



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY MEMORANDUM, 24-11

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

FROM: Kelli Root, Assistant Director
Division of Protection & Permanency

DATE: May 13, 2024

SUBJECT: DPP AC-1 Transmittal Memo for Presentation Summary Packet

The purpose of this memorandum is to advise staff of the updated [DPP AC-1 Transmittal Memo for Presentation Summary Packet](#). Due to the digitization of adoption records, it is no longer necessary to print or send a copy of this form to the CHFS DCBS DAFM Records Management Section. This form can be found in the [Resources](#) section of the SOP manual as well as [SOP 13.2 Child Freed for Adoption Procedure](#), and [SOP 13.10 Preparing the Presentation Summary Packet](#).

If you have any questions regarding this transmittal letter, please contact:

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