
POLICY TRANSMITTAL NO. 04-03	DATE: APRIL 22, 2004
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-17, Table of Contents; OAC 340:2-17-4; 340:2 Appendix A; 340:2 Appendix C through Appendix D; and 340:2 Appendix N.

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

OAC 340:2-17-4 is revoked as the program is no longer offered by the Oklahoma Department of Human Services (OKDHS).

OAC 340:2, Appendices A, C, D, and N are revoked as they are no longer used by OKDHS.

Original signed on 3-9-04

A. L. Smith, Director
Human Resources Management Division

Marilynn Knott, Administrator
Office of Planning, Policy & Research

WF # 03-25 (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 a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS 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, DHS 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, DHS: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 Rules and Policy Management Unit staff at (405) 521-3611.

REMOVE

INSERT

Table of Contents 340:2-17

Table of Contents 340:2-17, revised 4-26-04

340:2-17-4

340:2 Appendix A

340:2 Appendix C

340:2 Appendix D

340:2 Appendix N

SUBCHAPTER 17. STAFF DEVELOPMENT UNIT

Section

340:2-17-1.	Purpose
340:2-17-2.	Legal base and function
340:2-17-3.	Practicum placements
340:2-17-4.	Occupational Therapy/Physical Therapy Educational Assistance program [REVOKED]