

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-6	Effective Date: October 1, 2013	Version: 3.0
POLICY TITLE: CREATING ADMINISTRATIVE LETTERS		
OVERVIEW: The Department of Child Services (DCS) Policy Unit will be the contact for the development of all Administrative Letters. A Policy Analyst will draft the Administrative Letter with input from the requestor.		

I. DEFINITIONS

N/A

II. REFERENCES

N/A

III. STATEMENTS OF PURPOSE

- A. The Policy Unit will be the contact for the development of all Administrative Letters.
- B. The requestor will complete the [DCS Policy Request Form](#) and submit to the Policy Unit.
- C. After the Policy Unit receives a request, a Policy Analyst will draft the Administrative Letter with the input from the requestor and others (as needed).

IV. PROCEDURE

- A. To create an Administrative Letter, the requestor will e-mail the DCS Policy box and include a general overview of the letter in the [DCS Policy Request Form](#).
- B. The Policy Manager will assign an analyst to draft the letter with input from the requestor and others (as needed).
- C. After the Administrative Letter is drafted, the following people or his or her designee must review and sign to verify his or her approval (in the order shown):
 1. Policy Manager,
 2. Deputy Director of the requesting division,
 3. Deputy Director of Field Operations,
 4. DCS General Counsel, and
 5. Deputy Director of Permanency and Practice Support.
- D. The Administrative Letter will be sent to the Director of DCS for final approval and signature.
- E. The Policy Unit will obtain the next sequence number from the Administrative Assistant of Permanency and Practice Support. This number will be inserted under the subject heading.

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

- F. The Policy Unit will e-mail the final version in Portable Document Format (PDF) to the appropriate person to post the Administrative Letter. The Administrative Letter will be posted on the DCS Internet Site in Child Welfare Policies under Policy Changes Implemented via Admin Letters.
- G. The Policy Unit will e-mail the letter in PDF format to the Field. The e-mail will be sent to all DCS Staff from the DCS Policy box. The Subject of the e-mail will be the title of the Administrative Letter. The body of the e-mail will include a description of what the Administrative Letter is about, date effective, and whom to contact with questions.

V. FORMS

[DCS Policy Request Form](#)

VI. PRACTICE GUIDANCE

Administrative Letters are official policy in letterform. Policies are often implemented through an Administrative Letter when the effective date for the policy is a time constraint to the complete policy development process. Pertinent information from Administrative Letters is incorporated into the existing policy documents depending upon the nature of the policy and as time permits.

Date: October 1, 2013
Mary Beth Bonaventura, Director
Department of Child Services

A signed copy is on file.

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