**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 15-01**

**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 15, 2015

**SUBJECT:** Agency’s Ability to Monitor Mail to Children in OOHC

The purpose of this transmittal letter is to alert staff of a revision to [SOP 4.58 Mail to Children in OOHC](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/458MailtoChildinOOHC.aspx). In an effort to ensure that the privacy rights of youth in care are respected, but also protect them from contact that be detrimental to their well-being, this SOP has been revised in an attempt to clarify the agency’s role in monitoring mail for out of home care youth.

If you have any questions regarding these revisions or this transmittal, please contact:

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