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PROTECTION AND PERMANENCY MEMORANDUM, 25-17

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Assistant Director II
Division of Protection and Permanency

DATE: July 11, 2025

SUBJECT: Request for Bed Hold

The purpose of this memorandum is to inform staff of the updated [Request for Bed Hold](#). Language to include the **location of the youth** has been added. This document is located under the [Resources](#) tab at the bottom of every [SOP manual](#) page. Please update any desktop links and other relevant documents with this new information. For best performance, please use Chrome when accessing the SOP manual.

If you have any questions concerning this memorandum or the form, please contact:

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