
POLICY TRANSMITTAL NO. 04-04
OFFICE OF PLANNING, POLICY &
RESEARCH

DATE: APRIL 22, 2004
DEPARTMENT OF HUMAN SERVICES
OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2, Table of Contents; OAC 340:2 Appendix E through
Appendix F; 340: 2 Appendix J; and 340:2 Appendix R.

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

Chapter 2. Administrative Components Appendices E, F, J, and R
are revoked as they are no longer used by the Oklahoma
Department of Human Services (OKDHS).

Original signed on 3-4-04

Marilynn Knott, Administrator
Office of Planning, Policy & Research

WF # 03-27 (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

Table of Contents 340:2, pages 1-2, revised 4-26-04

340:2 Appendix E

340:2 Appendix F

340:2 Appendix J

340:2 Appendix R

CHAPTER 2. ADMINISTRATIVE COMPONENTS

Subchapter	Section
1. Human Resources Management Division (HRMD)	340:2-1-1
3. Office of Client Advocacy	340:2-3-1
5. Fair Hearings.....	340:2-5-1
7. Office of Inspector General.....	340:2-7-1
8. Health Insurance Portability and Accountability Act (HIPAA)	340:2-8-1
9. Overpayments [REVOKED]	340:2-9-1
11. Finance.....	340:2-11-1
13. Contracts and Purchasing Unit.....	340:2-13-1
15. Risk & Safety Management Program	340:2-15-1
17. Staff Development Unit	340:2-17-1
19. Correspondence [REVOKED]	340:2-19-1
21. Departmental Services Unit.....	340:2-21-1
22. Commodities	340:2-22-1
23. Administrative Reviews	340:2-23-1
25. Office of General Counsel	340:2-25-1
27. Child Support Administrative Hearings [REVOKED]	340:2-27-1
28. Office of Administrative Hearings: Child Support.....	340:2-28-1
29. Parole, Review and Hearing Board [REVOKED]	340:2-29-1
31. Policy Management and Analysis.....	340:2-31-1
33. Rates and Standards.....	340:2-33-1
35. Volunteer Services	340:2-35-1
Appendix A.	Application for Employment [REVOKED]
Appendix B.	Employment Supplement [REVOKED]
Appendix C.	Employment Eligibility Handout [REVOKED]
Appendix D	Applicant Availability Letter [REVOKED]
Appendix E.	Statement of Grievance and Resolution [REVOKED]
Appendix F.	Student Grievance [REVOKED]
Appendix G.	Request for Fair Hearing [REVOKED]
Appendix H.	Request for Review of Decision on Appeal Before the Oklahoma Commission for Human Services [REVOKED]
Appendix I.	Withdrawal of Request for Hearing [REVOKED]
Appendix J.	Claim Form [REVOKED]
Appendix K.	Professional Service Contract Affidavit Form
Appendix L.	Access Clause for Purchase Contract
Appendix M.	Material Safety Data Sheet Surrogate Statement
Appendix N	Application for Occupational Therapy/Physical Therapy Scholarship [REVOKED]
Appendix O.	[RESERVED]

- Appendix P. Affidavit or Lost or Destroyed Warrant **[REVOKED]**
- Appendix Q. **[RESERVED]**
- Appendix R. Release of Information Regarding Juveniles **[REVOKED]**