**PROTECTION AND PERMANENCY MEMORANDUM, PPM 11-08**

**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 23, 2011

**SUBJECT:**  Removal of the DPP Medical Support Section from DPP-104C Submission List

The purpose of this memorandum is to notify staff that the DPP Medical Support Section has been removed from the [DPP-104C Medically Fragile Monthly Report](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-104C%20Medically%20Complex%20Monthly%20Report.doc) list of individuals that receive copies of all DPP-104C forms. This change will also be reflected in [SOP 4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including the Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/424SSW%27sOngoingContactwiththeBirthFamilyandChild%2CIncludingtheMedicallyFragileChild.aspx).

Staff should continue to submit any DPP-104C forms to the DPP Medical Support Section for review if there is an issue of concern.

If you have any questions regarding this memorandum, please contact via e-mail, lisar.smith@ky.gov or by telephone at (502) 564-6746, ext. 4078.