

In This Issue

- **Important Notice**
- **PPM**

Miscellaneous

- We continue to work on issues in the new SOP manual. If you encounter a specific issue, please notify [Melanie Daniels and Julie Cubert](#) or send an email to DPPSOPEditor@ky.gov. We appreciate your patience and working with us on a successful transition.

Important Notice

DCBS staff are required to use form versions that are within the SOP manual. Modified versions that are not in the SOP manual are **not permitted**. Some forms are incorporated into the Kentucky Administration Regulation (KAR) and can **only be modified** through amending regulations. Other forms within the SOP manual go through a formal vetting and approval process. Using unapproved versions of these forms can lead to liability issues for the user and can lead to incorrect information being provided/captured. If you have suggestions for modifications to any form currently in the SOP manual, please send those and why the modification is needed to dppsopeditor@ky.gov for consideration.

PPM

- PPM 23-01 Adoption Subsidy School Verification Form Update
 - ❖ Adoption Subsidy School Verification Form