**PROTECTION AND PERMANENCY M EMORANDUM, 15-01**

**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:**  February 6, 2015

**SUBJECT:**  Face to FaceContact with a Child after Initial Placement

[SOP 4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including the Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/424SSW%27sOngoingContactwiththeBirthFamilyandChild%2CIncludingtheMedicallyFragileChild.aspx) states that the SSW is to have a face to face visit with a child placed in out of home care within ten (10) days of the child’s placement. **Please be advised that taking a child to the foster home for the first time does not satisfy this requirement.** The SSW must have another face to face visit with the child within the first ten (10) calendar days of placement in addition to the initial placement visit. Language has been added to SOP 4.24 in order to clarify this requirement.

If you have any questions regarding this memorandum, please contact:

Tina Hagenbuch, Out of Home Care Branch Manager

Tina.hagenbuch@ky.gov

(502) 564-6852, ext. 3577