# DPP SOP Updates

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**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.

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### PPTL's

- PPTL 25-15 SOP Chapter C7.11, C7.21, C7.45, DCBS-2, DPP-2A
- PPTL 25-16 SOP C7.17, C8.5, C8.6, C8.10, C8.11
- PPTL 25-17 SOP C7.58 Credit Reports for Youth in Foster Care
- PPTL 25-18 SOP G3.12 Title IV-E Adoption Assistance
- PPTL 25-19 SOP C8.2, C9.5, C9.5.1 DPP-157 and DPP-159

### Field Draft Review (FDR)

- **FDR SOP C3.10  Strengthening Families Protective Factors and Parent Café (See attachment in email)—Note: Chrome is suggested for opening documents and links within documents to minimize error messages. Due by COB June 5, 2025. Please include the section when submitting your comments and feedback. Please submit comments and feedback through your regional point person to dppsopeditor@ky.gov or Melanie Daniels and Julie Cubert. If you need the name of your regional point person, email Julie.Cubert@ky.gov.**

### Policy Manual Changes

- SOP Cross Reference General Operations (G-1, G-2, & G-3)
- SOP Cross Reference Child Protective Services Chapters (C-2 thru C-13)

The SOP Cross Reference documents are now located on the main page of the SOP manual for easy access and reference. We will continue to add new cross-reference pages as the SOP manual is restructured.

### 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:

We continue to release SOP chapter revisions. Please use the cross-reference to find newly named/numbered SOP 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.