



# DPP Policy & Procedure Weekly Update

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## In This Issue

- **Important Notice**
- Field Draft Review (FDR)
  - SOP Chapter 4
  - SOP Chapter 13
  - Tip Sheets, checklist & memo
  - Please send comments by June 14, 2022, to [dppsopeditor@ky.gov](mailto:dppsopeditor@ky.gov).
- PPIM 22-07 Infant Formula National Shortage

## Miscellaneous

- A new SOP policy manual is in the works! Stay tuned for additional information as we learn more about a possible release date.

### Important Notice

DCBS staff are required to use form versions that are within the SOP manual. Modified versions that are not in the SOP manual are **not permitted**. Some forms are incorporated into the Kentucky Administration Regulation (KAR) and can **only be modified** through amending regulations. Other forms within the SOP manual go through a formal vetting and approval process. Using unapproved versions of these forms can lead to liability issues for the user and can lead to incorrect information being provided/captured. If you have suggestions for modifications to any form currently in the SOP manual, please send those and why the modification is needed to [dppsopeditor@ky.gov](mailto:dppsopeditor@ky.gov) for consideration.

### Field Draft Review (FDR)

- SOP 4.17 Preparation for and Completion of the Ten (10) Day Conference
- SOP 4.18 Ongoing Case Planning
- Annual Permanency Hearing Tip Sheet
- Waiver of Reasonable Efforts Checklist
- Case Planning Objective Out-of-Home Care Tip Sheet
- SOP 4.9 Initial Placement Considerations
- SOP 4.20 Sibling Contact
- SOP 13.9 Sibling Relationship Decisions Post Termination of Parental Rights (TPR)
- Sibling Separation Memo

See the attached Zip File for the FDR items. Please review and submit feedback through your regional point person by **June 14, 2022**. Comments/feedback should be sent to [DPPSOPEditor@ky.gov](mailto:DPPSOPEditor@ky.gov). If you need the name of your point person, please reach out to Julie Cubert or Melanie Daniels via email.

### PPIM

#### PPIM 22-07 Infant Formula National Shortage