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PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 25-35

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

DATE: December 5, 2025

SUBJECT: SOP C13.39 and Independent Adoption Subsidy Payment Exception

This transmittal letter notifies staff of changes to [SOP C13.39 Relative and Non-Relative Independent Adoptions](#). The [Independent Adoption Subsidy Payment Exception](#) form has also been added. The form is linked in SOP C13.39 and can also be found under the [Resources](#) tab in the [SOP manual](#).

The above SOP revisions were sent for field draft review; however, a statement of consideration is not required.

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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