

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.

Helpful Browser Tip:

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

PPM

- [PPM 25-15 DPP-114 Child Caring and Child Placing Level of Care Schedule](#)
- [PPM 25-16 KY SDM® Intake Policy and Procedures Manual](#)
- [PPM 25-17 Request for Bed Hold](#)

PPTL

- [PPTL 24-25 SOP C7.17, C8.10, DPP-1257B and Subsidized Permanent Custody Determination \(SPC\) Worksheet](#)
- [PPTL 25-25 SOP A1](#)
- [PPTL 25-26 SOP C3](#)

Field Draft Review

- **This week we also introduce a field draft review for C2.18 Making a Finding. Please email comments and feedback to Julie Cubert and Melanie Daniels by COB July 25, 2025. You may also submit your comments/feedback to dppsopeditor@ky.gov.**

Policy Manual Cross References

- [SOP Cross Reference General Operations \(G-1, G-2, & G-3\)](#)
- [SOP Cross Reference Child Protective Services Chapters \(C-2 thru C-13\)](#)
- [SOP Cross Reference Adult Protection Services Chapters-Phase 3-\(A1 thru A7\)](#)

Upcoming Changes and Miscellaneous Updates:

The SOP Cross Reference documents are 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.

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.