**PROTECTION AND PERMANENCY MEMORANDUM, 12-08**

**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:**  April 23, 2012

**SUBJECT:** Acceptance Criteria Clarification

Please review [SOP 2.3 Acceptance Criteria](https://manuals.sp.chfs.ky.gov/chapter2/02/Pages/23AcceptanceCriteria.aspx) for clarifications added to ensure this section aligns with regulation ([922 KAR 1:330 Child Protective Services](http://www.lrc.ky.gov/kar/922/001/330.htm)). When screening reports at intake, please ensure that the applicable acceptance criteria is included. This will enable staff to show the logic that was applied during decision making regarding whether to accept a report of abuse or neglect.

If you have any questions or concerns regarding this memorandum, please contact, via e-mail tina.webb@ky.gov or by telephone at (502) 564-6852 ext. 3606.