**PROTECTION AND PERMANENCY M EMORANDUM, 13-11**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  August 26, 2013

**SUBJECT:** Updated DPP-1292 Information for OOHC Placements

TWIST was recently modified, at the commissioner’s request, to require billing specialists to enter additional information in out of home care cases. When a suitable relative is identified as a placement for a child, but the relative declines due to financial reasons, based on the lack of kinship care or lack of child care assistance, the billing specialist must complete the information in the red box below.



Content has been added to the [DPP-1292 Information for OOHC Placements](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1292%20Information%20for%20OOHC%20Placements.doc) to ensure that this information is relayed to the billing specialists at the time of placement.

Content has also been added to the DPP-1292 regarding what type of documentation should be included, with the form, when a relative case is being closed, but the judge will not provide a court order or grant permanent custody.

Staff should begin using the updated form immediately.

If you have any questions regarding this memorandum, please contact gretchen.marshall@ky.gov via e-mail, or by telephone at (502) 564-7635, ext. 3587.