

DCS Policy Review Calendar 2024-2025

JANUARY

| Task | Due Date |
|--|-------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | January 2, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | January 9, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | January 16, 2024 |
| • Policy Owners review comments and submit revisions to PDU | January 19, 2024 |
| • Preview & Executive Review (2 weeks) | January 23, 2024-February 2, 2024 |
| • Policy Owners review comments and submit revisions to PDU | February 9, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | February 13, 2024-February 23, 2024 |
| • POLICY EFFECTIVE DATE | **February 29, 2024 or TBA |

FEBRUARY

| Task | Due Date |
|--|---------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | February 6, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | February 12, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | February 20, 2024 |
| • Policy Owners review comments and submit revisions to PDU | February 23, 2024 |
| • Preview & Executive Review (2 weeks) | February 28, 2024-March 8, 2024 |
| • Policy Owners review comments and submit revisions to PDU | March 14, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | March 19, 2024-March 26, 2024 |
| • EFFECTIVE DATE | **March 28, 2024 or TBA |

MARCH

| Task | Due Date |
|--|--------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | March 5, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | March 11, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | March 19, 2024 |
| • Policy Owners review comments and submit revisions to PDU | March 22, 2024 |
| • Preview & Executive Review (2 weeks) | March 26, 2024-April 5, 2024 |
| • Policy Owners review comments and submit revisions to PDU | April 11, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | April 16, 2024-April 24, 2024 |
| • POLICY EFFECTIVE DATE | **April 30, 2024 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)

DCS Policy Review Calendar 2024-2025

APRIL

| Task | Due Date |
|--|----------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | April 2, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | April 9, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | April 16, 2024 |
| • Policy Owners review comments and submit revisions to PDU | April 19, 2024 |
| • Preview & Executive Review (2 weeks) | April 24, 2024-May 3, 2024 |
| • Policy Owners review comments and submit revisions to PDU | May 10, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | May 14, 2024-May 24, 2024 |
| • POLICY EFFECTIVE DATE | **May 31, 2024 or TBA |

MAY

| Task | Due Date |
|--|-----------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | May 7, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | May 13, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | May 21, 2024 |
| • Policy Owners review comments and submit revisions to PDU | May 27, 2023 |
| • Preview & Executive Review (2 weeks) | May 29, 2024-June 7, 2024 |
| • Policy Owners review comments and submit revisions to PDU | June 13, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | June 17, 2024-June 25, 2024 |
| • POLICY EFFECTIVE DATE | **June 28, 2024 or TBA |

JUNE

| Task | Due Date |
|--|-----------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | June 4, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | June 10, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | June 18, 2024 |
| • Policy Owners review comments and submit revisions to PDU | June 21, 2024 |
| • Preview & Executive Review (2 weeks) | June 25, 2024-July 5, 2024 |
| • Policy Owners review comments and submit revisions to PDU | July 10, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | July 16, 2024-July 26, 2024 |
| • POLICY EFFECTIVE DATE | **July 31, 2024 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)

DCS Policy Review Calendar 2024-2025

JULY

| Task | Due Date |
|--|---------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | July 2, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | July 8, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | July 16, 2024 |
| • Policy Owners review comments and submit revisions to PDU | July 19, 2024 |
| • Preview & Executive Review (2 weeks) | July 23, 2024-August 2, 2024 |
| • Policy Owners review comments and submit revisions to PDU | August 9, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | August 13, 2024-August 23, 2024 |
| • POLICY EFFECTIVE DATE | **August 30, 2024 or TBA |

AUGUST

| Task | Due Date |
|--|---------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | August 6, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | August 12, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | August 20, 2024 |
| • Policy Owners review comments and submit revisions to PDU | August 23, 2024 |
| • Preview & Executive Review (2 weeks) | August 27, 2024-September 6, 2024 |
| • Policy Owners review comments and submit revisions to PDU | September 11, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | September 17, 2024-September 25, 2024 |
| • POLICY EFFECTIVE DATE | **September 30, 2024 or TBA |

SEPTEMBER

| Task | Due Date |
|--|------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | September 3, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | September 9, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | September 17, 2024 |
| • Policy Owners review comments and submit revisions to PDU | September 20, 2024 |
| • Preview & Executive Review (2 weeks) | September 24, 2024-October 4, 2024 |
| • Policy Owners review comments and submit revisions to PDU | October 11, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | October 15, 2024-October 25, 2024 |
| • POLICY EFFECTIVE DATE | **October 31, 2024 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

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DCS Policy Review Calendar 2024-2025

OCTOBER

| Task | Due Date |
|--|-------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | October 1, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | October 7, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | October 16, 2024 |
| • Policy Owners review comments and submit revisions to PDU | October 18, 2024 |
| • Preview & Executive Review (2 weeks) | October 23, 2024- November 1, 2024 |
| • Policy Owners review comments and submit revisions to PDU | November 8, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | November 15, 2024-November 22, 2024 |
| • POLICY EFFECTIVE DATE | **November 29, 2024 or TBA |

NOVEMBER

| Task | Due Date |
|--|-------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | November 5, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | November 11, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | November 20, 2024 |
| • Policy Owners review comments and submit revisions to PDU | November 22, 2024 |
| • Preview & Executive Review (2 weeks) | November 26, 2024-December 6, 2024 |
| • Policy Owners review comments and submit revisions to PDU | December 11, 2024 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | December 13, 2024-December 20, 2024 |
| • POLICY EFFECTIVE DATE | **December 30, 2024 or TBA |

DECEMBER

| Task | Due Date |
|--|------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | December 3, 2024 |
| • Policy Owners approve edits and return final drafts to PDU | December 9, 2024 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | December 18, 2024 |
| • Policy Owners review comments and submit revisions to PDU | December 20, 2024 |
| • Preview & Executive Review (2 weeks) | December 27, 2023-January 10, 2025 |
| • Policy Owners review comments and submit revisions to PDU | January 15, 2025 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | January 17, 2025-January 27, 2025 |
| • POLICY EFFECTIVE DATE | **January 31, 2025 or TBA |

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** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)