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| POLICY TRANSMITTAL NO. 05-10        | DATE: MAY 10, 2005  |
| FAMILY SUPPORT SERVICES<br>DIVISION | DEPARTMENT OF HUMAN SERVICES<br>OFFICE OF PLANNING, POLICY & RESEARCH |

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:70, Table of Contents; 340:70-1, Table of Contents; 70-1-1 through 70-1-7; 340:70-3, Table of Contents; 70-3-1 through 70-3-5; 340:70, Appendix J; Old Style Manual Table of Contents 510; Old Style Manual Sections 500 through 515; Old Style Manual Table of Contents 520; and Old Style Manual Sections 520 through 524.12.

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

OAC 340:70-1-1 through 70-1-7 and 70-3-1 through 70-3-5 are revoked rules that have been incorporated elsewhere or are no longer applicable to administering social services. These rules were originally promulgated in 1991, but never issued as manual material and remained in the format of old style Manual Sections 500 through 524.12. The Table of Contents has been updated to reflect the revoked Sections. OAC 340:70-1-1 through 70-1-7 and 70-3-1 through 70-3-5 are not listed in the Remove portion of this policy transmittal since they were never issued in paper form.

OAC 340:70, Appendix J is revoked as it is no longer used.

Original signed on 3-4-05

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Mary Stalnaker, Director  
Family Support Services Division

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

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WF # 04-19 (DT)

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**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**

**INSERT**

340:70, Table of Contents

340:70, Table of Contents, 1 page only,  
revised 5-12-05

340:70, Appendix J

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Old Style Manual Table of Contents 510

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Old Style Manual Sections 500 through 515

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Old Style Manual Table of Contents 520

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Old Style Manual Sections 520 through  
524.12

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## CHAPTER 70. SOCIAL SERVICES

| <b>Subchapter</b>   | <b>Section</b>   |
|---|--|
| 1. General Provisions <b>[REVOKED]</b> .....                | 340:70-1-1   |
| 3. Family Services <b>[REVOKED]</b> .....                   | 340:70-3-1   |
| 5. Day Care Services <b>[REVOKED]</b> .....                 | 340:70-5-1   |
| 7. Guidelines for In Home Child Care <b>[REVOKED]</b> ..... | 340:70-7-1   |
| 8. Eligibility and available services .....                 | 340:70-8-1   |
| 9. Health Related Services .....                            | 340:70-9-1   |
| 11. Eligibility Status <b>[REVOKED]</b> .....               | 340:70-11-1  |
| 13. Case Record <b>[REVOKED]</b> .....                      | 340:70-13-1  |
|   |  |
| Appendix A.   | Service Invoice <b>[REVOKED]</b>   |
| Appendix B.   | Income Eligibility Standards - Social Services <b>[REVOKED]</b>  |
| Appendix C.   | Services/Attendance/Claim Record <b>[REVOKED]</b>  |
| Appendix D.   | Notice Regarding Social Services <b>[REVOKED]</b>  |
| Appendix E.   | Notification and Agreement for In-Home Day Care Services <b>[REVOKED]</b>                              |
| Appendix F.   | Application for approval Adult Day Care Facility <b>[REVOKED]</b>                                      |
| Appendix G.   | Notice of Approval/Disapproval Adult Day Care Facility <b>[REVOKED]</b>                                |
| Appendix H.   | RESERVED   |
| Appendix I.   | Day Care Provider Contract <b>[REVOKED]</b>  |
| Appendix J.   | Notice for DHS Regarding Contractual Services <b>[REVOKED]</b>   |
| Appendix K.   | RESERVED   |
| Appendix L.   | Day Care Eligibility Schedule/Rates for Adults and Children <b>[REVOKED]</b>                           |
| Appendix M.   | Application for Social Services <b>[REVOKED]</b>   |
| Appendix N.   | Special Needs Child Care Services <b>[REVOKED]</b>   |
| Appendix O.   | Auditing Guidelines for Child and Non-Geriatric Day Care Claims <b>[REVOKED]</b>                       |
| Appendix P.   | Notification of Eligibility and Mutual Agreement to Provide In-Home Day Care Services <b>[REVOKED]</b> |
| Appendix Q.   | Transitional Child Care (TCC) Client Reimbursement Claim <b>[REVOKED]</b>                              |