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- Please continue to let us know if you experience an issue in the SOP manual via email to [Melanie Daniels and Julie Cubert](#) or DPPSOPEditor@ky.gov. We appreciate your patience and working with us to correct any issues encountered.

To All Branch Managers:

We are in the process of updating the Branch Web Pages. If your page needs corrections, please email [Melanie Daniels and Julie Cubert](#) or DPPSOPEditor@ky.gov.

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 24-03 School and Home School Verification Forms](#)
- [PPM 24-04 SOP 12.4 and Exception for Fingerprints Memo](#)
- [PPM 24-05 Fatality Near Fatality Flow Chart Revisions](#)

Did You Know?

- [Did You Know? Timeliness of Case Planning](#)