# AX CA ESSENTIAL RECORDS

| | |
|---|---|
| **DIVISION:** (Required Field) | Program and Policy |
| **DOCUMENT TYPE:** (Required Field) | Manual |
| **MEDIA:** | **Select Media** |
| **TOPIC:** (Required Field) | Manual Revision |
| **DOCUMENT TITLE:** | Manual G<br>Chapter: 01 |
| **DOCUMENT DATE/RANGE:** (Required Field) | |
| **DAN NUMBER:** | **Select DAN Number** |
| **RESTRICTED OR LITIGATION HOLD:** | **Select Restricted or Litigation Hold** |
| **NOTES:** | |

**DO NOT MAKE PHOTO COPIES OF THIS!**
(Always print copies directly from this electronic document)

00000005000

06/06/2017

# TABLE OF CONTENTS

| CHAPTER | |
|---|---|
| 10 | SERVICE ELIGIBILITY |
| 14 | RECEPTION & INTAKE |
| 18 | GENERAL SERVICE PROCEDURES |
| 22 | HEARINGS |
| 26 | INFORMATION AND REFERRAL |
| 30 | ADULT PROTECTIVE SERVICES |
| 34 | ADOPTION SERVICES |
| 38 | MISCELLANEOUS SERVICES TO FAMILIES, CHILDREN & ADULTS (Including Home Delivered Meals, Services to Persons Released from Mental Hospitals and Protective Payment) |
| 42 | SERVICES TO THE BLIND |
| 44 | PURCHASE OF SERVICES (Including Day Care for the Aged, Sheltered Workshops, Alcoholism Treatment, Mental Health, Developmental Centers) |
| 46 | PLACEMENT SERVICES |
| 50 | DAY CARE SERVICES FOR CHILDREN (Including Migrant Day Care) |
| 54 | CHILD PROTECTIVE SERVICES |
| 58 | FAMILY PLANNING |
| 60 | SERVICES TO SCHOOL AGE PARENTS |
| 62 | FOSTER CARE |
| 63 | FOSTER HOME LICENSING |
| 66 | DEVELOPMENTAL DISABILITIES CASE SERVICES & HOME AIDE SERVICES |
| 70 | HOMEMAKER SERVICES |
| 72 | CHORE SERVICES |
| 74 | JUVENILE COURT SERVICES |
| 78 | MEDICAL CARE SERVICES |

# TABLE OF CONTENTS

Table of Contents

Introduction

Chapter 01 Social Service Policy and Administration

Chapter 02 Social Service Delivery System

Chapter 05 Social Service Overpayments

Chapter 06 Licensing/Certification

Chapter 20 Information and Referral

Chapter 22 Family Planning

Chapter 28 Day Care Services for Children

Chapter 42 Chore Services

Chapter 44 Adult Protective Services

Chapter 46 Residential Services for Adults

Chapter 48 Health Support Services

Chapter 60 Financial Support Services

Chapter 62 Volunteer Services

Chapter 64 Work Incentive (WIN) Program

Chapter 66 Employment and Training (E&T) Program

Chapter 68 Indochinese Refugee Program

Chapter 99 General Forms

Revision Control sheets

Revision Cover Memoranda

# TABLE OF CONTENTS

| CHAPTER | |
|---|---|
| 10 | SERVICE ELIGIBILITY |
| 14 | RECEPTION & INTAKE |
| 18 | GENERAL SERVICE PROCEDURES |
| 22 | HEARINGS |
| 26 | INFORMATION AND REFERRAL |
| 30 | ADULT PROTECTIVE SERVICES |
| 34 | ADOPTION SERVICES |
| 38 | MISCELLANEOUS SERVICES TO FAMILIES, CHILDREN & ADULTS (Including Home Delivered Meals, Services to Persons Released from Mental Hospitals and Protective Payment) |
| 42 | SERVICES TO THE BLIND |
| 44 | PURCHASE OF SERVICES (Including Day Care for the Aged, Sheltered Workshops, Alcoholism Treatment, Mental Health, Developmental Centers) |
| 46 | PLACEMENT SERVICES |
| 50 | DAY CARE SERVICES FOR CHILDREN (Including Migrant Day Care) |
| 54 | CHILD PROTECTIVE SERVICES |
| 58 | FAMILY PLANNING |
| 60 | SERVICES TO SCHOOL AGE PARENTS |
| 62 | FOSTER CARE |
| 63 | FOSTER HOME LICENSING |
| 66 | DEVELOPMENTAL DISABILITIES CASE SERVICES & HOME AIDE SERVICES |
| 70 | HOMEMAKER SERVICES |
| 72 | CHORE SERVICES |
| 74 | JUVENILE COURT SERVICES |
| 78 | MEDICAL CARE SERVICES |

TABLE OF CONTENTS

CHAPTER

82 HEALTH SUPPORT SERVICES

86 EMPLOYMENT AND TRAINING

90 VOLUNTEER SERVICES

94 JUVENILE DELINQUENCY PREVENTION SERVICES

99 FORMS LISTING

# CHAPTER 10 - SERVICE ELIGIBILITY

10.00 SERVICE ELIGIBILITY DETERMINATION

10.04 DEFINITION OF SERVICE GOALS

10.08 ELIGIBLE PERSONS - FINANCIAL CRITERIA

10.10 FAMILY - DEFINITION

10.12 RIGHTS OF APPLICANT FOR SERVICES; DETERMINATION OF SERVICE ELIGIBILITY

Manual G

C O M M U N I T Y

S E R V I C E S

**********

SS Manual - 1349
David v.

# INTRODUCTION

## MANUAL G - COMMUNITY SERVICES - ADULT SERVICES

### AUTHORITY

Manual G is the principle statement of policy and procedures for the Social Services Delivery System (SSDS) and adult service programs. It is the source document for Community Services Offices (CSO) as to policy, procedure, and forms/instructions.

While this program manual is based on federal rules, the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), the latter take precedence in the event of any conflict.

It is expected that Regional Office (RO) and Community Services Office (CSO) staff will implement the policies, program standards, procedures and forms described in this manual for all social services provided through Community Services Offices.

The final authority for the interpretation of the management policies and procedures for this manual rests with the Assistant Secretary for Community Services and the Secretary of the department.

### NUMBERING AND ORGANIZATION

Each chapter is designated by two digits (e.g., Chapter 44 - Adult Protective Services), each major section is identified by an additional two digits (e.g., 44.30 - Service Procedures) with subsections numbered sequentially (e.g., 44.31 - Individual Service Plan being the first subsection of 44.30 - Service Procedures).

Program chapters generally follow a common format: Program Authority, Operational Policy, Program Standards, Service Procedures, Interface with Other DSHS Services, Interface with Non-DSHS Services, and Required Forms and Instructions. Samples of and instructions for all required forms are located in Chapter 99.

### MANUAL USAGE

This manual is intended for day-to-day reference as needed by CSO service workers, supervisors, administrators, RO and SO staff. Therefore, it is essential that all staff responsible for delivery of social services be thoroughly familiar with the contents.

Each unit supervisor is responsible for assuring that unit staff are thoroughly familiar with service policies and priorities, system requirements and service eligibility criteria described in Chapters 01-05. In addition, service workers are responsible for knowing the eligibility policy, service priorities and required forms and procedures described in each chapter for these services they are charged with delivering.

The State Office (SO) and ROs will monitor service delivery against the policy, program standards, service procedures, and forms instructions detailed in each service chapter. Unit supervisors will also find Manual G provides program standards useful in training, monitoring, and assessing staff performance.

## MANUAL ISSUANCE

Policies and procedures are developed by Community Services program managers, approved by bureau and division directors, and issued by the Assistant Secretary for Community Services. Issuance approval coordination is the responsibility of the Community Service Policy Unit.

Staff from the Social Service Payment System write Chapters 01 through 05. The Bureau of Aging and Adult Services staff write Chapters 06, 20, 42, 44, and 46. Chapter 22 is written by the Health Services Division. Chapters 28 and 48 are written by staff from the Division of Children and Family Services. Parts of Chapter 48 are also written by the Division of Medical Assistance. The Division of Income Assistance writes Chapter 60, 64, and 66. The Office of Citizen Participation writes Chapter 62 and the Bureau of Refugee Assistance writes Chapter 68. Chapter 99, Forms, is the responsibility of each of the above writers.

## MANUAL MAINTENANCE

Manual revisions and interim (Green) notices are issued as needed. Each revision includes a cover memo with instructions indicating what is to be deleted or inserted. These cover memos should be posted at the end of the manual, after the control sheets. Revisions generally incorporate and replace interim (Green) notices. New material is indicated by lines in the margin. Both interim notice and revision numbers and the dates posted should be logged on the control sheets at the end of the manual.



SS Manual - 1352
David v.

# GREEN NOTICE CONTROL SHEET

| NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization | NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization |
|---|---|---|---|---|---|---|---|---|---|
| 251 | 46 | 8/5/86 | | | 276 | | | | |
| 252 | 02 | 9/86 | | | 277 | | | | |
| 253 | 61 | 10/86 | | | 278 | | | | |
| 254 | | | | | 279 | | | | |
| 255 | 60 | 2/88 | | | 280 | | | | |
| 256 | | | | | 281 | | | | |
| 257 | | | | | 282 | | | | |
| 258 | | | | | 283 | | | | |
| 259 | | | | | 284 | | | | |
| 260 | | | | | 285 | | | | |
| 261 | | | | | 286 | | | | |
| 262 | | | | | 287 | | | | |
| 263 | | | | | 288 | | | | |
| 264 | | | | | 289 | | | | |
| 265 | | | | | 290 | | | | |
| 266 | | | | | 291 | | | | |
| 267 | | | | | 292 | | | | |
| 268 | | | | | 293 | | | | |
| 269 | | | | | 294 | | | | |
| 270 | | | | | 295 | | | | |
| 271 | | | | | 296 | | | | |
| 272 | | | | | 297 | | | | |
| 273 | | | | | 298 | | | | |
| 274 | | | | | 299 | | | | |
| 275 | | | | | 300 | | | | |

GREEN NOTICE CONTROL SHEET

| NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization | NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization |
|---|---|---|---|---|---|---|---|---|---|
| 301 | | | | | 326 | | | | |
| 302 | | | | | 327 | | | | |
| 303 | | | | | 328 | | | | |
| 304 | | | | | 329 | | | | |
| 305 | | | | | 330 | | | | |
| 306 | | | | | 331 | | | | |
| 307 | | | | | 332 | | | | |
| 308 | | | | | 333 | | | | |
| 309 | | | | | 334 | | | | |
| 310 | | | | | 335 | | | | |
| 311 | | | | | 336 | | | | |
| 312 | | | | | 337 | | | | |
| 313 | | | | | 338 | | | | |
| 314 | | | | | 339 | | | | |
| 315 | | | | | 340 | | | | |
| 316 | | | | | 341 | | | | |
| 317 | | | | | 342 | | | | |
| 318 | | | | | 343 | | | | |
| 319 | | | | | 344 | | | | |
| 320 | | | | | 345 | | | | |
| 321 | | | | | 346 | | | | |
| 322 | | | | | 347 | | | | |
| 323 | | | | | 348 | | | | |
| 324 | | | | | 349 | | | | |
| 325 | | | | | 350 | | | | |

## GREEN NOTICE CONTROL SHEET

| NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization | NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization |
|---|---|---|---|---|---|---|---|---|---|
| 351 | | | | | 376 | | | | |
| 352 | | | | | 377 | | | | |
| 353 | | | | | 378 | | | | |
| 354 | | | | | 379 | | | | |
| 355 | | | | | 380 | | | | |
| 356 | | | | | 381 | | | | |
| 357 | | | | | 382 | | | | |
| 358 | | | | | 383 | | | | |
| 359 | | | | | 384 | | | | |
| 360 | | | | | 385 | | | | |
| 361 | | | | | 386 | | | | |
| 362 | | | | | 387 | | | | |
| 363 | | | | | 388 | | | | |
| 364 | | | | | 389 | | | | |
| 365 | | | | | 390 | | | | |
| 366 | | | | | 391 | | | | |
| 367 | | | | | 392 | | | | |
| 368 | | | | | 393 | | | | |
| 369 | | | | | 394 | | | | |
| 370 | | | | | 395 | | | | |
| 371 | | | | | 396 | | | | |
| 372 | | | | | 397 | | | | |
| 373 | | | | | 398 | | | | |
| 374 | | | | | 399 | | | | |
| 375 | | | | | 400 | | | | |

# GREEN NOTICE CONTROL SHEET

| NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization | NOTICE G- | Chapter Inserted | Date Inserted | Date Removed | Removed by (Author-ization |
|---|---|---|---|---|---|---|---|---|---|
| 401 | | | | | 426 | | | | |
| 402 | | | | | 427 | | | | |
| 403 | | | | | 428 | | | | |
| 404 | | | | | 429 | | | | |
| 405 | | | | | 430 | | | | |
| 406 | | | | | 431 | | | | |
| 407 | | | | | 432 | | | | |
| 408 | | | | | 433 | | | | |
| 409 | | | | | 434 | | | | |
| 410 | | | | | 435 | | | | |
| 411 | | | | | 436 | | | | |
| 412 | | | | | 437 | | | | |
| 413 | | | | | 438 | | | | |
| 414 | | | | | 439 | | | | |
| 415 | | | | | 440 | | | | |
| 416 | | | | | 441 | | | | |
| 417 | | | | | 442 | | | | |
| 418 | | | | | 443 | | | | |
| 419 | | | | | 444 | | | | |
| 420 | | | | | 445 | | | | |
| 421 | | | | | 446 | | | | |
| 422 | | | | | 447 | | | | |
| 423 | | | | | 448 | | | | |
| 424 | | | | | 449 | | | | |
| 425 | | | | | 450 | | | | |

Need Rev. 7



# CHAPTER 01

## SOCIAL SERVICE POLICY AND ADMINISTRATION

Table of Contents

01.00 INTRODUCTION

01.01 GENERAL POLICIES

01.02 PROFESSIONAL ETHICS

01.03 POLICY ON CONFIDENTIALITY

01.04 INDIAN POLICY STATEMENT

01.05 PURCHASE OF SERVICE POLICY

01.06 DEFINITION OF MANAGEMENT

01.07 STATE OFFICE RESPONSIBILITIES

01.08 REGIONAL OFFICE RESPONSIBILITIES

01.09 COMMUNITY SERVICES OFFICE RESPONSIBILITIES

01.10 COMMUNICATION POLICY

01.11 COMMUNITY COORDINATION

01.12 AGREEMENTS WITH NON-CSO AGENCIES

01.13 EXCEPTIONS TO RULES/WAIVER OF SOCIAL SERVICE POLICY

01.14 FORMS CONTROL POLICY

01.15 MANUAL MAINTENANCE POLICY

E. Merit System Rule 356-34-010 states that:

"Appointing authorities may demote, suspend, reduce in salary, or dismiss a permanent employee under their jurisdiction for any of the following causes:

(1) Neglect of duty.
(2) Inefficiency.
(3) Incompetence.
(4) Insubordination.
(5) Indolence.
(6) Conviction of a crime involving moral turpitude.
(7) Malfeasance.
(8) Gross misconduct.
(9) Willful violation of the published employing agency or Department of Personnel rules or regulations."

F. DSHS Personnel Policy No. 540 states that "Employee misconduct is construed to be that action or lack of action which has detrimental effect on the Department's goals, objectives, programs and/or fellow employees."

G. Social service staff should be familiar with the DSHS Personnel Policies Manual and, in particular, familiar with Policy No. 506 "Departmental Employees Holding Outside Employment" and Policy No. 541.3 "Alleged Child Abuse or Neglect by DSHS Employees or Volunteers."

## 01.03 POLICY ON CONFIDENTIALITY

A. Confidentiality is a relationship between a client and the agency which guarantees that the client is protected against improper disclosure of information known to the agency. Confidentiality is not a bond of secrecy between client and worker.

B. All clients have the right to confidentiality in their contacts with the agency. Confidentiality is the basis for the development of trust between worker and client. Such trust is essential to the provision of effective social services.

C. The agency will maintain procedures which: adequately safeguard the client's right to confidentiality; provide for correction of erroneous information; and which comply with all federal and state laws. In general, confidential information should not be released outside the department without the knowledge and consent of the client. In instances where the department has an obligation to report data to another governmental entity (for example, the Work Incentive (WIN) Program data to Employment Security), the client should be advised of this requirement at the time he/she applies to DSHS for services.

D. The release of any data collected on clients or employees through a research design which has not been approved by the department's Human Research Review Committee is expressly prohibited. However, general information not identified with any particular individual is not considered to be confidential and may be released pursuant to Washington Administrative Code (WAC) Chapter 388-320.

E. All information which identifies a client and is kept in his/her social service file is considered confidential unless specific circumstances, statutory or regulatory rules indicate otherwise.

## 01.04 INDIAN POLICY STATEMENT

A. The department recognizes the unique cultural and legal status of American Indians among other minority groups. Reference the Supremacy Clause and Indian Commerce Clause of the U.S. Constitution, Federal Treaties, Executive Orders, the Indian Citizens' act of 1924, the Indian Child Welfare Act of 1978 (P.L. 95-608), statutes and state and federal court decisions. Indians retain the right to tribal self-government (Indian Self-Determination Act of 1964) and hold dual status as citizens of the State and citizens of tribal governments. Reference the DSHS Indian Affairs Policy Statement issued March 28, 1974 by Secretary Charles R. Morris. Regional Office and CSO staff will obtain consultation from the DSHS Office of Indian Affairs in the SO when additional information or clarification is needed on Indian affairs or issues pertaining to the delivery of services to Indian clients. As one effort to improve the delivery of services to Indian citizens, the department has established Indian Child Welfare Advisory Committees.

B. The purpose of Indian child welfare advisory committees (ICWAC) is:

1. To promote relevant social service planning for Indian children.

2. To encourage the preservation of Indian families and tribes and the heritage of each Indian child referred to DSHS.

3. To assure that necessary assistance is provided to departmental staff by Indian tribal representatives and urban Indian organizations in the social service planning for Indian children for whom the department has a responsibility.

C. A local ICWAC shall be established within each region. The number and locations of the local committees in each region shall be mutually determined by the Regional Director (RD), Indian tribal governments, and urban Indian organizations in consultation with SO staff.

1. The committee shall consist of representatives designated by the tribal governments and urban Indian organizations. The RD shall appoint committee members from among those individuals designated by

Indian representatives. Those members should be familiar with and knowledgeable about the general needs of children as well as the particular needs of Indian children residing in the service areas.

2. The committee also may include staff from the Bureau of Indian Affairs (BIA) and/or Indian Health Service if participating tribal councils and urban Indian organizations approve.

3. The DSHS RD and/or the CSO administrator shall appoint, in consultation with the tribal councils and urban Indian organizations, a member of the CSO's Family and Children's Section staff as a liaison member of the committee.

4. The local ICWAC is an ad hoc advisory committee not specifically authorized by statute.

D. The functions of the local ICWAC to be performed by the full committee or a sub-committee are:

1. To assure that necessary assistance is provided to DSHS staff regarding the provision of adoption, foster care, child protective services and other social services to Indian children and their families,

2. To review the situation of each Indian child after necessary and appropriate consents have been obtained,

3. To assist in the recruitment of foster and adoptive homes, to make recommendations regarding the licensing of foster and adoptive homes for Indian children.

4. To provide culturally relevant services to Indian children.

5. To recommend plans for each Indian child,

6. To assist in the implementation of recommended plans, and

7. To act in an advisory capacity to the RD and CSO administrator regarding the department's implementation and monitoring of the rules relating to foster care, child protection, and adoption services to Indian children and their families.

E. Members of the local ICWAC shall agree to abide by RCW 74.04.600 and the rules of confidentiality binding DSHS staff. The necessary consent of the parents of the child concerned, or from the court if the child is under the jurisdiction of the court, must be obtained and documented if an individually identifiable situation is to be referred to the committee. Whenever it is not possible to locate or obtain consent from parents of Indian children referred for child protective, foster care or adoption services, the service worker will contact the Office of Indian Affairs, SCAN 234-0966, MS OB-41, Olympia, WA 98504.

F. The RD and the local ICWAC shall mutually develop policies where a potential "conflict-of-interest" may exist. In addition, each region shall develop a working agreement with the local ICWAC(s) on the procedures, locations, and scheduling of case staffings. The working agreement is subject to amendment by mutual agreement of the RD and the local committee.

G. All DSHS field services will be developed in a manner consistent with this DSHS Indian Affairs Policy Statement. Service delivery staff efforts to implement the policy will include but not be limited to the following activities:

1. Consultation by field administrative and service delivery staff with tribal governments, Indian/Alaskan Native organizations, tribal and off-reservation Indian/Alaskan Native program staff, and the CSO ICWAC when appropriate.

2. Maximum coordination with existing tribal and off-reservation Indian/Alaskan Native social service programs and staff.

3. Joint planning and delivery of services by DSHS field administration and service delivery staff with existing tribal and off-reservation Indian/Alaskan Native social service programs and staff when appropriate.

4. Assuring that Indian client caseloads will be carried by field staff with demonstrated skill and acceptance in delivering culturally and socially relevant services to Indian clients and communities.

5. Case planning and counseling techniques developed and delivered with the goal of providing relevant services to Indian clients based on their culture, values, social practices, community standards, and treaty rights.

6. Placing more emphasis on the development of licensed Indian foster homes, group homes, adoptive homes, and family homes for adults, and the placement of Indian clients in those homes as necessary.

7. Maximizing the placement of Indian children in Indian homes whenever out-of-home placements are necessary.

## 01.05 PURCHASE OF SERVICE POLICY

A. It is the policy of DSHS to purchase selected services, not presently provided by the department, when the services can be provided by the vendor on a cost-effective basis meeting department performance and program quality standards.

B. Services purchased shall be consistent with the goals and priorities of DSHS, and with applicable plans, rules, regulations, and laws of the state and federal government.

I. When a minor is the service applicant, eligibility will be determined on the basis of the service need such as foster care, family planning, child protective services.

J. Within 45 days of request for service, applicants for, or recipients of, service will be provided a copy of DSHS 14-139(X) when they are found ineligible, when services are denied, or when they have not furnished the required information.

K. When services are to be reduced, suspended, or terminated, DSHS 14-145(X), Notification of Social Service Action, shall be provided the recipient at least ten days prior to the effective date of intended action. Notice of this action shall include information about the individual's right to request a fair hearing if dissatisfied with the decision. The ten-day notice is not required when a service is provided and at time of authorization there are specified beginning and ending dates. The client shall be given a copy of the written agreement at the time of initiation of services, and a termination notice shall be sent dated no later than the specified ending date. (See Chapter 99 for instructions and sample of DSHS 14-145(X).)

Services shall not be suspended, reduced, or terminated until the fair hearing decision is rendered if a request for a hearing is received prior to the effective date. There are two exceptions to this policy. One, when it has been determined at the hearing that the sole issue is the result of a change in or application of state or federal law or policy and two, when a change affecting the recipient's service eligibility occurs while a hearing decision is pending and the recipient fails to request a subsequent hearing after notice of the change has been given. If, under these exceptions, service is to be discontinued, the recipient shall be notified in writing at least ten days prior to the effective date of the stated action. (See WAC 388-15-030(6)(9).)

L. Eligibility determination is not required for persons who apply for a day care, child foster family care, or adult family home license or who apply to adopt a child.

M. Community Services Office (CSO) service workers will determine service eligibility. Vendors or providers may also determine eligibility if provided for in a written agreement or contract with the agency.

N. Eligibility for services will be redetermined:

1. When the CSO has received information about anticipated changes in the individual's situation;

2. Within 30 days after the CSO has received information that a change has occurred in the individual's circumstances which may make the individual ineligible;

3. At six-month intervals if no changes occur;

4. At 12-month intervals when the individual's gross monthly income at time of determination is derived exclusively from pensions, social security benefits (SSA), Supplemental Security Income (SSI), or a combination thereof, and in group eligibility when conditions or characteristics are not apt to change substantially (such as physical disability).

O. When appropriate, service workers will file SSA/SSI benefit application for clients, particularly for disabled children in foster care, if they are eligible. It is important to realize that the SSI definition of disability for children is the same as that which is applied to adults. Service workers shall file for SSI when a child in foster care has any medically determinable disability which is expected to last for a minimum of one year and which, when applied to an adult, would preclude ability to engage in substantial gainful activity. This means that any physical, psychological, emotional, or mental factors, or combination of factors, are considered in assessing disability for SSI purposes.

P. When appropriate, service workers will explore/apply for other financial resources for a client, particularly children in foster care. Resources may be available to a child as a dependent or beneficiary of his/her parent or guardian. Resources may include, but not be limited to, life insurance, medical insurance, Veteran's benefits, Indian benefits (i.e., trust funds, per capita), etc.

Q. In Work Incentive (WIN) Program CSOs, AFDC recipients who are mandatory or voluntary WIN registrants, and who are selected for active participation in WIN are eligible for WIN supportive services until their participant status ends or until 30 days after entering paid employment.

R. The following sources of income/resources are not considered when determining eligibility for Title XX:

1. Certain Indian income/resources

   a. Real property held in trust.

   b. Per capita payments to or funds held in trust for any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims.

      (1) Any trust when guardianship is with the superintendent of an Indian agency. The superintendent must provide the department with a written statement that he/she is maintaining control of the trust according to provision of 25 CFR 104.

      (2) Trust funds in excess of exempt levels if the superintendent indicates the funds will not be released to meet public assistance needs.

c. Payments received from Alaska Native Claims Settlement Act to the extent such payments are exempt from taxation under Section 21(a) of the Act.

(1) Funds of Alaska Native Children in the care, custody, and control of the department shall be protected. Each CSO service worker will be responsible to take the following action:

(a) Contact the Local Indian Child Welfare Advisory Committee (LICWAC) for technical assistance to complete DSHS 4-220(X), Family Ancestry Chart, to be placed in the child's file. (See Chapter 99 for form - no instructions.)

(b) Contact the 13th Regional Corporation (RC), (Attention: President, Post Office Box 24764, Seattle, Washington 98124, or call 206-622-5232), for technical assistance on specific action required to place the child's funds in a trust account.

(2) Each CSO service worker shall notify the 13th RC and the appropriate LICWAC(s) when a child:

(a) Transfers to the jurisdiction of another CSO.

(b) Leaves the care and custody of the department on replacement with natural parents or extended family member.

(c) Reaches the age of majority.

(3) Disregard this policy for those children who will be in DSHS care and custody for less than a 30-day period.

2. Money received from sale of property, such as stocks, bonds, a house or a car (unless the person was engaged in the business of selling such property in which case the net proceeds would be counted as income from self employment).

3. Withdrawals of bank deposits.

4. Money borrowed.

5. Tax refunds.

6. Gifts.

7. Lump sum inheritances or insurance payments.

8. Capital gains.

9. The value of the coupon allotment under the Food Stamp Act of 1964, as amended, in excess of the amount paid for the coupons.

10. The value of USDA donated foods.

11. The value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food service program for children under the National School Lunch Act as amended.

12. Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

13. Earnings of a child under 14 years of age (no inquiry shall be made).

14. Loans and grants, such as scholarships, obtained and used under conditions that preclude their use for current living costs.

15. Any grant or loan to any undergraduate student for educational purposes made or insured under any program administered by the Commissioner of Education under the Higher Education Act, and

16. Home produce utilized for household consumption.

## 03.15 Eligibility

A. An individual or a family is eligible for services as indicated on the following chart and table: (See 03.31 through 03.55 and the specific chapter for further criteria.)

(Text continues on page 9)



4

## 03.60 INTERFACE WITH OTHER DSHS SERVICES

A. The service worker shall confer or coordinate with Financial Services for determination/verification of eligibility for financial and/or medical assistance.

B. Determination of social service eligibility is an integral part of all service programs as service eligibility must be determined prior to delivery of service.

## 03.70 INTERFACE WITH NON-DSHS SERVICES

The service worker shall confer or coordinate with:

A. Social Security Administration for determination of benefits under SSI/SSA for children and adults.

B. Veterans' Administration for financial/social services.

C. Other community agencies, i.e., medical community, private agencies, courts, etc., for verification of need/eligibility for DSHS service programs.

## 03.80 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, General Forms, for general instructions on these generic forms:

| | |
|---|---|
| DSHS 2-265(X) | Information and Referral Log (I & R Log)(Rev. 6/78) |
| DSHS 4-220(X) | Family Ancestry Chart (4/78) |
| DSHS 11-17(X) | Referral for Supplemental Security Income (Rev. 1/77) |
| DSHS 14-05(X) | Application for Foster Care and Support Enforcement Services (Rev. 11/78) |
| DSHS 14-139(X) | Social Services Application (Rev. 9/78) |
| DSHS 14-145(X) | Notification of Social Service Action (Rev. 9/79) |
| DSHS 14-154(X) | Social Services Authorization (Rev. 3/78) |
| DSHS 14-159 | Change of Service Authorization (Rev. 2/78) |
| DSHS 18-235(X) | Authorization for Payment of Initial Supplemental Security Income to DSHS (Rev. 1/77) |

B. Forms and instructions used for determining eligibility are included in Chapter 99, General Forms, as they are generic to all services.

C. The following is a mailing list used in this chapter:

Mailing list of Alaskan Native Regional Corporations (4/79)

| | | |
|---|---|---|
| Region 01 | Aleut Corporation<br>Attention Carl Moses, President<br>833 Gambell Street<br>Anchorage, Alaska 99501 | 274-1506 |
| Region 02 | Arctic Slope Native Corporation<br>Attention Joe Upicksoun, President<br>Post Office Box 566<br>Barrow, Alaska 99723 | 852-6930 |
| Region 03 | Calista Corporation<br>Attention Robert Schenker, President<br>516 Denali Street<br>Anchorage, Alaska 99501 | 279-5516 |
| Region 04 | Bering Straits Native Corporation<br>Attention Jerome Trigg, President<br>Post Office Box 1008<br>Nome, Alaska 99762 | 443-5252 |
| Region 05 | Bristol Bay Native Corporation<br>Attention Harvey Samuelson, President<br>Post Office Box 197<br>Dillingham, Alaska 99576 | 842-3070 |
| | Bristol Bay Anchorage Office<br>445 East 5th Avenue, Suite 10<br>Anchorage, Alaska 99501 | 277-9511 |
| Region 06 | Chugach Native, Inc.<br>Attention Cecil Barnes, President<br>912 East 15th Avenue<br>Anchorage, Alaska 99501 | 274-4558 |
| Region 07 | Cook Inlet Region, Inc.<br>Attention Roy M. Huhndorf, President<br>Post Office Drawer 4-N<br>Anchorage, Alaska 99509 | 274-8638 |
| Region 08 | Antna Incorporated<br>Attention Robert Marshall, President<br>Post Office Box 823, Drawer G<br>Copper Center, Alaska 99573 | 822-3486 |
| Region 09 | Kontag Corporation<br>Attention Jack Wick, President<br>Post Office Box 746<br>Kodiak, Alaska 99615 | 486-4147 |
| Region 10 | Nana, Incorporated<br>Attention John W. Schaeffer, President<br>Post Office Box 49<br>Kotzebue, Alaska 99752 | 442-3301<br>442-3303 |

| | | |
|---|---|---|
| Region 11 | Doyon, Limited<br>Attention John Sackett, President<br>Doyon Building<br>First and Hall<br>Fairbanks, Alaska 99701 | 452-4755 |
| Region 12 | Sealaska Corporation<br>Attention John Borbridge, President<br>811 West 12th Street<br>Juneau, Alaska 99801 | 586-1512 |
| Region 13 | 13th Regional Corporation<br>Attention Dennis Small, President<br>Post Office Box 24764<br>Seattle, Washington 98124 | 206-622-5232 |

addition to visits by CSO staff. Licensing staff may make such additional investigation of the character and reputation of the applicant as they deem advisable, including contact with former employers, physicians, police records, etc.

C. Licenses are issued, denied or revoked strictly on the basis of applicant/licensee's conformance or lack of conformance with published minimum licensing requirements appropriate to the type of care to be provided (family day care, full time foster care, etc.).

D. Following issuance of a license, licensing staff visits licensees periodically to determine continued compliance with licensing requirements and to provide consultation to assist licensees to improve their practices and facilities. After due notice, failure by the licensee to correct noted deficiencies and to provide care consistent with licensing requirements results in revocation of license. A person who is denied a license or whose license is revoked has a right to a fair hearing. (See Chapter 01, Social Service Policy and Administration and RCW 74.15.130.)

## 06.13 General Policies Related to this Service

A. The department licenses facilities as required by state statute.

B. It is essential that licensing staff be fully knowledgeable of both statutory law (RCW) and administrative law (WAC-minimum licensing requirements) pertaining to the categories of facilities for which they have licensing responsibility.

C. The department purchases care only from licensed, certified or approved facilities. Facilities which are not subject to licensing may not be licensed but may be certified as meeting appropriate licensing requirements.

D. Licensing per se does not obligate the department to make referrals or payment to a program or facility; additional requirements may be imposed for such purposes. Purchase of service contracts with licensed agencies cannot waive or alter licensing requirements; they may, however, expand upon or add to those requirements.

E. Licensing is a protective service for the community at large, and is not restricted to facilities from which the department purchases services.

F. The basic purpose of licensing is to protect and promote the welfare of persons in the care of licensed facilities. At the same time, the rights of licensees must be respected. In cases in which there is conflict between these two interests, the department will opt for the best interests of the person in care. (Licensees have a right to a hearing concerning departmental decisions which affect them adversely.)

G. CSO staff shall refer inquiries regarding licensing to the proper source for detailed information (see 06.00).

H. The department will train licensing staff regarding statutory and administrative provisions and procedures for licensing.

I. A license is issued to an individual or specific organization to conduct business at a specific location and is not transferable as to person or place.

J. To provide clients facilities best suited to meet their particular needs, a selection of 3 or 4 homes should be available for every person needing placement.

K. The policies outlined in Chapter 01.04, Indian Policy Statement, will be followed when licensing activities involve or have an effect on Indian persons.

L. Licensees are required to carry automobile liability/medical insurance if transportation for persons under care is provided. Licensees are encouraged to carry appropriate homeowners or personal liability insurance. The department provides a limited general liability insurance policy for licensed child foster parents (except those caring only for independently placed children) including parents licensed and supervised by voluntary child placing agencies.

## 06.14 Priorities Related to this Service

In the allocation of their time, licensing staff shall give priority to the following matters in the order listed:

A. Receipt and investigation of a complaint about a licensee's treatment of persons in care receives top priority and must be followed up immediately. (See 06.50 and 06.53 B.6.)

B. Revocation of licenses of licensees not in substantial compliance with minimum licensing requirements.

C. Processing of inquiries and new applications for license.

D. Regular visitation of provisionally licensed agencies and agencies having a history of providing questionable or marginal care.

E. Renewal of licenses prior to expiration.

F. Visitation of new licensees.

G. Visitation of other licensees.

H. Provision of consultation to licensees upon request.

2. Direct a letter to the assistant attorney general serving the CSO concerned, enclosing a copy of the letter to the prosecuting attorney and requesting further advice, the initiation of injunctive procedures or other appropriate action.

3. If neither the prosecutor nor attorney general's office takes action within a reasonable period of time, request RO to provide futher advice and/or seek consultation from the SO program manager for licensing.

## 06.52 CERTIFICATION

A. Persons and organizations may not receive funds from the department unless they are licensed or certified.

B. Those legally exempt from licensing (Chapter 74.15 RCW and WAC 388-73-018) may request certification to enable them to be eligible for receipt of funds or for other legitimate purposes.

C. Upon receipt of a request for certification, CSO licensing staff will investigate to determine that the agency meets the appropriate MLRs for that particular agency and any other pertinent requirements.

D. The CSO administrator will issue a letter to the agency certifying that the agency has met the MLRs or inform the agency of deficiencies to be corrected before certification will be granted.

E. Licensing/certification does not obligate the department to make referrals or payment to an agency; additional requirements may be imposed for such purpose.

## 06.53 Records - Content

An official licensing record will be maintained for each licensed agency. See Chapter 02 for composition of the record. Documents contained in the three parts of the record are as follows:

A. Narrative Section (Chronological order with most recent on bottom):

1. The DSHS 10-11(X), Application for License, will be used as a face sheet for this section).

   a. Cross references to other agency records concerning the applicant/licensee should be noted by "See also _____" on the top of the form above the box "#3, Applicants."

   b. Subsequent applications for relicense or reopening will become the new face sheet and filed on top of the preceding application.

   c. All other material will be filed behind the face sheet (application) in chronological order with most recent on the bottom.

2. All home study forms appropriate to the licensing request, i.e., DSHS 10-45, DSHS 10-47(X) or DSHS 10-51(X).

3. Any other specific evaluation or monitoring guides used during licensing/monitoring procedure, i.e., DSHS 15-52(X) Sponsor Agreement - Adult Family Homes.

4. Narrative recording forms DSHS 2-305(X), Service Episode Record, will be used by licensing staff as a tool to record relicensing, review and monitoring activity. These, along with the application and home study forms, serve as the specific verification that the licensee is in compliance with MLR. Areas which may be recorded are:

   a. Monitoring reviews and visits;
   b. Compliance with MLR;
   c. Deficiency to MLR;
   d. Complaints;
   e. Agreements for improving care or upgrading standards;
   f. Relicense evaluation;
   g. Written explanation of any waiver of requirements or exceptions granted;
   h. References to any pertinent information in the document section;
   i. Any other pertinent information.

B. Documents and Correspondence Section (Most recent document on top).

1. Attachments to Application for License (when applicable)

   a. TB test reports.
   b. Water test reports.
   c. Licensee's discipline policy.
   d. Certificates of compliance from fire and health authorities.

2. Copies of licenses issued and cover letter.

3. Copies of contracts, if any.

4. Copies of any letters written to licensee granting a waiver of requirements or exceptions to licensing rules.

5. Reports to licensees following visits. Each visit or short series of visits to an applicant or licensee will result in a written report to that person summarizing significant findings, conclusions, and agreements reached.

6. Reports on complaints about licensed agency. The report shall include identification of the source of the complaint (if available), the nature of the problem, action taken and agreements reached. The report shall be in writing and shall be addressed to the licensee. It may be shared with the complainant upon request.

## 06.60 INTERFACE WITH OTHER DSHS SERVICES

A. Relationships with placement staff

1. Licensing staff must develop close working relationships with CSO, Division of Juvenile Rehabilitation (DJR) and DDD staff responsible for the placement of children and adults so that such staff are aware of the names, addresses and capacity of licensed facilities, the type of care they provide and changes in licensing status. Each CSO should develop a procedure to accomplish this.

2. Placement staff in turn are obligated to keep licensing staff informed of their observations in the use of facilities relative to the maintenance of licensing requirements and the treatment of persons therein. This will be done by the use of the communication/referral document or by memo.

B. Relationships with protective service staff

Licensing staff must refer compliants alleging abuse of children and/or adults in care of a licensed facility to CPS or APS staff for investigation. Protective service staff should discuss their findings with licensing staff so that the latter may take appropriate licensing action.

C. Relationships with Indian and Minority Community Workers/Advisory Committees Licensing staff may utilize all Indian/minority resources of the department in seeking homes to be licensed for minority persons. These resources may also be used on a consultative basis to help minority families with the licensing process.

## 06.70 INTERFACE WITH NON-DSHS SERVICES

A. Fire and health authorities

In the case of mini centers, licensing staff must develop a working relationship with the field representatives of the Office of the State Fire Marshal and the Health Services Division (HSD). Copies of all licenses issued to mini centers shall be sent to the Office of the State Fire Marshal and to the HSD. These offices shall also be informed when licensed mini centers are closed and when applications for which fire and health inspections have been requested are withdrawn.

B. Local community

Licensing staff will maintain a list of licensed homes for referral to the community for private family foster or day care placements.

## 06.80 REQUIRED FORMS AND INSTRUCTIONS

A. The following forms are used in the licensing and monitoring of family day care homes for children:

1. DSHS 2-305(X) Service Episode Record (9/78)
2. DSHS 10-07(X) Family Home Card (Rev. 9/78)
3. DSHS 10-11(X) Application for Family Home Care License (Rev. 9/78)
4. DSHS 10-20 Licensing and Approval of Homes (Rev. 12/71)
5. DSHS 10-37(X) Request for Health Inspection of Child Care Agency (Mini Center Only) (Rev. 8/77)
6. DSHS 10-47(X) Family Day Care Initial Home Study (Rev. 5/75)
7. DSHS 10-47A(X) Family Day Care Home Requirement Agreement (Rev. 5/75)
8. DSHS 10-49(X) Family Day Care Home-Summary (Rev. 5/75)
9. DSHS 10-92(X) Family Day Care Home License (Rev. 7/74)
10. DSHS 10-97(X) Day Care Home Register (Rev. 5/75)
11. SFM 224* Request for Inspection (Mini Center Only) (Rev. 7/77)

*State Fire Marshal form

B. The following forms are used in the licensing and monitoring of child foster family homes for children and expectant mothers:

1. DSHS 2-305(X) Service Episode Record (9/78)
2. DSHS 10-07(X) Family Home Card (Rev. 9/78)
3. DSHS 10-10(X) Foster Home License (Rev. 3/73)
4. DSHS 10-11(X) Application for Family Home Care License (Rev. 9/78)
5. DSHS 10-51(X) Foster Home Study (Rev. 10/72)

C. The following forms are used in the licensing and monitoring of adult family homes:

1. DSHS 2-305(X) Service Episode Record (9/78)
2. DSHS 10-07(X) Family Home Card (Rev. 9/78)
3. DSHS 10-10(X) Foster Home License (Rev. 3/73)

5. When a foster care payment continues to the guardian, the service worker remains responsible to perform the six-month SSPS review to:

   a. Ensure the child's continued eligibility for foster care payment (use SSPS service code 3210); and

   b. Update the circumstances of the guardianship arrangement.

6. Establishment of guardianship eliminates the automatic six-month review in Juvenile Court. However, if the service worker finds that the guardianship has failed or is terminated, i.e., death of the guardian or other reason, the case should be brought before the Juvenile Court to review the status of the child.

7. A child found to be dependent under RCW 13.34.030(2) remains under the court's jurisdiction, i.e., dependency continues, even though a legal guardianship was established.

8. Appointment of guardianship for American Indian children will follow procedures in 23.38 F.

## 23.36 Consent to Place

A. If a child and a parent cannot agree to the child's return home, but do agree to the child's placement out of the home, or when a parent is unable to care for a child of any age, the parent(s)/guardian may request a voluntary placement.

   1. Children may be accepted for voluntary family foster care or group care placement only when the parent(s) have signed a DSHS 9-04(X), Placement Authorization and Acknowledgment (found in Chapter 99), and when one or more of the out-of-home placement criteria listed in Manual G, Chapter 32.13 I. exists.

   2. Court intervention shall be sought in spite of parent(s) willingness to place the child voluntarily when:

      a. The family situation or dependency of the child warrants, or

      b. There is not a responsible plan to remedy the situation which necessitated the placement, or

      c. It appears that a placement of more than three months is needed.

   3. When a request for a voluntary placement involves an American Indian child, see Section 23.38 G. for procedures.

B. Procedures for handling voluntary placements are found in Manual G, Chapters 32 and 34.

## 23.37 Other Juvenile Court Related Responsibilities

The service worker may be asked to or decide to perform other duties in relation to working with the juvenile court.

A. A "DSHS Social Worker" may be required by the court to serve summons (RCW 13.34.070) to any person the court determines to be a proper or necessary person to the proceedings.

B. If a petition is filed and the court finds reasonable grounds, the juvenile court judge may enter an order directing a service worker to take a child into custody (RCW 13.34.050).

C. The juvenile court may require the service worker to bring a child who is in the department's physical or temporary custody to a shelter care hearing (see RCW 13.34.050 through 13.34.070).

D. A service worker may ask the court to appoint a guardian ad litem for a child who is alleged to be subject to a child abuse/neglect (see RCW 26.44.053(1) and RCW 13.34.100).

E. In all cases, when there is an existing court order for placement of the child outside of the home, a change in the court order must be obtained prior to placing the child back in the home. An order of the court may be changed, modified, or set aside only by the juvenile court judge (RCW 13.34.150). A service worker may request modification of a court order at any time.

F. The service worker is responsible for making review reports or other reports as ordered by the court.

G. When a child has been declared to be dependent, placed out of the home, and then is returned to the home after an out-of-the-home placement, the supervision by the service worker shall continue for a period of at least six months at which time there shall be a hearing on the need for continued intervention. (See Chapter 13.34.130 RCW.) The service worker must provide for the continued supervision or arrange for and/or monitor that service. The intensity of that service is to be determined by the service worker and/or juvenile court order.

## 23.38 Indian Child Welfare

This section consolidates all legal requirements of P.L. 95-608, the Indian Child Welfare Act of 1978.

The information the service worker will provide for documents in this section is very important for complying with the most stringent procedural requirements of federal law regarding the provision of services to Indian families and placement of Indian children outside the natural home.

A. When a Child's Enrollment Status is Questionable

The service worker shall complete DSHS 9-539, Letter to Tribe - Enrollment Status, and send by certified mail. If tribal affiliation is also questionable, prepare DSHS 9-540, Letter to Bureau of Indian Affairs - Tribal Affiliation, and send by certified mail. Notify the LICWAC or Indian consultants that Indian status of child is pending and plan in a manner to assure compliance with appropriate procedures if Indian status is confirmed.

B. Alternative Residential Placement (ARP)

1. When American Indian/Alaskan native parent/custodian/child requests an ARP, the service worker shall:

   a. Follow the standard ARP procedures as outlined in Manual G, 23.31. In addition to following standard ARP procedures, the service worker shall:

   b. Prepare or forward the following forms upon filing an ARP petition:

      (1) Prepare DSHS 9-534, Letter to Parent and/or Indian Custodian and DSHS 9-535, Letter to Tribe - Notification. These forms are to be filled out in their entirety and mailed to the parent/custodian and/or tribe, as appropriate, by certified mail. A copy of each form is to be kept in the social service file.

      (2) The service worker shall provide copies of DSHS 9-543, Notice to Parent and/or Indian Custodian, and DSHS 9-544, Request for Continuance, to the court. The court staff person responsible for providing notice will complete these forms and send to the parent and/or Indian custodian.

      (3) Provide DSHS 9-541, Notice to Indian Tribe, Band or Nation, and DSHS 9-542, Notice of Intervention and Request for Continuance, to the court staff person responsible for providing notice. They are to be completed in their entirety and mailed to the tribe by the court. Copies of each form must be obtained from the court and kept in the social service file.

      (4) The service worker shall provide a completed copy of DSHS 9-535, Letter to Tribe, and DSHS 9-534, Letter to Parent and/or Indian Custodian, to the court staff person responsible for providing notice, to assist the court staff in completing the notice forms.

   c. Where appropriate in the above procedures, use: (1) DSHS 9-538, Letter to Canadian Indian Parent, and (2) DSHS 9-537, Letter to Canadian Indian Band. Send each by certified mail.

d. If the Indian parent, custodian and child are residents of a reservation over which the Indian tribe maintains exclusive jurisdiction, the service worker shall not file an ARP petition in superior court as the state has no jurisdiction over the matter.

e. If the Indian parent, custodian and child (12 or over) are residents of a reservation maintaining concurrent jurisdiction, the service worker shall propose to the parent and/or Indian custodian and child that the case be transferred to tribal court.

When all parties agree to transfer a case to tribal court, the service worker shall provide the state court with copies of DSHS 9-547, Motion to Transfer Jurisdiction to Indian Tribe, and DSHS 9-547A, Order to Transfer Jurisdiction to Indian Tribe. The service worker shall also provide to the tribal court DSHS 9-548, Motion for the Tribal Court to Accept Jurisdiction, and DSHS 9-548A, Order for Tribal Court to Accept Jurisdiction. The service worker must obtain copies of these forms from each court for the social service file.

f. When the parent, custodian or tribe denies transfer of the case to a tribal court maintaining concurrent jurisdiction, the service worker shall notify the Indian consultants or the Office of Indian Affairs by telephone and request them to staff the case. If the parent(s) has consented to LICWAC staffing, LICWAC will staff the case.

g. The service worker shall consult with LICWAC and place Indian children in an Alternative Residential Placement (ARP) taking into consideration the committee's recommendations. When LICWAC staffing is denied by the parent, custodian or child (12 or over), the service worker shall utilize Indian consultants.

h. Indian children shall remain in a non-Indian home or facility only until arrangements can be made to place the child in an Indian home or facility. Children 12 years and over must be given the opportunity to consent to the placement. Prior to the dispositional hearing, the service worker shall provide reports to court and other relevant social service information to any tribe that has requested to intervene in the matter.

i. Information to be submitted to the court shall be developed in consultation with LICWAC or Indian consultants, in order to assist the court in determining if appropriate interim services, which are culturally relevant, have been offered to an Indian parent/custodian and child, and whether the feasibility of transferring the case to tribal court was considered.

C. Dependency Petition

After filing a dependency petition (see outline and DSHS 9-428, Rev. 5/81, in 23.80), the service worker shall, within five (5) working days of filing the petition:

1. Prepare DSHS 9-534, Letter to Parent and/or Indian Custodian, and DSHS 9-535, Letter to Tribe - Notification, and send by certified mail to the parent or custodian and/or tribe, as appropriate. These forms are to be completed in their entirety.

2. The service worker shall provide copies of DSHS 9-543, Notice to Parent and/or Indian Custodian, and DSHS 9-544, Request for Continuance, to the court staff person responsible for providing notice. The forms shall be sent to the Indian parent/custodian by certified mail.

3. Provide DSHS 9-541, Notice to Indian Tribe, Band or Nation, and DSHS 9-542, Notice of Intervention and Request for Continuance, to the court staff person responsible for providing notice. They are to be completed in their entirety and mailed to the tribe by the court. Copies of each form must be obtained from the court and kept in the social service file.

4. If the parent and/or Indian custodian and child (12 and over) are residents of a reservation maintaining concurrent jurisdiction, the service worker shall propose, to the parent and/or Indian custodian, that the case be transferred to tribal court.

   When all parties agree to transfer a case to tribal court, the service worker shall provide the state court with copies of DSHS 9-547, Motion to Transfer Jurisdiction to Indian Tribe, and DSHS 9-547A, Order to Transfer Jurisdiction to Indian Tribe. The service worker shall also provide, to the tribal court, copies of DSHS 9-548, Motion for the Tribal Court to Accept Jurisdiction, or DSHS 9-548A, Order for Tribal Court to Accept Jurisdiction. The service worker must obtain copies of these forms from each court for the social service file.

5. If either the parent/custodian or the tribe's location is unknown, the service worker shall prepare and send DSHS 9-536, Letter to Bureau of Indian Affairs. Provide DSHS 9-545, Notice to Secretary of the U. S. Department of Interior Regarding an Indian Child, to the court for completion and mailing to the address printed upon the form. This form is to be completed in its entirety.

6. The service worker shall provide a completed copy of DSHS 9-535, Letter to Parent and/or Custodian, to the court staff person responsible for providing notice to assist the court staff in completing notice forms.

7. If the Indian parent, custodian and child are residents of a reservation over which the Indian tribe maintains exclusive jurisdiction, the service worker shall not file a dependency petition in superior court as the state has no jurisdiction over the matter.

D. Juvenile Court Hearings and Reports

1. Shelter Care Hearing

a. At the initial shelter care hearing that is held within 72 hours (excluding Sundays and holidays) after taking a child into custody, the service worker shall inform the court that an Indian child is the subject of the hearing. The service worker shall notify the LICWAC or Indian consultants and, when possible, shall staff the case on an emergency basis prior to the initial hearing. When it is not possible to obtain consultation before the initial hearing, the service worker shall inform the court that the LICWAC or Indian consultant recommendations are pending, and shall staff the case at the earliest convenience after the initial hearing.

b. The report developed by the service worker shall include recommendations of the LICWAC or Indian consultants.

c. The service worker shall provide the Letter Notices as outlined in Section 23.38 C., Dependency Petition.

d. If the parent/custodian or Indian child has consented to staffing by the LICWAC, the service worker shall coordinate development of court reports with the LICWAC. In situations where LICWAC review has been denied, the service worker shall utilize Indian consultants.

2. Dispositional Hearing and Reports.

a. In preparing the necessary reports, DSHS 2-305(X), Service Episode Record (social study, predisposition study, agency placement plan and six-month reviews), the service worker shall coordinate with LICWAC-Tribal representatives or Indian consultants to present a consistent agency view of culturally relevant case plan development and service delivery. Service worker testimony shall reflect this process.

b. Prior to testifying in court, the service worker shall coordinate with the LICWAC and a representative of the Indian child's tribe in order to provide a consistent expert viewpoint of the cultural relevance of case planning and service delivery. When the LICWAC-Tribal representatives are not used, the service worker shall utilize Indian consultants. The service worker shall request LICWAC or Indian consultants to appear in court to provide supportive testimony.

3. Social Study

a. This report shall give particular details to the court regarding the cultural relevance of service planning and service delivery.

b. The report shall contain the parents/custodians and child's (12 and older) views in regard to the service plan.

c. The service worker shall include copies of the DSHS 9-541 and DSHS 9-534 forms.

d. If recommendations of the Local Indian Child Welfare Advisory Committee or Indian consultants were not followed, the service worker shall show by clear and convincing evidence, including expert testimony, why the service worker plan is more relevant than plans recommended by the Local Indian Child Welfare Advisory Committee or Indian consultants.

e. The social study report should describe the serious emotional or physical damage to the child which may result from the continued custody by the parent or Indian custodian and it should document what actual efforts have been made to reunite the child with his/her family.

f. The service worker will try to utilize Indian community programs designed to prevent the break-up of the Indian family. In describing why the child cannot be protected in the home, the service worker shall:

(1) Explain the cultural relevance of past efforts of working with the family and child.

(2) Describe in detail the specific purpose of treatment programs which are designed to keep the child at home which were considered and rejected and why rejected.

(3) Give the child's (12 and older) attitude towards placement and indicate if LICWAC or the Indian consultants agree. If the child does not wish to return home, the child will not be forced to do so.

g. In describing the likely harm to the Indian child as a result of removal, the servce worker shall assess the dynamics of the particular placement involved (i.e., extended family home, other Indian family home, non-Indian home, etc.).

h. In describing the steps to be taken to minimize harm to the child because of separation, the service worker shall include a summary of the extended family-tribal dynamics that will be supportive of the situation.

i. In relation to the efforts expected of the parents, the service worker shall provide a succinct statement of the cultural relevancy of the expected effort.

4. Six Month Review Report to Court

a. When American Indian children are involved, the service worker shall use urban Indian organizations/tribal social services, if provided, and LICWAC or Indian consultant recommendations when developing a service plan. If committee or Indian consultant recommendations and the service worker's plan conflict, the parties shall utilize the pre-existing DSHS internal grievance procedure.

b. The service worker shall provide descriptive testimony about his/her case planning and service delivery that is relevant to Indian culture when LICWAC or Indian consultant recommendations are not used.

c. The above subsections (23.38 D. 4. a. and b.) are to be used in addition to the standard requirement for a six-month report as outlined in 23.37 G.

E. Termination of Parental Rights

1. Involuntary Termination

a. Staff each case with LICWAC or Indian consultants prior to filing with the court.

b. Within five (5) working days of filing an involuntary termination of parental rights petition for an American Indian child, the service worker shall do the following:

(1) Prepare completely and send by certified mail DSHS 9-534, Letter to Parent and/or Indian Custodian, and 9-535, Letter to Tribe - Notification. Provide DSHS 9-541, Notice to Indian Tribe, Band or Nation, and DSHS 9-542, Notice of Intervention and Request for Continuance, to the court for completion.

(2) If the whereabouts of either the parent or the tribe are unknown, prepare and send DSHS 9-536, Letter to Bureau of Indian Affairs, and provide DSHS 9-545, Notice to Secretary of the U.S. Department of Interior Regarding an Indian Child, to the court for completion and mailing.

2. Voluntary Termination

Prior to accepting a voluntary termination from an American Indian parent(s) or custodian, the service worker shall follow these procedures:

a. The service worker shall refer any voluntary termination to tribal court if the parent and child are reservation residents, and the tribe that the child is a member of, or eligible to be a member of, exercises exclusive tribal jurisdiction over Indian child welfare matters (i.e., the tribal court exercises total control over child welfare matters within the exterior boundaries of the reservation). Neither the state nor the federal governments can preempt or take away tribal authority to enter orders in child welfare matters arising within the tribal court jurisdiction. The voluntary termination petition should only be filed in Superior Court if the tribal court gives permission.

b. In all voluntary termination cases concerning Indian children, the service worker and a LICWAC representative or Indian consultant shall discuss notification of the tribe with the parent. The discussion with the parents should include the following points:

(1) The advantage of voluntary termination in tribal court,

(2) The advantage of voluntary termination in state court,

(3) The future implications of voluntary termination in state or tribal court.

c. When an Indian parent still wishes to relinquish to the state after active efforts have been made to explain the benefits of a voluntary termination in tribal court, service worker shall coordinate with court staff to complete the DSHS 9-546, Certificate of Presiding Judge, and record the voluntary termination in court.

d. If the parent agrees that notification to the tribe of the voluntary termination is acceptable, the service worker shall prepare appropriate forms as outlined in 23.38 C.

e. When an Indian parent/custodian who is the resident of a reservation where there is concurrent state/tribal jurisdiction (i.e., the state courts and tribal court both exercise jurisdiction over child welfare matters within the exterior boundaries of the Indian reservation) or is an urban (off reservation) resident desires the voluntary termination to remain confidential (no LICWAC staffing or notice to tribe), the service worker shall:

(1) Immediately notify and involve Indian consultants;

(2) Coordinate with court staff to prepare the DSHS 9-546, Certificate of Presiding Judge;

(3) See that the voluntary termination is recorded before the judge in court.

Where confidentiality is requested and the parent is not a member of a tribe that exercises exclusive jurisdiction over Indian child welfare matters, no notice will be sent to the tribe of a voluntary relinquishment.

f. Service workers shall not accept a voluntary termination of an Indian child until at least ten (10) days after the child's birth.

F. Guardianship

1. When considering the establishment of guardianship for American Indian children, staff shall consult with the LICWAC or Indian consultants and utilize extended family/tribal resources.

2. Any of the following may be designated as guardians of Indian/Alaskan Native children:

a. Any Indian tribe, federally or non-federally recognized.

b. An Alaskan Native corporation established under the Alaskan Native Claims Settlement Act (see Chapter 03).

c. Appropriate nonprofit Indian/Alaskan native Social Service Corporation (for example, Seattle Indian Center).

G. Consent to Place

American Indian parent/custodian consent to place a child shall be done as follows:

1. Staff shall follow voluntary termination procedures (23.38 E.2.) in accepting consent to place from American Indian parents/custodians.

2. The service worker shall coordinate with LICWAC or Indian consultants (and tribal social service staff, when available) in the development of culturally relevant case services.

3. The service worker shall reach mutual agreement with the parent/custodian and child (12 and older) regarding the appropriateness of the service plan. This plan will be time limited and include description/justification.

4. The child shall be placed in a setting that must meet the child's cultural needs and identification. Consultation with LICWAC or Indian consultants shall be made prior to placements.

| | | |
|---|---|---|
| 9. | DSHS 9-476 | Petition for Termination of Relationship: Parent-Unborn Child (12/79) |
| 10. | DSHS 9-477 | Consent to Termination (12/79) |
| 11. | DSHS 9-478 | Waiver of Right to Receive Notice and Appearance (12/79) |
| 12. | DSHS 9-479 | Authorization to Release Information (12/79) |
| 13. | DSHS 9-480 | Order of Service and Publication (12/79) |
| 14. | DSHS 9-481 | Notice of Petition and Intent to Release Custody or Consent to Adoption (12/79) |
| 15. | DSHS 9-482 | Motion and Order Appointing Guardian ad Litem for Minor Parent (4/80) |
| 16. | DSHS 9-552 | Voluntary Termination Information/Referral (12/80) |

B. The following specific forms, instructions and guidelines used in cases involving Indian Child Welfare as referenced in 23.38 are included in the remainder of this chapter in numerical order with their corresponding instructions:

| | | |
|---|---|---|
| 1. | DSHS 9-534 | Letter to Parent and/or Indian Custodian (12/80) |
| 2. | DSHS 9-535 | Letter to Tribe - Notification (12/80) |
| 3. | DSHS 9-536 | Letter to Bureau of Indian Affairs (12/80) |
| 4. | DSHS 9-537 | Letter to Canadian Indian Band (12/80) |
| 5. | DSHS 9-538 | Letter to Canadian Indian Parent (12/80) |
| 6. | DSHS 9-539 | Letter to Tribe - Enrollment Status (12/80) |
| 7. | DSHS 9-540 | Letter to Bureau of Indian Affairs - Tribal Affiliations (12/80) |
| 8.. | DSHS 9-541 | Notice to Indian Tribe, Band or Nation (12/80) |
| 9. | DSHS 9-542 | Notice of Intervention and Request for Continuance (12/80) |
| 10. | DSHS 9-543 | Notice to Parent and/or Indian Custodian (12/80) |
| 11. | DSHS 9-544 | Request for Continuance (12/80) |
| 12. | DSHS 9-545 | Notice to Secretary of United States Department of Interior Regarding an Indian Child (12/80) |
| 13. | DSHS 9-546 | Certificate of Presiding Judge (12/80) |
| 14. | DSHS 9-547 | Motion to Transfer Jurisdiction to Indian Tribe (3/81) |
| 15. | DSHS 9-547A | Order to Transfer Jurisdiction to Indian Tribe (3/81) |
| 16. | DSHS 9-548 | Motion for the Tribal Court to Accept Jurisdiction (3/81) |
| 17. | DSHS 9-548A | Order for the Tribal Court to Accept Jurisdiction (3/81) |

C. The following are required outlines for use in developing reports and petitions for court-related actions. Since courts may differ in their procedures, additional items required by the court may be added to these reports. This information is required in order to facilitate legal processes. They are included as follows:

1. Information for Dependency Petition (Outline #1)
2. Information for Alternative Residential Placement Petition (Outline #2)
3. Request for Termination/Guardianship Petition (Outline #3)

## 23.80 SECTION B

## FORMS REQUIRED IN AMERICAN INDIAN CASES

## DSHS 9-534 (12/80), LETTER TO PARENT AND/OR INDIAN CUSTODIAN

### Instructions

The DSHS 9-534 is a form letter to be completed by the service worker. This is the department's notice to an Indian parent or custodian that a petition has been filed with the juvenile court.

Two copies are to be completed and one sent to the parent/custodian, the other retained in the child's service record.

## DSHS 9-534 (12/80), LETTER TO PARENT AND/OR INDIAN CUSTODIAN

DSHS File No _____

Dear _____.

This letter is to let you know that a court hearing is planned for _____, on _____, at _____ telephone number _____. Cause No _____.

This court hearing could result in [ ] foster care for your child, [ ] the Department of Social and Health Services' taking custody of your child [ ] your child being taken away forever, [ ] potential financial obligation to the Office of Support Enforcement, [ ] other

This is a very serious matter so please come to the hearing. You have the right to an attorney. If you cannot afford one, an attorney will be appointed to you by the judge in court on the day of the hearing.

Because of the Indian Child Welfare Act of 1978 you have the right to request that your case be moved from the county court where it is now, to the court of the tribe of which you are a member. You also have the right to refuse to have your case moved to tribal court.

You may need more time to get ready for your court hearing. If you do, you have the right to ask for and to get twenty extra days. If you want to do this, call the court at the telephone number given above, ask for the dependency probation counselor, and tell him or her that you want twenty extra days to prepare for your hearing. You must follow the telephone call with a letter to the court indicating your desire to have extra time, or request continuance forms from the probation counselor that you fill in and return to the court. It is necessary to send in a written request because the court needs to have a record of what you are asking for.

If you have any questions about this letter or the court hearing, please feel free to call me at _____, and I will talk to you about these matters.

Very truly yours,

_____
DSHS Service Worker

_____
DSHS Address

_____
DSHS Telephone Number

DSHS Letter to Parent
and/or Indian Custodian

DSHS 9-534 (12-80) 3-81

## DSHS 9-535 (12/80), LETTER TO TRIBE - NOTIFICATION

### Instructions

The DSHS 9-535 is a form letter to be used and completed by the service worker. This is the department's notice to a child's Indian tribe that a petition has been filed in state juvenile court.

The service worker will complete three (3) copies. Send original to Indian tribe, retain second for child's service record, and send the third to the clerk of juvenile court.

## DSHS 9-535 (12/80), LETTER TO TRIBE - NOTIFICATION

DSHS File No. _____

TO: _____ Indian Tribe, Band or Nation.

This letter is to notify you that a court hearing is scheduled for _____ (Name of Child) _____ (Birthdate of Child) on _____ (Date and Time) at _____ (Place of Hearing). Telephone No. _____:

Cause No. _____. The hearing may result in [ ] foster care, [ ] temporary or permanent loss of parental rights, [ ] DSHS supervision;
[ ] other.

The child's father is _____, his address is _____, birthplace: _____, enrollment number _____. The child's mother is _____, maiden name _____, her address is _____, birthplace _____, enrollment number _____.

Since _____ is a member of (or is eligible for membership in) your tribe, the tribe, if federally recognized, has the absolute right pursuant to the Indian Child Welfare Act of 1978 (25 USC 1901) to intervene at any point in the court proceedings. If you wish to intervene in this situation and need additional time, notify the court and the scheduled court hearing can and will be delayed up to twenty days upon your request. If you are not federally recognized, you may petition to intervene, but it is up to the judge to grant or deny the petition.

The tribe, if federally recognized, also has the right to petition the court to transfer the proceedings to the jurisdiction of the tribe

You may wish to contact another tribe or Indian organization for referral, consultation and/or possible intervention. The nearest Indian tribe or organization is _____ located at _____, telephone no. _____.

[ ] This case will be staffed by the Region ____ Indian Child Welfare Advisory Committee or by an Indian volunteer consultant.

OR

[ ] This case was staffed by Region ____ Indian Child Welfare Advisory Committee on _____. The recommendations are enclosed.

## DSHS 9-535 (12/80), LETTER TO TRIBE - NOTIFICATION (Cont.)

Please let me know what procedures are necessary for enrollment of _____ and what additional information you need and send me any forms required for enrollment

Please keep the information enclosed on the petition and in this letter of notification confidential.

I would be very interested in knowing of any relative or other tribal members who could provide a good home for this child, and if there are any tribal social services available for the child and/or family I will look forward to hearing from you

_____
DSHS Service Worker

_____
DSHS Address

_____
DSHS Telephone Number

Enclosures:
[ ] Petition
[ ] Other relevant information

## DSHS 9-536 (12/80), LETTER TO BUREAU OF INDIAN AFFAIRS

### Instructions

DSHS 9-536 is a form letter to the Bureau of Indian Affairs requesting information about a child/family/Indian tribe.

## DSHS 9-536 (12/80), LETTER TO BUREAU OF INDIAN AFFAIRS

DSHS File No _____

Portland Area Director
Bureau of Indian Affairs
1425 NE Irving Street
Portland, OR 97208

Dear Sir or Madam

Pursuant to the provisions of the Indian Child Welfare Act (25 USC 1901) I am writing to notify you that

_____, an Indian child is the subject of an involuntary child custody

proceeding in the _____ County Superior Court Juvenile Division The following information cannot be determined

[ ] identity of the child's parents.
[ ] location of the child's parents.
[ ] identity of the child's tribe

The following information regarding _____ and his or her family is known to the Department of Social and Health Services

[ ] Child's full name _____

[ ] Child's birth date. _____

[ ] Child's birth place _____

[ ] Names of child's parents or Indian custodian _____

Mother's maiden name. _____

[ ] Tribal affiliation of mother _____

of father _____, of child _____

[ ] Birthdate of mother _____ enrollment number _____

[ ] Birthdate of father _____ enrollment number _____

[ ] Location of child's parents or Indian custodian _____

[ ] Any additional information

Since the child's legal status in regard to the Indian Child Welfare Act is uncertain, we are unable to properly plan for the child in the absence of the information request Your earliest response will be most appreciated

Sincerely,

_____
DSHS Service Worker

_____
DSHS Address

_____
DSHS Telephone Number

## DSHS 9-537 (12/80), LETTER TO CANADIAN INDIAN BAND

### Instructions

DSHS 9-537 is a form letter to a Canadian Indian Band notifying them that a petition has been filed in juvenile court. This is to be completed by the service worker in duplicate. One copy goes to the Indian Band and the second copy is to be retained in the service record.

## DSHS 9-537 (12/80), LETTER TO CANADIAN INDIAN BAND

DSHS File No _____

TO _____ Canadian Indian Band

This letter is to advise you that a court hearing is scheduled for _____
(Name of Child)

_____ (Birthdate of Child) on _____ (Date and Time)

at _____ (Place of Hearing), telephone number _____

Cause No _____. The hearing may result in [ ] foster care [ ] temporary or permanent loss of parental rights, [ ] other

There is reason to believe that _____

is a member of the _____ Canadian Indian Band

The child's mother is _____, her address is _____, the child's father is _____, his address is _____

This letter is for purposes of notification only. As a Canadian Indian Band, you do not have the automatic right to intervene in a judicial proceeding of the United States, nor to request that the case be transferred to the jurisdiction of your band.

However, please contact me if you want more information about the situation and/or if you have services that you would like to offer to the child or family. I will look forward to hearing from you.

_____
DSHS Service Worker

_____
DSHS Address

_____
DSHS Telephone Number

## DSHS 9-538 (12/80), LETTER TO CANADIAN INDIAN PARENT

### Instructions

DSHS 9-538 is a form letter to a Canadian Indian Parents of Canadian Indian children. This is to be completed by the service worker in duplicate. One copy goes to the parent and the second copy is to be retained in the service record.

## DSHS 9-538 (12/80), LETTER TO CANADIAN INDIAN PARENT

DSHS File No _____

Dear _____

This letter is to let you know that a court hearing is planned for _____ (Name of Child)

on _____ (Date) at _____ (Location)

telephone number _____ cause no _____

This court hearing could result in [ ] foster care for your child, [ ] the Department of Social and Health Services' taking custody of your child, [ ] your child being taken away forever [ ] other _____

This is a very serious matter so please come to the hearing. You have the right to an attorney. If you cannot afford one, an attorney will be appointed to you by the judge in court on the day of the hearing.

If you have any questions about this letter or the court hearing, please feel free to call me at telephone number _____, and I will talk to you about these matters.

Very truly yours

DSHS Service Worker _____

DSHS Address

DSHS Telephone Number

## DSHS 9-539 (12/80), LETTER TO TRIBE - ENROLLMENT STATUS

### Instructions

DSHS 9-539 is a form letter to be completed by the service worker. This is a request for an eligibility determination of a child's enrollment in the tribe of his/her parents. It must be completed entirely for a complete, accurate determination and sent by regular mail.

Two copies are to be completed. One is sent to the tribe and the other retained in the child's service record.

## DSHS 9-539 (12/80), LETTER TO TRIBE - ENROLLMENT STATUS

DSHS File No _____

TO: _____ Tribe

The Department of Social and Health Services recently received a referral in regard to a child whose name is _____ was born on _____ to _____ and _____ The child's place of birth was _____ In order to determine whether this child is subject to the provisions of the Indian Child Welfare Act (25 USC 1901) and/or the Indian provisions of the Washington Administrative Code, could you please provide me with answers to the following questions

1. Is the child's mother _____ date of birth, _____ presently an enrolled member of the _____ Tribe?

2. Is the child's father, _____, date of birth _____ presently an enrolled member of the _____ Tribe?

3. Is _____ presently an enrolled member of the _____ Tribe?

4. If the child, _____ is not presently an enrolled member of the _____ Tribe, is the child eligible for membership?

5. What kinds of case planning services and/or court involvement can you offer?

Since this child's legal status in regard to the Indian Child Welfare Act and the Washington Administrative Code is uncertain, we are unable to properly plan for the child in the absence of the information requested from you. Your earliest response will be most appreciated.

Sincerely

_____
DSHS Service Worker

_____

_____
DSHS Address

_____
DSHS Telephone Number

## DSHS 9-540 (12/80), LETTER TO BUREAU OF INDIAN AFFAIRS - TRIBAL AFFILIATIONS

### Instructions

DSHS 9-540 is a form letter to the Bureau of Indian Affairs rquesting assistance in determining a child's tribal affiliation. The service worker must provide all known family information from the child's record (i.e., father/mother names, other relatives, etc.) and send by regular mail.

Complete two copies and send original to Bureau of Indian Affairs and retain the other for the child's service record.

## DSHS 9-540 (12/80), LETTER TO BUREAU OF INDIAN AFFAIRS - TRIBAL AFFILIATIONS

DSHS File No. _____

Portland Area Director
Bureau of Indian Affairs
1425 NE Irving Street
Portland, OR 97208

Dear Sir or Madam:

Pursuant to the provisions of the Indian Child Welfare Act (P. L. 95-608), I am writing to request your assistance in determining whether or not a child known to this agency is an Indian child within the meaning of the Indian Child Welfare Act. The child's name is _____, the child's birthdate is _____, and the place of the child's birth is _____. Although our information suggests that this child is of Indian heritage, we have been unable to develop sufficient information to identify any probable tribal affiliation for the child. The information we have includes the following

Since this child's legal status in regard to the Indian Child Welfare Act is uncertain, we are unable to properly plan for the child in the absence of the information requested. Your earliest response will be most appreciated.

Sincerely,

_____
DSHS Service Worker

_____

_____
DSHS Address

_____
DSHS Telephone Number

DSHS Letter to Bureau of Indian Affairs re Tribal Affiliations
DSHS 9-540 (12-80)

## DSHS 9-541 (12/80), NOTICE TO INDIAN TRIBE, BAND OR NATION

### Instructions

DSHS 9-541 is a legal court notification document. The service worker will provide a copy to the juvenile court staff person responsible for providing notice of a pending hearing. This is to be completed entirely, by the court and sent by Registered Mail/Return Receipt Requested. A copy must be obtained from thecourt for the service record.

The service worker will provide a copy of DSHS 9-535, Letter to Tribe - Notification, to assist the court in completing this document.

NOTE: DSHS 9-542, Notice of Intervention and Request for Continuance is to be attached to this document and returned by the tribe to the court.

## DSHS 9-541 (12/80), NOTICE TO INDIAN TRIBE, BAND OR NATION

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

| | | |
|---|---|---|
| IN RE THE WELFARE OF<br><br>an Indian Child | )<br>)<br>)<br>)<br>)<br>) | NO<br><br>NOTICE TO _____<br>INDIAN TRIBE, BAND OR NATION |

Pursuant to the Indian Child Welfare Act of 1978, 25 USC 1901, if you are a federally recognized Indian tribe, band or nation and the above-named child is enrolled or eligible to be enrolled in your tribe, you have specific rights which are described below

You are hereby notified that a [ ] dependency; [ ] termination proceeding is pending regarding the above-named Indian child in this court which may result in [ ] foster care; [ ] temporary or permanent loss of parental rights. [ ] other A hearing in this matter is scheduled the _____ day of _____ 19____ at _____ Cause No _____ at the _____ County Superior Court located at _____ telephone number _____

That the child is _____ years old, and was born on the _____ day of _____ 19____ and that the child resides with his/her [ ] parent(s). [ ] Indian custodian. [ ] caretaker at a home located at _____ [ ] outside [ ] inside the exterior boundaries of the _____ Indian Reservation, or that the child is in [ ] an Indian foster home located in _____ County. [ ] a non-Indian foster home located in _____ County [ ] other

That the child's mother is _____ her maiden name is _____ she resides at _____. Her enrollment number is _____

The child's father is _____ He resides at _____

His enrollment number is _____

That there is reason to believe that the child is an enrolled member of the _____ Tribe, or eligible to be enrolled in the _____ Tribe, that the tribe has the absolute right to intervene at any point in the court proceedings If you wish to exercise the right of intervention and desire additional time, the scheduled court hearing can and will be delayed up to twenty days upon your request The most effective way to intervene and/or request a continuance is to fill out the attached form and return it as soon as possible to _____ at the following address _____ telephone number _____ The tribe can also intervene by personally appearing at the next scheduled hearing

NOTICE TO INDIAN TRIBE
BAND OR NATION
DSHS 9-541 (12/80)

## DSHS 9-541 (12/80), NOTICE TO INDIAN TRIBE, BAND OR NATION (Cont.)

That you have the right to petition the court to transfer the proceeding to the jurisdiction of the tribe. If you wish to request a transfer, please file a transfer petition as soon as possible after receiving notice. Unnecessary delay may result in denial of the request for transfer.

That you may wish to contact another tribe or Indian organization for referral, consultation and/or possible intervention. The nearest tribe or Indian organization is the _____ located at _____ telephone number _____

If you are not currently a federally recognized tribe, this notice is only to advise you of the forthcoming dependency procedure. You do not have the right of absolute intervention, to request a twenty day continuance, or to request transfer. You DO have the right to file a formal motion to intervene with the court, however, the court has the discretion to grant or deny your request. You can, regardless of your status, offer any tribal social services that are available to the child and/or family.

Please keep the information contained in this Notice and Petition confidential.

DATED this _____ day of _____ 19_____

_____
Juvenile Court Probation Counselor

NOTICE TO INDIAN TRIBE
BAND OR NATION
DSHS 9-541 (12/80)

## DSHS 9-541 (12/80), NOTICE TO INDIAN TRIBE, BAND OR NATION

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

| | |
|---|---|
| IN RE THE WELFARE OF<br><br>an Indian Child<br>_____ | NO<br><br>NOTICE TO _____<br>INDIAN TRIBE, BAND OR NATION |

Pursuant to the Indian Child Welfare Act of 1978, 25 USC 1901, if you are a federally recognized Indian tribe, band or nation and the above-named child is enrolled or eligible to be enrolled in your tribe, you have specific rights which are described below

You are hereby notified that a [ ] dependency, [ ] termination proceeding is pending regarding the above-named Indian child in this court which may result in [ ] foster care, [ ] temporary or permanent loss of parental rights, [ ] other A hearing in this matter is scheduled the _____ day of _____ 19____ at _____ Cause No _____ at the _____ County Superior Court located at _____ telephone number _____

That the child is _____ years old, and was born on the _____ day of _____ 19____ and that the child resides with he/her [ ] parent(s), [ ] Indian custodian, [ ] caretaker at a home located at _____ [ ] outside [ ] inside the exterior boundaries of the _____ Indian Reservation, or that the child is in [ ] an Indian foster home located in _____ County, [ ] a non-Indian foster home located in _____ County [ ] other

That the child's mother is _____, her maiden name is _____, she resides at _____. Her enrollment number is _____

The child's father is _____ He resides at _____

His enrollment number is _____

That there is reason to believe that the child is an enrolled member of the _____ Tribe, or eligible to be enrolled in the _____ Tribe, that the tribe has the absolute right to intervene at any point in the court proceedings If you wish to exercise the right of intervention and desire additional time, the scheduled court hearing can and will be delayed up to twenty days upon your request The most effective way to intervene and/or request a continuance is to fill out the attached form and return it as soon as possible to _____ at the following address _____ telephone number _____ The tribe can also intervene by personally appearing at the next scheduled hearing

NOTICE TO INDIAN TRIBE
BAND OR NATION
DSHS 9-541 (12/80)

## DSHS 9-541 (12/80), NOTICE TO INDIAN TRIBE, BAND OR NATION (Cont.)

That you have the right to petition the court to transfer the proceeding to the jurisdiction of the tribe. If you wish to request a transfer, please file a transfer petition as soon as possible after receiving notice. Unnecessary delay may result in denial of the request for transfer.

That you may wish to contact another tribe or Indian organization for referral, consultation and/or possible intervention. The nearest tribe or Indian organization is the _____

located at _____, _____, telephone number _____.

If you are not currently a federally recognized tribe, this notice is only to advise you of the forthcoming dependency procedure. You do not have the right of absolute intervention, to request a twenty day continuance, or to request transfer. You DO have the right to file a formal motion to intervene with the court, however, the court has the discretion to grant or deny your request. You can, regardless of your status, offer any tribal social services that are available to the child and/or family.

Please keep the information contained in this Notice and Petition confidential.

DATED this _____ day of _____, 19_____.

_____
Juvenile Court Probation Counselor

NOTICE TO INDIAN TRIBE
BAND OR NATION

## DSHS 9-542 (12/80), NOTICE OF INTERVENTION AND REQUEST FOR CONTINUANCE

### Instructions

DSHS 9-542 is a legal court document for the court to determine a tribe's interest in intervening into a child's case. This will accompany the DSHS 9-541, Notice to Indian Tribe, Band or Nation. It will be returned to the court as the tribe's formal reply to intervene or not to intervene.

The service worker will provide a copy to the juvenile court staff for completion. A copy of the completed form must be obtained from the court for the service record.

## DSHS 9-542 (12/80), NOTICE OF INTERVENTION AND REQUEST FOR CONTINUANCE

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

JUVENILE DEPARTMENT

| | |
|---|---|
| IN RE THE WELFARE OF<br><br>an Indian child | NO<br><br>NOTICE OF INTERVENTION AND REQUEST FOR CONTINUANCE |

TO: Juvenile Dependency Probation Counselor, and to Other Parties and Their Counsel of Record

NOTICE OF INTERVENTION

YOU AND EACH OF YOU will please take notice that the _____ Indian tribe does hereby appear in the above-entitled cause and requests that each of the parties to this proceeding and their counsel of record provide the undersigned with copies of all documents hereafter filed with the court in the above proceeding, and with notice of all hearings hereinafter set

Said papers and pleadings are to be sent or delivered to the _____ Indian tribe at the address listed below

REQUEST FOR CONTINUANCE

[ ] The _____ Indian tribe requests an additional 20 days to prepare for the proceeding as provided for in 25 USC 1912

[ ] The _____ Indian tribe does not request an additional 20 days to prepare for the proceeding

DATED this _____ day of _____, 19__

_____
Tribal Name

_____
Tribal Address

_____
Telephone Number

## DSHS 9-543 (12/80), NOTICE TO PARENT AND/OR INDIAN CUSTODIAN

### Instructions

DSHS 9-543 is a legal court notification document. The service worker will provide a copy to the juvenile court staff person responsible for providing notice. This is to be completed in its entirety and mailed by the court. The service worker must obtain a copy of the completed form for the service record.

The service worker will provide a copy of DSHS 9-534, Letter to Parent and/or Indian Custodian, to assist the court in completing this document.

NOTE: DSHS 9-544, Request for Continuance, is to accompany this document.

## DSHS 9-543 (12/80), NOTICE TO PARENT AND/OR INDIAN CUSTODIAN

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

| | | |
|---|---|---|
| IN RE THE WELFARE OF | ) | |
| | ) | NO |
| | ) | |
| | ) | NOTICE TO PARENT AND/OR |
| an Indian Child | ) | INDIAN CUSTODIAN |
| _____ | ) | |

Name of Child _____

Place of Birth _____

Date of Birth _____

Tribal Affiliation _____

Pursuant to the Indian Child Welfare Act of 1978, 25 USC 1901 you are hereby notified that a [ ] dependency, [ ] termination proceeding is pending for the above-named Indian child in this court, which may result in [ ] foster care, [ ] temporary loss of parental rights, [ ] permanent loss of parental rights, [ ] other

A hearing is scheduled for the _____ day of _____ 19____ at _____

Cause No _____ at the _____ County

Superior Court, located at _____

in _____ Washington. The telephone number is _____

You have the right to an attorney; if you cannot afford one, an attorney will be appointed to you by the judge in court on the day of the hearing.

You are further notified that you have a right to request that the case be transferred to the tribal court of the _____ Indian Reservation, that you have the right to request and be granted an additional twenty days to prepare for participation in the proceedings, if you wish to request the additional time, fill out the attached form and return it as soon as possible to the Dependency Probation Counselor _____ at the following address _____

_____ telephone number _____

You as the parent have the right to object to transfer of jurisdiction to the _____ Tribal Court.

DATED this _____ day of _____ 19____

_____
Juvenile Court Probation Counselor

## DSHS 9-544 (12/80), REQUEST FOR CONTINUANCE

### Instructions

DSHS 9-544 is a legal court document. It is to be provided by the service worker to the court, and completed by the court staff person responsible for providing notice. It is to be completed and sent with DSHS 9-543, Notice To Parent and/or Indian Custodian, and returned with the parents' signature.

The service worker must obtain a copy of the completed document from the court for the service record.

## DSHS 9-544 (12/80), REQUEST FOR CONTINUANCE

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

| | | |
|---|---|---|
| IN RE THE WELFARE OF<br><br>an Indian Child | ) | NO<br><br>REQUEST FOR CONTINUANCE |

TO Juvenile Dependency Probation Counselor,

All Other Parties and Their Counsel of Record

I, _____ the parent or Indian custodian of _____, hereby request an additional twenty (20) days to prepare for the proceedings in this matter, as provided for in 25 USC 1912

DATED this _____ day of _____, 198__

_____
Name

_____
Address

_____
Telephone Number

## DSHS 9-545 (12/80), NOTICE TO SECRETARY OF THE U.S. DEPARTMENT OF INTERIOR REGARDING AN INDIAN CHILD

### Instructions

DSHS 9-545 is a legal juvenile court notification document. It is to be provided to the court by the service worker. The court staff person responsible for providing notice will complete and send.

Two copies are to be completed. One is retained in the child's service record, and the other sent to the Bureau of Indian Affairs.

## DSHS 9-545 (12/80), NOTICE TO SECRETARY OF THE U.S. DEPARTMENT OF INTERIOR REGARDING AN INDIAN CHILD

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

| | | |
|---|---|---|
| IN RE THE WELFARE OF | ) | |
| | ) | NO |
| | ) | |
| an Indian Child | ) | NOTICE TO SECRETARY OF UNITED STATES DEPARTMENT OF INTERIOR REGARDING AN INDIAN CHILD |
| _____ | ) | |

TO _____

Pursuant to the provisions of 25 USC 1901, section 1912, you are hereby notified that the above-named Indian child is the subject of an involuntary child custody proceeding in the above-entitled court. You are further notified that the following information cannot be determined

[ ] The identity of said child's parents

[ ] The location of said child's parents

[ ] The identity of said child's Indian tribe

The following information regarding said child and his or her family is known to the Department of Social and Health Services and/or this court

[ ] Child's full name _____

[ ] Child's birth date _____

[ ] Child's birth place _____

[ ] Names of child's parents or Indian custodian _____

Mother's maiden name _____

[ ] Birthdate of mother _____ Birthplace of mother _____

Birthdate of father _____ Birthplace of father _____

[ ] Location of child's parents or Indian custodian _____

[ ] Tribal affiliation of mother _____ enrollment number _____

father _____ enrollment number _____

child _____ enrollment number _____

[ ] Any additional information _____

_____

_____

Since the child's legal status in regard to the Indian Child Welfare Act is uncertain, we are unable to properly plan for the child in the absence of the information requested. Please respond within ten days of receipt of this Notice.

DATED this _____ day of _____ 198 _

_____
Juvenile Court Probation Counselor

NOTICE TO SECRETARY

## DSHS 9-546 (12/80), CERTIFICATE OF PRESIDING JUDGE

### Instructions

DSHS 9-546 is a legal court appearance/relinquishment document. The service worker will provide a copy of this form to the court staff person responsible for providing notices.

The service worker must obtain a copy of the completed form for the service record.

## DSHS 9-546 (12/80). CERTIFICATE OF PRESIDING JUDGE

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

JUVENILE DEPARTMENT

| | |
|---|---|
| IN RE THE WELFARE OF<br><br>B d | NO<br><br>CERTIFICATE OF PRESIDING JUDGE |

On the _____ day of _____ 19 ... _____ the natural _____ of _____ _____ verbally acknowledged in my presence, that on _____ _____ 19_____ he/she signed the following papers [ ] Waiver of Right to Receive Notice and Appearance [ ] Authorization to Release Information, [ ] Consent to Termination and Waiver of Right to Receive Notice of Termination Proceedings, and [ ] Petition for Termination of Parent-Child Relationship

_____ has further acknowledged that the terms and consequences of the consent were fully explained in detail in _____ _____, his/her primary language, and that he/she fully understood what these consequences would be, including the divestment of all legal rights and obligations with respect to said child and the waiver of any right to receive notice of the termination proceedings

The minor child, _____ _____ is enrolled in or eligible to be enrolled in the _____ _____ Tribe His/her enrollment number is _____ The natural _____ _____ is a member of the _____ Tribe His/her address is _____

DATED this _____ day of _____ _____ 19.

_____
JUDGE COMMISSIONER

CERTIFICATE OF PRESIDING JUDGE
DSHS 9-546 (12/80)

## DSHS 9-547 (03/81), MOTION TO TRANSFER JURISDICTION TO INDIAN TRIBE

### Instructions

DSHS 9-547 is a legal form to be used in the Superior Courts of Washington. It is a motion asking the Superior Court to transfer jurisdiction of a juvenile proceeding from Superior Court to Tribal Court.

The DSHS service worker is to provide this form with DSHS 9-54 to the appropriate person in the juvenile court system. The motion will then be filed in Superior Court.

## DSHS 9-547 (03/81), MOTION TO TRANSFER JURISDICTION TO INDIAN TRIBE

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

JUVENILE DEPARTMENT

| | | |
|---|---|---|
| DEPENDENCY OF: | ) | |
| | ) | NO |
| | ) | |
| | ) | MOTION TO TRANSFER JURISDICTION |
| | ) | UNDER 25 USC 1911(b) TO THE TRIBAL |
| | ) | COURT OF THE _____ |
| | ) | TRIBE OF INDIANS |
| _____ | ) | |

The undersigned attorney moves the court for an order to transfer jurisdiction of these proceedings from this court to the Tribal Court of the _____ tribe of Indians

This motion is based on the provisions of 25 USC 1911(b) and the following

DATED this _____ day of _____, 19____

_____
NAME OF ATTORNEY

_____
(Title)

## DSHS 9-547A (03/81), ORDER TO TRANSFER JURISDICTION TO INDIAN TRIBE

### Instructions

DSHS 9-547A is a legal form to be used in the Superior Courts of Washington. It is an order that transfers jurisdiction of the juvenile proceeding from State Superior Court to Tribal Court.

The DSHS service worker is to provide this form along with DSHS 9-547 to the appropriate person in the Juvenile Court system. The order will be entered and filed in Superior Court. The service worker should obtain a completed and signed copy of the order for the service record.

## DSHS 9-547A (03/81), ORDER TO TRANSFER JURISDICTION TO INDIAN TRIBE

SUPERIOR COURT OF WASHINGTON FOR COUNTY OF

JUVENILE DEPARTMENT

| | | |
|---|---|---|
| DEPENDENCY OF<br><br>_____ | )<br>)<br>)<br>)<br>)<br>)<br>)<br>) | NO<br><br>ORDER TO TRANSFER JURISDICTION<br>TO THE TRIBAL COURT OF THE<br>_____ TRIBE<br>OF INDIANS |

THIS MATTER having come before the court upon the motion under 25 USC 1911(b) for transfer of jurisdiction of these proceedings from the court to the Tribal Court of the _____ tribe of Indians, and the court having considered the above motion, now therefore

IT IS HEREBY ORDERED that the court releases any and all jurisdiction of these proceedings and transfer the same to the Tribal Court of the _____ Tribe of Indians

DATED this _____ day of _____, 19____.

_____
JUDGE / COMMISSIONER

Presented by

_____
NAME AND TITLE

[ ] FATHER OR
[ ] FATHER'S ATTORNEY

[ ] AAG OR PROSECUTING ATTORNEY
[ ] OR DSHS CASEWORKER

[ ] MOTHER OR
[ ] MOTHER'S ATTORNEY

[ ] _____ TRIBE
_____

[ ] GUARDIAN AD LITEM OR
[ ] ATTORNEY FOR GUARDIAN AD LITEM

## DSHS 9-548 (03/81), MOTION FOR THE TRIBAL COURT TO ACCEPT JURISDICTION

### Instructions

DSHS 9-548 is a legal form used within the tribal court system. It is a motion asking the tribe to accept jurisdiction of the juvenile proceeding.

The DSHS service worker is to provide this form along with DSHS 9-548A to the appropriate person within the Indian tribe. The motion will be filed in tribal court.

## DSHS 9-548 (03/81), MOTION FOR THE TRIBAL COURT TO ACCEPT JURISDICTION

IN THE TRIBAL COURT FOR THE _____

TRIBE OF INDIANS

| | | |
|---|---|---|
| DEPENDENCY OF | ) | |
| | ) | NO |
| | ) | |
| | ) | MOTION FOR THE TRIBAL COURT TO |
| | ) | ACCEPT JURISDICTION UNDER 25 |
| | ) | USC 1911(b) |
| | ) | |
| _____ | ) | |

COMES NOW _____ (NAME) _____ (POSITION) _____ for the _____ Tribe of Indians and moves the Court for an Order to accept the transfer of jurisdiction of the proceedings to the Tribal Court of the _____ Tribe of Indians

This motion is based on the provisions of 25 USC 1911(b) and the following

DATED this _____ day of _____, 19_____.

NAME _____

TITLE _____

## DSHS 9-548A (03/81), ORDER FOR THE TRIBAL COURT TO ACCEPT JURISDICTION

### Instructions

DSHS 9-548A is a legal form used within the tribal court system. It is an order of the tribal court accepting jurisdiction of a juvenile proceeding from State Superior Court.

The DSHS service worker is to provide this form along with DSHS 9-548 to the appropriate person within the Indian tribe. The order will be entered and filed in tribal court. The service worker should obtain, whenever possible, a completed and signed copy of the order for the service record.

## DSHS 9-548A (03/81), ORDER FOR THE TRIBAL COURT TO ACCEPT JURISDICTION

IN THE TRIBAL COURT FOR THE _____

TRIBE OF INDIANS

| | | |
|---|---|---|
| DEPENDENCY OF | ) | |
| | ) | NO |
| | ) | |
| | ) | ORDER FOR THE TRIBAL COURT |
| | ) | TO ACCEPT JURISDICTION UNDER |
| | ) | 25 USC 1911(b) |
| | ) | |
| _____ | ) | |

THIS MATTER having come before this court upon the Motion under 25 USC 1911(b) for acceptance of jurisdiction of these proceedings in the Tribal Court of the _____ Tribe of Indians and the Court having considered the above Motion, now, therefore,

IT IS HEREBY ORDERED that this Court accepts any and all jurisdiction over these proceedings.

DATED this _____ day of _____, 19____

_____
JUDGE / COMMISSIONER

Presented by:

_____
NAME AND TITLE

_____
INDIAN TRIBE

[ ] FATHER, OR
[ ] FATHER'S ATTORNEY

[ ] MOTHER, OR
[ ] MOTHER'S ATTORNEY

[ ] GUARDIAN AD LITEM, OR
[ ] ATTORNEY FOR GUARDIAN AD LITEM

## 24.13 General Policies Related to this Service

A. The department offers Family Reconciliation Services on a voluntary basis to families in conflict or with runaway children.

B. Department policy is to keep families intact and strengthen and support the family units so as to prevent out-of-home placement.

C. The department will operate a single 24-hour, 7 day-a-week intake system for emergent situations including families in conflict, runaway children, and child abuse/neglect cases.

D. Each Community Service Office (CSO) will establish and maintain agreements and procedures with local law enforcement agencies to facilitate provision of 24-hour FRS by the CSO.

E. Each CSO shall establish and maintain agreements with Indian tribal social service agencies and staff and tribal law enforcement agencies regarding 24-hour FRS availability within the boundaries of Indian reservations. Such agreements may include BIA and Indian health services program availability.

F. CSOs may establish agreements with other local agencies such as Crisis Line and/or the community mental health center to provide a 24-hour a day, 7 day-a-week answering service for FRS. The answering service will not screen cases, but will refer all families in conflict and runaway children to the CSO.

G. The intake system will provide, at a minimum, a telephone consultation between a service worker and the client(s).

H. Prior to placement of a child, every attempt shall be made, through the provision of family reconciliation services, to prevent the removal of a child from the family unit. For placement services, see Chapters 31 - Crisis Residential Center, 32 - Child Foster Family Care, and 34 - Private Agency/Child Group Care.

I. In placement of American Indian children, except for emergency receiving home placements for protective purposes, procedures of Chapters 32.33 and 34.35 shall be followed.

J. After intake/assessment and when further counseling is needed (to prevent out-of-home placement, etc.) the counseling time will be at least 60 percent face-to-face. There shall also be flexible scheduling of appointments to meet the family's needs and to provide counseling in the family's home or a neutral community setting.

K. After having entered FRS and while a child is in receiving home or family crisis residential care, the contractor or CSO will continue to provide CCS. The contractor will coordinate with CSO staff who are responsible for filing petitions and completing other court-related functions. (See Chapter 23, Juvenile Court Process.)

B. Children are maintained in their own home unless they are abandoned, are being abused or neglected, or there is a manifest clear and present danger they will suffer further CAN. A child is returned to his/her own home as soon as appropriate.

C. The fact that a child has been reported as allegedly abused/neglected is cause for CPS investigation.

D. A complaint or referral concerned with abuse, neglect, or exploitation of children shall be accepted by the department from any source, including one made anonymously. (See WAC 388-15-132(1).)

E. Families and children who are receiving social service from a non-CPS worker when a complaint alleging neglect, abuse or exploitation is received must be reviewed by both the CPS supervisor and the supervisor for the other service. This review must be documented in the case recording (DSHS 2-305) by the worker providing the service. The CPS service worker has responsibility for the investigation and ongoing phases of service related to the CPS concerns in all cases. The service is to be opened as CPS on the DSHS 14-154(X), Social Services Authorization. (No additional action on the open DSHS 14-139(X), Social Services Application, is necessary.) The service worker for the other service has responsibility for the non-CPS aspects of the case. All service aspects of the case are to be coordinated by the supervisors and service workers.

F. DSHS employees and volunteers are mandated by state law and by rules and regulations to report child abuse and neglect. Employees will be expected, in most cases, to discuss the matter with the parent(s) prior to making a referral. DSHS volunteers will ordinarily not be expected to discuss their report with the parents directly.

G. Military families living off military reservations are subject to general community CPS jurisdiction. Guidelines for the provision of CPS services to on-post families must be resolved administratively with the base commander or his/her designee and the DSHS Regional Director (RD) or designee. Mutually developed written guidelines and procedures are necessary.

H. The State of Washington has civil and criminal jurisdiction on American Indian reservations. Requirements for reporting and provision of CPS case services apply on all American Indian reservations. The policy of the department is to deliver CPS services to American Indian clients in a manner designed, where possible, to utilize Indian resources, to keep Indian families together, and avoid separating the American Indian child from his parents, relatives, tribe or cultural heritage as per WAC 388-15-131. (See WAC 388-70-095.)

I. The CSO administrator via the CPS unit will establish procedures for providing program information to the community and for receiving reports from community sources and from within the CSO.

J. A mutual written agreement will be established between the CSO CPS unit and local law enforcement agencies to ensure the transmittal of child abuse and neglect incident reports and reports of the result of investigations from law enforcement to the CSO and to ensure appropriate referrals from the CSO to law enforcement.

K. The department maintains a Central Registry which is a centralized storage and retrieval system of required case information about all substantiated reports of nonaccidentally inflicted death, physical injury or injuries (abuse), physical neglect, sexual abuse or mental injury (emotional abuse and/or neglect) of a child or developmentally disabled persons of any age.

L. In response to all referrals, the service worker acts as a client advocate for both parent and child and seeks the most appropriate and effective resource possible. When the interests of the parents and the child conflict, the child's interests/rights should prevail.

M. CPS does not provide service to adults or to developmentally disabled persons 18 years of age or older. Such services are provided by the Adult Protective Services (APS) section. (See Chapter 44, Adult Protective Services.)

N. CPS does not provide service in the case of third-party abuse unless the parent or surrogate parents are unable or unwilling to protect the child or have contributed to the problem.

O. CPS does not provide studies to determine if a marriage is irretrievably broken or to make recommendations regarding custody of the children.

P. CPS does not investigate possible criminal violations for criminal prosecution.

Q. CPS does not investigate possible violations per se of the school system's Statutory Code, Administrative Code or other statements regarding discipline for the purpose of determining whether a violation has occurred.

R. A CPS worker may transport a child only under one or more of the following conditions:

1. There is a court order directing CPS to take a child into custody.

2. The department has custody of the child through previous court order.

3. The worker has current written permission for transportation signed by the parent or those legally responsible for the child and signed by a witness.

1. The circumstances have changed or been corrected which brought about the report or complaint and it can be determined with a fair degree of certainty that the change will be maintained when the case is transferred to another service or terminated; or

2. The parent(s) or parent surrogate(s) have demonstrated that they do not have the capacity or desire to use CPS and that the maltreatment is of such a nature that the court cannot become involved and there are no further actions that can be taken to protect the child(ren).

C. Financial: CPS is provided without regard to income. Homemaker services, day care, foster care, and chore services which are provided in support of and as a part of the CPS plan can be given without regard to income. Runaways who are in clear and present danger of abuse, neglect or exploitation are eligible for receiving home care paid for as a protective service. Office of Support Enforcement (OSE) may ask the family to provide financial participation for foster or receiving care.

D. The parent(s) or surrogates are to be notified when services are to be provided by CPS and when services provided by CPS cease.

## 26.20 PROGRAM STANDARDS

### 26.21 Program Expectations

All program expectations will be documentable from the information contained in the case record, as appropriate for the specific case.

The CPS worker will:

A. Respond to all CPS emergent situations within 24 hours (see 26.14, B.).

B. Respond to less emergent situations within 48 hours (see 26.14, C.).

C. Contact collateral sources if/as appropriate during the intake and ongoing phase (see 26.33 and 26.34).

D. Coordinate investigation and service delivery if the case is already active with the agency or any other service agency/professional.

E. Follow the requirements of WAC 388-15-131 and WAC 388-70-095 upon determination that the reported child(ren) is American Indian. (See Chapter 01.04, American Indian Policy Statement). Document in the case record the steps taken. (See Chapter 32, Child Foster Family Care, regarding the placement of Indian children in foster care, the special requirements, and working with the CSO Indian Child Welfare Advisory Committee.)

F. Complete the investigation phase of the case process within 30 calendar days.

G. At the completion of the investigation phase, notify, if appropriate, the referring person/complainant that the CPS case is valid/not valid and that service will/will not be provided the client. (When the referrant is a professional, mutual case planning may be appropriate.)

H. Review the service plan and the service provided with the supervisor and with the client before the end of the first 90 days after receiving the referral and at least one time each 90 days thereafter as long as CPS is open. Review will be for the purposes of determining if the case record is complete, the service is appropriate and effective and if the service should continue.

I. Within five working days after substantiating a report or receiving a substantiated report, complete DSHS 2-142(X), Child Abuse Registry Report, in typed duplicate and submit to Administrative Services. (Place a photocopy or facsimile of the DSHS 2-142(X) in the case service record.)

J. Respond to all Central Registry requests for information within one working day or as otherwise negotiated with the requestor.

K. Report to law enforcement as soon as possible, but at least within one day of making the determination, all situations in which a crime may have been committed. The report of a possible crime to the juvenile court is not fulfilling DSHS's duty to report to a law enforcement agency or the county prosecutor. (See RCW 74.13.031 (3) and 26.44.030.)

L. Transfer the case to foster care service staff if foster care is to continue longer than 90 calendar days unless the CPS supervisor agrees to continue the case in CPS or there is a conflicting court order that mandates CPS to continue with the case.

1. The decision to continue CPS longer than the 90 calendar days after foster care placement must be approved by supervisor and recorded.

2. Prior to transfer, the CPS case recording must be complete with particular attention given to the case plan and any relevant court orders.

3. The transfer process requires a case conference among [illegible] service workers and supervisors.

4. Notification must be given to the juvenile court of the change in service workers and the name of the new service worker.

M. Complete all paperwork within ten working days after terminating the CPS case.

# CHAPTER 27
# DELINQUENCY PREVENTION SERVICES

## 27.00 PROGRAM AUTHORITY

Federal: 45 CFR 228

State: RCW 72.05.170

## 27.10 POLICY

### 27.11 Purpose of Service

The purpose of Delinquency Prevention Services (DPS) is to stabilize a family in crisis in order to maintain a child in his/her own home, through crisis intervention services; and to improve a child's social and/or intellectual functioning in order to prevent delinquent behavior.

### 27.12 Service Description

DPS will provide:

A. Specialized crisis intervention casework to children/families referred by Community Services Office (CSO) staff, parent(s), child(ren), police, courts, and other agencies using the following direct clinical methods:

1. Individual treatment: Face-to-face contacts with the child alone or with the parents individually.

2. Family therapy: Face-to-face contacts with the family as a group or with the child, the parent(s), and selected siblings. This method usually includes all members of the household.

3. Traditional group therapy: Face-to-face contacts with unrelated clients in a group. The principal effort is to allow the client to work through his/her conflict through verbalization and group feedback.

4. Activity group therapy: Face-to-face contacts with unrelated clients focused upon one or more activities designed to develop both physical and social skills.

B. Consultation to DSHS/other agency staff as an aid to:

1. Diagnosis and treatment planning for clients including an identification/evaluation of individual/family dynamics and recommendations for working with these dynamics.

2. Ongoing treatment for clients including reviews of case activity in which further evaluations and additional recommendations are made.

C. Community resource development including consultation with community groups to assist in developing services for youth and their families by:

1. Identifying and obtaining consensus of the problem,

2. Analysis of the potential of existing resources, and

3. The identification of strategies for the development of needed resources.

D. Training for DSHS/other agency staff in short-term crisis intervention treatment, conflict resolution and family counseling.

## 27.13 General Policies Related to this Service

A. The department policy is to keep families intact and strengthen and support the family unit.

B. Intake/assessment will be completed in four hours or less. The service worker must use professional judgment in determining when, within the four-hour limit, to terminate the intake/assessment interview.

C. Prior to placement of a child, every attempt shall have been made through the provision of crisis intervention services (CIS) to prevent the removal of a child from the family unit. Placement services are provided by CSO staff (see Chapter 31, Crisis Residential Care).

D. When a child is placed in receiving care or family crisis residential center, the DPS staff will continue to provide CIS. DPS staff will coordinate with the CSO staff who have the responsibility for filing the Alternative Residential Placement (ARP) petition and other court-related tasks. (See Chapter 23, Juvenile Court Process)

E. If the child must continue in receiving care or family crisis residential center, the 15 hours and 30 days of CIS have been exhausted and family unification is probable, the local DPS Program Directors may authorize an additional 15 hours of service to be delivered within the next 30 days. The basis for authorization of the additional time must be written and filed in the client's service record. (See 24.32 B.)

F. When American Indian children are referred, policies outlined in Chapter 01.04, American Indian Policy Statement, will be followed.

G. Clients must be notified at the beginning of service that CIS are time-limited.

c. Relative

d. Receiving home

e. Volunteer receiving care

f. Crisis residential center

g. Detention facility

9. Date of disposition

10. Time of disposition

11. Hours of service provided

B. The above information should be available for two years following initial contact with the client. Regional and state office staff will monitor the CSOs to determine what services were provided within the state time limitations for intake assessments (see 24.21 A., and 24.31 B.).

## 27.20 PROGRAM STANDARDS

### 27.21 Program Expectations

A. Families in crisis will be contacted within one work day of the day in which the referral is received.

B. CIS should be completed in 15 hours or less and within 30 days of the initial request. Requests for exceptions to this requirement must be made to the local DPS Program Director in writing. Approval/disapproval decisions will be made on a case-by-case basis. The approved requests must be filed in the client's service record. (See 27.13 E.)

C. The first ten hours of case activity will include a thorough evaluation of the family dynamics and the individual member's strengths and weaknesses.

D. Service workers will obtain approval from the local DPS Program Director prior to providing family support services (up to 90 days per approval) for families in conflict.

E. Regional director/designee approval will be obtained to provide <u>any</u> services beyond 180 days.

F. The individual service plan will include the recommended treatment method(s), the individual's expected response to treatment and the anticipated results of any collateral services provided. For example, results expected from changes in class schedules, vocational training opportunities, etc.

G. During a planned interview, information will be obtained from the client to evaluate his/her contact with authorities (i.e., police and school authorities), for behavior indicative of a delinquent pattern.

H. When requested, staff will be available to provide consultation to the Indian Child Welfare Advisory Committee (ICWAC).

I. All paper work will be completed within five working days after the termination of the service.

## 27.22 Program Outcome

A. Family stability maintained and out-of-home placement prevented.

B. Development of client skills and supports within the family to [illegible] family conflicts.

C. Child's behavior modified, thereby reducing the number of status offenses and subsequent contacts with school authorities, law enforcement and juvenile courts.

D. Out-of-home placement was not prevented nor discontinued through provision of crisis intervention services and the child was continued in placement services.

## 27.30 SERVICE PROCEDURES

### 27.31 Crisis Intervention Intake/Assessment Services

When CIS workload will permit and with approval of regional director, DPS will provide 24-hour intake/assessment services.

A. Generally the request for services will be handled by the appropriate CSO worker/unit during working hours (i.e., situations of child abuse/neglect will be referred directly to CPS.). After working hours, service requests will be provided through the 24-hour intake system according to local agreements and CSO procedures.

B. The following information and forms must be provided to the CSO:

1. A summary of pertinent information containing:

   a. Diagnostic data
   b. Treatment plan
   c. Response to treatment
   d. Recommendations for placement and follow-up treatment

2. A DSHS 14-139(X) showing current eligibility, if the form was not originally initiated by the CSO.

C. When a case involves American Indian child(ren), the local Indian Child Welfare Advisory Committee (ICWAC) will be advised, with permission of the client, of any changes in placement or service provider.

## 27.36 Termination of Service

A. Services are transferred/terminated when:

1. The crisis situation has been resolved or the family can no longer benefit from additional services.

2. The client/family refuses to cooperate, has moved, or lost contact.

3. Client/family is referred to another program/agency for services.

4. Referral of the child to foster care services is necessary.

B. Terminations are recorded on DSHS 14-159, Change of Service Authorization. For termination procedure, see Chapter 04, Social Service Payment System.

## 27.60 INTERFACE WITH OTHER DSHS SERVICES

A. There will be a planned mutual exchange of resources and services with CSO staff.

B. Referral from Division of Developmental Disabilities will be accepted for treatment and consultation when the behavior criteria are met. (See 24.32 A.)

## 27.70 INTERFACE WITH NON-DSHS SERVICES

A. During the provision of crisis intervention intake/assessment, crisis intervention, and family support services, the DPS worker may coordinate/confer with:

1. Local law enforcement agencies when the child comes in contact with them during the treatment program.

2. Schools to facilitate the return of the truant/expelled child to the classroom.

3. Any other community agencies/resources necessary to dissipate the family crisis, prevent out-of-home placement, and/or the imminent threat to the health or stability of the child or the family.

B. Delinquency Prevention Services should develop a close working relationship with local mental health clinics and Crisis Line agencies.

C. Planning for community resource development will be coordinated with:

1. Juvenile Courts

2. Nonprofit, private or voluntary social agencies

3. Other public social agencies.

D. Upon request and with the approval of the local DPS program director, diagnosis consultation, treatment consultation, and training may be provided to:

1. Juvenile Courts

2. Nonprofit, private or voluntary social agencies

3. Other public social agencies.

## 27.80 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, General Forms, for general instructions on these generic forms:

| | |
|---|---|
| DSHS 2-305(X) | Service Episode Record (SER) (10/78) |
| DSHS 14-139(X) | Social Services Application (Rev. 12/79) |
| DSHS 14-154(X) | Social Services Authorization (Rev. 3/78) |
| DSHS 14-159 | Change of Service Authorization (Rev. 2/78) |

2. The court in the sending state should not dismiss wardship prior to or while the Compact is in effect. The sending social agency remains responsible for case planning.

3. For a foster child, the sending state is obligated to make out-of-state foster care payments.

4. If the placement fails, the sending state is responsible for making alternate plans for the child and providing return transportation, if requested by the receiving state.

5. The receiving state social agency should provide courtesy supervision and periodic progress reports to the sending state.

6. Jurisdiction of the sending state continues until:

   a. The receiving state wants to assume wardship or custody.
   b. The child reaches the age of majority-usually age 18.
   c. The adoption is finalized.
   d. The child commits a delinquent act or is a victim of abuse or neglect, which requires legal intervention by the receiving state.
   e. The sending and receiving states agree that the placement is stable, and court jurisdiction can be terminated.

E. A foster child placed out-of-state for whom DSHS is making a money payment is eligible for Title XIX (Medicaid).

F. When the child is placed with a relative in another state, the receiving state or the relative will be responsible for the child's medical care.

G. When a dependent runaway child who is under court jurisdiction and in the custody of DSHS is located in another state, responsibility for planning remains with DSHS. The Community Services Office (CSO) should refer to WAC 388-70-056 for information. Runaway juvenile offenders should be referred to the Interstate Compact on Juveniles.

H. Department policy relating to the placement of Indian children shall apply when a CSO or other agency places an Indian child in another state. Refer to Chapter 01, Social Service Policies and Administration, regarding policies for Indian children.

I. DSHS cannot be financially responsible for a child placed in another state by a court in this state, nor be responsible for arranging courtesy supervision by the other state, unless the department has been given custody.

J. Child abuse/neglect aspects of all cases are referred to Child Protective Services (CPS) in accordance with procedures in Chapter 26, Child Protective Services. The CPS worker is responsible for the service aspects regarding abuse and neglect. All services in the case are to be coordinated by the supervisors and service workers involved.

## 30.14 Priorities Related to this Service

The ICPC requires that the target population includes the following categories of children. There can be no priorities or exclusions.

A. Foster children moving with their foster parents to another state.

B. Children moving to a foster care placement in another state.

C. Children being placed for adoption in another state.

D. Adopted children moving with their adoptive parents to another state when the adoption has not been legally finalized.

E. Children placed with a parent, relative, or legal guardian in another state when the court in the sending state retains jurisdiction.

F. Institutional placements of adjudicated dependent and neglected children needing special services or programs not available within the state.

## 30.15 Eligibility

A. For complete eligibility requirements, see Chapter 03, Social Services Eligibility.

B. Financial eligibility is not a factor. Parents' income is used to determine if the services provided are chargeable under Titles XX or IV-B. If parental rights have been terminated, the child's income should be used to determine the funding source.

C. When a child is accepted for out-of-state child welfare service only and no money payment is being made, eligibility for Title XIX (Medicaid) is not conferred upon this child automatically. Medical need, in such cases, is an eligibility factor. Consideration should be given to all FAMCO programs, as appropriate. Refer to Chapter 48, Health Support Services, for specific forms and procedures.

## 30.20 PROGRAM STANDARDS

## 30.21 Program Expectations

A. Within 30 days of receiving a clear and complete request for a home study or evaluation for placement directly from another state, the CSO shall submit the request and the completed evaluation of the proposed placement to the Interstate Compact program manager (Compact manager) including a recommendation regarding appropriateness of the placement.

## GREEN NOTICE CONTROL SHEET

| NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 201 | 42 | 8/84 | 3/1/85 | Rev 99 | 226 | 42 | 8/1/85 | | |
| 202 | 46 | 8/84 | 12/85 | GN-235 | 227 | 60 | 8/12/85 | | |
| 203 | 42 | 11/16/84 | 3/1/85 | Rev 99 | 228 | 6 | 8/29/85 | | |
| 204 | 60 | 11/16/84 | 5/30/85 | Rev 101 | 229 | 15 | 8/29/85 | | |
| 205 | 46 | 11/16/84 | 12/85 | GN-235 | 230 | 46 | 9/13/85 | | |
| 206 | 46 | 11/16/84 | | | 231 | 42 | 9/16/85 | | |
| 207 | 64 | 11/16/84 | | | 232 | 46 | 9/16/85 | | |
| 208 | 46 | 1/9/85 | | | 233 | 28 | 10/1/85 | | |
| 209 | 14 | 1/9/85 | | | 234 | 61 | 10/24/85 | | |
| 210 | 46 | 1/9/85 | 11/85 | Rev. 109 | 235 | 46 | 12/85 | | |
| 211 | 46 | 1/29/85 | 11/85 | Rev. 109 | 236 | 28 | 1/2/86 | | |
| 212 | 46 | 1/29/85 | 12/85 | GN-235 | 237 | 46 | 12/85 | | |
| 213 | 46 | 1/29/85 | [illegible] | [illegible] | 238 | 46 | 12/85 | | |
| 214 | 05 | 1/29/85 | | | 239 | 28 | 12/85 | | |
| 215 | 28 | 1/29/85 | | | 240 | 42 | 12/85 | | |
| 216 | 42 | 1/29/85 | 3/1/85 | Rev 99 | 241 | 52 | 1/6/86 | | |
| 217 | 64 | 4/4/85 | | | 242 | 44 | 2/11/86 | | |
| 218 | 46 | 4/4/85 | 11/85 | Rev. 109 | 243 | IDH 61 | 2/12/86 | | |
| 219 | 44 | 4/12/85 | | | 244 | 42 | 3/4/86 | | |
| 220 | 46 | 4/12/85 | 12/85 | GN-235 | 245 | 52 | 4/2/86 | | |
| 221 | 28 | 5/13/85 | | | 246 | 28 | 4/1/86 | | |
| 222 | 42 | 7/16/85 | | | 247 | 6 | 4/25/86 | | |
| 223 | 46 | 7/16/85 | | | 248 | 42 | 6/3/86 | | |
| 224 | 28 | 7/29/85 | | | 249 | 46 | 7/1/86 | | |
| 225 | 61 | 7/29/85 | | | 250 | 52 | 7/10/86 | | |

# CHAPTER 01

## SOCIAL SERVICE POLICY AND ADMINISTRATION

Table of Contents

01.00 INTRODUCTION

01.01 GENERAL POLICIES

01.02 PROFESSIONAL ETHICS

01.03 POLICY ON CONFIDENTIALITY

01.04 INDIAN POLICY STATEMENT

01.05 PURCHASE OF SERVICE POLICY

01.06 DEFINITION OF MANAGEMENT

01.07 STATE OFFICE RESPONSIBILITIES

01.08 REGIONAL OFFICE RESPONSIBILITIES

01.09 COMMUNITY SERVICES OFFICE RESPONSIBILITIES

01.10 COMMUNICATION POLICY

01.11 COMMUNITY COORDINATION

01.12 AGREEMENTS WITH NON-CSO AGENCIES

01.13 EXCEPTIONS TO RULES/WAIVER OF SOCIAL SERVICE POLICY

01.14 FORMS CONTROL POLICY

01.15 MANUAL MAINTENANCE POLICY

# CHAPTER 01
# SOCIAL SERVICE POLICY AND ADMINISTRATION

## 01.00 INTRODUCTION

A. The mission of the Department of Social and Health Services (DSHS) is to promote the health and well-being of all citizens of the state and to assist those who are dependent, ill, handicapped, or committed to correctional facilities in overcoming obstacles that interfere with their becoming independent, self-sufficient, productive members of society.

B. In addition to direct financial aid and medical assistance, the department is responsible for providing social services to its citizenry and for enforcing licensing statutes regulating a variety of child care agencies and health care facilities. Community social services are funded by the Social Security Act of 1935: Title IV-B, Child Welfare Services; and Title XX, General Social Services (1974 Amendments). State General Funds are also appropriated for the department to provide social services.

C. Each year the department prepares a Comprehensive Annual Social Services Program Plan (CASSP) to describe proposed services to the public. The goals of the services to be offered under this plan are directed at the national goals of:

1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.

2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.

3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families.

4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.

5. Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

D. Social services are delivered through Regional Offices (RO) and Community Services Offices (CSO) administered by the Assistant Secretary for Community Services. The department has determined that the very young, the aged, and the severely handicapped are the top priority groups to receive social services. With respect to the commitment of available resources, the department's service priorities are: Protection from physical abuse and neglect, crisis intervention, and services that maintain community living and avoid institutionalization. Priorities within and among services are described in each service specific chapter of this manual.

E. Service Priorities

1. For several years the department has been faced with a demand for services greater than the resources available for delivering those services. One critical resource has been service worker time. The following service priority list will be used as a guide for use of service workers' time.

2. This overall service priority list was developed taking into consideration statutory and regulatory mandates, response time standards, and service priorities described in each service chapter of this manual. It is assumed that services will only be provided to eligible applicants and that service workers will utilize available resources within the CSO and the community (including volunteer services) to respond to service requests.

3. Although the department has determined that the very young, the aged, and the severely handicapped are the top priority population groups, each individual service request and situation must be evaluated separately. Service requests dealing with life threatening/life sustaining situations must always be handled prior to any other type of service request, regardless of statutory requirements to provide non-emergency services (such as employment counseling).

4. CSO staff resources will be used to deliver services in the following order:

a. Priority 1. Emergency situations where intervention is required to protect or prevent abuse of individuals (regardless of age). This would include child and adult protective services, crisis intervention services (where there is threatened violence), and supportive medical, shelter placement, homemaker, or chore services as required.

b. Priority 2. Emergency situations where persons require food, shelter, or medical assistance. This is an Information and Referral (I&R) service (referrals to both DSHS and non-DSHS resources).



SS Manual - 1355
David v.

c. Priority 3. Non-emergency situations where intervention is required to protect individuals (regardless of age) such as child and adult neglect cases, and crisis intervention services in non-violent situations. This includes child and adult protective services, services to children in their own homes, and supportive homemaker, chore, day care, and shelter placement services as required.

d. Priority 4. Situations where intervention is necessary to prevent out-of-home placement or to facilitate the return of a person to his/her own home or the least restrictive placement possible. This includes: services to children in their own homes; community and residential services for adults; health support, homemaker, and chore services; services to persons placed in family foster or group care, congregate care facilities, and nursing homes; supportive licensing and monitoring services; and when a return is not possible, termination of parental rights, adoption, and adoption subsidy services.

e. Priority 5. Situations where services would permit maintenance or improvement of the quality of life. This includes out-of-home placement, interstate compact placement evaluation/supervision, financial support (additional requirements, incapacity assessments), health support (EPSDT, family planning), day care, foster family and day care provider recruitment and licensing, Work Incentive (WIN), and volunteer services.

## 01.01 GENERAL POLICIES

A. The purpose of the Social Service Delivery System (SSDS) is to provide agreed upon social services to children, families, and adults in Washington State to help them develop physically and socially in a positive manner, to enhance or sustain their productivity, to maintain them as community members, and to reduce the impact of crisis in their lives. That purpose cannot be achieved unless staff and clients develop positive working relationships based upon mutual respect.

B. Any person has the right to request services and have an eligibility determination made. Service requests may also be initiated by another agency or person on behalf of an individual when the individual is not capable of making a personal request. Any person requesting assistance has the right to a full explanation of available services. Eligible individuals shall be provided requested services based on stated service priorities and the availability of resources. Applicants or recipients may request a fair hearing concerning the denial or termination of a service, or failure to act upon a request for services with reasonable promptness.

C. SSDS is based on the following assumptions:

1. The client is usually able to identify his/her needs or specific service request.

2. The client is usually able to identify the solution or services needed.

3. The client is usually able to make choices regarding his/her situation.

4. The client usually has the capacity to change.

5. The client may be unable to accomplish 1-4 above and therefore require active intervention by the agency.

D. The client has a right to request service and also a responsibility for participation in the agreed-upon service plan. The client will be informed of his/her rights and responsibilities, including the right to a fair hearing and the agency policy on confidentiality.

E. Social service staff are expected to respect client's rights and presume that the client has the capabilities listed in C. above. Staff will be aware of and sensitive to the different ethnic, cultural, and social systems which clients may have and utilize this understanding when providing services.

F. Staff will be knowledgeable of and be able to explain all CSO services available to the client. Staff will assist the client to state service requests clearly, identify possible outcomes, and determine an appropriate service plan to achieve the agreed-upon outcome.

## 01.02 PROFESSIONAL ETHICS

A. Social service practice is a public trust that requires integrity, compassion, belief in the dignity and worth of human beings, respect for cultural and individual differences, a commitment to service, and a dedication to truth. The end sought is the performance of service with integrity and competence. Each service worker carries a responsibility to maintain certain standards of behavior, such as those outlined in the following paragraphs.

B. Consistent with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Washington State Laws Against Discrimination, and the department's Nondiscrimination Plan, all programs and activities of the department or any of its service agents will be conducted without discrimination based on any person's race, color, creed, national origin, sex, handicap, or age. Furthermore, staff should make every effort to become aware of cultural differences and be sensitive to the needs of minority groups.



SS Manual - 1357
David v.

C. In accordance with the Revised Code of Washington (RCW), Chapter 42.22 "Code of Ethics for Public Officers and Employees":

> No officer or employee shall have any interest, financial or otherwise, direct or indirect, or shall engage in any business or transaction or professional activity, or shall incur any obligation of any nature, which is in conflict with the proper discharge of his duties in the public interest.

(See RCW 42.22.040 for enumeration of prohibited practices.)

D. Social service staff should respect the privacy of the people they serve, use information gained through professional relationships in a responsible manner, and hold themselves responsible for the timeliness and quality of services they perform.

E. Merit System Rule (MSR) 356-34-010 states that:

"Appointing authorities may demote, suspend, reduce in salary, or dismiss a permanent employee under their jurisdiction for any of the following causes:

(1) Neglect of duty.
(2) Inefficiency.
(3) Incompetence.
(4) Insubordination.
(5) Indolence.
(6) Conviction of a crime involving moral turpitude.
(7) Malfeasance.
(8) Gross misconduct.
(9) Willful violation of the published employing agency or Department of Personnel rules or regulations."

F. DSHS Personnel Policy No. 540 states that "Employee misconduct is construed to be that action or lack of action which has detrimental effect on the Department's goals, objectives, programs and/or fellow employees."

G. Social service staff should be familiar with the DSHS Personnel Policies Manual and, in particular, familiar with Policy No. 506 "Departmental Employees Holding Outside Employment" and Policy No. 541.3 "Alleged Child Abuse or Neglect by DSHS Employees or Volunteers."

## 01.03 POLICY ON CONFIDENTIALITY

A. Confidentiality is a relationship between a client and the agency which guarantees the client is protected against improper disclosure of information known to the agency. Confidentiality is not a bond of secrecy between client and worker.

B. All clients have the right to confidentiality in their contacts with the agency. Confidentiality is the basis for the development of trust between worker and client. Such trust is essential to the provision of effective social services.

C. The agency will maintain procedures which: adequately safeguard the client's right to confidentiality; provide for correction of erroneous information; and which comply with all federal and state laws. In general, confidential information should not be released outside the department without the knowledge and consent of the client. In instances where the department has an obligation to report data to another governmental entity (for example, the Work Incentive (WIN) Program data to Employment Security), the client should be advised of this requirement at the time he/she applies to DSHS for services.

D. The release of any data collected on clients or employees through a research design which has not been approved by the department's Human Research Review Committee is expressly prohibited. However, general information not identified with any particular individual is not considered to be confidential and may be released pursuant to Washington Administrative Code (WAC) Chapter 388-320.

E. All information which identifies a client and is kept in his/her social service file is considered confidential unless specific circumstances, statutory, or regulatory rules indicate otherwise.

## 01.04 INDIAN POLICY STATEMENT

A. The department recognizes the unique cultural and legal status of American Indians among other minority groups. Reference the Supremacy Clause and Indian Commerce Clause of the U.S. Constitution, Federal Treaties, Executive Orders, the Indian Citizens' act of 1924, the Indian Child Welfare Act of 1978 (P.L. 95-608), statutes and state and federal court decisions. Indians retain the right to tribal self-government (Indian Self-Determination Act of 1964) and hold dual status as citizens of the state and citizens of tribal governments. Reference the DSHS Indian Affairs Policy Statement issued March 28, 1974, by Secretary Charles R. Morris. Regional Office and CSO staff will obtain consultation from the DSHS Office of Indian Affairs in the SO when additional information or clarification is needed on Indian affairs or issues pertaining to the delivery of services to Indian clients. As one effort to improve the delivery of services to Indian citizens, the department has established Indian Child Welfare Advisory Committees.

B. The purpose of Indian child welfare advisory committees (ICWAC) is:

1. To promote relevant social service planning for Indian children.

2. To encourage the preservation of Indian families and tribes and the heritage of each Indian child referred to DSHS.



SS Manual - 1359
David v.

3. To assure necessary assistance is provided to departmental staff by Indian tribal representatives and urban Indian organizations in the social service planning for Indian children for whom the department has a responsibility.

C. A local ICWAC shall be established within each region. The number and locations of the local committees in each region shall be mutually determined by the Regional Director (RD), Indian tribal governments, and urban Indian organizations in consultation with SO staff.

1. The committee shall consist of representatives designated by the tribal governments and urban Indian organizations. The RD shall appoint committee members from among those individuals designated by Indian tribal governments and organizations. Those members should be familiar with and knowledgeable about the general needs of children as well as the particular needs of Indian children residing in the service areas.

2. The committee also may include staff from the Bureau of Indian Affairs (BIA) and/or Indian Health Service if participating tribal councils and urban Indian organizations approve.

3. The DSHS RD and/or the CSO administrator shall appoint, in consultation with the tribal councils and urban Indian organizations, a member of the CSO's Family and Children's Section staff as a coordinator of the committee.

4. The local ICWAC is an ad hoc advisory committee not specifically authorized by statute.

D. The functions of the local ICWAC to be performed by the full committee or a subcommittee are:

1. To assure necessary assistance is provided to DSHS staff regarding the provision of adoption, foster care, child protective services, and other social services to Indian children and their families,

2. To review the situation of each Indian child after necessary and appropriate consents have been obtained,

3. To assist in the recruitment of foster and adoptive homes, to make recommendations regarding the licensing of foster and adoptive homes for Indian children.

4. To provide culturally relevant services to Indian children.

5. To recommend plans for each Indian child,

6. To assist in the implementation of recommended plans, and

7. To act in an advisory capacity to the RD and CSO administrator regarding the department's implementation and monitoring of the rules relating to foster care, child protection, and adoption services to Indian children and their families.

E. Members of the local ICWAC shall agree to abide by RCW 74.04.060 and the rules of confidentiality binding DSHS staff. The necessary consent of the parents of the child concerned, or from the court if the child is under the jurisdiction of the court, must be obtained and documented if an individually identifiable situation is to be referred to the committee. (See WAC 388-70-640(1).) Whenever it is not possible to locate or obtain consent from parents of Indian children referred for child protective, foster care, or adoption services, the case shall be reviewed by a designee of the Regional Director and a DSHS Indian Community Worker, DSHS Indian service worker or Indian consultant, appointed by the Regional Director in cooperation with the ICWAC. The Office of Indian Affairs (OIA) will be available for case staffing consultation upon request of the Regional Director.

The designated reviewers will be responsible for documenting their recommendations regarding the service plan and notifying, within five (5) working days, the Office of Indian Affairs, OB-44G, SCAN 234-1698, of these recommendations. A listing of cases staffed should be maintained in the Regional Office. Quarterly reports of the number of children reviewed by this process should be provided by the RD to the ICWAC.

F. The RD and the local ICWAC shall mutually develop policies where a potential "conflict-of-interest" may exist. In addition, each region shall develop a working agreement with the local ICWAC(s) on the procedures, locations, and scheduling of case staffings. The working agreement is subject to amendment by mutual agreement of the RD and the local committee.

G. All DSHS field services will be developed in a manner consistent with this DSHS Indian Affairs Policy Statement. Service delivery staff efforts to implement the policy will include but not be limited to the following activities:

1. Consultation by field administrative and service delivery staff with tribal governments, Indian/Alaskan Native organizations, tribal and off-reservation Indian/Alaskan Native program staff, and the CSO ICWAC when appropriate.

2. Maximum coordination with existing tribal and off-reservation Indian/Alaskan Native social service programs and staff.

3. Joint planning and delivery of services by DSHS field administration and service delivery staff with existing tribal and off-reservation Indian/Alaskan Native social service programs and staff when appropriate.



SS Manual - 1361
David v.

4. Assuring Indian client caseloads will be carried by field staff with demonstrated skill and acceptance in delivering culturally and socially relevant services to Indian clients and communities.

5. Case planning and counseling techniques developed and delivered with the goal of providing relevant services to Indian clients based on their culture, values, social practices, community standards, and treaty rights.

6. Placing more emphasis on the development of licensed Indian foster homes, group homes, adoptive homes, and family homes for adults, and the placement of Indian clients in those homes as necessary.

7. Maximizing the placement of Indian children in Indian homes whenever out-of-home placements are necessary.

## 01.05 PURCHASE OF SERVICE POLICY

A. It is the policy of DSHS to purchase selected services, not presently provided by the department, when the services can be provided by the vendor on a cost-effective basis meeting department performance and program quality standards.

B. Services purchased shall be consistent with the goals and priorities of DSHS, and with applicable plans, rules, regulations, and laws of the state and federal government.

C. In determining whether services shall be purchased or provided directly, the department shall consider whether:

1. The service is needed as a required responsibility of DSHS, either through statute or program policy.

2. The service is available in the private sector and not provided by DSHS personnel.

3. The service duplicates or conflicts with existing DSHS or private agency services.

4. State provided or purchased service is more cost-effective.

D. The department shall not contract for services when such action would lead to the elimination or supplanting of classified positions in state service.

E. Services funded by Title XX and which are being considered for purchase must be stated in the Comprehensive Annual Social Services Program Plan and currently authorized and funded by the legislature. The nature of the services to be provided, performance standards, rules, or other requirements and guidelines related to services which are purchased shall be developed by the appropriate program staff of DSHS. Services will generally be purchased on behalf of individuals determined to be eligible by DSHS or by specific vendors authorized by DSHS to make eligibility determinations.

F. Services may be purchased from public agencies, private non-profit agencies, proprietary (for profit) agencies, or individuals, except as prohibited by law; provided, that such services are not available without cost and are not already funded as mandatory functions of a state agency.

G. Services shall be purchased on the basis of a written agreement (contract) between DSHS and the provider of service which shall be executed by persons legally authorized to do so. Purchasing practices shall be consistent with established procedures and applicable laws. Rates and methods of payment shall be those established by DSHS.

H. DSHS shall provide technical assistance to contractors, and shall monitor and evaluate contract performance. Such activities will involve CSO, RO, and SO staff of DSHS. Requests for purchase agreements shall be submitted and processed in the form and manner prescribed by DSHS.

## 01.06 DEFINITION OF MANAGEMENT

A. Management is the central point of authority and accountability for the effective and efficient use of resources to achieve the agency's goals and objectives.

1. Line management in this agency includes supervisors, CSO administrators, RDs, the Assistant Secretary for Community Services, and the Secretary of DSHS.

2. Program responsibility rests with the five Bureau directors (Aging, Alcohol and Substance Abuse, Children's Services, Income Maintenance, and Community and Residential Care) who report to the Director of Community Program Development Division who in turn reports to the Assistant Secretary for Community Services.

3. The Director of Community Services Administration, who also reports to the Assistant Secretary, is responsible for all of the Community Services support systems including: Title XX planning; maintenance of the Social Service Delivery System (SSDS) (including Manual G, forms development and control, and systems monitoring); the Social Service Payment System (SSPS); the Interactive Terminal Input System (ITIS); Workload Planning and Control (WLPC); fiscal management; and Special Welfare Services.

B. The Regional Director (RD) is the primary DSHS representative (including Manual G, forms development and control, and systems monitoring) in the field and chairs the Regional Management Committee (RMC). The RMC is composed of representatives from the following organizations:

1. Bureau of Children's Services
2. Bureau of Income Maintenance
3. Bureau of Alcoholism and Substance Abuse
4. Division of Mental Health
5. Division of Juvenile Rehabilitation
6. Division of Developmental Disabilities
7. Health Services Division
8. Adult Corrections Division
9. Division of Vocational Rehabilitation
10. Community Services Offices
11. Bureau of Aging
12. Bureau of Community and Residential Care

C. The purpose of the Regional Management Committee is to assure coordination of all DSHS program service delivery activities in the region and to serve as the focal point for the execution of the region planning and budgeting processes. Members of the RMC represent their respective program divisions/bureaus in the field and act in accordance with specific delegation of authority.

## 01.07 STATE OFFICE (SO) RESPONSIBILITIES

State Office staff are responsible for:

A. Developing the CASSP, social service policies, program standards, and budgets in compliance with federal and state mandates. Plans, policies, standards, and budgets are developed in cooperation with regional staff, with the advice of departmental advisory committees and with the official approval of the Assistant Secretary for Community Services.

B. Reviewing and interpreting federal and state statutes. Writing Washington Administrative Code (WAC) rules and guidelines. Writing and maintaining the social services policy procedures and forms operating manual (Manual G).

C. Assuring statewide implementation of the CASSP of Title XX, other state or federal statutes, WAC rules applicable to DSHS service programs, and Manual G. Providing uniform interpretation and clarification of program policies and procedures.

D. Monitoring service programs on a statewide basis for compliance with policy and procedures to maintain program integrity and to evaluate the effectiveness of the Social Service Delivery System.

E. Developing and designing with the regions and other department resources the research projects, training plans, pamphlets and brochures, and other materials necessary to improve the quality of programs and service delivery.

F. Providing information and program consultation to non-Community Services SO staff, ROs, CSOs, and community groups.

G. Providing program representatives as members of the Regional Management Committees.

## 01.08 REGIONAL OFFICE RESPONSIBILITIES

Regional Office staff are responsible for:

A. Developing regional agenda and program budget issues and service plans and providing input to SO staff on social service plans, policies, standards, and budgets. The regional agenda development process involves the RD, the RMC, the Regional Advisory Committee, and designated citizen and community groups.

B. Coordinating service delivery and budget issues with other members of the Regional Management Committee and program fiscal officers.

C. Disseminating SO program and policy information to field staff and assuring uniform implementation of state programs and procedures in compliance with Title XX CASSP and service rules. Developing and providing training for field staff to accomplish this task.

D. Monitoring service delivery in the region and the CSOs for compliance with policy and procedures according to program monitoring guidelines prepared by SO and the RDs.

E. Responding to inquiries and providing policy interpretation and clarification for CSO staff. Identifying, researching, and recommending solutions to problems affecting local service delivery in consultation with SO staff and community resources.

F. Coordinating and arranging training for regional and CSO staff with state program offices and training centers.

G. Developing with CSO administrators, community resources to assist and complement service delivery in the region.

H. Appointing and providing support for regional committees as authorized by the Secretary, such as the Indian Child Welfare Services Committee and the Regional Advisory Committee.

I. Providing administrative support for regional program division staff and Regional Management Committee members who are colocated in the RO.

J. Providing information to SO staff for response to inquiries by the media and the legislature about community service programs.

## 01.09 COMMUNITY SERVICES OFFICE RESPONSIBILITIES

CSO administrative responsibilities include:

A. Managing the day-to-day operations of providing social services to eligible clients.

B. Assuring CSO operations are in compliance with SO and RO policy and procedures.

C. Developing statements of training needs, submitting written requests for training to RO and SO, and providing training for staff and service providers/vendors.

D. Providing information to and being the primary agency contact for agencies, groups, or individuals within the CSO geographical service area.

E. Maintaining an adequate number of receiving/shelter beds for children needing emergency placement. (See WAC 388-70-044(3).)

## 01.10 COMMUNICATION POLICY

A. Interpretation of policy and procedures should be handled at the lowest level of administration possible. That is, service workers should first review the appropriate chapter of Manual G or the WACs (Manual A) and then seek the advice of their immediate supervisor. Questions should be addressed within the chain of command up to the CSO administrator/designee.

B. Issues which cannot be resolved and questions which cannot be answered by the CSO Administrator should be addressed to the RO Social Service Delivery Coordinator who will coordinate with Regional Program Representative as necessary. Direct telephone contacts between CSO staff and SO program managers are to be discouraged.

C. RO staff ought to be able to interpret all but the most complex issue or policy questions. If a policy or procedure is so unclear as to cause regionwide confusion about its interpretation, then the RD should request action by appropriate SO staff to issue a clarifying numbered memorandum or a revision of the appropriate Manual G chapter.

D. None of the above should be construed to prohibit direct CSO-SO contact under the special conditions or special projects described in numbered memoranda, delegation of authority documents, or program chapters which follow. Note that the policy and procedures for a "request for exception to policy" are described in 01.13 and Chapter 99, General Forms.

SS Manual - 1366
David v.

E. Time permitting, field inquiries and SO responses to policy and procedural matters should be in writing. This permits documentation of the frequency or scope of the problem and speeds up the process of revising Manual G. Responses should be made promptly.

F. State office-field contacts for meetings, technical assistance and advice, general consultation, and reviews may be initiated by the RO and SO. Confirmation of the request will be in writing as a follow up to oral arrangements. The RO is the central coordination point for these requests. All requests should state the objectives of the contacts, who shall participate, the arrangements to be made, and should include any accompanying material to be used. The initiator of the request or convenor of the meeting is responsible for preparing a summary of the meeting. Summaries (minutes) of meetings should be prepared and distributed to all principals within two weeks of the meeting.

G. SO and RO staff seeking data about clients or services should first assess what information is already available at SO by contacting the Office of Information Systems or the Office of Program Analysis. Data not presently available should be collected using sampling techniques rather than by routine daily or monthly reports to minimize the workload impact on social service staff.

H. SO and RO requests for reports or statistical data from field staff will explain the purpose for the request, outline the data that is desired, provide necessary forms and clear instructions as to how to collect the data and complete forms, and provide a time frame for response which recognizes mail and communication lags. The requestor is also responsible for communicating results back to ROs for dissemination to field staff.

## 01.11 COMMUNITY COORDINATION

A. DSHS will actively involve the community in the planning for services, particularly those funded by Title XX. Advisory committees will be a major vehicle for community input. The community will be regularly informed of agency activity regarding service delivery. Community resources and volunteers will be considered as part of the total resources available to fulfill Individual Service Plans (ISP).

B. The purpose of citizen participation in the social service delivery system is threefold:

1. To involve citizens in identifying community service needs and to be advocates for those needs.

2. To involve citizens in the planning, development, budgeting, and evaluation of services.

SS Manual - 1367
David v.

3. To involve citizens as volunteers in providing services to the consumers of agency services.

C. Citizen participation in agency planning and needs identification should be at the most basic level possible. Grassroots involvement in local communities shall be used as an input for regional planning. Citizens who serve as volunteers complement and extend the work of staff as special resources to the agency and the community. Volunteers do not replace staff but extend the ability of the agency to respond to special client needs. Citizen volunteers are important community interpreters of agency policy and program.

D. Regional advisory committees are the responsibility of the RD; the committees cooperate with and make recommendations to the RD, the Regional Management Committee and RO staff. Citizen members of advisory committees shall be drawn from a broad representation of community interests, skills, groups, and needs. Active service clients shall be encouraged to serve on committees, and ROs and CSOs will assist to assure their participation. Minority and other special groups shall be included in the broad community representation of the committee.

E. Statutory citizen advisory groups shall use the DSHS Advisory Committee Handbook as a guide for their activities. The department will provide reasonable staff support to citizen advisory committees according to the availability of staff, the geographic location of committee activities, and other circumstances. The department will provide available information about services to participating citizens in an understandable form; the information will be as relevant to the local area as is possible to obtain.

## 01.12 AGREEMENTS WITH NON-CSO AGENCIES

A. The purpose of developing agreements with non-CSO service agencies is to ensure the delivery of appropriate services to clients and to create better working relationships with non-CSO agencies. There are two types of agreements: Formal agreements and memoranda of understanding. Although both types of agreements are in writing, they are not legal contracts and therefore shall not be understood nor put forward as legally binding on participants. Agreements may be initiated at any appropriate administrative level, CSO, RO, or SO.

B. A formal agreement is a written statement which details responsibilities, working relationships and procedures, is arrived at through negotiation, and is considered binding by the parties until mutually agreed upon changes are made. A formal agreement is appropriate when:

1. There is a need to clarify legal responsibility for action.

2. There is a mutually recognized need for clarification of policies and procedures.

3. There are grant or funding requirements regarding such agreements.

4. There is a question of service responsibility to the client.

C. A memo of understanding is a written explanation of agency policies and procedures in relation to another organization. It may be developed and changed unilaterally. It is not considered binding; but puts generally agreed-upon interactions into writing for the purpose of clarification and consistency. A memo of understanding is appropriate when:

1. There is frequent interaction between the parties around common clients.

2. There is a demonstrated need for clarification of policies and procedures.

D. All understandings and agreements should include the following:

1. Purpose of the agreement, including a description of the client population, legal, or policy requirements;

2. A clear definition of the roles of the respective agencies;

3. A description of special circumstances, if any;

4. The basic content of the agreement, including relevant policies and procedures;

5. Procedures for implementing and changing the agreement.

E. Authority to enter into formal agreements (whether initiated by the department or the community) rests with the RD and may be delegated to the appropriate administrative level. However, agreements may be initiated at the CSO, regional, or state office level. Any service worker may request the development of an agreement. The written request is made to the service worker's immediate supervisor and a copy is sent to the administrator of the CSO. The request should include all available information regarding the reason for the request, suggestions for the content of the agreement, and the names of other persons who may need to be involved. CSO administration will respond to the request within ten working days and notify the initiator of the decision.

## 01.13 EXCEPTIONS TO RULES/WAIVER OF SOCIAL SERVICE POLICY

A. Exceptions to Rules

1. The department's policies, rules, and regulations are based on federal and state laws. The department does not have the authority to waive provisions of the Revised Code of Washington (RCW),

but it does interpret these laws through rules and regulations published in the Washington Administrative Code (WAC - Manual A). Individual case exception to a rule or procedure not specifically enunciated in the law can be authorized by the SO when it appears to be in the best interest of overall economy and the individual's welfare (see WAC 388-20-020).

2. A service worker believing the application of a rule will result in undue hardship or will defeat its purpose in a specific case may direct a written request for an exception through supervisory channels to the CSO administrator. The CSO administrator will review the request within two working days and where appropriate, submit it to the Secretary or designee.

3. In all cases, a DSHS 5-10(X), Policy Exception Request, shall be completed. (See Chapter 99, General Forms, for instructions.) A request of an emergent nature (where delay would cause undue hardship) may be telephoned into SO prior to or simultaneous with submission of DSHS 5-10(X). The Secretary or designee will communicate the decision to the appropriate staff immediately after a decision is reached. Written confirmation will follow within 10 working days.

B. Waiver of Social Service Policy

1. There are internal CSO operations policies described in Manual G which are not covered by WACs (Manual A).

2. Staff seeking a waiver of CSO operations policy will follow the same procedures described in A 2-3 above. However, final authority for granting waivers rests with the Assistant Secretary for Community Services or designee.

## 01.14 FORMS CONTROL POLICY

A. The purpose of a forms control policy is to prevent the proliferation of new forms, to eliminate or to revise outdated or obsolete forms, to promote the development of generic forms which more directly support the provision and management of social services, and to involve the users of forms in this process. All forms used to authorize, provide, or record the delivery of social services, whether developed by the SO, RO, or CSO, are subject to this policy.

B. A form is an administrative tool, printed or duplicated by any reproduction method, which has blank spaces for the insertion of predetermined information. Form letters are to be listed as "forms." All SO required social service forms have a number assigned by the Forms and Records Management Section of the Administrative Services Division. A DSHS form is one which is created at the state office level for use throughout a program area. Generally, DSHS forms are

used by more than one office. A DSHS form is not necessarily a "stock form." However, if it is a stock form it will contain an (X) after the form number to indicate its availability through the stockroom in Olympia. A local form is one created by a specific CSO or institution and is used exclusively within the originating office or institution.

C. Forms review committees are established at the SO, RO, and in each CSO. CSO review committees will include at least one (each) service worker, clerical worker, and financial services technician. The RD designates RO forms review committee members. The state office Forms Review Committee (FRC) consists of representatives of the Bureaus of Children's Services, Income Maintenance, and Community and Residential Care. The designated Forms and Records Coordinator within Community Services Administration convenes and chairs the state office FRC.

D. All forms will be reviewed annually to determine the extent of their use, whether they are still fulfilling the intended purpose, and whether they may be eliminated, revised, or combined with another form. The CSO will not generate local social service forms which are just slightly modified statewide required forms. The goal will always be to reduce paperwork to the minimum. The SO, RO, and CSOs will ensure reviews of forms used at their level are completed. Review process/procedures are in Section VI, pages 189 through 193.3, of the DSHS Forms and Records Management Program Manual. Findings and conclusions of field reviews will be communicated to the DSHS SO Forms Coordinator, Community Services Administration, MS OB 41-K, Olympia, WA 98504.

E. Requests for new forms will be reviewed by the forms review committee at the administrative level at which the request was initiated. If approved, a copy of the form and instructions will be submitted to the SO Forms Coordinator (for information only). The SO review process will permit analysis to determine whether the proposed form would be more useful than the existing statewide required form. If it is, all field staff ought to benefit from the suggested improvements. To assure only those forms which are absolutely necessary are generated, the state office FRC shall approve all program-related forms used statewide by CSO Social Service staff.

F. The state office FRC approval process is not intended to prohibit the development of forms which are necessary. Requests for new social service forms may be initiated at the CSO, RO, or SO levels. To be in compliance with the State of Washington forms management program (RCW 43.19) it is necessary that a DSHS 5-132(X), Form Approval Request, be completed for each new and revised form. (See Chapter 99, General Forms, for sample of this form and instructions.) SO initiated forms will be reviewed by the RO forms review committee prior to implementation. Final authority for the use of all social service forms is the responsibility of the director of the Community Services Administration or his/her designee.

## 01.15 MANUAL MAINTENANCE POLICY AND PROCEDURES

A. Changes in policies, forms and procedures occur frequently. To communicate those changes, Manual G will be revised on a continuing basis and within 30 days of issuance of a new WAC. This process will be coordinated by designated staff within the Community Service Administration (CSA).

1. Numbered memoranda, issued through the Office of Administrative Regulations, are binding for all departmental staff.

2. Green Notices, issued by CSA, have the same authority as numbered memoranda except their scope is limited to the policies, forms, and procedures used in CSOs and ROs (Manual G) and are only binding for staff in those organizations.

   a. Green Notices will be identified by chapter and filed at the front of that chapter.

   b. Green Notices will be used to quickly communicate changes pending the revision of Manual G.

   c. They will remain in effect only until manual revisions are issued or for 90 days, whichever comes first.

3. To economize, nonurgent and minor manual revisions will be batched for periodic release.

B. This manual cannot be a useful tool for delivering services unless service delivery staff periodically evaluate it. CSO/RO suggestions for changes in the format or content should be written, citing the most current chapter, section, and page reference and submitted to the DSHS-CSA Manual G Coordinator, MS OB-41K, Olympia, Washington 98504. A copy of the suggestions should be sent to the regional service delivery coordinator.

C. The CSA Manual G Coordinator will respond to the initiator of the correspondence within ten working days of receipt and indicate the status of the recommendation and any planned action. Field recommendations will be reviewed with the appropriate program manager(s) and monitoring staff person. Service delivery coordinators and regional program representatives will also be consulted.

D. SO staff initiating revisions to Manual G, numbered memoranda, WAC rule, and purchase of service rate changes will route them to the CSA Manual G Coordinator prior to issuance/adoption. Changes to forms will also be routed to the SO Forms Review Committee for approval prior to revising Manual G.

E. Green Notices (sequentially numbered) and manual revisions will be issued with a cover memo outlining the changes and indicating which pages are to be removed and/or inserted. CSO staff will post the control sheets (revision number and date inserted) and file notice/revisions within two working days of their receipt.

F. Requests for additional copies to Manual G will be made to the CSA Manual G Coordinator.

SS Manual - 1373
David v.

B. Within 10 days of receiving an unclear or incomplete request for a home study or evaluation from another state, the CSO should request the needed information from the other agency in writing with a copy sent to the Compact manager.

C. The same expectations and time frame prevails, if the request for a home study or evaluation is received by the CSO via the Compact manager.

D. The CSO evaluation of the proposed placement is expected to consider the following items:

1. Age and condition of the dwelling.

2. Appropriateness of the neighborhood.

3. Adequacy of sleeping and living quarters for the child.

4. Physical and emotional condition of family members with whom child will be living.

5. Attitudes of family members toward accepting the child. What is their knowledge of the child's present situation, problems, and needs.

6. Consideration of whether family members can provide what child needs.

7. Attitude of family members towards courtesy supervision and reporting significant developments regarding child to the supervising agency.

8. Consideration of DSHS Indian Child Welfare policy where appropriate.

E. If the CSO recommendation is positive and placement is made, the CSO will be expected to provide courtesy supervision.

F. The CSO will provide a progress report to the sending agency at least every 90 days or as specified in the compact agreement. Requests for additional information or progress reports from the sending state or the Compact manager should be answered within 30 days.

G. For a child leaving Washington State, moving as a family unit with foster or adoptive parents, the CSO will:

1. Request an evaluation from the receiving state to assure availability of courtesy supervision in the receiving state and to ascertain the resources available in the new community to meet any special needs of the child.

2. Submit DSHS 15-92(X), Interstate Compact Application Request to Place Child (Compact Application), and accompanying documents (as specified in 30.31 C. and D.) to the Compact manager at least 30 days prior to the planned departure.

3. Allow the receiving state at least 30 days evaluation time from time of receipt of request to make a recommendation on the proposed placement.

H. Appropriate services should be provided within five days if breakdown in placement appears imminent.

## 30.22 Program Outcomes

A. The child is placed with an appropriate family in another state, with a completed Compact agreement and courtesy supervision provided.

B. The child is placed in an appropriate out-of-state institution which is able to provide services which are not available in the sending state.

C. A child in foster care in this state has been returned to his parent or relative in another state when the receiving state has assessed the situation, agreed to the plan, offered post-placement services, and the juvenile court has given its consent (if the child is under the jurisdiction of the court).

D. A foster child in a family foster home moves with the foster parents to another state, when legal action to begin the process of foster parent adoption has been initiated, or the foster family cannot adopt and the child can't be placed for adoption elsewhere; and the juvenile court having jurisdiction of the child has given its consent; and the receiving state has agreed to offer post-placement services.

E. When an adoption has not been finalized, the child is allowed to move to another state with his/her adoptive family.

F. A child who is in the legal custody of the department who is known to be in another state is allowed to remain in placement there, as he/she doesn't wish to return to this state.

G. A child who is in the custody of the department is allowed to move with his/her family or relative to another state, when the service worker has determined it is in the child's best interest.

## 30.30 SERVICE PROCEDURES

## 30.31 Child Leaving Washington State

A. For any child placed out of state by DSHS, the CSO service worker will establish Title XX eligibility on DSHS 14-139(X), Social Services Application, if not currently established for another service. Out-of-state placement services will be authorized on DSHS 14-154(X), Social Services Authorization, or DSHS 14-159, Change of Service Authorization. The service plan will be developed and recorded on the DSHS 2-305(X), Service Episode Record.

## 32.33 Placement of American Indian Children

A. In those instances where the American Indian child's parents are not available, the resources of the department and of the Indian community shall be used to locate the child's parents and relatives, and to assist in locating possible placement resources.

B. Cases shall be referred to the Indian Child Welfare Advisory Committee (ICWAC) when the parents or court have given written permission.

C. When the ICWAC committee and local administration are deadlocked or when ICWAC is denied the review process by the parent, guardian or court of jurisdiction, consultation shall be obtained from the Indian consultants. (See Manual G, 01.04 E.)

D. When the decision to place an American Indian child outside his/her home is made, first consideration shall be given to the home of a relative. When relatives' homes are not available, Indian children shall be placed in nonrelative Indian foster homes and a copy of DSHS 15-128(X), Verification of American Indian Status, will be completed and approved by the ICWAC committee or Indian consultants. If the applicant is unable to provide documentation, consultation will be obtained from the local ICWAC or Indian consultant. When American Indian homes are not available, Indian children shall, in cooperation with the local ICWAC or Indian consultants, be placed in non-Indian foster homes specifically recruited and trained to meet the special needs of American Indian children. These homes should be geographically near the child's home community to insure continuation of the parent-child relationship and contact with the child's culture. (See Chapter 23.38 for Voluntary/Involuntary Placement Procedures.)

E. In planning foster care placements for American Indian children, demonstrable consideration shall be given to tribal membership, tribal culture and Indian religion. The case record shall document all service plans, all reasons for and circumstances concerning placement decisions with specific statements to support those decisions and plans.

F. For each unenrolled American Indian child who will be in care for more than thirty (30) days, including those for whom adoption is planned, the CSO shall make a reasonable effort to complete two copies of the DSHS 4-220(X), Family Ancestry Chart. One copy will be retained in the child's file, the other will be forwarded to the Bureau of Indian Affairs Office responsible for that area. (The BIA has offices in Everett, Spokane, Colville, Hoquiam, Toppenish, Nespelem, and Wellpinit.) The BIA will review the chart for possible enrollment eligibility in conjunction with the enrollment committee of the appropriate tribe. The child's parents are the primary source of information regarding the child's ancestry and their availability is an important consideration.

G. In order to protect their rights, the child, his/her natural parent(s) and/or guardian shall be informed of resources for legal representation; advocacy; and support from an Indian representative approved by the appropriate tribal council or urban Indian organization or the local ICWAC.

H. When an American Indian child is entitled to receive Indian trust income and is placed outside of the natural home, the service worker will notify the Superintendent of the Bureau of Indian Affairs Office which services the child's tribe. Such notice shall contain a request to withhold a child's Indian trust funds and place them in a trust account until the child returns home or is adopted.

1. Bureau of Indian Affairs Offices in Washington State:

| | | |
|---|---|---|
| Colville Agency<br>P.O. Box 111<br>Nespelem, WA 99155 | Spokane Agency<br>P.O. Box G<br>Wellpinit, WA 99040 | Peninsula Area Office<br>P.O. Box 120<br>Hoquiam, WA 98550 |
| Puget Sound Agency<br>3006 Colby Avenue<br>Everett, WA 98201 | Yakima Agency<br>P.O. Box 632<br>Toppenish, WA 98948 | |

2. If the BIA agency that services the child's tribe cannot be determined, consultation from the Local Indian Child Welfare Committee (LICWAC) should be requested.

I. Services provided to an Indian child will be authorized by SSPS Code 3260, Service to Indian Child.

## 32.34 Permanent Planning Procedures

A. Every child is entitled to a permanent home and the opportunity to form stable, permanent attachments with a family. Casework planning and activities should be directed toward this goal at all times and begin as early in the placement as possible.

B. Permanent planning services consist of focused casework efforts to develop and implement the best and most appropriate permanent plan for the child.

1. The permanent plan shall be one of the following:

a. Return home,

b. Guardianship with relatives,

c. Placement with relatives,

d. Adoption or adoption with support,

e. Guardianship with foster parent or other unrelated individual,

f. Long-term foster care with a written agreement in place (for children 16-17).

2. Casework activities may include but are not limited to:

a. Parent search to locate family members and resources,

1. When a child has been in foster care for more than six months and it appears unlikely he/she will return home, permanent placement plans should be developed for the child which may include guardianship with a relative or foster parent, termination of parental rights and adoption (see Chapter 36, Adoption Services), or permanent foster care.

2. When a child has been in group care for two years, the group facility provider shall submit to the department a full report stating reasons care should continue and efforts which have been made toward long-term planning for the child. The department shall consider continued payment for the child based upon the report.

D. When the CSO is making placement or is providing services to the family of a child in a group care facility, the service worker will record the Individual Service Plan (ISP) and subsequent progress in the DSHS 2-305(X), Service Episode Record (SER).

E. Any social services provided to the child by the CSO during placement will be authorized on the DSHS 14-154(X), Social Services Authorization, or DSHS 14-159, Change of Service Authorization.

F. Payment to the group care facility will be authorized on a DSHS 14-154/159. See Chapter 04, Social Service Payment System.

## 34.34 Placement of American Indian Children in Group Care

A. Cases shall be referred to the Indian Child Welfare Advisory Committee (ICWAC) when the parent(s) or court has given written permission. Private agencies will consult with the local ICWAC when developing service plans for American Indian children. The CSO shall notify and request consultation from the department's Office of Indian Affairs when the local ICWAC is denied the review process by the parent(s), guardian or court of jurisdiction. (See WAC 388-70-610 and Manual G, Chapter 01.04, American Indian Policy Statement.)

B. When the decision is made to place an American Indian child in group care, first consideration should be given to group facilities which will maintain the child's cultural identity.

C. For each unenrolled American Indian child who will be in care for more than thirty (30) days, including those for whom adoption is planned, see Chapter 32.33 for completion of DSHS 4-220(X), Family Ancestry Chart, and DSHS 15-128(X), Verification of American Indian Status, Foster Care and Adoptive Applicant.

## 34.35 Abuse Incidents in Group Care (See Chapter 26.33 C. and D.)

A. A complaint alleging abuse or neglect by group care facility staff must be brought to the attention of a Child Protective Services (CPS) worker, the CSO worker monitoring the case, and the regional licensing staff. CPS staff have primary responsibility for the investigation and ongoing services phases of the case related to CPS concerns.

B. Following investigation of a complaint by a CPS worker, a case conference is held, which includes appropriate administrative staff. Actions to be taken in response to the complaint must be decided. If the child's own parent was not the complainant, and if the complaint involves group care facility staff and is substantiated, the child's own parent(s) must be fully informed as to what occurred unless they have been permanently deprived of custody. If the child has been placed as a result of a disposition hearing, the court must also be fully informed.

C. Personnel Policy #541.3 applies in these situations. An incident report is filed through appropriate channels per each incident in which a child is injured or seriously neglected.

D. The CSO administrator shall be informed of all CPS complaints relating to children in group care, for whom the CSO has responsibility. The staff involved in the incident shall be relieved from duty pending an investigation unless there is clear and convincing evidence the child and other children in care will not be harmed or endangered.

E. Additional placements in the group home shall be suspended pending the outcome of the CPS investigation.

F. Children shall be removed from a group care facility in which there has been a substantiated complaint until/unless the staff responsible has been discharged and procedures implemented to guard against future recurrence. (See Chapter 06.47).

G. For abuse incidents in a voluntary agency foster home, follow procedure in Chapter 26.33 C. 4.

## 34.36 Private Child Placing Agencies

A. Children requiring out-of-home placement may need financial and/or placement resources of both DSHS and of private child placing agencies. Generally referrals are made:

1. From a private agency to the CSO for financial payment.

2. From a CSO to a private agency for placement when:

   a. There are no suitable CSO foster family homes available:

3. The service worker will authorize the payment of court filing fees and publication fees on the child's DSHS 14-154(X).

4. When an Indian parent/custodian wishes to relinquish an Indian child, the service worker will request a local ICWAC member to participate in a client interview to properly express agency policy and emphasize federal and state statute requirements relative to placement considerations.

D. Assistant attorney generals provide legal services to staff in King, Snohomish, Spokane, Pierce, Lewis, Lincoln, Asotin, Yakima, Island and Stevens Counties. Prosecuting attorney's offices provide the service in all other counties.

E. The CSO service worker will submit DSHS 9-235(X), Registry for Legally Free Children to the State Office (SO) Adoption Program Manager, MS OB-41C, when parental rights are terminated. A copy will be sent to Office of Support Enforcement as notice of termination of natural parents support obligation.

F. Non-DSHS cases of termination of parental rights in King, Snohomish, Spokane and Pierce Counties.

1. When a licensed voluntary child-placing agency is requesting termination of parental rights, the following procedures apply:

a. The licensed agency will provide DSHS the documentation required by RCW 13.34.180 to terminate parental rights, copies of previous predisposition studies and the plan to be implemented for the child if rights are terminated.

b. Each CSO in these counties will have designated staff to review the voluntary agency's requests for termination of parental rights.

c. The designated staff will coordinate with the court and the voluntary agency to avoid duplication of work and to meet the court requirements.

G. A court review is mandatory for children not adopted within six months following the order of termination of parental rights. (See RCW 13.34.210.) CSOs will establish systems with their control file of the DSHS 9-235(X) to meet this requirement.

## 36.32 Information Furnished All Adopting Parents

All adoptive families must review and sign DSHS 13-41(X), Child's Medical Report, prior to adoptive placement. One signed copy is permanently retained in the child's service record (RCW 26.36.050). Adopting foster parents will sign the DSHS 13-41(X) when the CSO and foster parents have agreed to the adoption plan.

## 36.33 Adoptive Planning for Indian Children

A. Document the child's Indian status in the service record and on the Bureau of Indian Affairs (BIA) DSHS 4-220(X), Family Ancestry Chart (see Chapter 32.33), using the following criteria:

1. Any person who is enrolled or eligible for enrollment in a recognized tribe; or

2. Any person determined, or eligible to be found, to be an Indian by the Secretary of the Interior; or

3. An Eskimo, Aleut or other Alaskan native; or

4. Canadian Indian: a person who is a member of a treaty tribe, Metis community or non-status Indian community from Canada; or

5. Unenrolled Indian: a person considered to be an Indian by a federally or non-federally recognized tribe or urban Indian/Alaskan Native community organization.

B. An adoptive family shall be considered Indian if one or both parents are Indian by the above criteria. Each applicant shall be required to complete a copy of DSHS 15-128(X), Verification of American Indian Ancestry, to provide the department with documentation for compliance with WAC 388-70-450. If the applicant is unable to provide documentation, the Local Indian Child Welfare Advisory Committee (LICWAC or local Indian consultant) is available for consultation.

C. In adoptive planning for children, the unique tribal, cultural and religious sovereignty of Indian nations, tribes and communities shall be recognized. When consistent with the wishes of the biological parents and/or the child, the adoption of Indian children by Indian families is the primary goal. (See 36.13 C. 2.)

D. Staff will provide such notices as required in Chapter 23.38, Indian Child Welfare, and when a tribe exercises exclusive jurisdiction, all cases shall be reported to tribal court.

E. Standards implementing the policy are:

1. Adoption exchange.

   In the referrals for an Indian child, adoptive homes having the following characteristics shall be given preference in the following order, each category being allowed 30 days before proceeding to the next:

   a. The Indian child's relatives will be the first priority for an adoptive family. (See 36.35 A.)

   b. An Indian family of the same tribe as the child.

c. A Washington Indian family considering tribal cultural differences.

d. An Indian family from elsewhere in the United States or Canada through the Adoption Resource Exchange of North America (ARENA). Attention shall be given to matching the child's tribal culture to that of the adoptive family.

e. Any other family which can provide a suitable home to an Indian child, as well as instill pride and understanding in the child's tribal and cultural heritage. The suitability of such home to be determined in consultation with the LICWAC or local Indian consultant

2. Foster parent adoptions.

a. As part of the total evaluation for approving a foster parent adoption of an Indian child, CSO service staff shall document the foster family's past performance and future commitment in exposing the child to his/her Indian tribal and cultural heritage. The child's wish to be involved in his/her Indian culture shall be considered.

b. If the child has been in the foster home for two years or more, obtain psychiatric and/or psychological evaluations of the child's relationship with the foster parents. When the evaluation(s) shows it would be detrimental to the child to move, approval of the adoption plan should be the goal.

F. When an Indian child, in the custody of an out-of-state agency, is referred for potential adoptive parents residing in Washington, documentation shall be obtained that assures compliance with the department's standards for planning for Indian children.

G. When the appropriate consents have been signed, CSO staff shall consult with the local ICWAC in planning for placement of Indian children. Both relinquishing and deprived parents will be informed of the local ICWAC and a signed statement from the parents will be obtained, granting or denying the committee access to identifying information. When LICWAC is denied review, staff will utilize Indain consultants appointed by the Regional Director.

## 36.34 Prepare the Child for Adoption

As soon as any service worker working with a family has determined that efforts to reunite a child and his/her parents have failed, adoption planning will take place. (See Chapter 32.22 for criteria.)

A. Adoption services will be authorized on DSHS 14-154/159.

B. The service worker will complete a social/medical assessment of the child to determine the adoptive placement plan.

1. Base the social assessment on case record information and the worker's own observations of the child.

2. Request psychological and/or psychiatric consultations when needed to complete a child's assessment. (See Chapter 32, Child Foster Family Care, for procedure.)

3. Request a medical examination or EPSDT screening based on the child's age and/or physical condition.

4. Include in all requests for consultation, examination or other communication about the child the following statement: "All information about ( child's name ) is confidential and not to be released without the signed consent of the Department of Social and Health Services."

5. Verify birth information:

a. If child was born in Washington State send DSHS 16-24(X), Request for Verification of Birth, to: Health Services Division, Vital Statistics Section MS LB-11.

b. If child was born out-of-state request a certified copy of the birth certificate from the appropriate vital statistics agency. (See Chapter 02, Social Service Delivery System, for procedure.)

C. The adoptive plan should be explained to the child in concepts appropriate to his/her age. In discussing adoption, the child needs to know specifically what this means and why he/she will not be returning to his/her biological parents. The service worker should help the child express what he/she feels and understands about the original home situation. Pictures and scrapbook along with a review of the child's placements out of the parents' home are helpful tools. The worker's plans for adoptive preparation will be recorded as part of the Individual Service Plan (ISP) on DSHS 2-305(X), Service Episode Record (SER).

D. The child must know that while his/her wishes are of concern to the worker, it is the worker who determines the most appropriate adoptive family. Children over age 14, by law, must consent to their adoption.

E. Child's service record will contain:

1. Recording and documents supporting the total evaluation of the child.

2. Pertinent information about biological parents, relatives and past placements, including social summaries prepared for court hearings.

3. Narrative recording on the SER describing the child's preparation for adoption.

4. Copies of all DSHS 14-154/159s.

## REVISION CONTROL SHEET

| Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 26 | 2/79 | 1979 | Rev. 10 | 26 | 40 | 10/80 | 8/81 | Rev. 38 |
| 2 | 24 | 2/79 | 1980 | Rev. 29 | 27 | 48/99 | 11/80 | | |
| 3 | 22/62 | 3/79 | 1984 | Rev 75 | 28 | 22 | 11/80 | | |
| 4 | 68 | 4/79 | 6/81 | Rev. 34 | 29 | 24/27 | 11/80 | 9/81 | Rev. 39 |
| 5 | 99 | 5/79 | | | 30 | 44 | 1/81 | 11/84 | Rev. 91 |
| 6 | 66 | 7/79 | 1979 | Rev. 15 | 31 | 30 | 1/81 | 12/82 | Rev. 58 |
| 7 | 1/32/36/99 | 8/79 | 3/85 | Rev. 98 | 32 | 36 | 6/81 | 12/82 | Rev. 57 |
| 8 | 32 | 8/79 | 10/79 | Rev. 19 | 33 | 23 | 7/81 | 12/81 | Rev. 42 |
| 9 | 32 | 8/79 | 10/79 | Rev. 19 | 34 | 68 | 6/81 | 6/84 | Rev. 81 |
| 10 | 26/32 | 9/79 | 10/79 | Rev. 19 | 35 | 32 | 7/81 | 2/82 | Rev. 46 |
| 11 | 46 | 9/79 | 11/79 | Rev. 21 | 36 | 36/38 | 7/81 | 12/82 3a - Rev. 57<br>9/84 3d - Rev. 89 | |
| 12 | 3/20/99 | 10/79 | 9/85<br>5/84 | 3/ Rev. 24<br>20/ Rev. 83 | 37 | 26 | 8/81 | 1/83 | Rev. 60 |
| 13 | 48/99 | 11/79 | 11/80 | Rev. 27 | 38 | 40 | 9/81 | 5/82 | Rev. 51 |
| 14 | 30 | 12/79 | 2/81 | Rev. 31 | 39 | 27/24 | 9/81 | 1/82 | Rev. 43 |
| 15 | 66 | 12/79 | 3/82 | Rev. 49 | 40 | 28 | 10/81 | 7/82 | Rev. 53 |
| 16 | 99 | 1/80 | | | 41 | 04 | 11/81 | 10/83 | Rev. 23 |
| 17 | 23/24 | 1/80 | 7/81 | Rev. 33 | 42 | 23 | 1/82 | 9/84 | Rev. 89 |
| 18 | 26/27 | 2/80 | 8/81 | Rev. 37 | 43 | 24 | 1/82 | 9/84 | Rev. 89 |
| 19 | 32/34 | 2/80 | 7/81 | Rev. 35 | 44 | 34 | 1/82 | 9/84 | Rev. 89 |
| 20 | RCW | 2/80 | 9/84 | Rev. 89 | 45 | 42 | 2/82 | 3/1/85 | Rev. 99 |
| 21 | 46 | 6/80 | 9/82 | Rev. 55 | 46 | 32 | 2/82 | [illegible] | Rev. 67 |
| 22 | 42/99 | 7/80 | 1/82 | Rev. 45 | 47 | 06 | 2/82 | 10/82 | Rev. 56 |
| 23 | 60/99 | 8/80 | 4/83 | Rev. 62 | 48 | 04-A | 3/82 | 4/82 | Rev. 50 |
| 24 | 03 | 9/80 | 3/85 | Rev. 98 | 49 | 66 | 4/82 | 7/82 | Rev. 52 |
| 25 | 99 | 9/80 | 9/84 | Rev. 89 | 50 | 04-A | 4/82 | 8/82 | Rev. 54 |

## REVISION CONTROL SHEET

| Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 51 | 40 | 5/82 | 2/84 | Rev. 78 | 76 | 04-A | 1-6-84 | 9/84 | Rev. 89 |
| 52 | 66 | 7/82 | 1/83 | Rev. 59 | 77 | [illegible] | 1/20/84 | | |
| 53 | 28 | 7/82 | 5/83 | R65 | 78 | [illegible] | 2/84 | 9/84 | Rev. 89 |
| 54 | 04-A | 8/82 | 2/83 | Rev. 61 | 79 | 36 | 2/84 | 9/84 | Rev. 89 |
| 55 | 46 | 10/82 | 8/83 | Rev. 70 | 80 | 04 | 3/84 | 9/84 | Rev. 89 |
| 56 | 06 | 10/82 | 6/84 | Rev. 77 | 81 | 68 | 6/6/84 | 6/84 | Rev. 84 |
| 57 | 36 | 12/82 | 2/84 | Rev. 79 | 82 | 32 | 6/6/84 | 9/84 | Rev. 89 |
| 58 | 30 | 12/82 | 9/84 | Rev. 89 | 83 | 20 | 6/6/84 | | |
| 59 | 66 | 1/83 | 6/83 | R68 | 84 | 04 | 7/84 | | |
| 60 | 26 | 1/83 | 9/84 | Rev. 89 | 85 | 99 | 7/84 | | |
| 61 | 04-A | 2/83 | 7/83 | Rev. 64 | 86 | WELL | NOT | BE | ISSUED |
| 62 | 60 | 3/83 | 5/27/85 | Rev. 101 | 87 | 66 | 9/27/84 | | |
| 63 | GNCS | 3/83 | | | 88 | 99 | 9/19/84 | | |
| 64 | 04-A | 4/83 | 6/83 | Rev. 69 | 89 | Misc. | 9/19/84 | | |
| 65 | 28 | 5/83 | 12/7/84 | Rev. 93 | 90 | 99 | 11/16/84 | | |
| 66 | RCS | 6/83 | | | 91 | 44 | 11/16/84 | | |
| 67 | 32 | 6/83 | 6/84 | Rev. 82 | 92 | 02 | 12/18/84 | | |
| 68 | 66 | 6/83 | 11/83 | Rev. 74 | 93 | 28 | 12/18/84 | | |
| 69 | 04A | 8-83 | 8/83 | Rev. 71 | 94 | 99 | 1/29/85 | | |
| 70 | 46 | 8-83 | | | 95 | 99 | 1/29/85 | | |
| 71 | 04A | 8/83 | 1/84 | Rev. 76 | 96 | 41 | 2/20/85 | | |
| 72 | 99 | 10/83 | | | 97 | 99 | 2/20/85 | | |
| 73 | 04 | 10/83 | 3/84 | Rev. 80 | 98 | 01 | 3/85 | | |
| 74 | 66 | 11/83 | 9/84 | Rev 87 | 99 | 42 | 3/85 | | |
| 75 | 32 | 1/84 | | | 100 | 99 | 3/4/85 | | |

## REVISION CONTROL SHEET

| Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 101 | 60 | 5/30/85 | | | 126 | | | | |
| 102 | 99 | 9/16/85 | | | 127 | | | | |
| 103 | 99 | 8/85 | | | 128 | | | | |
| 104 | 2 | 8/85 | | | 129 | | | | |
| 105 | 99 | 9/85 | | | 130 | | | | |
| 106 | 28 | 9/85 | | | 131 | | | | |
| 107 | 22 | 10/85 | | | 132 | | | | |
| 108 | 64 | 10/85 | | | 133 | | | | |
| 109 | 52 | 11/85 | | | 134 | | | | |
| 110 | 99 | 1/86 | | | 135 | | | | |
| 111 | 99 | 3/86 | | | 136 | | | | |
| 112 | 99 | 6/86 | | | 137 | | | | |
| 113 | 99 | 6/86 | | | 138 | | | | |
| 114 | | | | | 139 | | | | |
| 115 | 99 | 9/86 | | | 140 | | | | |
| 116 | 99 | 9/86 | | | 141 | | | | |
| 117 | | | | | 142 | | | | |
| 118 | | | | | 143 | | | | |
| 119 | 99 | 2/88 | | | 144 | | | | |
| 120 | 99 | 8/88 | | | 145 | | | | |
| 121 | | | | | 146 | | | | |
| 122 | | | | | 147 | | | | |
| 123 | | | | | 148 | | | | |
| 124 | | | | | 149 | | | | |
| 125 | | | | | 150 | | | | |

## REVISION CONTROL SHEET

| Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | Rev. No. | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 151 | | | | | 176 | | | | |
| 152 | | | | | 177 | | | | |
| 153 | | | | | 178 | | | | |
| 154 | | | | | 179 | | | | |
| 155 | | | | | 180 | | | | |
| 156 | | | | | 181 | | | | |
| 157 | | | | | 182 | | | | |
| 158 | | | | | 183 | | | | |
| 159 | | | | | 184 | | | | |
| 160 | | | | | 185 | | | | |
| 161 | | | | | 186 | | | | |
| 162 | | | | | 187 | | | | |
| 163 | | | | | 188 | | | | |
| 164 | | | | | 189 | | | | |
| 165 | | | | | 190 | | | | |
| 166 | | | | | 191 | | | | |
| 167 | | | | | 192 | | | | |
| 168 | | | | | 193 | | | | |
| 169 | | | | | 194 | | | | |
| 170 | | | | | 195 | | | | |
| 171 | | | | | 196 | | | | |
| 172 | | | | | 197 | | | | |
| 173 | | | | | 198 | | | | |
| 174 | | | | | 199 | | | | |
| 175 | | | | | 200 | | | | |

## GREEN NOTICE CONTROL SHEET

| NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 01 | 01/05/79 | 10/21/81 | Rev. 41 | 26 | 68 | 01/05/79 | 03/29/79 | G-29, Rev. 04 |
| 2 | 02 | 01/05/79 | 05/29/80 | G-53 | 27 | 99 | 01/05/79 | 10/21/81 | Rev. 41 |
| 3 | 03 | 01/05/79 | 01/22/82 | Rev. 45 | 28 | 27 | 03/08/79 | 05/29/80 | G-48, Rev. 18 |
| 4 | 04 | 01/05/79 | 01/22/82 | Rev. 45 | 29 | 68 | 03/28/79 | 10/21/81 | Rev. 41 |
| 5 | 06 | 01/05/79 | 02/28/82 | Rev. 47 | 30 | 32 | 08/09/79 | 05/29/80 | G-50, Rev. 19 |
| 6 | 20 | 01/05/79 | 01/22/82 | Rev. 45 | 31 | 32 | 08/09/79 | 05/29/80 | G-50, Rev. 19 |
| 7 | 22 | 01/05/79 | 05/21/81 | Rev. 28 | 32 | 46 | 08/09/79 | 04/23/81 | Rev. 21 |
| 8 | 24 | 01/05/79 | 05/29/80 | G-46, Rev. 17 | 33 | 66 | 06/25/79 | 12/12/79 | G-43, Rev. 15 |
| 9 | 26 | 01/05/79 | 05/29/80 | G-47, Rev. 18 | 34 | 32 | 08/08/79 | 12/09/82 | Rev. 57 |
| 10 | 27 | 01/05/79 | 03/09/79 | G-28, Rev. 2 | 35 | 46 | 07/23/79 | 04/23/81 | Rev. 21 |
| 11 | 28 | 01/05/79 | 10/21/81 | Rev. 41 | 36 | 46 | 07/23/79 | 04/23/81 | Rev. 21 |
| 12 | 30 | 01/05/79 | 12/09/82 | Rev. 57 | 37 | 46 | 07/23/79 | 04/23/81 | Rev. 21 |
| 13 | 32 | 01/05/79 | 05/29/80 | G-50, Rev. 19 | 38 | 28 | 07/23/79 | 05/21/81 | G-74 |
| 14 | 34 | 01/05/79 | 05/29/80 | G-51, Rev .19 | 39 | 46 | 10/11/79 | 04/23/81 | Rev. 21 |
| 15 | 36 | 01/05/79 | 12/09/82 | Rev. 57 | 40 | 48 | 10/11/79 | 04/23/81 | Rev. 13 |
| 16 | 38 | 01/05/79 | 07/10/81 | Rev .36 | 41 | 66 | 10/18/79 | 12/12/79 | Rev. 15 |
| 17 | 40 | 01/05/79 | 08/21/81 | Rev. 38 | 42 | 32 | 12/12/79 | 05/29/80 | G-50, Rev. 19 |
| 18 | 42 | 01/05/79 | 01/22/82 | Rev. 45 | 43 | 66 | 12/12/79 | 10/21/81 | Rev. 41 |
| 19 | 44 | 01/05/79 | 10/21/81 | Rev. 41 | 44 | 32 | 12/12/79 | 07/09/81 | Rev. 35 |
| 20 | 46 | 01/05/79 | 10/28/82 | Rev. 55 | 45 | 23 | 05/29/80 | 10/21/81 | Rev. 41 |
| 21 | 48 | 01/05/79 | 04/23/81 | Rev. 13 | 46 | 24 | 05/29/80 | 09/15/81 | Rev. 39 |
| 22 | 60 | 01/05/79 | 10/21/81 | Rev. 41 | 47 | 26 | 05/29/80 | 08/21/81 | Rev. 37 |
| 23 | 62 | 01/05/79 | 10/21/81 | Rev. 41 | 48 | 27 | 05/29/80 | 09/15/81 | Rev. 39 |
| 24 | 64 | 01/05/79 | 6/84 | Rev. 84 | 49 | 31 | 05/29/80 | 12/09/82 | Rev. 57 |
| 25 | 66 | 01/05/79 | 08/03/79 | G-33, Rev. 6 | 50 | 32 | 05/29/80 | 07/09/81 | Rev. 35 |

## GREEN NOTICE CONTROL SHEET

| NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 51 | 34 | 05/29/80 | 12/09/82 | Rev. 57 | 76 | 48 | 06/08/81 | | |
| 52 | 66 | 05/29/80 | 05/21/81 | G-75 | 77 | 34 | 08/17/81 | 01/22/82 | Rev. 44 |
| 53 | 02 | 04/23/81 | 12/09/82 | Rev. 57 | 78 | 66 | 08/17/81 | 04/26/82 | Rev. 49 |
| 54 | 42 | 04/23/81 | 01/22/82 | Rev. 45 | 79 | 46 | 08/17/81 | 10/28/82 | Rev. 55 |
| 55 | 66 | 04/23/81 | 04/26/82 | Rev. 49 | 80 | 66 | 09/17/81 | 04/26/82 | Rev. 49 |
| 56 | 48 | 04/23/81 | 10/21/81 | Rev. 41 | 81 | 68 | 09/22/81 | 8/84 | Rev 84 |
| 57 | 46 | 07/11/80 | 10/28/82 | Rev. 55 | 82 | 23 | 11/05/81 | 12/07/81 | Rev. 42 |
| 58 | 46 | 07/11/80 | 10/28/82 | Rev. 55 | 83 | 20 | 12/03/81 | 6/6/84 | Rev. 83 |
| 59 | 66 | 07/11/80 | 04/26/82 | Rev. 49 | 84 | 48 | 12/03/81 | | |
| 60 | 42 | 07/11/80 | 01/22/82 | Rev. 45 | 85 | 22 | 12/03/81 | | |
| 61 | 26 | 07/11/80 | 08/21/81 | Rev. 37 | 86 | 36 | 12/03/81 | 12/09/82 | Rev. 57 |
| 62 | 01 | 05/21/81 | 01/30/85 | Rev. 98 | 87 | 68 | 12/03/81 | 8/84 | Rev 84 |
| 63 | 32 | 05/21/81 | 07/09/81 | Rev. 35 | 88 | 40 | 12/03/81 | 05/21/82 | Rev. 51 |
| 64 | 46 | 05/21/81 | 10/28/82 | Rev. 55 | 89 | 28 | 12/23/81 | 08/01/82 | Rev. 53 |
| 65 | 28 | 05/21/81 | 09/28/81 | Rev. 40 | 90 | 28 | 01/06/82 | 08/01/82 | Rev. 53 |
| 66 | 36 | 05/21/81 | 07/10/81 | Rev. 36 | 91 | 28 | 01/06/82 | 08/01/82 | Rev. 53 |
| 67 | 28 | 05/21/81 | 09/28/81 | Rev. 40 | 92 | 28 | 01/13/82 | 06/02/82 | G-118 |
| 68 | 34 | 05/21/81 | 01/22/82 | Rev. 44 | 93 | 36 | 01/13/82 | 12/09/82 | Rev .57 |
| 69 | 32 | 05/21/81 | 07/09/81 | Rev. 35 | 94 | 68 | 01/13/82 | 8/84 | Rev 84 |
| 70 | 42 | 05/21/81 | 01/22/82 | Rev. 45 | 95 | 46 | 01/13/82 | 02/09/82 | Rev. 57 |
| 71 | 68 | 05/21/81 | 07/02/81 | Rev. 34 | 96 | 34 | 01/20/82 | 01/22/82 | Rev. 44 |
| 72 | 64 | 05/21/81 | 6/84 | Rev. 84 | 97 | 32 | 01/20/82 | 01/22/82 | Rev. 46 |
| 73 | NOT | ISSUED | ---------- | | 98 | 28 | 01/25/82 | 08/01/82 | Rev. 53 |
| 74 | 28 | 05/21/81 | 09/28/81 | Rev. 40 | 99 | 31 | 02/01/82 | 4/84 | Rev. 89 |
| 75 | 66 | 05/21/81 | 04/26/82 | Rev. 49 | 100 | 24 | 02/22/82 | 4/83 | GN 157 |

## GREEN NOTICE CONTROL SHEET

| NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 101 | 38 | 02/26/82 | 9/84 | Rev. 89 | 126 | 46 | 08/05/82 | 10/28/82 | Rev. 55 |
| 102 | 46 | 02/26/82 | 10/28/82 | Rev. 55 | 127 | 32 | 09/01/82 | 6/83 | R67 |
| 103 | 46 | 02/26/82 | 10/28/82 | Rev .55 | 128 | 04 | 09/07/82 | 9/84 | Rev. 89 |
| 104 | 62 | 03/03/82 | 2/84 | Rev. 78 | 129 | 62 | 09/29/82 | 2/84 | Rev. 78 |
| 105 | 02 | 03/03/82 | 07/07/82 | G-121 | 130 | 32 | 09/29/82 | 6/83 | R67 |
| 106 | 64 | 03/31/82 | 6/25/84 | Rev. 84 | 131 | 06 | 09/29/82 | 10/28/82 | Rev. 56 |
| 107 | 28 | 03/22/82 | 08/01/82 | Rev. 53 | 132 | 68 | 10/08/82 | 8/84 | Rev 84 |
| 108 | 42 | 03/31/82 | 3/1/85 | Rev 99 | 133 | 34 | 12/03/82 | 9/84 | Rev. 89 |
| 109 | 66 | 04/13/82 | 07/07/82 | Rev. 52 | 134 | 28 | 11/09/82 | 5/11/83 | REV 65 |
| 110 | 06 | 04/27/82 | 10/28/82 | Rev. 56 | 135 | 06 | 12/08/82 | 1/84 | Rev. 77 |
| 111 | 34 | 04/27/82 | 9/84 | Rev. 89 | 136 | 66 | 12/03/82 | 01/20/83 | Rev. 59 |
| 112 | 23 | 04/27/82 | 9/84 | Rev. 89 | 137 | 64 | 12/03/82 | 6/25/84 | Rev. 84 |
| 113 | 31 | 05/06/82 | 9/84 | Rev. 89 | 138 | 66 | 12/08/82 | 01/20/83 | Rev. 59 |
| 114 | 24 | 05/06/82 | 9/84 | Rev. 89 | 139 | 02 | 12/08/82 | 3/84 | G-186 |
| 115 | 46 | 05/21/82 | 10/28/82 | Rev. 55 | 140 | 32 | 12/23/82 | 6/83 | R67 |
| 116 | 34 | 05/06/82 | 9/84 | Rev. 89 | 141 | 34 | 12/23/82 | 9/84 | Rev. 89 |
| 117 | 60 | 05/06/82 | 3/83 | Rev. 62 | 142 | 32 | 12/23/82 | 6/83 | R67 |
| 118 | 28 | 06/02/82 | 08/01/82 | Rev. 53 | 143 | 06 | 01/04/83 | 1/84 | Rev. 77 |
| 119 | 34 | 06/16/82 | 9/84 | Rev. 89 | 144 | 46 | 01/19/83 | 8/83 | Rev. 70 |
| 120 | 26 | 06/16/82 | 01/26/83 | Rev. 60 | 145 | 42 | 01/28/83 | 3/1/85 | Rev 99 |
| 121 | 02 | 07/07/82 | 11/82 | G-139 | 146 | 31 | 01/28/83 | 9/84 | Rev. 89 |
| 122 | 06 | 07/07/82 | 10/28/82 | Rev. 56 | 147 | 46 | 02/01/83 | 8/83 | Rev. 70 |
| 123 | 26 | 07/07/82 | 01/26/83 | Rev. 60 | 148 | 42 | 03/14/83 | 6/83 | G-151 |
| 124 | 42 | 08/01/82 | 3/1/85 | Rev. 99 | 149 | 06 | 04/01/83 | 1/84 | Rev. 77 |
| 125 | 06 | 08/01/82 | 10/28/82 | Rev. 56 | 150 | 26 | 4/27/83 | 9/84 | Rev. 89 |

## GREEN NOTICE CONTROL SHEET

| NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) | NOTICE G - | Chapter Inserted | Date Inserted | Date Removed | Removed by (Authorization) |
|---|---|---|---|---|---|---|---|---|---|
| 151 | 42 | 6/83 | 3/1/85 | Rev. 99 | 176 | 32 | 2/84 | 6/6/84 | Rev. 82 |
| 152 | 64 | 6/83 | 6/84 | Rev. 84 | 177 | 46 | 2/84 | 11/85 | Rev. 109 |
| 153 | 04 | 6/83 | 9/84 | Rev. 89 | 178 | 06 | 2/84 | | |
| 154 | 46 | 6/83 | 8/83 | Rev. 70 | 179 | 46 | 2/84 | 11/85 | Rev. 109 |
| 155 | 28 | 6/83 | 12/84 | Rev. 93 | 180 | 04 | 2/84 | 9/84 | Rev. 89 |
| 156 | 42 | 6/83 | 3/1/85 | Rev. 99 | 181 | 46 | 3/84 | | |
| 157 | 28 | 6/83 | 12/84 | Rev. 93 | 182 | 60 | 3/84 | 5/30/85 | Rev. 101 |
| 158 | 46 | 6/83 | | | 183 | 64 | 4/84 | 11/6/84 | Rev. 90 |
| 159 | 24 | 8-83 | 9/84 | Rev. 89 | 184 | 02 | 3/84 | 12/84 | Rev. 92 |
| 160 | 44 | 8-83 | | | 185 | 32 | 3/84 | 6/6/84 | Rev. 82 |
| 161 | 01 | 8-83 | 1/85 | Rev. 98 | 186 | 02 | 3/84 | 12/84 | Rev. 92 |
| 162 | 42 | 8-83 | 3/1/85 | Rev. 99 | 187 | NOT | ISSUED | — | - - - - |
| 163 | 32 | 8-83 | 6/6/84 | Rev. 82 | 188 | 48 | 5/84 | | |
| 164 | 68 | 9-20-83 | 9/84 | Rev. 84 | 189 | 46 | 5/84 | 11/16/84 | Rev. 90 |
| 165 | 46 | 9-20-83 | | | 190 | 05 | 7/84 | 4/29/85 | GN-214 |
| 166 | 04 | 10/83 | 9/84 | Rev. 89 | 191 | 48 | 7/84 | | |
| 167 | 24 | 10/83 | 9/84 | Rev. 89 | 192 | 60 | 7/84 | 5/30/85 | Rev. 101 |
| 168 | 32 | 10/83 | 6/6/84 | Rev. 82 | 193 | 02 | 7/84 | 12/84 | Rev. 92 |
| 169 | 46 | 10/83 | | | 194 | 68 | 7/84 | | |
| 170 | 03 | 11/83 | 1/85 | Rev. 98 | 195 | 42 | 7/84 | 3/1/85 | Rev. 99 |
| 171 | 60 | 11/83 | 5/30/85 | Rev. 101 | 196 | 46 | 7/84 | | |
| 172 | 46 | 12/83 | | | 197 | 46 | 7/84 | 8/84 | GN-202 |
| 173 | 46 | 1/84 | | | 198 | 28 | 7/84 | 12/84 | Rev. 93 |
| 174 | 26 | 1/84 | | | 199 | 46 | 7/84 | 11/85 | Rev. 109 |
| 175 | 02 | 2/84 | 6/6/84 | Rev. 82 | 200 | 28 | 7/84 | 12/84 | Rev. 93 |