

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 25-02 SOP 11.27 and SOP 11.28](#)

PPTL

- [PPTL 25-02 SOP 2.24 Child Emotional Injury Investigations and Evaluations and forms](#)
- [PPTL 25-03 SOP G1.30 Student Co-op/Interns and Volunteer Programs](#)

Field Draft Reviews (FDR's)

- FDR SOP G1.16 Working with Families Affected by Substance Misuse
- FDR SOP 4.19 Visitation Agreement

The above FDR's is attached in the Zip File. Comments and feedback will be due by **COB on February 27, 2025**. Please outline which SOP/section you 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.