**PROTECTION AND PERMANENCY MEMORANDUM, 12-02**

**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:**  February 10, 2012

**SUBJECT:**  Universal Referral Form for Services

Please be advised that the DCBS-1286 Family Preservation Program Client Referral has been removed from the SOP manual website and has been replaced with the [Universal Referral Form for Services](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Universal%20Referral%20Form%20for%20Services.docx). This document should be used to refer families for in home and low risk service provision. If your region/county is not currently utilizing this form please do so beginning immediately.

If you have any questions regarding information contained in this memorandum, please contact paula.woodworth@ky.gov via e-mail or by telephone at (502) 564-2136 ext. 4381.