**PROTECTION AND PERMANENCY MEMORANDUM, 11-07**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  November 1, 2011

**SUBJECT:**  New ICPC Cover Letter

Please review the attached [ICPC Cover Letter Statement of Family Case Manager](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/ICPC%20Cover%20Letter%20Statement%20of%20Family%20Case%20Manager.docx) that is to be sent along with the initial ICPC packet. Based on the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) regulation change ([regulations 2 and 7](http://icpc.aphsa.org/Home/home_news.asp)), it is now required that the case manager provide a statement regarding the referral request. Additional information is also required regarding the prospective placement providers.

These regulations have been effective since October 1, 2011; however, beginning today states have been instructed to reject any packets received that do not contain this information. Please begin using this new document effective immediately to ensure timely placement of children in out of home care.

If you have any questions regarding this memorandum, please contact, via e-mail, Kathyl.Perkins@ky.gov or by telephone at (502) 564-2147, ext. 4464.