**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 12-11**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Michael Cheek

Division of Protection and Permanency

**DATE:** October 26, 2012

**SUBJECT:** Clarification of Assignment and Initiation of Investigations

As you know, CPS reports are now accepted in the county where the child resides. Since that change, many of you have had questions related to the application of that policy. In an effort to clarify these questions, the following SOP sections have been revised:

* [SOP 2.1 Receiving and Assigning the Report](https://manuals.sp.chfs.ky.gov/chapter2/02/Pages/21ReceivingtheReport.aspx);
* [SOP 2.10 Initiating the Report](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/210InitiatingtheReport.aspx); and
* [SOP 2.15 Specialized Investigations](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/215SpecializedInvestigations.aspx).

A [FAQ on Residency Determination of Children for CPS Reports](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/FAQ%20on%20Residency%20Determination%20of%20Children%20for%20CPS%20Reports.docx) document has also been added to the Resources Page and is linked in SOP 2.1 in order to offer guidance regarding issues around where to assign cases in various situations.

If you have any questions regarding this transmittal letter, please contact [lisaa.durbin@ky.gov](mailto:lisaa.durbin@ky.gov) or by telephone at (502) 564-2136, ext. 3567.