



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice

Below is a listing of new/revised policies and policy related updates. Applicable State and Federal Laws and Rules governing policies are listed in "Authority" Section and applicable best practice standards are listed in the "Standards" section of each policy. New/revised policies should be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#). If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

The "**Policy on PREVIEW**" notation below indicates that the revised/new policies are placed in the **PREVIEW** folder on the "**Policies and Procedures**" web page for a maximum of thirty (30) days (or less as applicable) prior to their effective date and will require a **MAJOR** review unless otherwise specified. The thirty (30) day **PREVIEW** period is designated for policy review, interpretation and/or training. For revised policies, the **PREVIEW** document will be "marked up" and contain both deleted and revised information that represents the final/approved policy. Deleted information will be displayed as a "strikethrough" (ex., ~~strikethrough~~) and revised information will be displayed in red font. Some policies may not be "marked up" and these represent a total re-write or new policy which will require a **MAJOR** policy review. During the thirty (30) day **PREVIEW** period the current policy will remain in the policy chapter until the effective date of the new/revised policy. After the thirty (30) day **PREVIEW** period ends, the official policy will be moved to the appropriate Policy Chapter. Policy revisions that are **MINOR** or required to be implemented immediately due to changes in laws, rules, etc., may not be placed on **PREVIEW** or sent on policy review, but placed directly in the policy chapter, an effective date assigned accordingly and announced to staff immediately.

NOTES



- ◆ **Use the "FIND" feature on the Forms Web Page to quickly locate forms:** Click "**EDIT**" in the top left corner on the Forms Web Page and select "**Find.**" In the "**Find**" dialogue box, type in a **portion of the form title**, or the **complete form title**, or the **form number** to search for forms on this page.
- ◆ If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	Resource Home Approval	16	John Johnson, Director Foster Care/Adoptions	10/15/09	<u>Additional new form:</u> CS-0921, Waiver of Criminal Charges

Summary of Revisions:

Procedures were extensively revised and requires a thorough review. **Policy on PREVIEW** until effective date October 15, 2009. **Major policy review required.**

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	***Forms Associated with Policies and Procedures
2.	16.8 Responsibilities of Resource Homes	16	John Johnson, Director Foster Care/Adoptions	10/15/09	Additional new form: CS-0921, Waiver of Criminal Charges
Summary of Revisions:		Procedures were extensively revised and requires a thorough review. <i>Policy on PREVIEW</i> until effective date October 15, 2009. Major policy review required.			
3.	Departmental Resource Home Eligibility (D-RHET) Protocol	16	John Johnson, Director Foster Care/Adoptions	05/15/09	None
New Protocol:		Outlines procedures for DCS Regional Foster Care Support staff to ensure the approval and continued eligibility for resource homes for compliance with the rules and requirements of Title IV-E of the Social Security Act (Sections 470-479a).			
4.	Resource Home Eligibility(RHET) Protocol	16	John Johnson, Director Foster Care/Adoptions	05/15/09	None
New Protocol:		Outlines procedures for Private Provider staff to ensure the approval and continued eligibility for resource homes for compliance with the rules and requirements of Title IV-E of the Social Security Act (Sections 470-479a).			
5.	Protocol for Requesting a Waiver of Criminal Charges	16	John Johnson, Director Foster Care/Adoptions	10/01/09	None
New Protocol:		Outlines procedures for requesting a waiver for persons with certain criminal charges/convictions seeking to become DCS resource parents.			

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