**PROTECTION AND PERMANENCY M EMORANDUM, 13-10**

**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:**  July 15, 2013

**SUBJECT:** Clarification Regarding 2nd Incident Timeframes

In order to be added as a second incident, a referral must be received within thirty (30) working days from the date the original intake was accepted. Anything received after this timeframe must be taken as a new report. [SOP 2.3 Acceptance Criteria](https://manuals.sp.chfs.ky.gov/chapter2/02/Pages/23AcceptanceCriteria.aspx) has been updated to clarify this matter. The statewide centralized intake protocol will also be updated to reflect this clarification.

If you have any questions regarding this memorandum, please contact via e-mail lisaa.durbin@ky.gov or by telephone at (502) 564-2136, ext. 3567.