**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-18**

**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:**  December 27, 2013

**SUBJECT:** Clarification Regarding Title IV-E Release in July

On July 1, 2013, [PPTL 13-08 Title IV-E Compliance Revisions](https://manuals.sp.chfs.ky.gov/Resources/PPTL%20Library/PPTL%2013-08%20Title%20IV-E%20Compliance%20Revisions.docx) was released to the field. Over the last several weeks, there have been multiple questions from staff regarding the timeframe requirements pertaining to the annual strengths/needs assessment. In order to clarify this matter, [SOP 12.16 Annual Re-Evaluation](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1216AnnualRe-Evaluation.aspx) has been revised. Staff may begin utilizing these clarified timeframes immediately.

If you have any questions regarding this memorandum, please contact via e-mail, [diane.underwood@ky.gov](mailto:diane.underwood@ky.gov) or by telephone at (502) 564-6852, ext. 3577.