

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.

Did You Know?

- [Did You Know? Childcare Eligibility](#)

PPTL

- [PPTL 25-01 SOP 4.18, SOP 5.2, SOP 5.3, SOP 5.4, SOP 5.5, SOP 5.6, SOP 5.7, SOP 5.9, SOP 5.11, and SPC Determination worksheet](#)

Field Draft Reviews (FDR's)

- SOP C2.1 Receiving and Assigning the Report
- SOP C2.8 Investigation Protocol
- SOP C4.2 CPS Prevention Planning
- SOP C4.3 CPS Aftercare Planning
- SOP C5.1 Engaging the Family and Opening the Case
- SOP C5.4 Initial In Home Case Planning
- SOP C7.4 Initial Placement Considerations
- SOP C7.5 Designation as Medically Complex
- SOP C7.6 Placement and Caregiving Considerations for a Child Designated as Medically Complex
- SOP C7.7 Placement in a DCBS Foster or Adoptive Home
- SOP C7.7.2 DCBS Medically Complex Placement
- SOP C7.16 Preparation for and Completion of the Ten (10) Day Conference
- SOP C7.17 Ongoing Case Planning
- SOP C7.22 Meeting Basic Health Care Needs
- SOP C7.23 Individual Health Plan for the Medically Complex Child
- SOP C7.27 Meeting Educational Needs
- SOP C7.27.2 Providing Early Intervention and Educational Services
- SOP C7.28 Normalcy for Children and Youth in Out-of-Home Care (OOHC)
- SOP C7.30 Reunification, Including Extended Visitation, Case Planning and Transitional Supports to Families and Children
- SOP C7.41 Sexuality Education and Prevention of Pregnancy and Sexually Transmitted Diseases
- SOP C7.42 Family Planning and Pregnant Youth
- SOP C7.44 Use of Tobacco or Vape Products
- SOP C9.29 Other Expenses

All the above FDR's is attached in the Zip File. Comments and feedback will be due by COB on February 24, 2025. Please outline which SOP/section your are referencing when you respond. Send comments and feedback to DPPSOPeditor@ky.gov or email Julie.Cubert@ky.gov and Melanie.Daniels@ky.gov.

Upcoming Changes:

The first SOP Policy Manual Rollout included "General Chapters: G1, G2, and G3". Phase two of the SOP Policy Manual Rollout is coming soon and an updated crosswalk to help with the transition.

DPP Branch Managers:

Please send requests for changes or questions about your public facing page changes to Melanie.daniels@ky.gov.