



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Office of the Commissioner

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PROTECTION AND PERMANENCY MEMORANDUM, 24-01

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Vanessa Hunter, Assistant Director
Division of Protection and Permanency

DATE: January 29, 2024

SUBJECT: Updated Substantiated and Unsubstantiated Forms (DPP 152, 152A, 152B, 152C)

The purpose of this memorandum is to advise staff of the updated forms in the DPP 152 series. Fields have been expanded to allow for more information. The font has also been corrected to "auto." Where needed, a field has been added for the recipient's address and a field for the TWIST number, if applicable.

The forms can be easily accessed from the [Resources tab](#) of the online SOP manual. Please begin using the updated forms immediately and discard any other printed or saved versions.

[DPP-152 Child Protective Services -CPS- Substantiated Investigation Notification Letter](#)
[DPP-152A Child Protective Services \(CPS\) Unsubstantiated Investigation Notification Letter](#)
[DPP-152B Child Protective Service Substantiated Investigation Notification Letter](#)
[DPP-152C Child Protective Services \(CPS\) No Finding Notification Letter](#)

If you have any questions concerning this memorandum or the updated forms, please contact:

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