**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 or by telephone at (502) 564-2136, ext. 3568.