**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 11-04**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:** February 10, 2011

**SUBJECT:** Removal of Access to the Old SOP Manual

Please be advised, that as of February 14, 2011 the following information will no longer be available on the old SOP manual website:

* SOP chapter content;
* Forms;
* Resources;
* Protection and Permanency Memorandums (PPM);
* Protection and Permanency Information Memorandums (PPIM); and
* Contract Correspondence Transmittals (CCT).

All of this information has been successfully moved to the new [SOP manual](https://manuals.sp.chfs.ky.gov/Pages/index.aspx) site and may be viewed there.

Protection and Permanency Transmittal Letters (PPTL) and SOP Clarifications will remain available on the old site until they are able to be transferred; however, all new documents will be posted directly to the new site.

Please take the opportunity to save the new web address to your favorites or desktop. The old site will no longer be updated so to ensure you have the most current information it is important to utilize the new manual.

If you have any questions regarding the information in this memorandum, please contact via e-mail, sarah.cooper@ky.gov or by telephone at (502) 564-7536 ext. 4494.