**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 15-06**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  April 17, 2015

**SUBJECT:** Revisions to Adoption SOP Regarding Recruitment Budget and Adoption Assistance After Age 18

The purpose of this transmittal is to inform staff of revisions to SOP 12.2.1 Region Budget for Recruitment, SOP 13.44 Discontinuance of Adoption Assistance and SOP 13.46 Continuation of Adoption Assistance After Age 18.

Revisions to [SOP 12.2.1](https://manuals.sp.chfs.ky.gov/chapter%2012/22/Pages/1221RegionBudgetforRecruitment.aspx) include the following:

* All recruitment supply orders will be made electronically using the current CHFS-96 Purchase Requisition Form. Please note that the address for submission has changed. The requests are now routed through the Adoptions Branch Manager, as opposed to the Out of Home Care Branch Manager.
* The amounts for expenses related to resource home parent recruitment have changed. Annual recruitment budgets are calculated on a state fiscal year (SFY) July 1 – June 30, and the regions may spend the full amount.

Revisions were made to [SOP 13.44](https://manuals.sp.chfs.ky.gov/chapter13/30/Pages/1344DiscontinuanceofAdoptionAssistance.aspx) and [SOP 13.46](https://manuals.sp.chfs.ky.gov/chapter13/30/Pages/1346ContinuationofAdoptionAssistanceAfterAge18.aspx) in order to clarify when a youth is eligible to receive adoption assistance after they turn 18 and also what adoption assistance services the youth may be eligible for.

If you have any questions regarding this transmittal, please contact denise.weider@ky.gov via e-mail, or by telephone at (502) 564-2147, ext. 3607.