

# Memo

**To:** Staff

**From:** Karla Stanley, Director of Services

**CC:** Service Managers  
Gail Anderson, Directors of Services  
Amy Hardy, Directors of Services  
Bill Kuzemczak, Directors of Services  
Clara Young, Director of Finance and Administration  
Rachel Tinney, Associate Executive Director  
Thelma Morris, Executive Director

**Date:** May 1, 2023

**Re:** **Children in Extended Society Care Review - 2023**

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Please be advised that our agency's Children in Extended Society Care review will commence on June 5, 2023.

Please work to ensure that your files are up to date and all file documentation has been submitted to [tikdocs@tikinagan.org](mailto:tikdocs@tikinagan.org) and cc Lyndsay Kruger, Quality Assurance Specialist for processing. Follow-up memo's will be distributed to staff who have files selected.

If you have any questions or concerns, please contact your respective Service Manager.