**Contract Correspondence Transmittal (CCT)**

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| **CCT Number:** 12-09 | **Date of Issue:** September 25, 2012 |
| **Division/Branch:** Protection and Permanency | |
| **Key Words/Phrases:**  Referral Response Timeframe | |

Dear PCC/PCP Provider,

In order to secure the most appropriate placement in a timely manner, please respond to placement referrals within two (2) business days pursuant to the Private Child Care Agreement. The Private Child Care agreement specifically indicates that the PCC/PCP agrees to “Document the Agency's action on each referral by responding in writing, and returning it to the Cabinet’s office, its agent or persons acting on behalf of the Cabinet that made the referral within two (2) business days”.  The Children’s Review Program’s Regional Placement Coordinators act on the Cabinet’s behalf in making referrals.  Your timely response to the Children’s Review Program’s Regional Placement Coordinators will expedite the entire placement referral process.

Any questions concerning this transmittal should be addressed to [Julie.Cubert@ky.gov](mailto:Julie.Cubert@ky.gov).

Sincerely,

Michael Cheek

Director