



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 24-09

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: June 18, 2024

SUBJECT: SOP 2.4, SOP 2.16, SOP 4.21, and Safe Infant Vital Statistics Guidelines

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

[SOP 2.4 Non-Investigatory Response](#): The process of acceptance for a Safe Infant intake is now in [SOP 2.7 Safe Infant Act-Intake](#).

[SOP 2.16 Safe Infant Act Assessments](#): Clarification is made to indicate that if an investigation is received within the first thirty (30) calendar days of an infant's life, however, the infant is later determined to qualify as a Safe Infant under [KRS 620.350](#), a new intake would be sent to central intake excluding all identifying information for the mother/household individuals. Following the acceptance of the new Safe Infant intake the SSW/FSOS will consult with the Child Protection Branch to determine the appropriate next steps for the original intake.

Clarification indicates that once a Safe Infant Intake is received, no individuals claiming to be a biological relative may be pursued or considered for placement.



Clarification is made to explain the naming process and filing of the birth certificate for a Safe Infant child. When an infant is surrendered through the Safe Infant Act, the assigned SSW/FSOS is responsible for naming the infant and filing the birth certificate per Vital Statistics [KRS 213.051](#). Each Safe Infant baby will be provided a first and middle name of the SSW/FSOS's choosing, and the last name "Doe". The name provided to the infant will be included on all legal documentation and updated in TWIST.

Clarification to indicate that if a biological mother is present and willing to provide medical information following the surrender of the infant under the Safe Infant Act, the SSW should not ask for any identifying information (i.e., name, date of birth, Social Security number, etc.). The mother should be provided the [DPP-1268 Medical Information for Newborn Infants](#) form only.

Should a birth parent come forward before termination of parental rights (TPR) attempting to reclaim a relinquished infant, a new intake will be submitted to central intake for dependency. The Safe Infant investigation would be completed at that time as the child would no longer fall under a Safe Infant relinquishment.

SOP 4.21 Safe Infants Act is archived.

[Safe Infant Vital Statistics Guidelines](#)

If you have any questions regarding these SOP edits, you may refer to the [PPTL 24-09 Statement of Consideration for SOP 2.4, 2.16, 4.21, and Safe Infant Vital Statistics Guidelines](#).

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

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