**PROTECTION AND PERMANENCY M EMORANDUM, 14-02**

**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:**  April 21, 2014

**SUBJECT:** Religious Affiliation of Children in Out of Home Care

Beginning July 1, 2014, all out of home care cases will be required to have the religious affiliation of the children field completed in TWIST. In preparation for this, staff will need update active cases with the information in the screen displayed below:



Once on the “Physical Description/Demographics” screen, please ensure that the following field is complete:



After July 1, 2014, this field will become mandatory for children in out of home care. If you have any questions regarding this memorandum, please contact via e-mail, jennie.willson@ky.gov or by telephone at (502) 564-2147, ext. 3608.