**PROTECTION AND PERMANENCY M EMORANDUM, 15-13**

**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 21, 2015

**SUBJECT:** Revision to PPTL 15-11 Title IV-E Compliance Revisions

The purpose of this memorandum is to inform staff of a revision made to PPTL 15-11 Title IV-E Compliance Revisions issued on July 22, 2015.  The revision was made to [SOP 4.3 Relative and Absent Parent Search](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/43RelativeandAbsentParentSearch.aspx) in the footnotes section.

The revision was made in order to correct the language concerning the notification of relatives when a child placed in OOHC has a half sibling.

If you have any questions, please contact tina.hagenbuch@ky.gov via email, or by phone at (502) 564-6852, ext.3577.