



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, 24-22

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

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

DATE: October 2, 2024

SUBJECT: SOP 12.3, SOP 1.5, and forms

The purpose of this transmittal letter is to notify staff of SOP edits related to recent regulatory changes:

[SOP 12.3 Foster and Adoptive Home Applicant Assessment](#) edit made to clarify relatives under the age of twenty-one (21).

[SOP 1.5 Supervision and Consultation](#)

[Annual Non-Familial Foster Parent Approval Background and Training Letter](#) updates are made to training hours.

[Annual Non-Familial Foster Parent On-Hold Background and Training Sample](#) updates are made to training hours.

[Provide Supervisory Consultation Template](#) updates are made to training hours, and child-specific language is removed.



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

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