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**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 24-26**

**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:** December 18, 2024

**SUBJECT:** SOP 4.30, SOP 4.2, SOP 4.62, and SOP 4.63

This transmittal letter notifies staff of SOP edits. [SOP 4.30 Normalcy of Children and Youth in Out-of-Home Care](#) and [SOP 4.2 Indian Child Welfare Act \(ICWA\)](#) have been updated to remove LOC 4 and LOC 5 language.

SOP 4.62 Household Work and Operation of Machinery and SOP 4.63 Athletic Program Participation have been archived as the information in these sections is included in [SOP 4.30](#).

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

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