

## 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](mailto:dppsopeditor@ky.gov) for consideration.

## PPTL

- [PPTL 25-12 SOP Chapter C1 Prevention and Community Wellbeing](#)

## PPIM

- [PPIM 25-02 Relative Support Child Care Flyer](#)

## PPM

- [PPM 25-08 DPP-156](#)

## Additional Information:

### Helpful Browser Tip:

When accessing the SOP manual, documents, memo's, and forms, the Chrome browser works much better than Microsoft Edge. If you experience error's opening items, switch to Chrome to open items.

### Upcoming Changes and Miscellaneous Updates:

The General Operation (G-#) chapters were released in October 2024. Here is an [updated version of the SOP citation cross-reference](#). We hope to release the Child Protection (C-#) chapters cross-reference soon as we continue to release the new chapters. Thank you for your patience during this process. Our hope is everyone will find the revisions more efficient in locating the SOP's needed to carry out our work.

### DCBS Branch Webpages Update:

We continue to update the public facing DCBS branch webpages. The most recent branch page updates include the Quality Assurance Branch and the Child Protection Services Branch. Stay tuned for future updates including the Transitional Services Branch Webpage (release date to be determined).

### We would like to provide a reference list of our Director, Assistant Directors and Branch Managers:

Melanie Taylor, MSW, CSW, Director  
Kelli Root, MSSW, Assistant Director II  
Cliff Bryant, Assistant Director II

Clinical Services Branch-David Gutierrez, LCSW  
Out of Home Care Services Branch-Kristin Breedon  
Transitional Services Branch-Paula Saenz  
Quality Assurance Branch-Melanie Day, MSW  
Child Protection Services Branch-William Smith (E.J.), MSSW  
Adoption Services Branch-Veronica Jordan Sears  
Adult Protection Services Branch-Jacob Christison, CSW