DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

May 31, 1984

TO: THOSE RECEIVING THE DIVISION OF CHILD AND FAMILY SERVICES MANUAL

FROM: Gerald E. Thomas, Assistant Secretary
Health and Rehabilitative Services

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT - MS OB-16

SUBJECT: Issuance of the Division of Children and Family Services Manual

The DCFS Manual contains 565 sheets of paper.

INTRODUCTION

This manual is issued to provide policy and procedural guidelines for field office staff of the new Division of Children and Family Services (DCFS). Establishing a separate DCFS Manual at this time will ease the Division's task of reviewing service delivery of family and children's services and issuing the revised text.

EFFECTIVE DATE

The effective date for this manual is July 1, 1984.

CHANGES FROM MANUAL G

There has been no attempt at this time to change policies and procedures previously issued by Community Services. Chapter 1, Social Service Policy and Administration, and Chapter 2, Social Service Delivery System, have been revised primarily to delete information that does not apply to DCFS and to update terminology.

All chapters except 1 and 2 retain the office and position titles used by Community Services with one exception: The Social Service Random Moment Time sample in Chapter 2 retains CSO terminology and will have joint CSO and DCFS responsibility until further notice. Until chapters are revised, use the following chart to convert Community Services terminology to DCFS terminology:

Regional Administrator (RA) or Regional Director (RD) and Community Services Office Administrator (CSOA)	=	Children and Family Service Center Director
Community Services Office (CSO)	=	Children and Family Services Center Area Office

Other changes from Manual G are as follows:

1. Chapter 1, section 1.15, Social Service Policy and Administration, now references a DSHS 5-186(X), Request for Clarification/Modification of Policy or Procedure. The form is designed to be used to formally request interpretation or changes to DCFS policies or procedures.

2. Chapter 3, Social Service Eligibility, is not included. Eligibility instructions are located in each program chapter.

3. Social Services Payment System information is now issued in the new SSPS Manual. The SSPS Manual will also be issued July 1, 1984.

4. Chapter 5 consists of an interim notice on social service overpayments. This will be expanded later into a regular chapter.

5. Chapter 33, Maintenance Payment Funding Source Eligibility for Children in Out-of-Home Placement, is a new chapter. A summary of the key policy and procedural changes is located in front of the chapter.

6. Chapter 99, Forms, contains all DSHS forms used for DCFS field offices. "Suggested formats" remain at the end of each chapter.

7. The section on RCWs was not duplicated since RCWs are now located in the departmental manual entitled "Laws Relating to DSHS."

MANUAL ASSEMBLY

Divide the chapters among the three volumes of binders as you see best. The tab for Chapter 22 will be used when the Family Planning chapter is rewritten.

INTERIM NOTICES

Notices reproduced from Manual G are printed on gray paper. They will retain their "G" prefix and their current number.

Interim notices for the DCFS Manual will be tan and will use a "T" prefix. There will be several Tan Notices issued with your manual that will need to be inserted.

Control sheets for interim notices are attached to T-1.

CONTROL SHEETS

Control sheets for regular revisions and interim notices are located at the end of the manual.