**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 11-05**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  March 28, 2011

**SUBJECT:**  Various Revisions to Chapters 12 Resource Family Recruitment, Certification and Reimbursement and 13 Adoption Services

Please review the following SOP revisions regarding recruitment and certification and adoption services, which will be made effective on April 15, 2011:

* [SOP 12.11.1 Placement Exception Requests](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/12111PlacementExceptionRequests.aspx)
* [SOP 13.13.1 DCBS foster Parent Adoption](https://manuals.sp.chfs.ky.gov/chapter13/27/Pages/13131DCBSFosterParentAdoption.aspx)
* [SOP13.15 Adoptive Placement of a Newborn Directly from the Hospital](https://manuals.sp.chfs.ky.gov/chapter13/27/Pages/1315HospitalPlacement.aspx)
* [SOP 13.39 Adoption Assistance](https://manuals.sp.chfs.ky.gov/chapter13/30/Pages/1339AdoptionAssistance.aspx)
* [Placement Exception Requests Tip Sheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Placement%20Exception%20Requests%20Tip%20Sheet.doc)

These revisions have been made in order to clarify for staff when placement exceptions are necessary, when the foster parent adoption session should be held with a potential resource family, where to send those inquiring about relinquishment of a child, and who is eligible to receive title IV-E adoption funding. Any questions regarding the content of these revisions may be directed to the Adoption Services Branch at (502) 564-2147.

If you have any questions regarding this letter you may contact Sarah A. Cooper, via e-mail, at sarah.cooper@ky.gov or by telephone at (502) 564-7536 ext. 4494.