
POLICY TRANSMITTAL NO. 06-24
ADMINISTRATIVE SERVICES

DATE: JULY 11, 2006
DEPARTMENT OF HUMAN SERVICES
OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES
SUBJECT: MANUAL MATERIAL

OAC 340:2-35-4.

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

340:2-35-4 is revised to correct the title of the background check for volunteers to reflect Child Abuse and Neglect Information System (CANIS).

Original signed on 4-26-06

David Shafer, Chief Administrative Officer
Administrative Services

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Office of Planning, Policy & Research

WF # 06-06 (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

340:2-35-4

INSERT

340:2-35-4, pages 1-2, revised 7-13-06

340:2-35-4. Requirements for volunteers

(a) **General.** To protect the rights of clients and volunteers and to properly integrate volunteers into the Oklahoma Department of Human Services (OKDHS) service systems, volunteers are required to:

- (1) be at least 18 years of age and demonstrate an interest in and a concern for the needs of others;
- (2) attend an orientation and training session outlining the various OKDHS programs and services;
- (3) agree to the confidentiality requirement on all cases and agree to follow OKDHS rules;
- (4) carry Form VOL-1, Volunteer Identification Card, while on duty; and
- (5) have adequate automobile liability insurance and valid driver's license if transporting clients.

(b) **Individual volunteers.** An extensive screening process is required for prospective volunteers recruited for direct care services to OKDHS clients.

(1) This process includes entrance and placement interviews and the completion of Forms:

(A) VOL-3, Volunteer Agreement; **■ 1**

(B) VOL-5, Application for Volunteer Service; **■ 1**

(C) VOL-7, Volunteer Reference Letter, as required; and

(D) VOL-9, Volunteer Interview Report.

(2) Before placement, volunteers in direct care service must have a background check through the Child Abuse and Neglect Information System (CANIS), Oklahoma State Bureau of Investigation (OSBI), Department of Public Safety, and other applicable background checks.

(3) Screening requirements are less restrictive for volunteers who will not be placed in one-on-one relationships with OKDHS clients.

(4) Form VOL-1 is issued to the volunteer at the time of certification by the local office.

(c) **Volunteer groups.** In situations where a group of individuals volunteer their services for a group project such as Boy Scouts, a high school class, or military group, the minimum age requirement may be waived. ■ 2

(1) The person responsible for supervising the group must be an approved volunteer.

(2) It is not necessary for each individual member of a volunteer group to complete Form VOL-5. The person responsible for the group signs Form VOL-2, Volunteer Group Agreement, and attests for all the group members who participate.

(3) The group must be approved as a OKDHS volunteer group by the volunteer coordinator.

INSTRUCTIONS TO STAFF

- 1. Forms VOL-3 , Volunteer Agreement and VOL-5, Application for Volunteer Service, must be signed by the volunteer and kept on file in the local office.**
- 2. These projects may include money raising activities, mowing clients' lawns, repairing clients' homes, or similar projects.**