

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA6	Effective Date: October 1, 2007	Version: 1.0
<b>POLICY TITLE: CREATING ADMINISTRATIVE LETTERS</b>		
<b>OVERVIEW:</b> The Policy Unit within the Practice Support Division in the Department of Child Services (DCS) will be the starting point and primary repository for all Administrative Letters. A Policy Analyst will assist the requestor in creating the Administrative Letter.		

**I. DEFINITIONS**

- a. Letter Head: The accepted standard, recognized by DCS for Administrative Letters. The correct font for Administrative Letters – Times New Roman 12

**II. REFERENCES**

- a. N/A

**III. POLICY**

Use the following process to create an Administrative Letter:

1. The requestor must e-mail DCS Policy and include a general overview of the letter or draft letter;
2. The Policy Manager will assign an analyst to assist the requestor;
3. The following people must review and sign off in the order shown:
  - a. Policy Manager,
  - b. Deputy Director of requesting division,
  - c. Deputy Director of Practice Support, and
  - d. Director of DCS.

4. The Policy Unit will obtain the next sequence number from the Administrative Assistant of Practice Support:
  - a. This will be inserted under the subject heading. See Related Information for an example.

**Note:** This will give the Administrative Assistant the ability to track Administrative Letters.

5. The Policy Unit will e-mail the final version to “FSSA WebRequests”:
  - a. In PDF format to be posted on the DCS Internet Site in Child Welfare Policies under Policy Changes Implemented via Admin Letters;
  - b. Include any pertinent information about the letter; and
  - c. Whom to contact with questions.

6. The Policy Unit will e-mail the letter in PDF format to:
  - a. The Field, with the following information in the e-mail:
    - Send to: DCS Staff
    - From: DCS Policy
    - Subject: Title of the Administrative Letter
    - Body - Describe what the Administrative letter is about, date effective, and whom to contact with questions.

- b. The Business Systems Consultant for Indiana Child Welfare Information Services (ICWIS), who will:
  - 1) Post the letter to the ICWIS Bulletin Board.
- 7. Deliver the original letter (signed) to the Administrative Assistant in the Practice Support Division, who will:
  - 1) Archive the letter in a file cabinet.
- 8. The policy department will archive the Administrative Letter to their SharePoint under Admin Memos in Administrative Letters.
- 9. The policy analyst will update the corresponding section in Policy.

**Related Information:**

Information under the Letter Head

space  
space  
space

Month day, year

Date – align center

space

To:

Regional Managers  
Directors, Local Offices, Department of Child Services

space

From:

James W. Payne, Director  
Department of Child Services

space

Name, Title  
Division Name

{Name, Deputy Director

space

Subject:

Title  
DCS-XX-XX

{A specific title  
{-XX Year, -XX Sequence number

space

space

Paragraphs describing the administrative letter...

At least 2 spaces

Sincerely,

{Closing – align center

space

space

space

James W. Payne, Director  
Department of Child Services

