
POLICY TRANSMITTAL NO. 06-03	DATE: MAY 9, 2006
FAMILY SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:45, Table of Contents; 340:45-1, Table of Contents; 45-1-1 through 45-1-8; 340:45-3, Table of Contents; and 45-3-1 through 45-3-8.

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

Chapter 45 rules are revoked as they have been superceded by provisions of the Oklahoma Emergency Management Act that designate the Oklahoma Department of Emergency Management as the agency responsible for preparation, coordination, and execution of emergency functions resulting from hostile actions or natural disasters. Information concerning Emergency Operating Plans for the Oklahoma Department of Human Services (OKDHS) has been moved to the OKDHS Policy Manual.

Original signed on 3-10-06

Mary Stalnaker, Director
Family Support Services Division

Sharon Neuwald, Co-Interim Administrator
Office of Planning, Policy & Research

WF # 05-18 (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 Policy Management Unit staff at (405) 521-3611.

REMOVE

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