



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 23-04

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: March 1, 2022

SUBJECT: SOP 1.7, 4.14, 11.35, 11.35.1, and 12.17

The purpose of this transmittal letter is to notify staff of the following edits to Standard of Practice.

[SOP 1.7 Family Team Meeting](#) Kinship care language has been removed; fictive kin language has been added. Clarification is added for concurrent planning.

[SOP 4.14 Timeframes for all OOHC Cases](#) language is removed regarding sending the DPP-106B to MCO. Refers to SOP 4.18 for Ongoing case planning.

[SOP 11.35 Voluntary Termination of Parental Rights \(TPR\)](#) advises that SSW may not assist or answer any legal questions associated with a voluntary termination of parental rights. Clarification is provided for the SSW when a parent expresses interest in or has questions about a voluntary TPR.

SOP 11.35.1 Voluntary TPR Petition/Drafting: DELETED



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[SOP 12.17 Foster and Adoptive Home Reviews](#) provides guidance for when a foster parent wishes to voluntarily terminate their parental rights on a biological or adopted child.

If you have any questions regarding these SOP edits, you may refer to the [PPTL 23-04 Statement of Consideration for SOP 1.7, 4.14, 11.35, 11.35.1, and 12.17](#)

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

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