**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 14-05**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  October 27, 2014

**SUBJECT:**  New Division of Child Care Inbox

The purpose of this memorandum is to notify staff that the Division of Child Care has a new email inbox for the DCC-85 Approval for Child Care Assistance forms. Once the DCC-85 has been completed, staff will send it to the new inbox: DCC85@ky.gov. The inbox will be checked periodically, and the forms will be processed and forwarded to service agents. This is effective immediately.

If you have any questions regarding this memorandum, please contact via email dusty.whitaker@ky.gov or by telephone at (502) 564-2524, ext. 3773.