



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 22-05

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: February 28, 2022

SUBJECT: Revisions to SOP 12.3, SOP 12.5, SOP 12.6, and SOP 12.7

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

[SOP 12.3 Foster and Adoptive Home Applicant Assessment](#) and [SOP 12.5 Pre-Service Training Requirements for Foster and Adoptive Parent Applicants](#) clarification is added that a minimum of one (1) meeting will be in the home of the applicant and the other two (2) meetings will be either in the home or by videoconference, and at the discretion of the supervisor.

[SOP 12.6 Foster and Adoptive Home Parents Approved by Other States or Licensed Child Placing Agencies](#) the following language is added: The R&C worker assess during the in-home interview the applicant's home environment and prerequisites as outlined in [SOP 12.13 Home Environment Prerequisites](#).

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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