**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 12-01**

**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:**  January 30, 2012

**SUBJECT:**  SOP Revisions Based on Title IV-E Requirements

Please review the following standards of practice and tip sheet; there have been significant revisions made to them in order to bring our procedures in line with federal Title IV-E requirements:

* [SOP 4.9 Initial Placement Considerations](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/49InitialPlacementConsiderations.aspx) (NEW);
* [SOP 4.17 Preparation for and Five (5) Day Conference](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/417preparationforandcompletionoftheten%2810%29dayconference.aspx);
* [SOP 4.18 Ongoing Case Planning](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/418OngoingCasePlanning.aspx);
* [SOP 4.28 Meeting Educational Needs;](http://manuals.sp.chfs.ky.gov/chapter4/12/Pages/428MeetingEducationalNeeds.aspx)
* [SOP 4.65 Credit Reports for Youth in Foster Care](http://manuals.sp.chfs.ky.gov/chapter4/12/Pages/428MeetingEducationalNeeds.aspx) (NEW); and
* [Case Planning Objectives-OOHC Tip Sheet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Case%20Planning%20Objectives-OOHC%20Tip%20Sheet.doc).

If you have any questions regarding the information contained in the transmittal, please contact Gretchen.marshall@ky.gov or by telephone at (502) 564-7635 ext. 3096.