

## KAPE Inquiry Process

**Who can submit an inquiry?** Families with an approved home study may submit an inquiry. The family can be approved through DCBS, a PCP agency, or an out of state agency.

**How does a family submit an inquiry?** Visit <https://www.adoptuskids.org/states/ky/index.aspx> and complete the inquiry form. You will see a green “Make Inquiry” tab listed with the child’s narrative. If you have questions or need assistance you may call 1-502-564-2147.

**What happens next?** A KAPE Specialist will contact you. You will need to provide a copy of your home study and complete the Home Study Review Form.

**How is a potential match determined?** The home study is reviewed by the Adoption Review Committee to determine if your family is a good fit for the child. The Committee will review the home study and provide feedback within 15 working days. The Committee may reach out to your worker for additional information.

**What happens next?** If your family is selected as a potential match, more information about the child is shared. If everyone is still in agreement, a pre-placement conference is scheduled.

## Frequently Asked Questions

**Can a family inquire on more than one child at a time?** No, only one inquiry may be submitted at a time.

**Why can’t my worker share information about the child before I make an inquiry?** Children referred to KAPE live in our communities and their privacy needs to be respected as much as possible. It is important for the Adoption Review Committee to determine if your family is a good fit for the child before sharing any information about the child.

**How do I obtain a copy of my home study?** DCBS families may request a copy of their home study by completing a CHFS 305 form and submitting the request to Records Management. PCP families should speak with their case manager about obtaining this required information.

**My home is not approved yet, can I still inquire?** You may contact 1-502-564-2147 and notify the Adoption Branch staff of your interest. However, please visit <https://webapps.chfs.ky.gov/kyfaces> to learn about how to become an approved adoptive parent. Once your home study is completed and your home is approved, you may submit a formal inquiry at that time.



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