**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, PPTL 11-01**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Family Services Office Supervisors

**FROM:** Michael Cheek, Director

Division of Protection and Permanency

**DATE:** January 7, 2011

**SUBJECT:** Listing of All SOP Revisions Made During Phase I of SOP Redesign

Documented in this transmittal letter is an overview of all of the SOP revisions and document updates that were made to the manual, in 2010, during the first phase of the SOP Redesign. **No new SOP changes are documented in this letter**.

* [SOP 12.15 Ongoing Training](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1215OngoingTraining.aspx)-SOP revised to clarify what qualified as group and individual training for foster and adoptive parents (PPM 10-01);
* [SOP 1.4 Documentation](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/14%20Documentation.aspx)-SOP changes reflect how to register a client or family for P&P services (PPM 10-02);
* [DCBS-1B Application for Services](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DCBS-1B%20Application%20for%20Services.doc) (PPM 10-02);
* [DPP-333 Tuition Waiver for Foster and Adopted Children](https://manuals.sp.chfs.ky.gov/Resources/Archived%20Documents/DPP-333%20Tuition%20Waiver%20for%20Foster%20and%20Adopted%20Children.doc)-added e-mail address for Chafee Independence Program (PPM 10-06);
* [DPP-334 Request for Educational and Training Voucher Funds](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-334%20Request%20for%20Educational%20and%20Training%20Voucher%20Funds.doc)-added e-mail address for Chafee Independence Program (PPM 10-06);
* [SOP 11.30 Permanency Hearings](https://manuals.sp.chfs.ky.gov/chapter11/36/Pages/1130PermanencyHearings.aspx)-revisions made to maintain federal requirements (PPM 10-07);
* [DPP-165 Permanency Hearing Notification](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-165%20Permanency%20Hearing%20Notification.doc)- revisions made to maintain federal requirements (PPM 10-07);
* [Annual Permanency Hearing Tip Sheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Annual%20Permanency%20Hearing%20Tip%20Sheet.doc)- revisions made to maintain federal requirements (PPM 10-07);
* [DPP-159 Criminal Records Check Authorization](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-159%20Background%20Checks%20for%20Caretaker%20Relatives%20or%20Kinship%20Caregivers.doc)-clarification content added as to when a worker may discontinue working with a family based on the results of the background check and a revision was made to update the fees incurred as a result of processing the checks (PPM 10-09 and PPM 10-12);
* [Making History-A Social Worker's Guide to Life Books](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Making%20History-A%20Social%20Workers%20Guide%20to%20Life%20Books.pdf)-an updated version has been placed on the Resources page (PPM-10-10);
* [Kentucky's Adoption Assistance Handbook 2010](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Kentuckys%20Adoption%20Assistance%20Handbook%202010.pdf)-most current version of the handbook placed on the Resources page (PPM 10-10);
* [Indian Child Welfare Act Compliance Desk Aid](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Indian%20Child%20Welfare%20Act%20Compliance%20Desk%20Aid.doc)-new document placed on the Resources page (PPM 10-11);
* [ICWA Letter to the Bureau of Indian Affairs](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ICWA%20Letter%20to%20the%20Bureau%20of%20Indian%20Affairs.doc)- new document placed on the Resources page (PPM 10-11);
* [ICWA Tribal Notification Letter](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ICWA%20Tribal%20Notification%20Letter.doc)-new document placed on the Resources page (PPM 10-11);
* [SOP 1.9 Working with Service Providers](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/19WorkingWithServiceProviders.aspx)-revisions requiring monthly contact (telephone, e-mail) with the child’s out of home care placement even if a face to face visit is not mandated (PPM 10-16);
* [SOP 3.11 Ongoing Contact with the Child](https://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/310sswsongoingcontactwiththebirthfamilyand%20child.aspx)- revisions requiring monthly contact (telephone, e-mail) with the child’s out of home care placement even if a face to face visit is not mandated (PPM 10-16);
* [SOP 10.1 Introduction to ICPC Home Evaluations](https://manuals.sp.chfs.ky.gov/chapter10/19/Pages/101IntroductiontoICPCHomeStudies.aspx)-addition of a general e-mail address for staff to send inquiries, submissions and documentation regarding ICPC matters (PPM 10-17);
* [SOP 10.2 Request to Another State for Interstate Parental or Relative Home Evaluation](https://manuals.sp.chfs.ky.gov/chapter10/19/Pages/103Nonpriorityrequesttoplaceakentuckychildinanotherstatewithaparentorrelative.aspx)- addition of a general e-mail address for staff to send inquiries, submissions and documentation regarding ICPC matters (PPM 10-17);
* [SOP 12.32 Special Expense Reimbursement for PCC and PCP Agency](file://hfsor121-0372/backup/PrPrm/Dir/Sarah.Cooper/SharePoint%20Drafts/•%09SOP%2012.32%20Special%20Expense%20Reimbursement%20for%20PCC%20and%20PCP%20Agency)-revision exempting the Cabinet from reimbursing PCP foster homes for damages caused by foster children (PPM 10-18);
* [SOP 4.5.2 General Guidelines for Kinship Care Consideration](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/452GeneralGuidelinesforConsideration.aspx)-revision states that designated regional staff (i.e. kinship care specialists, SRAAs) are responsible for determining initial eligibility for kinship care benefits, not the SSW (PPM 10-19);
* [SOP 4.5.3 Initial Determination of Eligibility for Kinship Care](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/453InitialDeterminationofEligibilityforKinshipCare.aspx)-revision states that designated regional staff (i.e. kinship care specialists, SRAAs) are responsible for determining initial eligibility for kinship care benefits, not the SSW (PPM 10-19);
* [In-Home Services Comparison Tool](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/In-Home%20Services%20Comparison%20Tool.doc)-new resource guide for in home and out of home services (PPIM 10-04);
* [In-Home Services DCBS Referral and Selection Contacts](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/In-Home%20Services%20DCBS%20Referral%20and%20Selection%20Contacts.ppt)-new resource for determining who to contact regarding different types of in home services (PPIM 10-04);
* Removal of the Spanish versions of the [DPP-152 Child Protective Service (CPS) Substantiated Investigation Notification Letter](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-152%20Child%20Protective%20Service%20(CPS)%20Substantiated%20Investigation%20Notification%20Letter.doc), [DPP-153 Child Protective Services Family in Need of Services Assessment Notification Letter](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-153%20Child%20Protective%20Service%20Family%20in%20Need%20of%20Services%20Assessment%20Notification%20Letter.doc) and [DPP-154A Notice of Intended Action](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-154A%20Protection%20and%20Permanency%20Notice%20of%20Intended%20Action.doc)-these forms were removed to remind staff to submit the forms for translation in order to ensure that all clients were able to read the reason for the findings, thus protecting their right to appeal (PPIM 10-08).

Now that phase I is complete, SOP revisions will again go through the draft review process which includes accepting comments from the field and addressing whether or not the comments were utilized.

If you have any questions regarding this transmittal letter, please feel free to contact, via e-mail, [sarah.cooper@ky.gov](mailto:sarah.cooper@ky.gov) or by telephone at (502) 564-7536 ext. 4494.