



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Office of the Commissioner

Andy Beshear
Governor

275 East Main Street, 3W-A
Frankfort, KY 40621
502-564-3703
502-564-6907
www.chfs.ky.gov/agencies/dcbs

Eric C. Friedlander
Secretary

Marta Miranda-Straub
Commissioner

PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 22-12

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

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

DATE: July 26, 2022

SUBJECT: SOP 4.9, 4.17, 4.18, 4.20, 13.9, Sibling Separation Memo, Waiver of Reasonable Efforts Checklist, Annual Permanency Hearing Tip Sheet, Case Planning Objectives OOHK Tip Sheet.

The purpose of this transmittal letter is to advise staff of the following SOP edits:

[SOP 4.9 Initial Placement Considerations](#) Provides guidance and instructions regarding initial sibling separation decision making.

[SOP 4.17 Preparation for and Completion of the Ten \(10\) Day Conference](#) Provides guidance when concurrent planning may be appropriate at the ten (10) day conference; such as when there are aggravated circumstances, when it is appropriate to consult with Office of Legal Services (OLS), that children age six (6) and older should participate in case planning, the need for monthly sibling visitation and when exceptions may be sought, and the requirement to submit the AOC-DNA 13 prior to court hearings.

[SOP 4.18 Ongoing Case Planning](#) Provides guidance for the ongoing review of sibling separation issues, expectations for sibling visitation, and the case plan modification requirement when there is a change in the family composition. Also outlines the components, timeframes, and case plan documentation involving concurrent planning. Timely completion of the DPP-191 Information to be Obtained from the Placing Parent/DPP 192 Biological Parent Consent Form at periodic case planning conferences, that children age six (6) and older should participate in case planning, and the requirement to submit the AOC-DNA 13 prior to Court hearings.

[SOP 4.20 Assessing and Maintaining Sibling Contact](#) Provides guidance and instructions on appropriate assessment of the need for sibling separation, required sibling visitation, and maintaining sibling relationships throughout the life of a case.

[SOP 13.9 Sibling Relationship Decisions](#) Addresses permanent sibling separation for the purposes of adoption: the process, approval authority, timeframes, and the re-evaluation of the separation for any siblings that remain separated in out-of-home care (OOHC).

The following documents have been updated and can be found under the [Resources](#) tab located at the bottom of each page in the [Online Standard of Practice Manual](#).

[Sibling Separation Memo](#)
[Waiver of Reasonable Efforts Checklist](#)
[Annual Permanency Hearing Tip Sheet](#)
[Case Planning Objectives OOHC Tip Sheet](#)

If you have any questions regarding this transmittal letter, you may refer to the [PPTL 22-12 Statement of Consideration for SOP 4.9, 4.17, 4.18, 4.20, 13.9, Sibling Separation Memo, Waiver of Reasonable Efforts Checklist, Annual Permanency Hearing Tip Sheet, and Case Planning Objectives OOHC Tip Sheet](#).

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

Veronica Jordan Sears, Adoption Services Branch Manager
VeronicaJ.Sears@ky.gov
(502) 564-2147

Kristin Breeden, OOHC Branch Manager
Kristin.breeden@ky.gov
502-564-2147