**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-07**

**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:**  June 17, 2013

**SUBJECT:**  Addition of the GF-012 Guardianship Referral Form

The adult protective services (APS) [SOP 25.3 Adult Guardianship/Conservatorship](https://manuals.sp.chfs.ky.gov/chapter%2025/Pages/253AdultGuardianshipConservatorship.aspx) has been revised to include the completion of the [GF-012 Guardianship Referral](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/GF-012%20Guardianship%20Referral.PDF) form when staff determine that the Cabinet may need to serve as the guardian or conservator. The GF-012 Guardianship Referral form is designed to facilitate the transition of an APS client to the Division of Guardianship Services.

If you have any questions regarding this transmittal letter, please contact via e-mail, steven.fisher@ky.gov or by telephone at (502) 564-7043, ext. 3570.