**PROTECTION AND PERMANENCY MEMORANDUM, 13-14**

**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:**  September 23, 2013

**SUBJECT:** NewChild Protection Branch Email Address

The Child Protection Branch in Central Office has a new email address that frontline staff can utilize to send in SOP related questions (Centralized Intake, Child Care, Kinship Care/Relative Placements, In-Home services, Safety Net, etc.), requests for CPS investigation/FINSA consultations (Specialized Investigations or 4 and Under Consultations) or in-home services case consultations.  Branch staff will be monitoring this box daily and will respond to requests as quickly as possible.  This email box takes the place of the previous one used for kinship care approvals. The address is:  DCBSChildProtection@ky.gov or it can be located on global by typing in “CHFS DCBS DPP Child Protection Branch.”

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.