



**New Hampshire Division for Children, Youth and Families Policy Manual**

**2780 OFFICIAL DOCUMENTS OF THE DIVISION**

Chapter: General Administrative Operations

Section: Policy/Rule Maintenance

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **20-09**

Effective Date: **March 2020**

**References Of Note**

Federal Authority:

Statutes: [RSA 91-A](#)

Administrative Rules:

Case Law:

This policy establishes the requirements for the official publications of the Division for Children, Youth and Families.

**Required Practices**

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

- I. All staff are responsible to be aware of and follow all policies established by the Division for Children, Youth and Families.
  - A. All new staff are responsible for reading the DCYF policies and related procedures relative to their assigned function and asking any questions during orientation.
  - B. All staff are responsible for maintaining knowledge of changes affecting their area of practice pursuant to Policy Directives, and asking any questions during their employment.
- II. Policy Directives are distributed through e-mail to all supervisors of impacted staff and external DCYF manual holders to communicate any changes to a document in a Division manual.
  - A. Supervisors, Attorneys, Program Managers, Administrators, and State Office staff receive Director-approved Policy Directives relative to their respective program(s) for communication to staff they supervise.
  - B. Implementation of any practice changes made through a Policy Directive will be the responsibility of the subject matter expert in conjunction with the Division's training unit to ensure staff have sufficient information and direction.
- III. Requests to revise or create a policy, SOP, form, or other official document may be identified by any staff of the Division by contacting their Administrator and the Policy Administrator, or designee.

- IV. Unofficial policies, SOPs, forms, and other official documents may be enacted for time-limited pilots or interim implementation as identified by a program’s Administrator as follows:
  - A. Time-limited pilots will be used to test implementation of a practice among different cohorts of staff to compare outcomes, however no pilot shall exceed six (6) months without DCYF Director approval; and
  - B. Interim documents may amend or create a new expectation of all applicable programs, to expedite compliance for regulatory or program needs, however no interim document shall be implemented for more than 3 months without DCYF Director approval.
- V. Any editorial amendments to an official document will be expedited and limited to the necessary content change.
  - A. Any additional changes to a document will be required to go through standard processes.
- VI. All official policies, SOPs, forms, and templates shall remain in effect, until notice is received from the Director, or designee, to replace, modify, or delete the document.

<b>Standard Operating Procedures</b>		
<b>SOP</b>	<b>Title</b>	<b>Applicable</b>
2780.1	Policies and Standard Operating Procedures	All
2780.2	Forms and Official Publications	All
2780.3	Developing Division Documents	All
2780.4	Finalizing Policy Directives	All
2780.5	Releasing Policy Directives	All
2780.6	Editorial Amendments to Division Documents	All

<b>Glossary and Document Specific Definitions</b>
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A - B    C - D    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z

<b>Document Change Log</b>			
<b>PD</b>	<b>Modification Made</b>	<b>Approved</b>	<b>Date</b>