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

**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:** December 7, 2012

**SUBJECT:** Revised Requirements for Ongoing Contact with Birth Families

Please review the revisions to the following SOP sections, as the monthly visit requirement for birth family members has been revised to more closely align the federal requirement. Frequency of visits should occur based on the needs of the case participants and may vary from case to case. Visits to children must still be completed every calendar month.

* [3.10 SSW’s Ongoing Contact with the Birth Family and Child](https://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/310sswsongoingcontactwiththebirthfamilyand%20child.aspx) (New);
* [3.11 Working with Incarcerated Parents](https://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/311WorkingwithIncarceratedParents.aspx);
* [4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/424SSW'sOngoingContactwiththeBirthFamilyandChild,IncludingtheMedicallyFragileChild.aspx); and
* [4.37 Working with Incarcerated Parents](https://manuals.sp.chfs.ky.gov/chapter4/13/Pages/437WorkingwithIncarceratedParents.aspx) (Formerly numbered 4.4).

In addition, the [Documenting Monthly Caseworker Visits with Children in Out of Home Care](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Documenting%20Monthly%20Caseworker%20Visits%20with%20Children%20in%20Out%20of%20Home%20Care%20Tip%20Sheet.doc) has been updated. Information regarding ongoing contact with birth parents had been added to this document, but has now been removed for clarity. Language concerning documenting out of state visits with children has also been modified for clarification.

If you have any questions regarding this transmittal letter, please contact via e-mail [gretchen.marshall@ky.gov](mailto:gretchen.marshall@ky.gov) or by telephone at (502) 564-7635, ext. 3587.