



Andy Beshear
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

275 East Main Street, 3W-A
Frankfort, Kentucky 40621
Phone: (502) 564-3703
Fax: (502) 564-6907

Steven Stack, MD
SECRETARY

Lesa Dennis
COMMISSIONER

PROTECTION AND PERMANENCY MEMORANDUM, 25-19

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

FROM: Clifton S. Bryant Jr, Assistant Director II
Division of Protection and Permanency

DATE: August 22, 2025

SUBJECT: Important Notice to Medical Records Administrators

The purpose of this memorandum is to inform staff of the new [Important Notice to Medical Records Administrators](#) form. This form can be sent directly to medical providers when attestation questions arise. This document is located under the [Resources](#) tab at the bottom of every [SOP manual](#) page. For best performance, please use Chrome when accessing the SOP manual.

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

E.J. Smith, Child Protection Services Branch Manager
Eric.Smith@ky.gov
(606)356-1163