



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice - December 30, 2010

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-Meetings, Information Sharing Policy Dev and Review](#). 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 on the list 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 depending on the circumstances) prior to their effective date for implementation. The thirty (30) day **PREVIEW** period is designated for instruction, interpretation and/or training prior to implementation. For revised policies, the **policy** will be "**marked up**" so staff can view exactly what has changed. **DELETED** information will be displayed as a "strikethrough" and highlighted (ex., ~~strike through~~) and **NEW** information will be represented in **red font**. **NOTE: Policies on "PREVIEW" status have been approved by Executive Management and signed by the Commissioner and are not subject to review for additional changes.** After the **PREVIEW** period, the policy will be placed in the official policy chapter on the "[Policies and Procedures](#)" web page. Some policies may not be "marked up" and these represent a total re-write or new policy which will require a **MAJOR** policy review. 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 posted in the policy chapter, an effective date assigned accordingly and announced to staff.

NOTES & TIDBITS



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- ◆ For the **most current version** of Policies and Procedures **always** refer to the "[Policies and Procedures](#)" Web Page.
 - ◆ A Policy on "**PREVIEW**" status is an opportunity for an advance review for instruction, interpretation and/or training on the policy or document before it is implemented. Policies on "**PREVIEW**" status have been approved by Executive Management and signed by the Commissioner and **are not** subject for review.
 - ◆ 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.
 - ◆ **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	New/Updated Forms Associated with Policies and Procedures
1.	15.11	Adoption Assistance	15	John Johnson, Director Foster Care	10/1/10	Subsidy Manual for Adoption Assistance and Subsidized Permanent Guardianship CS-0459, Adoption Assistance Renewal Affidavit

- **Major Policy Review:** A New policy or existing policy revisions that are substantial and/or impact current practice or processes. An overview or training should be conducted with applicable staff.
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor revisions that may not have a significant impact on current practice or process).

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms Associated with Policies and Procedures
						CS-0513, Adoption Assistance Agreement CS-0674, Special or Extraordinary Rate Request CS-0931 Certification of Eligibility for Title IV-E Fostering Connections Adoption Assistance CS-0821, Certification of Eligibility for Title IV-E/State Funded Adoption Assistance
Policy revision:		Policy revised due to federal requirements. Policy effective date 10/1/10 . Major policy review required.				
2.	16.29	Resource Home Board Rates	16	John Johnson, Director Foster Care	10/1/10	CS-0544, Resource Home Placement Checklist CS-0674, Special or Extraordinary Rate Request
Policy revision:		Policy revised due to federal requirements. Policy effective date 10/1/10 . Major policy review required.				
3.	16.36	Title IV-E Foster Care Funds	16	John Johnson, Director Foster Care	10/1/10	CS-0674, Special or Extraordinary Rate Request
Policy revision:		Policy revised due to federal requirements. Policy effective date 10/1/10 . Major policy review required.				
4.	16.39	Subsidized Permanent Guardianship	16	John Johnson, Director Foster Care	10/1/10	CS-0674, Special or Extraordinary Rate Request CS-0719, Intent To Obtain Permanent Guardianship Agreement and Application CS-0721, Subsidized Permanent Guardianship Agreement

- **Major Policy Review:** A New policy or existing policy revisions that are substantial and/or impact current practice or processes. An overview or training should be conducted with applicable staff.
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor revisions that may not have a significant impact on current practice or process).

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms Associated with Policies and Procedures
Policy revision: Policy revised due to federal requirements. Policy effective date 10/1/10. Major policy review required.						
5.	16.46	Child/Youth Referral and Placement	16	John Johnson, Director Foster Care	10/1/10	CS-0544, Resource Home Placement Checklist CS-0674, Special or Extraordinary rate Request
Policy revision: Policy revised due to federal requirements. Policy effective date 10/1/10. Major policy review required.						
6.	16.50	Concurrent Eligibility For Supplemental Security Income(SSI) and Title IV-E Foster Care Payments	16	John Johnson, Director Foster Care Faye Harris, Director Child Welfare Benefits	10/1/01	None
Policy revision: Policy revised due to federal requirements. Policy effective date 10/1/10. Major policy review required.						

- **Major Policy Review:** A New policy or existing policy revisions that are substantial and/or impact current practice or processes. An overview or training should be conducted with applicable staff.
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor revisions that may not have a significant impact on current practice or process).