

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.

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.

Did You Know?

- [DYK CPS HIPAA Letter Request for Information](#)

PPM

- [PPM 25-21 DPP 1275A Notice to Relative of Removal of a Child](#)
- [PPM 25-22 Service Array Financial Breakdown](#)
- [PPM 25-23 System Analysis Report and System Safety Review Process \(SSRP\) Manual](#)

Field Draft Reviews (FDRs)

- FDR SOP C13.39 Relative and Non-relative Independent Adoptions
- FDR-Independent Adoption Subsidy Payment Exception Form
- FDR SOP G2.7 Court Appointed Special Advocates (CASA)
- FDR SOP C6.5 Appointment of Guardian Ad Litem

The above FDR's is attached in the zip file. Comments and feedback will be due by **COB on Wednesday, November 19, 2025**. Please outline which SOP/section you are referencing when you respond.

Send comments and feedback to DPPSOPEditor@ky.gov or email Julie.Cubert@ky.gov and 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.