



**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, 24-15**

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

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

**DATE:** July 15, 2024

**SUBJECT:** SOP 25.3 Adult Guardianship/Conservatorship

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

[SOP 25.3 Adult Guardianship/Conservatorship](#)

This update reflects necessary changes as a result of [SB 74](#). Language has been added to state that an employee of the Cabinet for Health and Family Services (Cabinet/CHFS) may serve on the interdisciplinary team (IDT) if they have one (1) year of investigative experience and training on conducting decisional capacity assessments. Language referencing [KRS 335.080](#) and [KRS 335.090](#) about establishing equivalency of a BSW or MSW has been removed.

Language has been edited to indicate the move of the Division of Guardianship Services to the Department for Community Based Services.

A new section under procedure has been labeled Interdisciplinary Team (IDT) Court Reports. In this section guidelines and recommendations for IDT initiation have also been added. Under completing the IDT court report, additional requirements have been outlined to ensure compliance with what is required in [KRS 387](#). This subsection separates items that should



be included at a minimum as well as items that should be considered supporting information.

Also included in this section is guidance around submission of the IDT and the hearing. To mirror statute, language has been added to require the court report be submitted ten (10) working days prior to the hearing. Language is also added to state that a new court order will be necessary when a hearing does not occur within ninety (90) days of completing the report. Language is added to allow for two (2) extensions to be requested for hearing delays.

Language has also been added to address giving a professional opinion on voting rights of the respondent.

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

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