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Miscellaneous

- We continue to work on issues in the new SOP manual. If you encounter a specific issue, please notify [Melanie Daniels and Julie Cubert](#) or send an email to DPPSOPEditor@ky.gov. We appreciate your patience and working with us on a successful transition.

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 for consideration.

Field Draft Reviews—Group 1

- SOP 10.3 Non-Priority Request to Place a Kentucky Child in Another State with a Parent Relative or Fictive Kin Caregiver
- SOP 10.6 Request for Another State to Place a Child with a Parent or Relative-Fictive Kin Caregiver in Kentucky
- SOP 10.7 Request from Another State to Place a Child for Foster Care or Adoption in Kentucky
- SOP 10.11 ICPC Regulation 1-Conversion of Intrastate to Placement into Interstate Placement
- SOP 10.23 Introduction to Making Adoptive Interstate Placements
- SOP 10.26 Request for Interstate Compact on the Placement of Children (ICPC) Approval for Post Termination of Parental Rights (TPR) Placements

Field Draft Reviews—Group 2

- SOP 12.19 Closure of Foster or Adoptive Home and Reopening
- SOP 13.29 Sealing Closed Adoption Records
- SOP 30.13 Archiving Closed Case File Records

Field Draft Reviews—Group 3

- SOP 2.12 Completing the Assessment and Documentation Tool (ADT).
- SOP 2.15.8 Investigation Involving DCBS Employees
- SOP 2.15.9 Investigations of Human Trafficking
- SOP 2.22 Making a Finding, Notifications and Court Involvement

The field draft review feedback is due by COB, **October 10, 2022**. Please submit your feedback to DPPSOPEditor@ky.gov.