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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 22-18

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Assistant Director
Division of Protection and Permanency

DATE: October 19, 2022

SUBJECT: SOP 12.19, SOP 13.29, and SOP 30.13

The purpose of this transmittal letter is to notify staff of the following SOP changes:

[SOP 12.19 Closure of a Foster or Adoptive Home and Reopening](#) Reference to guidance for retention and archiving of closed provide case file has been added.

[SOP 13.29 Sealing Closed Adoption Records](#) Reference to SOP 13.30 Confidentiality of Closed Adoption Records has been added.

[SOP 30.13 Archiving Closed Case File Records](#) Clarifying information has been added.

The above SOP revisions were sent for field draft review; however, no statement of consideration is needed.

If you have any questions regarding this transmittal letter, please contact:

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