



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

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Commissioner

**PROTECTION AND PERMANENCY MEMORANDUM, 24-23**

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

**FROM:** Kelli Root, Assistant Director II  
Division of Protection and Permanency

**DATE:** December 18, 2024

**SUBJECT:** Addition of [Comparison of Non-Familial Foster Care and Relative/Fictive Applicants](#)

The purpose of this memorandum is to advise staff of the addition of the comparison chart for foster care versus relative/fictive applicants. The form can be found in [SOP 12.3 Foster and Adoptive Home Applicant Assessment](#). The language in the introduction in SOP 12.3 has been updated to reflect the two-tier comparison regarding the type of applicant.

The form can be easily accessed from the [Resources tab](#) of the online SOP manual. If you experience issues opening forms in the SOP manual, please use Google Chrome as this may help reduce error messages.

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

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