**PROTECTION AND PERMANENCY M EMORANDUM, 14-06**

**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 1, 2014

**SUBJECT:**  Case Planning Meeting Brochure Revision

Please be advised that the Case Planning Meeting brochure includes an error. The SOP indicates case planning is completed within 15 days, but the Case Planning Meeting brochure indicates 10 days. The Case Planning Meeting brochure has been revised on the SOP Related Resources browser. Please make the necessary revision to the hard copies that have been distributed to the regions.

If you have any questions, please contact [lucie.estill@ky.gov](mailto:lucie.estill@ky.gov) or by telephone at (502) 564-2136, ext. 3568.