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PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 25-01

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: February 3, 2025

SUBJECT: SOP 4.18, SOP 5.2, SOP 5.4, SOP 5.5, SOP 5.7, and Determination worksheet

This transmittal letter notifies staff of the following SOP edits:

- [SOP 4.18 Ongoing Case Planning](#) updated to include needed language for title IV-E required by The Administration for Children and Families (ACF).
- [SOP 5.2 Ongoing Services and Permanency for the Child Placed through Relative or Fictive Kin Placement](#) general clean up and removal of the child-specific language.
- [SOP 5.3 Introduction to Subsidized Permanent Custody](#) updated to include needed language for title IV-E required by ACF.
- [SOP 5.4 Eligibility Requirements for Subsidized Permanent Custody \(SPC\)](#) updated to include needed language for title IV-E required by ACF.
- [SOP 5.5 Relative and Fictive Kin Subsidized Permanent Custody \(SPC\)](#) language removed and placed in SOP 5.4.
- [SOP 5.6 Subsidized Permanent Custody \(SPC\) Successor](#) federal citation added.
- [SOP 5.7 Approval of Subsidized Permanent Custody \(SPC\) Assistance](#) cleanup of language related to child care and federal citation added.

- [SOP 5.9 Annual Contact with Permanent Caregivers Subsidized Permanent Custody \(SPC\)](#) removal of a footnote.
- [SOP 5.11 Continuation of Title IV-E Subsidized Permanent Custody \(SPC\) Subsidy Assistance After Age Eighteen \(18\)](#) NEW SECTION
[Subsidized Permanent Custody \(SPC\) Determination Worksheet](#) update

These SOP edits are related to feedback from ACF. No field draft review was necessary.

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

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