**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 11-11**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  December 1, 2011

**SUBJECT:**  Annual Re-Evaluation Requirements

As a result of mandatory revisions regarding the Title IV-E plan, [SOP 12.16 Annual Re-Evaluation](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1216AnnualRe-Evaluation.aspx) has been revised in order to bring the agency into compliance with this plan. An [Annual Re-Evaluation Coversheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Re-Evaluation%20Coversheet.docx) has been created to assist staff in ensuring that all required documentation is included in the annual strengths/needs packet. The content revisions include new information explaining TWIST procedures, as well as information regarding the Resource Recommendation and how to ensure that staff are completing all steps to ensure their work is accurately represented.

Please review these revisions and direct any questions regarding them to jennie.willson@ky.gov. She may also be reached by telephone at (502) 564-2147 ext. 4170.