



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

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PROTECTION AND PERMANENCY MEMORANDUM 25-09

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: April 30, 2025

SUBJECT: Annual Adoption Subsidy Contact Letter

The purpose of this memorandum is to advise staff of the updated [Annual Adoption Subsidy Contact Letter](#). The form is located under the [Resources tab](#) and also in [SOP 13.42 Annual Contact with the Adoptive Family](#) and [SOP 13.45.3. Post Adoptive Placement Stabilization Services \(PAPSS\)](#). The letter has been updated to coincide with regulations that extend the adoption subsidy benefits.

If you have previous versions of this form saved on your desktop or in hard copy form, please delete and begin using the updated version immediately.

If you have any questions regarding this memorandum, please contact:

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