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**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 25-33**

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

**FROM:** Clifton S. Bryant, Assistant Director II

**DATE:** November 25, 2025

**SUBJECT:** SOP C2.7 Initiating the Report

This transmittal letter notifies staff of changes to [SOP C2.7 Initiating the Report](#). As per [KRS 620.040](#), the Department for Community Based Services (DCBS) must notify the Department of Defense (DOD) family advocacy program if a parent or legal guardian of a child is a member of the United States Armed Forces and is the subject of an investigation. The [Department of Defense Notification Letter](#) can be found in SOP C2.7 and under the [Resources](#) tab in the [SOP manual](#).

Please remember to use CHROME as the browser when accessing the SOP manual.

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

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