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**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 24-23**

**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:** November 1, 2024

**SUBJECT:** SOP 13.14, KAPE Hold, KAPE Hold Extension and DPP-196

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

[SOP 13.14 Referral of a Child to the Kentucky Adoption Profile Exchange \(KAPE\)](#)

[DPP-196 Kentucky Adoption Profile Exchange \(KAPE\) Referral](#)

[KAPE Referral Hold Request Template](#)

[KAPE Referral Hold Extension Request](#)

If you have any questions regarding these SOP edits, you may refer to the [PPTL 24-23 Statement of Consideration for SOP 13.14, KAPE Hold, KAPE Hold Extension, and DPP-196](#).

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

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