



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 22-01

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Acting Assistant Director
Division of Protection and Permanency

DATE: January 17, 2022

SUBJECT: Revisions to SOP 11.10, SOP 13.10, SOP 13.16, and SOP 13.26

The purpose of this transmittal letter is to inform staff of the following policy revisions:

[SOP 11.10 Wardship Cases](#) is a new SOP section that provides guidance for cases in which all persons having parental rights to a child placed in out-of-home care (OOHC) are deceased. These cases are referred to as wardship cases.

[SOP 13.10 Preparing the Presentation Summary Packet](#) has been updated to include language for wardship cases.

[SOP 13.16 Resource Home Placement](#) has been archived.

[SOP 13.26 Assisting the Adoptive Family's Attorney in Finalizing the Adoption of a DCBS Child](#) has been updated to include information for wardship cases.

The above SOP revisions were sent for field draft review; however, no statement of consideration is needed.

If you have any questions regarding this transmittal letter, please contact:

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