
POLICY TRANSMITTAL NO. 10-03

DATE: JANUARY 21, 2010

OFFICE OF INTERGOVERNMENTAL
RELATIONS AND POLICY

DEPARTMENT OF HUMAN SERVICES
OFFICE OF INTERGOVERNMENTAL
RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-15-3 through 2-15-6; 2-15-33 through 2-15-34; 2-15-44
through 2-15-49; and 2-15-51.

EXPLANATION: Policy Transmittal (PT) No. 09-32 dated May 20, 2009, was issued to correct PT No. 07-54 dated September 11, 2007. Inadvertently the revoked Sections were not listed in "Remove" part of PT No. 09-32. The revoked Sections in Subchapter 15 are included in the "Remove" part of this PT

Original signed on 1-20-10

Sandra Harrison, Coordinator
Office of Intergovernmental Relations and
Policy

WF # 09-J(a) (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.

<u>REMOVE</u>	<u>INSERT</u>
OKDHS:2-15-3	-----
OKDHS:2-15-4	-----
OKDHS:2-15-5	-----
OKDHS:2-15-6	-----
OKDHS:2-15-33	-----
OKDHS:2-15-34	-----
OKDHS:2-15-44	-----
OKDHS:2-15-45	-----
OKDHS:2-15-46	-----
OKDHS:2-15-47	-----
OKDHS:2-15-48	-----
OKDHS:2-15-49	-----
OKDHS:2-15-51	-----