**PROTECTION AND PERMANENCY M EMORANDUM, 13-09**

**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:**  June 24, 2013

**SUBJECT:** PCC After Hours Referrals and Therapeutic Foster Home Snapshot

[SOP 4.11 Private Child Placing (PCP) or Child Caring (PCC) Agency](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/411PrivateChildPlacing%28PCP%29orChildCaring%28PCC%29Agency.aspx) has been updated to include the following information:

* A new website for after-hours referrals: This website will replace the PCC After Hours Referral Listing (by region and program) documents that have been used to date. Minimal content has also been added to clarify the process of utilizing the after-hours referrals site; and
* The [Therapeutic Foster Home Snapshot](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Therapeutic%20Foster%20Home%20Snapshot.doc): This document will be utilized as a resource for PCP agencies to share information with this agency. The PCP agency will complete this form and send it to the regional placement coordinator (RPC) regarding all plausible options for a child. The RPC, will in turn, forward all of the snapshots onto the SSW. This will allow the SSW to look at all viable options for a child and to choose the best placement for a child in a more efficient manner. After placement options have been narrowed down, the RPC may request the entire home study of viable families to learn more in depth information.

If you have any questions regarding the after-hours placement website, please contact Tye Reece at jtreece@bluegrass.org.

For questions regarding the foster home snapshot document, contact the Out of Home Care Branch at (502) 564-2147.