**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 15-08**

**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:**  May 15, 2015

**SUBJECT:** New SOP: Unpaid Expenses and Debt Collections

The purpose of this transmittal letter is to introduce a new section of SOP--[12.33 Unpaid Expenses and Debt Collections](https://manuals.sp.chfs.ky.gov/chapter%2012/24/Pages/1233.aspx)--which provides procedures for staff when foster parents receive past due notices or debt collection letters.

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

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