



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice

Below is a listing of new/revised policies and policy related updates. Applicable State and Federal Laws and Rules governing policies are listed in "Authority" Section and applicable best practice standards are listed in the "Standards" section of each policy. New/revised policies should be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#). If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

The "**Policy on PREVIEW**" notation below indicates that the revised/new policies are placed in the **PREVIEW** folder on the "**Policies and Procedures**" web page for a maximum of thirty (30) days (or less as applicable) prior to their effective date and will require a **MAJOR** review unless otherwise specified. The thirty (30) day **PREVIEW** period is designated for policy review, interpretation and/or training. For revised policies, the **PREVIEW** document will be "marked up" and contain both deleted and revised information that represents the final/approved policy. Deleted information will be displayed as a "strikethrough" (ex., ~~strikethrough~~) and revised information will be displayed in red font. Some policies may not be "marked up" and these represent a total re-write or new policy which will require a **MAJOR** policy review. During the thirty (30) day **PREVIEW** period the current policy will remain in the policy chapter until the effective date of the new/revised policy. After the thirty (30) day **PREVIEW** period ends, the official policy will be moved to the appropriate Policy Chapter. Policy revisions that are **MINOR** or required to be implemented immediately due to changes in laws, rules, etc., may not be placed on **PREVIEW** or sent on policy review, but placed directly in the policy chapter, an effective date assigned accordingly and announced.

NOTES



- ◆ For the most current version of Policies and Procedures always refer to the *Policies and Procedures Web Page*.
- ◆ **Use the "FIND" feature on the Forms Web Page to quickly locate forms:** Click "**EDIT**" in the top left corner on the Forms Web Page and select "**Find**." In the "**Find**" dialogue box, type in a **portion of the form title**, or the **complete form title**, or the **form number** to search for forms on this page.
- ◆ If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	Permanency Planning for Children- Youth in DCS Custody	16	Diane Irwin, Director, Child Permanency	10/15/09	CS-0746 Meeting Notification CS-0745 Criteria & Procedures For Termination Of Parental Rights CS- 0681 Request for Goal of Planned Permanent Living Arrangement CS-0747 Child and Family Team Meeting Summary

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	***Forms Associated with Policies and Procedures	
Summary of revisions:		Sections B, C and J revised to include the TNGAP program for Subsidized Permanent Guardianship for compliance with Federal requirements. Major policy review required.				
2.	16.39	Subsidized Permanent Guardianship	16	John Johnson, Director Foster Care	10/15/09	CS-0403 – Appeal for Fair Hearing CS-0674 – Special or Extraordinary Board Rates Request CS-0719 – Intent to Obtain Subsidized Permanent Guardianship Placement Agreement (Part 1) and Application for Subsidized Permanent Guardianship (Part 2) CS-0720 – Notice of Denial, Termination, or Change in Subsidized Permanent Guardianship CS-0721 –Subsidized Permanent Guardianship Agreement CS-0722 –Subsidized Permanent Guardianship Renewal Affidavit CS-0916, Subsidized Permanent Guardianship (SPG)Checklist and Approval CS-0917- Certification of Eligibility for Subsidized Permanent Guardianship Substitute W-9
Summary of revisions:		Sections a, B, C, D, J, M and P revised to include the TNGAP program for Subsidized Permanent Guardianship for compliance with Federal requirements. Major policy review required.				
3.		Protocol for Subsidized Permanent Guardianship (SPG) Case Planning	16	John Johnson, Director Foster Care	10/15/09	None
	New Protocol:	Developed to provide additional procedures and processes for SPG case planning for compliance with Federal requirements. Major policy review required.				

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