



Andy Beshear
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

275 East Main Street, 3W-A
Frankfort, Kentucky 40621
Phone: (502) 564-3703
Fax: (502) 564-6907

Steven Stack, MD
SECRETARY

Lesa Dennis
COMMISSIONER

PROTECTION AND PERMANENCY MEMORANDUM, 25-21

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: October 31, 2025

SUBJECT: DPP 1275A Notice to Relative of Removal of a Child

The purpose of this memorandum is to inform staff of the edits to the [DPP-1275A Notice to Relative of Removal of a Child](#). The form now includes the worker's email and work cell phone number. This change will be beneficial in conjunction with the Binti system. The DPP 1275A is stored as a Bulk Outreach Template in Binti. Users of the Binti system can select "Bulk Letter" and the DPP 1275A to pre-populate automatically. Users can also use a single click to print letters for each relative and log a case note for each relative, which will automatically feed back into TWIST. Additional information for [Bulk Outreach Templates for Family Finding](#) is available.

This document is located in [SOP C7.3 Relative and Absent Parent Search](#) and under the [Resources](#) tab at the bottom of every [SOP manual](#) page. For best performance, please use Chrome when accessing the SOP manual.

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

Kristin Breeden, Out-of-Home Care Branch Manager
kristin.breeden@ky.gov
(502) 545-7312