

## Did You Know?

The difference in a Protection and Permanency Transmittal Letter (PPTL) and a Protection and Permanency Memorandum (PPM).....

A PPTL is issued to notify staff of changes made to SOP such as policy revisions or a change in procedure. There are many reasons why changes are made to the Standards of Practice (SOP) manual. The most prevalent reasons are:

- **Changes in legislation** -When federal or state government pass laws that affect the Cabinet's policies, the agency must revise the SOP manual to fall in line with the law. Most of the content in the SOP manual is driven by law and this is what guides the agency's practice in most circumstances.
- **Recognition of need** – As the needs of agency clientele change, it becomes necessary to update the SOP manual to provide guidance on how to handle newly developing circumstances.
- **Suggestions from field staff** – Many of the requests made by front line staff make their way into the manual.

A PPM is issued to clarify SOP and to advise of minor revisions that do not change procedure. Some examples of this are revisions/updates to forms or related resources, the addition of new forms or related resources and any other clarifications.