
POLICY TRANSMITTAL NO. 07-34

DATE: JUNE 22, 2007

DIVISION OF CHILD CARE

DEPARTMENT OF HUMAN SERVICES
OFFICE OF LEGISLATIVE RELATIONS AND
POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:110-3, Table of Contents; 110-3-130 through 110-3-144;
110-3-180 through 110-3-195; 340:110-5, Table of Contents; and
110-5-80 through 110-5-99.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

The revisions to Subchapters 3 and 5 of Chapter 110 improve the program and services provided by Oklahoma Department of Human Services (OKDHS) Division of Child Care (DCC) by revoking obsolete and duplicative Sections in Parts 8 and 11 of Subchapter 3 and Part 7 of Subchapter 5. Rules containing the current updated requirements regarding residential child care facilities are codified in existing Subchapter 3, Part 9.

Original signed on 5-1-07

Mark Lewis, Director
Division of Child Care

Sharon Neuwald, Coordinator
Office of Legislative Relations and Policy

WF # 07-10 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

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