**PROTECTION AND PERMANENCY M EMORANDUM, 13-05**

**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:**  March 22, 2013

**SUBJECT:** Referral Process for PCC/PCP Placements

In February 2012, a new referral process was put in place regarding PCP/PCC placements, to ensure that all children being placed in one of these settings receive the most appropriate placement based on their treatment needs. Please review the following SOP sections which reflect revisions pertaining to this placement process:

* [4.11 Private Child Placing (PCP) or Child Caring (PCC) Agency](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/411PrivateChildPlacing(PCP)orChildCaring(PCC)Agency.aspx); and
* [4.47 Movement from One PCC Placement to Another](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/447MovementfromOnePCCPlacementtoAnother.aspx).

For further information regarding the updated referral process, please refer to [PPIM 12-01 PCC/PCP Placement Process](https://manuals.sp.chfs.ky.gov/Resources/PPIM%20Library/PPIM%2012-01%20PCC%20PCP%20Placement%20Process.docx).

If you have any questions regarding this memorandum, please contact via e-mail, [julie.cubert@ky.gov](mailto:julie.cubert@ky.gov) or by telephone at (502) 564-7635, ext. 3564.