

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-6	Effective Date: May 1, 2021	Version: 4.0
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 Recommendation for Development or Revision of DCS Policy 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 and any documents pertinent to the development of the letter in the Recommendation for Development or Revision of DCS Policy 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 their designees must review and verify their approval:
 1. Deputy Director of the requesting division, and
 2. Each Deputy Director whose division is directly impacted.
- D. The Administrative Letter will be sent to the Agency Director or designee for final approval and signature.
- E. The Policy Unit will assign the next sequence number, and this number will be inserted under the subject heading.
- F. The Policy Unit will post the final version of the Administrative Letter on the DCS Internet Site in Child Welfare Policies under Policy Changes Implemented via Administrative Letters.
- G. The Policy Unit will collaborate with the Deputy Director of the requesting division to plan for distribution of the Administrative Letter to all DCS Staff.

V. FORMS

[Recommendation for Development or Revision of Department of Child Services \(DCS\) Policy \(SF 57053\)](#)

VI. PRACTICE GUIDANCE

Administrative Letters are official policy in letter form. Policies are often implemented through an Administrative Letter when the effective date for the policy is time sensitive and does not allow for the complete policy development process. Pertinent information from Administrative Letters will then be incorporated into existing policy documents as time permits.

Date: April 7, 2021
Terry Stigdon, Director
Department of Child Services

A signed copy is on file.