

Commissioner’s Citation
Nomination Form

1. **What is a Commissioner’s Citation?**

The Commissioner’s Citation will recognize those who go above and beyond the call of duty to demonstrate excellence, outstanding performance and contributions to the Department for Community Based Services. It is a great way to honor the focus and dedication of an employee who goes the extra mile every day or who has made significant contributions to a project. There is not a formal set of criteria to qualify for the citation, please be thorough in your award nomination. For example: a worker in a local office came to the aid of a client who had a medical emergency.

1. **Who is eligible for nomination?**

All CHFS employees are eligible for the Commissioner’s Citation. This includes; merit and non-merit, temp, part-time and contractors.

1. **How do you submit a nomination?**

Any person, including people from outside the agency and state government, can submit a recommendation for a Commissioner’s Citation. The form and instructions can be found on the Department for Community Based Services website, Office of the Commissioner, <https://chfs.ky.gov/agencies/dcbs/oc/Pages/default.aspx> .

Nominations will be submitted at DCBSCommissioner@ky.gov . All nominations must be submitted electronically and must be submitted on the form provided.

1. **What to expect when I submit a nomination.**

The person who submits the nomination will receive am email confirming if the nominee will be receiving a Commissioner’s Citation.