####  Protection and Permanency Transmittal LETTER, PPTL 11-02

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

### FROM: Mike Cheek, Director

Division of Protection and Permanency

**DATE:** January 10, 2011

**SUBJECT:** Changes Related to Federal IV-E Requirements and Family Court Civil Rules

This transmittal provides notice of changes to multiple sections of the manual affecting the case planning section, court procedures, interstate practice, and elements of service provision. These changes were made in accordance of federal IV-E rules and changes to the Family Court Civil Rules. Attached to this transmittal e-mail are:

* The Family Court Civil Rules (effective January 1,2011); and
* A crosswalk specifying both IV-E and civil rule requirements and the corresponding SOP modification.

SOP changes made in accordance with these requirements include:

* The out-of-home case planning section was updated extensively to include provisions for appropriate documentation of efforts to move a child to the least restrictive placement; efforts to finalize a permanency plan; documentation of services to parents and caregivers; documentation of efforts to ensure the child’s educational stability; documentation of ASFA exceptions when applicable; and the distribution of case plans, visitation schedules, and prevention plans to the court.
* The court sections around termination of parental rights and court hearings were updated to set timeframe for termination petitions under certain circumstances, to require the filing of a dispositional report prior to any hearing involving a cabinet action; to require additional court reviews following the child’s entrance into care and following an order of termination; and to require specific efforts to locate an adoptive placement at the filing of a termination petition.
* Placement decision-making tipsheets were modified in regards to relative preference versus sibling placement.
* Standards for face to face contact with children in out of state placements were modified in accordance with IV-E standards.

If you have any questions concerning this memorandum, please contact Gretchen Marshall at Gretchen.Marshall@ky.gov or at (502)564-6852 (x3096).