

DEPARTMENT OF CHILDREN AND FAMILIES

Official Policy, Forms and Practice Guides

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Policy

The Department of Children and Families (DCF) Policy Manual shall identify legal requirements and agency mandates.

The Policy Manual may be supplemented with official DCF forms and practice guides.

Responsibilities of the Legal Division

The Legal Division shall

- provide legal consultation and advice regarding the intersection of the proposed policy with existing policies and regulations
 - provide technical assistance
 - maintain the Policy Manual
 - post all changes and updates to the DCF website.
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Responsibilities of the Policy Sponsor

The Policy Sponsor shall

- ensure policy content is up to date
 - discuss proposed new or revised policies with the Executive Team member in their chain of command for approval to initiate the process
 - draft new or revised policy
 - promulgate the policy through the approval process.
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First Draft

The policy sponsor's first draft shall include:

- the policy
- any related practice guides or other materials cited in the text
- any related forms (new or revised).

The first draft shall be submitted to all identified stakeholders, including

- the Office of Clinical and Community Consultation and Support (ensure policy and content is trauma informed)
 - the Office of Multicultural Affairs (for Racial Justice review)
 - the Office of Fiscal Services (IV-E and budget review)
 - the Legal Division
 - the Academy for Workforce Development.
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Practice Guides and Forms

The Policy Sponsor may also develop a Practice Guide, educational materials or similar documents, to expand on related practice, procedures or protocol.

DCF forms must be related to the policy in development and shall be created or revised by the Policy Sponsor at the same time as the policy is developed or revised.

Note: DCF forms may be updated at the discretion of the Legal Division/Executive Team.

All forms will be

- assigned an official DCF form number prior to issuance
- converted to fillable PDF's before being published on the web.

Approval Process

The policy sponsor shall

- review comments and proposed revisions from stakeholders with their chain of command, including their Executive Team member, and revise the policy as appropriate
- submit the revised policy to Senior Administration Meeting (SAM) for review and resolution of any outstanding disagreements/concerns with stakeholders proposed edits
- submit finalized policy to Executive Team for approval
- present final, approved, policy to the Business Process Meeting (BPM) for discussion of implementation plan, as necessary.

Promulgation

After approval by Executive Team, the policy unit shall make all final formatting edits.

The policy unit shall forward the final draft to the Commissioner for her signature.

The policy unit shall post all approved policies, practice guides and forms on the DCF website.

For non-substantive policy changes, the Executive Team, to promote efficiency, may adjust the promulgation process as needed on a case-by-case basis.
