

## 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.

## Helpful Browser Tip:

**When accessing the SOP manual, the Chrome browser works much better than Microsoft Edge. If you experience error messages, verify that Chrome is your browser.**

## PPTL

- [PPTL 25-32 SOP C8.1 Relative and Fictive Kin Placement Consideration and DPP178 Acknowledgment Statement Options and Available Services for Relative and Fictive Kin Caregivers](#)

## Field Draft Reviews (FDRs)

- G1.23 Electronic Case File and the Case File Format

The above FDR is attached in this e-mail. Comments and feedback will be due by **COB on Friday, October 24, 2025**. Please outline which SOP/section you are referencing when you respond.

Send comments and feedback to [DPPSOPeditor@ky.gov](mailto:DPPSOPeditor@ky.gov) or email [Julie.Cubert@ky.gov](mailto:Julie.Cubert@ky.gov) and [Melanie.Daniels@ky.gov](mailto:Melanie.Daniels@ky.gov).

## GOOD NEWS!

The SOP manual search button is now roughly functional. We are aware of some kinks that are still being worked out; however, we are much closer to an efficient system. If you have comments or suggestions, please send them to [DPPSOPeditors@ky.gov](mailto:DPPSOPeditors@ky.gov).