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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 23-18

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

FROM: Vanessa Hunter, Assistant Director
Division of Protection and Permanency

DATE: October 4, 2023

SUBJECT: SOP 3.4, SOP 3.10, SOP 3.12, SOP 4.24, SOP 5.1, SOP 12.9, and forms.

The purpose of this transmittal letter is to notify staff of edits to the following SOPs:

[SOP 3.4 Initial In-Home Case Planning Conference](#)

[SOP 3.10 SSW's Ongoing Contact With the Birth Family and Child](#)

[SOP 3.12 Case Plan Evaluation/Ongoing Assessment](#)

[SOP 4.24 SSW's Ongoing Contact with the Child and Family, Including the Medically Complex Child](#)

[SOP 5.1 Relative and Fictive Kin Placement Consideration](#)

[SOP 12.9 Foster Adoptive Home Case Management](#)

The following brochures and tip sheets have also been added to the manual:

[What DCBS Workers Need to Know About Safe Sleep](#)

[What Does a Safe Sleep Environment Look Like](#)

[What Does a Safe Sleep Environment Look Like-Spanish](#)

[Practice Guidance Specific to Safe Sleep and Co-Sleeping](#)

[Safe Sleep Guidance for Foster Parents](#)

[Safe Sleep How to Respond](#)

If you have any questions regarding these SOP edits, you may refer to the [PPTL 23-18 Statement of Consideration for SOP 3.4, SOP 3.10, SOP 3.12, SOP 4.24, SOP 5.1, and SOP 12.9,](#)

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

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