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PROTECTION AND PERMANENCY MEMORANDUM, 26-01

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: February 16, 2026

SUBJECT: Tip Sheet for Foster Youth Profile Pictures

The purpose of this memorandum is to inform staff of the new [Tip Sheet for Foster Youth Profile Pictures](#).

This document is referenced in [SOP C13.14 Referral of a Child to the Kentucky Adoption Profile Exchange \(KAPE\)](#). It is also located 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:

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