**PROTECTION AND PERMANENCY TRANSMITTAL, 14-02**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  January 30, 2014

**SUBJECT:** Updated Reporting Book and School Notification

The [Reporting Child Abuse and Neglect Booklet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Reporting%20Child%20Abuse%20and%20Neglect%20Booklet.doc) has been updated to include information regarding human trafficking and new educational information. This booklet is located on the [Related Resources](https://manuals.sp.chfs.ky.gov/Resources/Pages/relatedResources.aspx) browser of the online SOP manual. Legal citations have also been updated to ensure that the most current information is found in this document.

[SOP 4.28 Meeting Educational Needs](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/428MeetingEducationalNeeds.aspx) has also been updated to include new language regarding notification of the school when a child is placed in the Cabinet’s custody.

If you have any questions regarding this memorandum, please contact via e-mail lisaa.durbin@ky.gov or by telephone at (502) 564-2136, ext. 3567.