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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 23-01

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: January 18, 2023

SUBJECT: SOP 11.36, SOP 11.36.1, SOP 11.36.2, SOP 11.36.4, SOP 11.36.6,
Pre-permanency DSS-161 Checklist, and Pre-permanency Conference
Certificate

The purpose of this transmittal letter is to notify staff of the following revisions to Standard of Practice (SOP).

[SOP 11.36 Involuntary Termination of Parental Rights \(TPR\)](#) clarification has been added that the pre-permanency conference should occur no later than nine (9) months of the child entering out-of-home care. If a waiver of reasonable efforts has been issued by the court for any reason, the SSW consults with supervisory staff and OLS within thirty (30) calendar days

[SOP 11.36.1 Pre-Permanency Planning Conference](#) additional guidance has been added for the SSW when preparing for the pre-permanency conference.

SOP 11.36.2 Initiating the Request for Involuntary Termination of Parental Rights (TPR) has been archived and the information has been combined with SOP 11.36.1.

SOP 11.36.4 Notice to OLS of Filing the Involuntary Termination of Parental Rights (TPR) Petition has been archived and the information has been combined with SOP 11.36.1.

[SOP 11.36.6 Involuntary Termination of Parental Rights \(TPR\) Hearing and Order of Judgement](#) language is added, stating that the SSW ensures that a certified copy of the TPR order is included in the original presentation summary packet, and that the summary packet is sent to DAFM's Records Management Section once it is approved.

The following forms have also been updated:

[Pre-Permanency DSS-161 Checklist](#)

[Pre-Permanency Conference Certificate](#)

If you have any questions regarding these SOP edits, you may refer to the [PPTL 23-01 Statement of Consideration for SOP 11](#).

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

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