

## 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 25-14 SOP Chapter C7.17 Ongoing Case Planning](#)

## PPM

- [PPM 25-09 Annual Adoption Subsidy Contact Letter](#)

## Field Draft Review (FDR)

C7.11

C7.21

C7.45

Forms

**Please review the Field Draft Reviews (FDRs) for SOP Chapter C7.11, C7.21, C7.45, and the forms. Submit comments through your regions point person to [DPPSOPeditor@ky.gov](mailto:DPPSOPeditor@ky.gov) by COB, 5/14/2025. Thank you in advance.**

## 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 additional Child Protection (C-#) chapters changes with cross-references soon as we continue to release the new chapters.

**We have released the new Chapter C-2 and the cross reference is available to aid in accessing new chapters versus SOP Chapter 2 prior to May 1, 2025.**  
[SOP Cross-reference CPS Chapter C2 05012025](#)

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.