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**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 25-24**

**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:** July 11, 2025

**SUBJECT:** SOP C7.17, C8.10, DPP-1257B and Subsidized Permanent Custody Determination (SPC) Worksheet

This transmittal letter notifies staff of edits to the following Standard Operating Procedure (SOP) sections and forms:

[C7.17 Ongoing Case Planning](#)

[C8.10 Annual Contact with Permanent Caregivers Subsidized Permanent Custody \(SPC\)](#)

[DPP-1257B Subsidized Permanent Custody \(SPC\) Annual Contact Form](#)

[Subsidized Permanent Custody Determination \(SPC\) Worksheet](#)

These SOP edits are related to feedback from the Administration for Children and Families (ACF). No field draft review was necessary.

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

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