	New Hampshire Division for Children, Youth and Families Policy Manual
	2782 DCYF MANUALS
	Chapter: General Administrative Operations
	Section: Policy/Rule Maintenance

Approved:	**References Of Note**
Joseph E. Ribsam, Jr., DCYF Director	Federal Authority:
	Statutes: **RSA 91-A**
	Administrative Rules:
	Case Law:
Policy Directive: **20-09**	
Effective Date: **March 2020**	

This policy defines the maintenance of the Division's electronic manuals.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

I.   The Division maintains all policy, procedures, and forms in electronic manuals, and coordinates timely updates as applicable.

    A.   District Office Supervisors must ensure that all staff have access to electronic DCYF manuals.

    B.   The Policy and Planning Unit is responsible for coordinating updates for any new or revised document in the electronic manuals.

II. The Policy and Planning Unit is responsible for communicating with external stakeholders who request Division documents beyond those accessible through the DHHS website.

    A.   Any requests from an external stakeholder to receive Policy Directives must be forwarded to the Policy Administrator (or designee) to be addressed on a case-by-case basis.

    B.   In alignment with RSA 91-A:3, no document containing security-related information or emergency functions will be shared with non-departmental staff. Any requests for said information must be approved by the Division's General Counsel.

    C.   Policy Directives, policies, and SOPs provided to external stakeholders will be in a PDF format.

    D.   Forms may be provided in a PDF or a Microsoft Office format, as long as the Microsoft Office document is password protected to only allow form completion and no alteration of the form content.

Glossary and Document Specific Definitions

A - B   C - D   E - F   G - I   J - L   M - N   O - Q   R - S   T - V   W - Z

Document Change Log

PD	Modification Made	Approved	Date