

# Membership Application and Appointment Process

## Kentucky Behavioral Health Planning and Advisory Council

The application review and member appointment process has the following steps:

1. Council staff receive the application by email, fax, or U.S. mail and notify the applicant of receipt.
2. Council officers and staff conduct a preliminary review to ensure the application meets federal guidelines.
3. If a membership seat is available, the review process begins. If a seat is unavailable, the Membership Committee will retain the application for two years from the date of application and review the application when a seat becomes available.
4. Council officers and staff may contact the applicant for additional information or to schedule a time to meet with the applicant via Zoom or telephone.
5. The Membership Committee and/or Council reviews the application and recommends an appointment. Applicants who are not recommended will be notified.
6. Membership applications recommended for appointment are forwarded to the Commissioner of the Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID).
7. The Commissioner reviews the application and approves or denies the membership appointment.
8. If an applicant is not appointed, Council staff will notify them of the decision.
9. If an applicant is appointed, Council staff notifies the new member and the Council of the appointment, with the effective date of membership.