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

**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:**  December 29, 2011

**SUBJECT:**  Addition of the new DPP-103 Application for Tuition Assistance Guide

The purpose of this memorandum is to notify staff that the following new document has been added to the Resources section of [SOP 4.28.1 Higher Education Assistance](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4281EducationalAssessment.aspx) and to the Related Resources Browser section of the online manual:

* [DPP-103 Application for Tuition Assistance Guide](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/DPP-103%20Application%20for%20Tuition%20Assistance%20Guide.docx)

This new document provides information that will assist staff in completing tuition assistance requests.

If you have any questions regarding this memorandum, please contact Jennie Willson at 502-564-2147 ext. 4170 or via email at jennie.willson@ky.gov.