their intention to voluntarily pursue termination of parental rights.

Other situations where adoption is appropriate are:

- The parent has abandoned the child for at least 90 days.
- The parent has committed murder of another child of the parent.
- A parent's parental rights to another child have been involuntary terminated.
- A parent has committed voluntary manslaughter of another child or aided, abetted, attempted, conspired or solicited to commit such a murder or voluntary manslaughter.
- A parent has committed a felony assault that has resulted in serious bodily injury to any child.
- A child has been in out-of-home care under the legal responsibility of the state for 15 of the most recent 22 months.

Legal Guardianship. Guardianship is appropriate for children when reunification with the parents and adoption is not in their best interests. Guardianship is a legally created relationship between child and caretaker, which is intended to be permanent and self-sustaining with the caretaker receiving all the parental rights.

Planned Permanent Living Arrangement. The goal of a planned permanent living arrangement is appropriate when:

- Efforts have been made and documented to place the child for adoption or placement with a fit and willing relative, and the child has been placed on a national adoption register.
- Other permanency goal options have been considered and are not appropriate due to specific circumstances of the child.
- The service region administrator has reviewed the options documented and agreed that a goal of planned permanent living arrangement is in the child's best interests.
- The court has determined that it would not be in the child's best interests to be returned home, referred for termination of parental rights, placed for adoption or be permanently placed with a relative or guardian.

- The child has formed psychological ties with those with whom he or she lives, and adoption and guardianship are not viable alternatives.

Emancipation. Emancipation is appropriate for those youth:

- Who are age 16 or older and a return home, adoption, permanent relative placement or legal guardianship is not in their best interests nor do they have a care provider who will enter into an agreement to provide a permanent living arrangement for the child.
- Whose other permanency goal options are not appropriate due to the specific circumstances of the child.

Placement Options

To the extent such a placement is available, a child in out-of-home care shall be placed as close to the child's home as possible. This makes visitation between the child and parent(s) more convenient. The placement should be the most family like, least-restrictive setting that meets the child's needs and interests. Options for placement are considered in this order:

- Relative's home
- Foster home, private or state
- Group home
- Psychiatric hospital or other treatment facility

Services for Families

The Cabinet for Health and Family Services can provide or make referrals to the following services to assist families in reaching permanency goals:

- Psychiatric evaluation and treatment of parents and children
- Parenting skills classes
- Alcohol and drug treatment, counseling and rehabilitation (such as Al-Anon and Alcoholics Anonymous)
- Specialized day care
- Job counseling
- Housing assistance
- Educational resources

CHFS Case File Organization: Expanded View

SERVICES

This section is on the far left side when you open the file.

Section Contents

Service Recordings

- Transfer Summary
- Closing Summary
- Aftercare Plan

Findings & Recommendations Links

- FSOS & Social Worker Names
- Child’s Needs
- Service Recordings Current
- Agree With Placement
- Reason/Most Recent Placement Change
- Placed With Siblings/Sibling Visitation
- Agree With Plan
- Case Plan Compliance
- Reasonable Efforts Provided/Utilized
- Comments/Recommendations to Court

ONGOING CASE PLANS AND ASSESSMENTS

This section is immediately behind Services and before Administrative.

Section Contents

Case Plan/CQA

- Ongoing CQA
- Case Plan/Prevention Plan
- Visitation Contracts
- Contracts
- Signature Sheets
- Concurrent Planning Forms/Matrix

Findings & Recommendations Links

- (Removal Reason)
- Status: Case Plan in File
- Sibling Visitation
- Permanency Plan
- Concurrent Planning
- (Case Plan Compliance)
- Case Planning Conference Date
- (Permanency Hearing Date)

ADMINISTRATIVE

- | | |
|--|---|
| <ul style="list-style-type: none"> • CFCRB Requests • Worker Letters (Outgoing) • Release of Information • Plan of Health Forms • DSS 114 Schedule of Payment • Level of Care • Form 886-PCC & 886A:
A Facility Client Interagency Referral • Auchenbach • IV-E Preventative Assistance • Clothing Letter • Other Financial Forms | <ul style="list-style-type: none"> • Financial Related Correspondence • IV-E Materials • 173 Benefits Action Notice • 1259 Benefits Action Notice • 1260 Child Support Form • 1262 Title IV-E: Eligibility/
Reimbursability Summary • 1263 Child Support Change of Status • 1265 Redetermination Status Report • 1272 Adoption Assist. Elig. Determin. 1 • 273 Establishing CFC Trustfund • 1274 Change in Payee |
|--|---|

NOTE: Each section should be in chronological order, with the most recent dates on top.

CHFS Case File Organization: Expanded View

Face Sheet/Case Summary is usually on top of right side.
Placement Log(s) may be on top or first item in Professional section.
Find Current Placement, Number of Placements (Reason/Placement Change).

PROFESSIONAL

- Placement Logs (see above)
- All Medical Information
- Birth Certificates
- Social Security Cards
- Verification of Marriage/Divorce
- Letters From Therapists, etc.
- Psychological Evaluations
- Internal/External Referrals
- Drug Screens
- External Service Provider Information
- Presentation Summary/Attachments
- Educational/Vocational Related Information
- 1293 Rehab Approval Form
- 1294 Rehab Monthly Services Report
- Independent Living Information

LEGAL

Included in this section: Judge, Court Case Number, GAL & CASA, Removal Reason, Court Finding (if not pre-printed) and Permanency Hearing Date

Section Contents

- Court Orders, Reports, Calendars
- Petitions
- Dispositional Reviews (AOC-JV-57)
- AOC Forms
- Court Ordered Home Evaluations
- EPO and DVO
- Affidavits
- 1266 Affidavits of Reasonable Efforts
- 111a Foster Home Supplement
- 215 Consent to Adopt
- 887 Placement Agreement
- 158 Petition: Voluntary Termination of Parental Rights
- 159 Order and Judgment: Independent Living Information
- 161 Request for Involuntary Termination of Parental Rights
- 167 Consent to Voluntary Commitment

INVESTIGATIONS

Section Contents

- DSS 115 Report of Suspected Abuse & Report to Law Enforcement
- 150 Initial Child Abuse/Neglect Investigation
- Investigative Summaries and Initial CQA Safety Plan, Attached to Narrative
- 292 Adult Protective Services Investigation
- 294 Complaint Report to L & R
- Any Investigation Photos
- Intake/Investigation Related Correspondence
- Certified Letter of Notification to Perpetrators

Findings & Recommendations Link

- Initial Removal Reason
- Additional Relationships
- Any Unresolved Issues

NOTE: Each section should be in chronological order, with the most recent dates on top.

CFCRB Review Form Guidelines

Form 1

CFCRB Findings and Recommendations

The above line indicates where **Board Name** is preprinted.

Date of Review: Date of board meeting is preprinted.

Attention Judge: Mark only when you expressly want the judge to look closely at the case. Do not overuse.

Initial Review: Mark when this is the first review of the case by the review board.

Child's Name, Length of Time in Care, Date of Birth, Race, Sex, DCBS Number, FSW and FSOS will be preprinted on form.

Judge and Court Case Number will need to be written in the first time the case is reviewed; thereafter they will be preprinted.

Judge: You can find the current judge's name on the court documents located in the Legal section.

Court Case Number: The court case number can be found on the upper right hand corner of the court documents located in the Legal section.

Social Worker or Supervisor: If the social worker or supervisor has changed, please correct it on this form. The name of the current social worker can be found at the top of the service recordings.

GAL (Guardian Ad Litem): The guardian ad litem is the attorney appointed by the judge to represent the child in court. The name of the GAL will be on the temporary custody order in the Legal section.

CASA (Court Appointed Special Advocate): A court appointed special advocate is appointed by the judge to work with a specific child/case. The name of the CASA will be found in the Legal section. Not all counties have a CASA program.

Removal Information

Removal Date is preprinted.

Removal Reason: Check the appropriate boxes on the review form. The reason(s) for removal can be found in one of the following locations.

- The Juvenile Petition located in the Legal section.
- In the Initial Investigation (located in the Investigations section on the bottom section on the right side).
- The case plan located in the Ongoing Case Plan and Assessments section.

Court Finding is preprinted.

Child in Kinship Care at Time of Removal: Was the child with a relative at the time of removal? Check appropriate box.

Prior Episode in Foster Care and Prior Release Date is preprinted.

Child's Needs

Check the appropriate boxes. This is based on the reviewer's opinion as to whether the needs of the child are being met in the current placement.

Case File Status

Placement Log in File: Check if placement log is in the file (located at the top of the Professional Section on the right.)

Service Recordings Current: Service Recordings (top section on left) should be within 30 days of the meeting date.

Case Plan in File: The current case plan should be in the file (second section on left). Case plans are in force for six months from the date of the case conference.

Not Provided for Review: Check if the case file is not provided for review.

Provided, But Not Up To Date: Check if the case plan or service recordings are not current (within 30 days of the review).

Provided But Rescheduled: Check if case file was provided but the board did not review.

***Transferred to _____ County:** Fill in the name of the county where the child was transferred.

***Transferred to DJJ:** If the child has been determined to be delinquent, the case will be transferred to the Department of Juvenile Justice.

***Child Was Released From the Cabinet's Custody:** Check to see if child has been released.

***Released To:** Write in the name of the individual to whom the child was released, i.e. parents, relative, aged out etc.

***Released Date:** Write in the date the child was released from the Cabinet's custody or aged out.

**In most offices, a Department for Community Based Services worker provides this information to the reviewer.*

The following information is for closed cases only:

Signed Court Order for Release: Check if there is a court order signed by the judge releasing the child from custody.

Unresolved Issues: Check if you have any concerns about the handling of the case.

Placement Information

Current Placement: Check the appropriate box. Current placement can be found on the placement log.

Current Placement Is: Check any or all boxes if relevant.

Agree With Placement: Check appropriate box based on what you have learned while reviewing the file.

Reason For Most Recent Placement Change: Fill in the blank with the reason the child was removed from the last placement. This information can most easily be determined from the service recordings.

Number of Placements: Write in the number of placements the child has had. This information can be found on the placement log located on the top of the Professional Section.

Moved More Than 3 Times in the Past 6 Months: This information is found on the placement log in the top right-hand section, which is the Professional section. Check the appropriate box.

Sibling Visitation

Child Have Siblings: Information should be in the case plan.

Placed with Siblings: and **Sibling Visitation:** Information should be found in the Service Recordings in the top section on the left side or in the individual placement logs.

Permanency and Case Planning

Permanency Plan: Check the appropriate box. Current permanency plan can be found in the case plan located in the middle left section.

Agree With Plan: Check the appropriate box. Determination is made after reviewing the case file.

Concurrent Planning: Is the child placed in a home that is willing to adopt if the child becomes available for adoption? Check appropriate box.

Case Plan Compliance: Cabinet in Compliance? Is the Cabinet providing necessary services to the parents and the children as agreed to in the case plan? Is the case plan current?

Mother in Compliance? Father in Compliance? Are the parents working on the goals agreed to in the case plan? Check appropriate boxes.

Case Planning Conference: and **Date of Last Case Planning Conference:** Insert the date the last case planning conference was held. The date will be on the first page of the case plan.

Mother Attend? Father Attend? Check signature page on the back of the case plan to see if parent(s) attended the case planning conference. Check appropriate box.

Reasonable Services Are Being Provided to the Mother? Mother Utilizing Services? Check appropriate boxes.

Reasonable Services Are Being Provided to the Father? Father Utilizing Services? Check appropriate boxes.

Is the Cabinet providing services to the mother and father that will facilitate the children returning home? Are the parents using the services being provided?

Permanency Hearing Date: This is the annual court review. Check court documents in the legal section to find out if a date is scheduled. If not, check in the Ongoing Case Plan and Assessments section. Sometimes this is referred to in the case plan as the dispositional review hearing. Insert the date of the next permanency hearing.

Likely Date the Child Will Be Placed Permanently: After reviewing the file, when do you believe the child should be in a permanent placement? This is only an opinion. This **MUST** be filled in.

Attention Judge: The Permanency Hearing is not scheduled or is past due. Check this box if the permanency hearing is not current.

Response Requested From the Cabinet: Check if you have filled out Form 2 requesting a response from the Cabinet.

Comments/Recommendations to the Court

After you have finished reviewing all of the information in the file, use this section to inform the judge of the current status of the case and what the recommendations are for this case. Ordinarily, the judge sees this case in court annually and these reviews are his or her only updates on the progress of the case. On the back of this sheet are suggested questions to consider for each of the different permanency goals. These questions can be used as a guide.

The comments and recommendations in this section should be directed to the court and should reflect current information regarding the child and the progress of the parents on their case plan. If there are any questions that you cannot answer due to lack of information in the case file, put a question mark in that box and explain in the comments section. You may also need to ask a question requiring a response from the Department for Community Based Services on Form 2. Questions to the DCBS staff should be made on Form 2, not on this form.

Questions Applicable to All Case Plans

1. Why and when did the the child(ren) enter foster care?
2. What services have been offered to the family to prevent or eliminate the need for removal?
3. What evidence is there of abuse, neglect or dependency?
4. If services were offered but not utilized, why were they not utilized?
5. Were services available to the family?
6. Where do the parents live in relation to the child(ren)'s placement?
7. What is the case plan and how long has it been in effect?
8. What special needs does the child have that influences placement of the child?

9. Did the biological parents, foster parents and children contribute to the development of the case plan?
10. Is the child's safety ensured in the current placement?
11. Are the case planning conferences being conducted every six months?

Return to Parent Case Plan Goal Questions

1. Why was the child committed?
2. Is the child fearful of returning home?
3. If so, what does the child fear?
4. Are there reasons to consider return of the child to one biological parent over the other?
5. What are the obstacles to the child returning to the home?
6. What efforts are being made to locate a missing biological parent?
7. What services will be provided to the family when the child is returned home?
8. Are there relatives who can take the child temporarily?
9. What is the target date for the child to be returned home?
10. Are parent(s) complying with the visitation plan?
11. How is the interaction during the visits and how does the child react during the visit?
12. Are visits harmful to the child?
13. How and for what duration will placement in the home be monitored?
14. What physical, mental, emotional or behavioral disabilities does the child have that classify him or her as a special needs child?
15. What is the level of compliance with the plan by the parents/guardians? The child, if applicable? DCBS?
16. If a referral alleged physical, sexual or emotional abuse, what safeguards are in effect to ensure absence of the alleged perpetrator from the home?

17. What efforts were made by the case worker to encourage the parents to use the services?
18. Is the parent unable or unwilling to protect the child from the potential abuser?
19. Do the parents/guardians understand the consequences of failure to comply with the case plan?
20. What is the opinion of professional service providers regarding the ability of the biological parents/guardians to provide a stable, nurturing environment for the child?
21. Has the case worker had monthly contact with the parents?
Child?

Note: If the child is in private child care, only quarterly visits are required.

Adoption Case Plan Questions

1. What possible relative placement options have been considered?
2. What attempts are being made to locate an adoptive placement for the child?
3. If appropriate, does the child understand and want to be adopted?
4. Have the foster parents been considered in placement options?
5. Do all interested parties have access to legal representation?
6. Have all of the child's needs been considered in adoption plans, such as health, educational needs, etc.
7. Has voluntary termination been discussed with the parents?
8. What type of adoption subsidy has been considered?
Requested? Approved?
9. What legal grounds exist to terminate parental rights?
10. Have the foster parents petitioned to adopt the child?
11. Has the case been reviewed and approved by the Office of Council attorney?
12. When is the adoption to be finalized?
13. What is the Permanency Hearing date? Outcome?
14. What kind of services have been made available to prepare the child(ren) for adoption?

Legal Guardianship Case Plan Goal Questions

1. What makes guardianship the most appropriate goal?
2. Is the prospective guardian financially able to provide for the child?
3. Have other permanency plans been considered?
4. How will the prospective guardian provide for the child's medical care?
5. Is the placement stable enough that DCBS and court supervision are unnecessary?
6. Has the prospective guardian applied for kinship care?
7. Does the child, if of suitable age to decide, want to remain with the prospective guardian?
8. If the child has special needs such as counseling, how does the prospective guardian plan to meet these needs?
9. Will the parents have continued contact with the child?
10. Is the prospective guardian comfortable with the child having contact with the biological parents?
11. Does the prospective guardian understand his or her rights and responsibilities?
12. Does he or she regard guardianship as a permanent plan?
13. Has the home study, background check, etc. been completed on the prospective guardians?
14. Is the prospective guardian willing and capable of protecting the child even if this involves conflict with the biological parents?
15. Has the guardianship petition been filed?

Permanent Relative Placement Case Plan Goal Questions

1. Are the relatives committed to the child until the age of 18?
2. Is the child currently in the relative's home and does the child want to remain in the home?
3. What special needs does the child have?
4. Have the plans of adoption and guardianship been explored with the relatives?

5. What is the relative's ability to provide care for the child?
6. Describe the relative's ability to protect the child from the biological parents if this is appropriate.
7. Was a home study completed on the relative's home?

Planned Permanent Living Arrangement Case Plan Goal Questions

1. Why is a permanent planned living arrangement being considered instead of a guardianship?
2. How has the child responded to parental contacts?
3. What special needs does the child have and how are they being addressed?
4. Has the court and DCBS approved this plan?
5. What contact, if any, has there been with the biological parents/family?
6. Has a permanent planned living arrangement been signed?

Emancipation Case Plan Goal Questions

1. In what type of placement is the youth living?
2. What is the plan and time frame for independence?
3. What special needs does the youth have?
4. What contacts, if any, has the youth had with biological parents/family?
5. What services are being provided to the youth?
6. What comprises the youth's support system?
7. What progress toward independent living has derived from those services?
8. What needs are met for the youth by members of the support system?
9. What visits between the case worker and the youth have occurred since the last foster care review board meeting?
10. What are the youth's educational/vocational plans?

CFCRB Reviewer's Questions Form 2

Form 2 is optional. However, if you are asking a question of the DCBS and expect a response, use this page to ask your question in the section marked Reviewer's Questions.

Leave the DCBS Response section blank to allow an area where the worker can respond to your question.

Please note: If you are requesting a response from the DCBS, leave all copies of Form 2 in the file.

CFCRB Finding of Inappropriate Placement and/or Permanency Plan Form 3

As noted earlier, Form 3 is used to indicate whether you disagree with the permanency plan and/or placement. In addition to stating whether you are disagreeing with the plan and/or placement, you are asked to recommend what actions you think should be taken. This form is left intact until the Department for Community Based Services responds.

Responsibility of CFCRB Chairs

CFCRB chairs must return a copy of the Findings and Recommendations Form immediately after their board meeting. Data is collected from each Findings and Recommendations Form, so please make sure the copy is legible.

Mailing Address for Forms 2 & 3

You can mail in the gold copies of Form 2 and/or Form 3 once you receive a response. Please mail copies to:

Kentucky Citizen Foster Care Review Boards
Department of Family & Juvenile Services
Administrative Office of the Courts
100 Millcreek Park
Frankfort, KY 40601
502-573-2350 or 800-928-2350

Abbreviations and Words to Know

7 Cs	Seven Counties
AAPI	Adult Adolescent Parenting Inventory
AASSP	Americore Appalachian Self-Support Program
ABAWD	Able Bodied Adults Without Dependents
ABE	Adult Basic Education
ACCEPT	Family Budget Resource Program
ACF	Administration for Children and Families
ACLU	American Civil Liberties Union
ACOA	Adult Children of Alcoholics
ADA	Americans With Disabilities Act
ADD	Area Development District
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AFCARS	Adoption & Foster Care Automated Reporting System
AFDC	Aid to Families With Dependent Children
AH	Adoptive Home
AHS	American Humane Society
AIS/MR	Alternate Intermediate Services/ Mental Retardation
ALEX	Automated Labor Exchange
AMAC	Adults Molested As Children
AOC	Administrative Office of the Courts
AP	Absent Parent
APHSA	American Public Human Service Administration
APS	Absent Parent Search
APS	Adult Protective Services
APS	Alternative Placement Service
APSCBT	Adult Protective Services Competency Based Training
AR	Administrative Review
ARC	Regarding: Educational Meeting for Special Education Students
ASAP	As Soon As Possible
ASC	Acute Stress Disorder

ASFA	Adoption and Safe Families Act of 1997
ASSPA	AFDC Spousal Support Averages
AWOL	Absent Without Leave (Runaway)
BBA	Balanced Budget Act of 1997
BC	Beyond Control
BCG	Bingham Child Guidance
BCP	Beyond Control (Parental)
BCP	Beyond Control Petition
BD	Behavior Disorder
BF	Birth Father
BF	Black Female
BH	Boys' Haven
Bingham	Mental Clinic for Children
BL	Black Lung
BM	Birth Mother
BM	Black Male
BOW	Born Out of Wedlock
BSADD	Big Sandy Area Development District
BUA	Basic Utility Allowance
BWE	Blind Work Expense
CA	Child Advocate
CAPS	Drug Screens/Urine Tests
CASA	Court Appointed Special Advocate
CATS	Children's Automated Tracking System
CATS	Comprehensive Assessment and Training Services
CBCL	Child Behavior Checklist
CC	Case Conference or Continued
CCC	Christian Children's Campus (Danville)
CCC	Community Correction Center
CCW	Child Case Worker
CD	Chemical Dependent
CD	Conduct Disorder
CDW	Court Designated Worker
CEC	Child Evaluation Center
CFC	Cabinet for Families and Children (Former name of CHFS)

CFCRB	Citizen Foster Care Review Boards
CHFS	Cabinet for Health and Family Services
CHOICE	In-House Wrap Around Program
CHR	Cabinet for Human Resources (former name of CHFS)
CIPP	Children in Placement Project
CNY	Children and Youth Clinic
CO	Central Office
COA	Council on Accreditation
CP	Cerebral Palsy
CPS	Child Protective Services
CQA	Continuous Quality Assessment
CQI	Continuous Quality Improvement
CRC	Council for Retarded Children
CRP	Children's Review Panel
CRP	Children's Review Program
CS	Client's Statement
CSA	Client's Statement Accepted
CSA/MAPP	Foster Parent Training for Children of Sexual Abuse
CSH	Central State Hospital (Louisville)
CSP	Community Service Program
CSV	Cash Surrender Value
CTC	Cardinal Treatment Center (for Delinquent Kids)
CTS	Children's Treatment Service (Residential Mental Health)
CWLA	Child Welfare League of America
CY	Children & Youth Clinic
CYO	Child/Youth Objectives
CYS	Community Youth Services
DBD	Destructive Behavior Disorder
DC	District Court
DC	Detention Center
DCBS	Department for Community Based Services
DCFM	Division of Child Forensic Medicine
DCS	Division for Child Support
DCSR	Daily Case Status Report

DDDS	Department for Disability Determination Services
DEFRA	Deficit Reduction Act
DEP	Deprivation
DES	Department for Employment Services
DET	Detention
DFS	Division for Family Support
DH	Dispositional Hearing
DHHS	Department for Health and Human Services
DHR	Department for Human Resources
DHS	Department of Human Services
DJJ	Department for Juvenile Justice
DL	Driver's License
DMD	Division of Management and Development
DMS	Department for Medicaid Services
DOB	Date of Birth
DPA	Department of Public Advocacy (Public Defender)
DPP	Division of Protection and Permanency
DRH	Dispositional Review Hearing
DSI	Department of Social Insurance
DSS 115	Abuse Complaint/Investigation Form
DSS 161	Document Filed to Initiate Termination of Parental Rights
DSS 195	Form Completed Before Foster Parent Adoption (after 161)
DSS	Previous Name of DPP
DUI	Driving Under the Influence
DV	Domestic Violence
DWI	Driving While Intoxicated
EAL	Everyone's A Leader
EAST KY CCC	Eastern Kentucky Child Care Coalition
ECE	Exceptional Child Evaluation
ECO	Emergency Custody Order
ED	Emotionally Disturbed
EEO	Equal Employment Opportunity
EITC	Earned Income Tax Credit

EKCEP	Eastern Kentucky Concentrated Employment Program
ELO	Each Local Office
EMCU	Exploited and Missing Children's Unit
EMH	Educating Mentally Handicapped
EPO	Emergency Protective Order
EPSDT	Early and Periodic Screening, Diagnosis and Treatment
ERP	Employment Reimbursement Program
ERS	Employment Retention Specialist
ES	Elementary School
ESB	Eligibility Services Branch
ESPCC	Emergency Shelter Private Childcare
ETP	Employment Training Program
EX	Exempt
F2F	Face to Face
FACS	Family and Adult Consultation Service
FACTS	Families and Children Together Safe
FAD	Family Alternative Diversion
FAQ	Frequently Asked Questions
FAS	Fetal Alcohol Syndrome
FC	Foster Care
FC	Foster Child
FCA	Family Children's Agency
FCDC	Fayette County Detention Center
FCW	Foster Care Worker
FDP	Factitious Disorder by Proxy
FF	Foster Family
FF	Foster Father
FH	Foster Home
FHPCC	FH in Private Child Care
FHV	Foster Home Visit
FIND	Families in Need of New Directions (Counseling) Family Place
FINSA	Families in Need of Service Assessment
FIPS CODE	Federal Information Processing Standards Code
FLO	Family Level Objectives

FM	Foster Mother
FNS	Food Stamp and Nutrition Service
FOS	Field Office Supervisor
FP	Foster Parent
FPLS	Federal Parent Locator Service
FPO	Foreign Protective Order (Out of State)
FPP	Family Preservation Program
FRC	Family Resource Center
FRP	Family Reunification Program
FRYSC	Family Resource and Youth Services Center
FS	Food Stamp Program
FS	Family Services
FSCBT	Family Services Competency Based Training
FSOS	Family Services Office Supervisor
FSS	Family Support Specialist
FSW	Family Service Worker
FTM	Family Team Meeting
FTT	Failure to Thrive
FY	Fiscal Year
FYI	For Your Information
GAL	Guardian ad Litem (Child's Attorney)
GAS	General Adult Services
GC	Good Cause
GED	General Educational Development
GFC	Group Job Search
GH	Group Home
GPS/MAPP	Group Preparation and Selection/ Model Approach Partnership Parenting
GUS	Growing Up Safe
HAL	Housing Authority of Louisville
HCBS	Home and Community Based Services
HE	Home Evaluation
HEAP	Home Energy Assistance Program
HEROS	Honoring Excellence and Rewarding Outstanding Employee Service
HH	Household
HHA	Home Health Care Aide

HHC	Home Health Care
HHCA	Home Health Care Aide
HHLC	Humana Hospital Lake Cumberland
HHM	Household Member
HHS	Health and Human Services
HIB	Hospital Insurance Benefit (Medicare Part A)
HIPAA	Health Insurance Portability and Accountability Act of 1996
HIV/DRUG EXPOSED	Foster Parent Training for Infants Exposed to HIV/Drugs
HOH	Head of Household
HOHH	Head of Household
HOI	Home of the Innocents (Louisville)
HS	High School
HSCC	Human Service Coordinators Council
HUD	Housing Urban Development
HV	Home Visit
HY	History
ICJ	Interstate Compact on Juveniles
ICPC	Interstate Compact for Placement of Children
ICWA	Indian Child Welfare Act
IEP	Individualized Education Plan
IEPA	Interethnic Provisions Act of 1996
IFBSS	Intensive Family Based Support Services
IHP	Individual Health Plan
IJS	Individual Job Search
ILO	Individual Level Objectives
ILP	Independent Living Program
IM	Income Maintenance
IMD	Institution for Mental Disease
INST	Institution
INV	Investigation
IPP	Internal Policy Procedure
IPR	Interested Party Review
IPS	Intercept Projects Section
IPV	Intentional Program Violation
IRB	Institutional Review Board

IRS	Internal Revenue Service
IRWE	Impairment Related Work Expense
ISC	Information System Capacity
ITP	Individualized Treatment Plan
IV-A PROGRAM	Section IV-A of the Social Security Act (K-Tap Program)
IV-D PROGRAM	Section IV-D of the Social Security Act (Child Support)
IV-E PROGRAM	Section IV-E of the Social Security Act (Foster Care Program)
JC-3	KSP Action Taken Reporting Form (Arrest/Non-arrest)
JCYC	Jefferson County Youth Center (Detention Center)
JRA	Job Readiness Activity
JSST	Job Seeking Skills Training
JSW	Juvenile Service Worker
JTPA	Job Training Partnership Act
KAMES	Kentucky Automated Management Eligibility System
KAR	Kentucky Administrative Regulations
KBHC	Kentucky Baptist Homes for Children
KC	Kinship Care
KCH	Kentucky Children's Home
KCHIP	Kentucky Children's Health Insurance Program
KCPC	Kentucky Correctional Psychiatric Center
KDVA	Kentucky Domestic Violence Association
KECC	Kentucky Employee Charitable Campaign
KECSAC	Kentucky Education Collaborative for State Agency Children
KHIP	Kentucky Health Insurance Premium
KMI	Kentucky Mental Institution
KPC	Kentucky Physician's Care
KRADD	Kentucky River Area Development District
KRS	Kentucky Revised Statutes
KSP	Kentucky State Police
KSR	Kentucky State Reformatory

K-TAP	Kentucky Transitional Assistance Program
K-TAP RECIPIENT	Person Receiving K-Tap Assistance on Behalf of Children
KWP	Kentucky Works Program
KYIMS	Kentucky Information Management System
KYNET	Kentucky Network
L & R	Licensing & Regulation
LD	Learning Disability
LDT	Louisville Day Treatment
LEOs	Law Enforcement Officials
LG	Legal Guardian
LGH	Louisville Group Home
LIHEAP	Low Income Heat Energy Assistance Program
LINK	Law Enforcement Network of Kentucky
LL	Landlord
LOC	Level of Care
LSW	Licensed Social Worker
LTC	Long Term Care
M/A or MA	Maternal Aunt
M/U or MU	Maternal Uncle
MA (Card)	Medical Assistance Card or Medical Assistance
MA PROGRAM	Medicaid Program
MA	Medical Assistance Program Codes
E	Denied Cases “C” Cases
I	Children and Pregnant Women
L	Women and Children for Whom Deprivation Exists
N	Family Unemployment Deprivation
T	Un/Underemployment Cases
Y	Child With No Deprivation Factor
MARS	Management Administrative and Reporting System
MASH	Metro Alternative Shelter Home/Lexington
MBP	Munchausen’s Syndrome by Proxy
MC	Mentally Challenged
MCCC	Mountain Comprehensive Care Center
MD	Muscular Dystrophy

MEGAN'S LAW	Sex/Criminal Offender Information Provided to the Public
MEPA	Multiethnic Placement Act of 1994
MGF	Maternal Grandfather
MGH	Morehead Group Home
MGM	Maternal Grandmother
MH	Medical Hospital
MH	Mentally Handicapped
MIW	Mental Inquest Warrant
MO	Mother
MR/DD	Mental Retardation/Developmental Disabilities
MRT	Medical Review Team
MS	Middle School
MSE	Medical Support Enforcement
MSSW	Master of Science in Social Work
MU	Maternal Uncle
NA	Narcotics Anonymous
NA	Not Applicable
NA	Not Available
NAPCWA	National Association of Public Child Welfare Administrators
NASCCA	National Association of State Child Care Administrators
NCANDS	National Child Abuse and Neglect Data System
NCIC	National Crime Information Center
NCP	Non-Custodial Parent
NCPCA	National Committee for Prevention of Child Abuse
NDAS	National Data Analysis System
NEMT	Non-Emergency Medical Transport
NF	Natural (Birth) Father
NHV	Negative Home Visit
NKYTC	Northern Kentucky Treatment Center
NM	Natural (Birth) Mother
NON K-TAP	Non-Kentucky Temporary Assistance Program
NR	Not Relevant
OA	Obligation Amount
OCD	Obsessive Compulsive Disorder

ODD	Oppositional Defiant Disorder
OGC	Office of General Counsel
OHIO CENTER	Residential Home for Problem Children
OIG	Office of Inspector General
OJT	On the Job Training
OLOP	Our Lady of Peace Hospital (Louisville)
OOC	Office of Counsel
OOHC	Out of Home Care
OPE	Office of Performance Enhancement
OPS	Office of Program Support
OR	Original Record
ORPS	Occurrence Reporting and Processing System
OSB	Operations Support Branch
OT	Occupational Therapist
OTC	Owensboro Treatment Center
OTS	Office of Technical Support
OWP	Work Experience Program
P & P	Protection & Permanency
P/A	Paternal Aunt
P/U	Paternal Uncle
PA	Public Assistance
PAH	Pre-Adoptive Home
PARB	Program Assistance & Resource Branch
PASS	Plan for Achieving Self Support
PAT. EST.	Paternity Established
PC	Permanent Custody or Phone Call
PCC	Private Child Care
PCC	Private Child Care Center
PCP	Person Centered Planning
PCP	Private Child Placing
PD	Public Defender
PECC	Person Exercising Custodial Control
PGF	Paternal Grandfather
PGM	Paternal Grandmother
PI	Public Intoxication
PIC	Private Industry Council
PIP	Program Improvement Plan

PLAS	Post Legal Adoptive Service
PODC	Purchase of Day Care
PPLA	Planned Permanency Living Arrangement
PPT	Pregnant & Parenting Program
PRC	Permanent Relative Custody
PRF	Permanency Review Form
PRH	Permanency Review Hearing
PRO	Peer Review Organization
PRP	Permanent Relative Placement
PRTF	Psychiatric Residential Treatment Facility
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
PSC	Permanent Substitute Care
PSY	Psychiatric Hospital
PTSD	Post Traumatic Stress Disorder
PU	Pick-Up
PWE	Primary Wage Earner
QA	Quality Assurance
QC	Quality Central
QCI	Quality Care Initiative
QDWI	Qualified Disabled Working Individual
QI 1	Qualified Individual Group 1
QI 2	Qualified Individual Group 2
QMB	Qualified Medicare Beneficiary
QMHP	Qualified Mental Health Professional
QP	Qualifying Parent
R & C	Recruitment & Certification
RAP	Relocation Assistance Program
RDS	Report Distribution System
REL	Relative
RES	Residential Treatment
RFI	Request for Information
RFP	Request for Proposal
RGH	Residential Group Home
RIAC	Regional Interagency Council
RMDS	Report Management Distribution System
RMTS	Random Moment Time Study

RR TEAM	Rapid Response Team
RR	Running Record
RSDI	Retirement Survivors & Disability Insurance
RSPO	Receiving Stolen Property
RTC	Regional Training Coordinator
RTP	Return to Parent
RV	Recreational Vehicle
RVBH	River Valley Behavioral Health
SAC	Spouse Abuse Center
SACWIS	State Automated Child Welfare Information System
SAR	SACWIS Assessment Review
SARGE	SACWIS Assessment Review Guide
SBS	Shaken Baby Syndrome
SCL	Supports for Community Living
SCS	Seven Counties Services
SDA	Service Delivery Area
SDX	State Data Exchange
SED	Severely Emotionally Disturbed
SH	Shelter House (Runaway Housing)
SHARP	Second Hand Attire for the Rising Professional
SIB	Self-Injurious Behavior
SIDS	Sudden Infant Death Syndrome
SIX MILLION \$	
CLUB	Six Million Dollars in Food Stamp Distribution
SLMB	Specified Low Income Medicare Beneficiaries
SMI	Supplemental Medical Insurance
SNAP	Special Needs Adoption Program
SOP	Standard of Practice or Standard Operating Procedure
SP	Second Parent
SPEND DOWN	Short Term Medical Card
SPLS	State Parent Locator Service
SR	Specified Relative
SRA	Service Region Administrator
SRAA	Service Region Administrator Assistant

SRAC	Service Region Advisory Council
SRCA	Service Region Clinical Associate
SROAA	Service Region Office Administrator Association
SS	Social Security
SSA	Social Security Administration
SSI	Social Security Insurance
SSN	Social Security Number
SSI	Supplemental Security Income
SSP	State Supplementation Payment
SSS	Social Service Specialist
SSW	Social Service Worker
STATE SUPP	State Supplementation
STEP	System Tracking Employability Program
STT	Short Term Training
SUA	Standard Utility Allowance
SVTS	Sandy Valley Transportation Service
SW	Social Worker
TA	Technical Assistance
TAA	Transitional Assistance Agreement
TANF	Temporary Assistance to Needy Family
TAP	Targeted Assessment Program
TAP	Transitional Assistance Program
TAS	Transitional Assistance Specialist
TBUT	Theft by Unlawful Taking
TC	Telephone Call
TC	Temporary Custody
TCC	Transitional Child Care
TCM	Targeted Case Management
TD	Temporary Disability
TDD	Telecommunications Device for the Deaf
TMA	Transitional Medical Assistance
TMH	Trainable Mentally Handicapped
TOPS	Through Opportunity People Succeed
TP	Treatment Plan
TPR	Termination of Parental Rights
TRH	Temporary Removal Hearing
TRIS	Training Records Information System

TWIST	The Worker's Information System (CHFS Computer System)
TX	Treatment
UBC	United Behavior Clinic
UCP	United Cerebral Palsy
UI	Unemployment Insurance
UIB	Unemployment Insurance Benefits
UIFSA	Uniform Interstate Family Support Act
UP	Unemployed Parent Case
UR	Utilization Review
URC	Utilization Review Case
URG	Unreimbursed Grant
VA	Veterans Administration
VEH	Vehicle
VER/VERIF	Verification
VES	Vocational Education Skills
VINE	Victim Information & Notification Everyday System
VNA	Visiting Nurses Association
W CASE	Case Assistance Case-Deprivation Unemployment
WC	Workers' Compensation
WEP	Work Experience Program
WIA	Workforce Investment Act
WIC	Women, Infant & Children Program
WPP	WEP Placement Pending
WRG	Work Registration
WS	Written Statement
WTW	Welfare to Work



Laurie K. Dudgeon, Director, Administrative Office of the Courts
Patrick Yewell, Executive Officer, Department of Family & Juvenile Services
Rachel Bingham, Manager, Department of Family & Juvenile Services

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Administrative Office of the Courts
100 Millcreek Park
Frankfort, Kentucky 40601
502-573-2350 or 800-928-2350
CFCRB@kycourts.net • www.courts.ky.gov