



Office of Policy and Rules

P.O. Box 1437, Slot S295, Little Rock, AR 72203-1437

P: 501.320.6383 F: 501.404.4619

April 3, 2026

Mrs. Rebecca Miller-Rice
Administrative Rules Review Section
Arkansas Legislative Council
Bureau of Legislative Research
#1 Capitol, 5th Floor
Little Rock, AR 72201

Dear Mrs. Rebecca Miller-Rice:

Re: DCFS Manual Revision

Please arrange for this rule to be reviewed by the ALC-Administrative Rules Subcommittee. If you have any questions or need additional information, please contact me at 501-320-6383 or by emailing Mac.E.Golden@dhs.arkansas.gov.

Sincerely,

Mac Golden

Mac Golden
Attorney III
Office of Policy and Rules

Attachments

**QUESTIONNAIRE FOR FILING PROPOSED RULES WITH
THE ARKANSAS LEGISLATIVE COUNCIL**

DEPARTMENT Department of Human Services
BOARD/COMMISSION Division of Children and Family Services
BOARD/COMMISSION DIRECTOR Tiffany Wright
CONTACT PERSON Mac Golden
ADDRESS P.O Box 1437, Slot S295, Little Rock, AR 72203-1437
PHONE NO. (501) 320-6383 EMAIL Mac.E.Golden@dhs.arkansas.gov
NAME OF PRESENTER(S) AT SUBCOMMITTEE MEETING
Amber Sartain
PRESENTER EMAIL(S) Amber.Sartain@dhs.arkansas.gov

INSTRUCTIONS

In order to file a proposed rule for legislative review and approval, please submit this Legislative Questionnaire and Financial Impact Statement, and attach (1) a summary of the rule, describing what the rule does, the rule changes being proposed, and the reason for those changes; (2) both a markup and clean copy of the rule; and (3) all documents required by the Questionnaire.

If the rule is being filed for permanent promulgation, please email these items to the attention of Rebecca Miller-Rice, miller-ricer@blr.arkansas.gov, for submission to the Administrative Rules Subcommittee.

If the rule is being filed for emergency promulgation, please email these items to the attention of Director Marty Garrity, garritym@blr.arkansas.gov, for submission to the Executive Subcommittee.

Please answer each question completely using layman terms.

1. What is the official title of this rule?
DCFS Manual Revision
2. What is the subject of the proposed rule? 9 CAR Pt. 40
3. Is this rule being filed under the emergency provisions of the Arkansas Administrative Procedure Act? Yes ☐ No ☒

If yes, please attach the statement required by Ark. Code Ann. § 25-15-204(c)(1).

If yes, will this emergency rule be promulgated under the permanent provisions of the Arkansas Administrative Procedure Act? Yes ☐ No ☒

4. Is this rule being filed for permanent promulgation? Yes ☒ No ☐

If yes, was this rule previously reviewed and approved under the emergency provisions of the Arkansas Administrative Procedure Act? Yes ☐ No ☒

If yes, what was the effective date of the emergency rule? _____

On what date does the emergency rule expire? _____

5. Is this rule required to comply with a *federal* statute, rule, or regulation? Yes ☐ No ☒

If yes, please provide the federal statute, rule, and/or regulation citation.

6. Is this rule required to comply with a *state* statute or rule? Yes ☐ No ☒

If yes, please provide the state statute and/or rule citation.

7. Are two (2) rules being repealed in accord with Executive Order 23-02? Yes ☐ No ☒

If yes, please list the rules being repealed.

If no, please explain.

[Exception from the Governor.](#)

8. Is this a new rule? Yes ☐ No ☒

Does this repeal an existing rule? Yes ☐ No ☒

If yes, the proposed repeal should be designated by strikethrough. If it is being replaced with a new rule, please attach both the proposed rule to be repealed and the replacement rule.

Is this an amendment to an existing rule? Yes ☒ No ☐

If yes, all changes should be indicated by strikethrough and underline. In addition, please be sure to label the markup copy clearly as the markup.

9. What is the state law that grants the agency its rulemaking authority for the proposed rule, outside of the Arkansas Administrative Procedure Act? Please provide the specific Arkansas Code citation(s), including subsection(s).

Arkansas Code §§ 9-28-103 and 12-18-105

10. Is the proposed rule the result of any recent legislation by the Arkansas General Assembly?
Yes ☒ No ☐

If yes, please provide the year of the act(s) and act number(s).

Acts 363 & 364 of 2023;

Acts 139, 499, 744, and 824 of 2025

11. What is the reason for this proposed rule? Why is it necessary?

This rule revision is necessary to reflect current practice in the Division of Children and Family services Policy manual as it relates to recent legislative changes, remove internal process and procedure from promulgated rule, and ensure consistency with state style requirements.

12. Please provide the web address by which the proposed rule can be accessed by the public as provided in Ark. Code Ann. § 25-19-108(b)(1).

ar.gov/dhs-proposed-rules

13. Will a public hearing be held on this proposed rule? Yes ☐ No ☒

If yes, please complete the following:

Date: _____

Time: _____

Place: _____

Please be sure to advise Bureau Staff if this information changes for any reason.

14. On what date does the public comment period expire for the permanent promulgation of the rule? Please provide the specific date. [05/02/2026](#)

15. What is the proposed effective date for this rule? [July 1, 2026](#)

16. Please attach (1) a copy of the notice required under Ark. Code Ann. § 25-15-204(a)(1) and (2) proof of the publication of that notice.

17. Please attach proof of filing the rule with the Secretary of State, as required by Ark. Code Ann. § 25-15-204(e)(1)(A).

18. Please give the names of persons, groups, or organizations that you anticipate will comment on these rules. Please also provide their position (for or against), if known.

[Unknown.](#)

19. Is the rule expected to be controversial? Yes ☐ No ☒

If yes, please explain.

FINANCIAL IMPACT STATEMENT**PLEASE ANSWER ALL QUESTIONS COMPLETELY.****DEPARTMENT** Department of Human Services**BOARD/COMMISSION** Division of Children and Family Services**PERSON COMPLETING THIS STATEMENT** Andy Morgan**TELEPHONE NO.** (501) 534-4125 **EMAIL** Andy.Morgan@dhs.arkansas.gov

To comply with Ark. Code Ann. § 25-15-204(e), please complete the Financial Impact Statement and email it with the questionnaire, summary, markup and clean copy of the rule, and other documents. Please attach additional pages, if necessary.

TITLE OF THIS RULE DCFS Manual Revision

1. Does this proposed, amended, or repealed rule have a financial impact?
Yes ☐ No ☒
2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule?
Yes ☒ No ☐
3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered? Yes ☒ No ☐

If no, please explain:

(a) how the additional benefits of the more costly rule justify its additional cost;

(b) the reason for adoption of the more costly rule;

(c) whether the reason for adoption of the more costly rule is based on the interests of public health, safety, or welfare, and if so, how; and

(d) whether the reason for adoption of the more costly rule is within the scope of the agency's statutory authority, and if so, how.

4. If the purpose of this rule is to implement a *federal* rule or regulation, please state the following:
 - (a) What is the cost to implement the federal rule or regulation? **\$0.00**

Current Fiscal Year

General Revenue \$0.00
 Federal Funds \$0.00
 Cash Funds \$0.00
 Special Revenue \$0.00
 Other (Identify) \$0.00
 Total \$ 0.00

Next Fiscal Year

General Revenue \$0.00
 Federal Funds \$0.00
 Cash Funds \$0.00
 Special Revenue \$0.00
 Other (Identify) \$0.00
 Total \$ 0.00

(b) What is the additional cost of the state rule?

Current Fiscal Year

General Revenue \$0.00
 Federal Funds \$0.00
 Cash Funds \$0.00
 Special Revenue \$0.00
 Other (Identify) \$0.00
 Total \$ 0.00

Next Fiscal Year

General Revenue \$0.00
 Federal Funds \$0.00
 Cash Funds \$0.00
 Special Revenue \$0.00
 Other (Identify) \$0.00
 Total \$ 0.00

5. What is the total estimated cost by fiscal year to any private individual, private entity, or private business subject to the proposed, amended, or repealed rule? Please identify those subject to the rule, and explain how they are affected.

Current Fiscal Year

\$ 0.00

Next Fiscal Year

\$ 0.00

6. What is the total estimated cost by fiscal year to a state, county, or municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

Current Fiscal Year

\$ 0.00

Next Fiscal Year

\$ 0.00

7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars (\$100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes ☐ No ☒

If yes, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously with the financial impact statement and shall include, without limitation, the following:

- (1) a statement of the rule's basis and purpose;
- (2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;
- (3) a description of the factual evidence that:
 - (a) justifies the agency's need for the proposed rule; and
 - (b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule's costs;
- (4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and
- (7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:
 - (a) the rule is achieving the statutory objectives;
 - (b) the benefits of the rule continue to justify its costs; and
 - (c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.

From: [Legal Ads](#)
To: [Rebecca Murphy](#)
Subject: Re: Full Run Ad - DCFS Manual Revision
Date: Tuesday, March 31, 2026 2:30:44 PM
Attachments: [image001.png](#)

CAUTION: External Email

Scheduled for Fri 4/3, Sat 4/4, and Sun 4/5. Thank you.

Gregg Sterne, Legal Advertising
Arkansas Democrat-Gazette
legalads@arkansasonline.com

From: "Rebecca Murphy" <Rebecca.A.Murphy@dhs.arkansas.gov>
To: "Legal Ads" <legalads@arkansasonline.com>
Cc: "Mac Golden" <Mac.E.Golden@dhs.arkansas.gov>, "Thomas Herndon" <Thomas.Herndon@dhs.arkansas.gov>, "Lakeya Gipson" <Lakeya.Gipson@dhs.arkansas.gov>
Sent: Monday, March 30, 2026 9:22:54 AM
Subject: Full Run Ad - DCFS Manual Revision

Good morning,

Please run the attached Notice of Rulemaking in the *Arkansas Democrat-Gazette* on the following days:

- Friday, April 3, 2026
- Saturday, April 4, 2026
- Sunday, April 5, 2026

I am aware that the print version will only be provided to all counties on Sundays.

Invoice to: AR Dept of Human Services

P.O. Box 1437

Slot S535

Little Rock, AR 72203

ATTN: Lakeya Gipson

(Lakeya.Gipson@dhs.arkansas.gov)



Rebecca Murphy

Rules and Regulations Coordinator

Arkansas Department of Human Services

Office of Policy and Rules

P: 501-534-4138

rebecca.a.murphy@dhs.arkansas.gov

humanservices.arkansas.gov

Privacy Notice: This email may contain confidential information protected by state/federal laws.

From: [Thomas Herndon](#)
To: [Arkansas Register](#)
Cc: [Mac Golden](#); [Rebecca Murphy](#); [Lakeya Gipson](#)
Subject: SoS - DHS/ DCFS - Proposed Filing - DCFS Manual Revision
Date: Thursday, April 2, 2026 10:36:00 AM
Attachments: [image001.png](#)
[SOS Proposed Rule Packet - Rule 306.pdf](#)

Department of Human Services/Division of Children and Family Services. The notice of rulemaking will be published in the Arkansas Democrat-Gazette (ADG) April 3, 2026 – April 5, 2026. The public comment period will end May 2, 2026.

Please let me know if you need anything else.

NOTE: Please confirm receipt of this rule.

Thank you,



Thomas Herndon

Rules & Regulations Coordinator
Arkansas Department of Human Services
Office of Policy and Rules

P: 501.534.6398

thomas.herndon@dhs.arkansas.gov

humanservices.arkansas.gov

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NOTICE OF RULEMAKING

The Department of Human Services (DHS) announces for a public comment period of thirty (30) calendar days a notice of rulemaking for the following proposed rule under one or more of the following chapters, subchapters, or sections of the Arkansas Code: Arkansas Code §§ 9-28-103 and 12-18-105. The proposed effective date is July 1, 2026, if approved. There is no fiscal impact.

The Director of the Division of Children and Family Services (DCFS) updates the DCFS Policy and Procedure Manual to reflect changes resulting from legislative Acts and better align the manual with the Division's practice model and focus on permanency, and current practices. The rule aligns with required style and format standards while ensuring compliance with plain language standards and updated terminology. DCFS removes all internal processes and procedures from the rule manual that do not meet the definition of a rule. This rule brings DHS into compliance with Acts 139, 499, 744 and 824 of 2025, and better aligns the manual with language implemented by Acts 363 and 364 of 2023, and Arkansas Code §§ 9-9-213 and 12-18-402. The manual updates involve updates to division structure, differential response standards, child support referral practices, family time standards, explanation of foster care expenses and division payee authority, foster care and home schooling updates, clarity around child placement in a resource home and informal respite care days according to licensing standards and federal guidance, law enforcement notification for missing children from out of home placement, removal of outdated requirements for subsidy and possibly misleading legal mandates surrounding guardianship, clarification of subpoena process for employees, documentation of proof of service and investigative file procedures, notification requirements related to right to administrative appeal, removal of face-to-face meetings to provide notice of true investigative determinations, and removal of appendices and duplicative language. Child Maltreatment Central Registry sections were updated regarding automatic name removal criteria, terminology, review team discretion, and registry and background check responsibilities.

The proposed rule is available for review at the Department of Human Services (DHS) Office of Policy and Rules, 2nd floor Donaghey Plaza South Building, 7th and Main Streets, P. O. Box 1437, Slot S295, Little Rock, Arkansas 72203-1437. You may also access and download the proposed rule at [ar.gov/dhs-proposed-rules](https://www.ar.gov/dhs-proposed-rules). Public comments can be submitted in writing at the above address or at the following email address: ORP@dhs.arkansas.gov. All public comments must be received by DHS no later than May 2, 2026. Please note that public comments submitted in response to this notice are considered public documents. A public comment, including the commenter's name and any personal information contained within the public comment, will be made publicly available and may be seen by various people.

If you need this material in a different format, such as large print, contact the Office of Policy and Rules at 501-320-6428. The Arkansas Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed, and delivers services without regard to religion, disability, political affiliation, veteran status, age, race, color, or national origin. 4502292173

Tiffany Wright, Director
Division of Division of Children and Family Services

Statement of Necessity and Rule Summary
Division of Children & Family Services Policy and Procedure Rule Manual Revision

Statement of Necessity

The Division of Children and Family Services (DCFS) issues an updated and reorganized DCFS Policy and Procedures Manual. The revision reflects changes resulting from legislative Acts and better aligns the manual with the Division's practice model and focus on permanency. The rule aligns with Code of Arkansas Rules (CAR) format standards while ensuring compliance with plain language standards and updated terminology. Finally, DCFS removes all internal processes and procedures from the rule manual.

Summary

The changes to the manual are:

- 1) Updated all references to mirror and reflect current Arkansas Code such as the definition per Ark. Code § 12-18-402 (Child Maltreatment Act) for "Mandated Reporter", "Abuse", and "Neglect";
- 2) Updated terminology throughout policy to align with current DCFS practice and ensure consistency with federal and state standards such as:
 - a. Replaced "CHRIS" with "division information management system";
 - b. Changed foster parent to "resource parent" to reflect previously adopted language;
 - c. Replaced term "in foster care" with "experiencing foster care" to use first person language consistent with best practice and federal guidance;
 - d. Replaced "visitation" or "visit" with "family time" as per Act 363 of the 94th General Assembly, Regular Session, and to emphasize family centered language;
 - e. Replaced "staffing" with a more family centered term "family team meeting" when referring to meetings that include members of a child's family and support network;
 - f. Replaced "case plan" with "family case plan" to align with federal and state language emphasizing family centered planning and a shared responsibility for achieving permanency;
 - g. Removed references to 'hard files' to reflect use of electronic records and paperless systems;
 - h. Replaced "protective services" with "in-home" (denotes a child with a true finding of maltreatment still residing in the household with their caregivers) and "permanency" (denotes a child who is in the custody of the division);
 - i. Replaced "supportive services case" with "prevention case" to denote previous language changes;
 - j. Removed obsolete references to the division's previous safety and risk assessments and updated the terms "safety factor" with "safety threat"; and
 - k. Update the term "protection plan" with "immediate safety plan" per Act 364 of the 94th General Assembly, Regular Session;
- 3) Removed procedural sections from rule for relocation to internal policy to comply with the Governor's Executive Order 23-02, reducing promulgation of unnecessary rules;
- 4) Updated position titles to align with Act 499 of the 95th General Assembly Regular Session 2025 amending the Uniform Classification & Compensation Act; implemented in FY26 by OPM;
- 5) 9 CAR § 40-201: Added division vision statement and updated practice model values that outline how the division works collaboratively with families, youth, and other partners within the child welfare system to ensure safety, permanency, and well-being of children and families;
- 6) 9 CAR § 40-203: Removed volunteer CEU requirements as it is not mandated by law, rule, or monitored in practice so as to avoid appearance that this was required by Arkansas Code;
- 7) 9 CAR § 40-302: Removed the list of reported allegations that make a case eligible for Differential Response to provide DCFS discretion in determining appropriate case response;

- 8) 9 CAR § 40-408: Aligned current practice and federal guidance as well as best practice standards by ensuring child support referrals are assessed on a case-by-case basis rather than being automatic;
- 9) 9 CAR § 40-503 and -505: Detailed network members in the family case planning process to make formatting, organizational, and other technical revisions;
- 10) 9 CAR § 40-701: Updated rule to align with Act 363 of the 94th General Assembly, Regular Session that allows board payments to be paid to provisional resource homes;
- 11) 9 CAR § 40-712: Detailed the first family time session between parents and children following a removal to occur within (2) business days, with an included acknowledgement of network members in family time and supervision of family time; and updated requirement that staff to follow the practice guidance and protocols set forth in the DCFS Statewide Family Time Requirements and Guidelines;
- 12) 9 CAR § 40-728: Removed interlocutory decree pursuant to Act 744 of the 95th General Assembly Regular Session 2025 and updated to match current language in A.C.A. § 9-9-213;
- 13) 9 CAR § 40-745: Clarified that Social Security Administration Title II benefits are excluded from the automatic use toward foster care expenses and ensures the division applies payee authority only when no other appropriate representative payee is available;
- 14) 9 CAR § 40-746: Removed reference to the need for a certified mental health professional to present best interest documentation and opinion prior to a child experiencing foster care being allowed to home school as this is not least restrictive or current practice;
- 15) 9 CAR § 40-756: Removed Interdivisional staffing at the Child Case Review Committee as this is no longer a practice of the division;
- 16) 9 CAR § 40-801: Added clarity regarding child placement in a resource home according to licensing standards and to comply with federal guidance regarding opening of resource homes; defined “kinship resource home” as the collective term for both relative and fictive kin resource homes; aligned rule with Act 363 of the 94th General Assembly, Regular Session that allows board payments to be paid to provisional resource homes; and aligned informal respite care days with Licensing regulations;
- 17) 9 CAR § 40-806: Revised reference to PRLU standards as those standards govern home opening to prevent conflict or outdated information if licensing standards change;
- 18) 9 CAR § 40-811: Updated the required number of continuing education units for resource parents from fifteen (15) to six (6) pursuant to Act 824 of the 95th General Assembly Regular Session 2025;
- 19) 9 CAR § 40-834: Clarified that DCFS staff must notify local law enforcement when a child goes missing from an out of home placement;
- 20) 9 CAR § 40-917: Removed (A)(iii)(a) interlocutory decree pursuant to Act 744 of the 2025 Regular Session and updated to match current language around residency requirements in A.C.A. § 9-9-213;
- 21) 9 CAR § 40-917: Updated adoption residency requirements pursuant to Act 139 of the 95th General Assembly Regular Session 2025;
- 22) 9 CAR § 40-930: Removed outdated requirements for subsidy to become available after 2018 and 2024 (requirements are currently standard practice);
- 23) 9 CAR § 40-943: Removed processes to avoid possible misleading legal mandates as the Arkansas Code does not require consent for guardianship at age twelve (12), while DCFS procedures may involve seeking the minor’s agreement, but it is not a legal prerequisite;
- 24) 9 CAR § 40-1004: Clarified the process for handling subpoenas received by Division employees;
- 25) 9 CAR § 40-1007: Established that documented proof of service of the alleged offender’s right to an administrative appeal is maintained in the investigative file and clarifies procedures when a division employee receives a subpoena requesting appearance at a hearing or production of documents, including coordination with the local OCC attorney;
- 26) 9 CAR § 40-1008: Updated and clarified investigative file procedures for investigative determinations and file contents, including when an alleged offender requests an administrative hearing;
- 27) 9 CAR § 40-1009 and -1010: Deleted due to revisions contained in §§ 40-1301, -1303, -1305, and

-1306;

- 28) 9 CAR §§ 40-1301, -1303, -1305, and -1306: Updated automatic name removal criteria for Child Maltreatment Central Registry by aligning allegation terminology with the Child Maltreatment Act, removing inadequate supervision as a qualifier for automatic removal after one (1) year, and prohibiting anyone whose maltreatment report involves a child fatality from being automatically removed after one (1) year; allows Central Registry Review Team discretion to consider individual circumstances and conditions related to lower risk allegations related to inadequate supervision for children less than six (6) years of age; required DHS to run the registry checks and criminal background checks of those requesting consideration for name removal from the registry rather than putting that burden on the requestor; allowed the review team to remove someone from the Central Registry when, upon review, the team that did the original investigation may have been insufficient; and updates original investigation determination notice processes;
- 29) 9 CAR § 40-1405: Removed duplicative language referring to notification requirements for children age 10 and older, and formalized documentation requirements related to proof of service of the alleged offender's right to administrative appeal and removed references to face-to-face meetings to provide notice of a true investigative determination as all true investigation determination notices are now sent from the DCFS Central Office rather than from local investigators;
- 30) 9 CAR § 40-1408: Removed duplicative language referring to notification requirements for children age 10 and older. This content is already covered in the preceding section (k) for children fourteen (14) years of age and older; therefore, the redundant and conflicting reference was deleted for clarity and consistency;
- 31) Removed appendices; and
- 32) Updated acronym definitions or removed unused acronyms; simplified division references; aligned rule with formatting standards and removed repetition; removed parenthetical examples, unnecessary lists and ambiguous phrasing; removed form number references; and simplified language choices to improve readability.

Proposed Rulemaking

Title

Promulgated by:
Division of Children and Family Services

Title 9. Family Law

Chapter IV. Division of Children and Family Services, Department of Human Services

Subchapter A. Generally

Part 40. Policy and Procedure Manual

Subpart 1. Division of Children and Family Services Acronym Guide and Definitions

9 CAR § 40-101. Acronyms.

As used in this part:

- ~~(1) "AA" means Alcoholics Anonymous;~~
- ~~(21) "AAL" means attorney ad litem;~~
- ~~(3)(2) "AC" means alternative compliance;~~ "AC" means alternative compliance;
- ~~(4) "ACF" means Administration for Children and Families;~~
- ~~(5) "ACH" means Arkansas Children's Hospital;~~
- ~~(6) "ACIC" means Arkansas Crime Information Center;~~
- ~~(7) "ACYF" means Administration of Children, Youth, and Families;~~
- ~~(8) "AD" means Area Director;~~
- ~~(9) "ADC" means the Department of Correction;~~
- ~~(10) "ADE" means the Department of Education;~~
- ~~(1123) "ADJ" means adjudication;~~

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07/21/2025 12:49:49 PM

- ~~———— (12) "AFMC" means Arkansas Foundation for Medical Care;~~
- ~~———— (13) "AHELP" Arkansas Healthy Employee Lifestyle Program;~~
- ~~———— (14) "AOC" means Administrative Office of the Courts;~~
- ~~(1534)~~ "APPLA" means another planned permanent living arrangement;
- ~~———— (16) "APS" means Adult Protective Services;~~
- ~~———— (17) "APSR" means annual progress and service report;~~
- ~~———— (18) "AR-BEST" means Arkansas Building Effective Services for Trauma;~~
- ~~———— (19) "ARCCC" means Arkansas Creating Connections for Children;~~
- ~~———— (20) "ASAP" means Adolescent Sexual Adjustment Program;~~
- ~~———— (21) "ASN" means Arkansas Support Network;~~
- ~~(2245)~~ "ASP" means the Division of Arkansas State Police;
- ~~(2356)~~ "ASVSP" means Arkansas State Vehicle Safety Program;
- ~~———— (24) "ATR" means Access to Recovery;~~
- ~~———— (25) "CAC" means child advocacy center;~~
- ~~(2667)~~ "CACD" means Crimes Against Children Division;
- ~~———— (27) "The CALL" means Children of Arkansas Loved for a Lifetime;~~
- ~~———— (28) "CANS" means Child and Adolescent Needs and Strengths;~~
- ~~(2978)~~ "CASA" means court-appointed special advocate;
- ~~———— (30) "CASSP" means Child and Adolescent Service System Program;~~
- ~~———— (31) "CB" means Children's Bureau;~~
- ~~———— (32) "CBC" means criminal background check;~~
- ~~———— (33) "CCC" means Care Coordinating Council;~~
- ~~———— (34) "CCDF" means Child Care Development Fund;~~
- ~~———— (35) "CCRC" means Child Case Review Committee;~~
- ~~———— (36) "CES" means community engagement specialist;~~
- ~~———— (37) "CFM" means contract finance management;~~
- ~~———— (38) "CFSR" means children and family services review;~~
- ~~———— (39) "CHA" means comprehensive health assessment;~~
- ~~———— (40) "CHRIS" means Children's Reporting Information System;~~
- ~~(4189)~~ "CMHC" means community mental health center;

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- ~~(42) "CMS" means Children's Medical Services;~~
- (43910) "COBRA" means Consolidated Omnibus Budget Reconciliation Act of 1985, Pub. L. No. 99-272;
- ~~(4410) "CON" means certificate of need;~~
- (45)(11) "CPS" means Child Protective Services; "CPS" means Child Protective Services;
- ~~(46) "CQI" means continuous quality improvement;~~
- ~~(47) "CWAL" means child welfare agency licensing;~~
- ~~(48) "CWARB" means the Child Welfare Agency Review Board;~~
- ~~(49) "CWLA" means the Child Welfare League of America;~~
- ~~(50) "DAAS" means the Division of Aging and Adult Services;~~
- ~~(51) "DBHS" means the Division of Behavioral Health Sciences;~~
- ~~(52) "DCCECE" means the Division of Child Care and Early Childhood Education;~~
- (5311)12 "DCFS" means the Division of Children and Family Services;
- ~~(54) "DCO" means the Division of County Operations;~~
- ~~(55) "DCSNS" means the Division of Community Service and Nonprofit Support (formally known as Division of Volunteerism);~~
- (561213) "DDS" means the Division of Developmental Disabilities Services;
- (571314) "DHS" means the Department of Human Services;
- (581415) "DMS" means the Division of Medical Services;
- ~~(59) "DN" means dependency neglect;~~
- ~~(60) "DOB" means date of birth;~~
- ~~(61) "DR" means differential response;~~
- ~~(62) "DSB" means the Division of Services for the Blind;~~
- ~~(63) "DUI" means driving under the influence;~~
- ~~(64) "DV" means domestic violence;~~
- ~~(65) "DWI" means driving while intoxicated;~~
- ~~(66) "DYS" means the Division of Youth Services;~~
- ~~(67) "EAP" means Employee Assistance Program;~~

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~~(68) "EI" means early intervention;~~

~~(691516) "EPSDT" means early and periodic screening, diagnosis, and treatment;~~

~~(701617) "FAPE" means free appropriate public education;~~

~~(1718) "FASD" means Fetal Alcohol Syndrome Disorder;~~

~~(71) "FAST" means Family Advocacy and Support Tool;~~

~~(721719) "FBI" means the Federal Bureau of Investigation;~~

~~(73) "FC" means foster care;~~

~~(74) "FERPA" means the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g;~~

~~(75) "FFSS" means Foster Family Support System;~~

~~(761820) "FINS" means family in need of services;~~

~~(7719) "FMLA" means the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601 et seq.;~~

~~(78)(21) "FSPP" means Family Services Policy and Procedure Manual; "FSPP" means Family Services Policy and Procedure Manual;~~

~~(79) "FSW" means Family Service Worker;~~

~~(802022) "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191;~~

~~(81) "HSS" means health services specialist;~~

~~(82) "HZA" means Hornby Zeller Associates;~~

~~(83213) "ICAMA" means Interstate Compact on Adoption and Medical Assistance, Arkansas Code § 9-29-301;~~

~~(84224) "ICJ" means Interstate Compact for Juveniles, Arkansas Code § 9-29-401;~~

~~(85235) "ICPC" means Interstate Compact on Placement of Children, Arkansas Code § 9-29-201 et seq.;~~

~~(86246) "ICWA" means Indian Child Welfare Act of 1978, 25 U.S.C. § 1901 et seq.;~~

~~(87257) "IDEA" means Individuals with Disabilities Education Act, 20 U.S.C. §~~

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1400 et seq., Division of Children and Family Services FSPP;

~~(88268)~~ "IEP" means individual education plan;

~~(89) "IFS" means intensive family services;~~

~~(90279)~~ "IFSP" means individualized family service plan;

~~(91) "IHC" means in home consultation (visit);~~

~~(92) "IM" means information memorandum;~~

~~(93) "IRIS" means Incident Report Information System;~~

~~(94) "LEA" means local education authority;~~

~~(9528) "LLE" means local law enforcement;~~

~~(96) "MAPS" means multi-agency plan of service;~~

~~(972930)~~ "MCVAR" means mutual consent voluntary adoption registry;

~~(983031)~~ "MDT" means multidisciplinary team;

~~(99312)~~ "MEPA" means the Multiethnic Placement Act of 1994, Pub. L. No.

103-382;

~~(100) "MOA" means memorandum of agreement;~~

~~(10132) "MOU" means memorandum of understanding;~~

~~(102) "MSW" means Master of Social Work;~~

~~(103) "NA" means Narcotics Anonymous;~~

~~(104) "Nonstate CBC" means federal criminal background check;~~

~~(33) "NCMEC" means National Center for Missing and Exploited Children;~~

~~(10534)~~ "NRE" means no reasonable efforts;

~~(10635) "NST" means new staff training;~~

~~(107365)~~ "OCC" means Office of Chief Counsel;

~~(10837) "OCSE" means Office of Child Support Enforcement;~~

~~(109) "ODT" means organizational development and training;~~

~~(110) "OFM" means Office of Fiscal Management;~~

~~(111) "OHR" means Office of Human Resources;~~

~~(112) "OJT" means on-the-job training;~~

~~(113) "OT" means occupational therapy or overtime;~~

~~(114) "PA" means program assistant;~~

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- (~~115~~386) "PC" means probable cause;
- (~~116~~397) "PCP" means primary care physician;
- ~~(11740) "PI" means performance indicator or program instruction;~~
- (38) "PGCS" means Performance Goals and Compensation System;
- ~~(11841) "PIE" means provider invoice entry;~~
- ~~(11942) "PIP" means program improvement plan;~~
- ~~(120) "PPES" means Personnel Performance Evaluation System;~~
- ~~(121440) "PPH" means permanency planning hearing;~~
- (439) "PLPA" means Private Licensed Placement Agency;
- ~~(122451) "PRFC" means person responsible for care;~~
- ~~(123) "PRT" means permanency roundtable;~~
- ~~(124) "PS" means protective services;~~
- ~~(125) "QA" means Quality Assurance (Unit);~~
- ~~(12646) "QSPR" means quality services peer review;~~
- (472) "RFSS" means Resource Family Support System;
- ~~(127483) "RH" means review hearing;~~
- ~~(128) "RO" means regional office;~~
- ~~(129) "RR" means railroad benefits;~~
- ~~(130) "RW" means Resource Worker~~
- ~~(13149) "SACWIS" means State Automated Child Welfare Information System;~~
- ~~(1325044) "SAFE" means Structured Analysis Family Evaluation;~~
- (1335145) "SDM" means structured decision making;
- ~~(1345246) "SGR" means state general revenue;~~
- (1355347) "SIJS" means special immigrant juvenile status;
- (1365448) "SNAP" means Supplemental Nutrition Assistance Program;
- ~~(137) "SOC" means system of care;~~
- (1385549) "SPU" means Specialized Placement Unit;
- ~~(139) "SS" means supportive services;~~
- ~~(140) "SSA" means Social Security Administration;~~

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- ~~(141) "SSBG" means Social Services Block Grant;~~
(142560) "SSI" means Supplemental Security Insurance;
(143571) "SSN" means Social Security number;
(144582) "TANF" means Temporary Assistance for Needy Families;
(145593) "TDM" means Team Decision Making;
~~(146) "TDT" means therapeutic day treatment;~~
~~(147) "TEA" means Transitional Employment Assistance;~~
(1486054) "TFC" means therapeutic foster care;
(1496155) "TPR" means termination of parental rights;
~~(150) "TR" means travel reimbursement;~~
(1516256) "TYS" means Transitional Youth Services;
(1526357) "UAMS PACE" means University of Arkansas for Medical Sciences Project for Adolescent and Child Evaluation;
(58) "UJO" means Underaged Juvenile Offender; and
(1536459) "UTL" means unable to locate; and
~~(154) "VA" means veterans benefits.~~

9 CAR § 40-102. Definitions.

As used in this part:

(1) "Abandoned infant" means a juvenile less than nine (9) months of age and whose parent, guardian, or custodian left the child alone or in the possession of another person without identifying information or with an expression of intent by words, actions, or omissions not to return for the infant;

(2)(A) "Abandonment" means a failure of the parent to provide reasonable support for a juvenile and to maintain regular contact with the juvenile through statement or contact when:

(i) This failure is accompanied by an intention on the part of the parent to permit the condition to continue for an indefinite period in the future;

(ii) The failure of a parent to support or maintain regular contact with

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the juvenile is without just cause; or

(iii) There is an articulated intent to forego parental responsibility.

(B) "Abandonment" does not include acts or omissions of a parent toward a married minor;

(3) "Abuse" means any of the following acts or omissions by a parent, guardian, custodian, [foster-resource](#) parent, person eighteen (18) years of age or older living in the home with a child whether related or unrelated to the child, or any person who is entrusted with the juvenile's care by a parent, guardian, custodian, or [foster-resource](#) parent, including, but not limited to, an agent or employee of a public or private residential home, childcare facility, public or private school, a significant other of the child's parent, or any person legally responsible for the juvenile's welfare, but excluding the spouse of a minor:

(A) Extreme or repeated cruelty to a juvenile;

(B) Engaging in conduct creating a realistic and serious threat of:

(i) Death;

(ii) Permanent or temporary disfigurement; or

(iii) Impairment of any bodily organ;

(C) Injury to a juvenile's intellectual, emotional, or psychological development as evidenced by observable and substantial impairment of the juvenile's ability to function within the juvenile's normal range of performance and behavior;

(D) Any history that is at variance with the history given;

(E) Any nonaccidental physical injury;

(F) Any of the following intentional or knowing acts, with physical injury and without justifiable cause:

(i) Throwing, kicking, burning, biting, or cutting a child;

(ii) Striking a child with a closed fist;

(iii) Shaking a child; and

(iv) Striking a child on the face or head;

(G) Any of the following intentional or knowing acts, with or without

injury:

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(i) Striking a child six (6) years of age or younger on the face or head;

(ii) Shaking a child three (3) years of age or younger;

(iii) Interfering with a child's breathing; and

(iv) Pinching or striking a child's genital area;

(H) **Note.** The prior list of unreasonable actions is considered illustrative and not exclusive;

(I) No unreasonable action shall be construed to permit a finding of abuse without having established the elements of abuse;

(J)(i) Abuse shall not include physical discipline of a child when it is reasonable and moderate and is inflicted by a parent or guardian for purposes ~~of~~ restraining or correcting the child.

(ii) The person exercising the restraint is an employee of an agency licensed or exempted from licensure under the Child Welfare Agency Licensing Act, Arkansas Code § 9-28-401 et seq.

(iii) The agency has policy and procedures regarding restraints.

(iv) No other alternative exists to control the child except for a restraint.

(v) The child is in danger of hurting himself or herself or others.

(vi) The person exercising the restraint has been trained in properly restraining children, ~~deescalation~~ de-escalation, and conflict resolution techniques.

(vii) The restraint is for a reasonable period of time;

(K) Reasonable and moderate physical discipline inflicted by a parent or guardian shall not include any act that is likely to cause, and which does cause injury more serious than transient pain or minor temporary marks; and

(L) The age, size, and condition of the child and the location of the injury and the frequency of recurrence of injuries shall be considered when determining whether the physical discipline is reasonable or moderate;

(4) "Aggravated circumstances" means circumstances that exist when:

(A) A child has been abandoned, chronically abused, subjected to extreme

or repeated cruelty, sexually abused, sexually exploited, or a determination has been or is made by a judge that there is little likelihood that services to the family will result in successful reunification;

(B) A child has been removed from the custody of the parent or guardian and placed in foster care or in the custody of another person three (3) or more times in the last fifteen (15) months; or

(C) A child or a sibling has been neglected or abused such that the abuse could endanger the life of the child;

(5)(A) "Alternative compliance" means a request for approval from the Child Welfare Agency Review Board to allow a licensee to deviate from the letter of a regulation.

(B) The licensee must demonstrate substantial compliance with the intent of the regulation.

(C) This includes, but is not limited to, regulations that govern background checks and convictions for prohibited offenses;

(6)(A) "Another planned permanent living arrangement (APPLA)" means permanency planning hearing disposition (more specifically, "authorizing a plan for another planned permanent living arrangement") for the juvenile who will not be reunited with ~~his or her~~their family and because another permanency plan is not in the juvenile's best interest.

(B) Any authorization of a plan for APPLA must include a permanent planned living arrangement and address the quality of services, including, but not limited to, independent living services and a plan for supervision and nurturing the juvenile will receive.

(C) APPLA may only be selected if:

(i) The Department of Human Services has documented to the circuit court a compelling reason for determining that it would not be in the best interest of the child to follow another permanency plan;

(ii) The child is sixteen (16) years of age or older; and

(iii) The court makes a judicial determination explaining why, as of

the date of the hearing, APPLA is the best permanency plan for the juvenile and the court finds compelling reasons why it continues to not be in the best interest of the juvenile to:

- (a) Return home;
- (b) Be placed for adoption;
- (c) Be placed with a legal guardian; or
- (d) Be placed with a fit and willing relative;

(7) "Caretaker" means parent, guardian, custodian, foster-resource parent, or any person fourteen (14) years of age or older who is entrusted with a child's care by a parent, guardian, custodian, or foster-resource parent, including, but not limited to, an agent or employee of a public or private residential home, childcare facility, public or private school, or any person legally responsible for a child's welfare;

(8) "Child" means a person who is from birth to eighteen (18) years of age;

(9) "Child" (for Title IV-E purposes) means:

(A) For the purposes of the Title IV-E foster care program, an individual:

(i) Who is in-experiencing foster care under the responsibility of the Department of Human Services; and

(ii) Who meets the following age parameters:

(a) Has not attained eighteen (18) years of age; or

(b) Has attained eighteen (18) years of age but who has not attained twenty-one (21) years of age and meets any of the following conditions:

(1) Is completing secondary education or a program leading to an equivalent credential;

(2) Is enrolled in an institution which provides postsecondary or vocational education;

(3) Is participating in a program or activity designed to promote, or remove barriers to, employment;

(4) Is employed for at least eighty (80) hours per month; or

(5) Is incapable of doing any of the ~~above-described~~above-described activities due to a medical condition, ~~which-and~~ incapability is supported by

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regularly updated information in the [family](#) case plan; and

(B) For the purposes of the Title IV-E adoption or guardianship assistance program, an individual:

(i) Who is under eighteen (18) years of age and is the subject of an adoption or guardianship assistance agreement entered into prior to sixteen (16) years of age; or

(ii) Who is under the age of twenty-one (21) and is the subject of an adoption or guardianship assistance agreement entered into after the individual attained sixteen (16) years of age and meets any of the following conditions:

(a) Is completing secondary education or a program leading to an equivalent credential;

(b) Is enrolled in an institution which provides postsecondary or vocational education;

(c) Is participating in a program or activity designed to promote, or remove barriers to, employment;

(d) Is employed for at least eighty (80) hours per month; or

(e) Is incapable of doing any of the ~~above-described~~above-described activities due to a medical condition;

(10)(A) "Child Abuse Hotline" means the unit maintained by the Crimes Against Children Division, for the purpose of receiving and recording notification made pursuant to the Child Maltreatment Reporting Act.

(B) The Child Abuse Hotline:

(i) Is staffed twenty-four (24) hours per day; and

(ii) Has statewide accessibility through a toll-free telephone number;

(11)(A) "Child maltreatment" means physical abuse, sexual abuse, emotional abuse, neglect, sexual exploitation or abandonment of a child;

~~"Childcare institution" means a private childcare institution, or a public childcare institution which accommodates no more than twenty-five (25) children, and is licensed by the state in which it is situated or has been approved by the agency of such state or tribal licensing authority (with respect to childcare institutions on or near Indian~~

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~~reservations) responsible for licensing or approval of institutions of this type as meeting the standards established for such licensing, except, in the case of a child who has attained eighteen (18) years of age, the term includes a supervised transitional living setting in which the individual is living independently.~~

~~===== (B) This definition must not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent;~~

(12) "Child maltreatment" means physical abuse, sexual abuse, emotional abuse, neglect, sexual exploitation or abandonment of a child; "Child maltreatment investigation" means a fact-finding assessment that occurs when an allegation of child maltreatment is received.

----- (B) Completion is reached when a determination is made concerning the allegations;

(13)(A) "Childcare institution" means a private childcare institution, or a public childcare institution which accommodates no more than twenty-five (25) children, and is licensed by the state in which it is situated or has been approved by the agency of such state or tribal licensing authority (with respect to childcare institutions on or near Indian reservations) responsible for licensing or approval of institutions of this type as meeting the standards established for such licensing, except, in the case of a child who has attained eighteen (18) years of age, the term includes a supervised transitional living setting in which the individual is living independently.

----- (B) This definition must not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent;

"Child maltreatment investigation" means a fact-finding assessment that occurs when an allegation of child maltreatment is received.

----- (B) Completion is reached when a determination is made concerning the allegations;

(14) "Court-appointed special advocate (CASA)" means a volunteer appointed

by the court to advocate for the best interest of juveniles in dependency-neglect proceedings;

(15) "Custodian" means a person (not a parent or legal guardian) who stands in loco parentis to the child or an agency or institution given custody of a child through a court order;

(16) "Delinquent juvenile" means any juvenile:

(A) Ten (10) years of age or older who has committed an act other than a traffic offense or game and fish violation, which, if the act had been committed by an adult, would subject the adult to prosecution for a felony, misdemeanor, or violation under the applicable criminal laws of this state or who has violated Arkansas Code § 5-73-119; or

(B) Any juvenile charged with capital murder or murder in the first degree, subject to extended juvenile jurisdiction;

(17) "Dependent juveniles" includes a child:

(A) Whose parent is in the custody of the Department of Human Services;

(B) Whose parent or guardian is incarcerated for a reason unrelated to the health, safety, or welfare of the child and the parent or guardian has no appropriate relative or friend willing or able to provide care for the child;

(C) Whose parent or guardian is incapacitated, whether temporarily or permanently, such that the parent or guardian cannot provide care for the juvenile and the parent or guardian has no appropriate relative or friend willing or able to provide care for the child;

(D) Whose custodial parent dies and no stand-by guardian exists;

(E) Who is an infant relinquished to the custody of the Department of Human Services for the sole purpose of adoption;

(F) Who is a safe haven baby (Safe Haven Act – 2001, Arkansas Code § 9-34-201 et seq.);

(G) Who has disrupted ~~his or her~~their adoption, and the adoptive parents have exhausted resources available to them; or

(H) Who has been a victim of human trafficking as a result of threats,

coercion, or fraud without the knowledge of the parent;

(18) "Dependent-neglected juvenile" means any juvenile who is at substantial risk of harm as a result of the following acts or omissions to the juvenile, a sibling, or another juvenile:

(A) Abandonment;

(B) Abuse;

(C) Sexual abuse;

(D) Sexual exploitation;

(E) Neglect or parental unfitness or being present in a dwelling or structure during the manufacture of methamphetamine with the knowledge of ~~his or her~~their:

(i) Parent;

(ii) Guardian; or

(iii) Custodian; or

(F) Human trafficking if the parent knew or should have known the child was a victim of human trafficking as a result of:

(i) Threats;

(ii) Coercion; or

(iii) Fraud;

(19) "Deviate sexual activity" means any act of sexual gratification involving:

(A) The penetration, however slight, of the anus or mouth of one (1) person by the penis of another person; or

(B) The penetration, however slight, of the labia majora or anus of one person by any body, member, or foreign instrument manipulated by another person;

(20)(A) "Domestic abuse" means:

(i) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or

(ii) Any sexual conduct between family or household members, whether minors or adults, which constitutes a crime under the laws of this state.

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(B) "Family or household member" means:

- (i) Spouses;
- (ii) Former spouses;
- (iii) Parents and children;
- (iv) Persons related by blood within the fourth degree of

consanguinity;

- (v) Any child residing in the household;
- (vi) Persons who are presently or in the past resided or cohabited

together; and

- (vii) Persons who have or have had a child in common;

(21)(A) "Exempted from true due to religious exemption" means a determination that will be entered when the parent's decision to withhold medical treatment is based solely upon a religious belief, and the child is furnished with treatment by spiritual means alone, through prayer, in accordance with a recognized religious method of healing by an accredited practitioner.

(B) Such prohibition shall not limit the administrative or judicial authority of the state to ensure that medical services are provided to the child when the child's health requires it;

(22) "Family" means a spouse, parent, child, sibling, or a person related by consanguinity to another person;

(23) "Family in need of services" means family whose ~~se'sse~~ juvenile evidences behavior which includes, but is not limited to, the following:

(A) Being habitually and without justification absent from school while subject to compulsory school attendance;

(B) Being habitually disobedient to the reasonable and lawful commands of ~~his or her~~their parent, guardian, or custodian; or

(C) Having absented ~~himself or herself~~themselves from the juvenile's home without sufficient cause, permission, or justification;

(24) "Fast track" implies that reunification services will not be provided or will be terminated before twelve (12) months of services;

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(25) "Federal adoption subsidy IV-E" means payments for a child who is categorized as IV-E (TEA/TANF, SSI-AB, or SSI-AD) at the time of placement for adoption by the Division of Children and Family Services and who meets other defined special needs characteristics if it has been documented that a reasonable effort has been made to place the child without the benefit of subsidy;

(26) "Fictive kin" means persons not related by blood, marriage, or adoption but who have a strong, positive emotional tie to the child and have a positive role in the child's life such as:

- (A) Godparents;
- (B) Neighbors; or
- (C) Family friends;

(27)(A) "Forcible compulsion" means any act of physical force or intimidation, or any threat, express or implied, of death, physical injury, rape, sexual abuse, or kidnapping of anyone committed against that person's will.

(B) The age, developmental stage and stature of the victim and the relationship of the victim to the assailant, as well as the threat of deprivation of affection, rights, and privileges from the victim by the assailant, shall be considered in weighing the sufficiency of the evidence to prove compulsion;

(28)(A) "Grooming" means to knowingly disseminate to a child thirteen (13) years of age or younger with or without consideration a visual or print medium depicting sexually explicit content with the purpose to entice, induce, or groom the child to engage in the following with another person:

- (i) Sexual intercourse;
- (ii) Sexually explicit conduct; or
- (iii) Deviate sexual activity.

(B) Under this definition of grooming, "disseminate" means to allow to view, expose, furnish, present, sell, or otherwise distribute, including on an electronic device or virtual platform, and is not limited to an act that takes place in the physical presence of a child;

(29) "Guardian" means any person, agency, or institution so appointed by a

court;

(30)(A) "Holistic" means a view of the family and accompanying circumstances that take into consideration the entire family.

(B) This view includes the psychological, sociological, physical, and environmental factors which influence the functioning of the family;

(31) "Home assessment" means the mutual selection process that involves several components including, but not limited to, an in-home consultation visit, background checks, preservice training, a home study, and ongoing consultation with the prospective [foster/adoptive resource](#) parents to ensure that applicants meet all appropriate criteria related to both compliance and quality;

(32)(A) "Home study" means the specific interviewing and reporting tool used to determine if a family is ready, willing, and able to become a suitable and safe placement resource for a child.

(B) The home study must evaluate a family's dynamics in areas including, but not limited to:

- (i) Motivation for wanting to foster;
- (ii) Health;
- (iii) Education;
- (iv) Lifestyle;
- (v) Daily schedules;
- (vi) Parenting practices;
- (vii) Support systems; and
- (viii) Personal histories.

(C) It shall include a vehicle safety check on all applicable household members, a Child Maltreatment Central Registry check on all members of the household fourteen (14) years of age or older, excluding children [in-experiencing](#) foster care, and a Division of Arkansas State Police criminal record check and a fingerprint-based Federal Bureau of Investigation criminal background check on all members of the household age eighteen and one-half (18 1/2) years of age or older, excluding children [in-experiencing](#) foster care;

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(33)(A) "Household member" means a resident of the home who:

- (i) Owns or is legally responsible for paying rent on the home (household head);
- (ii) Is in a close personal relationship with a household head; or
- (iii) Is related to a household head or to a person in a close personal relationship with a household head.

(B) Any household member who resides in the home for more than three (3) cumulative months in a calendar year (e.g., for example, an adult biological child of the foster-resource parents who is home for the summer and holiday breaks or a relative who visits for six (6) weeks twice a year) must clear the following background checks:

- (i) Child Maltreatment Central Registry;
- (ii) Adult Maltreatment Central Registry;
- (iii) Division of Arkansas State Police Criminal Record Check; and
- (iv) Federal Bureau of Investigation criminal background check;

(34) "Immediate safety plan" means a written plan developed by the Division of Children and Family Services in conjunction with the family and support network to protect the juvenile from harm and which allows the juvenile to remain safely in the home;

(35) "Inactive" means an investigation determination that may be considered when the child maltreatment assessment cannot be completed because at any time before or during the investigation the Department of Human Services and the Division of Arkansas State Police are unable to locate or identify the alleged offender or alleged victim and a true or unsubstantiated determination cannot be established without interviewing the alleged offender or alleged victim;

(36) "Indecent exposure" means exposure by a person of the person's sexual organs for the purpose of arousing or gratifying the sexual desire of the person, or of any other person under circumstances in which the person knows the conduct is likely to cause affront or alarm;

(37)(A) "Interstate Compact on the Placement of Children, Arkansas Code § 9-

29-201 et seq.," is a legislative-enacted agreement currently entered into by all fifty (50) states.

(B) It is used to move children in need of placement, treatment, or adoption across state lines;

(38) "Juvenile" means a person who is between birth and eighteen (18) years of age;

(39) "Law enforcement agency" means any police force or organization whose primary responsibility as established by law or ordinance is the enforcement of laws of this state and is staffed twenty-four (24) hours a day;

(40)(A) "Maintenance subsidy" means an established monthly payment to cover the costs of maintaining and providing for the basic needs of the child in an adoptive placement on a regular basis.

(B) The payment is not to exceed the child's foster care board rate which is in effect at the time the adoption subsidy is approved.

(C) The amount may increase in subsequent approvals depending on the child's age;

(41)(A) "Mandated reporter" means individuals identified in the Child Maltreatment ~~Reporting~~ Act, [A.C.A. § 12-18-402](#), who must immediately notify the Child Abuse Hotline or law enforcement if they:

(i) Have reasonable cause to suspect that a child has been subjected to or died from child maltreatment; ~~or~~ [or](#)

(ii) ~~Have reasonable cause to suspect that a child has died~~ [Have reasonable cause to suspect that a child has died suddenly and unexpectedly; or](#)

[\(iii\)](#) Observe the child being subjected to conditions or circumstances which would reasonably result in child maltreatment.

(B) These individuals include:

~~(i) Crimes Against Children Division employee;~~

~~(ii) Attorney ad litem in the course of his or her duties as attorney ad litem;~~

~~(iii) Child abuse advocate or volunteer;~~

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- ~~_____ (iv) Child advocacy center employee;~~
- ~~_____ (v) Childcare center worker;~~
- ~~_____ (vi) Childcare worker;~~
- ~~_____ (vii) Child safety center employee;~~
- ~~_____ (viii) Child welfare ombudsman;~~
- ~~_____ (ix)(a) Clergy member.~~
- ~~_____ (b) Clergy member includes a minister, a priest, rabbi, accredited Christian Science practitioner, or other similar functionary of a religious organization, or an individual reasonably believed to be so by the person consulting him or her, except to the extent he or she has acquired knowledge of suspected maltreatment through communications required to be kept confidential pursuant to the religious discipline of the relevant denomination or faith, or he or she received knowledge of the suspected maltreatment from the offender in the context of a statement of admission;~~
- ~~_____ (x) Coroner;~~
- ~~_____ (xi) Court appointed special advocate (CASA) program staff or volunteer;~~
- ~~_____ (xii) Dental hygienist;~~
- ~~_____ (xiii) Dentist;~~
- ~~_____ (xiv) Department of Human Services employee;~~
- ~~_____ (xv) Department of Human Services contractor when acting within the scope of his or her employment;~~
- ~~_____ (xvi) Domestic abuse advocate;~~
- ~~_____ (xvii) Domestic violence shelter employee;~~
- ~~_____ (xviii) Domestic violence volunteer;~~
- ~~_____ (xix) Employee of a reproductive healthcare facility;~~
- ~~_____ (xx) Employee working under contract for the Division of Youth Services;~~
- ~~_____ (xxi) Foster care worker;~~
- ~~_____ (xxii) Foster parent;~~
- ~~_____ (xxiii) Full time or part time employee of a public school or private~~

school, including without limitation:

- _____ (a) A school counselor;
- _____ (b) A school official;
- _____ (c) A teacher;
- _____ (d) A coach or director of a public or private athletic organization, team, or club;
- _____ (e) A coach or director of a public or private nonathletic organization, team, or club;
- _____ (f) A person who is at least twenty one (21) years of age and volunteers in a public school or private school:
 - _____ (1) As a coach or director of a public or private athletics organization, team, or club; or
 - _____ (2) As a coach or director of a public or private nonathletic organization, team, or club; and
- _____ (g) A person employed as a school official in an institution of higher education;
- _____ (xxiv) Judge;
- _____ (xxv) Juvenile intake or probation officer;
- _____ (xxvi) Law enforcement official;
- _____ (xxvii) Licensed massage therapist;
- _____ (xxviii) Licensed nurse;
- _____ (xxix) Medical personnel who may be engaged in admission, examination, care, or treatment of persons;
- _____ (xxx) Mental health paraprofessional;
- _____ (xxxi) Mental health professional;
- _____ (xxxii) Osteopath;
- _____ (xxxiii) Peace officer;
- _____ (xxxiv) Person who is eighteen (18) years of age or older and observes abuse, sexual abuse, or sexual exploitation of a child;
- _____ (xxxv) Physician;

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~~_____ (xxxvi) Prosecuting attorney;~~
~~_____ (xxxvii) Rape crisis advocate or volunteer;~~
~~_____ (xxxviii) Resident intern;~~
~~_____ (xxxix) Sexual abuse advocate or volunteer;~~
~~_____ (xl) Social worker;~~
~~_____ (xli) Surgeon;~~
~~_____ (xlii) Victim assistance professional or volunteer;~~
~~_____ (xliii) Victim/witness coordinator;~~
~~_____ (xliv) Volunteer at a reproductive healthcare facility; and~~
~~_____ (xlv) Individual not otherwise identified in this list who is engaged in performing his or her employment duties with a nonprofit charitable organization other than a nonprofit hospital;~~

(i) A childcare worker or foster care worker;
(ii) A coroner;
(iii) A daycare center worker;
(iv) A dentist;
(v) A dental hygienist;
(vi) A domestic abuse advocate;
(vii) A domestic violence shelter employee;
(viii) A domestic violence shelter volunteer;
(ix) An employee of the Department of Human Services;
(x) An employee working under contract for, or a contractor of, the Department of Human Services when acting within the scope of their contract or employment;

(xi) A resource parent;
(xii) A judge;
(xiii) A law enforcement official;
(xiv) A licensed nurse;
(xv) Medical personnel who may be engaged in the admission, examination, care, or treatment of persons;

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- (xvi) A mental health professional or para professional;
- (xvii) An osteopath;
- (xviii) A peace officer;
- (xix) A physician;
- (xx) A prosecuting attorney;
- (xxi) A resident intern;
- (xxii) A full-time or part-time employee of a public school or private school, including without limitation;
- a. A school counselor
 - b. A school official;
 - c. A teacher;
 - d. A coach or director of a public or private athletic organization, team, or club; ~~and~~
 - e. A coach or director of a public or private nonathletic organization, team, or club;
- (xxiii) A person who is at least twenty-one (21) years of age and volunteers in a public school or private school;
- a. As a coach or director of a public or private athletic organization, team, or club; ~~or-or~~
 - b. As a coach or director of a public or private nonathletic organization, team, or club;
- (xxiv) A person employed as a school official in an institution of higher education;
- (xxv) A social worker;
- (xxvi) A surgeon;
- (xxvii) A court-appointed special advocate program staff member or volunteer;
- (xxviii) A juvenile intake or probation officer; ~~and~~
- (xxix) A clergy member, which includes a minister, priest,

rabbi, accredited Christian Science practitioner, or other similar functionary of a religious organization, or an individual reasonably believed to be so by the person consulting them, except to the extent the clergy member:

(A) Has acquired knowledge of suspected child maltreatment through communications required to be kept confidential pursuant to the religious discipline of the relevant denomination or faith; or

(B) Received the knowledge of the suspected child maltreatment from the alleged offender in the context of a statement of admission;

(xxx) An employee of a child advocacy center or a child safety center;

(xxxi) An attorney ad litem in the course of their duties as an attorney ad litem;

(xxxii) A sexual abuse advocate or sexual abuse volunteer who works with a victim of sexual abuse as an employee of a community-based victim service or mental health agency;

(A) Sexual abuse advocate or sexual abuse volunteer includes a paid or volunteer sexual abuse advocate who is based with a local law enforcement agency;

(xxxiii) A rape crisis advocate or rape crisis volunteer;

(xxxiv) A child abuse advocate or child abuse volunteer who works with a child victim of abuse or maltreatment as an employee of a community-based victim service or a mental health agency;

(A) A child abuse advocate or child abuse volunteer includes a paid or volunteer sexual abuse advocate who is based with a local law enforcement agency;

(xxxv) A victim witness coordinator;

(xxxvi) A victim assistance professional or victim assistance volunteer;

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(xxxvii) An employee of the Crimes Against Children Division of the Arkansas State Police;

(xxxviii) An employee of a reproductive healthcare facility;

(xxxix) A volunteer at a reproductive healthcare facility;

(xl) An individual not otherwise identified in this subsection who is engaged in performing their employment duties with a nonprofit charitable organization other than a nonprofit hospital;

(xli) A child welfare ombudsman;

(xlii) A licensed massage therapist; and

(xlili) A person who is eighteen (18) year of age or older and observes abuse, sexual abuse, or sexual exploitation of a child.

(42) "Medical provider" means any emergency department of a hospital licensed under Arkansas Code § 20-9-214;

(43) "Neglect" means acts or omissions of a parent, guardian, custodian, ~~foster~~ resource parent, or any person who is entrusted with the juvenile's care by a parent, custodian, guardian, or ~~foster~~ resource parent, including, but not limited to, an agent or employee of a public or private residential home, childcare facility, public or private school, or any person legally responsible under state law for the juvenile's welfare, but excluding the spouse of a minor and the parents of a married minor, which constitute:

(A) Failure or refusal to prevent the abuse of the child when the person knows or has reasonable cause to know the child is or has been abused;

(B) Failure or refusal to provide the necessary food, clothing, or shelter, or medical treatment necessary for the child's well-being, except when the failure or refusal is caused primarily by the financial inability of the person legally responsible and no services for relief have been offered;

(C) Failure to take reasonable action to protect the child from abandonment, abuse, sexual abuse, sexual exploitation, or neglect where the existence of such condition was known or should have been known and, if for abuse and neglect, the failure to take reasonable action to protect the juvenile causes the juvenile serious bodily injury;

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(D) Failure or irremediable inability to provide for the essential and necessary physical, mental, or emotional needs of the child, including the failure to provide a shelter that does not pose a risk to the health or safety of the child;

(E) Failure to provide for the child's care and maintenance, proper or necessary support, or medical, surgical, or other necessary care;

(F) Failure, although able, to assume responsibility for the care and custody of the child or participate in a plan to assume such responsibility;

(G) Failure to appropriately supervise the child that results in the child being left alone at an inappropriate age creating a dangerous situation or a situation that puts the child at risk of harm, or, in inappropriate circumstances creating a dangerous situation;

(H) Failure, regardless of whether the parent, guardian, custodian, [foster resource](#) parent, or any person who is entrusted with the child's care, ~~etc.~~ is present, to appropriately supervise the child that results in the child being placed in inappropriate circumstances creating a dangerous situation; [and/or](#)

(I) Failure to ensure a child between six (6) and seventeen (17) years of age is enrolled in school or is legally being home schooled or as a result of an act or omission by the child's parent, [custodian](#), or guardian, the child is habitually and without justification absent from school;

(44) "Newborn" means an infant who is thirty (30) days of age or younger (Garrett's Law, Arkansas Code § 9-9-702);

(45) "Nonaccidental or abusive head trauma" means a form of inflicted head trauma that can be caused by:

(A) Direct blows to the head;

(B) Dropping or throwing a child; or

(C)(i) Shaking a child.

(ii) Shaken baby syndrome may be a component of nonaccidental or accidental head trauma;

(46)(A) "Nonrecurring adoption expense subsidy" means payment for

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nonrecurring adoption expenses incurred in the adoption of a child with special needs and is limited to one thousand five hundred dollars (\$1,500) per child.

(B) Payment will be made to or on behalf of parents who have adopted or have accepted placement for the purpose of adoption;

(47) "Order of less than custody" means a court order that the Division of Children and Family Services may seek when there are protection issues regarding a child whose health or physical well-being is in immediate danger, but the division does not want to seek custody;

(48) "Out-of-home placement" means a placement in:

(A) A home or facility other than placement in a youth services center, a detention facility, or the home of a parent or guardian of the juvenile; or

(B) The home of an individual other than a parent or guardian, not including any placement where the court has ordered that the placement be made permanent and ordered that no further reunification services or six-month reviews are required;

(49) "Outpatient mental health emergency" is defined by the Community Mental Health Center's actions and protocol, including, but not limited to, facilitation of admission to a hospital or other appropriate twenty-four-hour treatment facility;

(50) "Parent" means a biological mother, an adoptive parent, or a man to whom the biological mother was married at the time of conception or birth or has been found by a court of competent jurisdiction to be the biological father of the juvenile;

(51) "Permanent custody" means custody that is transferred to a person as a permanent disposition in a juvenile case and the case is closed;

(52)(A) "Policy waiver" means a request to deviate from the Division of Children and Family Services policy, procedures, or standards.

(B) The Director of the Division of Children and Family Services approves all policy waiver requests;

(53)(A) "Pornography" means obscene or licentious material, including pictures, movies, and videos.

(B) Applying contemporary community standards, the material will be

considered pornographic if an average person would find that the material taken as a whole appeals to the prurient interest or if the material depicts in a patently offensive way sexual conduct.

(C) The material must lack serious literary, artistic, political, or scientific value to be considered pornographic;

(54) "Preponderance of the evidence" means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it, that is, evidence which as a whole shows that the fact to be proved is more probable than not;

(55) "Psychiatric crisis" means:

(A) Any condition requiring greater than routine services but requiring less than hospitalization; and

(B) A condition that is not homicidal or suicidal, or if it is, one that can be handled with a no-harm contract ~~and~~ or a viable plan for safety;

(56) "Putative father" means a man who claims or is alleged to be the biological father of a juvenile but has not been so deemed or adjudicated by a United States court;

(57)(A) "Reasonable efforts" means efforts to:

(i) Maintain the family unit and prevent the unnecessary removal of a child from ~~his or her~~ their home, as long as the child's safety is ensured;

(ii) Effect the safe reunification of the child and family (if temporary out-of-home placement is necessary to ensure the immediate safety of the child); and

(iii) Make and finalize alternate permanency plans in a timely manner when reunification is not appropriate or possible.

(B) If continuation of reasonable efforts as listed above is determined to be inconsistent with the permanency plan for the child, reasonable efforts are made to place the child in a timely manner in accordance with the permanency plan including, if appropriate, through an interstate placement, and to complete whatever steps are necessary to finalize the permanent placement of the child.

(C) They also include efforts made to obtain permanency for a child who has been in an out-of-home placement for more than twelve (12) months or for fifteen

(15) of the last twenty-two (22) months;

(58) "Receiving party" means the local agency, office, facility, or individual who will be supervising a child placed into a state under the provisions of the ICPC;

(59) "Receiving state" means the state to which a child is sent for supervision under the provisions of the ICPC;

(60)(A) "Relative" (for provisional resource homes) means a person within the fifth degree of kinship by virtue of blood, marriage, or adoption (Arkansas Code § 9-28-402(18) and the Child Welfare Agency Licensing Act, Arkansas Code § 9-28-401 et seq.).

(B) The fifth degree is calculated according to the child;

(61) "Relative" (for notification purposes only) means a person within the third degree of kinship by virtue of blood or adoption;

(62)(A) "Resource home safety plan" means if, at any time during the resource family application or reevaluation process, a Resource ~~Worker~~ Specialist determines that any aspect of the home may pose a safety risk to children placed in the home, the prospective or current resource family, as applicable, may be asked to implement a resource home safety plan to ensure the home is safe and in compliance with policy and licensing standards and otherwise adequately planning for the safety of children.

(B) Examples may include swimming pool safety plans, four-wheeler or any other all-terrain vehicle safety plan, and trampoline safety plans.

(C) The resource home safety plan must be implemented, as applicable, before the family can be approved as a resource home and will be documented ~~via CFS-454: Resource Home Safety Plan~~ in the division information management system;

(63) "Roomer ~~or~~ boarder" means a person to whom a household furnishes lodging, meals, or both for a reasonable monthly payment, and is not a household member;

(64) "Safety plan" means a court-ordered plan developed for a moderate or high-risk adjudicated delinquent sex offender, not to be confused with a plan put in place as part of a child maltreatment investigation to protect the child;

(65) "School" means any:

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(A) Elementary school, junior high school, or high school;

(B) Technical institute or ~~postsecondary~~post-secondary vocational ~~or -~~ technical school; or

(C) Two-year or four-year college or university;

(66) "Sending party" means a local agency, office, facility, court, or individual who has custody ~~or jurisdiction~~or jurisdiction of a child and has requested or arranged for an out-of-state placement per the provisions of ICPC;

(67) "Sexual abuse" means any of the following acts committed:

(A) By a person fourteen (14) years of age or older to a person younger than eighteen (18) years of age:

(i) Sexual intercourse, deviate sexual activity, or sexual contact by forcible compulsion;

(ii) Attempted sexual intercourse, deviate sexual activity, or sexual contact by forcible compulsion;

(iii) Indecent exposure; or

(iv) Forcing the watching of pornography or live sexual activity;

(B) By a person eighteen (18) years of age or older to a person not ~~his or~~ hertheir spouse who is younger than fifteen (15) years of age:

(i) Sexual intercourse, deviate sexual activity, or sexual contact;

(ii) Attempted sexual intercourse, deviate sexual activity, or sexual contact; or

(iii) Solicitation of sexual intercourse, deviate sexual contact, or sexual contact;

(C) By a person twenty (20) years of age or older to a person not ~~his or~~ hertheir spouse who is younger than sixteen (16) years of age:

(i) Sexual intercourse, deviate sexual activity, or sexual contact;

(ii) Attempted sexual intercourse, deviate sexual activity, or sexual contact; or

(iii) Solicitation of sexual intercourse, deviate sexual activity, or sexual contact;

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(D) By a caretaker to a person younger than eighteen (18) years of age:

- (i) Sexual intercourse, deviate sexual activity, or sexual contact;
- (ii) Attempted sexual intercourse, deviate sexual activity, or sexual contact;
- (iii) Forcing or encouraging the watching of pornography;
- (iv) Forcing, permitting, or encouraging the watching of live sexual activity;
- (v) Forcing listening to a phone sex line;
- (vi) Committing an act of voyeurism; or
- (vii) Solicitation of sexual intercourse, deviate sexual activity, or sexual contact;

(E) By a person younger than fourteen (14) years of age to a person younger than eighteen (18) years of age:

- (i) Sexual intercourse, deviate sexual activity, or sexual contact by forcible compulsion; or
- (ii) Attempted sexual intercourse, deviate sexual activity, or sexual contact by forcible compulsion;

(F) By a person eighteen (18) years of age or older to a person younger than eighteen (18) years of age, the recruiting, harboring, transporting, obtaining, patronizing, or soliciting of a child for the purpose of a commercial sex act; or

(G) Grooming by a:

- (i) Person eighteen (18) years of age or older to a person not ~~his or her~~their spouse who is younger than fourteen (14) years of age; or
- (ii) Caretaker to a person younger than fourteen (14) years of age;

(68) "Sexual exploitation" means allowing, permitting, or encouraging participation or depiction of the juvenile in prostitution, obscene photographing, filming, or obscenely depicting a juvenile for any use or purpose;

(69) "Significant other" means a person with whom the parent shares a household or who has a relationship with the parent that results in the person acting in place of the parent with respect to the parent's ~~child or~~ children, regardless of living

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arrangements;

(70)(A) "Special needs child" means a child who is free for adoption and belongs to a group of children for whom the Division of Children and Family Services does not have an adequate resource of approved applicants to provide a pool of available waiting adoptive families.

(B) Other children may be eligible for adoption assistance under this category if they have severe medical or psychological needs that require ongoing rehabilitation or treatment.

(C) These children include:

(i) Caucasian child nine (9) years of age or older;
(ii) Healthy child of color who is two (2) years of age or older; or
(iii) Member of any sibling group being placed together who share at least one (1) biological parent and who have either lived together or otherwise developed a bond prior to adoptive placement, and the child is:

(a) Legally free for adoption with parental rights terminated;
(b) Under eighteen (18) years of age and whose adoption has not been finalized prior to approval of the subsidy;
(c) For the purposes of a state subsidy only, in ~~Department of Human Services~~ Division of Children and Family Services custody;
(d) A member of a noncustody ~~out-of-home~~ placement services case; or

(e) For the purposes of private and independent adoptions only, who is Supplemental Security Income eligible at the time the adoption petition is filed;

(71)(A) "Special subsidy" means a payment to provide for the costs of special services related to the child's needs which cannot be met by the adoptive parent.

(B) It may include, but not be limited to, legal/medical/psychological/therapy services and corrective appliances, not to include orthodontic corrective appliances;

(72)(A) "State adoption subsidy" means payments for a child who is not categorized as Title IV-E or Supplemental Security Income eligible at the time of

placement for adoption by the Division of Children and Family Services.

(B) Such a child, who meets other defined special needs characteristics, may be eligible for subsidized adoption from state moneys if it has been documented that a reasonable effort has been made to place the child without the benefit of an adoption subsidy.

(C) A child must be in ~~Department of Human Services~~ Division of Children and Family Services custody to be eligible for a state-funded subsidy;

(73)(A) "State legal subsidy" means Office of Chief Counsel legal services provided for children in ~~Department of Human~~ Division of Children and Family Services custody and noncustody ~~+~~ out-of-home placement in order to finalize an adoption.

(B) A legal subsidy does not include the use of a private attorney.

(C) The children are eligible for a legal subsidy whether or not they meet the criteria for special needs and without regard to eligibility to:

- (i) Title IV-E;
- (ii) State maintenance subsidy; or
- (iii) Nonrecurring subsidy;

(74) "Subject of the report" means the alleged offender, the custodial and noncustodial parent, guardian, and legal custodians of the child who are subject to suspected maltreatment, and the child who is the subject of suspected maltreatment;

(75)(A) "Supervision" involves periodic ~~visitation~~ contacts to the home, school, or other places to monitor or observe a child's situation or condition.

(B) This service also may include arrangement and observation of ~~visitation~~ family time;

(76) "Temporary custody" means custody that is transferred to a person during the pendency of the juvenile court case when services are being provided to achieve the goal of the family case plan;

(77) "Temporary placement" means placement intended to be temporary (~~e.g. such as~~ such as, emergency shelter) until a stable placement can be located for the child in accordance with Division of Children and Family Services policy;

(78) "Trial placement" means the custody of the child remains with the

~~Department of Human~~Division of Children and Family Services but the child is returned to the home of a parent or the person from whom custody was removed for a period not to exceed sixty (60) days;

(79) "True" means a determination when the allegation of child maltreatment is supported by a preponderance of the evidence;

(80) "Underage juvenile offender" means any child younger than fourteen (14) years of age for whom a report of sexual abuse has been determined to be true for sexual abuse to another child;

(81) "Unsubstantiated" means a determination when the allegation of child maltreatment is not supported by a preponderance of the evidence; and

(82) "Voyeurism" means looking, for the purpose of sexual arousal or gratification, into a private location or place in which a child may reasonably be expected to be nude or partially nude.

Subpart 2. Division Overview and General Provisions

9 CAR § 40-201. Division mission, priorities, vision, practice model, powers, and duties.

(a) **Mission**~~statement~~.

(1) ~~Our~~The mission of the Arkansas Division of Children and Family Services (DCFS) is to keep children safe and help families.

(2) The Division of Children and Family Services will respectfully engage families and youth and use community-based services and supports to assist ~~parents~~ caregivers in successfully caring for their children.

(3) We will focus on the safety, permanency, and well-being ~~for~~of all children and youth.

(b) **Vision.**

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(1) Every child deserves a safe, stable, and nurturing family every day.

(c) **Priorities.**

(1) safely stabilize and preserve families.

(2) When that is not possible, safely care for children and quickly reunify children to their families of origin. If children must be removed from the home, relative and fictive kin caregivers will be considered immediately, and throughout the entire engagement with the family.

(3) Safely support child permanency, well-being, and development of culturally safe, lifelong relationships, when reunification is not possible.

(b)(d) **Practice model.**

(1)(A) ~~The Arkansas child welfare practice model describes all of our efforts to renew our work with families and aligns us more readily with our division's mission.~~ Arkansas's practice model, At One Table, represents the culmination of our collective vision that every child deserves a safe, stable, and nurturing family every day.

(B) ~~It reflects our goals, our principles, our casework process, our daily interactions, and our decisions.~~ The At One Table Practice Model is based on the following core values:

(i) Relationships with children, youth, and families are the foundation;

(ii) Collaborative partnerships with resource families;

(iii) Helping children and youth achieve their full potential and develop lifelong relationships;

(iv) Shared responsibility with community partners;

(v) A strong working relationship with the legal system; and

(vi) A workplace culture characterized by reflection, appreciation, and ongoing learning.

~~(C) The practice model is the way our systems work together to serve children and families.~~ The practice model illustrates how we work every day to translate our vision into DCFS' practice with children

and families by providing supervisors, managers, and field staff with concrete examples of the practices that best reflect our child welfare culture.

(D) To view the complete practice model including its guiding principles, examples of agency practice, and key actions for staff of all levels, please see the At One Table Practice Model.

~~—————(2)(A) Our practice model unites our casework process with an approach that values and supports families at every step of a family's encounter with our system.~~

~~—————(B) The goals of our practice model are to:~~

~~—————(i) Safely keep children with their families;~~

~~—————(ii) Enhance well-being in all of our practice with families;~~

~~—————(iii) Ensure foster care and other placements support goals of permanency;~~

~~—————(iv) Use permanent placement with relatives or other adults, when reunification is not possible, who have a close relationship to the child or children (preferred permanency option);~~

~~—————(v) Ensure adoptions, when that is the best permanency option, are timely, well-supported, and lifelong; and~~

~~—————(vi) Ensure youth have access to an array of resources to help achieve successful transition to adulthood.~~

~~—————(3)(A) Along with our goals, we support the practice model by looking for ways to incorporate the following principles into every encounter we have when working on behalf of families.~~

~~—————(B) We believe:~~

~~—————(i) Behavior, change, and the work of change is a part of our daily challenge;~~

~~—————(ii) Safety for children is achieved through positive protective relationships with caring family and community members;~~

~~—————(iii) Meaningful decisions require close family participation in decision-~~

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making;

~~—————(iv) Strengths of families and supporting these strengths contribute to life long permanent relationships for children;~~

~~—————(v) Families' success depends on community involvement and shared problem solving;~~

~~—————(vi) Practice with families is interrelated at every step of the casework process;~~

~~—————(vii) Sustainable success with families is the work of a team;~~

~~—————(viii) The entire system must support frontline practice to achieve positive outcomes with families;~~

~~—————(ix) Every staff position, role, and activity of the division shows continuous effort to build and maintain professionalism;~~

~~—————(x) Skill based training and consultation form the foundation for successful practice with families;~~

~~—————(xi) Quality improvement and accountability guide all of our work;~~
and

~~—————(xii) How we do the work is as important as the work we do.~~

(c) **Powers and duties.** The division performs the following functions and has the authority and responsibility to:

(1) Coordinate communication between various components of the child welfare system;

(2) Provide services to dependent-neglected children and their families;

(3) Investigate reports of child maltreatment and assess the health, safety, and well-being of children during investigations;

(4) Provide services, when appropriate, designed to allow maltreated children to safely remain in their homes;

(5) Protect children when remaining in their home presents an immediate danger to their health, safety, or well-being;

(6) Ensure placements support the goal of permanency for children when the division is responsible for the children's placement and care;

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- (7) Ensure the health, safety, and well-being for children when the division is responsible for the children's placement and care; and
- (8) Promulgate rules necessary to administer these powers and duties.

9 CAR § 40-202. Child welfare delivery system.

(a)(1) The Division of Children and Family Services purchases services from private and public agencies, universities, and individuals using state and federal funds.

(2) Programs and services of other divisions within the Department of Human Services may also be available to clients of the Division of Children and Family Services.

(3) Delivery of services is coordinated with other divisions administering:

- (A) ~~TEA/TANF~~ Transitional Employment Assistance (TEA), Temporary Assistance for Needy Families (TANAF) and Medicaid;
- (B) ~~SNAP~~ (Supplemental Nutrition Assistance Program (SNAP));
- (C) Social Services Block Grant; and
- (D) Other federal entitlement programs.

(b)(1) The services are authorized and funded in conjunction with various state and federal laws which govern the operation of the Division of Children and Family Services.

(2) The major federal laws governing service delivery, as amended, are:

- (A) The Civil Rights Act of 1964, Pub. L. No. 88-352, Titles VI, VII, and IX;
- (B) The Rehabilitation Act of 1973, Pub. L. No. 93-112, Sections 503, 504;
- (C) The Americans with Disabilities Act of 1990, Pub. L. No. 101-336, Title II;
- (D) The Social Security Act of 1935, Pub L. No. 74-271 Titles:
 - (i) IV-A — Block Grants to States for Temporary Assistance for Needy Families ~~(TANF)~~;
 - (ii) IV-B — Child and Family Services;
 - (iii) IV-E — Federal Payments for Foster Care, Prevention, and Permanency;
 - (iv) XIX — Grants to States for Medical Assistance Programs; and

(v) XX — Block Grants to States for Social Services; ~~and~~

(E) Public laws:

(i) 93-247— Child Abuse and Neglect;

(ii) 94-142 — The Education for All Handicapped Children Act of 1975;

(iii) 96-272 — The Adoption Assistance and Child Welfare Act of 1980; and

(iv) 105-89 — The Adoption and Safe Families Act of 1997.

(c) Compliance with Civil Rights Act.

(1) The Division of Children and Family Services complies with Titles VI and VII of the Civil Rights Act of 1964 and operates, manages, and delivers services without regard to:

(A) Race;

(B) Color;

(C) Religion;

(D) Sex;

(E) Age;

(F) National origin;

(G) Mental or physical disability;

(H) Veteran status;

(I) Political affiliation; or

(J) Belief.

(2) The Division of Children and Family Services is the designated state agency to administer and supervise all child and family services (Titles IV-B and IV-E of the Social Security Act of 1935).

(d) Compliance with Indian Child Welfare Act.

(1)(A) The Division of Children and Family Services is respectful of the varying cultures and heritages of the families it serves.

(B) To that end, the Division of Children and Family Services complies with all mandates of the federal Indian Child Welfare Act of 1978, Pub. L. No. 95-608

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(ICWA).

(C) ICWA is a federal law regulating placement proceedings involving children of Native American descent.

(D) ICWA mandates preventive services before removal to:

- (i) Protect the best interest of Native American children; and
- (ii) Promote the stability and security of Native American families and tribes.

(E) This includes:

- (i) Preventing the unnecessary and arbitrary removal of Native American children from their families and tribes; and
- (ii) Placing a Native American child who must be removed in an available and safe home that reflects the unique values of the Native American culture.

(2)(A) If a child of Native American descent is transferred from the custody of the division to a Tribal IV-E agency or an Indian tribe with a Title IV-E agreement, the Division of Children and Family Services will work in close consultation with the applicable Native American tribe to ensure the transfer of custody does not affect a child's eligibility for:

- (i) Title IV-E or medical assistance under Title XIX (Medicaid); or
- (ii) Receipt of services or payment under Title IV-E or Medicaid.

(B) The Division of Children and Family Services will determine, if the eligibility determination is not already completed, the:

- (i) Child's IV-E eligibility at the time of the transfer of placement; and
- (ii) Responsibility of care of a child to a tribal Title IV-E agency or an Indian tribe with a Title IV-E agreement.

(3) The Division of Children and Family Services will provide essential documents and information necessary to continue a child's eligibility under Title IV-E and Medicaid programs under Title XIX to the tribal Title IV-E agency, including, but not limited to providing:

(A) All judicial determinations to the effect that:

- (i) Continuation in the home from which the child was removed would

be contrary to the welfare of the child; and

(ii) Reasonable efforts to prevent removal have been made;

(B) Other documentation the Division of Children and Family Services has that relates to the child's Title IV-E eligibility;

(C) Information and documentation available to the Division of Children and Family Services regarding the child's eligibility or potential eligibility for other federal benefits;

(D) The [family](#) case plan, including health and education records of the child; and

(E) Information and documentation of the child's placement settings, including a copy of the most recent provider's license or approval.

(e) Compliance with the Multiethnic Placement Act of 1994.

(1)(A) The Division of Children and Family Services also complies with the Multiethnic Placement Act of 1994, Pub. L. No. 103-382 (MEPA) in making foster care and adoptive placements.

(B) The Multiethnic Placement Act of 1994 provides for assessment of individual liability to staff for knowingly violating MEPA requirements.

(2) The Multiethnic Placement Act of 1994 prohibits:

(A) Delaying or denying the placement of a child for adoption or foster care on the basis of race, color, or national origin of the [adoptive or foster resource](#) parent or the child involved; and

(B) Denying any individual the opportunity to become a [foster or adoptive resource](#) parent on the basis of the prospective parent's or the child's:

(i) Race;

(ii) Color; or

(iii) National origin.

(3) MEPA also requires that to remain eligible for federal assistance for their child welfare programs, states must diligently recruit [foster and adoptive resource](#) parents who reflect the racial and ethnic diversity of the children in the state who need [foster and adoptive resource](#) homes.

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(4) Consideration of race, color, or national origin is permissible only when an individual determination is made that the facts and circumstances of a particular case require the consideration of race, color, or national origin in order to advance the best interests of the child in need of placement.

(5) The Division of Children and Family Services' compliance with the Indian Child Welfare Act of 1978 does not violate the Multiethnic Placement Act of 1994.

9 CAR § 40-203. Division volunteers.

(a)(1) Because families' success depends on community involvement, Division of Children and Family Services (DCFS) volunteers are an integral part of the child welfare system working to improve outcomes for children and families.

(2) Division of Children and Family Services~~of Children and Family Services~~ volunteers may serve in a variety of capacities based on their interests, skill level, and training.

(3) Regardless of the role volunteers may play, all volunteers are responsible for ensuring the proper care, treatment, safety, and supervision of the children they serve.

(4) Volunteers must be at least twenty-one (21) years of age with the exception of stipend and nonstipend interns who must be at least eighteen (18) years of age.

(b)(1) A county office volunteer designee will be established in each Division of Children and Family Services ~~Division of Children and Family Services~~ division county office to assist and support local volunteers.

(2) The ~~Division of Children and Family Services~~ division Division of Children and Family Services Statewide Volunteer Coordinator ~~in the Central Office~~ will help:

(A) Process volunteer applications; and

(B) Provide technical assistance to local county office and volunteer designees.

(3) The ~~Division of Children and Family Services~~ division Division of Children

and Family Services Statewide Volunteer Coordinator will also serve as the direct point of contact for community organizations that recruit volunteers to then support ~~Division of Children and Family Services~~division Division of Children and Family Services activities.

(c)(1) Community organizations (~~e.g., The CALL, Project Zero, etc.~~) that recruit their own volunteers to then provide assistance to ~~Division of Children and Family Services~~division Division of Children and Family Services staff and clients also play a vital role in supporting children and families and are valued ~~Division of Children and Family Services~~division Division of Children and Family Services partners.

(2) Each community organization liaison will be responsible for submitting all required background checks and other application materials for their agency volunteers to the ~~Division of Children and Family Services~~division Division of Children and Family Services Statewide Volunteer Coordinator.

(3) After the background check results have been received and approved by the ~~Division of Children and Family Services~~division Division of Children and Family Services, the Community Organization Liaison will also be responsible for updating these background checks every two (2) years for those individuals who continue to serve as volunteers for that agency.

(d)(1) All prospective volunteers who have direct and unsupervised contact with children must be cleared through:

(A) The Child Maltreatment Central Registry; and

(B) A Division of Arkansas State Police criminal record check.

(2) ~~The Division of Children and Family Services~~DCFSThe Division of Children and Family Services will request any other state where the prospective volunteer has resided in the preceding five (5) years to check its child abuse and neglect registry, if available, and in the person's state of employment, if different, for reports of child maltreatment, if available.

(3) Any prospective volunteer who has not lived in Arkansas continuously for the past five (5) years must also clear a Federal Bureau of Investigation fingerprint-based criminal background check.

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(4) A vehicle safety check (~~i.e., driving record~~) and a copy of proof of auto insurance are also required for all prospective volunteers who will have direct and unsupervised contact with children and other clients.

(5) Once a volunteer is approved, all background checks will be run every two (2) years thereafter as long as an individual remains a volunteer with ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services.

(e) Volunteers who will not have direct contact with children and clients are not required to complete background checks.

(f)(1) All volunteers will:

(A) Maintain confidentiality of children and families served by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services; and

(B) Sign a confidentiality agreement to this effect.

(2) Confidentiality applies to verbal, written, and ~~for~~ electronic transmittal of information.

(3) Volunteers will not have unsupervised access to ~~CHRIS~~ the division information management system.

(g)(1) Volunteers will be supervised by an appropriate staff person.

(2) A volunteer who works unsupervised and substitutes as staff must meet the qualifications required for a paid employee in that position.

~~(h) Volunteers not serving in a foster or adoptive capacity are required to earn at least five (5) hours of continuing education hours each year following the completion of their first year of volunteer service.~~

(~~h~~) Volunteers approved by ~~the Department of Human Services~~ DCFS the Division of Children and Family Services to transport children ~~in-experiencing~~ foster care or ~~department clients~~ families the division serves or to supervise ~~visits~~ family time at the request of ~~the department~~ DCFS the Division of Children and Family Services shall not be liable to the children ~~in-experiencing~~ foster care, ~~department clients~~ families the division serves, or the ~~parents or guardians~~ caregivers of children ~~in-experiencing~~ foster care for injuries to the children or ~~clients~~ caregivers caused by the acts or omissions of a volunteer unless the acts or omissions constitute malicious, willful, wanton, or grossly

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negligent conduct.

(j)(1) An approved volunteer who performs home studies without compensation shall have immunity from liability as provided for state officers and employees.

(2) While a home study volunteer may be recruited through any organization operating under a memorandum of understanding with ~~the department~~ DCFS the Division of Children and Family Services for the completion of home studies, only ~~the department~~ DCFS the Division of Children and Family Services will approve the home study volunteer.

(k)(1) If at any point during the volunteer application and assessment process the Division of Children and Family Services determines that an applicant does not meet the standards or any other criteria for a Division of Children and Family Services volunteer, then the Division of Children and Family Services will deny approval of the volunteer.

(2) If at any time during the course of an approved volunteer's service with ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services it is determined that the volunteer poses a risk to children, then the ~~Division~~ division of Children and Family Services ~~Division of Children and Family Services~~ will terminate the volunteer's services immediately.

(l)(1) In the interest of providing stability for children and families, ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services recruits relatives and fictive kin as volunteers for their specific family members.

(2) Relative and fictive kin applicants must be cleared through the Child Maltreatment Central Registry and through a Division of Arkansas State Police criminal record check as well as meet driving requirements established by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services.

(3) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will request any other state where the prospective volunteer has resided in the preceding five (5) years to check its child abuse and neglect registry, if available, and in the person's state of employment, if different, for reports of child maltreatment, if available.

(m)(1) If approved, these relative and fictive kin volunteers:

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(A) Are available to provide transportation for their family members; and
(B) Will not be allowed to participate as a volunteer for ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services in any other manner.

(2) Because the relative and fictive kin volunteers will serve in a case-specific role, ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services will make exceptions to the volunteer application process, such as completing only the necessary background check forms rather than the entire volunteer packet, to expedite the availability of the relative and fictive kin volunteers to provide services for their family members.

~~**9 CAR § 40-204. Volunteer application process and approval.**~~

~~(a) The Division of Children and Family Services County Office Volunteer Designee or Community Organization Liaison will:~~

~~(1)(A) Provide volunteer applicant with a Volunteer Packet and instructions on completion.~~

~~(B) The forms in the Volunteer Packet that the volunteer applicant will receive are:~~

~~(i) CFS 050-A: DCFS Volunteer Opportunities;~~

~~(ii) CFS 050-C: DCFS Volunteer Application;~~

~~(iii) CFS 050-D: DCFS Volunteer Confidentiality Statement;~~

~~(iv) CFS 050-E: Volunteer Agreement;~~

~~(v) CFS 316: Request for Child Maltreatment Central Registry Check;~~

~~(vi) CFS 342: State Police Criminal Record Check;~~

~~(vii) Federal Bureau of Investigation fingerprint card (if not using harvester) for any volunteer applicant who has not lived continuously in Arkansas for the past five (5) years;~~

~~(viii) CFS 593: Arkansas State Vehicle Safety Program Additional Requirements for Division of Children and Family Services drivers;~~

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~~—————(ix) VSP-001: Authorization to Operate State Vehicles and Private Vehicles on State Business;~~

~~—————(x) VSP-002: Authorization to Obtain Traffic Violation Record; and~~

~~—————(xi) Arkansas State Vehicle Safety Program Manual.~~

~~—————(C) The forms in the Indirect Service Volunteer Packet that the volunteer applicant will receive are:~~

~~—————(i) CFS-050-C: Volunteer Application;~~

~~—————(ii) CFS-050-D: Confidentiality Statement; and~~

~~—————(iii) CFS-050-E: Volunteer Agreement;~~

~~—————(2) Ask applicant to submit a W-9 if the volunteer plans to transport clients and wishes to be reimbursed for mileage;~~

~~—————(3) Answer volunteer applicant questions, as applicable;~~

~~—————(4) Collect the Volunteer Packet forms listed above from the applicant once all forms have been completed including the volunteer applicant's W-9, if applicable;~~

~~—————(5) Review Volunteer Packet forms submitted by volunteer applicant;~~

~~—————(6) Call the references listed on the application to gather more information;~~

~~—————(7) Complete Section A of CFS-050-B: DCFS Volunteer Checklist, as appropriate, to ensure that all documents required of volunteer applicant have been completed;~~

~~—————(8) Forward the completed Volunteer Packet, including CFS-050-B: DCFS Volunteer Checklist, to the Division of Children and Family Services Statewide Volunteer Coordinator, Slot S-565 for processing and approval;~~

~~—————(9) Provide the transaction number (upon receipt from the Division of Children and Family Services Volunteer Coordinator) to volunteer applicants who:~~

~~—————(A) Have not lived in Arkansas continuously for the past five (5) years; and~~

~~—————(B) Choose to use the harvester to conduct the Federal Bureau of Investigation fingerprint-based Criminal Background Check;~~

~~—————(10) If approval of volunteer is received from the Division of Children and Family Services Statewide Volunteer Coordinator via completed CFS-050-B: DCFS~~

Volunteer Checklist:

- ~~————— (A) Inform volunteer as soon as possible;~~
- ~~————— (B) Assign volunteer an appropriate point of contact in the county office prior to commencement of any volunteer activities;~~
- ~~————— (C) Provide the Division of Children and Family Services orientation to volunteer prior to commencement of any volunteer activities, but preferably within two (2) weeks of approval notification to volunteer;~~
- ~~————— (D) Establish mutually agreed upon schedule for volunteer;~~
- ~~————— (E) Complete Section C of CFS 050-B: DCFS Volunteer Checklist and file in volunteer record;~~
- ~~————— (F) Handle complaints as needed; and~~
- ~~————— (G) Notify the Division of Children and Family Services Statewide Volunteer Coordinator if volunteer quits or is asked to leave; and~~
- ~~————— (11) If approval of a volunteer is not received from the Division of Children and Family Services Statewide Volunteer Coordinator:~~
 - ~~————— (A) Inform the volunteer as soon as possible; and~~
 - ~~————— (B) Place copy of completed CFS 050-B: DCFS Volunteer Checklist in volunteer applicant record.~~
- ~~————— (b) The Division of Children and Family Services Statewide Volunteer Coordinator will:~~
 - ~~————— (1) Review forms in the Volunteer Packet using CFS 050-B Division of Children and Family Services Volunteer as a guide to ensure all required volunteer applicant forms have been completed and submitted;~~
 - ~~————— (2) Mail a thank you post card to the volunteer applicant;~~
 - ~~————— (3)(A) Route all background check request forms to the appropriate units.~~
 - ~~————— (B)(i) Submit the completed CFS 316: Request for Child Maltreatment Central Registry Check to the Central Registry Unit for each volunteer applicant.~~
 - ~~————— (ii) The CFS 316 must be notarized.~~
 - ~~————— (iii) The Child Maltreatment Central Registry Check shall be repeated every two (2) years.~~

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~~_____ (iv) Route each completed CFS 316 to the Central Registry Unit.~~

~~_____ (v) Document results in CHRIS.~~

~~_____ (C)(i) Submit the completed CFS 342: State Police Criminal Record Check for each volunteer applicant.~~

~~_____ (ii) The CFS 342 must be notarized.~~

~~_____ (iii) The Division of Arkansas State Police Criminal Record Check shall be repeated every two (2) years.~~

~~_____ (iv) Route each completed CFS 342 to the Criminal Records Unit.~~

~~_____ (v) Document eligible or ineligible results in CHRIS.~~

~~_____ (D)(i) Submit the signed CFS 593, VSP 1, and VSP 2 to the Vehicle Safety Program Coordinator along with a clear copy of the driver's license for each volunteer applicant.~~

~~_____ (ii) Copy the front and back of the driver's license.~~

~~_____ (iii) Document results in CHRIS.~~

~~_____ (E)(i) For all volunteer applicants who have not lived in Arkansas continuously for the past five (5) years, submit the appropriate paperwork for a Federal Bureau of Investigation fingerprint-based Criminal Background Check to the Division of Children and Family Services Criminal Records Unit to process this check and collaborate with the Criminal Background Check Unit accordingly.~~

~~_____ (ii) There are two (2) options for processing the Federal Bureau of Investigation check:~~

~~_____ (a)(1) Electronic fingerprint scanning.~~

~~_____ (2) Volunteer applicants do not need to fill out a Federal Bureau of Investigation fingerprint card, as a request for electronic scanning will be done via CFS 342: State Police Criminal Record Check.~~

~~_____ (3) The Criminal Records Unit will use the CFS 342: State Police Criminal Record Check to get a transaction number from the Division of Arkansas State Police.~~

~~_____ (4) The Criminal Records Unit will forward the transaction number to the Division of Children and Family Services Statewide Volunteer~~

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Coordinator:

~~(5) The Division of Children and Family Services Statewide Volunteer Coordinator will forward the transaction number to the Division of Children and Family Services County Volunteer Designee or Community Organization Liaison to then forward to the volunteer applicant;~~

~~(6) Applicants must go to an approved electronic harvester to have fingerprints scanned; and~~

~~(b)(1) Ink fingerprint.~~

~~(2)(4) Volunteer applicants will complete CFS 342: State Police Criminal Record Check and the Federal Bureau of Investigation fingerprint card with good, unsmudged prints.~~

~~(B) Take care not to staple through the fingerprints on the Federal Bureau of Investigation fingerprint card.~~

~~(3)(4) If the prints are not readable, the volunteer will have to resubmit.~~

~~(B) Volunteer applicants may not use an electronic harvester if they have already submitted ink fingerprints and the attempt was unsuccessful.~~

~~(4) If a legible set of fingerprints cannot be obtained after a minimum of two (2) attempts, a name-based Federal Bureau of Investigation check will be conducted instead;~~

~~(4) Enter all other required volunteer data into the volunteer management spreadsheet or CHRIS, as applicable;~~

~~(5) Maintain other records and correspondence with county office staff and Community Organization Liaisons regarding volunteers;~~

~~(6) Notify a County Office Volunteer Designee or Community Liaison, as appropriate, with approval or denial status of volunteer via completed CFS 050-B: DCFS Volunteer Checklist for record-keeping purposes;~~

~~(7) Maintain a copy of the CFS 050-B: DCFS Volunteer Checklist for record keeping purposes;~~

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- ~~———— (8) Assist county office staff and Community Organization Liaisons with orientations for new volunteers as needed/upon request;~~
- ~~———— (9) Assist county office staff and Community Organization Liaisons with trouble shooting volunteer related issues; and~~
- ~~———— (10) Document in volunteer management spreadsheet or CHRIS, as applicable, when volunteer resigns or is asked to leave, as applicable.~~

~~———— **9 CAR § 40-205. Volunteer background check renewals.**~~

~~———— (a) The Division of Children and Family Services Statewide Volunteer Coordinator will:~~

~~———— (1) Mail the following to the volunteer's home address (as identified in CHRIS) at least thirty (30) business days prior to the volunteer's two year anniversary of his or her last processing of background checks:~~

~~———— (A) A cover letter:~~

~~———— (i) Thanking the volunteer for his or her volunteer service;~~

~~———— (ii) Reminding the volunteer that he or she is required to earn five (5) hours of continuing education credit annually following the completion of the first year of volunteer service;~~

~~———— (iii) Explaining that his or her background checks will expire soon and must be renewed;~~

~~———— (iv) Requesting volunteer to complete all enclosed background check forms and return them to the division Central Office Policy Unit within two (2) weeks of receipt;~~

~~———— (v) Informing volunteer that if all enclosed background check forms are not completed and returned to the division Statewide Volunteer Coordinator within the required timeframe, he or she will no longer be eligible to serve as a division volunteer; and~~

~~———— (vi) Requesting volunteer to provide copies of his or her training completion certificates earned over the last year;~~

~~———— (B) CFS 316: Request for Child Maltreatment Central Registry Check; and~~

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~~—————(C) CFS 342: State Police Criminal Record Check;~~

~~—————(2) After mailing the information listed above, notify volunteer's County Office Volunteer Designee or Community Organization Liaison, as applicable, that volunteer's background checks must be renewed as soon as possible and that required forms have been mailed to the volunteer; and~~

~~—————(3) If volunteer does not return all completed background check forms and copies of training certificates within requested timeframes outlined in aforementioned cover letter:~~

~~—————(A) Contact volunteer by phone prior to his or her two year anniversary of the last processing of background checks to request that he or she complete and return required background check forms within one (1) week;~~

~~—————(B) Document conversation (or attempt to contact) with volunteer in the volunteer management spreadsheet or CHRIS, as applicable; and~~

~~—————(C) If volunteer still does not return completed background checks and copies of training certificates within required timeframe:~~

~~—————(i) Document in the volunteer management spreadsheet or CHRIS, as applicable, that volunteer is no longer eligible to serve as a volunteer;~~

~~—————(ii) Send a letter to the former volunteer informing him or her that he or she is no longer eligible to serve as a volunteer;~~

~~—————(iii) Notify the volunteer's County Office Volunteer Designee via email that the volunteer may no longer serve as a volunteer in the county office;~~

~~—————(iv) Submit returned background check forms to applicable background check units for processing (see 9 CAR § 40-204).~~

~~—————(v) Notify County Office Volunteer Designee or Community Organization Liaison, as appropriate, with approval or denial status of volunteer based on the background check reevaluation.~~

~~————(b) The County Office Volunteer Designee or Community Organization Liaison will:~~

~~—————(1) Work with the division Statewide Volunteer Coordinator and volunteer as needed to ensure that a volunteer's background checks are renewed when required; and~~

~~—————(2) If a volunteer does not renew required background checks in required timeframe, ensure he or she no longer provides services to/at the local county office or through the community organization that helps to support the division.~~

~~—————**9 CAR § 40-206. Relative and fictive kin volunteer application and process for approval.**~~

~~—————The FSW will:~~

~~—————(1) Ensure that relatives and fictive kin who have already been approved as a provisional placement resource for a child under 9 CAR § 40-708 are not referred for processing as a relative or fictive kin volunteer (individuals already approved as provisional placement resources may also transport the relative/fictive kin child);~~

~~—————(2) If the relative or fictive kin transporter appears viable:~~

~~—————(A) Interview the child, if age appropriate, to assess how the child may feel about routine contact with that person; and~~

~~—————(B) Make individualized decisions on a case-by-case basis in the best interest of the child;~~

~~—————(3) Speak with the applicant and with the biological family to determine the current status of their relationship;~~

~~—————(4)(A) Provide volunteer applicant with a Volunteer Packet and instructions on completion.~~

~~—————(B) The forms in the Volunteer Packet that the relative/fictive kin volunteer applicant will receive are:~~

~~—————(i) CFS 316: Request for Child Maltreatment Central Registry Check;~~

~~—————(ii) CFS 342: State Police Criminal Record Check;~~

~~—————(iii) Federal Bureau of Investigation fingerprint card (if not using harvester) for any volunteer applicant who has not lived continuously in Arkansas for the past five (5) years;~~

~~—————(iv)(a) CFS 593: Arkansas State Vehicle Safety Program Additional Requirements for Division of Children and Family Services Drivers;~~

~~—————(b) VSP 001: Authorization to Operate State Vehicles and Private~~

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~~Vehicles on State Business:~~

~~_____ (c) VSP-002: Authorization to Obtain Traffic Violation Record;~~
~~and~~

~~_____ (v) W-9 form;~~

~~_____ (5) Arkansas State Vehicle Safety Program Manual/Answer volunteer applicant questions, as applicable;~~

~~_____ (6) Collect and review the Volunteer Packet forms listed above from the applicant once all forms have been completed;~~

~~_____ (7)(A) Route all background check request forms to the appropriate units.~~

~~_____ (B)(i) Submit the completed CFS-316: Request for Child Maltreatment Central Registry Check to the Central Registry Unit for each volunteer applicant.~~

~~_____ (ii) The CFS-316 must be notarized.~~

~~_____ (iii) The Child Maltreatment Central Registry Check shall be repeated every two (2) years.~~

~~_____ (iv) Route each completed CFS-316 to the Central Registry Unit.~~

~~_____ (v) Document results in CHRIS relative volunteer tab of "collateral" screen.~~

~~_____ (C)(i) Submit the completed CFS-342: State Police Criminal Record Check for each volunteer applicant.~~

~~_____ (ii) The CFS-342 must be notarized.~~

~~_____ (iii) The Division of Arkansas State Police Criminal Record Check shall be repeated every two (2) years.~~

~~_____ (iv) Route each completed CFS-342 to the Criminal Records Unit.~~

~~_____ (v) Document eligible or ineligible results in CHRIS relative volunteer tab of "collateral" screen.~~

~~_____ (D)(i) Submit the signed CFS-593, VSP-1, and VSP-2 to the Vehicle Safety Program Coordinator along with a clear copy of the driver's license for each volunteer applicant.~~

~~_____ (ii) Copy front and back of driver's license.~~

~~_____ (iii) Document results in CHRIS relative volunteer tab of "collateral"~~

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screen:

~~—————(E)(i) Work with the Division of Children and Family Services Criminal Records Unit to process a Federal Bureau of Investigation fingerprint-based Criminal Background Check for all volunteer applicants who have not lived in Arkansas continuously for the past five (5) years.~~

~~—————(ii) There are two (2) options for processing the Federal Bureau of Investigation check:~~

~~—————(a)(1) Electronic fingerprint scanning.~~

~~—————(2) Volunteer applicants do not need to fill out Federal Bureau of Investigation fingerprint card, as a request for electronic scanning will be done via CFS-342: State Police Criminal Record Check.~~

~~—————(3) The Division of Children and Family Services County Supervisor or designee will route the completed CFS-342: State Police Criminal Record Check to the Division of Children and Family Services Criminal Records Unit.~~

~~—————(4) The Criminal Records Unit will use the CFS-342: State Police Criminal Record Check to get a transaction number from the Division of Arkansas State Police.~~

~~—————(5) The Criminal Records Unit will forward the transaction number to the Division of Children and Family Services County Supervisor or designee requesting the checks.~~

~~—————(6) The Division of Children and Family Services County Supervisor or designee will forward the transaction number to the relative or fictive kin volunteer applicant.~~

~~—————(7) Applicants must go to an approved electronic harvester to have fingerprints scanned.~~

~~—————(8) The Division of Children and Family Services County Supervisor or designee will document eligible or ineligible results in CHRIS; and~~

~~—————(b)(1) Ink fingerprint.~~

~~—————(2)(4) Volunteer applicants will complete CFS-342: State Police Criminal Records Check and the Federal Bureau of Investigation fingerprint card~~

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with good, unsmudged prints.

~~_____ (B) Take care not to staple through fingerprints on the Federal Bureau of Investigation fingerprint card.~~

~~_____ (3)(4) If the prints are not readable, the volunteer will have to resubmit.~~

~~_____ (B) Volunteer applicants may not use an electronic harvester if they have already submitted ink fingerprints and the attempt was unsuccessful.~~

~~_____ (4) If a legible set of fingerprints cannot be obtained after a minimum of two (2) attempts, a name-based Federal Bureau of Investigation check will be conducted instead.~~

~~_____ (5) The Division of Children and Family Services County Supervisor or designee will work with the Criminal Records Unit to process the check.~~

~~_____ (F) Enter all other required volunteer data in CHRIS relative and fictive kin tab of "collateral" screens;~~

~~_____ (8) Provide the transaction number (upon receipt from the Division of Children and Family Services Central Office) to volunteer applicants who:~~

~~_____ (A) Have not lived in Arkansas continuously for the past five (5) years; and~~

~~_____ (B) Choose to use the harvester to conduct the Federal Bureau of Investigation fingerprint-based Criminal Background Check;~~

~~_____ (9) If approval of a volunteer is received via conference with Supervisor (based on background check results and consultation about FSW's assessment of the volunteer's appropriateness for contact with the family):~~

~~_____ (A) Inform volunteer as soon as possible;~~

~~_____ (B) Assign volunteer an appropriate point of contact in the county office prior to commencement of any volunteer activities;~~

~~_____ (C) Provide W-9 to area Financial Coordinator and work with Financial Coordinator to obtain the volunteer applicant's assigned AASIS vendor number;~~

~~_____ (D)(i) Provide the Division of Children and Family Services orientation to~~

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the volunteer prior to commencement of any volunteer activities, but preferably within two (2) weeks of approval notification to volunteer.

~~_____ (ii) Division of Children and Family Services travel forms.~~

~~_____ (iii) AASIS vendor number for completion of travel reimbursement requests.~~

~~_____ (iv) Case specific information pertaining to the location, frequency, duration, and supervision requirements for parent-child or sibling visitation as appropriate;~~

~~_____ (E) Establish mutually agreed upon schedule for volunteer;~~

~~_____ (F) Handle complaints as needed; and~~

~~_____ (G) Notify the Division of Children and Family Services Central Office Foster Care Unit and Area Director if volunteer quits, concerns or issues arise, or the volunteer is asked to leave;~~

~~_____ (10) If approval of volunteer is not received from Supervisor, inform the volunteer as soon as possible; and~~

~~_____ (11) Document in CHRIS when volunteer resigns or is asked to leave, as applicable.~~

9 CAR § 40-20~~77~~. Official record keeping — Access to official records.

(a)(1) The official record of child welfare information for the Division of Children and Family Services (~~DCFS~~) is maintained through the Children's Reporting Information System (CHRIS)division information management system.

(2) CHRIS-The division information management system is a fully automated, worker-based child welfare information system.

~~_____ (3) Data input instructions for the CHRIS applications are included throughout the Division of Children and Family Services Policy and Procedure Manual.~~

(b)(1) CHRIS-The division information management system is overseen by the Department of Human Services Office of Information Technology -Division of Administrative Services, Office of Technology .Technology.

(2) The Department of Human Services Office of Information Technology

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~~Division of Administrative Authority, Office of Technology~~ is responsible for:

(A) Enhancements to the ~~division information management system~~ CHRIS application;

(B) Data monitoring;

(C) Help desk function; and

(D) Some specialized training.

(c)(1) In instances when information is not able to be entered into ~~CHRIS the division information management system~~, some hard copies (~~e.g., including but not limited to,~~ forms with signatures, medical records, or education records, ~~etc.~~) are also considered part of the official record.

(2) A hard copy file of case information will be maintained for data not in ~~CHRIS the division information management system~~.

(3) Hard copy files will be created, if necessary for case review.

(d) ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services employees with access to ~~CHRIS the division information management system~~ are prohibited from accessing ~~and/or~~ viewing any ~~CHRIS~~ information regarding investigative reports ~~and/or~~ open cases to which ~~he or she is~~ he or she they are not assigned unless:

(1) Permission from ~~his or her~~ their supervisor is granted to view the information; or

(2) The employee is the supervisor for that report ~~and/or~~ open case.

(e)(1) This prohibition extends to any ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services -employee or provider with access to ~~CHRIS the division information management system~~ who is a "subject of the report" as defined in the Child Maltreatment Act, Arkansas Code § 12-18-101 et seq.

(2) This part holds regardless of whether the information is restricted or not to the ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services employee or provider.

(f) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services supervisors are prohibited from accessing ~~and/or~~ viewing investigative

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report or open case information in ~~CHRIS~~ the division information management system if the interest in the report or case is personal (~~i.e. that is~~, not professionally related).

(g) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services employees and providers are also prohibited from accessing ~~and/or~~ viewing any information in ~~CHRIS~~ the division information management system if the interest in the investigation ~~and/or~~ case is personal (~~e.g. including but not limited to~~, a friend, family member, or present or former colleague, ~~etc.~~, is involved in the report or case).

(h) **Record retention schedule.**

(1) Retain all information in the automated ~~data~~ division information management system indefinitely to assist ~~the Department of Human Services~~ DCFS the Division of Children and Family Services in assessing future risk and safety.

(2) Records of all cases where allegations are determined to be true shall be retained by the Child Maltreatment Central Registry and all ~~hard-copy~~ records with true determinations shall be retained forever.

(3)(A) ~~Hard-copy records~~ Records of unsubstantiated reports are not part of the Child Maltreatment Central Registry.

(B) They will be destroyed by the investigating agency at the end of the month in which the determination is made.

(4) Records of all cases where allegations are determined to be unsubstantiated shall not be included in the Child Maltreatment Central Registry.

(5)(A) Retain all ~~child protective in-home~~ services, differential response, ~~out-of-home placement~~ permanency services, and ~~supportive prevention~~ services records for five (5) years after the youngest child turns twenty-one (21) years old.

(B) Retain all other client files for five (5) years after:

- (i) The file is closed; or
- (ii) The last case activity.

(6) Retain all ~~foster resource family and adoptive and adoptive~~ applicant files that are denied for three (3) years from the date that the applicant is informed of the decision.

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(7) Retain all ~~foster-resource family~~ and adoptive applicant files where no decision is rendered due to incomplete process for three (3) years from the date of the last documented communication with the applicant.

(8) Retain all adoption records for ninety-nine (99) years.

(9)(A) Retain all rules until superseded.

(B) Superseded rules must be retained on an as-needed basis.

(10) Retain all records relating to a person or entity contracting with the ~~department~~Division of Children and Family Services for five (5) years after the contract ends or is terminated.

(11) Retain all administrative records including programmatic financial records for five (5) years after the end of the biennium in which the records were produced.

9 CAR § 40-20~~88~~. Confidentiality.

(a) Overview.

(1)(A) The Division of Children and Family Services (~~DCFS~~) is committed to best practice in relation to respecting client confidentiality.

(B) Information is confidential if it is not intended to be disclosed to persons other than those to whom disclosure is allowed under the statute.

(C) All employees of the ~~Division of Children and Family Services~~division Division of Children and Family Services shall maintain the confidentiality of children and families served by the ~~Division of Children and Family Services~~division Division of Children and Family Services.

(D) Confidentiality applies to verbal, written, and~~or~~ electronic transmittal of information including information in ~~CHRIS~~ the division information management system.

(2)(A) No ~~Division of Children and Family Services~~division Division of Children and Family Services employee may accept employment or engage in any activity while serving as a ~~Division of Children and Family Services~~division Division of Children and Family Services employee which might reasonably be expected to require or induce the

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employee to disclose confidential information.

(B) In addition, no ~~Division of Children and Family Services~~division Division of Children and Family Services employee may disclose confidential information or use confidential information for the gain or benefit of the employee or person in a close, personal relationship to the employee.

(b) **Investigate Investigative records.**

(1) Child maltreatment investigative data, records, reports, and documents are confidential and may only be disclosed as provided for in the Child Maltreatment Act, Arkansas Code § 12-18-101 et seq.

(2)(A) If a Division of Children and Family Services employee wrongfully discloses confidential information, ~~he or she is~~they are~~he or she is~~ they are guilty of a Class A misdemeanor and can lose ~~his or her~~their job.

(B) For a Class A misdemeanor, the sentence shall not exceed:

(i) One (1) year in the county jail; and

(ii) A one-thousand-dollar fine.

(C) See Arkansas Code § 12-18-205.

(c) **In-home, prevention, and foster care~~permanency~~ case records.**

(1)(A)(i) Reports, correspondence, memoranda, case histories, or other materials related to ~~protective services and foster care~~in-home, prevention, and permanency case records, shall be confidential and shall not be released or otherwise made available, except to the extent permitted by federal and state law and only as listed below.

(B) This includes protected health information compiled or received by a licensee or a state agency engaged in placing a child:

(i) To the Director of the Child Welfare Agency Review Board as required by rules.

(ii) For adoptive placements, as provided by the Revised Uniform Adoption Act, Arkansas Code § 9-9-201 et seq.

(iii) To multidisciplinary teams under Arkansas Code § 12-18-106(a).

(iv) ~~(a) To~~ To the child's parent, guardian, or custodian.

(b) However, the licensee or state agency may redact information from the record such as the name or address of foster-resource parents or providers when it is in the best interest of the child.

(c) The licensee or state agency shall redact counseling records, psychological or psychiatric evaluations, examinations or records, drug screens or drug evaluations, or similar information concerning a parent if the other parent is requesting a copy of a record.

(v) To the child.

(vi)(a) To healthcare providers to assist in the care and treatment of the child at the discretion of the licensee or state agency and if deemed to be in the best interest of the child.

(b) Healthcare providers include doctors, nurses, emergency medical technicians, counselors, therapists, mental health professionals, and dentists.

(vii) To school personnel and childcare centers caring for the child at the discretion of the licensee or state agency and if deemed to be in the best interest of the child.

(viii)(a) To foster-resource parents, the foster-care-permanency record for children in-experiencing foster care currently placed in their home.

(b) However, information contained in records released by the Department of Human Services division Division of Children and Family Services to the foster-resource parent about the parents-or-guardians caregivers and any siblings not in the foster-resource home:

(1) Will not be redisclosed by the foster-resource parent;
and

(2) Will only be used to assist the foster-resource parent in the care of the child placed in the foster-resource parent's home (see 9 CAR § 40-815, providing information to and gathering information from resource parents);

(ix)(a) To the Child Welfare Agency Review Board.

(b) However, at any board meeting no information which identifies by name or address any protective-in-home or permanency services recipient

or ~~foster care child~~ child experiencing foster care shall be orally disclosed or released in written form to the general public.

(x) To the Division of Childhood and Early Childhood Education, including child welfare agency licensing specialists.

(xi) For any audit or similar activity conducted in connection with the administration of any such plan or program by any governmental agency which is authorized by law to conduct such audit or activity.

(xii) Upon presentation of an order of appointment, to a court-appointed special advocate.

(xiii) To the attorney ad litem for the child.

(xiv) For law enforcement or the prosecuting attorney upon request.

(xv) To circuit courts, as provided for in the Arkansas Juvenile Code of 1989, Arkansas Code § 9-27-301 et seq.

(xvi) In a criminal or civil proceeding conducted in connection with the administration of any such plan or program.

(xvii) For purposes directly connected with the administration of any of the state plans as outlined.

(xviii) For the administration of any other federal or federally assisted program which provides assistance, in cash or in kind, or services, directly to individuals on the basis of need; or

(xix)(a) To individual federal and state representatives and senators in their official capacity, and their staff members, with no redisclosure of information.

(b) No disclosure shall be made to any committee or legislative body of any information which identifies by name or address any recipient of services.

(xx) To a grand jury or court, upon a finding that information in the record is necessary for the determination of an issue before the court or grand jury.

(xxi) To a person, provider, or government entity identified by the licensee or the state agency as having services needed by the child or ~~his or her~~ their family.

(xxii) To volunteers authorized by the licensee or the state agency to

provide support or services to the child or ~~his or her~~ their family at the discretion of the licensee or the state agency and only to the extent information is needed to provide the support or services.

(xxiii)(a) To a person, agency, or organization engaged in a bona fide research or evaluation project that is determined by the ~~Division of Children and Family Services~~ Division of Children and Family Services to have value for the evaluation or development of policies and programs within the ~~Division of Children and Family Services~~ Division of Children and Family Services.

(b) Any confidential information provided for a research or evaluation project shall not be redisclosed or published.

(xxiv) To a child fatality review panel as authorized by the ~~Department of Human Services~~ Division of Children and Family Services.

(xxv) To a Child Welfare Ombudsman.

(2) Any data, records, or documents described above that are released to a law enforcement agency, the prosecuting attorney, or a court by the ~~Department of Human Services~~ Division of Children and Family Services are confidential and shall be sealed and not redisclosed without a protective order to ensure that items of evidence for which there is a reasonable expectation of privacy are not distributed to persons or institutions without a legitimate interest in the evidence.

(d) ~~Foster care and adoptive~~ Permanency and adoptive records.

(1) ~~Foster Resource home and adoptive~~ home records are confidential and shall not be released except:

(A) To the ~~foster resource~~ parents ~~or adoptive parents~~;

(B) For purposes of review or audit, by the appropriate federal or state agency;

(C) Upon allegations of child maltreatment in the ~~foster resource~~ home ~~or adoptive home~~, to the investigating agency;

(D) To the Child Welfare Agency Review Board;

(E) To the Division of Children and Family Services of the Department of Human Services and the Department of Education, including child welfare agency

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licensing specialists;

(F) To law enforcement or the prosecuting attorney, upon request;

(G) To a grand jury or court, upon a finding that information in the record is necessary for the determination of an issue before the court or grand jury;

(H) To individual federal and state representatives and senators in their official capacity, and their staff members with no redisclosure of information;

(I) No disclosure shall be made to any committee or legislative body of any information that identifies by name or address any recipient of services; and

(J) To the attorney ad litem and court-appointed special advocate, the home study on an adoptive family selected by ~~the Department of Human Services~~ DCFS the Division of Children and Family Services to adopt the juvenile.

(2)(A) Any person or agency to whom disclosure is made shall not disclose to any other person reports or other information obtained.

(B) Any person disclosing information in violation of Arkansas Code § 12-18-104 shall be guilty of a Class A misdemeanor.

(C) Nothing in this section shall be construed to prevent subsequent disclosure by the child or ~~his or her~~ their parent or guardian caregiver.

(3) The ~~Family Service Worker Social Service Specialist~~ may by law sign for releases of information for children in ~~Department of Human Services~~ DCFS the Division of Children and Family Services custody.

(4) The ~~Family Service Worker Social Service Specialist~~ must present a copy of the custody order to receive medical and school records.

(5)(A) The ~~CFS-4000 or DHS-81~~ Consent for Release of Information must be signed by the parent caregiver to receive copies of parent's caregiver's records.

(B) However, the parent's caregiver's signature is not necessary for obtaining records for the child.

(6) An attorney ad litem shall be provided access to all records relevant to the child's case, including, but not limited to, school records, medical records, juvenile court records, and ~~Department of Human Services~~ DCFS the Division of Children and Family Services records to the extent permitted by federal law.

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(e) **Adoption records.**

(1) Nonidentifying information from finalized records can only be released by the Arkansas mutual consent voluntary adoption registry.

(2) Identifying information from a finalized record can only be released by court order.

(f) **Release of information requests regarding a child in-experiencing foster care.**

(1)(A) When a release of information regarding a child is requested, the FSW Social Service Specialist shall take the necessary steps to guard the confidentiality of personal information.

(B) The steps include:

(i) Ensuring that no identifying or potentially harmful information on a child is released; and

(ii) The consent shall be reviewed and approved by the Office of Chief Counsel.

(C) Court orders that direct the release of specific information to specified offices, agencies, or people will be construed as proper consent for release of information.

(D)(i) No other consent is necessary.

(ii) However, the Office of Chief Counsel will be informed whenever such a release of information is being made.

(2) Children in-experiencing foster care may appear in publications such as the school yearbook, school newspaper, youth group newsletter, and similar publications or platforms that would be considered normal and age-appropriate without a media release as long as they are not identified as being in-experiencing foster care.

(3)(A) Requests for media releases that would not be considered normal and age appropriate include, but are not limited to, requesting permission to release photographs, voice reproductions, slides, video tapes, movie films, promotional pamphlets, and news releases, etc.

(B) The FSW DCFS The Division of Children and Family Services will

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review the contents of such release along with the Office of Chief Counsel and make any necessary modifications.

(C) Consideration will be given to the protection of the child's identity and assurances that the contents of the material released will present the child in a light that would not be distasteful or negative to the child.

(D) The Director of ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services or designee will be consulted in matters that may reflect on ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services.

(E) In cases of consents for coverage by news media, consultation will also be sought from the:

- (i) Department of Human Services Director of Communications; and
- (ii) Child's attorney ad litem.

(F) The ~~foster-resource~~ parents and other placement providers will be informed of these policies.

(4) ~~The Adoption Specialist~~ DCFS The Division of Children and Family Services must obtain documented consent from a child twelve (12) years of age or older, to show photographs for recruitment of an adoptive family.

(g) Freedom of Information Act.

(1)(A) Personnel records can be disclosed to the public, unless to do so would clearly be an unwarranted invasion of privacy.

(B) Therefore, ~~the Department of Human Services~~ DCFS the Division of Children and Family Services cannot release the Social Security number, school transcripts, or ~~PPES-PGCS~~ information of any staff unless ~~that person has been suspended or terminated as a result of his or her PPES score~~ that person has been suspended or terminated as a result of their PGCS score.

(C) Grievance information becomes public record, after the grievance process is completed, if a grievance is appealed to the State Grievance Review Committee.

(D) If the grievance is not appealed to the state level, the discipline does

not become public record.

(E) See Arkansas Code § 25-19-105.

(2) Any data, records, reports, or documents that are created, collected, or compiled by or on behalf of the ~~Department of Human Services~~ Division of Children and Family Services, the Division of Arkansas State Police, or other entity authorized under the Child Maltreatment Act, Arkansas Code § 12-18-101 et seq., to perform investigations or provide services to children, individuals, or families shall not be subject to disclosure under the Freedom of Information Act of 1967, Arkansas Code § 25-19-101 et seq.

Subpart 3. Referrals to Assess Family Strengths and Needs

9 CAR § 40-301. Prevention services.

(a) Overview.

(1)(A) Prevention services are designed to reduce the likelihood of future child maltreatment by providing interventions to:

- (i) Help caregivers in their child-rearing role;
- (ii) Strengthen family functioning; and
- (iii) Promote the healthy development of children.

(B) Services may be provided directly by Division of Children and Family Services staff via purchased services, by referral to another appropriate agency, or some combination of these options.

(C) Examples may include, but are not limited to, parenting education and service referrals such as counseling or Supplemental Nutrition Assistance Program (SNAP).

(D) A family's participation in a prevention services case is voluntary.

(2) If the needs of the family require only a referral for services and do not require further follow-up from the division, division staff will make the necessary

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referrals as soon as possible but are not required to open a prevention services case for the family in the division's information management system.

(3)(A) If the family needs assistance beyond a single referral to another community provider and consents to participate in a prevention services case, the division will open a prevention services case for the family in the division's information management system.

(B) Prevention services cases are generally time-limited but may remain open for the duration necessary for appropriate service provision.

(C) The division will close a prevention services case upon request of the caregivers.

(4)(A) The division will complete the division's approved safety and risk assessment tools for households involved in prevention services cases.

(B) Prevention services cases opened from differential response or investigative pathways will have already had initial risk assessments in the course of differential response or an investigation.

(C) Please see below for more information regarding how a prevention services case may be opened following a differential response or investigation.

(5)(A) The division will collect and assess information about the family's strengths and needs utilizing the division's approved family assessment tool.

(B) For any prevention services case open longer than thirty (30) days, the division will also develop a prevention services family case plan with the family within that thirty-day period.

(C) Family Case-case plan services and supports will be based on the needs and strengths identified via the division's approved family assessment tool.

(D) The assigned Family Service Worker (FSW) Social Service Specialist will maintain regular contact with family as needed based on the risk assessment rating.

(E) If the risk assessment rating is low or moderate, contact should be at least weekly during the first month of the case and at least monthly thereafter.

(F) For risk assessment ratings of high or very high, at least weekly contact is recommended throughout the life of the case or until measurable risk

reduction has occurred.

(6) If a safety threat is identified or child maltreatment is suspected at any point during an interaction with a household with a prevention services referral, division staff will fulfill their mandated reporter duty by making a report to the Child Abuse Hotline.

(b) Traditional prevention services cases.

(1)(A) The division will accept referrals for households in need of assistance for a wide range of services based on the assessed needs of the household.

(B) Such referrals will not be accepted through the Child Abuse Hotline as child maltreatment reports.

(C) Rather, a household member may request a prevention services case from the division supervisor in their local Department of Human Services office if they feel they are in need of services.

(D)(i) If the family accepts, a prevention services case will be opened.

(ii) Prevention services cases may be eligible for Family First prevention services.

(E)(i) As such, foster care candidate eligibility screens must be completed for each prevention services case.

(ii) Cases determined to be eligible as a foster care candidate must also have a prevention plan completed.

(c) Prevention services case following a child maltreatment investigation.

(1) A prevention services case will be ~~offered~~open when the division has contact with a household through an investigation if the division's approved safety and risk assessment results recommend opening a case, but the investigation is unsubstantiated.

(2) The goal of the prevention services case in these instances is to provide services to strengthen the family and prevent future maltreatment.

(d) Prevention services for underage juvenile offenders.

(1) A prevention services case may be provided to a family when one (1) of the household members is an underage juvenile offender (UJO).

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(2) The division will offer services to the caregivers for the UJO to include, but not be limited to, referrals for offender treatment and collaborating with the child's school to ensure safety of the child or other children in the classroom.

(e) **Prevention services following differential response.** For families involved in differential response that require services beyond sixty (60) days to remedy the conditions or issues that resulted in the child maltreatment report sent to the differential response pathway, those services may be offered through a prevention services case (see 9 CAR § 40-302, differential response, for more information), particularly if the division's approved safety and risk assessment results recommend opening a case.

(f) **Prevention services via family in need of services.**

(1) There are some situations in which a judge may order family services for a household through a Family In Need of Services (FINS).

(2) The agency division will provide such family services through the opening of a prevention services case (see 9 CAR § 40-341, family in need of services, for more information).

9 CAR § 40-302. Differential response.

(a) **Overview.**

(1)(A) Differential response (DR) is a family engagement approach that allows the Division of Children and Family Services to respond to reports of specific, low risk allegations of child maltreatment with a family assessment approach rather than a traditional investigative response.

(B) The goals of differential response are to prevent removal from the home and engage and strengthen the families involved.

(C) As with investigations, differential response is initiated through accepted Child Abuse Hotline reports, focuses on the safety and well-being of the child, and promotes permanency.

(D) Due to variations in the severity of reported maltreatment, having two

(2) different response options allows for a differential response or an investigation, whichever is most appropriate, to respond to reports of child maltreatment.

(2)(A) Investigations require the gathering of forensic evidence in order to formally determine whether there is a preponderance of evidence that child abuse or neglect has occurred.

(B)(i) Differential response is an approach that uses a nonadversarial, nonaccusatory family assessment approach.

(ii) With DR, there is no determination of “true” or “unsubstantiated”, and no ~~person~~ is identified as a perpetrator or offender.

(C) Development of a family’s support network, community involvement, and connecting families to informal, supportive resources in their local communities are crucial aspects to a successful intervention for all types of cases, but particularly for DR.

(3) DR involves a comprehensive and collaborative family assessment that includes an assessment of:

(A) The household strengths and acts of protection;

(B) The household safety and risks; and

(C) Any underlying issues, needs, or additional child maltreatment concerns that may not have been identified in the original hotline report.

(4)(A) Differential response also partners with families to build upon strengths identified during the family assessment process as well as to provide services to meet the family’s identified needs and support positive parenting.

(B) The information obtained through the family assessment will be used to create a family plan with the family, if applicable.

(C) Services within the family plan may include referrals, formal or informal services, ~~and~~ or supports.

(D) Services will be put into place to:

(i) Strengthen existing acts of protection with the family;

(ii) Meet the needs of the family; and

(iii) Address the conditions or issues that resulted in the child maltreatment report.

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(5) The information obtained through the DR process will be used to create a family plan, if applicable, which will be designed to strengthen protective factors within the family and mitigate any risk factors facing the family.

(b) Differential response eligibility criteria.

(1) All of the following factors must be present for a report to be assigned to differential response unless the exceptions ~~in (2) on the following page~~ apply:

(A) Identifying information for the family members and their current address or a means to locate them is known at the time of the report;

(B) Those alleged to be responsible for the allegations are parents, birth or adoptive, legal guardians, custodians, or any person standing in loco parentis;

(C) The family has no pending investigation or open services case of any kind;

(D) The children alleged to be maltreated, siblings, or other household members are not currently in the care and custody of the division or wards of the court; and

(E) Protective custody of the children has not been taken or required in the current investigation. ~~and~~

~~(F) The reported allegations shall only include:~~

~~_____ (i) Inadequate supervision;~~

~~_____ (ii) Inadequate food;~~

~~_____ (iii) Inadequate clothing;~~

~~_____ (iv) Inadequate shelter;~~

~~_____ (v) Educational neglect;~~

~~_____ (vi) Environmental neglect;~~

~~_____ (vii) Lock out;~~

~~_____ (viii) Medical neglect;~~

~~_____ (ix) Human bites;~~

~~_____ (x) Sprains/ or dislocations;~~

~~_____ (xi) Striking a child seven (7) years of age or older on the face;~~

~~_____ (xii) Striking a child with a closed fist; and~~

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~~(xiii) Throwing a child.~~

(2) The allegations prohibit the report from being assigned to a differential response pathway:

(A) Inadequate supervision reports involving ~~a child or~~ children under five (5) years of age or a child five (5) years of age or older with a physical or mental disability which limits ~~his or her~~ their skills in the areas of communication, self-care, self-direction, and safety will be assigned the investigative pathway;

(B) Educational neglect reports involving a child that was never enrolled in an educational program;

(C) Environmental neglect reports involving ~~a child or~~ children under three (3) years of age, and those situations in which the hotline assesses an immediate danger to the child's health or physical well-being based upon the severity;

(D) Lock out reports involving ~~a child or~~ children under ten (10) years of age, and those situations in which the hotline assesses an immediate danger to the child's health or physical well-being based upon the severity;

(E) Medical neglect reports involving ~~a child or~~ children under thirteen (13) years of age or a child with a severe medical condition that could become serious enough to cause long-term harm to the child if untreated will be assigned the investigative pathway; and

(F) Reports of human bites, sprains or dislocations, striking a child seven (7) years of age or older on the face, striking a child with a closed fist, and throwing a child when these allegations occurred:

(i) Less than one (1) year ago; or

(ii) If the caller to the hotline can verify an injury either through physical signs (for example, scarring), medical information, dated photographs, or other forms of documentation, as applicable.

(c) Differential response initiation timeframes.

(1) Face-to-face contact with the ~~child or~~ children named in the report and at least one (1) ~~parent or~~ caregiver involved in a differential response report must take place in the victim ~~child's or~~ children's household within seventy-two (72) hours of

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receipt of the initial hotline report.

(2) All other household members must be seen face-to-face within five (5) days of receipt of the initial hotline report.

(d) Safety and risk assessment.

(1)(A) Upon initial contact, the division will complete the division's approved safety assessment.

(B) If a safety threat is identified and the safety assessment indicates the children are safe with a plan, the DR-Worker-division will develop an immediate safety plan with the household and their identified network.

(C) The DR-Worker-division will obtain approval of the immediate safety plan from the DR Supervisor or designee prior to leaving the home.

(D) The DR-Worker-division will leave a copy or photo of the immediate safety plan with the household and their network.

(2) If a safety threat is identified and the safety assessment indicates the children are unsafe, the DR-Worker-division will take a seventy-two-hour hold of the children in consultation with the DR-Supervisor-supervisor or designee.

(3) The safety assessment will be entered into the applicable-division information management system within two (2) business days of contact with the family and updated as needed throughout the family's involvement with the division.

(4)(A) The division's approved risk assessment tool will be used to guide staff in their assessment of the likelihood of future maltreatment.

(B) The risk assessment tool will be completed in the applicable-division information management system as soon as there is enough information to do so, but no later than the conclusion of the DR and prior to any decision about case opening, if applicable.

(5)(A) Differential response cases are intended to be short-term lasting no longer than sixty (60) days.

(B) If a DR case is not closed by the end of sixty (60) days, then it will be closed or reassigned as a prevention services case or as an investigation as appropriate.

(e) Differential response team.

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(1)(A) Family assessments will be conducted by specific differential response teams (division teams or contract provider teams) whose role is to assess for safety and strengths, identify service needs, and arrange for the services to be put in place.

(B) The local differential response team may consist of up to three (3) primary roles:

(i)(a) DR Social Service Supervisor.

(b) Provides management services including review and approval of assessments, case plans, and appropriateness of service referrals, case file documentation, service extensions, and requests to close family assessment cases;

(ii)(a) DR ~~Worker~~Social Service Specialist.

(b) Initiates contact with family and assumes the role of the family's advocate and case manager; and

(iii)(a) DR Program Assistant or Assistants.

(b) Provides support and assistance as needed to the DR ~~Worker~~Social Service Specialist and families involved in DR cases.

(2) At minimum, a local differential response team will be composed of a DR Social Service Supervisor and a DR ~~Worker~~Social Services Specialist.

(f) Reassignments from differential response to investigations.

(1) A DR will be reassigned to the investigative pathway if the division:

(A) Is unable to conduct a safety assessment; or

(B) Identifies a safety threat and the caregiver is assessed to be a risk to a vulnerable population.

(2)(A) The division's approved risk assessment tool assesses the likelihood of future maltreatment within that household.

(B) The risk assessment does not serve as the sole determinant when assessing if a caregiver poses a risk to a vulnerable population which includes without limitation children, the elderly, persons with a disability, and persons with a mental health illness.

(C) A separate assessment of whether a caregiver poses a threat to a vulnerable population must be conducted before requesting a DR to be reassigned to

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the investigative pathway.

(D) The following factors will be considered when determining whether an offender poses a risk of maltreatment to a vulnerable population:

- (i) The severity of the child maltreatment;
 - (ii) The nature and severity of an injury or other adverse impact caused by the child maltreatment;
 - (iii) The current or future access the caregiver has or could have to a vulnerable population;
 - (iv) The caregiver's previous child maltreatment history and whether there are similar fact patterns related to the current allegation and past child maltreatment history;
 - (v) Subsequent reports of child maltreatment against the caregiver;
- and
- (vi) Criminal history of the offender.

(3) Additionally, if it is determined that there are additional children in the home who were not included in the Child Abuse Hotline report and whose ages would prohibit assignment to the differential response pathway, the ~~DR Supervisor and Worker~~division will assess on a case-by-case basis whether a case will remain a DR case or be reassigned to the investigative pathway.

(4) Further, if upon initial contact with the family an additional Priority II child maltreatment allegation (not related to the allegation connected to the DR referral provided by the Child Abuse Hotline) is identified by the DR team, the ~~DR Worker~~specialist will contact the division DR Program Manager or designee to add the additional Priority II allegation to the DR referral.

(5) If upon initial contact with the family a Priority I child maltreatment allegation is identified by the DR team, the ~~DR Workers~~specialist or designee will immediately call the Child Abuse Hotline to report the new Priority I allegation and then notify the DR Program Manager or designee of the new Priority I report.

(6)(A) If at any time during the DR service delivery period the ~~DR Workers~~specialist, network member, contract provider, or other service provider has

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reasonable cause to believe that a safety threat is present and, as such, the child's health or physical well-being are in immediate danger (as related to the allegation or allegations for which the initial DR referral was made), then an immediate safety plan will be developed and implemented with the family.

(B) If an immediate safety plan cannot mitigate the safety threat, the DR Supervisor or designee will determine if taking protective custody is necessary and if at any point, in consultation with the division DR Program Manager or designee, whether the DR should be reassigned to the investigative pathway due to the caregiver posing a risk to a vulnerable population.

(7) If at any time during the DR service delivery period the [DR Workerspecialist](#), contract provider, or other service provider identifies a new child maltreatment allegation (not related to the allegation connected to the DR referral), a call will be made immediately to the Child Abuse Hotline by the individual who suspects the new child maltreatment allegation.

(g) **Reassignments from investigations to differential response.** If upon initial review of the investigation referral it is determined that the referral is eligible for differential response, the local division [Supervisor-supervisor](#) may send an email request to the Child Abuse Hotline to assess for reassignment to the differential response pathway.

~~9 CAR § 40-303. Receipt and assignment of differential response referral.~~

~~(a) Upon receipt of the DR referral from the Child Abuse Hotline, the Differential Response (DR) Supervisor or designee will:~~

~~(1) Determine if the referral meets the criteria for differential response by completing a child maltreatment history check on the family to determine if there is an open case or investigation;~~

~~(2) Contact the DR Program Manager or designee to reassign the DR to the investigative pathway if it does not meet DR criteria; and~~

~~(3) Review and assign differential response reports to the appropriate DR~~

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~~Worker no later than two (2) hours after receipt of reports, excluding evenings, weekends, and holidays, provided initial face to face contact with the victim child or children and at least one (1) parent/caregiver is made in the home within seventy two (72) hours of receipt of initial hotline report.~~

~~—(b) The DR Program Manager or designee will reassign the referral to the investigative pathway (hotline call not required) if the DR referral is determined to be ineligible.~~

~~—9 CAR § 40-304. Differential response initiation and family assessment.~~

~~—(a) The Differential Response (DR) Supervisor will:~~

~~—(1)(A) Assign each new report to a DR Worker within two (2) hours of receipt from the DR Program Manager or designee.~~

~~—(B) Initial face to face contact with the victim child or children and at least one (1) parent or caregiver must be made in the home within seventy two (72) hours of receipt of initial hotline report;~~

~~—(2) Conference with the DR Worker:~~

~~—(A) Immediately upon the identification of a safety threat; and~~

~~—(B) Within twenty four (24) hours (excluding weekends and holidays, in which case the conference will take place the next business day) after the DR Worker's initial face to face contact with the child or children named in the report and at least one (1) parent/caregiver and identify a plan for the next steps to be taken;~~

~~—(3) Document all supervisor activities in the Division of Children and Family Services' information management system within two (2) business days of completion of each activity;~~

~~—(4) Regarding families with whom the DR Worker cannot make face to face contact, assess information and determine whether DR Worker has met due diligence no later than the seventh day after case assignment; and~~

~~—(5) Provide consultation to the DR Worker as appropriate.~~

~~—(b) The Differential Response (DR) Worker will:~~

~~—(1) Prepare for meeting the family by completing the following activities prior~~

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~~to making initial face-to-face contact with the family:~~

~~—————(A) Interview other persons, including the individual or individuals who called the report into the hotline, with information listed on the report;~~

~~—————(B) Conduct a Division of County Operations records check of members of the household;~~

~~—————(C) Conduct a history search in the Division of Children and Family Services' information management system prior to contacting the family unless the report is received after hours or during the weekend or a holiday; and~~

~~—————(D) Contact the family by phone within twenty-four (24) hours of case assignment if a phone number is provided in the report and if appropriate considering initiation timeframe requirements to:~~

~~—————(i) Explain differential response;~~

~~—————(ii) Schedule the initial in-home family visit that will include at least the child or children named in the report and one (1) parent/caretaker; and~~

~~—————(iii) Verify the names and dates of birth of all family members and other persons living in the household;~~

~~—————(2) Consider the DR report initiated when:~~

~~—————(A) The health and safety of the child named in the report in the family's household has been assessed within seventy-two (72) hours from the time the referral was received from the Child Abuse Hotline, and the DR Worker has also met with at least one (1) parent/caregiver in the home within seventy-two (72) hours from the time the referral was received at the Child Abuse Hotline (based on the reported needs and safety issues of the family, DR Supervisor may require that the initial contact with the family occur sooner than seventy-two (72) hours);~~

~~—————(B)(i) A safety assessment of the child named in the report could not be made but due diligence has been exercised and documented within seventy-two (72) hours of receipt of the hotline referral.~~

~~—————(ii) Due diligence must include making an announced (or unannounced, if needed) visit to the child's home at least three (3) times at different times of the day or on different days (provided the three (3) visits are within the~~

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~~appropriate DR initiation timeframes) in an attempt to assess the health and safety of the children named in the report.~~

~~_____ (iii) In addition, completion of as many of the following activities necessary to meet due diligence in establishing face-to-face contact with the children named in the report and at least one (1) parent/caretaker:~~

~~_____ (a) Contacting the reporter again;~~

~~_____ (b) Visiting or contacting the child's school, child care facility, and all other places where the child is said to be located;~~

~~_____ (c) Sending a certified letter to the location given by the reporter, if attempts to locate the child have failed;~~

~~_____ (d) Contacting appropriate local Division of County Operations staff and requesting research of the Arkansas Integrated Eligibility System (ARIES) and other files to obtain another address;~~

~~_____ (e) Asking the local, county, and state law enforcement agencies to check their records for information that may locate the child and family;~~

~~_____ (f) Asking relatives and friends of the subjects to provide information to help locate the subjects;~~

~~_____ (g) Contacting the local post office, utility companies, and schools to request a check of their records;~~

~~_____ (h) Conducting a CLEAR or similar records search to attempt to locate the family; and~~

~~_____ (i) Complete other actions listed on the CFS 155: Unable to Locate Checklist.~~

~~_____ (iv)(a) If, after completion of all the due diligence activities listed above, no contact is made with the family by the sixth business day after case assignment, document information in a case contact.~~

~~_____ (b) The DR Supervisor will assess the information and determine whether due diligence has been met no later than the seventh day after case assignment.~~

~~_____ (v) If DR Supervisor deems that due diligence has been met, close~~

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~~the assessment as unable to locate;~~

~~—————(3) Provide the following information to the parent/caregiver and other household members during the initial in-home visit:~~

~~—————(A)(i) Explanation of differential response including the disclosure that the DR Worker must assess the safety of the child or children as well as the need for services, and that the Division of Children and Family Services must address any safety threats or service needs as appropriate.~~

~~—————(ii) If the family will not allow the worker access to the child or children, the family has declined family assessment services (see 9 CAR § 40-305, management of family's refusal to participate, for more information); and~~

~~—————(B) PUB 85: Differential Response: A Family-Centered Response to Strengthen and Support Families;~~

~~—————(4) Gather information during the initial in-home visit through the activities listed below:~~

~~—————(A) Identify information and legal relationships of all household members;~~

~~—————(B) Obtain the names and addresses of any noncustodial parents;~~

~~—————(C) Obtain DHS 4000: Consent for Release of Information signed by a family member with the authority to give consent as needed; and~~

~~—————(D)(i) Complete a safety assessment for the family.~~

~~—————(ii) If the safety assessment identifies safety threats, the DR Worker will contact the DR Supervisor to discuss the results of the safety assessment and corresponding actions that will take place based on those results and as informed by professional judgement;~~

~~—————(5) Request a supervisor conference to review and discuss case information (meaning, allegations, risk or safety threats, immediate needs, and other case-specific information);~~

~~—————(6) Document all activities, including the safety assessment, in the applicable information management system within two (2) business days after they are completed;~~

~~—————(7) Visit with all other household members within five (5) days from the time~~

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~~the referral was received at the Child Abuse Hotline; and~~

~~————(8) Update the safety assessment in the applicable information management system for the family after all household members have been contacted.~~

9 CAR § 40-305. Management of family's refusal to participate.

(a)(1) If the ~~DR Worker~~ specialist has been unable to conduct a safety assessment or is unable to assess underlying issues or additional child maltreatment concerns that may not have been identified in the original hotline report, then the ~~DR Worker~~ specialist will inform the family, if reasonably possible, that the ~~DR Worker~~ specialist may refer the family to the investigative pathway if there are safety threat concerns and the caregiver poses a risk to a vulnerable population.

(2) The ~~DR Worker~~ specialist will then conference with ~~DR Supervisor~~ the supervisor immediately to discuss the need or lack thereof to contact DR Program Manager or designee for reassignment of case to the investigative pathway.

(b)(1) The ~~DR Supervisor~~ supervisor will discuss and assess case information and possible referral to the investigative pathway with the ~~DR Worker~~ specialist.

(2) The primary consideration for reassigning a report to the investigative pathway is whether the caregiver poses a risk to a vulnerable population.

(3) If it is determined that safety threats exist or are likely to exist based on the initial interaction with the family and the caregiver poses a risk to a vulnerable population, the ~~DR Supervisor~~ supervisor will contact the ~~Division of Children and Family Services~~ division DR Program Manager or designee immediately to request that the report be reassigned to the investigative pathway.

(c) The DR Program Manager will reassign any DR case in which the ~~DR Worker~~ specialist is unable to conduct a safety assessment to the investigative pathway, if the assessment is that the caregiver poses a risk to a vulnerable population.

~~9 CAR § 40-306. Differential response services management.~~

~~————(a) The DR Worker will:~~

~~————(1)(A) Engage the household in a comprehensive and collaborative family~~

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~~assessment of the family's strengths and needs and gather other relevant, corresponding information within fourteen (14) days of receipt of referral from the Child Abuse Hotline.~~

~~_____ (B) The family assessment may include:~~

~~_____ (i) Family's financial status;~~

~~_____ (ii) Basic educational screening for the children;~~

~~_____ (iii) Physical health, mental health, and behavioral health screening for all family members;~~

~~_____ (iv) Names and addresses of those persons who provide a support system for the family; and~~

~~_____ (v) Names and addresses of any service providers that have been or are currently involved in providing services to the family;~~

~~_____ (2) Initiate services to meet any immediate needs of the family, including:~~

~~_____ (A) Food;~~

~~_____ (B) Shelter; and~~

~~_____ (C) Clothing;~~

~~_____ (3) Place a copy of the family assessment in the family record;~~

~~_____ (4)(A) Maintain a minimum of twice weekly contacts with the household, which must include contact with the children as appropriate in the household, unless the DR supervisor and the household determine that the contacts should occur more frequently.~~

~~_____ (B) While the initial home visit/contact must be conducted by the DR Worker and include face to face contact with at least the child or children named in the report and one (1) parent/caregiver, the DR Worker may ask the DRT Program Assistant to make subsequent contacts with the family provided the majority of the face-to-face contacts are conducted by the DR Worker.~~

~~_____ (C) Children do not necessarily have to be seen at each subsequent face-to-face family contact:~~

~~_____ (i) If the primary purpose of a specific contact is to discuss issues and/or services relating directly to the parent or parents; and~~

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~~_____ (ii) Provided the DR Worker has assessed, based on previous contacts and other information, that the children's safety:~~

~~_____ (a) Is ensured for the time being; and~~

~~_____ (b) Will be reassessed at a subsequent face-to-face contact with the children not to exceed two (2) weeks from the date of the contact in which the children were not present;~~

~~_____ (5)(A) Develop a family plan with the household.~~

~~_____ (B) The family plan will be completed within fourteen (14) days of receipt of the referral to the hotline.~~

~~_____ (C) The family plan may be modified and revised as needed;~~

~~_____ (6) Identify and implement services to address the issues that resulted in the hotline report as well as any additional child maltreatment concern that may not have been identified in the original hotline report;~~

~~_____ (7) Assess the household's reasonable progress in resolving the issue that brought them to the attention of the Division of Children and Family Services;~~

~~_____ (8) Maintain ongoing contact with the involved service providers as appropriate;~~

~~_____ (9) Create and maintain community partnerships that will benefit DR client outcomes;~~

~~_____ (10) Develop an aftercare plan with input from the household;~~

~~_____ (11) Submit the following documents to the DR Supervisor before formalizing case closure with the family:~~

~~_____ (A) Case closing summary;~~

~~_____ (B) Child and family service aftercare plan;~~

~~_____ (C) Case note documentation of interviews, contacts, and activities;~~

~~_____ (D) Provider treatment reports; and~~

~~_____ (E) Updated family assessment and safety assessment;~~

~~_____ (12) Participate in a closure staffing with the DRT Supervisor to discuss the closure request; and~~

~~_____ (13)(A) Close the case in the division's information management system upon~~

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receiving DR Supervisor approval for case closure.

_____ (B) The DR Program Assistant will:

_____ (i) Help ensure clients are meeting the family plan goals in a DR case;

_____ (ii) Assist with referrals to services identified in the family plan;

_____ (iii) Provide transportation for clients as needed;

_____ (iv)(a) Assist DR Worker in maintaining contact with the family provided the DR Worker conducts the initial face to face contact and the majority of subsequent family contacts.

_____ (b) Some PA contacts may be made by phone provided documentation supports that health and safety of children will still be ensured;

_____ (v) Conference with DR Worker on family progress;

_____ (vi) Create and maintain community partnerships that will benefit DR client outcomes; and

_____ (vii) Document all activities in the division's information management system within two (2) business days of completion.

_____ (b) The DR Supervisor will:

_____ (1) Conference with the DR Worker and DR Program Assistant as needed regarding the family's differential response case and associated services;

_____ (2) Review and approve family assessments, family plans, and appropriateness of service referrals;

_____ (3) Review DR case closure request including:

_____ (A) Case closing summary;

_____ (B) Child and family services aftercare plan;

_____ (C) Case note documentation of interviews, contacts, and activities;

_____ (D) Provider treatment reports; and

_____ (E) Updated family assessment and safety assessment;

_____ (4) Hold a closure staffing with the DR Worker to discuss the closure request and determine if the request will be approved or denied; and

_____ (5) Approve or deny case closure request as appropriate.

9 CAR § 40-307. Child Abuse Hotline for child maltreatment reports.

(a) Pursuant to Acts 1997, No. 1240, the ~~Department of Human Services Division of Children and Family Services (DCFS)~~ and the Division of Arkansas State Police entered into an agreement for the Crimes Against Children Division to assume responsibility for the administration of the Child Abuse Hotline.

(b)(1) All child maltreatment allegations are to be reported to the Child Abuse Hotline.

(2) No privilege or contract shall prevent anyone from reporting child maltreatment when the person is a mandated reporter (see 9 CAR § 40-102, definitions, for more information).

(c) No privilege shall prevent anyone, except between a client and ~~his or her~~their lawyer or minister or Christian Scientist practitioner, and any person confessing to or being counseled by the minister, from testifying concerning child maltreatment.

(d)(1) The Child Abuse Hotline must accept reports of alleged maltreatment when either the child or ~~his or her~~their family is present in Arkansas or the incident occurred in Arkansas.

(2) Another state may also conduct an investigation in Arkansas that results in the offender being named in a true report in that state and placed in that state's child maltreatment central registry.

~~**9 CAR § 40-308. Child Abuse Hotline acceptance and assignment of maltreatment reports.**~~

~~(a) The Child Abuse Hotline worker will:~~

~~(1) Receive and document all child maltreatment allegation reports with sufficiently identifying information as defined by Arkansas law;~~

~~(2)(A) Receive fax transmission in nonemergency situations by identified reporters who provide their:~~

~~(i) Name;~~

~~(ii) Phone number; and~~

~~(iii) Email address (for online reporting).~~

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~~_____ (B) Confirm receipt of fax transmission via a return fax transmission;~~

~~_____ (3)(A) Conduct a history check on all reports unless calls waiting to be answered by the hotline have been waiting for fifteen (15) minutes or longer.~~

~~_____ (B) History checks will be conducted on serious maltreatment allegations or allegations involving children three (3) years of age and younger regardless of wait time;~~

~~_____ (4) Attempt to secure all information requested in each screen within the referral section of CHRIS and elicit all information requested on the "referral" and "narrative" screens:~~

~~_____ (A) Reason or reasons the reporter suspects child maltreatment and how the reporter acquired the information;~~

~~_____ (B) Current risk of harm to the child;~~

~~_____ (C) Mental and physical condition of alleged offender;~~

~~_____ (D) Potential danger to staff assessing the report;~~

~~_____ (E) Identity and location of possible witnesses or persons knowledgeable about the alleged child maltreatment;~~

~~_____ (F) Relevant addresses and directions; and~~

~~_____ (G) Licensing authority and facility involved (if applicable);~~

~~_____ (5) Prioritize and determine the appropriate investigating agency (either the Crimes Against Children Division or the Division of Children and Family Services) as outlined in the Department of Human Services and Division of Arkansas State Police agreement, to include, pursuant to Arkansas Code § 12-18-303, a referral to the Division of Children and Family Services Prevention and Reunification Unit for a secondary review of an accepted report that contains no reporter information and collateral information as outlined in the department and the Division of Arkansas State Police agreement;~~

~~_____ (6) Forward report to appropriate investigating agency (either the Crimes Against Children Division or the Division of Children and Family Services) for investigation with any pertinent Child Maltreatment Central Registry information, and the Division of Children and Family Services may refer for assessment;~~

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~~—————(7) Inform the caller if the report does not constitute a report of child maltreatment and make appropriate referrals;~~

~~—————(8)(A) Notify each mandated reporter who makes a call to the hotline if the mandated reporter's call is not accepted or is screened out on a subsequent hotline supervisor review.~~

~~—————(B) Said notification should be made within forty-eight (48) business hours;~~

~~—————(9) Notify on-call Division of Children and Family Services or Crimes Against Children Division staff by telephone for any Priority I report received after business hours or on holidays;~~

~~—————(10) Provide local law enforcement with the name and contact information for the appropriate on-call staff employee at the Division of Children and Family Services if local law enforcement contacts the hotline due to a seventy-two hour hold initiated on a child or if a hold needs to be taken on a child to protect the child; and~~

~~—————(11) If at any time the system should be inoperable or the respective entities do not have access to the computerized entry, maltreatment reports shall be forwarded by telephone.~~

~~————(b) The Child Abuse Hotline supervisor will ensure that each Child Abuse Hotline worker has access to a comprehensive and current listing of on-call Family Service Workers.~~

~~————(c) The Division of Children and Family Services Prevention and Reunification Unit will:~~

~~—————(1) Review accepted reports that flagged for secondary review by the Child Abuse Hotline due to the report not containing reporter information or collateral information as outlined in the department and Division of Arkansas State Police agreement and make determinations based on the following considerations:~~

~~—————(A) Review of the report to ensure it meets all acceptance requirements under Arkansas Code §§ 12-18-303—12-28-310; and~~

~~—————(B) Review of all relevant information pertaining to the report, to include, but not be limited to:~~

~~_____ (i) Current report to ensure:~~
~~_____ (a) Information is otherwise sufficient for the department to~~
~~make contact with the alleged victim; and~~
~~_____ (b) The current allegations are not identical to a previous report~~
~~that has had a prior preliminary investigation within the past six (6) months and was~~
~~administratively closed;~~
~~_____ (ii) Previous investigations of child maltreatment pertaining to the~~
~~current alleged offender; and~~
~~_____ (iii) Previous case history in CHRIS; and~~
~~_____ (2) After secondary review of the accepted child maltreatment report:~~
~~_____ (A) Assign credibly accepted reports to the appropriate county office~~
~~investigative or differential response pathway; or~~
~~_____ (B) Complete steps to screen out the accepted referral under Arkansas~~
~~Code § 12-18-303.~~

~~_____ **9 CAR § 40-309. County office interaction with Child Abuse Hotline.**~~

~~_____ The county supervisor or designee will:~~
~~_____ (1) Take the information on child maltreatment as directed in 9 CAR § 40-308~~
~~if a reporter contacts the county office and refuses to call or has been unable to contact~~
~~the Child Abuse Hotline;~~
~~_____ (2)(A) Forward the information to the Child Abuse Hotline for a determination~~
~~regarding whether the report will be accepted.~~
~~_____ (B) The Child Abuse Hotline will prioritize the report and, if accepted, refer~~
~~for assessment by entering the report into the "Referral" section of the Division of~~
~~Children and Family Services information system.~~
~~_____ (C) Once a report is entered in the division's information system, workers~~
~~with proper security will have access to referral, investigative, and case information.~~
~~_____ (D) County office staff are strictly prohibited from entering reports into the~~
~~division's information system.~~
~~_____ (E) Any unauthorized use or altering of this information is also strictly~~

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prohibited;

—————(3) Check the computer at least once in the morning and once in the afternoon for child maltreatment report transmissions;

—————(4) Acknowledge receipt of Priority I transmissions within two (2) working hours and receipt of Priority II transmissions within three (3) working hours;

—————(5) Advise the Child Abuse Hotline promptly of after hours on-call Family Service Workers' names by entering information into the "Organization" screens in the division's information system;

—————(6) Establish procedures to ensure the security and confidentiality of reports at the local level and the child maltreatment assessment files when not in use;

—————(7) Notify Prosecuting Attorney by letter of any failure by a mandated reporter to report suspected child maltreatment; and

—————(8) Notify Prosecuting Attorney by letter when a reporter makes a report without good cause.

~~—————9 CAR § 40-310. County office secondary review requests from the Division of Children and Family Services Central Office and requests for clearance of other reports from the Child Abuse Hotline.~~

—————(a) The FSW Investigative Supervisor or County Supervisor will:

—————(1) Determine if an accepted report meets the following secondary review request criteria:

—————(A) Report does not contain sufficient information for the Department of Human Services to make contact with the alleged victim; or

—————(B) The allegations are identical to a previous report that has had a prior preliminary investigation within the past six (6) months and was administratively closed;

—————(2) If an accepted report meets one (1) of the secondary review request criteria above, forward the request with pertinent information to the Division of Children and Family Services Prevention and Reunification Unit for a secondary review; and

—————(3) If the accepted report does not meet one (1) of the secondary review request criteria, but there is otherwise reason to believe a registered report does not

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warrant assignment for investigation, contact a Child Abuse Hotline Supervisor for a review before the report is initiated and cite at least one (1) of the following reasons:

_____ (A) The allegations would not constitute child maltreatment as defined in the Child Maltreatment Act, Arkansas Code § 12-18-101 et seq.; or

_____ (B) The same incident involving identical alleged offenders and victims has already been assessed;

_____ (b) Regarding reports that meet secondary review criteria, the division's Prevention and Reunification Unit will:

_____ (1) Review the report and make determinations based on the following considerations:

_____ (A) Review of the report to ensure it meets all acceptance requirements under Arkansas Code §§ 12-18-303—12-18-310;

_____ (B) Review of all relevant information pertaining to the report, to include, but not limited to:

_____ (i) Current report to ensure:

_____ (a) Reporter or collateral information is available;

_____ (b) Information is sufficient for the department to make contact with the alleged victim; and

_____ (c) The current allegations are not identical to a previous report that has had a prior preliminary investigation within the past six (6) months and was administratively closed;

_____ (ii) Previous investigations of child maltreatment pertaining to the current alleged offender; and

_____ (iii) Previous case history in CHRIS; and

_____ (C) Call to reporter (if known) to ascertain additional information on the allegation and related information to determine if report warrants assignment to field for investigation; and

_____ (2) After secondary review of the accepted child maltreatment report:

_____ (A) Assign credibly accepted reports to the appropriate county office investigative or differential response pathway; or

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~~—————(B) Complete steps to screen out the accepted referral under Arkansas Code § 12-18-303.~~

~~—————(c) Regarding reports that do not meet secondary review criteria but otherwise does not warrant assignment for investigation, the Child Abuse Hotline Supervisor and appropriate hotline staff will:~~

~~—————(1) Determine whether to screen out the report; and~~

~~—————(2) Notify the CPS Manager and County Supervisor if the report is screened out.~~

~~—————**9 CAR § 40-311. Child maltreatment reports involving allegations taking place in other states or countries.**~~

~~—————(a) The Child Abuse Hotline Worker will:~~

~~—————(1) If the alleged offender resides in another state and the suspected maltreatment occurred in another state or country:~~

~~—————(A) Document receipt of the report;~~

~~—————(B) Forward the report to the Child Abuse Hotline of the state or country where the alleged offender resides or the incident occurred; and~~

~~—————(C) If child protection is an issue, forward the report to the Department of Human Services or the equivalent governmental agency of the state or country where the alleged offender resides; or~~

~~—————(2) If the alleged maltreatment occurred in another state, but the alleged offender is a resident of Arkansas and the report of child maltreatment or suspected maltreatment in the other state or country would also be child maltreatment in Arkansas at the time the incident occurred, refer the report to the Division of Children and Family Services or the Crimes Against Children Division as appropriate.~~

~~—————(b) The Division of Children and Family Services or the Crimes Against Children Division will:~~

~~—————(1) Contact the other state and advise them of Arkansas's willingness to assist its investigation;~~

~~—————(2)(A) Interview the alleged offender in an effort to assist the investigative~~

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agency from the other state or country.

_____(B) However, the investigative agency from the other state or country must take responsibility for the investigation; and

_____(3) Notify the alleged offender that if the allegation is determined to be true, the offender's name will be placed in the Child Maltreatment Central Registry.

~~9 CAR § 40-312. Child maltreatment reports involving allegations taking place in Arkansas with alleged parties to the report living outside of Arkansas.~~

_____(a) The Child Abuse Hotline Worker will, if the alleged maltreatment occurred in Arkansas, but the victim, the parents, and/or the alleged offender no longer reside here, accept the report.

_____(b) The Division of Children and Family Services will:

_____(1) Contact the other state; and

_____(2) Request courtesy interviews with the out-of-state subjects of the report.

9 CAR § 40-313. Investigation of child maltreatment reports.

(a) Overview.

(1)(A) All reports of known or suspected child maltreatment are promptly investigated.

(B) The safety of the child is always the first priority during the course of a child maltreatment investigation.

(C) If a safety threat is identified, immediate steps will be taken to protect a maltreated child and any other child who may also be in danger under the care of the same alleged offender.

(2)(A) While the Department of Human Services Division of Children and Family Services is responsible for ensuring the safety of children in Arkansas, the Crimes Against Children Division collaborates with the Division of Children and Family Services to conduct investigations of child maltreatment allegations.

(B) The Division of Children and Family Services and Crimes Against

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Children Division will assess Priority I and Priority II referrals as outlined in the “Agreement Between the Department of Human Services and the Arkansas State Police” and is subject to renewal annually.

(C) To determine the individual responsibilities and operational protocol of the two (2) ~~agencies~~divisions, see the specifics of the agreement.

(D) The agreement is written in accordance with Acts 2007, No. 586, the Governor’s Executive Order, and all applicable federal and state laws.

(3)(A) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services and the Crimes Against Children Division, as appropriate, will issue notices regarding child maltreatment allegations to all persons pursuant to Arkansas Code § 12-18-501 et seq.

(B) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will issue notices in such a way as to ensure the rights to due process of the alleged offender and to protect others who may be at risk of harm from the alleged offender.

(b) Investigation initiation timeframes.

(1)(A) All investigations will begin within seventy-two (72) hours with the exception of investigations of the following allegations.

(B) These allegations will begin within twenty-four (24) hours:

(i) Allegations of severe maltreatment, excluding an allegation:

(a) Of sexual abuse if the most recent allegation of sexual abuse was more than one (1) year ago or if the alleged victim does not currently have contact with the alleged offender;

(b) Of abandonment and the child is in a facility;

(c) Of cuts, welts, bruises, or suffocation if the most recent allegation was more than one (1) year ago and the alleged victim is in the custody of the department; or

(d) In which the alleged victim is in a facility and does not currently have contact with the alleged offender;

(ii) The allegation is that a child has been subjected to neglect as

defined in Arkansas Code § 12-18-103(14)(B) (in other words, Garrett's Law referral);
or

(iii) A child has died suddenly and unexpectedly.

(2)(A) Investigations are considered to be initiated when, as age appropriate, the investigator conducts a face-to-face interview with the alleged victim outside the presence of the alleged offender or observes the alleged victim outside the presence of the alleged offender, or the investigator has otherwise met due diligence.

(B) Once the investigation has begun, the primary focus will be to determine whether or not the alleged offender has access to the child and whether the child or any other children as well as any elderly persons or individuals with a disability or mental illness with whom the alleged offender works are at risk such that they need to be protected.

(c) **Notice of allegation.** The investigative agency at the local level is responsible for providing the notice of allegation to all applicable parties as outlined in 9 CAR § 40-1402, notices of allegations of child maltreatment.

(d) **At-risk determinations upon initiation.**

(1)(A) The investigative agency must gather necessary information to determine if children, the elderly, or individuals with disabilities or mental illness under the care of the alleged offender appear to be at risk of maltreatment by the alleged offender.

(B) Such information includes but is not limited to:

(i) Alleged offender's employer, including the physical address; or

(ii) Alleged offender's job duties at ~~his or her~~their employment and whether those duties result in the alleged offender:

(a) Working with children or otherwise engaging in paid or volunteer child-related activities;

(b) Working or volunteering with the elderly;

(c) Working or volunteering with an individual with a disability or mental illness; or

(d) Is a juvenile (and therefore has access to other juveniles in a

school or similar setting).

(2) If so, the investigative agency must immediately ascertain the name and address of the person in charge of those activities.

(3)(A) The investigative agency supervisor and ~~Area Director~~ Social Service Area Manager (as applicable) may consult with the Office of Chief Counsel, as necessary, prior to deciding whether children, the elderly, or individuals with disabilities or mental illness appear to be at risk.

(B) If the investigative agency determines children, the elderly, individuals with disabilities or mental illness under the care of the alleged offender, or other juveniles are at risk of maltreatment by the alleged offender, then the investigative agency may notify the people and entities listed below of the hotline report if the Director of the Division of Children and Family Services or designee approves the at-risk determination and gives written approval to the investigative agency to provide notifications of the at-risk determination to:

- (i) The alleged offender's employer;
- (ii) The school superintendent, principal, or a person in an equivalent position where the alleged offender is employed;
- (iii) The person in charge of a paid or volunteer activity; and
- (iv) The appropriate licensing or registering authority to the extent necessary to carry out its official responsibilities.

(4) The at-risk determination will be changed immediately if, upon further investigation, it is determined that the children under the care of the alleged offender are not at risk.

(e) Overall investigation goals.

(1) During the investigation of an allegation of child maltreatment, and if the alleged offender is a household member or lives in the home of the alleged victim, the assigned investigative agency will conduct an investigation to determine:

(A)(i) The existence, cause, nature, and extent of child maltreatment with particular attention to any of the Arkansas safety threats that may be present.

(ii) The Arkansas safety threats are:

|

(a) Caregiver caused serious physical harm to the child or made a plausible threat to cause serious physical harm in the current investigation or differential response (DR), as indicated by:

(1) Serious injury or abuse to the child other than accidental;

(2) Caregiver fears harming the child;

(3) Caregiver has threatened to cause harm or retaliate against the child;

(4) Caregiver has made substantial or unreasonable use of physical force; and

(5) Substance-exposed infant is in danger;

(b) Child sexual abuse is suspected, and circumstances suggest that the child's safety may be of immediate concern;

(c)(1) Caregiver is aware of the potential harm and is unwilling or unable to protect the child from actual or threatened serious harm by others.

(2) This may include physical abuse, emotional abuse, sexual abuse, sexual exploitation, trafficking, or neglect;

(d) Caregiver's explanation or lack of explanation for the injury to the child is questionable or inconsistent with the type of injury, and the nature of the injury suggests that the child's safety may be of immediate concern;

(e) Caregiver does not meet the child's immediate needs for supervision, food, ~~and~~/or clothing;

(f) Caregiver does not meet the child's immediate needs for medical or critical mental health care (~~e.g. for example~~, the child is suicidal or homicidal);

(g) Physical living conditions are hazardous and immediately threatening to the child's health or safety;

(h) Caregiver's substance abuse seriously impairs their ability to supervise, protect, or care for the child;

(i) Domestic violence exists, and offender behavior poses an

imminent danger of serious physical or emotional harm to the child;

(j) Caregiver frequently describes the child in predominantly negative terms or acts toward the child in negative ways, and these actions make the child a danger to self or others, suicidal, act out aggressively, or severely withdrawn or anxious;

(k) Caregiver's mental instability, developmental status, or cognitive deficiency seriously impairs their current ability to supervise, protect, or care for the child;

(l) Family currently refuses access to or hides the child ~~and/or~~or seeks to hinder an investigation ~~or~~DR;

(m) The child may be in immediate danger because of current circumstances and because the caregiver severely maltreated a child in their care in the past (where the incident was resolved or unresolved) or because the caregiver has been unable to resolve a prior pattern of severe maltreatment; and

(n) Other act or omission by the caregiver that presents an immediate safety threat to the child (which requires specification if selected);

(B) The existence and extent of previous injuries; and

(C) The names and conditions of other children in the home.

(2) If the alleged offender is not a household member or does not live in the home of the alleged victim, the assigned investigative agency will conduct an investigation to determine:

(A) The existence, cause, nature, and extent of child maltreatment with particular attention to any of the Arkansas safety threats that may be present;

(B) The identity of the person responsible for the maltreatment;

(C) The existence and extent of previous maltreatment perpetrated by the alleged offender; and

(D) Factors influencing child vulnerability.

(3) In addition to the other information described in this section (more specifically the overall investigation goals in this subsection), the assigned investigative agency will also attempt to determine:

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- (A) The identity of the person responsible for the maltreatment;
- (B) The relationship of the children with the ~~parents or~~ caretakers and their circumstances;
- (C) The child's environment in terms of risk and protective factors; and
- (D) All other pertinent information.

(4) Ultimately, the information described above that is collected during the fact-finding phase of the child maltreatment investigation allows the Division of Children and Family Services to determine:

(A) If services are necessary to assist the household and allow the child to remain safely at home (per Arkansas Code § 12-18-604, the department has the authority to make referrals or provide services during the child maltreatment investigation);

(B) If separation of the child from the family is necessary to protect the health and safety of the child; and

(C) Whether there is a preponderance of the evidence (see definitions, 9 CAR § 40-102) to support the report.

(5) If at any time before or during an investigation it is determined that the alleged offender is not a caretaker of a child and the alleged victim has reached eighteen (18) years of age prior to notification, the child maltreatment investigation shall be closed notwithstanding any criminal investigation.

(f) Reasonable efforts to prevent removal.

(1) Throughout the investigation, the Division of Children and Family Services will ensure reasonable efforts are made to preserve the family and to prevent the need to remove the child from the household unless the immediate safety of the child warrants removal for the protection of the child.

(2) When the investigative agency's first contact with the family has occurred during an emergency in which the child could not safely remain in the household, even with reasonable services being provided, the Division of Children and Family Services will be deemed to have made reasonable efforts to prevent or eliminate the need for removal.

(g) **Investigation components.**

(1) The child maltreatment investigation will consist of, but is not limited to, completion of ~~the Division of Children and Family Services' DCFS'~~ the Division of Children and Family Services approved safety assessment and interviews with:

- (A) Alleged victim;
- (B) Parents, both custodial and noncustodial;
- (C) If neither parent is the alleged offender, the alleged offender;
- (D) Any siblings of the victim or other children under the care of the alleged offender;
- (E) Current or past healthcare providers when the allegation of child maltreatment was reported by a healthcare provider;
- (F) Any other household members; and
- (G) Any other relevant collaterals.

(2)(A) ~~Division of Children and Family Services DCFS'~~ Division of Children and Family Services staff are encouraged to bring child victims of Priority I reports involving sexual abuse, physical abuse, neglect, and witness to violence to the nearest Child Safety Center for the interview whenever available and appropriate.

(B) In some cases, it may also be appropriate to bring child victims of certain Priority II maltreatment reports to the nearest Child Safety Center for the interview.

(3)(A) ~~The Division of Children and Family Services' DCFS'~~ The Division of Children and Family Services approved safety assessment allows for a systematic review of potential safety threats and creates consistent thresholds for the presence of imminent danger of serious harm.

(B) Further, this safety assessment is designed to:

(i) Identify Arkansas safety threats in the household that affect the child's immediate safety at a point in time;

(ii) Guide the ~~Family Service Worker (FSW)~~ Social Service Specialist in determining whether the child can remain safely in the home with or without safety interventions; and

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(iii) Determine what interventions will be initiated or maintained to provide appropriate protection.

(4)(A) ~~The Division of Children and Family Services'~~ DCFS' The Division of Children and Family Services approved safety assessment will be completed upon initial contact with the child and any household members present.

(B) The safety assessment will be entered into the ~~applicable division~~ information management system within two (2) business days of contact with the household and updated as needed throughout the family's involvement with ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services.

(5)(A) Every subsequent contact with the family will include an assessment of any safety threats present as well as any acts of protection by the caregivers.

(B) ~~The Division of Children and Family Services'~~ DCFS' The Division of Children and Family Services approved safety assessment may be updated as needed in the ~~Division of Children and Family Services'~~ division information management system as the investigative agency gathers information through any additional child maltreatment interviews or review of applicable records and other sources of information pertinent to the investigation.

(C) All interviews must be completed by the investigator within thirty (30) calendar days of the receipt of the child maltreatment report.

(D) The interviews must be approved by the ~~FSW Supervisor~~ supervisor within forty-five (45) calendar days of the receipt of the child maltreatment report.

(6)(A) If the Crimes Against Children Division is assigned primary on an investigation and, after interviewing the alleged victim and completing Sections 1 and 2 of ~~the Division of Children and Family Services'~~ DCFS' the Division of Children and Family Services approved safety assessment tool, identifies a safety threat and the need for ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services to further assess the child's safety, the Crimes Against Children Division will immediately contact ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services for further assessment and completion of Sections 3 and

4, as applicable, of the safety assessment tool.

(B) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will then be assigned as the secondary investigator on that investigation.

(7)(A) Each investigative agency will enter its applicable safety assessment sections into the ~~appropriate division~~ information management system within two (2) business days of the investigation initiation or identification of new safety threats, as applicable.

(B) The primary investigative agency is responsible for completing ~~the Division of Children and Family Services~~ DCFS' the Division of Children and Family Services approved risk assessment tool for the household in the ~~Division of Children and Family Services~~ division information management system prior to investigation closure and prior to any decision regarding case opening.

(h) **Safety planning.**

(1)(A) If a safety threat is identified, safety planning is then required to implement specific actions to ensure a child's safety.

(B) If a safety threat is identified, there are only two (2) options to implement during the safety planning process:

(i) Develop an immediate safety plan to mitigate the identified safety threats to allow the child to remain safely in the home; or

(ii) Take protective custody and remove the child from the home.

(2)(A) If there are risk factors or evidence that maltreatment has occurred, but no safety threats are present, then neither an immediate safety plan nor removal of the child is necessary at that point in time.

(B) When no safety threats are present, per Arkansas Code § 12-18-1009, the parents retain the right to keep the child at home or to place the child outside the home.

(C) However, as appropriate, ~~the FSW~~ DCFS the Division of Children and Family Services may make referrals or provide services during the child maltreatment investigation to address any risk factors.

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(D) All referrals made or services provided during the child maltreatment investigation will be documented in the ~~Division of Children and Family Services~~division information management system.

(3) Additional information regarding immediate safety plans and taking protective custody are as follows:

(A) Immediate safety plans.

(i)(a) When any safety threats are present, an immediate safety plan must be developed to address each identified safety threat if the child will remain in the home.

(b) An immediate safety plan is a written plan developed by ~~Division of Children and Family Services~~DCFS the Division of Children and Family Services staff in conjunction with the family and their network to address identified safety threats.

(c) The actions and any services needed to address safety threats contained in an immediate safety plan will depend on the dynamics of a particular household and their network.

(d) This documentation, describing the actual use or consideration of using protecting interventions, establishes reasonable efforts to prevent removal of the child from the home.

(ii)(a) An immediate safety plan must be developed and receive ~~Division of Children and Family Services~~DCFS the Division of Children and Family Services supervisory approval prior to ~~Division of Children and Family Services~~DCFS the Division of Children and Family Services staff leaving the home.

(b) The immediate safety plan serves as a written agreement between ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services and the family.

(c) As such, a copy or picture of the plan will be provided to the caregiver and to other members participating in the plan prior to ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services staff ~~person~~ leaving the home.

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(d) The immediate safety plan, if applicable, will also be documented in the ~~appropriate division~~ information management system within two (2) business days of its creation.

(e) If any other actions were taken or services put in place to ensure the safety of the child victim or other children in the home, then these activities must also be documented in ~~an applicable the division~~ information management system within two (2) business days.

(iii)(a) Regardless of the actions included in an immediate safety plan, immediate safety planning and oversight on the part of ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services continues throughout involvement with the household as long as safety threats are present.

(b) The plan must be sufficient to manage and control safety threats based on a high degree of confidence that it can be implemented, sustained, and closely monitored by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services in partnership with the household's identified network.

(c) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will ensure that the roles and responsibilities of the immediate safety plan are clearly described to and discussed with the people involved.

(iv) However, immediate safety plans may not:

(a) Make a change to the current physical or legal custody arrangement of the child; or

(b)(1) Otherwise limit the right of a parent or legal custodian to visit or have access to ~~his or her~~ their child, including supervised visits, unless a dependency-neglect petition is first filed with the court to address identified safety threats and a corresponding court order is obtained to make a change to the current custody arrangements or otherwise limit the right of a parent or legal custodian to have access to ~~his or her~~ their child.

(2) An alternate method of ensuring child safety must be implemented until the required court order is issued to alter custody or visitation

arrangements.

(v)(a) To file a dependency-neglect petition to ensure a child's safety in the home, ~~the Family Service Worker (FSW)~~ DCFS the Division of Children and Family Services will contact ~~his or her~~ the Office of Chief Counsel attorney immediately (or at the start of the next business day if the safety assessment occurred after-hours or on the weekend) to request the Office of Chief Counsel to file the appropriate petition.

(b) It is crucial that the ~~FSW~~ specialist, with support from ~~his or her~~ their supervisor, determines exactly what ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services is requesting the court to order, if applicable, to address the identified dependency-neglect issues.

(vi)(a) If the requested court order is issued, ~~the FSW~~ DCFS the Division of Children and Family Services will update the immediate safety plan, as applicable, that reflects the orders of the court as well as any other actions or information that need to be included in the immediate safety plan to ensure child safety.

(b) ~~The FSW~~ DCFS the Division of Children and Family Services will thoroughly explain any of the changes to the caregivers, household members, and other individuals in the family's network who may be a part of the immediate safety plan.

(vii) **Order of less than custody.**

(a) An order of less than custody is ~~an~~ one action that could potentially be included in an immediate safety plan (once the order is issued by a court), if appropriate.

(b) An order of less than custody legally restricts the alleged offender from contact with the child while allowing the child to remain in the home with the nonoffending custodian (if the nonoffending custodian is already a legal custodian of the child) as part of the immediate safety plan.

(c) In addition to the situation above in which the nonoffending custodian is the legal custodian of the child and wants to restrict the alleged offender's access to the child, orders of less than custody may also be applicable to situations in

which:

(1) The legal custodian placed or otherwise allowed the child to reside with another person for more than six (6) months;

(2) The legal custodian is named as an alleged offender in the investigation;

(3) The child's current caretaker and ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services assess that the legal custodian's (who is also the alleged offender) access to the child poses an immediate danger to the child's health or physical well-being;

(4) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services has no immediate health or physical well-being concerns with the current placement; and

(5) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services has determined that specific safeguards in the court order will ensure the child's immediate health and physical well-being while remaining in the current home.

(d) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will thoroughly assess for safety threats to ensure that an immediate safety plan is in place for a child before leaving that child in a home where ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services has petitioned the court for an order of less than custody.

(e) To file a dependency-neglect petition to obtain an order of less than custody, the FSW will contact the Office of Chief Counsel immediately to request the Office of Chief Counsel to file the appropriate petition.

(viii) **Immediate safety plan monitoring and assessment.**

(a) All immediate safety plans will be monitored via a face-to-face contact with the household (to include alleged victim or victims, alleged offender or offenders, and any other children in the home) within at least seventy-two (72) hours and then via a minimum of weekly face-to-face contact for the remaining life of the

immediate safety plan.

(b) In addition, the immediate safety plan will be formally reviewed within fourteen (14) days of its implementation.

(c) While the health and safety of the child is always assessed each time ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services comes into contact with the child, per Arkansas Code § 12-18-1001(d)(2)(A) – (B), the health and safety of the child and any corresponding immediate safety plan will be formally reassessed within thirty (30) days of the date on which the immediate safety plan was implemented.

(d) If after this formal reassessment is performed ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services determines that a substantial risk of harm to the health and safety of the child remains and that the immediate safety plan must stay in place to ensure the health and safety of the child, then ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services will file a petition for dependency-neglect (however, note that the Division of Children and Family Services may file a petition for dependency-neglect at any point, if needed, to ensure the health and safety of the child) unless the parent, guardian, or custodian is not:

- (1) The alleged offender; or
- (2) Alleged to have failed to protect the juvenile.

(e) If a case connect has already occurred, then the assigned ~~FSW Caseworkers~~ specialist and ~~FSW Investigator~~ investigator who implemented the immediate safety plan will collaborate to reassess the immediate safety plan and provide the affidavit and a copy of the ~~CFS 200: Immediate Safety Plan~~ immediate safety plan to the Office of Chief Counsel to file any necessary petitions for dependency-neglect at thirty (30) days.

(f) If a dependency-neglect petition is filed, a corresponding family case plan, informed by ~~the Division of Children and Family Services'~~ DCFS' the Division of Children and Family Services' approved family assessment tool, will be filed with the court within thirty (30) days per Arkansas Code § 9-27-402.

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(g) ~~The assigned FSW~~ DCFS The Division of Children and Family Services will continue to monitor the immediate safety plan until it is no longer needed.

(h) ~~The assigned FSW~~ DCFS The Division of Children and Family Services will complete the ~~the Division of Children and Family Services' approved family needs and strengths assessment in collaboration with the family, FSW Investigator, and other appropriate stakeholders (see 9 CAR § 40-501, family assessments, for more information)~~ approved family needs and strengths assessment in collaboration with the family, investigator, and other appropriate stakeholders (see 9 CAR § 40-501, family assessments, for more information).

(i) ~~The FSW Caseworker~~ DCFS The Division of Children and Family Services will ~~also~~ have the primary responsibility of developing the family case plan with the family and ensuring the implementation of the family case plan (see 9 CAR § 40-503, family services case plans, for more information);

(B) Protective custody.

(i) If a safety threat is identified in the home and it cannot be mitigated with the implementation of an immediate safety plan, ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services must remove the child from the home and take protective custody.

(ii) This requirement applies to any point during a child maltreatment investigation or open case when the health and physical well-being of a child are in immediate danger.

(iii) When a child is taken into protective custody, the child will be placed in an appropriate licensed or approved placement.

(iv) This may include an identified relative's or fictive kin's ("fictive kin" means a person selected by the Division of Children and Family Services who is not related to the child by blood, ~~or~~ marriage, or adoption and has a strong, positive, and emotional tie or role in the child's life or the child's parent's life if the child is an infant) home if it is in the best interest of the child and all criteria for opening a provisional resource home and placing the specific child for whom the provisional resource home was opened have been met (see 9 CAR § 40-708, consideration of relatives and fictive

kin for children ~~in-experiencing~~ foster care, and 9 CAR § 40-801 et seq., Development of Resource Homes and Support to Resource Parents, for more information).

(v) ~~The Division of Children and Family Services~~DCFS The Division of Children and Family Services may file a motion to transfer any other prior or subsequent legal proceeding concerning the juvenile (for example, if a relative of the child taken into custody attempts to obtain guardianship or custody of the juvenile) to the court that is hearing the dependency-neglect petition if ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services:

- (a) Takes a seventy-two-hour hold;
- (b) Files a petition for ex parte emergency order; or
- (c) Files a petition for dependency-neglect.

(vi) If a child is taken into protective custody by a non-~~Division of Children and Family Services~~DCFS Division of Children and Family Services stakeholder, see 9 CAR § 40-321, protective custody of a child in immediate danger, for more information; and

(C) Risk assessment.

(i) ~~The Division of Children and Family Services~~DCFS the Division of Children and Family Services' approved risk assessment is designed to assess the family's likelihood of future maltreatment and indicate the necessary level of ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services' ongoing involvement to ensure the child's continued well-being.

(ii) ~~The Division of Children and Family Services~~DCFS the Division of Children and Family Services' approved risk assessment tool will be completed in the applicable division information management system as soon as there is enough information to do so, but prior to the conclusion of the investigation and prior to any decision about case opening.

(i) Legal representation for child ~~in-experiencing~~ foster care named as an alleged offender.

(1)(A) If ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services or the Crimes Against Children Division is investigating an

allegation of child maltreatment in which a child ~~in-experiencing~~ foster care is named as the alleged offender and the acts or omissions that gave rise to the child maltreatment report may lead to a criminal or delinquency investigation or charge, the assigned ~~Division of Children and Family Services~~DCFS Division of Children and Family Services ~~caseworker-specialist~~ (or designee) for the child ~~in-experiencing~~ foster care will contact the public defender.

(B) The assigned ~~Division of Children and Family Services~~DCFS Division of Children and Family Services ~~caseworker-specialist~~ or designee will request that the public defender represent the child ~~in-experiencing~~ foster care who is named as the alleged offender.

(2)(A) If the public defender accepts representation, ~~the Division of Children and Family Services caseworker~~DCFS the Division of Children and Family Services' ~~specialist~~ or designee will inform the investigator, so that the assigned investigator can request an interview.

(B) The public defender will provide or withhold consent for any investigative interview of the juvenile offender ~~in-experiencing~~ foster care.

(3)(A) If the public defender refuses to represent the child in foster care who is named as the alleged offender in a child maltreatment report because there is no risk of criminal or delinquency charges being filed, the investigator will contact the assigned ~~Division of Children and Family Services caseworkers~~specialist for the child to request an interview.

(B) ~~The Division of Children and Family Services~~DCFS The Division of Children and Family Services ~~caseworker specialist~~, in collaboration with ~~his or her~~their supervisor and Area ~~Director~~ Manager, will determine whether it may be appropriate for a child in foster care named as the alleged offender in a child maltreatment report to be interviewed.

(C) If deemed appropriate, the local team will make the recommendation to the Director of ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services or designee.

(D) Only the Director ~~of the Division of Children and Family Services~~DCFS

the Division of Children and Family Services or designee, based on the recommendation by the local team, may give consent for the child in-experiencing foster care named as an alleged offender to be interviewed as part of a child maltreatment investigation.

(E) The Office of Chief Counsel may be consulted as needed regarding legal advice but cannot give consent to an interview with a child in-experiencing foster care named as an alleged offender.

(j) Rights of the investigator.

(1)(A) The investigator has the right to obtain a criminal background check, including a fingerprint-based check in any national crime database, on any subject of the report.

(B) The results of the criminal background check will not be disclosed outside of ~~the department~~ DCFS the Division of Children and Family Services except as permitted under Arkansas Code § 12-18-612.

(2)(A) In accordance with Arkansas Code § 12-18-613, on request by the investigating agency, any school, childcare center, childcare facility, residential facility, residential treatment facility, or similar institution shall provide the investigator with the name, date of birth, Social Security number, and last known address and phone number of any alleged offender if the alleged maltreatment occurred at that school, center, or facility.

(B) Any school, childcare facility, residential facility, or similar institution shall also provide the person conducting the investigation with the name and address of any witness to the alleged child maltreatment if the alleged child maltreatment occurred at that school, center, or facility.

(3)(A) The ~~FSW~~ DCFS Division of Children and Family Services investigator or Crimes Against Children Division Investigator-investigator conducting the child maltreatment investigation also has the right to enter into the home, school, or other place for the purpose of conducting an interview or completing the investigation.

(B) The investigator also has the right to request accompaniment by a law enforcement agent while conducting the investigation.

(C) If the investigator is denied access into the home, school, or other

place for investigative purposes, then the investigator must prepare an affidavit to submit to the Office of Chief Counsel in order to request an order of investigation.

(D) If the investigator is denied access into the home, school, or other place and has reason to believe a child's health or safety are in immediate danger, the investigator will call local law enforcement immediately (if not already accompanied by LLE) in order to help gain access into the home.

(4)(A) No publicly supported school, facility, or institution may deny access to any person conducting a child maltreatment investigation.

(B) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services, the Crimes Against Children Division, and law enforcement shall be allowed access to the child's public and private school records during the course of the child maltreatment investigation.

(C) School district staff shall not provide notification if a request is made to interview a student during the course of an investigation of suspected child maltreatment and a parent, guardian, custodian, or person standing in place of a child's parent is named as an alleged offender and the interviewer requests that the school personnel does not make said notification.

(5) Per Arkansas Code § 12-18-604, the department may petition a circuit court to allow an investigator to access the controlled substance database if:

(A) The investigator demonstrates probable cause that the alleged offender has one (1) or more prescription drugs; and

(B) The baby or the alleged offender tested positive for prescription drugs at the time of the birth of the baby.

(6)(A) The investigator will have the discretion, in the child's best interest, to limit the persons allowed to be present when a child is being interviewed concerning an allegation of child maltreatment.

(B) The investigator will determine when a child or any other children residing in the home should be referred to a physician, psychologist, or psychiatrist for a medical or psychological examination.

(C) While ~~the Division of Children and Family Services~~ DCFS the Division of

Children and Family Services staff may conduct drug screens on teenagers when necessary, all children younger than thirteen (13) should be referred to a physician or medical facility for drug screening if needed.

(D) Please see 9 CAR § 40-413, client drug and alcohol screening, for more information.

(7) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will fully cooperate and participate in multidisciplinary child maltreatment response teams.

(8) All information except the name of the reporter may be disclosed to the teams.

(k) Interpreter services.

(1)(A) At any point during the course of a child maltreatment investigation, when the person being interviewed cannot clearly communicate in English, the investigator shall arrange for an interpreter before continuing the interview.

(B) The interpreter must be trained and appropriately certified to translate the specific language needed.

(2)(A) If at any point during the course of a child maltreatment investigation, the investigator cannot determine whether the person being interviewed can clearly and effectively communicate in English, the interviewer shall end the interview.

(B) The interview shall recommence:

(i) When a determination is made that the person can or cannot clearly communicate in English; and

(ii) When necessary, a translator certified to translate the specific language has been obtained to facilitate clear communication.

(C) Family members should never serve as interpreters for an investigator conducting an interview.

(3) If a ~~any~~ delay in obtaining investigation or investigative information, due to ~~from~~ having to make a determination about language and clear communication, results in or creates a situation in which the alleged victim child's health or physical well-being will be put in immediate danger, the child will be placed in seventy-two-hour protective

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custody.

(l) Investigation completion timeframes and extensions.

(1) Regardless of whether the child maltreatment investigation is conducted by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services, the Crimes Against Children Division, or local law enforcement, the supervisor approved investigative determination shall be made within forty-five (45) calendar days.

(2)(A) The Area ~~Director-Manager~~ or designee may request an extension of an additional fifteen (15) calendar days (for a total investigative timeframe of sixty (60) calendar days) to complete the investigation and make a determination, if good cause for the requested extension is shown.

(B) Circumstances that meet the definition of good cause, as it pertains to requesting and granting a fifteen-day extension to make an investigative determination, include but are not limited to:

(i) The Prosecuting Attorney or law enforcement officials have requested that ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services postpone the determination due to a pending criminal investigation;

(ii) Medical, crime lab, or autopsy reports needed to make a determination have not been received;

(iii) The report involves some out-of-state subjects and interview write-ups have not been received;

(iv) Conflicting medical opinions have been received, requiring further analysis; or

(v) Multiple alleged offenders or victims are involved, requiring additional time to conduct interviews and gather evidence.

(3) Documentation supporting the request for the extension must be submitted with the request.

(4) All extension requests must be submitted to and approved by the applicable Area ~~Director-Manager~~ followed by the Assistant Director of ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services or

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designee as designated by the Director ~~of the Division of Children and Family Services~~ DCFS the Division of Children and Family Services or designee via auto notification through the ~~Division of Children and Family Services' division~~ information management system.

(m) **Investigation closures and determinations and resulting referrals and case openings.**

(1) Within the appropriate timeframes outlined ~~above~~ and utilizing ~~PUB-357-~~ the Child Maltreatment Investigation Determination Guide as a reference where applicable, ~~the department~~ DCFS the Division of Children and Family Services will either:

(A) Administratively close an investigation of a child maltreatment report pursuant to Arkansas Code § 12-18-601 without a determination of whether the allegation is unsubstantiated, true, true but exempted, or inactive (see 9 CAR § 40-324 for administrative closure criteria and related requirements); or

(B) Close the investigation with a determination that the allegations of child maltreatment are either:

(i) Unsubstantiated;

(ii) True;

(iii) True but exempted for:

(a) Neglect as defined by Arkansas Code § 12-18-103(14)(B)

~~(i.e. such as,~~ Garrett's Law);

(b) Religious beliefs; or

(c) Underage juvenile offenders; or

(iv) Inactive.

(2)(A) ~~The Division of Children and Family Services~~ DCFS The Division of Children and Family Services will then make a decision regarding the need for opening a corresponding case to provide services, assist the family with expanding and strengthening their network, and monitor child safety and risk on an ongoing basis.

(B)(i) The decision to open a case will be made as guided by:

(a) The results of ~~the Division of Children and Family Services'~~ DCFS the Division of Children and Family Services' approved safety assessment tool;

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(b) The results of ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services approved risk assessment tool;

- (c) Investigation determination;
- (d) Professional judgement; and
- (e) Supervisory consultation.

(ii) The investigation determination will then be used to determine the type of case offered or opened, as applicable.

(3) Criteria for the administratively closed investigations and child maltreatment determinations are as follows:

(A)(i) Administratively closed.

(ii) A child maltreatment investigation will be administratively closed without further action or determination if:

(a) A preliminary investigation has been completed, to include:

- (1) Interview with the alleged victim outside the presence of the alleged offender;
- (2) Assessment of the alleged victim's home environment, as appropriate;

(3) Interview of a collateral witness; and

(4) Review of prior history of child maltreatment related to the family of the child and to the alleged offender;

(b) There has not been an additional report of abuse or neglect that has been committed by the alleged offender who is the subject of the current report;

(c) The health and safety of the child can be ensured without further investigation by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services based on review of prior child maltreatment history; and

(d) There is a determination that abuse or neglect of the child did not occur and at least one (1) of the following criteria are met:

- (1) There are indications of malicious reporting;

(2) Details of the allegations are insufficient to investigate;
(3) Reporter was anonymous, and no evidence exists to corroborate the report; or

(4) There is no available evidence to support or refute the allegation or allegations due to the passage of time between the alleged occurrence of the maltreatment and the time the report was made.

(iii) The director or designee approves the administrative closure of an investigation conducted by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services;

(B)(i) Unsubstantiated determination.

(ii) A child maltreatment investigation will be determined unsubstantiated in the event that:

(a) The allegation of child maltreatment is not supported by a preponderance of the evidence following an investigation by ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services staff; or

(b) The investigation concludes the injuries were the result of reasonable and moderate physical discipline inflicted by a parent or guardian for the purpose of restraining or correcting the child;

(C)(i) True determination.

(ii) A child maltreatment investigation will be determined true in the event of:

(a) An admission of the fact of maltreatment by persons responsible;

(b) An adjudication of dependency-neglect;

(c) A determination of the existence of maltreatment by ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services staff, based on a preponderance of the evidence;

(d)(1) A medical diagnosis of failure to thrive-~~i~~

(2) ~~The Family Service Worker~~ DCFS The Division of Children and Family Services should, however, complete the child maltreatment investigation in

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accordance with the procedures included to determine the identity of the caretaker and to investigate the family for the purposes of determining appropriate service delivery; or

(e) Any other medical or legal form of confirmation deemed valid by ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services.

(iii)(a) If a report is determined to be true, the names and conditions of any minor children of the alleged offender, and whether these children have been maltreated, or are at risk of maltreatment, will also be determined unless the investigating agency has determined that there is no indication of risk to the children.

(b) If the report is determined to be true, and is a report of sexual abuse, sexual contact, or sexual exploitation, an assessment of any other children previously or currently under care of the alleged offender, to the extent practical, and whether these children have been maltreated, or are at risk of maltreatment, will be conducted unless the investigating agency has determined that there is no indication of risk to the children.

(c) The FSW-specialist conducting the investigation shall also seek to ascertain all other relevant data.

(iv) If a report is determined to be true and involves any child under three (3) years of age, the child will be referred to the Division of Developmental Disabilities Services' Children's Services for an early intervention screening per the Child Abuse Prevention and Treatment Act of 1988 (CAPTA), Pub. L. No. 93-247, if the children were not already receiving early intervention services or were not already referred during the investigation (see 9 CAR § 40-343, early intervention referrals and services, and related procedures for more information).

(v)(a) If a report of sexual abuse is determined to be true and the alleged offender is under eighteen (18) years of age at the time the act or omission occurred, the ~~parents or legal guardians~~ caregivers of the alleged juvenile or underage juvenile offender and victim shall be provided with a list of mental health professionals or agencies available to evaluate and treat the alleged juvenile offender or underage juvenile offender and victim, if necessary.

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(b) Providing this information does not necessarily require ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services to pay for the mental health evaluation or any subsequent mental health treatment or services.

(vi)(a) If a child maltreatment report is determined to be true, ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services will then also determine the risk level of the offender and any vulnerable population to which the offender may pose a risk of maltreatment, including without limitation children, the elderly, persons with a disability, and persons with a mental health illness.

(b) The following factors will be considered when determining whether an offender poses a risk of maltreatment to a vulnerable population:

- (1) The severity of the child maltreatment;
- (2) The nature and severity of an injury or other adverse impact caused by the child maltreatment;
- (3) The current or future access the offender has or could have to a vulnerable population;
- (4) Offender's previous child maltreatment history and whether there are similar fact patterns related to current offense and past child maltreatment history;
- (5) Subsequent reports of child maltreatment against the offender; and
- (6) Criminal history of the offender.

(vii)(a) If ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services determines the offender poses a risk to a vulnerable population, the investigative determination will continue to be documented as true, and the offender's name will be placed in the Child Maltreatment Central Registry.

(b) If ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services determines the offender does not pose a risk to

a vulnerable population, the investigation determination will be documented in the Division of Children and Family Services' division information management system as exempted-no risk.

(c) The director or designee will approve determinations for true but exempted for no risk to vulnerable populations;

(D)(i) True but exempted determination.

(ii) A determination of true but exempted, which means the offender's name will not be placed in the Child Maltreatment Central Registry, will be entered for the reasons listed below.

(iii) The following circumstances do not require a consideration of the risk level of the offender and any vulnerable population to which the offender may pose a risk of maltreatment as these conditions warrant a determination of true but exempted pursuant to Arkansas Code § 12-18-702:

(a)(1) Garrett's Law exemptions.

(2) A child maltreatment investigation that documents the presence of an illegal substance in either the bodily fluids or bodily substances in the mother or child at the time of birth resulting from the mother knowingly using any illegal substance (~~i.e., that is,~~ Garrett's Law case) will be found true but exempted and will not be placed on the Child Maltreatment Central Registry.

(3) Family First Services are available for Garrett's Law investigations and services cases with the completion of the prevention plan for the family.

(4) If ~~the FSW~~ DCFS the Division of Children and Family Services determines the child's health or physical well-being is in immediate danger, ~~he or she~~ DCFS the Division of Children and Family Services will take the newborn into protective custody.

(5) ~~The FSW~~ DCFS The Division of Children and Family Services must also assess any siblings of the newborn or other children under the care of the alleged offender.

(6) If it is determined that there is an immediate danger to

the siblings' (or any other children under the care of the alleged offender) health or physical well-being, then they must also be brought into emergency seventy-two-hour protective custody.

(7) Acceptable reporters include any one (1) of the following mandated reporters who have reasonable cause to suspect that a newborn has been subjected to an illegal substance before birth or the mother had an illegal substance in her bodily fluids or bodily substances at the time of the birth:

(A) Licensed nurse;

(B) Osteopath;

(C) Physician;

(D) Medical resident or intern;

(E) Surgeon;

(F) Hospital social worker; or

(G) Any medical personnel who may be engaged in the admission, examination, care, or treatment of persons in hospitals or similar medical settings.

(8) During an investigation, or when ~~the Division of Children and Family Services~~ DCFS the Division of Children and Family Services has custody, if the mother or newborn has tested positive for the presence of an illegal substance in the bodily fluids or bodily substances, and the mother indicates that she wants to place the newborn for adoption through a private agency or private entity, ~~the FSW~~ DCFS the Division of Children and Family Services must contact the Office of Chief Counsel immediately.

(9) If the infant is placed with a private adoption agency, then do not open a case;

(b)(1) Religious belief exemptions.

(2) A child maltreatment investigation will be determined to be true but exempted due to a religious belief exemption in the event that ~~the Family Service Worker~~ DCFS the Division of Children and Family Services determines that the parent's decision to withhold medical treatment was based solely upon a religious

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belief, choosing instead to furnish the child with prayer and spiritual treatment in accordance with a recognized religious method of healing by an accredited practitioner.

(3) ~~An FSW~~DCFS The Division of Children and Family Services will place a child whose health or physical well-being is in immediate danger in a safe environment in ~~department~~DCFS the Division of Children and Family Services custody regardless of the beliefs of the parents.

(4) The religious belief exemption does not preclude ~~the FSW's~~DCFS the Division of Children and Family Services' right and responsibility to take appropriate action, including petitions to the court, to obtain necessary medical services;

(c)(1) Underage juvenile offender exemptions.

(2) A child maltreatment investigation will have an individual finding of true but exempted for underage juvenile offenders if there is an overall true finding of sexual abuse by a child under fourteen (14) years of age to another child; and

(d)(1) Juvenile is less than fourteen (14) years of age exemptions.

(2) A child maltreatment investigation will have an individual finding of true but exempted if an offender is a juvenile less than fourteen (14) years of age; or

(E)(i) Inactive determination.

(ii) Per Arkansas Code § 12-18-619(c), if at any time before or during the investigation ~~the department~~DCFS the Division of Children and Family Services is unable to locate or identify the alleged offender or alleged victim, ~~the department~~DCFS the Division of Children and Family Services may consider the report unable to be completed and determine the report to be inactive if a true or unsubstantiated determination cannot be established without interviewing the alleged offender or alleged victim.

(iii)(a) Failure to complete the investigation within the required forty-five (45) days is not a reason to place a case on inactive status.

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(b) The report must document why the investigation is determined to be inactive.

(c) All activities on the ~~CFS 155: Unable to Locate Checklist~~ must be completed by the ~~FSW Investigator~~investigator before determining an investigation to be inactive and verified by the ~~FSW Supervisor~~supervisor before approving the investigation.

(iv)(a) For investigations determined to be inactive but information obtained from a subsequent report would permit the assigned investigative agency to gather additional evidence, the assigned investigative agency will provide notice of the allegations as per Arkansas Code § 12-18-501 et seq., and conduct the investigation.

(b) The assigned investigative agency will amend the determination of the earlier report accordingly based on evidence collected.

(c) The allegations contained in the most recent report will be investigated separately and an associated determination made based on the evidence collected during the investigation of the more recent report.

(v) For information regarding how to proceed when ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services is assigned to a report previously found to be inactive and the Crimes Against Children Division is assigned to a new report that would permit ~~the Division of Children and Family Services~~DCFS the Division of Children and Family Services to gather additional evidence on the report previously determined to be inactive, please see the Agreement Between the Arkansas Department of Human Services (ADHS), Division of Children and Family Services (DCFS) and the Arkansas State Police (ASP), Crimes Against Children Division (CACD).

~~9 CAR § 40-314. Assignment of Child Abuse Hotline investigation reports.~~

~~The FSW supervisor or designee will assign the report to a Family Service Worker or Workers or a unit group, as applicable, who will conduct the investigation when a report is received in the CHRIS county inbox.~~

~~— 9 CAR § 40-315. Preparation for investigation initiation.~~

~~— The FSW will:~~

~~— (1) Conduct a CHRIS history search prior to initiation of investigation unless the report is received after hours or during the weekend or a holiday;~~

~~— (2) If the reporter is named in the report, attempt to contact the reporter to gain additional information regarding the allegation prior to initiation unless the report is received after hours (inability to reach the reporter shall not prevent the investigator from initiating the investigation); and~~

~~— (3) Make immediate telephone notification to the prosecuting attorney and law enforcement on Priority I reports.~~

~~— 9 CAR § 40-316. Investigation initiation.~~

~~— (a) The FSW will:~~

~~— (1) Consider the investigation initiated:~~

~~— (A) By interviewing or observing, when appropriate, the alleged victim child outside the presence of the alleged offender; or~~

~~— (B)(i) Exercising and documenting due diligence when an interview or examination of the child could not be made.~~

~~— (ii) Due diligence includes, but is not limited to:~~

~~— (a) Making an unannounced visit to the child's home at least three (3) times at different times of the day or on different days (provided the three (3) visits are within the appropriate investigation initiation timeframes) in an attempt to interview the child;~~

~~— (b) Contacting the reporter again if the reporter is known;~~

~~— (c) Visiting or contacting the child's school, childcare facility, and all other places where the child is said to be located;~~

~~— (d) Sending a certified letter to the location given by the reporter, if attempts to locate the child have failed;~~

~~— (e) Contacting appropriate local Division of County Operations staff and requesting research of their information systems and other files to obtain~~

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another address; and

~~_____ (f) Completing other activities listed on the CFS 155: Unable to Locate Checklist as needed;~~

~~_____ (2) Document initiation activities within two (2) business days;~~

~~_____ (3) Submit the record to the supervisor for approval of due diligence to locate and interview the child after all these efforts have been made; and~~

~~_____ (4) Document initiation activities within two (2) business days.~~

~~_____ (b) The FSW supervisor will conduct a supervisory conference with investigator within seventy two (72) hours of investigator initiating the investigation.~~

~~_____ **9 CAR § 40-317. Child maltreatment report investigation interviews.**~~

~~_____ (a) The FSW will:~~

~~_____ (1)(A) Prepare for interviews by reviewing intake report and any prior child maltreatment reports, etc.~~

~~_____ (B) See "Gathering Information" practice guide series for more information;~~

~~_____ (2)(A) Conduct a separate interview with the alleged victim outside the presence of the alleged offender and the alleged offender's attorney in reports involving both in-home and out-of-home offenders.~~

~~_____ (B) Exceptions must be approved by a supervisor.~~

~~_____ (C) If not age appropriate for an interview, observe alleged victim outside the presence of the alleged offender and the alleged offender's attorney;~~

~~_____ (3)(A) Interview any siblings of the alleged victim and any other children under the care of the alleged offender (including during investigations with alleged out-of-home offenders) as the siblings and other children under the care of the alleged offender may have collateral information or have been within access of the alleged offender.~~

~~_____ (B) Exceptions must be approved by a supervisor.~~

~~_____ (C)(i) Interview all siblings and other children under the care of the alleged offender outside the presence of the alleged offender and the alleged offender's~~

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attorney.

~~_____ (ii) If not age appropriate for an interview, observe all siblings and other children under the care of the alleged offender outside the presence of the alleged offender and the offender's attorney.~~

~~_____ (D) Considering the best interest of the child, limit, as appropriate, other persons allowed to be present when a child is interviewed concerning allegations of child maltreatment;~~

~~_____ (4)(A) Conduct a cursory physical examination of children in the least invasive manner possible during the interview.~~

~~_____ (B) A cursory physical examination is the observation of a child's external, physical condition which may require that the child's clothing be removed or rearranged.~~

~~_____ (C) If the child is under the age of five (5), conduct the exam with the assistance of the parent/caretaker;~~

~~_____ (5) Complete CFS-327a: Physical Documentation—Body Diagram when applicable and if a medical provider has not already completed CFS-327a or similar diagram specific to the current allegation;~~

~~_____ (6) Photograph visible injuries and label and date photos;~~

~~_____ (7) Interview the custodial and noncustodial parent of the alleged victim child and inform them of the Division of Children and Family Services responsibility to assess;~~

~~_____ (8)(A) Interview alleged offender.~~

~~_____ (B) In addition to gathering information about the alleged maltreatment, ascertain the alleged offender's:~~

~~_____ (i) Employer, including the physical address;~~

~~_____ (ii) Job duties at place of employment; and~~

~~_____ (iii) Supervisor's name;~~

~~_____ (9) Interview collateral sources, as appropriate, including teachers, neighbors, witnesses, and the person making the report;~~

~~_____ (10) When interviewing a child at school, provide the principal or designee with a copy of CFS-213-A: School District Prohibition from Notifying Parent, Guardian,~~

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or Custodian of a Child Maltreatment Investigation;

_____ (11) Enter interview notes within two (2) business days of completion of interviews;

_____ (12) If it is discovered that any interviewee is an unlicensed childcare provider (i.e., caring for more than five (5) children including an individual's own preschool children), notify the Division of Child Care and Early Childhood Education;

_____ (13)(A) Assist the investigative supervisor with the coordination of interviews when primary (i.e., where the child is currently located) and secondary counties are involved.

_____ (B) The FSW of the primary county will:

_____ (i) Interview all applicable subjects in his or her county within required timeframes; and

_____ (ii) Complete the Division of Children and Family Services' approved safety assessment in the applicable information system with information obtained during primary investigator interviews and information obtained from secondary investigator from secondary's interviews.

_____ (C) The FSW of the secondary county will:

_____ (i) Contact the primary county by phone no later than twenty four (24) hours after interviews are conducted to discuss:

_____ (a) Any identified safety threats and supporting documentation (examples include, but are not limited to, statements made by children, observations of children, or caregiver statements);

_____ (b) Determination of any additional children, elderly persons, or individuals with a disability or mental illness who may be at risk;

_____ (c) Provisions of the protection plan if one has been implemented;

_____ (d) Other persons interviewed, their relationship to the family, and how information provided was obtained (such as, first hand, hearsay, or investigator observations);

_____ (e) Verification of identity of persons interviewed; and

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~~_____ (f) Projected completion date for secondary investigation if it is not completed at time of phone conference; and~~

~~_____ (ii) Forward any hard copy information to the primary investigator within seventy two (72) hours after receipt;~~

~~_____ (14) Reinitiate the investigation in the second county within twenty four to seventy two (24—72) hours when an investigation is transferred from one county to another and the victim or any other children believed to reside in the home where the report originated have not been seen; and~~

~~_____ (15) Complete and document all interviews in the Division of Children and Family Services' information management system within thirty (30) calendar days of the receipt of the child maltreatment report.~~

~~_____ (b) If any parties required to be interviewed (parents, children, alleged victim child, or alleged perpetrator) cannot be located or are unable to communicate, the FSW will, after exercising due diligence:~~

~~_____ (1) Document efforts to locate or communicate with required parties; and~~

~~_____ (2) Proceed with the child maltreatment investigation.~~

~~_____ (c) The Investigative Supervisor will:~~

~~_____ (1)(A) Take the lead in coordinating the investigation when multiple counties are involved.~~

~~_____ (B) If a secondary assignment is required, complete as soon as possible but no later than twenty four (24) hours after receipt of referral the summary section in the Division of Children and Family Services information system's assignment screens describing:~~

~~_____ (i) The reason or reasons for the request;~~

~~_____ (ii) Any special instructions; and~~

~~_____ (iii) Updated locations and telephone numbers of subjects to be seen.~~

~~_____ (C) Forward the request to the appropriate investigative team.~~

~~_____ (D) Verbally alert the receiving team supervisor of the secondary investigation request to:~~

~~_____ (i) Verify receipt of report when a secondary team investigator will~~

initiate the investigations;

—————(ii) Clarify any issues involving the secondary investigation request;
and

—————(iii) Coordinate team responsibilities with the prosecuting attorney,
law enforcement, and hospital staff, as applicable;

—————(2) Participate in phone conferences with primary and secondary investigators
and any other staff involved in the investigation, as applicable;

—————(3) Conference with the FSW Investigator and any other staff involved from
other counties as appropriate and document any consultations in the Division of
Children and Family Services information system; and

—————(4) Ensure that counties otherwise communicate and complete the
investigation within forty five (45) calendar days.

—————**~~9 CAR § 40-318. Discovery of new victims or allegations in an ongoing
investigation.~~**

—————(a) When at any point during the course of an ongoing investigation the FSW
Investigator discovers new victims or new allegations of child maltreatment, the
following actions will be taken.

—————(b) The FSW Investigator will:

—————(1)(A) Call the child abuse hotline to report the new allegation only under the
following conditions:

—————(i) The existing allegation is a Priority II and the new allegation is a
Priority I; or

—————(ii) The new allegation involves an alleged offender outside of the
home.

—————(B) Otherwise, any other new allegation or allegations should be added to
the investigator's existing report;

—————(2) Update the information in "Collected During Investigation" in the
"Abuse/Neglect" screen in CHRIS;

—————(3) Update the "Abuse/Neglect" screen with the addition of the new allegations

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or new victims, as applicable;

——— (4) When there is a new victim, change the role of the child from “non-victim” to “victim” in the “Role in Referral” in each child’s “General Information” screen in CHRIS; and

——— (5) Document the additional information and the date the update was made on the “Notes” screen in the investigation.

~~— 9 CAR § 40-319. Medical/psychological evaluation required during investigation.~~

——— (a) The FSW Investigator will:

——— (1) Confer with the supervisor concerning a complete examination/evaluation by a mental health professional if a child has one (1) of the following:

——— (A) Impairment of the intellectual, emotional, or psychological development as evidenced by observable and substantial reduction in the child’s ability to function within a normal range of performance and behavior; or

——— (B) Suffered a substantial impairment in the ability to function as a result of a specific, nonaccidental action or interaction committed by a parent or caretaker;

——— (2) Refer for a medical examination or consultation with a physician in the following cases unless the Area Director allows an exception:

——— (A) Burns, fractures, or dislocations in children under three (3) years of age;

——— (B) Burns, fractures, or dislocations in children of any age if unexplained or implausibly explained;

——— (C) Burns, bruises, or fractures in nonambulatory children;

——— (D) Reasonable suspicion that vaginal or oral penetration has occurred;

——— (E) Cases involving sexually transmitted diseases in prepubescent children;

——— (F) Cases of malnutrition and failure to thrive;

——— (G) Cases of serious medical neglect;

——— (H) Cases of alleged head and abdominal injuries (regardless of presence

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of visible injury); and

~~—————(I) Reports in which the child has an observable injury, the caretaker admits responsibility for the injury, and there is reason to believe that there are internal injuries or other injuries which have occurred in the past;~~

~~—————(3) Involve the parent, legal guardian, or legal custodian of the child whenever possible if during the investigation a medical examination is needed to determine the existence of abuse or neglect;~~

~~—————(4) Verify that the parent, legal guardian, or legal custodian has exhausted all other resources before requesting Department of Human Services funds for payment; and~~

~~—————(5) Consider the following, listed in order of preference, in all cases in which a medical examination is required:~~

~~—————(A) Have the child examined at a child safety center when available and appropriate (i.e., consider distance of child safety center, whether nearest child safety center has medical services on site, and if the investigation is regarding a report of alleged sexual abuse or alleged severe maltreatment);~~

~~—————(B) Have the child examined by the child's Primary Care Physician (PCP);~~

~~—————(C)(i) Have the child examined by a pediatrician if the PCP is unavailable.~~

~~—————(ii) The investigator must advise the pediatrician whether the PCP, although not physically available, is available by telephone for consultation; or~~

~~—————(D) Take the child to the emergency room of the nearest hospital.~~

~~——(b) The physical examination of children alleged to be sexually abused must be conducted by a physician or other medical personnel, not the investigator.~~

~~9-CAR § 40-320. Other child maltreatment investigation actions.~~

~~——(a) The FSW Investigator will:~~

~~—————(1)(A) Use CFS 317: Off Site Worker's Safety Log during the child maltreatment investigation for all off site visits away from his or her primary work site.~~

~~—————(B) If worker will return to the primary work site more than one (1) hour after the initial "Planned Return Date/Time," he or she will contact his or her immediate~~

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~~supervisor or designee with a revised anticipated return date/time;~~

~~—————(2) Give the family and alleged offender (if alleged offender resides outside of the home) PUB 52: Child Protective Services — A Caretaker's Guide during the first contact and explain, as appropriate, to help the family/alleged offender understand its contents;~~

~~—————(3)(A) Conduct a home visit to assess the safety, risk, and protective factors of the environment where the child resides and determine the names and conditions of other children in the home.~~

~~—————(B) The home visit may or may not be conducted during the course of interviews with the alleged victim.~~

~~—————(C) However, anytime there is an open investigation involving a child in the hospital (e.g., Garrett's Law report, child admitted to hospital for injuries, or other health issues associated with child abuse or neglect), a home visit will be conducted prior to the child being discharged from the hospital;~~

~~—————(4) Contact the Department of Human Services attorney to petition the court for an ex parte order of investigation to allow access if the parents, caretakers, or others deny access to any place where the child may be;~~

~~—————(5)(A) Exercise due diligence in locating the noncustodial parent of the victim child.~~

~~—————(B) Examples of due diligence include, but are not limited to, seeking information from relatives or using information from the alleged victim child's birth certificate to identify and locate the noncustodial parent;~~

~~—————(6) Document all efforts at reasonable diligence, if unable to locate the noncustodial parent to ensure completion of the investigation within thirty (30) calendar days;~~

~~—————(7) Make notifications of child maltreatment allegations to the appropriate parties according to 9 CAR § 40-1502;~~

~~—————(8) Obtain X rays, photographs, radiology procedures, drug test results, medical records, other pertinent records (e.g., school records or videos from mandated reporters);~~

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~~—————(9) If at any time it is determined that the alleged offender is not a caretaker of the alleged victim child, excluding investigations of sexual abuse;~~

~~—————(A) Refer the matter to the appropriate law enforcement agency via CFS-321: Referral for Investigation;~~

~~—————(B) Close the investigation;~~

~~—————(C) Forward a copy of the findings to the appropriate law enforcement agency for the agency's use in any criminal investigation; and~~

~~—————(D) Reopen and continue the investigation if the appropriate law enforcement agency subsequently determines that the alleged offender is a caretaker and notifies the Division of Children and Family Services of its determination;~~

~~—————(10) If the family moves to another county before the investigation is complete, notify other county supervisor and request a transfer to that county inbox;~~

~~—————(11) If the family moves to another state, notify that state's child protective services division and follow instructions from that state;~~

~~—————(12) Ensure that all the information gathered during the investigation is contained within the Division of Children and Family Services file whether or not the information supports the investigative determination;~~

~~—————(13) Key all screens in the "Investigation" section of CHRIS including screens listed under the "Interview" and "Client" sections within thirty (30) days of receipt of the hotline report; and~~

~~—————(14) Complete and print CFS-6003: Report to Prosecuting Attorney within thirty (30) days of the initial report of severe maltreatment (Priority I reports) and send to Prosecuting Attorney and law enforcement unless the Prosecuting Attorney and/or law enforcement has provided written notice to the Division of Children and Family Services that the Division of Children and Family Services does not need to provide notice of the investigative determination.~~

~~————(b) The FSW Supervisor will:~~

~~—————(1) If the family moves to another county before the investigation is complete, transfer investigation to the new county inbox upon receiving notification from the FSW/Crimes Against Children Division investigator of the move;~~

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~~—————(2) Conduct a supervisory conference with the investigator fourteen (14) days following receipt of report (or the next business day) to assess progress of the investigation up to that point;~~

~~—————(3) In addition to a fourteen-day supervisory conference, discuss investigation with the investigator as appropriate/needed throughout the investigation;~~

~~—————(4) Complete CFS-299: Investigation Checklist for Supervisors throughout the course of the investigation; and~~

~~—————(5) Make entries on the "Inv. Notes" as the investigation is conducted (e.g., documentation of supervisory conferences with investigator).~~

~~—————9 CAR § 40-321. Protective custody of a child in immediate danger.~~

~~—————The FSW will:~~

~~—————(1) Take a child into protective custody for up to seventy two (72) hours if:~~

~~—————(A) The circumstances present an immediate danger to the child's health or physical well-being;~~

~~—————(B) The child is neglected as defined under Garrett's Law pursuant to Arkansas Code § 12-18-103(14)(B), and the FSW Investigator determines that the child and any other children, including siblings, are at substantial risk of serious harm such that the children need to be removed from the custody or care of the parent/legal guardian (see 9 CAR § 40-102, definitions, for definition of "neglect"); or~~

~~—————(C) Any child who is dependent as defined at Arkansas Code § 9-27-301 et seq. (see 9 CAR § 40-102 for definition of "dependent");~~

~~—————(2)(A) If a police officer, law enforcement, a juvenile division of circuit court judge during proceedings concerning the child or sibling of the child, a designated employee of the Department of Human Services, any person in charge of a hospital or similar institution, or any physician treating a child has taken a child into protective custody pursuant to Arkansas Code § 12-18-1001, assume custody of the child and assess the health and safety of each child to determine whether to continue or release custody of the child.~~

~~—————(B) Release custody of a child who is taken into custody pursuant to~~

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~~Arkansas Code § 12-18-1001 if the FSW Investigator in consultation with his or her supervisor determines that custody is no longer required.~~

~~—————(C) Notify the circuit court if the department releases custody of a child whom the circuit court has taken into custody;~~

~~—————(3)(A) When a child upon whom a seventy two hour hold has been placed is currently located in a school, residential facility, hospital, or similar institution, the FSW will notify the institution.~~

~~—————(B) The FSW will be aware that the institution is obliged to do the following upon receiving notice, in accordance with Arkansas Code § 12-18-1005:~~

~~—————(i) Retain the child until the Division of Children and Family Services takes a hold on the child;~~

~~—————(ii) Not notify the parent until the child has been removed by the Division of Children and Family Services; and~~

~~—————(iii) Provide the parent or guardian with the name and contact information of the Division of Children and Family Services employee regarding the hold on the child;~~

~~—————(4) Notify the Office of Chief Counsel attorney immediately that protective custody was exercised and request an ex parte emergency order from the court;~~

~~—————(5) If a minor child's safety is a concern, contact the Office of Chief Counsel immediately to request that the Division of Children and Family Services petition the court for an order of less than custody;~~

~~—————(6) Determine whether to recommend to the court that reunification services should or should not be provided to reunite the child with his or her family (see 9 CAR § 40-701);~~

~~—————(7)(A) Determine whether the grandparents have the right to notice and right to be heard.~~

~~—————(B) In a child custody or dependency neglect case, grandparents have this right if all the following conditions are present ("grandparent" does not mean a parent of a putative father of a child for the purpose of this determination):~~

~~—————(i) The grandchild resided with the grandparent for at least six (6)~~

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~~consecutive months prior to the child's first birthday or lived with the grandparent for at least one (1) continuous year regardless of age;~~

~~_____ (ii) The grandparent was the primary financial caregiver during the time the child resided with the grandparent; and~~

~~_____ (iii) The continuous custody occurred within one (1) year of the initiation of the custody proceeding;~~

~~_____ (8) Provide the Office of Chief Counsel attorney with the name and address of any grandparent who is entitled to notice based on the above conditions;~~

~~_____ (9) Prepare an affidavit immediately and submit it to the Office of Chief Counsel attorney (the Crimes Against Children Division shall prepare affidavits containing facts obtained during the child maltreatment investigation);~~

~~_____ (10)(A) Arrange for a physician to examine the child thoroughly within twenty-four (24) hours of removal for allegations of severe maltreatment under Arkansas Code § 12-18-602 or if the allegation is that a child has been subjected to neglect as defined in Arkansas Code § 12-18-103(14)(B) (Garrett's Law) and arrange for a physician to examine the child thoroughly within seventy-two (72) hours of removal for all other children who enter the custody of the department.~~

~~_____ (B) The FSW or Health Services Worker (HSW) must sign the consent for treatment prior to the child receiving medical and dental services during protective custody.~~

~~_____ (C) The FSW or HSW may:~~

~~_____ (i) Go to the medical or dental office where treatment is to be provided and sign the consent for treatment forms;~~

~~_____ (ii) Have the form faxed, sign the form, and fax it back to the service provider;~~

~~_____ (iii) Have the form signed electronically and emailed back to the service provider;~~

~~_____ (iv) Have the form signed with a wet signature, scanned, and emailed back to the service provider; or~~

~~_____ (v) If the provider allows phone consent, they may provide consent~~

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via the telephone.

~~_____ (D)(i) This should be completed prior to the resource parent accompanying the child for treatment.~~

~~_____ (ii) In emergency situations, the on-call FSW will be available to sign for medical or dental treatment;~~

~~_____ (11) Place the child in an appropriate licensed or approved placement;~~

~~_____ (12) If a provisional placement will be pursued:~~

~~_____ (A)(i) Notify the area Resource Worker Supervisor by email within twenty-four (24) hours of removal that children have been removed and a potential provisional placement has been identified.~~

~~_____ (ii) In the notification email, provide the area Resource Worker Supervisor with:~~

~~_____ (a) Names and ages of the children who have been removed;~~

~~_____ (b) Name or names of potential provisional placement;~~

~~_____ (c) Relationship of potential provisional placement to children;~~

~~_____ (d) Contact information for potential provisional placement; and~~

~~_____ (e) Any other information collected regarding potential provisional placement (see CFS 450: Prospective Provisional Resource Parent Information and Questionnaire for more information);~~

~~_____ (B) Interview the child or children if age appropriate to assess how the child may feel about placement with a specific relative; and~~

~~_____ (C) See 9 CAR § 40-708, consideration of relatives for children in foster care, for further information on provisional placements;~~

~~_____ (13) Complete and route CFS 323: Protective Custody/Parental Notification;~~

~~_____ (14) Open an out-of-home placement case within one (1) business day;~~

~~_____ (15)(A) Return the child to the legal custodian if the emergency necessitating protective custody passes or if the judge does not grant custody to the department.~~

~~_____ (B) Protective custody cannot be extended;~~

~~_____ (16) Complete the CFS 336: Expiration of Protective Custody/Parental Notification and provide to the parent; and~~

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~~_____ (17) If the parent refuses to accept custody of the child, file an emergency petition.~~

9 CAR § 40-322. Using interpreter services during an investigation.

(a) Both verbal language interpreter services and American Sign Language (ASL) interpreter services are available statewide and require, when possible, a twenty-four-hour notice.

(b) Language interpretation may be provided over the phone as well as in person.

~~(c) Spoken interpreter services:~~

~~_____ (1) The FSW Investigator will:~~

~~_____ (A) If the service is needed during regular work hours:~~

~~_____ (i) Contact the area financial coordinator to request interpreter services if the service is needed during regular work hours;~~

~~_____ (ii) Provide the financial coordinator with:~~

~~_____ (a) Date, time, and location that the service is needed;~~

~~_____ (b) The language (including ASL) for which the service is needed;~~

~~_____ (c) Whether in person interpretation services or telephonic interpretation services are needed; and~~

~~_____ (d) Notification if the appointment must be cancelled;~~

~~_____ (iii) If in person language interpretation is provided:~~

~~_____ (a)(1) Sign the service verification form provided by the interpreter after service is rendered.~~

~~_____ (2) The signature verifies that the service was provided; and~~

~~_____ (b) Return the signed verification form to the interpreter; and~~

~~_____ (iv) If interpretation services are provided over the phone, there will not be a verification form to sign; and~~

~~_____ (B) If the service is needed after hours or on weekends:~~

~~_____ (i) Contact the appropriate vendor directly to schedule the appointment;~~

~~_____ (ii) Notify the provider if the appointment must be cancelled;~~

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~~_____ (iii)(a) Sign the service verification form provided by the interpreter after service is rendered.~~

~~_____ (b) The signature verifies that the service was provided; and~~

~~_____ (iv) Return the signed verification form to the interpreter.~~

~~_____ (2) The Financial Coordinator will, during regular work hours, contact the vendor and schedule the appointment.~~

~~_____ (d) **Written translation services.**~~

~~_____ (1) The Division of Children and Family Services staff member needing the service will:~~

~~_____ (A) Attain supervisor approval for the translation request;~~

~~_____ (B) If approval is attained, send document needing translation to the division Field Operations designee and Policy Unit designee; and~~

~~_____ (C) Advise Field Operations designee and Policy Unit designee of the translated language that is needed.~~

~~_____ (2) The division Central Office will:~~

~~_____ (A) Forward the document to the provider for an estimate;~~

~~_____ (B) Approve or deny the estimate;~~

~~_____ (C) If estimate is approved, sign the estimate document and fax back to the vendor; and~~

~~_____ (D) Forward the translated document to the division staff member who made the request.~~

~~_____ **9 CAR § 40-323. Request for investigative timeframe extension.**~~

~~_____ (a) If the FSW Investigator is unable to make a supervisor approved investigative determination within forty five (45) calendar days of receipt of the child maltreatment report due to good cause, then the FSW Investigator will:~~

~~_____ (1) Conference with his or her supervisor regarding the need for extension; and~~

~~_____ (2) By no later than the fortieth day of the investigation, request his or her supervisor to submit the completed CFS-217: Request for Investigation Timeframe~~

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Extension via CHRIS:

~~— (b) The FSW supervisor will:~~

~~— (1) Review and discuss the request and associated investigative file with the investigator within twenty four (24) hours of the request; and~~

~~— (2) If it is determined that:~~

~~— (A) An extension is warranted, immediately forward the CFS 217: Request for Investigation Timeframe Extension via CHRIS (Level 9 security required) and any supporting documentation to the Area Director or designee; or~~

~~— (B) An extension is not warranted:~~

~~— (i) Deny the request in CHRIS; and~~

~~— (ii) Conference with investigator as to how to ensure a supervisor approved investigation determination is made within forty five (45) days of the receipt of the child maltreatment report from the hotline.~~

~~— (c) The Area Director or designee will:~~

~~— (1) Review and discuss the request and associated investigative file with the investigator within twenty four (24) hours of the request; and~~

~~— (2) If it is determined that:~~

~~— (A) An extension is warranted, immediately forward the CFS 217: Request for Investigation Timeframe Extension via CHRIS and any supporting documentation to the Assistant Director of Field Operations or designee; or~~

~~— (B) An extension is not warranted:~~

~~— (i) Deny the request in CHRIS; and~~

~~— (ii) Conference with FSW Supervisor as to how to ensure a supervisor approved investigation determination is made within forty five (45) days of the receipt of the child maltreatment report from the hotline.~~

~~— (d) The Assistant Director of Field Operations or designee will review and respond to any extension request within twenty four (24) hours of receipt of request via CHRIS.~~

9 CAR § 40-324. Child maltreatment investigation closures and determinations.

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(a) Within forty-five (45) calendar days of receipt of a report from the Child Abuse Hotline (or within sixty (60) calendar days for those investigations for which an extension was granted as outlined above) a child maltreatment investigation will be either administratively closed pursuant to Arkansas Code § 12-18-601 without a determination, or closed with a determination of either:

- (1) Unsubstantiated;
- (2) True;
- (3) True but exempted for:

(A) Neglect as defined by Arkansas Code § 12-18-103(14)(B) (~~the~~ Garrett's Law);

(B) Religious beliefs;

(C) Underaged juvenile offenders; or

(D) Juvenile offenders less than fourteen (14) years of age; or

(4) Inactive.

(b) Administrative closures.

(1) In order to conduct an administrative closure, the FSW-division will:

(A) Initiate the investigation by interviewing the alleged victim outside the presence of the alleged offender;

(B) Complete an assessment of the alleged victim's home environment, as appropriate;

(C) Interview a collateral witness;

(D) Review prior history of child maltreatment related to the family of the child and to the alleged offender; and

(E) After the preliminary investigation steps above have occurred, submit a request for administrative closure if:

(i) There has not been an additional report of abuse or neglect that has been committed by the alleged offender who is the subject of the current report;

(ii) FSW-The division has determined based on review of prior child maltreatment history that the health and safety of the child can be ensured without further investigation by the Division of Children and Family Servicesdivision; and

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(iii) ~~FSW-DCFS~~ determines that:

(a) Abuse or neglect of the child did not occur; and

(b) At least one (1) of the following criteria are met:

(1) There are indications of malicious reporting;

(2) Details of the allegations are insufficient to investigate;

(3) Reporter was anonymous, and no evidence exists to

corroborate the report; or

(4) There is no available evidence to support or refute the allegation or allegations due to the passage of time between the alleged occurrence of the maltreatment and the time the report was made.

~~(2) The FSW Supervisor will:~~

~~(A) Review the request for administrative closure to ensure:~~

~~(i) The victim child was interviewed outside the presence of the alleged offender;~~

~~(ii) The home environment of the victim child was assessed as appropriate given the maltreatment allegation; and~~

~~(iii) Collateral witness interview or interviews occurred; and~~

~~(B) Determine if the request meets criteria for administrative closure and within two (2) business days of receipt:~~

~~(i) Submit for three tier closure approval if criteria are met; or~~

~~(ii) If criteria for administrative closure are not met:~~

~~(a) Deny request for administrative closure; and~~

~~(b) Complete a case consultation with FSW to discuss the reasons for denial of administrative closure request and develop a plan for completion of the investigation.~~

~~(3) The Director of the Division of Children and Family Services or designee will:~~

~~(A) Determine if the request meets criteria for administrative closure within two (2) business days of receipt; and~~

~~(B) Approve administrative closure request if criteria have been met or~~

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~~deny request for administrative closure adding details of denial in the comments section.~~

~~—(c) **Exempted no risk selections.**~~

~~—(1) When considering whether the offender named in an investigation with the determination of true may pose a risk to vulnerable populations, the FSW will:~~

~~—(A) Consider the following factors:~~

~~—(i) The severity of the child maltreatment;~~

~~—(ii) The nature and severity of an injury or other adverse impact caused by the child maltreatment;~~

~~—(iii) The current or future access the offender has or could have to a vulnerable population;~~

~~—(iv) Offender's previous child maltreatment history and whether there are similar fact patterns related to current offense and past child maltreatment history;~~

~~—(v) Subsequent reports of child maltreatment against the offender;~~

~~—(vi) Criminal history of the offender; and~~

~~—(vii) Risk assessment tool rating;~~

~~—(B) Participate in a case consultation with direct supervisor to determine if the offender may pose a risk of maltreatment to a vulnerable population;~~

~~—(C) Enter explanation of risk to a vulnerable population decision in the CHRIS findings recommendation screen; and~~

~~—(D) If there is a decision that the offender does not pose a risk to a vulnerable population, select "Exempt No Risk" from the findings dropdown menu and submit for three tier approval.~~

~~—(2)(A) When considering whether the offender may pose a risk to vulnerable populations, the FSW Supervisor will review "Exempt No Risk" selections because the recommendation from the FSW Investigator is that the offender does not pose a risk to a vulnerable population.~~

~~—(B) This will include a review of the narrative in CHRIS findings recommendation screen and associated information in the investigation to ensure appropriate selection has been recommended and if:~~

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~~_____ (i) Approving based on review, submit "Exempt No Risk" for third-tier approval; or~~

~~_____ (ii) Denying based on review:~~

~~_____ (a) Deny request and enter comments regarding the denial in the denial comments; and~~

~~_____ (b) Complete a consultation with FSW regarding denial.~~

~~_____ (3) When considering whether the offender may pose a risk to vulnerable populations, the director or designee will:~~

~~_____ (A) Determine if "Exempt No Risk" is appropriate based on review of the narrative in the CHRIS findings recommendation screen and associated information in the investigation; and~~

~~_____ (B) Approve request if appropriate or deny request adding details of denial in the comments section.~~

~~_____ (d) **Other determinations.**~~

~~_____ (1) For all other determinations, the FSW Investigator will:~~

~~_____ (A)(i)(a) Document the investigative determination on the "Investigation Finding" screen.~~

~~_____ (b) CHRIS will automatically populate the overall finding (unsubstantiated, true, true but exempted, or inactive) based on the individual findings.~~

~~_____ (ii) For true but exempted determinations involving underaged juvenile offenders with sexual abuse allegations:~~

~~_____ (a) Select the "Alleged Juvenile Offender Under Age Fourteen" in the role and referral select box on the abuse/neglect screen in referral or investigation in CHRIS;~~

~~_____ (b) Select "Exempted from Finding (Underaged Juvenile Offender)" as the individual finding in the investigation findings screen in CHRIS; and~~

~~_____ (c)(1) When "Exempted from Finding (Underaged Juvenile Offender)" appears in the individual finding, the overall finding for the investigation will be exempted (underage juvenile offender at time of incident) provided that there are no other allegations associated with the report.~~

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~~_____ (2) If true is selected for another allegation in the investigation, the overall finding will be changed to true.~~

~~_____ (3) If the individual findings for any other allegations in the investigation are unsubstantiated and the individual finding is "Exempted (Underage Juvenile Offender at Time of Incident)" for the sexual abuse allegation with the underage juvenile offender, the overall finding will be "Exempted (Underage Juvenile Offender at Time of Incident)";~~

~~_____ (B)(i) Document any additional information deemed necessary pertaining to the investigation/determination on the "Investigation Closure" screen and request supervisory approval of the determination.~~

~~_____ (ii) The request for approval will automatically go to the worker's supervisor's box for approval; and~~

~~_____ (C)(i) Ensure child maltreatment investigative determination notices, whether true or unsubstantiated, are issued to all persons pursuant to Arkansas Code § 12-18-703 et seq.~~

~~_____ (ii) See 9 CAR § 40-1501, notices regarding child maltreatment, and related procedures.~~

~~_____ (2) The FSW Supervisor will:~~

~~_____ (i) Conference with the FSW Investigator as needed regarding the determination;~~

~~_____ (ii) Review the investigative determination and other pertinent screens in CHRIS;~~

~~_____ (iii) Approve the investigation closure as appropriate on the "Investigation Closure" screen; and~~

~~_____ (iv) For substantiated investigation, complete/approve the "Investigation Case Connect" screen as appropriate and assign and open a case if appropriate.~~

~~_____ **9 CAR § 40-325. Referrals and case openings based on investigative findings.**~~

~~_____ (a) The FSW will:~~

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~~—————(1) For reports of sexual abuse determined to be true and involving an alleged offender under eighteen (18) years of age at the time the act or omission occurred, refer the alleged offender and victim for mental health services by:~~

~~—————(A) Providing the parents or legal guardians of the alleged offender and victim with a list of mental health professionals or agencies available to evaluate and treat the alleged offender and victim, if necessary; and~~

~~—————(B) Assisting the parents or legal guardians of the alleged offender and victim with a referral for a mental health evaluation, if necessary; and~~

~~—————(2) If a protective services or foster care case will not be opened on a true report involving any children in the home under the age of three (3), make a referral to the Division of Developmental Disabilities Services' Children's Services for an early intervention screening (see 9 CAR § 40-343, early intervention referrals and services, and related procedures for more information) if the child is not already participating in early intervention services.~~

~~——(b) The FSW Supervisor will:~~

~~—————(1) Assist FSW Investigator, as needed, with any referrals; and~~

~~—————(2) Approve the "Investigation Case Connect" screen as appropriate and assign and open a case if appropriate.~~

~~——(c) However, when the Crimes Against Children Division is assigned as the primary investigator and the determination is unsubstantiated, the Crimes Against Children Division will complete and approve the "Investigation Case Connect" screen.~~

9 CAR § 40-326. Division of Children and Family Services and law enforcement interfaces and responses.

(a) When a parent or custodian caregiver is arrested and can no longer care for his or hertheir child, law enforcement often contacts the Division of Children and Family Services.

(b)(1) The division response depends upon whether the arrest of the parent or custodian caregiver is related to a child maltreatment or nonchild maltreatment offense, if, based on the safety assessment, the parent or custodian caregiver presents an

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immediate danger to the health or physical well-being of the child, and other factors assessed by the division.

(2) Staff will consult with their supervisor or designee and the Office of Chief Counsel, if necessary, regarding the appropriate response and subsequent actions.

9 CAR § 40-327. Policy — Medical neglect of an infant with disabilities.

The Division of Children and Family Services shall maintain sufficient contact with healthcare facilities to facilitate communication between those facilities and the division in order to enable the healthcare facilities to report suspected medical neglect of an infant with disabilities.

~~9 CAR § 40-328. Procedure — Medical neglect of an infant with disabilities.~~

~~The Family Service Worker will:~~

~~(1) Make telephone inquiry to the healthcare facility immediately upon receipt of an allegation of suspected medical neglect of an infant with disabilities to determine if:~~

~~(A) The infant has a life threatening condition;~~

~~(B) The parents have refused to consent to treatment;~~

~~(C) The treating physician recommended treatment; and~~

~~(D) The facility's infant care review committee has analyzed the child's health and family circumstances;~~

~~(2) Contact the Child Protective Services Field Assistance Unit immediately to arrange an assessment by the contracted physician; and~~

~~(3) Contact Office of Chief Counsel if a parent will not sign a release to allow the division to examine medical records or obtain an independent medical examination of the infant.~~

9 CAR § 40-329. Substance-exposed infant referral and assessments.

(a)(1) The Division of Children and Family Services believes in coordinating with

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other state agencies and community partners to help strengthen and support families in an effort to prevent child abuse and neglect.

(2) The goal of prevention of child abuse and neglect extends to all families.

(3) However, as guided by the Comprehensive Addiction and Recovery Act of 2016 (CARA), Pub. L. No. 114-198, along with the Child Abuse Prevention and Treatment Act of 1988 (CAPTA), Pub. L. No. 93-247, as amended, the division is specifically tasked with collaborating across systems to address the needs of substance-exposed infants to prevent future child maltreatment of this vulnerable population.

(b) The division, in coordination with other state agencies and community partners, strives to address the needs of substance-exposed infants primarily through two (2) approaches:

(1)(A) Addressing the needs of substance-exposed infants who are defined as neglected pursuant to Arkansas Code § 12-18-103(14)(B)(i)(a) and (b) (~~i.e.,~~ Garrett's Law referrals) and the needs of their families via an investigative response.

(B) For more information regarding this approach, please see 9 CAR § 40-313, investigation of child maltreatment reports; and

(2)(A) Implementing a referral process for healthcare providers involved in the delivery and care of infants to report, for the purpose of an assessment not related to a child maltreatment investigation, infants who have not been neglected as defined in Arkansas Code § 12-18-103(14)(B)(i), but who are born with and affected by:

- (i) A fetal alcohol spectrum disorder (FASD);
- (ii) Maternal substance abuse resulting in prenatal drug exposure to an illegal or legal substance; or
- (iii) Withdrawal symptoms resulting from prenatal drug exposure to an illegal or a legal substance.

(B) "Affected by" means:

(i) An infant exhibits a condition or conditions associated with the mother's use of alcohol during pregnancy or a healthcare provider has an articulated concern that the infant suffers from a fetal alcohol spectrum disorder;

(ii) An adverse effect or effects on ~~in~~ physical appearance or

functioning that are:

- (a) Either diagnosed or otherwise observed; and
- (b) A result of the mother's use of a legal or illegal substance

during pregnancy; or

(iii) An infant exhibits withdrawal symptoms in physical appearance or functioning as a result of the mother's use of a legal or illegal substance during pregnancy.

(C) "Infant" means any child thirty (30) days old or less.

(c) The remainder of this policy ~~and related procedures are~~ is specific to subdivision (b)(2) of this section, herein after referred to collectively as prenatal substance exposure referrals and assessments.

(d)(1) Healthcare providers involved in delivery or care of infants are required to make prenatal substance exposure referrals to the Child Abuse Hotline.

(2) The Child Abuse Hotline will accept prenatal substance exposure referrals.

(3) Upon receipt of a prenatal substance exposure referral from a healthcare provider, the Child Abuse Hotline will assign the referral to the division for a referral and assessment (R and A).

(4) The request for division assessment screen accommodates instances where an individual is not reporting maltreatment but is requesting an assessment and appropriate services for the family based on an assessment of the family's strengths and needs.

(e)(1) Prenatal substance exposure referrals will be assigned to the appropriate county-level differential response (DR) staff (though prenatal substance exposure referrals are separate and apart from differential response allegations).

(2) For a prenatal substance exposure referral to be considered initiated, ~~DR~~ DCFS staff must make face-to-face contact with the infant or at least one (1) parent of the infant within seventy-two (72) hours of receipt of the referral from the hotline.

(3) If the infant and ~~parent/caregiver~~ caregiver are not seen together at the initiation, then ~~DR-DCFS~~ staff must make face-to-face contact with the individual not seen at initiation within five (5) calendar days of receipt of the referral as well any other

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adult household members within the same five-calendar-day timeframe.

(4) During each contact with the ~~parent or parents/caregiver or caregivers, DR staff are~~ DCFS is responsible for engaging the family in an assessment of strengths and needs and developing a plan of safe care for the family.

(5) The plan of safe care will be designed to ensure the safety and well-being of an infant following the release of the infant from the care of a healthcare provider and include content that addresses the health and substance use disorder treatment needs of the infant and affected family or caregiver.

~~9 CAR § 40-330. Prenatal substance exposure referrals.~~

~~The Child Abuse Hotline worker will:~~

~~(1) Receive and document prenatal substance exposure referrals from healthcare providers involved in the delivery and care of infants with sufficiently identifying information as defined by Arkansas law;~~

~~(2) Conduct a history check on all reports unless calls waiting to be answered by the hotline have been waiting for fifteen (15) minutes or longer;~~

~~(3) If the report qualifies as a prenatal substance exposure referral, select "Refer to DCFS for Assessment" from the request for Division of Children and Family Services assessment screen; and~~

~~(4) Inform the caller if the report does not constitute a prenatal substance exposure referral.~~

~~9 CAR § 40-331. Receipt and assignment of prenatal substance exposure referrals.~~

~~The Differential Response Supervisor or designee will:~~

~~(1) Check CHRIS inbox at least one (1) time in the morning and one (1) time in the afternoon each business day; and~~

~~(2) Assign each new referral to a DRT Specialist within four (4) hours of receipt excluding evenings, weekends, and holidays.~~

~~— 9 CAR § 40-332. Prenatal substance exposure assessment and plan of safe care.~~

~~— (a) The Differential Response Supervisor or designee will:~~

~~— (1) Conference with the DRT Specialist within one (1) business day after the DRT specialist's initial face to face contact with the infant and at least one (1) parent/caregiver and discuss development of CFS 101: Plan of Safe Care;~~

~~— (2) Document all supervisor activities in CHRIS within one (1) business day of completion of each activity;~~

~~— (3) Regarding families with whom the DRT Specialist cannot make face to face contact, assess information and determine whether DRT Specialist has met due diligence no later than the seventh day after assignment; and~~

~~— (4) Provide consultation to the DRT Specialist as appropriate.~~

~~— (b) The Differential Response Team (DRT) Specialist will:~~

~~— (1) Prepare for meeting the family by completing the following activities prior to making initial face to face contact with the family:~~

~~— (A) Interview other persons, including the individual or individuals who called the report into the hotline, with information listed on the referral;~~

~~— (B) Conduct a Division of County Operations records check of members of the household;~~

~~— (C) Conduct a CHRIS history search prior to contacting the family unless the report is received after hours or during the weekend or a holiday; and~~

~~— (D) Contact the family by phone within twenty four (24) hours of assignment, if a phone number is provided in the report or if appropriate considering initiation timeframe requirements to:~~

~~— (i) Explain prenatal substance exposure assessments and plan of safe care; and~~

~~— (ii) Schedule the initial family visit that will include at least the infant or one (1) parent/caretaker;~~

~~— (2) Consider the prenatal substance exposure referral initiated when:~~

~~— (A) The health and safety of the infant has been assessed within seventy-~~

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~~two (72) hours from the time the referral was received from the Child Abuse Hotline, or the DRT Specialist has met with at least one (1) parent/caregiver within seventy two (72) hours from the time the referral was received at the Child Abuse Hotline (based on the reported needs or safety issues of the family, DRT Supervisor may require that the initial contact with the family occur sooner than seventy two (72) hours); or~~

~~_____ (B)(i) Neither a health and safety assessment of the infant nor face-to-face contact with at least one (1) parent/caregiver could be made but due diligence has been exercised and documented within seventy two (72) hours of receipt of the hotline referral.~~

~~_____ (ii) Due diligence must include:~~

~~_____ (a) Making an announced (or unannounced, if needed) visit to the family at least three (3) times at different times of the day or on different days (provided the three (3) visits are within the appropriate initiation timeframes) in an attempt to assess the health and safety of the infant and develop a plan of safe care with the parent/caregiver;~~

~~_____ (b)(1) If a contact is not made via the efforts described in subdivision (b)(2)(B)(ii)(a) of this section, completing as many of the following activities necessary to establish face to face contact with the infant or at least one (1) parent/caretaker.~~

~~_____ (2) **Note.** Efforts below may be done concurrently with activities described in subdivision (b)(2)(B)(ii)(a) of this section:~~

~~_____ (A) Contacting the reporter again if the reporter is known;~~

~~_____ (B) Contacting appropriate local Division of County Operations staff and requesting research of their record systems and other files to obtain another address;~~

~~_____ (C) Contacting the local post office and utility companies to request a check of their records; and~~

~~_____ (D) Conducting Lexis Nexis search to attempt to locate the family;~~

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~~_____ (c) If after completion of all the due diligence activities listed above, no contact is made with the infant or a parent/caregiver by the sixth business day after assignment, document information on a case contact (DRT Supervisor will assess the information and determine whether due diligence has been met no later than the seventh day after case assignment); and~~

~~_____ (d) If DRT Supervisor deems that due diligence has been met, close referral;~~

~~_____ (3) Explain to the parent/caregiver prenatal substance exposure referrals including the development of the CFS 101: Plan of Safe Care, and that the Division of Children and Family Services must address any safety factors or needs as appropriate, to include report to the Child Abuse Hotline if child maltreatment is identified or there is reasonable cause to suspect maltreatment;~~

~~_____ (4) If the infant and parent/caregiver are not seen together at the initiation, then make face to face contact with the individual not seen at initiation within five (5) calendar days of receipt of the referral as well any other adult household members within the same five calendar day timeframe;~~

~~_____ (5)(A) Develop CFS 101: Plan of Safe Care with the family within fourteen (14) calendar days of receipt of the referral and ask the family if they are interested in continuing services with the Division of Children and Family Services through a supportive services case.~~

~~_____ (B) If the family accepts continued services through a supportive services case, see 9 CAR § 40-301, prevention services, and related procedures using the CFS 101: Plan of Safe Care to inform the development of the case plan of the supportive services case that will be opened.~~

~~_____ (C) If the family declines continued services through a supportive services case:~~

~~_____ (i) Make any referrals noted on the CFS 101: Plan of Safe Care; and~~

~~_____ (ii) Within the close button on the request for the Division of Children and Family Services assessment screen, document completion of the assessment and the plan of safe care;~~

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~~_____ (6) Request a supervisor conference to review/discuss case information (i.e., allegation, risk/safety concerns, immediate needs, and other case specific information); and~~

~~_____ (7) Document all activities in CHRIS within one (1) business day after they are completed.~~

9 CAR § 40-333. Team decision making.

~~_____ (a) The policy and related procedures in this section only apply to those counties in which team decision making has been implemented.~~

(ba) Overview.

(1) Team decision making (TDM) provides a facilitated forum for families, community members, and the Division of Children and Family Services to collaboratively problem solve and make decisions regarding children's safety and placement using the most information possible.

(2) TDM has proven to be an effective intervention in ensuring that all placement decisions are a shared responsibility and in the best interest of children.

(3) TDM also assists in establishing a network of support for children and the adults who care for them.

(4) As such, the consistent and effective use of team decision making promotes family engagement and helps to maintain safe family relationships that are crucial to minimizing trauma to children.

(eb) Team decision making initiation and referral.

(1) A team decision making (TDM) meeting is held within three (3) business days of the establishment of a protection plan an immediate safety plan due to a safety factor threat ~~(see Appendix G: Arkansas Health and Safety Factors)~~ being identified in the home and always before the case is brought to court.

(2) However, a dependency-neglect petition related to a protection an immediate safety plan may be filed with the court when necessary.

(3) The protection plan immediate safety plan will be filed with the court within thirty (30) days of an initial protection immediate safety plan being put in place if:

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(A) A dependency-neglect petition was not previously filed in association with the protection-immediate safety plan; and

(B) It is assessed that:

(i) A substantial risk of harm to the health and safety of the child remains; and

(ii) That the protection-immediate safety plan must stay in place to ensure the health and safety of the child.

(4) TDM meetings referrals are made by the Division of Children and Family Services FSW who put the protection plan in place to the area Division of Children and Family Services Facilitator division.

~~———— (5) If the area Division of Children and Family Services Facilitator is unavailable, the Division of Children and Family Services FSW who put the protection plan in place will contact the Division of Children and Family Services Facilitator Supervisor.~~

~~———— (6) The Division of Children and Family Services Facilitator Supervisor will then make a referral to a back-up facilitator who can facilitate the TDM meeting within three (3) business days of the establishment of a protection plan.~~

~~———— (7) A TDM meeting is also held within three (3) business days of receipt of any Garrett's Law allegation regardless of whether the child is left in the home or removed to the hotline and always before the case is brought to court.~~

~~———— (8)(A) However, if a protection plan is put into place at the initiation of an investigation involving a Garrett's Law report, a dependency-neglect petition may be filed with the court in association with that protection plan as necessary.~~

~~———— (B)(5)(A)~~ The protection-immediate safety plan will be filed with the court within thirty (30) days of an initial protection-immediate safety plan if:

(i) A dependency-neglect petition was not previously filed in association with the protection-immediate safety plan; and

(ii) It is assessed that:

(a) A substantial risk of harm to the health and safety of the child remains; and

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(b) The protection-immediate safety plan must stay in place to ensure the health and safety of the child.

~~(9)(A) TDM meeting referrals related to Garrett's Law allegations are made by the primary Division of Children and Family Services FSW Investigator to the area the Division of Children and Family Services Facilitator.~~

~~(B) If the area Division of Children and Family Services Facilitator is unavailable, the primary Division of Children and Family Services FSW Investigator will contact the Division of Children and Family Services Facilitator Supervisor.~~

~~(C) The Division of Children and Family Services Facilitator Supervisor will then make a referral to a back-up facilitator who can facilitate the TDM meeting within three (3) business days of an accepted report of a Garrett's Law allegation to the hotline.~~

(106) The TDM Supervisor division may waive the TDM meeting requirement for extenuating circumstances that render a TDM meeting unnecessary (e.g., such as, a foster care permanency case is already opened, a hotline referral involving a child death with no siblings or other children under the care of the alleged offender, a Garrett's Law referral in which the biological mother is already working with the Office of Chief Counsel to put the infant up for adoption, etc.).

~~(d) Team decision making preparation.~~

~~(1)(A) All team decision making meetings will be held outside of the Department of Human Services county office in an effort to conduct the meetings in a more family friendly environment.~~

~~(B) Only the TDM Supervisor may approve for a TDM meeting to be held in the Department of Human Services county office for special circumstances such as safety concerns, inclement weather, etc.~~

~~(2)(A) Prior to the team decision making meeting, the FSW and the FSW Supervisor who approved the initial protection plan or the primary FSW Investigator involving a Garrett's Law allegation and that FSW's Supervisor will conference with the Facilitator who will moderate the TDM meeting in order to prepare for the TDM.~~

~~(B) This conference will allow these Division of Children and Family~~

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~~Services staff members to review the TDM process as necessary and review information gathered at that point in time regarding the family with particular attention to the identified safety factors and/or other information gathered during the investigation involving a Garrett's Law allegation.~~

~~—————(C) During this meeting, the Division of Children and Family Services staff will assess whether the children involved in the protection plan and/or the children involved in an investigation involving a Garrett's Law allegation should be present at the TDM meeting based on the children's preferences and the children's ability to handle the emotional impact of the meeting.~~

~~—————(3)(A) A safety check in meeting will also occur per TDM protocols with the biological parent or parents and children who plan to participate in TDM prior to the TDM meeting.~~

~~—————(B) The safety check in is conducted to learn about any safety concerns the parents and/or children may have regarding the meeting proceedings and/or other participants.~~

~~—————(C) If safety concerns exist, the Division of Children and Family Services will ensure the appropriate precautions are put in place.~~

~~—————(e) **Team decision making participants.**~~

~~—————(1)(A) Concerted efforts shall be made by the Division of Children and Family Services to engage the biological parents (or other person responsible for care, as applicable) and support their attendance at the team decision making meeting.~~

~~—————(B) Children are also encouraged to participate in the meeting when deemed appropriate according to their:~~

~~—————(i) Age;~~

~~—————(ii) Developmental status;~~

~~—————(iii) Emotional condition; and~~

~~—————(iv) Trauma related needs and responses.~~

~~—————(C) The FSW who put the protection plan into place and/or the primary FSW Investigator involving a Garrett's Law allegation and the Facilitator must participate in the TDM meeting.~~

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~~—————(2)(A) The FSW Supervisor who approved the protection plan or the supervisor of the primary FSW Investigator involving a Garrett's Law allegation is also required to participate in the TDM meeting.~~

~~—————(B) If necessary, the FSW Supervisor may participate by phone with prior approval from the Area Director.~~

~~—————(C) If an emergency arises and the FSW Supervisor is unable to participate even by phone, then the Area Director is responsible for ensuring another supervisor, preferably the county supervisor, participate in the TDM meeting in order to better support the FSW.~~

~~—————(D) For TDMs involving protection plans, the FSW's direct supervisor (if different from the FSW Supervisor who approved the protection plan) is encouraged, but not required, to attend the TDM meeting.~~

~~—————(E) Any other supervisor is welcome to attend the TDM meeting if desired.~~

~~—————(3)(A) The biological parents (or other person responsible for care, as applicable) and children are recognized as the experts regarding their family's needs and strengths.~~

~~—————(B) The FSW serves as the representative to speak to the protection plan and/or his or her initial assessment of family functioning for those families involved in an investigation with a Garrett's Law allegation.~~

~~—————(C) The Facilitator is a trained process expert with extensive knowledge of agency:~~

~~—————(i) History;~~

~~—————(ii) Policies;~~

~~—————(iii) Procedures; and~~

~~—————(iv) Best practices.~~

~~—————(D) He or she works with everyone present at the TDM meeting to lead that group through solution focused discussion that provides all participants with opportunities to voice their thoughts, concerns, and suggestions.~~

~~—————(4) With a parent's (or other person responsible for care, as applicable) consent, additional efforts to include relatives, natural support persons, and current~~

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service providers will be made.

~~————— (5)(A) The Division of Children and Family Services will be mindful about the balance of staff or professionals to family members and their natural supports.~~

~~————— (B) The more family supportive individuals involved in the decision making process, the more likely the resulting plan will be customized to meet the unique needs of the family.~~

~~————— (C) TDM participants may include, but are not limited to:~~

~~————— (i) Extended family and/or fictive kin invited by parents to support, assist, and/or serve as a resource;~~

~~————— (ii) Current caregivers (if not the biological parents) so they may assist in providing information regarding children's needs and in developing ideas and reaching decisions;~~

~~————— (iii) Community partners who are defined as such by the family or the Division of Children and Family Services, whether based on neighborhood, faith/religion, or other connection, to provide:~~

~~————— (a) Support;~~

~~————— (b) Resource expertise; and~~

~~————— (c) External perspective in decision making;~~

~~————— (iv) Service providers who are currently involved with family and can provide insight regarding family functioning and assist in problem solving; and~~

~~————— (v) Other public agency staff such as representatives from the Division of Aging, Adult, and Behavioral Health Services of the Department of Human Services, the Division of Developmental Disabilities Services, the Division of Youth Services, the Department of Education, the Division of Workforce Services, the Public Housing Authority, etc., to provide expertise and information.~~

~~— (f) **Team decision making meeting goals and processes.**~~

~~————— (1) During the team decision making meeting the group:~~

~~————— (A) Engages the family to discuss family's needs and strengths;~~

~~————— (B) Reviews the family's protection plan, as applicable;~~

~~————— (C) Assesses the effectiveness of the protection plan thus far, as~~

applicable;

~~_____ (D) Assesses any risk factors;~~

~~_____ (E) Determines if any changes to the protection plan are needed, as applicable;~~

~~_____ (F) Decides if other appropriate services and supports are available to strengthen the family; and~~

~~_____ (G) Reaches consensus regarding the child's placement that protects the child and preserves the family.~~

~~_____ (2)(A) For TDM meetings involving protection plans, the original protection plan that the FSW put into place via the CFS-200: Protection Plan will be documented on the safety planning screen of the health and safety assessment.~~

~~_____ (B) If the protection plan is updated or otherwise enhanced during the course of the TDM meeting, any pieces of the initial protection plan (documented on CFS-200: Protection Plan) that will remain in the updated version must also be documented on CFS-355: Team Decision Making Meeting Summary Report.~~

~~_____ (C) In addition, any new information or requirements to which the team agrees during the TDM meeting will also be included on the CFS-355: Team Decision Making Meeting Summary Report.~~

~~_____ (D) The information and requirements outlined in the TDM action plan that all participants agree to by signing the CFS-355 replaces the original protection plan for the family.~~

~~_____ (3)(A) For TDM meetings involving allegations of Garrett's Law for which no protection plan was put into place during the investigation, the CFS-355: Team Decision Making Meeting Summary Report signed by all participants will serve as the TDM action plan for that family.~~

~~_____ (B) As per the CFS-355, each person's signature on that form means that he or she understands and agrees to the actions steps outlined on the CFS-355.~~

~~_____ (4)(A) Privacy and respect are valued and practiced during TDM meetings.~~

~~_____ (B) However, information from the meeting may be used, as applicable, for future case planning, in subsequent court proceedings, and/or in the investigation of~~

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~~any new allegations of abuse or neglect.~~

~~—————(5)(A) The Division of Children and Family Services maintains the legal responsibility to make decisions regarding children's placement and safety at all times.~~

~~—————(B) If the entire group involved in the TDM meeting cannot reach consensus, the facilitator must at least ensure the Division of Children and Family Services staff involved in the TDM meeting reach consensus.~~

~~————(g) **Team decision making review process.**~~

~~—————(1) A review process is available if Division of Children and Family Services staff members believe the decision puts the child at serious risk of harm or violates law or policy.~~

~~—————(2) A Division of Children and Family Services staff member who requests a review process must notify the group of his or her intent to seek review before the team decision making meeting adjourns.~~

~~—————(3) The TDM review will be conducted immediately by either a Division of Children and Family Services County Supervisor or the Area Director, as appropriate, prior to participants leaving.~~

~~—————(4) The TDM review may be conducted in person or by phone conference.~~

~~—————(5)(A) The final decision is made by the TDM Reviewer after hearing summaries of the meeting and reason for review.~~

~~—————(B) Division of Children and Family Services personnel are responsible to implement the final decision and demonstrate full support.~~

~~————(h) **Team decision making follow-up.**~~

~~—————(1)(A) Following all team decision making meetings, the FSW, FSW Supervisor who approved the protection plan or supervisor of the primary FSW Investigator involving a Garrett's Law allegation, and Facilitator will meet or conference call within twenty four (24) hours to debrief the TDM meeting.~~

~~—————(B) The debriefing meeting serves as a learning tool for Division of Children and Family Services staff by allowing them to give each other feedback regarding their interactions in the meeting specific to processes and roles.~~

~~—————(C) The debriefing meeting is not a time to revisit the content of the~~

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~~discussion or reconsider the decision made during the TDM meeting.~~

~~—————(2)(A) The Division of Children and Family Services Facilitator will enter all required TDM data elements into CHRIS within three (3) business days of the TDM meeting.~~

~~—————(B) If a back up Facilitator participated in the meeting, that back up Facilitator must provide all data elements to the Division of Children and Family Services Facilitator within three (3) business days.~~

~~—————(C) The Division of Children and Family Services Facilitator will enter the TDM data elements into CHRIS within three (3) business days of receipt of the data elements from the back up Facilitator.~~

~~—————(3) The FSW who put the protection plan into place will continue to be responsible for monitoring the protection plan and any other elements necessary, as determined during the TDM meeting, throughout the completion of the investigation.~~

~~—————(4) For Garrett's Law referrals involving two (2) counties (e.g., parents reside in one (1) county but give birth to the infant in a neighboring county), the secondary FSW Investigator who initiates the investigation will also interview any other collaterals available at the time of initiation in the county where the infant was born (if applicable) based on when infant was discharged from the hospital and when the hotline report is accepted.~~

~~—————(5)(A) The primary FSW Investigator in the county where the family resides will conduct a home visit before the TDM meeting takes place, if possible.~~

~~—————(B) However, the primary FSW Investigator must conduct a home visit prior to the infant's discharge from hospital (if applicable depending on when hotline report was made).~~

~~—————(C) If the home visit is conducted before the TDM meeting occurs and prior to the infant's discharge from the hospital, then that home visit will meet the requirement for both.~~

~~—————(D) The primary FSW Investigator will also interview all other necessary collaterals who were not interviewed during the investigation initiation.~~

~~—————(6)(A) The primary and secondary investigators must share all information~~

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regarding the investigation prior to the TDM meeting.

_____ (B) The secondary investigator is not required to attend the TDM meeting but is encouraged to do so.

_____ (C) The primary investigator must attend the TDM meeting.

_____ (7)(A) If a protective services or foster care case is subsequently opened, the FSW who initially put the protection plan into place and participated in the TDM meeting will communicate all information regarding the plan and TDM meeting to the appropriate FSW Caseworker.

_____ (B) The newly assigned FSW Caseworker will then have the primary responsibility of monitoring the protection plan, any other associated elements, and case plan (i.e., the case plan is separate from the protection plan).

~~9 CAR § 40-334. Team decision making initiation and referral.~~

_____ (a) After establishing a protection plan and/or initiating an investigation involving a Garrett's Law allegation (regardless of whether the child is left in the home or removed), the FSW will:

_____ (1) Inform parents (or person responsible for care, as applicable) and youth (as appropriate) of:

_____ (A) The purpose of a team decision making (TDM) meeting;

_____ (B) That they will be required to attend the next scheduled TDM meeting; and

_____ (C) What will be expected of them during the TDM meeting (e.g., to share their understanding of the safety and risk issues as well as strengths in their home, their understanding of the protection plan as applicable, etc.);

_____ (2) Tell the parents (or person responsible for care, as applicable) that, if they would like, the assigned facilitator can also contact the family by the next business day to explain more about the process;

_____ (3)(A) Ask:

_____ (i) Parents (or person responsible for care, as applicable) and youth (as appropriate) to identify extended family members, fictive kin, or community

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~~partners who they would like to attend the upcoming TDM; and~~

~~_____ (ii) The family to contact those individuals with information about the upcoming TDM meeting.~~

~~_____ (B) Collect names, phone numbers, and addresses of family identified team members;~~

~~_____ (4) Leave PUB 35: "What is Team Decision Making?" with the family;~~

~~_____ (5) Discuss whether family will need assistance with transportation and help coordinate transportation as appropriate;~~

~~_____ (6)(A) Contact the area Division of Children and Family Services facilitator by phone or email within two (2) hours of putting the protection plan in place and/or within two (2) hours of initiating an investigation involving a Garrett's Law allegation to refer the family for a team decision making meeting.~~

~~_____ (B) When the FSW emails or leaves a voicemail referral with the area TDM Facilitator during normal business hours and has not heard back from the facilitator by 4:00 p.m. that same business day, then the FSW will contact the division Facilitator Supervisor by phone or email with the referral information.~~

~~_____ (C)(i) If TDM referral is made after hours, on the weekend, or during a holiday, an email must be sent or a voicemail must be left to make the referral.~~

~~_____ (ii) When the FSW emails or leaves a voicemail with the area TDM Facilitator after hours and has not heard back from that facilitator by 9:00 a.m. the next business day, then the FSW will contact the division Facilitator Supervisor by phone or email with the referral information.~~

~~_____ (D) Provide the division Facilitator (or the division Facilitator Supervisor, as applicable) with:~~

~~_____ (i) Names of family members;~~

~~_____ (ii) Family address and phone number;~~

~~_____ (iii) Dates of birth of family members;~~

~~_____ (iv) Protection plan, if applicable;~~

~~_____ (v) Any special information or needs regarding safety (e.g., domestic violence issues), language interpretation, physical accommodations, child care for very~~

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~~young children, etc.; and~~

~~—————(vi) Contact information and family request to be contacted by the facilitator to provide more information about the TDM process, if applicable;~~

~~—————(7) Work with the assigned facilitator and family to confirm exact date, time, and location of TDM meeting within twenty four (24) hours of establishing protection plan and/or within twenty four (24) hours of initiating an investigation involving a Garrett's Law allegation;~~

~~—————(8) Enter family's demographic information into CHRIS within twenty four (24) hours of receiving referral; and~~

~~—————(9) Document date and time family is informed of agreed upon TDM meeting date, time, and location in CHRIS.~~

~~————(b) The FSW Supervisor who approved the protection plan and/or the supervisor of the primary FSW Investigator involving a Garrett's Law allegation will conference with FSW as needed.~~

~~————(c) The Facilitator will work with FSW to confirm exact date, time, and location of meeting.~~

~~————(d) The Facilitator Supervisor will:~~

~~—————(1) Conference with the division facilitator as needed; and~~

~~—————(2) Make any needed TDM referrals to the back up facilitator by the next business day.~~

~~———— **9 CAR § 40-335. Team decision making preparation.**~~

~~————(a) The FSW will:~~

~~—————(1) Conference with the FSW Supervisor who approved the protection plan or the supervisor of the primary FSW Investigator involving a Garrett's Law allegation, as applicable, and facilitator to prepare for the TDM meeting; and~~

~~—————(2) Conduct the safety check in meeting as appropriate/assigned with the biological parent or parents (or other persons responsible for care, if applicable) and any children who plan to attend the TDM meeting.~~

~~————(b) The FSW Supervisor who approved the protection plan or the supervisor of the~~

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~~primary FSW Investigator involving a Garrett's Law allegation will:~~

- ~~———— (1) Conference with the FSW and facilitator to prepare for the TDM meeting;~~
- ~~———— (2) Determine whether or not children involved in the investigation will attend the TDM meeting;~~
- ~~———— (3) Assign the FSW, facilitator, or self as appropriate, to conduct the safety check in meeting with the biological parent or parents (or other persons responsible for care, if applicable) and any children who plan to attend the meeting; and~~
- ~~———— (4) Conduct the safety check in meeting as appropriate/assigned with the biological parent or parents (or other persons responsible for care, if applicable) and any children who plan to attend the TDM meeting.~~
- ~~———— (c) The Facilitator will:~~
 - ~~———— (1) Review the protection plan, if applicable;~~
 - ~~———— (2) Contact the family who will participate in the TDM meeting, if the family requested that the facilitator call to provide more information about the TDM process;~~
 - ~~———— (3) Invite service providers or other public agency staff, including language interpreters, if needed, to TDM meeting as appropriate;~~
 - ~~———— (4) Document date and time any service providers or other public agency staff are informed of TDM meeting date, time, and location in CHRIS;~~
 - ~~———— (5) Conference with the FSW and FSW Supervisor who approved the protection plan or the supervisor of the primary FSW Investigator involving a Garrett's Law allegation to prepare for the TDM meeting; and~~
 - ~~———— (6) Conduct the safety check in meeting as appropriate/assigned with the biological parent or parents (or other persons responsible for care, if applicable) and any children who plan to attend the TDM meeting.~~

~~———— **9 CAR § 40-336. Team decision making meetings.**~~

- ~~———— (a) The facilitator will:~~
 - ~~———— (1) Open the TDM meeting by:~~
 - ~~———— (A) Welcoming all participants;~~
 - ~~———— (B) Explaining purpose of TDM;~~

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~~_____ (C) Asking all participants to complete CFS-354: Team Decision-Making Meeting Sign-in Sheet and Privacy Statement;~~

~~_____ (D) Inviting all participants to introduce themselves; and~~

~~_____ (E) Asking Division of Children and Family Services employees or other service providers to explain their respective roles as they relate to TDM;~~

~~_____ (2) Ask the immediate family (including age appropriate children and youth) to describe their:~~

~~_____ (A) Understanding of the safety and/or risk issues in their home;~~

~~_____ (B) Understanding of the protection plan, if applicable;~~

~~_____ (C) Their perceived strengths that can be used as protective factors in addressing the specific harm or danger to the child; and~~

~~_____ (D) Any other relevant information;~~

~~_____ (3) Ask the FSW to describe:~~

~~_____ (A) Identified safety factors in the home;~~

~~_____ (B) Family's strengths that can be used as protective factors in addressing the specific harm or danger to the child; and~~

~~_____ (C) Established protection plan, if applicable;~~

~~_____ (4) Continue to facilitate the meeting per TDM protocols to help the TDM group to:~~

~~_____ (A) Assess if family is adequately following established protection plan, if applicable;~~

~~_____ (B) Decide whether changes are needed to make the protection plan more effective or better ensure child's safety, if applicable;~~

~~_____ (C) Determine if current placement decision ensures the child's safety;~~

~~_____ (D) Identify ways in which TDM members may support the family; and~~

~~_____ (E) Assist the group in moving toward consensus;~~

~~_____ (5)(A) Complete CFS-355: Team Decision-Making Meeting Summary Report.~~

~~_____ (B) The CFS-355: Team Decision-Making Meeting Summary Report must include the timeframe in which division will conduct the next home visit with the family; and~~

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~~———— (6) Provide a copy of the CFS 355: Team Decision Making Meeting Summary to the family prior to adjourning the meeting.~~

~~———— (b) The FSW will:~~

~~———— (1) Assist family with transportation as appropriate;~~

~~———— (2) Share information regarding identified safety issues, family strengths, and established protection plan, if applicable; and~~

~~———— (3) Actively participate in problem solving and decision making processes throughout the TDM meeting and remain open to revisions to the initial protection plan, if applicable.~~

~~———— (c) FSW Supervisor who approved the protection plan or the supervisor of the primary FSW Investigator involving a Garrett's Law allegation will:~~

~~———— (1) Attend TDM when possible; and~~

~~———— (2) Conference with FSW and facilitator as needed.~~

~~———— **9 CAR § 40-337. Team decision making review.**~~

~~———— (a) The requesting Division of Children and Family Services staff member will:~~

~~———— (1) Notify the entire TDM team of his or her intent to seek a review prior to the end of the TDM meeting; and~~

~~———— (2) Present a summary of the meeting and reason for review to the TDM Reviewer.~~

~~———— (b) The Facilitator will:~~

~~———— (1) Notify the appropriate on-call TDM Reviewer and supervisor; and~~

~~———— (2) Explain the review process to the TDM group.~~

~~———— (c) The division staff member requesting the review will present summary of the meeting and reason for review to the TDM reviewer.~~

~~———— (d) The TDM Reviewer (either the division County Supervisor or Area Director, as appropriate) will:~~

~~———— (1) Join the TDM meeting either in person or by conference call before participants leave;~~

~~———— (2) Listen to both summaries; and~~

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~~—————(3) Determine whether adjustments need to be made to the decision and/or if an interim safety plan is necessary.~~

~~—————**9 CAR § 40-338. Team decision making follow-up.**~~

~~—————(a) The FSW will:~~

~~—————(1) Meet or conference call with the Facilitator and FSW supervisor who approved the protection plan or supervisor of the primary FSW Investigator involving a Garrett's Law allegation within twenty four (24) hours of the conclusion of the TDM meeting;~~

~~—————(2) If applicable, provide the Office of Chief Counsel with a copy of the protection plan and corresponding team decision making meeting summary report and request the Office of Chief Counsel to file a dependency neglect petition with the court that will accompany the protection plan;~~

~~—————(3) Continue to monitor family's progress until the investigation is completed; and~~

~~—————(4) Share all relevant information regarding the family's protection plan, if applicable, and progress with the FSW assigned to the family's protective or foster care case, if applicable.~~

~~—————(b) The FSW Supervisor who approved the protection plan or the supervisor of the primary FSW Investigator involving a Garrett's Law allegation will meet or conference call with the FSW and facilitator within twenty four (24) hours of the conclusion of the TDM meeting and as needed.~~

~~—————(c) The Division of Children and Family Services Facilitator will:~~

~~—————(1) Meet or conference call with the FSW and FSW Supervisor within twenty four (24) hours of the conclusion of the TDM meeting;~~

~~—————(2) Enter all required TDM data elements into CHRIS within three (3) business days of the conclusion of the TDM meeting and within three (3) business days of receipt of TDM data elements from the contracted facilitator when the TDM meeting is facilitated by a contract provider; and~~

~~—————(3)(A) Provide copies of the team decision making meeting summary report~~

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~~printout from CHRIS to all participants, including the family, as soon as possible following the TDM meeting.~~

~~————(B) The division Facilitator is also responsible for providing copies of the team decision making summary report printout from CHRIS to all participants, including the family, as soon as possible following the TDM meeting when that TDM meeting was facilitated by a back up facilitator.~~

~~——(d) The back up facilitator (if applicable) will provide the TDM data elements to the area division Facilitator within three (3) business days of the conclusion of the TDM meeting.~~

~~——(e) The Facilitator Supervisor will conference with the division facilitator as needed.~~

9 CAR § 40-339. Community notification of sex offenders.

(a) Upon notification to the Division of Children and Family Services by law enforcement of the presence of a sex offender, the division is responsible to notify foster_resource parents and families with whom the division has active cases, if an offender moves into their neighborhood.

(b)(1) No child may be home schooled if any person residing in the home with the child is required to register as a sex offender.

(2) Upon petition to the sentencing court from the child's parent or guardian, the sentencing court may enter a written order specifically waiving this restriction.

(3) This restriction shall not apply if the child to be home schooled is the person registered as the offender.

~~**9 CAR § 40-340. Notification of sex offenders.**~~

~~——Upon notification, the Family Service Worker will:~~

~~————(1) Notify foster parents or families with whom the Division of Children and Family Services has active cases that an offender has moved into their neighborhood;~~

~~————(2) Document in the case record that notification has been provided either by giving the foster parent or family with whom the division has an active case a copy of the flyer provided by law enforcement, or by verbally providing the information~~

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contained in the flyer that an offender has moved into their neighborhood;

_____~~(3)(A) Make a report to the Child Abuse Hotline of substantial possibility of severe maltreatment if it is alleged that the offender is living in the home with children or otherwise being allowed unsupervised access.~~

_____~~(B) In such instances, confirmation must be obtained from law enforcement that this person is indeed a registered sexual offender against children before the report will be considered valid.~~

_____~~(C) Lack of supervision reports will not be handled any differently due to the presence of an offender in the neighborhood;~~

_____~~(4)(A) File a twenty day petition to bring the matter to the attention of the court if it is confirmed that the offender is living in a home with children or otherwise has unsupervised access to them, unless the parent agrees to steps outlined by the division to protect the children, regardless of whether a disclosure of sexual abuse is obtained.~~

_____~~(B) Some examples of steps outlined to protect the children would be to:~~

_____~~(i) Remove the children from the home;~~

_____~~(ii) Request that the offender leave the home; or~~

_____~~(iii) Cease allowing the sexual offender access to the children;~~

_____~~(5) Notify the offender's probation or parole officer that the offender is living in a home with children or has unsupervised access to them; and~~

_____~~(6) Document in court ordered and Interstate Compact home studies, the presence of a sex offender in the neighborhood, along with a statement that the family is aware of the offender's presence and is fully informed regarding any possible risks to children in the community.~~

9 CAR § 40-341. Family in need of services.

(a) Arkansas Code § 9-27-303 defines "Family in Need of Services" (FINS) as any family whose juvenile evidences behavior which includes, but is not limited to, the following:

(1) Being habitually and without justification absent from school while subject

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to compulsory school attendance;

(2) Being habitually disobedient to the reasonable and lawful commands of ~~his or her parent, guardian, or custodian~~their caregiver; or

(3) Having absented ~~himself or herself~~themselves from the juvenile's home without sufficient cause, permission, or justification.

(b) Family services are provided in order to:

(1) Prevent a juvenile from being removed from a caregiver:

~~(A) Parent;~~

~~(B) Guardian; or~~

~~(C) Custodian;~~

(2) Reunite the juvenile with the ~~parent, guardian, or custodian~~caregiver from whom the juvenile has been removed; or

(3) Implement a permanent plan for adoption, guardianship, or rehabilitation of the juvenile.

(c) **Family services provided to a juvenile or the family.** Services should be designed to address the issues that resulted in the FINS case and may include, but are not limited to:

(1) Child care;

(2) Homemaker services;

(3) Crisis counseling;

(4) Cash assistance;

(5) Transportation;

(6) Family therapy;

(7) Physical, psychiatric, or psychological evaluation;

(8) Counseling; and

(9) Treatment.

(d) **Disposition — Family in need of services.**

(1) If a family is found to be in need of services, the circuit court may enter an order making one (1) of the following dispositions:

(A)(i) Order family services to rehabilitate the juvenile and ~~his or her~~their

family.

(ii) If ~~the Department of Human Services~~DCFS is the provider for family services, the family services shall be limited to those services available by the ~~department's division's~~ community-based providers or contractors, excluding the contractors with the Division of Children and Family Services, and department services for which the family applies and is determined eligible and, to prevent removal when the department is the provider for family services, the court shall make written findings outlining how each service is intended to prevent removal; or

(B)(i) Removal.

(ii) If it is in the best interest of the juvenile and because of acts or omissions by the ~~parent, guardian, or custodian~~caregiver, removal is necessary to protect the juvenile's health and safety, transfer custody to ~~the department~~DCFS.

(iii) This action may serve to reduce the number of foster care entries based solely of juveniles who are truant when acts or omissions of their ~~parents~~ caregivers are not a factor.

(2) At least five (5) ~~working business~~ days prior to ordering ~~the department~~DCFS, excluding community-based providers, to provide or pay for family services, the court shall fax a written notice of intent to the Secretary of the Department of Human Services and to the attorney of the local Office of Chief Counsel of the department.

(3)(A) The court shall not specify a particular provider for placement or family services when ~~the department~~DCFS is the payer or provider.

(B) A court may order a child to be placed into a licensed approved placement (~~i.e.,~~ no child shall be placed or remain in a placement in a ~~foster resource~~ home that has been closed or suspended by a child placement agency) after a hearing where the court makes a finding that it is in the best interest of the child based on bona fide consideration of evidence and recommendations from all the parties.

(C) The court may also order a child to remain in a placement if the court finds the placement is in the best interest of the child after hearing evidence from all parties.

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(4)(A) If the health or welfare of a child is in immediate danger while in a court-ordered placement, the division may immediately remove the child from the court-ordered placement.

(B) If the division must move a child from a court-ordered placement due to the health or welfare of a child being in immediate danger, the division shall notify all parties within twenty-four (24) hours of the change in placement.

(C) Regarding this type of placement change, a hearing may be requested by a party to the case, and the hearing shall be held within five (5) business days of receiving the request.

(5)(A) In all cases in which family services are ordered, the court shall determine the ~~parent's, guardian's, or custodian's~~caregiver's ability to pay, in whole or in part, for these services.

(B) This determination and the evidence supporting it shall be made in writing in the court order ~~that is~~ -ordering family services.

(C) If the court determines that the ~~parent, guardian, or custodian~~caregiver is able to pay, in whole or part, for the services, the court shall enter a written order setting forth the amounts the ~~parent, guardian, or custodian~~caregiver can pay for the family services ordered and ordering the ~~parent, guardian, or custodian~~caregiver to pay the amount periodically to the provider from whom family services are received.

(6)(A) The division can only be ordered to provide family services in a FINS case when the court finds that services are needed to prevent removal of the child from the home because of child maltreatment.

(B) The Arkansas Juvenile Code, Arkansas Code § 9-27-301 et seq., grants the court the power to order family services without specifying the type of service, ~~i.e., protective services or supportive services~~ (prevention, in-home, permanency).

(C) The court will issue an order for family services, and the division is to provide those services.

(D) If there is not a finding of child maltreatment on the family, and the court determines that the family needs preventative services due to a risk of child maltreatment, open a ~~supportive-prevention~~ services case.

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(E) If there is a true finding of child maltreatment, open an ~~protective-in-home~~ services case.

(e) Removal of juvenile.

(1) Before a juvenile court may order any dependent-neglected juvenile or FINS juvenile removed from the custody of ~~his or her parent, guardian, or custodian~~ their caregiver and placed with the department division or other licensed agency responsible for the care of juveniles or with a relative or other individual, the court shall order family services appropriate to prevent removal, unless the health and safety of the juvenile warrants immediate removal for the protection of the juvenile.

(2) When the court orders a dependent-neglected or FINS juvenile removed from the custody of a ~~parent, guardian, or custodian~~ caregiver and placed in the custody of the department division or other licensed agency responsible for the care of juveniles or with a relative or other individual, the court shall make these specific findings in the order:

(A) In the initial order of removal, the court must find:

(i) Whether it is contrary to the welfare of the juvenile to remain at home;

(ii) Whether the removal of the juvenile is necessary to protect the health and safety of the juvenile, and the reasons for the removal; and

(iii) Whether the removal is in the best interest of the juvenile; and

(B) Within sixty (60) days of removal, the court must find:

(i) Which family services were made available to the family before the removal of the juvenile;

(ii) What efforts were made to provide those family services relevant to the needs of the family before the removal of the juvenile, taking into consideration whether or not the juvenile could safely remain at home while family services were provided;

(iii) Why efforts made to provide the family services described did not prevent the removal of the juvenile; and

(iv) Whether efforts made to prevent the removal of the juvenile were

reasonable, based upon the needs of the family and the juvenile.

(3)(A) If and when an order of permanent custody disrupts, the initial legal action will be to set aside the permanent order of custody regardless of where the child resides.

(B) If parental rights have not been terminated, parents must be notified of the action and an immediate hearing to determine the new permanency plan for the juvenile will take place.

(4)(A) If a juvenile has been detained and is in the custody of the department division pursuant to a FINS or dependency-neglect petition and the court does not keep the juvenile in detention, then any issues regarding placement shall be addressed only in the FINS or dependency-neglect case.

(B) The issues regarding placement shall not be addressed, nor any orders entered, in the delinquency case.

(C) Within ten (10) days of entry of any order in the delinquency case, the prosecuting attorney shall file a copy of the order in the juvenile's FINS or dependency-neglect case.

(5) Where the ~~state agency's~~ division's first contact with the family has occurred during an emergency in which the juvenile could not safely remain at home, even with reasonable services being provided, the division shall be deemed to have made reasonable efforts to prevent or eliminate the need for removal.

(6) Where the court finds the ~~department's~~ division's preventive or reunification efforts have not been reasonable, but further preventive or reunification efforts could not permit the juvenile to remain safely at home, the court may authorize or continue the removal of the juvenile but shall note the failure by the department division in the record of the case.

(7) In all instances of removal of a juvenile from the home of ~~his or her parent, guardian, or custodian~~ their caregiver by a court, the court shall set forth in a written order:

(A) The evidence supporting the decision to remove;

(B) The facts regarding the need for removal; and

(C) The findings as mentioned above.

(8) The written findings and order shall be filed by the court or by a party or party's attorney as designated by the court within thirty (30) days of the date of the hearing at which removal is ordered or prior to the next hearing, whichever is sooner.

(9) The court may provide that any violation of its orders shall subject the ~~parent, both parents, caregivers, and~~ the juvenile, ~~custodian, or guardian~~ to contempt sanctions.

(10) Custody of a juvenile shall not be transferred to the ~~department~~ division when a delinquency petition or case is converted to a FINS petition or case.

(11)(A) The ~~department~~ division shall not recommend that the court split custody of a juvenile, that is, grant legal custody to one (1) person or agency and physical custody to another person or agency.

(B) When the juvenile is removed from the custody of a relative or other person and placed in the custody of the ~~department~~ division, the juvenile shall not remain or be returned to the home while in the custody of the ~~department~~ division.

~~9 CAR § 40-342. Family in need of services.~~

~~—(a)(1) The Office of Chief Counsel attorney will fax the County Supervisor the written notice of intent from the court.~~

~~—(2) The court must fax written notice of intent five (5) working days prior to ordering the Department of Human Services, excluding community based providers, to provide or pay for family services.~~

~~—(b) The FSW Supervisor will assign the FINS case to the appropriate FSW.~~

~~—(c) The Family Service Worker will:~~

~~—(1) Determine the appropriate case that should be opened to provide services;~~

~~—(2) Open the appropriate case for service (see 9 CAR § 40-401, general services case opening and reevaluations); and~~

~~—(3) Make a request for Office of Chief Counsel to file a twenty day petition if the family is resistant.~~

9 CAR § 40-343. Early intervention referrals and services.

(a)(1) For children who have or are at risk of a developmental delay, appropriate early intervention services are essential.

(2) Early intervention services are designed to lessen the effects of any potential or existing developmental delay.

(3) Ultimately, early intervention services help the child learn and reach ~~his or her~~their individual potential with the support and involvement of the child's family, as appropriate.

(4) It is important for such services to begin as early as possible and for ~~biological parents~~caregivers to be involved in decisions related to early intervention services.

(b) Referrals to the Division of Developmental Disabilities Services for early intervention services.

(1)(A) When a child maltreatment investigation involving any children in the home under three (3) years of age is initiated, the Division of Children and Family Services will consider referring as appropriate all children in the home under three (3) years of age to the Division of Developmental Disabilities Services' Children's Services for an early intervention (~~i.e., such as~~ First Connections; this program is not the same as the waiver program) screening in an effort to enhance the well-being of these children.

(B) Any children under three (3) years of age involved in a substantiated case of child maltreatment (regardless of whether all of the children are named as alleged victims) must be referred to the Division of Developmental Disabilities Services' Children's Services for an early intervention screening if not already referred while the investigation was pending.

(C) This will not only ensure the Division of Children and Family Services compliance with the Child Abuse Prevention and Treatment Act (CAPTA), Pub. L. No. 93-247 regarding substantiated cases of child abuse and neglect involving children under three (3) years of ~~age, but~~age but will further promote the well-being of this population.

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(2)(A) The Division of Developmental Disabilities Services' Children's Services will screen all the children under three (3) years of age who have been referred to First Connections to determine their need and eligibility for early intervention services.

(B) If the results of the screening determine that a child will benefit from Division of Developmental Disabilities Services early intervention services, the person serving as the parent-caregiver (e.g., that is, -biological parent in a protective in-home services case or other individual legally caring for the child involved in a protective in-home services or foster-care permanency case including foster-resource parents) must consent to allow his or her their child to participate before services are initiated.

(3) For children under three (3) years of age, eligibility for the Division of Developmental Disabilities Services' Children's Services will be determined by a screening assessment to determine the need for additional evaluations (if a child referred to the Division of Developmental Disabilities Services' Children's Services is within forty-five (45) days or less of his or her their third birthday, then the Division of Developmental Disabilities Services' Children's Services may forward the referral to the Department of Education, Special Education Unit (Part B)).

(4)(A) If warranted, a developmental evaluation for children under three (3) years of age will be completed in the areas of cognition, communication, social /and emotional, physical, and adaptive as available and appropriate.

(B) Based upon the developmental evaluation results, a speech, occupational, and/or physical therapy evaluation may be conducted as available and appropriate.

(C) All evaluation results, as well as medical information, a professional informed clinical opinion or opinions, and information gathered from biological parents caregivers and the Division of Children and Family Services will be utilized to determine early intervention eligibility.

(5) While a referral for early intervention services is encouraged for all children under three (3) years of age when an investigation is initiated and is required for children under three (3) years of age in substantiated cases of child maltreatment, a referral for early intervention services on behalf of any child suspected of having a

developmental delay or disability may be sent at any time.

(c) The Division of Developmental Disability Services early intervention individualized family service planning.

(1)(A) If a child is determined to be eligible for services and the person acting as a ~~parent on behalf~~ caregiver of the child (~~e.g., that is,~~ biological parent involved in a ~~protective~~ an in-home services case; other individual legally caring for the child in a ~~protective~~ an in-home services or ~~foster care~~ permanency case including ~~foster resource~~ parents) consents to services, individualized family service plan (IFSP) meetings will be held to develop an appropriate service plan for the child.

(B) IFSP activities and services must be added to the child's family case plan.

(2)(A) Adult participation in the IFSP meetings and related decision-making on the child's behalf is required.

(B) If the child is involved in a ~~protective~~ an in-home services case or if a child ~~in-experiencing~~ foster care has a goal of reunification, the child's biological ~~parent or~~ parents should be invited and encouraged to attend the IFSP meetings to make decisions related to individualized family service planning and early intervention services for ~~his or her~~ their child.

(3) However, another adult who is legally caring for the child on a daily basis may serve in place of the biological parent if:

(A) The court orders that the child's ~~parent/guardian~~ caregiver shall have no involvement in the child's educational planning;

(B) The child's parents cannot be located; or

(C) The goal is not reunification for those children ~~involved in~~ experiencing foster care cases.

(4) If for one (1) of the reasons listed above or if for any other reason the biological ~~parent or~~ parents ~~is~~ are unable or unwilling to attend IFSP meetings and make the decisions related to early intervention services for ~~his or her~~ their child, one (1) of the following may serve as the parent to make decisions regarding early intervention planning and services for the child, provided the court has not issued a no

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contact order for the person selected to act in place of the parent:

(A) ~~Foster-Resource~~ parent;

(B) Guardian, generally authorized to act as the child's parent (but not the state; if the child is a ward of the state, ~~i.e., FSWDCFS~~ may act as the liaison between the Division of Developmental Disabilities Services and the parent or surrogate parent, but ~~the FSWDCFS~~ may not be the sole contact ~~and/or~~ decision-maker for a child);

(C) An individual otherwise acting in place of a biological parent (~~e.g., such as a~~ grandparent, stepparent, or any other relative with whom the child lives); or

(D) An individual who is legally responsible for the child's welfare.

(5)(A) For any individual serving in place of the parent in the child's early intervention process, support in the form of Division of Developmental Disability Services surrogate parent training is available but not required.

(B) The local Division of Developmental Disabilities Services Service Coordinator or designee can assist in coordinating the Division of Developmental Disabilities Services surrogate parent training.

(C) After an individual has completed the Division of Developmental Disabilities Services surrogate parent training, they may serve as a surrogate parent for any child.

(6)(A) However, an appointed Division of Developmental Disabilities Services-certified surrogate may be assigned by the lead Part C agency (~~i.e., such as,~~ Division of Developmental Disabilities Services) to represent the child during the IFSP if there is no adult (as listed in subdivision (c)(4) of this section, above) available to represent the interests of the child.

(B) An appointed Division of Developmental Disabilities Services surrogate parent is generally the least preferred option since this person does not have daily interaction with the child.

(C) Furthermore, a Division of Developmental Disability Services-certified surrogate parent will usually only be appointed in the event that the child's parent, ~~foster-resource~~ parent, ~~etc.,~~ is unable or unwilling to participate in the child's early intervention process and IFSP meetings.

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(7) In any situation in which an individual other than the biological parent, ~~(e.g., foster resource parent, or relative, etc.)~~ is acting on behalf of the child, that individual will be discharged when the child's biological parent is ready and able to resume involvement.

(d) Referrals for fetal alcohol syndrome disorders screening.

(1)(A) Fetal alcohol syndrome disorders is an umbrella term used to describe the range of effects or disorders that can occur in an individual whose mother consumed alcohol during pregnancy.

(B) All healthcare providers involved in the delivery or care of infants must contact ~~the Department of Human Services~~DCFS regarding an infant born with and affected by a fetal alcohol spectrum disorder (FASD) as well as infants born with and affected by maternal substance abuse resulting in prenatal drug exposure to an illegal or a legal substance or withdrawal symptoms resulting from prenatal drug exposure to an illegal or a legal substance.

(C) A plan of safe care must ~~also~~ be developed for any infant born with and affected by an FASD, maternal substance abuse resulting in prenatal drug exposure to an illegal or a legal substance, or withdrawal symptoms resulting from prenatal drug exposure to an illegal or a legal substance who is referred to ~~the Division of Children and Family Services~~DCFS by a healthcare provider via the Child Abuse Hotline.

(D) Please see 9 CAR § 40-329, substance exposed infant referral and assessments, and related procedures for more information.

(2)(A) In addition, the Division of Children and Family Services FSWs-Social Service Specialists and health service ~~workers-(HSWs)assistants~~ will refer children who have known prenatal alcohol exposure, or exhibit FASD symptoms or behaviors, to the local resource unit.

(B) The resource unit will collaborate with the child's FSW-Social Services Specialist and HSW-health service assistants (to help determine if early intervention programs or other services specific to FASD are needed) and connect the child and placement provider to such programs and services in an effort to better support the child and the placement provider.

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(3)(A) As part of this process, the FSW-Social Service Specialist and/or HSW health service assistant will gather information regarding the child's in utero and birth history.

(B) Depending on the information collected, a referral for an FASD screening or diagnosis may be provided.

(C) Regardless of an FASD diagnosis, the following services may be offered to the family as available and appropriate:

(i) Referral to the Division of Developmental Disabilities Services (for early intervention or Division of Developmental Disabilities Services waiver), if applicable and available;

(ii) Referral to specialized day care, if applicable;

(iii) Referral to FASD family support group (available to biological, fosterresource, and adoptive families), if available; and

(iv) FASD parenting classes (available to biological, fosterresource, and adoptive families).

9 CAR § 40-344. Division of Developmental Disability Services early intervention services referrals.

(a) When children under three (3) years of age are involved in a substantiated case of child maltreatment, but a case is not opened, the investigator will:

(1) Provide an overview of the benefits of early intervention services to the parent/guardian/caregiver;

(2) Make a referral to the Division of Developmental Disabilities Services for each child in the home (victims and nonvictims) under three (3) years of age via the Division of Developmental Disabilities Services First Connections referrals page through the Department of Human Services website; and

(3) Inform the parent/guardian/caregiver that their child or children will be referred to the Division of Developmental Disability Services' Children's Services to assess the child's or children's need and eligibility for early intervention services that may help the child learn and reach his or her individual potential.

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(b) When children under three (3) years of age are involved in a substantiated case of child maltreatment and ~~a protective services~~an in-home or ~~foster care~~permanency case is subsequently opened, the ~~FSW Caseworker~~Social Service Specialist (either ~~protective in-home~~ services or ~~foster care~~permanency services, as applicable) will:

(1) Provide an overview of the benefits of early intervention services to the ~~parent/guardian~~caregiver;

(2) Make a referral to the Division of Developmental Disabilities Services for each child in the home (victims and nonvictims) under three (3) years of age via the Division of Developmental Disabilities Services First Connections referrals page through the department website;

(3) Inform the ~~parent/guardian~~caregiver that their child or children will be referred to the Division of Developmental Disabilities Services' Children's Services to assess the child's or children's need and eligibility for early intervention services;

(4) Prior to the early intervention services intake meeting, provide the local Division of Developmental Disabilities Services ~~services~~ coordinator with:

(A) A court-order, if applicable;

(B) A copy of the Social Security card or number;

(C) A copy of the Medicaid card or number, if applicable;

(D) Any other pertinent information related to the request for the early intervention screening;

(E) A copy of EPSDT, if available (~~parent~~caregiver must obtain); and

(F) A copy of all evaluations, if applicable;

(5)(A) Coordinate remaining paperwork and services, as applicable, with the local Division of Developmental Disabilities Services ~~service~~ coordinator.

(B) This includes but is not limited to:

(i) Coordinating the completion of ~~the DMS-800~~: Authorization for Children's Medical Services if the early intervention intake meeting determines the child is eligible for the Division of Developmental Disabilities Services' children's medical services;

(ii) Providing a copy of the Division of Developmental Disabilities

Services completed assessment tool, for any child involved in an open case, and the associated case plan once they are completed; and

(iii) Notifying, as applicable, University of Arkansas for Medical Sciences PACE, Health Service ~~Worker Assistant~~, and ~~foster resource parent or~~ parents that an early intervention screening referral has already been made to the Division of Developmental Disabilities Services' Children's Services per the Child Abuse and Prevention Act, Pub. L. No. 93-247, requirements prior to PACE evaluation;

(6) Invite the Division of Developmental Disability Services ~~services~~ coordinator and early intervention service providers to staffing the family team meeting if child is receiving early intervention services;

(7) Keep the local Division of Developmental Disabilities Services service coordinator informed of any changes to the family case plan that may affect early intervention services and coordination;

(8) Document contacts related to the Division of Developmental Disability Services early intervention services referral in the contacts screen in the Division of Children and Family Services' information management system;

(9) Update the child's family case plan as appropriate; and

(10) Conference with supervisor as needed regarding the referral to the Division of Developmental Disability Services early intervention services.

(c) ~~Investigative and FSW s~~Supervisors will:

(1) Conference with the ~~investigator and/or FSW Caseworker~~Social Service Specialist as needed regarding the child's Division of Developmental Disability Services early intervention referral and ~~for~~ any subsequent services; and

(2) Notify, as necessary, ~~his or her~~their supervisor of any issues related to the child's Division of Developmental Disability Services early intervention referral and ~~for~~ services.

(d)(1) Upon referral assignment, the Division of Developmental Disability Services ~~service~~ coordinator should:

(A) Arrange the early intervention intake meeting; and

(B) Assess and determine the need and eligibility of the child for services

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and notify in writing the Division of Children and Family Services ~~Family Service Worker (FSW)~~Social Service Specialist and ~~FSW~~ supervisor indicating the eligibility status and needs of the child, if applicable.

(2) If it is determined that the child needs and is eligible for early intervention services:

(A) Provide a more detailed explanation to the ~~parent/guardian~~caregiver of early intervention services including types, benefits, requirements, ~~etc.~~;

(B) Provide copies of the child's IFSP and any early intervention evaluations to the ~~FSW~~Social Service Specialist; and

(C) Keep the child's ~~FSW~~Social Service Specialist and person serving as the ~~parent~~caregiver informed of the child's progress and any changes in services.

~~**9 CAR § 40-345. Division of Developmental Disabilities Services early intervention individualized family service planning.**~~

~~(a) The FSW will:~~

~~(1)(A) Regardless of the type of case (i.e., protective or foster care), include early intervention services and individualized family service planning (IFSP) meetings in the case plan as appropriate and ensure the biological parent participates in IFSP and related services as appropriate.~~

~~(B) If the biological parent is unable or unwilling to participate in IFSP (e.g., court orders that the child's parent/guardian shall have no involvement in child's educational planning, parents cannot be located, goal is not reunification):~~

~~(i)(a) Ensure that an appropriate adult serving in place of the parent attends the IFSP meetings to act as a decision maker regarding the child's early intervention services.~~

~~(b) The person serving in place of the parent is generally the person who is currently caring for the child (e.g., temporary guardian, foster parent, etc.);~~

~~(ii) Ensure that a no contact order from the court pertaining to the person serving in the place of the parent does not exist and that the surrogate parent is~~

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otherwise appropriate;

~~_____ (iii) If the person selected to serve in the place of the parent would like to attend a Division of Developmental Disabilities Services surrogate parent training, contact the division Service Coordinator to request the Division of Developmental Disabilities Services Service Coordinator to arrange the training; and~~

~~_____ (iv) If the individual caring for the child/serving in place of the parent cannot attend or otherwise participate in the IFSP meetings, the Division of Developmental Disabilities Services will appoint a Division of Developmental Disabilities Services certified surrogate parent;~~

~~_____ (2) Continue to update child's case plan accordingly with information from IFSP; and~~

~~_____ (3) Conference with supervisor as needed regarding the child's IFSP.~~

~~_____ (b) The FSW Supervisor will:~~

~~_____ (1) Conference with the FSW as needed regarding the child's IFSP; and~~

~~_____ (2) Notify, as necessary, his or her supervisor of any issues related to the child's IFSP.~~

~~_____ **9 CAR § 40-346. FASD referrals and services.**~~

~~_____ (a) **Note.**~~

~~_____ (1) This procedure is applicable to those children already involved in an open Division of Children and Family Services case and who the division staff or providers suspect may be affected by FASD.~~

~~_____ (2) This procedure is not applicable to infants born with and affected by FASD or prenatal drug exposure and reported to the Child Abuse Hotline by a healthcare provider.~~

~~_____ (3) Please see 9 CAR § 40-329 and related procedures for more information regarding infants born with and affected by FASD and prenatal drug exposure.~~

~~_____ (b) If child is symptomatic of FASD, the Family Service Worker (FSW) or Health Service Worker (HSW) will:~~

~~_____ (1) Gather information regarding the child's in-utero and birth history to~~

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determine if the biological mother consumed alcohol (e.g., at what points during the pregnancy, amount consumed, frequency consumed, etc.) and/or any illegal substances while pregnant with child;

———(2) Complete and submit CFS 099: FASD Screening Referral to the appropriate Resource Supervisor or designee;

———(3) Collaborate with the Resource Unit to ensure the child and placement provider receives any necessary referrals and accesses any needed services; and

———(4) Conference with supervisor as needed regarding FASD referrals and services.

——(c) The FSW Supervisor will:

———(1) Conference with the FSW as needed regarding FASD referrals and services; and

———(2) Notify, as necessary, his or her supervisor of any issues related to the FASD referrals and services.

——(d) The Resource Supervisor or designee will:

———(1) Review the CFS 099: FASD Screening Referral;

———(2) Assign the referral to a local Resource Worker; and

———(3) Provide the completed CFS 099: FASD Screening Referral to the assigned Resource Worker for review.

——(e) The assigned Resource Worker will:

———(1) Review the CFS 099: FASD Screening Referral; and

———(2) Work with the child's FSW and Health Service Worker to coordinate appropriate referrals and screenings for the child and placement provider.

9 CAR § 40-347. Policy — Sex offender with custody or unsupervised visitation rights.

When the Division of Children and Family Services receives a report that a child is living with or participating in unsupervised visits with a registered sex offender, the division will find the report "unsubstantiated" when:

(1) A court has ruled that the registered sex offender, as a custodian or

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participant in unsupervised visitation does not pose a risk to the child; and

(2) No other allegations have been made regarding the offender and the children and the report is simply based on the mere fact that the offender is a registered sex offender.

~~9 CAR § 40-348. Procedure — Sex offender with custody or unsupervised visitation rights.~~

~~—When investigating a report that a child is living with or participating in unsupervised visits with a registered sex offender, the Family Service Worker will:~~

~~——(1) Determine if a court has granted custody or unsupervised visitation to the registered sex offender;~~

~~——(2) When a court has granted custody rights or unsupervised visitation to a registered sex offender, the FSW must obtain a copy of the court order or divorce decree, and must designate the case as “UN-SUBSTANTIATED”, if no other allegations have been made regarding the offender and the children and the report is simply based on the mere fact the offender is a registered sex offender; and~~

~~——(3)(A) Document the investigative determination and the individual findings for each child on the “Investigation Findings” screen in CHRIS.~~

~~——(B) Individual findings for each victim are also documented on the “Investigation Finding” screen.~~

~~——(C) CHRIS will automatically populate the overall finding (true, unsubstantiated, exempted from finding due to religious exemption, or exempted from finding underage juvenile offender) based on the individual findings.~~

Subpart 4. Services Case Openings

9 CAR § 40-401. General services case opening and reevaluations.

(a)(1) The Division of Children and Family Services will open cases to ensure safety and promote the best interest of the child and to provide services to strengthen, reunify, and assist families.

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(2) This will be accomplished through the delivery of ~~supportive prevention,~~ ~~protective in-home,~~ adoptive (see 9 CAR § 40-901 et seq., for adoptive services) or ~~out-of-home placement permanency~~ services as deemed appropriate by assessment.

(3) The purpose of services shall be to:

- (A) Provide the child with a continuous and stable living environment;
- (B) Promote family autonomy;
- (C) Strengthen family life where possible; and
- (D) Promote the reunification of the child with the ~~parent, guardian, or custodian caregiver,~~ when applicable.

(b)(1) The division will ensure a determination of Title IV-E ~~and~~ Medicaid eligibility is obtained for each child placed in an out-of-home setting or subsidized adoption.

(2) When a child is removed from ~~his or her~~ their home, a judicial determination as to whether reasonable efforts were made or were not required to prevent removal must be made no later than sixty (60) days from the date the child is removed from the home.

(3) Eligibility for Title IV-E foster care maintenance payments will be based on the following requirements:

(A) The child was removed from the home of a specified relative pursuant to judicial determination to the effect that:

(i)(a) Continuation ~~in the residence~~ in the residence in the home would be contrary to the welfare of the juvenile, or that the placement would be in the best interest of ~~the~~ the child.

(b) The contrary-to-the-welfare determination will be made in the first court ruling that sanctions (even temporarily) the removal of a child from the home.

(c) If the determination regarding “contrary to the welfare” is not made in the first court ruling pertaining to removal from the home, the child will not be eligible for Title IV-E maintenance subsidy for the duration of that stay in foster care; and

(ii)(a) A finding of or a deeming of reasonable efforts is required.

(b) The judicial determination must state that reasonable efforts to prevent a child's removal from home or to reunify the child and family are not required;

(B)(i) The child's placement and care in a ~~foster resource family~~ home or with a public or private child placement or childcare agency is the responsibility of either the ~~Department of Human Services~~ division or any other public agency with whom the ~~department~~ division has an agreement.

(ii)(a) "Childcare agency" means a private childcare agency, or a public childcare agency which accommodates no more than twenty-five (25) children, and is licensed by the state in which it is situated or has been approved by the agency of such state or tribal licensing authority (with respect to childcare institutions on or near Indian reservations) responsible for licensing or approval of institutions of this type as meeting the standards established for such licensing, except in the case of a child who has attained eighteen (18) years of age, the term includes a supervised transitional living setting in which the individual is living independently.

(b) This definition must not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent.

(iii) The licensing file must contain documentation that verifies that safety considerations ~~with respect to the staff of the institution~~ have been addressed;

(C)(i) The child received aid (for ~~the purposes of the FSPP Manual~~ these purposes "aid" is defined as Aid to Families with Dependent Children (AFDC) program requirements in effect July 16, 1996) in or for the month in which court proceedings leading to the removal of the child from the home were initiated, or would have received aid in or for the month if application for such aid had been made, or had been living with a specified relative within six (6) months prior to the month in which court proceedings were initiated, and would have received aid in or for such month if ~~he or she~~ he or she ~~he or she~~ he or she had been living with such relative and an application had been made for aid under Title IV-A.

(ii) In any case where the child is an alien disqualified by the

Immigration and Nationality Act of 1952, 8 U.S.C. § 1101 et seq., from receiving aid in or for the month in which court proceedings leading to the removal of the child from the home were instituted, such child shall be considered to satisfy the requirements with respect to that month, if ~~he or she~~he or she~~they~~ would have satisfied such requirements but for such disqualification.

(iii) The Office of Chief Counsel will be consulted if the child's immigration status must be addressed in any manner; and

(D)(i) The child was living with a specified relative prior to removal from the home and was AFDC-eligible (per AFDC requirements in effect July 16, 1996) ~~for~~ in that home in the month of the initiation of court proceedings.

(ii) Or the child had been living with the parent or specified relative within six (6) months of the month of the initiation of court and the child would have been AFDC-eligible in that month if ~~he or she~~he or she~~they~~ had still been living in that home (constructive removal).

(c)(1) A child of a parent who is in department division custody is also considered a dependent juvenile and is eligible to receive foster care maintenance payments and is deemed to be a recipient of AFDC.

(2) Titles XIX and XX services will be available to the child in the state in which the child resides.

(d)(1) The State of Arkansas is not a voluntary placement state.

(2) The removal of a child from ~~his or her~~their home must occur pursuant to a judicial order placing custody of the child with the department division.

~~9-CAR § 40-402. Protective/supportive services case opening.~~

~~—The Family Service Worker will:~~

~~——(1)(A) Gather data from the family about the needs of the family and place the information in the Family Advocacy and Support Tool (FAST).~~

~~——(B) This information is located in the "Case Plan/Needs Assessment" section on the "Family Screen";~~

~~——(2) Enter all necessary data in CHRIS to create a client screen for each~~

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household member;

_____ (3) Review all information in the contact automatically populated from "case connect" screen into the contacts screen for the newly opened case;

_____ (4) Ensure that any current protection plan with a nearing thirty-day reassessment date is noted and that a reassessment of the safety of the child occurs within thirty (30) days of the implementation of the current plan; and

_____ (5) File an affidavit for dependency neglect for any plan which has been reassessed and it is determined that a substantial risk of harm to the health and safety of the child remains.

~~_____ **9 CAR § 40-403. Out-of-home placement services case opening.**~~

_____ The Family Service Worker will:

_____ (1) Complete the "Case Connect" screen in the investigation to open a case;

_____ (2) Enter the appropriate information in the open case on the "Removal" screen in the "Removal" section of CHRIS;

_____ (3)(A) Enter the appropriate information in the "Placement" section of CHRIS and within the "Place" section on "Recommend", "Pay Scale", and "Enter/Exit" screens.

_____ (B) Entering information in CHRIS on the first placement of a removal episode will generate a message to "Review/Complete Initial Medicaid Application";

_____ (4) Enter the appropriate information on the "Gen. Info" and "Status" screens and on the "Employ" and "Education" screens under the "Emp/Educ" heading in the "Client" section;

_____ (5) Enter the appropriate information on the screens under the "Medical" heading in the "Client" section;

_____ (6) Photograph the child or children, and:

_____ (A)(i) With the child in a comfortable, nonintimidating setting, explain the need to take his or her photograph;

_____ (ii) Facilitate this in as sensitive a manner as possible;

_____ (B)(i) Using a digital camera provided by the Division of Children and Family Services, take a digital photograph (head shot from the shoulders up) of the

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~~child or children entering foster care.~~

~~_____ (ii) The photograph should be taken within three (3) working days of the date the child entered foster care;~~

~~_____ (C)(i) Upload the image as a JPEG to the CHRIS case record.~~

~~_____ (ii) The electronic file size should be no larger than five hundred kilobytes (500 KB);~~

~~_____ (D) Print the photograph using the "Photo and Child Information" functionality in CHRIS and add a hard copy of the photograph to the case record;~~

~~_____ (E) Delete the photo from the camera stick after the photo has been uploaded into the CHRIS application;~~

~~_____ (F) Provide the child with a copy if they request one;~~

~~_____ (G)(i) If the child remains in foster care, the FSW who is his or her primary or secondary caseworker will retake the photograph on an annual basis within ten (10) working days prior to the date the child entered foster care.~~

~~_____ (ii) Each time a new photograph is taken, update the electronic version in the CHRIS system and the hard copy in the case record.~~

~~_____ (iii) The photograph may be:~~

~~_____ (a) Shared with law enforcement and the National Center for Missing and Exploited Children to help facilitate the recovery of missing children, or for other official law enforcement purposes that are in the best interest of the child;~~

~~_____ (b) Used for staffings, team decision making meetings, or court procedures if children are not present;~~

~~_____ (c) Included in placement applications; and~~

~~_____ (d)(1) Used in the child's life book.~~

~~_____ (2) The photograph used for the life book should be printed using the "Photo Only" functionality in CHRIS;~~

~~_____ (H) As with other electronic equipment that contains sensitive client information, precautions should always be taken to protect confidentiality and the images of all children being served by the division;~~

~~_____ (I) A DHS 5008 must be completed for the camera and the camera must~~

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~~be enabled for read-only connection to the computer; and~~

~~—————(J) For any child already placed in care, but lacking a photograph, the FSW who is his or her primary or secondary caseworker should take his or her photograph at the next visit between the FSW and the child and follow the procedures and specifications listed above;~~

~~—————(7) Issue an initial clothing order, if needed, using the division P card requisition;~~

~~—————(8)(A) Initiate a request for Medicaid within one (1) working day of the date the child enters Department of Human Services custody by completing the following actions:~~

~~—————(i) Ensure all relationship screens are completed in CHRIS;~~

~~—————(ii) Ensure all information in client demographic screens is current including the "financial" tab; and~~

~~—————(iii) Complete removal and placement screens for each child in foster care and ensure the placement is approved by a supervisor.~~

~~—————(B) If the FSW has been notified that the CHRIS system will be down, and he or she cannot transmit the initial Medicaid application within the one-day time frame, only then will he or she complete and fax a paper copy of the CFS 487: Application for Title IV-E Payments/Medicaid to the Eligibility Unit;~~

~~—————(9) Route the signed court order to Family Support Specialist (Eligibility Unit);~~

~~—————(10)(A) Apply for Title IV-E payments/Medicaid.~~

~~—————(B) Complete the "Application for Social Security Card" (SS-5) if the child does not already have a Social Security number or the number is not known:~~

~~—————(i) Sign the SS-5 as the division representative for the case; and~~

~~—————(ii) Route the SS-5 to the United States Social Security Administration and copy to the family support specialist;~~

~~—————(11) Enter income, debts, and asset information in the client/finance screens in CHRIS for each member of the removal household;~~

~~—————(12)(A) Enter necessary information on the Medicaid/IV-E Application screen (four (4) tabs) in CHRIS in order to complete the application and click "Send" to~~

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~~transmit the application to the Eligibility Unit.~~

~~—————(B) Send the completed Medicaid/IV-E application to the eligibility unit within seven (7) working days from the date the child entered the out-of-home placement.~~

~~—————(C) Other information needed to establish Title IV-E Medicaid eligibility, e.g., birth certificate, Social Security number, removal order, petition that led to removal, etc., should also be sent to the Eligibility Unit if available at that time;~~

~~—————(13) Obtain any additional requested information and forward it to the family support specialist within ten (10) working days;~~

~~—————(14) Within ten (10) working days of any delay, notify the family support specialist of the information which cannot be obtained and the reason;~~

~~—————(15) Review all information in the contact automatically populated from the investigation “case connect” screen into the contacts screen for the newly opened case; and~~

~~—————(16) Continue the Family Advocacy and Support Tool (FAST) or Child and Adolescent Needs and Strengths (CANS) assessment, as applicable, with family participation.~~

~~—————~~ **9 CAR § 40-404. Case reevaluation for Medicaid redetermination purposes.**

~~—————The Family Service Worker will:~~

~~—————(1) Receive the printout of cases due for reevaluation from the Foster Care/Medicaid Eligibility Unit;~~

~~—————(2)(A) Receive CHRIS tickler notification of Medicaid/IV-E case redetermination.~~

~~—————(B) Complete the redetermination screen in CHRIS (three (3) tabs) and click “Send” to transmit the redetermination to the Eligibility Unit for processing.~~

~~—————(C) The Eligibility Unit will be notified by an automated process for reporting “Changes” in CHRIS when changes are made to the case record for the following circumstances:~~

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~~(i) Child eighteen (18) years of age;~~
~~(ii) Child left care;~~
~~(iii) Trial visit;~~
~~(iv) Runaway;~~
~~(v) Parental rights terminated;~~
~~(vi) Child sixteen (16) to nineteen (19) years of age/not in school;~~
~~(vii) Child placed for adoption;~~
~~(viii) Insurance; and~~
~~(ix) Placement/address change.~~
~~(D) If a child is born to a child in Department of Human Services custody, then the FSW will check "Client Gave Birth" on the changes tab of the redetermination/changes screen in CHRIS; and~~
~~(3) Mail a DHS 160: Notice to Applicants for and Recipients of Title XX services at least ten (10) days prior to the change in service, if the family signed the application and service is to be reduced or terminated.~~

~~**9 CAR § 40-405. Out of home placement outside the initiating county.**~~

~~(a) The Family Service Worker Supervisor from the primary (initiating county office) will:~~

~~(1) Notify (telephone, fax, or email) the FSW Supervisor in the resident county office prior to moving the child or children; and~~

~~(2)(A) Within twenty four (24) hours following the above notification, assign the resident county as secondary on the assign/transfer screen in CHRIS.~~

~~(B) Include a brief summary of services needed for the client in the assign/transfer screen and ensure all contact information is correct in the client CHRIS demographics screens.~~

~~(b) The Family Service Worker in the primary (initiating) county will:~~

~~(1)(A) Within twenty four (24) hours, email secondary FSW a list of important dates and summary of service needs for the client.~~

~~(B) This list should include scheduled court dates, scheduled staffings, and~~

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~~previously scheduled transportation needs (i.e., University of Arkansas for Medical Sciences PACE evaluations, visitation with family, approved contact list, special medical needs, etc.);~~

~~————(2) Continue providing casework services to the custodial/noncustodial parents as determined by the case plan;~~

~~————(3) Maintain a case file including such non-CHRIS (hard copy) items as legal and medical documents;~~

~~————(4) Provide the resident county FSW a copy of the case file with non-CHRIS items;~~

~~————(5) Key data (e.g., case plan changes) into CHRIS as appropriate;~~

~~————(6) Collaborate with primary FSW to develop and process any needed purchase orders (P-Card Request, DHS 1914) for the child;~~

~~————(7) Collaborate with secondary FSW to complete approved purchases by emailing purchase approvals to secondary FSW for completion of purchases, as appropriate;~~

~~————(8) Request Medicaid determinations/reevaluations by the Division of Children and Family Services Eligibility Unit and submit needed documentation;~~

~~————(9) Develop the initial case plan and subsequent changes as per 9 CAR § 40-501;~~

~~————(10) Arrange staffings as needed and maintain a current case plan;~~

~~————(11) Ensure that the secondary FSW is invited to staffings and that all applicable case information is gathered from secondary FSW for necessary adjustment of CANS ratings and case service planning;~~

~~————(12) Place information about visitation responsibilities (which county will transport, which county will supervise visits) in the "visitation" section of the family case plan;~~

~~————(13) Contact the secondary FSW a minimum of once monthly by phone or email and enter a contact in CHRIS demonstrating the collaboration of service provision, any information obtained regarding service provision, coordination of purchasing needs, coordination of childcare needs, and documenting any placement issues identified;~~

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~~—————(14) Ensure provision of services to facilitate reunification or other permanency arrangements as appropriate;~~

~~—————(15)(A) Arrange, coordinate, and ensure transportation is provided for parent/child visits.~~

~~—————(B) Consideration should be given to use of relative or fictive kin volunteers when appropriate.~~

~~—————(C) Additional consideration should be given to transporting parents rather than children in an effort to decrease travel hardships for children; and~~

~~—————(16) Notify the secondary FSW immediately of any changes in plans for care of the child.~~

~~————(c) The Family Service Worker (secondary) in the county of residence will:~~

~~—————(1) Participate in staffings and case plan development;~~

~~—————(2) Assist the foster home or facility with implementing case plan goals by monitoring progress for each goal and making service referrals as necessary;~~

~~—————(3) Notify primary FSW by email if financial needs are identified;~~

~~—————(4) Take lead on completing necessary paperwork for purchases and coordinate with primary FSW to ensure completion of purchasing requests;~~

~~—————(5) Complete purchases upon receipt of approved requisitions;~~

~~—————(6)(A) Keep the primary FSW informed of all progress, problems, and child experiences through CHRIS documentation and during monthly/as needed contact with the primary FSW.~~

~~—————(B) Issues needing immediate attention should be documented in an email to the primary FSW and his or her supervisor;~~

~~—————(7)(A) Obtain a progress report from facility staff every month following a child's placement in a facility and forward a copy to the primary FSW.~~

~~—————(B) The court may order progress reports from the service provider whenever a child is placed out of home and in a setting other than a department foster home.~~

~~—————(C) The order will set forth the schedule for the progress reports and will identify the service provider responsible for submitting the progress report.~~

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~~_____ (D) The service provider will be provided a copy of the written court order by certified mail, restricted delivery, or by process server.~~

~~_____ (E) Failure to follow the order of the court will subject the service provider to contempt sanctions of the court.~~

~~_____ (F) The progress report will include, but is not limited to:~~

~~_____ (i) Reason for admission;~~

~~_____ (ii) Projected length of stay;~~

~~_____ (iii) Identified goals and objectives to be addressed during placement;~~

~~_____ (iv) Progress of the child in meeting goals and objectives;~~

~~_____ (v) Barriers to progress;~~

~~_____ (vi) Significant behavioral disruptions and response of provider; and~~

~~_____ (vii) Recommendations upon the child's release.~~

~~_____ (G) The service provider will immediately report any incidents concerning the juvenile's health or safety to the child's attorney or attorney ad litem and the custodian of the child;~~

~~_____ (8) Notify the primary FSW immediately of any change in the plans for care of the child;~~

~~_____ (9) Notify the primary county by telephone within twenty four (24) hours, and make all other necessary notifications (e.g., foster parents) if an emergency change in placement is necessary;~~

~~_____ (10) Make regular foster home/facility visits to the child/children as per the case plan;~~

~~_____ (11) Assist the primary county in arranging for the parent/child/sibling visits as outlined by the primary FSW in the case plan or as otherwise coordinated by primary FSW; and~~

~~_____ (12) Complete any necessary incident reports (e.g., disruption) and provide the primary county a copy.~~

9 CAR § 40-406. Notification of relatives and fictive kin when a child is taken into custody by the division.

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(a) The Division of Children and Family Services shall exercise due diligence to identify and provide notice regarding any child transferred to the custody of the division to all adult grandparents, all parents of a sibling of the juvenile where the parent has legal custody of the sibling, and other adults who are related to the child ~~transferred to the custody of the division~~ within the third degree of kinship by virtue of blood, adoption, or marriage.

(b)(1) Additionally, the division will provide notice to any other adult relatives suggested by the parents of the child.

(2) Per Arkansas Code § 9-28-107, the division may provide notice of a child transferred to the custody of the division to fictive kin which are persons who have a strong, positive, emotional tie to the child and have a positive role in the child's life but are not related by blood, adoption, or marriage.

(3) The division will, on a continuing basis, seek out for the purpose of identifying potential opportunities for permanency, persons with whom the child has meaningful relationships.

(4) The division will document its attempts to provide notice in court reports.

~~9-CAR § 40-407. Notice to relatives and fictive kin.~~

~~—(a) **Notices.** The Family Service Worker will:~~

~~——(1)(A) Provide notice using CFS-323-A: Notice to Adult Relatives by Blood, Adoption, or Marriage that a Child Has Been Taken into DCFS Custody to all adult relatives by blood, adoption, or marriage within the third degree of kinship, all parents of a sibling of the juvenile where the parent has legal custody of the sibling, as well as any other adult relatives suggested by the parents of the child.~~

~~——(B) The Division of Children and Family Services should provide notice using CFS-323-B: Notice to Fictive Kin that a Child Has Been Taken into DCFS Custody to any adults identified as having a positive, meaningful relationship with the child and/or could offer needed services and supports to the child and/or his or her family;~~

~~——(2) Send notices within thirty (30) days after the child is transferred to the custody of the division;~~

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~~—————(3)(A) Send notices to additional persons of interest who are identified at any point in time during the child's stay in foster care (within thirty (30) days of identification) until permanency is achieved.~~

~~—————(B) Notices need not be sent to any adult relative or fictive kin who has:~~

~~—————(i) A pending charge or past conviction or plea of guilty or nolo contendere for family or domestic violence; or~~

~~—————(ii) A true finding of child maltreatment in the Child Maltreatment Central Registry.~~

~~—————(C) However, if it is determined that the relative may have a meaningful relationship with the child and the charge, conviction, or true finding is such that the relative is not considered to pose a threat to the child, the notice may be sent;~~

~~—————(4) In the document tracking screen in CHRIS, select the CFS 323 A: Notice to Adult Relatives by Blood, Adoption or Marriage that a Child Has Been Taken into DCFS Custody or CFS 323 B: Notice to Fictive Kin that a Child Has Been Taken into DCFS Custody, as appropriate, and enter the following information:~~

~~—————(A) Date sent;~~

~~—————(B) Description text field;~~

~~—————(C) Comments text field;~~

~~—————(D) Document issued on behalf of the client—select the client; and~~

~~—————(E) Document issued to recipients—select relative client;~~

~~—————(5) Contact by phone any individual to whom CFS 323 A: Notice to Adult Relatives by Blood, Adoption or Marriage that a Child Has Been Taken into DCFS Custody or CFS 323 B: Notice to Fictive Kin that a Child Has Been Taken into DCFS Custody was sent within five (5) working days of sending the notification to more fully explain the options that the specific individual may have in terms of providing a temporary home for or otherwise staying in contact with the child who was taken into Department of Human Services custody;~~

~~—————(6) Document the date and time of all phone contact attempts (whether successful or unsuccessful in speaking with the individual) and the result of each attempt in the CHRIS contacts screen;~~

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~~_____ (7) If, after three (3) attempts of trying to reach an individual to whom CFS-323-A: Notice to Adult Relatives by Blood, Adoption or Marriage that a Child Has Been Taken into DCFS Custody or CFS-323-B: Notice to Fictive Kin that a Child Has Been Taken into DCFS Custody was sent, the Family Service Worker is unable to reach him or her, the FSW may cease trying to contact the individual; and~~

~~_____ (8) Enter the following information as appropriate on the Relative/Fictive Kin Interest Information tab within the Court Report Screen in CHRIS under the Relative/Fictive Kin Interest Detail if the individual indicates interest in providing support to the child:~~

~~_____ (A) Child;~~

~~_____ (B) Relative/fictive kin;~~

~~_____ (C) No Relative/fictive kin identified checkbox (if applicable);~~

~~_____ (D) Notified date; and~~

~~_____ (E) Under the "Interested in Participating in the Care and Placement of Child" section, each grouping has a checkbox and when selected the text box will become mandatory to enter the information on the following:~~

~~_____ (i) Provisional home;~~

~~_____ (ii) Foster home;~~

~~_____ (iii) Kinship guardianship; and~~

~~_____ (iv) Desires visitation.~~

~~_____ (b) **Court reports.** The Family Service Worker will include the following information in the CFS-6011: Court Report:~~

~~_____ (1) Outline of the efforts made by the division to identify and notify all adult relatives including all parents of a sibling of the juvenile where the parent has legal custody of the sibling, that the child is in the division's custody;~~

~~_____ (2) A list of all adult relatives and the response of each relative to the notice, including:~~

~~_____ (A) The adult relatives' interest in participating in the care and placement of the child;~~

~~_____ (B) Whether the adult relative is interested in becoming a provisional~~

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~~foster parent or foster parent of the child; and~~

~~—————(C) Whether the adult relative is interested in visitation;~~

~~—————(3) Outline of the efforts made by the division to identify and notify any fictive kin that the child is in the division's custody; and~~

~~—————(4) A list of all fictive kin and the response of each fictive kin to the notice, including whether fictive kin is interested in becoming a provisional foster parent or foster parent of the child.~~

9 CAR § 40-408. Coordination with the Office of Child Support Enforcement.

(a)(1) The Division of Children and Family Services will coordinate with the Office of Child Support Enforcement of the Revenue Division of the Department of Finance and Administration to ensure that foster care permanency cases are referred so that support can be paid to the Department of Human Services while the child remains in Department of Human Services custody.

(2) The division shall complete an assessment to determine whether the referral to the Office of Child Support Enforcement (OCSE) is appropriate. The assessment will consider the family's circumstances, family case plan goals, reunification efforts, and potential impact on the child's permanency. Foster care cases in which paternity is an issue will also be identified and referred.

~~—————(3) A referral for child support will be made for each parent involved in a foster care case meaning the parents from whom the child was removed, absent parents, and putative fathers.~~

~~—————(b)(1) The Family Service Worker will refer foster care cases to by completing the relationships screen in CHRIS with family identifying information.~~

~~—————(2) In addition, the Family Service Worker will provide information as needed and coordinate with the office after an office (IV-D) case is opened.~~

~~—————(3) The CHRIS system generates the referral to the office after a child has been in foster care for thirty (30) days.~~

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~~—————(4) Once an office case is opened, office has responsibility to coordinate with the support payer and for arranging and paying for paternity testing.~~

~~—————(c)(1) Child support monies will be paid to and managed by the Department of Human Services.~~

~~—————(2) Child support monies collected will be used to reimburse the state for foster care board payments and other expenses as appropriate.~~

~~**9 CAR § 40-409. Division of Children and Family Services coordination with the Office of Child Support Enforcement.**~~

~~—————(a) The Family Service Worker will:~~

~~—————(1) Complete the relationships screen in CHRIS;~~

~~—————(2) Initiate the referral to the Office of Child Support Enforcement, Revenue Division of the Department of Finance and Administration by selecting yes from the Refer to Child Support Enforcement Unit radial button on the relationships screen;~~

~~—————(3) Be the contact person with authority to advise the Office of Child Support Enforcement on the status of the family and case as casework progresses; and~~

~~—————(4) Receive and act on notices, e.g., requests for information sent by the Office of Child Support Enforcement.~~

~~—————(b)(1) The CHRIS system will generate information to the Office of Child Support Enforcement based on information entered into CHRIS by the Family Service Worker.~~

~~—————(2) CHRIS will:~~

~~—————(A) Notify the Office of Child Support Enforcement when parental rights have been terminated so the child support case can be closed;~~

~~—————(B) Advise the Office of Child Support Enforcement when custody changes and the child leaves foster care;~~

~~—————(C) Notify the Office of Child Support Enforcement when a child's demographic information changes such as name, SSN, etc.; and~~

~~—————(D) Provide the Office of Child Support Enforcement with the following information when custody changes:~~

~~—————(i) Where the child is placed; and~~

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~~_____ (ii) Where child support payments are to be sent:~~

~~_____ Department of Human Services~~

~~_____ P.O. Box 8181~~

~~_____ Little Rock, AR 72203.~~

9 CAR § 40-410. Resolution of denial of Medicaid service.

(a) When a particular service is denied for an otherwise Medicaid-eligible child ~~in~~ experiencing foster care, the Division of Children and Family Services will attempt to resolve the issue by discussing the issue with the appropriate Division of Medical Services representative.

(b) If the issue cannot be resolved internally, the Division of Children and Family Services will file an appeal according to established Division of Medical Services guidelines.

~~**9 CAR § 40-411. Internal resolution.**~~

~~_____ (a) If a Medicaid-eligible child in foster care is denied a Medicaid service and the Family Service Worker disagrees with the denial, the Family Service Worker will:~~

~~_____ (1) Notify the Division of Children and Family Services Client Advocate; and~~

~~_____ (2) Complete a Department of Human Services appeal form (DHS-1200) and provide to the Client Advocate.~~

~~_____ (b) The Client Advocate will:~~

~~_____ (1)(A) Contact the Director of the Division of Medical Services or his or her designee and attempt to resolve the issue by providing any additional information and documentation regarding the child and his or her need for the denied service.~~

~~_____ (B) The issue must be resolved prior to the expiration of the thirty-day Medicaid appeal timeframe, to allow for a formal appeal in the event that the issue cannot be resolved internally; and~~

~~_____ (2)(A) Notify the FSW when the Division of Medical Services makes a~~

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determination as to the outcome of the internal appeal.

~~————— (B) If the denial is upheld, the Client Advocate may initiate an external appeal.~~

~~————— **9 CAR § 40-412. External resolution.**~~

~~————— (a) If a Medicaid-eligible child in foster care is denied a Medicaid service and an attempt to resolve the issue through the internal resolution process has been unsuccessful, the client advocate will, with agreement of the Director of the Division of Children and Family Services, notify the contract attorney for children in foster care.~~

~~————— (b) The contract attorney will:~~

~~————— (1) File an appeal on behalf of the child according to the guidelines established by the Division of Medical Services;~~

~~————— (2) Complete a Department of Human Services appeal form (DHS 1200); and~~

~~————— (3) File the form with the Office of Appeals and Hearings within thirty (30) days of the date on the notification letter.~~

~~————— (c) The Office of Appeals and Hearing will make a final decision regarding eligibility for a Medicaid service and send written notification of the final agency determination to the appropriate parties.~~

9 CAR § 40-413. Client drug and alcohol screening.

(a) Overview.

(1)(A) Drug and alcohol use are often contributing factors to child maltreatment.

(B) As such, there are times when drug ~~and/or~~ alcohol screening for clients is necessary to ensure appropriate interventions are provided to the family.

(C) However, drug and alcohol screening alone are neither treatment interventions nor child safety interventions.

(D) The use of drug and alcohol screens and the corresponding results are only one (1) component in the assessment of child safety and risk as well as the strengths and protective capacities of families.

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(E) It is also important to recognize that drug screens administered by the Division of Children and Family Services (DCFS) staff are only presumptive screening tools.

(F) As such, only the results of a lab-confirmed drug test (not a drug screen) can definitively confirm the presence of a specific drug.

(2)(A) ~~The division~~ DCFS staff will conduct drug and alcohol screening of clients (~~e.g., that is,~~ parents, caretakers, youth) when appropriate during a child maltreatment investigation or during the course of any type of open division case.

(B) It is considered appropriate to conduct a client drug or alcohol screen if the division staff has reasonable cause to suspect that a youth involved in a division investigation or case is using drugs ~~and/or~~ alcohol or has reasonable cause to suspect a child's parents or caretakers are under the influence of drugs ~~and/or~~ alcohol to the point that their parenting abilities are negatively impacted.

(C) Reasonable cause to suspect may include past history of drug ~~and/or~~ alcohol abuse ~~and/or~~ observable client behavior indicating ~~he or she~~ they ~~he or she~~ he or she may be under the influence of drugs or alcohol.

(b) Frequency and location of drug and alcohol screens.

(1)(A) The division may request random drug or alcohol screenings of a youth, parent, or caretaker for reasonable cause.

(B) The division will also conduct drug screens for clients as outlined in court orders, when applicable.

(2)(A) If a client is participating in a substance abuse treatment program that requires frequent random drug screening or has a probation or parole officer who conducts frequent random drug screens, then drug screens conducted by the division are not necessary (unless a court order specifies the division must administer drug screens rather than accepting drug screens from another qualified provider).

(B) The results from the drug screens conducted by the substance abuse treatment program, probation officer, or parole officer will suffice (see preceding court order exception) as long as the substance abuse treatment program, probation officer, parole officer, ~~etc.,~~ provides the written results of the drug screens to the division in a

timely manner.

(C) If results are not received from the substance abuse treatment program, probation officer, parole officer, ~~etc.,~~ within court timeframes or as otherwise needed by the division, then at that point it will become necessary for the division to conduct an additional drug screen.

(D) The division will remain responsible for providing written drug screen results to the court regardless of the entity that conducts the screen.

(3)(A) Appropriate locations for drug ~~and/or~~ alcohol screenings for clients who are thirteen (13) years of age ~~and/or~~ older may include, but are not limited to, the county office, client home, and court-house, as appropriate.

(B) While the division staff may conduct drug or alcohol screens on teenagers when necessary, all children younger than thirteen (13) years of age for whom a drug screen or test is needed will be referred to a physician or medical facility to have an appropriate screen or test completed (such as, a ~~e.g.,~~ hair shaft test) at no cost to the client.

(C) If parental consent for a necessary drug screen or test on a minor is not granted, the division will obtain an order of investigation to conduct a drug screen or test for children and youth.

(D) For drug screens or tests for children who are less-younger than thirteen (13) years of age, the division staff will accompany them to a qualified agency for the screen or test.

(c) Types of drug screens utilized by the division.

(1)(A) The division staff will conduct only oral fluids and urine specimen drug screenings.

(B) Only drug and alcohol screens from the division-approved vendor will be used by the division staff.

(C) The division staff will only administer drug and alcohol screens according to training and procedures provided by the vendor.

(2)(A) Division staff will keep record of their completion of training and complete training updates as needed.

(B) An employee who has not completed the division-approved vendor drug screening training will neither administer a drug or alcohol screen to a client nor serve as a witness to drug or alcohol screen results (witnesses to drug screen results are only required when results of the drug screen are unclear ~~and~~/or challenged by the client).

(C) While interns (stipend and nonstipend) may observe the division staff working with drug and alcohol screens, interns will never independently conduct drug or alcohol screens on clients nor will they serve as an official witness to drug or alcohol screen results.

(3)(A) Written screening instructions provided by the division-approved vendor will be kept in a binder clearly identified as such in all county offices.

(B) County office personnel are responsible for maintaining all updates to the screening instructions that the Central Office Prevention and Support Unit provides to the field.

(4)(A) Court ordered (or otherwise deemed necessary) hair shaft tests, blood tests, or other drug screens that are not the standard division oral fluids or urine specimen screens administered by division staff will be handled on an individual basis.

(B) All requests for payment of hair shaft tests, blood tests, or other nonstandard drug screens will be made via the Area Financial Coordinator or designee to the Central Office Financial Unit.

(C) Such tests and screens will be paid with a state procurement card or purchase order with prior approval from the Central Office Financial Unit or other designated unit within Central Office.

(d) Client refusal of screens.

(1) If not previously court ordered, parents or caretakers may decline participating in their own drug ~~and~~/or alcohol screens.

(2) Any refusal must be documented in ~~CHRIS~~the division information management system.

(3) The drug ~~and~~/or alcohol screen may not be pursued further without a court order.

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(4) If the adult client refuses to submit to any court ordered drug or alcohol screen:

(A) The screen will be documented in CHRIS the division information management system as a refusal; and

(B) The refusal will be disclosed to the court.

(e) Actions following screen results.

(1)(A) Regardless of the results of the drug screen, division staff will verbally share the results of the screen with the client.

(B) The division staff will also record the results of the screen with the client via the CFS-150: Drug and Alcohol Screen Results form.

(2)(A) If drug and/or alcohol screen results are positive, the division must assess how the drug and/or alcohol usage is impacting the parent / or caretaker's ability to effectively parent and ensure child safety prior to making decisions about the placement of the child, parent-child visitsfamily time, and/or other family case plan requirements.

(B) A positive drug or alcohol screen in and of itself will not result in the postponement and/or withholding of visitsfamily time between a parent and child in Department of Human Servicesdivision custody unless:

(i) The parent is under the influence of drugs and/or alcohol at the time of the scheduled visitfamily time and has observable behavior indicating impairment of parenting capacity; or

(ii) A court order specifies that a parent's positive screen will result in the withholding of parent-child visitsfamily time.

(f) Client challenges to drug or alcohol screen results.

(1)(A) For each division-administered drug screen that is positive, the division will pay for one (1) lab test of that positive drug screen if it is challenged by the client.

(B) If the lab test confirms the presence of the drug or drugs, then the division will not pay for further testing of that positive screen and/or lab confirmation.

(C) However, if a consistent pattern of positive screens followed by client requests for lab confirmations of each screen that also return positive emerges, the

division will have the discretion, in consultation with other parties to the case, to cease paying for continued lab confirmation tests requested by the client.

(2)(A) If a client challenges the results of a division administered drug or alcohol screen, the client may elect at ~~his or her~~their own expense to have another entity (~~e.g., for example,~~ hospital for drug and alcohol screens; or local police station for alcohol screens only) conduct another drug ~~and/or~~ alcohol screen or test rather than the division sending the screen to the lab for testing.

(B) The division will accept the results of urine or blood sample screens or tests from other qualified agencies as long as a division employee is able to immediately accompany the client to the qualified agency and provided the qualified agency conducting the screen gives results in writing to the division.

(g) Confidentiality of drug and alcohol screen results.

(1) All data, information, and results related to client drug ~~and/or~~ alcohol screens are confidential.

(2) Disclosure of information will only be to those individuals whose official business duties necessitate disclosure or as required by law.

(3) Breaches of confidentiality will constitute grounds for disciplinary action to include the possibility of job termination.

~~**9-CAR § 40-414. Administering client urine specimen drug screens.**~~

~~— (a) The Division of Children and Family Services employee will:~~

~~— (1) Ask client to put away his or her purse, bag, jacket, etc., and ask client to empty all of his or her pockets;~~

~~— (2)(A) Observe, but not touch, each of the client's pockets to ensure they are empty.~~

~~— (B) The only item the client may take into the restroom stall is the collection container;~~

~~— (3) Escort the client to the restroom;~~

~~— (4) Directly observe the clients wash their hands without soap;~~

~~— (5)(A) Give the client only the collection container.~~

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~~_____ (B) The client must not have access to the screen;~~

~~_____ (6) Instruct the client to fill the cup to the marked line;~~

~~_____ (7)(A) Observe the client enter the restroom, close the door to give privacy to the client, but remain immediately outside the restroom.~~

~~_____ (B)(i) Do not directly observe the client in the process of urination unless court ordered to observe.~~

~~_____ (ii) If court ordered to observe, the witness must be the same gender as the client;~~

~~_____ (8)(A) If the client has difficulty giving a specimen, have the client drink eight ounces (8 oz.) of water and wait up to two (2) hours for the client to give a urine specimen.~~

~~_____ (B) As such, do not attempt to conduct the drug screen if a minimum of three (3) hours are not left in the workday;~~

~~_____ (9)(A) After the cup has been returned to the FSW or designee, visually examine the specimen.~~

~~_____ (B) Suspicion of adulteration and/or dilution will be indicated by the pH screen and temperature gauge;~~

~~_____ (10) Verbally share and explain the drug screen results to the client;~~

~~_____ (11) Document the results via CFS 150: Drug and Alcohol Screen Results Form and gather all required signatures on the CFS 150: Drug and Alcohol Screen Results Form;~~

~~_____ (12) If the client does not challenge the screening results:~~

~~_____ (A) Return the specimen cup to the client after the specimen has been screened and the results documented;~~

~~_____ (B) Ask client to dispose of the contents in the toilet or urinal, flush, and discard the container in the designated trash container;~~

~~_____ (C) Place the top copy of the CFS 150: Drug and Alcohol Screen Results Form in the client record;~~

~~_____ (D) Retain the middle copy for submission to court;~~

~~_____ (E) Give the client the bottom copy of the completed CFS 150: Drug and~~

Alcohol Screen Results Form;

_____ (F) Scan and email the completed CFS-150: Drug and Alcohol Screen Results Form to all parties to the case; and

_____ (G) Document drug and alcohol screen results and any other relevant information associated with drug and alcohol screen results in CHRIS as applicable; and

_____ (13) If the client challenges the screening results, please refer to 9 CAR § 40-415, Urine specimen drug screen challenges.

_____ (b) The division Supervisor will:

_____ (1) Ensure all staff administering and/or serving as witnesses to drug screen results have successfully completed the division approved drug and alcohol vendor training; and

_____ (2) Conference with the FSW as needed regarding need for screening and any subsequent action steps.

_____ **9 CAR § 40-415. Client urine specimen drug screen challenges.**

_____ (a) If urine specimen drug screen results are positive and the client challenges the result, the Division of Children and Family Services employee will:

_____ (1)(A) Inform the client that the specimen will be sent to the lab for drug testing confirmation.

_____ (B) However, if the division staff initially conducted the drug screen at the client's home, the division employee may offer to rescreen the client at the county office that same day and have another division staff person serve as a witness to the results of the second screening;

_____ (2) The chain of custody will be maintained throughout the entire challenge process;

_____ (3) Complete the county specific vendor challenge form;

_____ (4)(A) Write the client specimen identification number found on the county's vendor challenge form/ mailing strip on the CFS-150: Drug and Alcohol Screen Results Form.

_____ (B) The client specimen identification number is the identifier used in the

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~~subject line of the email that the lab sends when emailing the FSW with the challenge results.~~

~~—————(C) This number is the only way to match the challenge results to the correct client so it is extremely important to record the client specimen identification number prior to mailing the challenge screen to the lab; and~~

~~—————(5)(A) Prepare the urine specimen for laboratory screening (lab will not process urine specimens that are received without proper identification).~~

~~—————(B) Notify the division Prevention and Support Manager or designee that the collection will be sent for lab confirmation by faxing a copy of the chain of custody, prior to the urine specimen being sent to the lab.~~

~~—————(C) Check for leakage of the collection device prior to mailing/sending the specimen for confirmation screening.~~

~~—————(D)(i) Use the supplied FedEx mailer envelopes to send the challenged, positive, urine specimens to the lab.~~

~~—————(ii) If samples taken on weekends or after FedEx facility closes during the week, refrigerate samples until they are delivered to FedEx facility for shipment.~~

~~—————(E) To access challenge results, contact the Area Financial Coordinator or designee for instructions on how to access the lab confirmation results via the internet.~~

~~—————(F)(i) If challenge results are contested, documentation of the chain of custody of urine specimen shall be verified by affidavit of one (1) person witnessing the procedure or extraction, packaging, and mailing of the samples and by one (1) person signing for the samples at the location where the samples are subject to the testing procedure.~~

~~—————(ii) Submission of the affidavits, along with the submission of the screening results, shall be competent evidence to establish the chain of custody of those urine specimens.~~

~~—————(iii) For a court ordered screening, a written report of the results may be prepared by the person conducting the screening, or by a person under whose supervision or direction the screen and analysis have been performed.~~

~~—————(iv) This report must be certified by an affidavit subscribed and sworn~~

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to before a notary public.

~~_____ (v) This report may be introduced in evidence without calling the person as a witness, unless a motion challenging the screening procedures or results has been filed within thirty (30) days before the hearing and bond is posted in an amount sufficient to cover the costs of the person's appearance to testify.~~

~~_____ (b) If the alcohol screen results are positive and the client challenges the results, the division staff will inform the client he or she may immediately obtain a blood test from a qualified agency or immediately take a Breathalyzer test at the local police station.~~

~~_____ **9 CAR § 40-416. Administering other client drug and alcohol screens.**~~

~~_____ The Division of Children and Family Services employee will:~~

~~_____ (1) Refer to vendor information for screen (e.g., K2 strip, ALCO screen) collection procedures and interpreting results;~~

~~_____ (2) Under normal circumstances, limit the entire screening process to fifteen (15) minutes;~~

~~_____ (3) Verbally share and explain the drug screen results to the client;~~

~~_____ (4) Document the results via CFS 150: Drug and Alcohol Screen Results Form and gather all required signatures on the CFS 150: Drug and Alcohol Screen Results Form;~~

~~_____ (5) If the specimen screening results are positive and the client challenges the result:~~

~~_____ (A)(i) Prepare the oral fluids specimen for laboratory confirmation, if applicable, for that specific screen.~~

~~_____ (ii)(a) Do not dispose of an oral fluids specimen that needs to be sent to the screening laboratory for confirmation testing.~~

~~_____ (b) Send the specimen to the lab per the vendor's instructions.~~

~~_____ (c) Access lab confirmation results (see Area Financial Coordinator for more information).~~

~~_____ (d)(1) If challenge results are contested, documentation of the~~

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~~chain of custody of specimen shall be verified by affidavit of one (1) person witnessing the procedure or extraction, packaging, and mailing of the samples and by one (1) person signing for the samples at the location where the samples are subject to the testing procedure.~~

~~_____ (2) Submission of the affidavits, along with the submission of the screening results, shall be competent evidence to establish the chain of custody.~~

~~_____ (3) For a court ordered screening, a written report of the results may be prepared by the person conducting the screening, or by a person under whose supervision or direction the screen and analysis have been performed.~~

~~_____ (4) This report must be certified by an affidavit subscribed and sworn to before a notary public.~~

~~_____ (5) This report may be introduced in evidence without calling the person as a witness, unless a motion challenging the screening procedures or results has been filed within thirty (30) days before the hearing and bond is posted in an amount sufficient to cover the costs of the person's appearance to testify; and~~

~~_____ (B) If the oral fluid specimen is not able to have a laboratory confirmation and the client still wishes to challenge the result, immediately accompany the client to a qualified agency for confirmation testing provided the qualified agency will give results in writing to the division; and~~

~~_____ (6) If the client does not challenge the results of the screening:~~

~~_____ (A) Return oral fluids screening kit to the client after the specimen has been tested and results documented;~~

~~_____ (B) Ask client to discard the kit in the designated trash container; and~~

~~_____ (C) Observe client throwing away kit in designated trash container.~~

~~**9 CAR § 40-417. Maintenance and reordering of drug and alcohol screens.**~~

~~_____ (a) The county office will:~~

~~_____ (1) Store the drug screen kits at room temperature (do not leave drug screen kits in vehicles for storage purposes as this will impair the effectiveness of the drug~~

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kits);

~~———— (2) Maintain an adequate supply of drug screening materials, to include copies of drug screening information, at all times;~~

~~———— (3) Monitor closely the specimen collection supplies (county office supply stock will not fall below fifteen (15) kits);~~

~~———— (4) Drug screen kits past their expiration dates will not be used and will be disposed of immediately (expiration date will be clearly marked on each drug screen kit);~~

~~———— (5) Use new supplies only after current supplies are depleted;~~

~~———— (6) If the county has several kits nearing expiration, order new drug and/or alcohol screen kits as well as challenge kits directly from the Division of Children and Family Services approved vendor and copy the Prevention and Support Unit on the order request; and~~

~~———— (7) Address questions pertaining to chain of custody challenged screening to the Central Office Prevention and Support Unit.~~

~~—— (b) The Central Office Prevention and Support Unit will:~~

~~———— (1) Ensure funds are available for all drug and alcohol screen kit orders and challenge kit orders;~~

~~———— (2) Email the division approved vendor to inform them whether to move forward with county order request (based on availability of funds) and copy county point of contact on the email;~~

~~———— (3) Respond to the county office regarding questions related to the division approved drug screen and challenge kits; and~~

~~———— (4) Serve as a liaison between the county office and the division approved drug screen vendor as necessary.~~

9 CAR § 40-418. Services case opening for infants born to juveniles in the physical custody of the Division of Youth Services.

(a) The Division of Children and Family Services is responsible for coordinating services with the Division of Youth Services to ensure that infants born to youth in the

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physical custody of the Division of Youth Services will be placed in a healthy, safe, and caring environment upon the infants' discharge from the hospital.

(b) The responsibilities and duties of each agency is delineated in the Department of Human Services Division of Children and Family Services – Division of Youth Services Cooperation Agreement, which is ~~posted on CHRIS Net and is~~ subject to renewal annually.

(c) To determine the individual responsibilities and operational protocol of the two (2) agencies, see the specifics of the agreement.

9 CAR § 40-419. Coordination of services, care, and case opening for infants born to juveniles in the physical custody of the Division of Youth Services.

(a) The Division of Children and Family Services responsibilities and duties:

(1) To ensure the well-being of an infant born to a juvenile in the physical custody of the Division of Youth Services, the Division of Children and Family Services Assistant Director of Field Operations or designee shall:

(A) Work collaboratively with the Division of Youth Services; and

(B) Function as the liaison between the Division of Youth Services and the Division of Children and Family Services; and

(2)(A) Upon receipt of information from the Division of Youth Services that a juvenile in their custody is pregnant, the Division of Children and Family Services Assistant Director of Field Operations or designee will be responsible for contacting and coordinating services with the appropriate Division of Children and Family Services county staff and the Division of Youth Services staff.

(B) In order to ensure the health and safety of any infant born to a juvenile in the physical custody of the Division of Youth Services, the Division of Children and Family Services Assistant Director of Field Operations or designee shall perform the following duties:

(i) Contact the appropriate Division of Children and Family Services

county office to notify them of the referral from the Division of Youth Services;

(ii) Forward all information to the appropriate Division of Children and Family Services county office concerning the juvenile and designated caregivers;

(iii)(a) Coordinate all information sharing between the county office and the Division of Youth Services.

(b) If the county office needs any additional information from the Division of Youth Services, the county must contact the Division of Children and Family Services Assistant Director of Field Operations; and

(iv)(a) Track all referrals to the county office until the infant is placed with a designated caregiver or with the Department of Human Services.

(b) The Division of Children and Family Services Assistant Director of Field Operations or designee will develop a log to track all referrals and maintain ~~a status~~the status of the referrals.

(b) In order to ensure the health and safety of any infant born to a juvenile in the physical custody of the Division of Youth Services, the Division of Children and Family Services county office shall perform the following duties:

(1) Contact the identified caregiver or caregivers to determine their willingness to take custody of the child at birth and to care for the child until the parent is released from the Division of Youth Services;

(2) Explain to the prospective caregiver that:

(A) If ~~his or her~~their home study, including a central registry check, a Division of Arkansas State Police criminal background check, and vehicle safety (DMV) check, is approved, the Division of Children and Family Services will petition the court for them to take custody of the child at birth, and the Division of Children and Family Services would have no further involvement in the case; and

(B) A prospective caregiver has the option of becoming a ~~foster~~resource family only if they need assistance in the care of the child;

(3) Coordinate the services between other counties if the juvenile identifies more than one (1) potential caregiver and any of the prospective caregivers live in different counties;

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(4) Subsequent to declining a prospective caregiver due to an unfavorable home study, contact other county offices as necessary to have those counties conduct home studies on other identified potential caregivers;

(5)(A) Conduct a home study, including a central registry check, a Division of Arkansas State Police criminal background check, and vehicle safety (DMV) check on the family that is the most willing to take the infant and willing to work for the best interest of the juvenile.

(B) County office staff can use contracts for conducting the home studies if contracts are available;

(6)(A) Once a favorable home study is completed on a prospective caregiver, explain to the prospective caregiver that the Division of Children and Family Services will petition the court for them to obtain emergency custody of the child.

(B) The home study needs to be completed and approved, if possible, prior to the infant's birth;

(7) If the home study is completed and approved within the first or second trimester of the pregnancy, then after the child is born but before placement, complete a walk-through of the prospective caregiver's home to ensure the home remains appropriate (a new home study is not required, only a walk-through);

(8) Contact the Office of Chief Counsel on each case so that there is appropriate court involvement; and

(9) Identify cases as FINS non-Division of Children and Family Services involvement as appropriate.

(c)(1) If an appropriate caregiver is willing to take custody of the child, the Division of Children and Family Services will not take custody but will file a petition for dependency due to the parent being incarcerated.

(2) The petition will ask for emergency custody to be given to the caregiver once the baby is born.

(3) Placement with the approved caregiver will be the requested placement and not placement with the department.

(d)(1) If there is no appropriate caregiver or if the identified caregiver is not willing

to take custody of the child but expresses that they would like to become a foster resource parent for the child, the Division of Children and Family Services will petition the court for custody of the infant and open the caregiver's home as a provisional foster resource home if the approved caregiver is a relative or fictive kin.

(2) If the approved caregiver is not a relative or fictive kin and wants to become a foster-resource parent for the infant, the infant will have to be placed in an approved foster-resource home until the caregiver becomes an approved licensed foster resource home.

(e) Release of infant.

(1) The Division of Children and Family Services Assistant Director of Field Operations or designee will immediately notify the appropriate county office of the juvenile's entry into the hospital for delivery or immediately after the juvenile delivers the infant.

(2) Upon notification, the county office will immediately notify the approved caregiver of the juvenile's entry into the hospital for delivery of the child.

(3) The Division of Children and Family Services shall be responsible for initiating any legal proceedings necessary to facilitate the placement or release of the infant or infants.

9 CAR § 40-420. Service case opening for infants if abortion results in live birth.

The Division of Children and Family Services is responsible for the immediate and on-going care of infants born alive as the result of an attempted abortion if before the abortion, the pregnant woman, or if married, the pregnant woman and her spouse, have stated in writing that they do not wish to keep the infant if the abortion results in a live birth and the writing is not retracted before the abortion.

~~**9 CAR § 40-421. Coordination of services, care, and case opening for infants if abortion results in live birth.**~~

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~~—(a) To ensure the well-being of an infant, when abortion results in live birth, the Family Service Worker (FSW) will:~~

~~—(1) Place an immediate hold on the infant, regardless of the medical status of the infant;~~

~~—(2) Notify the Office of Chief Counsel immediately that a hold has been exercised to initiate a dependency petition;~~

~~—(3) Communicate with the current medical provider to determine the medical condition of the infant and to coordinate necessary medical services; and~~

~~—(4) Refer the child's case to the Adoption Supervisor.~~

~~—(b) The FSW Supervisor will:~~

~~—(1) Ensure the child's case is referred to the Adoption Supervisor timely; and~~

~~—(2) Coordinate with Adoption Supervisor to ensure services for the child while transitioning to an appropriate preadoptive placement.~~

~~—(c) The Adoption Specialist will carry out the same actions as those listed for the Adoption Specialist in 9 CAR § 40-917.~~

~~—(d) The Adoption Supervisor will assign an Adoption Specialist within twenty four (24) hours.~~

9 CAR § 40-422. Services case opening for cases involving incarcerated parents.

(a) The Division of Children and Family Services is responsible for coordinating services with the Department of Corrections and Arkansas Sheriff's Association to ensure the immediate and on-going assessment and provision of services to incarcerated parents of juveniles.

(b) The division will make diligent efforts to locate incarcerated parents and to determine what services are available to those parents during their incarceration.

(c) When working with parents incarcerated through the Department of Corrections, the responsibilities and duties of the Department of Corrections and the division are delineated in the Arkansas Department of Human Services-Arkansas Department of Corrections Memorandum of Understanding (MOU), which is ~~posted on~~

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~~CHRIS Net and are~~ subject to renewal every three (3) years.

(d) To determine the individual responsibilities and operational protocol of the agencies, see the specifics of the MOU.

~~**9 CAR § 40-423. Coordination of services, hearings, and visitation for incarcerated parents.**~~

~~(a) In order to ensure adequate communication with and provision of services to incarcerated parents, the Family Service Worker (FSW) will:~~

~~(1)(A) Attempt to locate incarcerated parents at all stages of service provision, including during investigations;~~

~~(B) Efforts to locate will include, at a minimum:~~

~~(i) Conducting a Lexis Nexis search;~~

~~(ii) Searching local jail, Department of Corrections, etc., for inmate information at: www.vinclink.com;~~

~~(iii) Checking Administrative Office of the Courts Public Court Connect at:~~

~~https://caseinfo.arcourts.gov/cconnect/PROD/public/ck_public_gry_main.cp_main_idx;~~

~~and~~

~~(iv) Contacting the reporter and any listed collaterals from the current and former investigations and cases to ask for information about the location of the parent;~~

~~(2) Document reasonable efforts to identify and locate incarcerated parents at all stages of service provision, including during investigations, in CHRIS contact screens, court reports, and affidavits;~~

~~(3) Contact the identified Department of Corrections facility or local detention facility (city or county jail) and determine:~~

~~(A) The appropriateness of visitation and venue for parent-child visitation for children in foster care by assessing the following:~~

~~(i) Whether the parent is under any restriction by the facility that~~

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would affect visitation;

_____ (ii) Whether the facility has any limitations to visitation such as lack of space or lack of staff to meet facility protocols;

_____ (iii) Whether the facility is an appropriate venue for visitation based on the child's age, trauma history, and current developmental status;

_____ (iv) Whether the distance to the facility is prohibitive for routine visitation based on the child's educational and developmental status;

_____ (v) Whether the facility is open to allowing volunteer relatives/fictive kin to transport to visitation; and

_____ (vi) Whether the visitation can be accommodated in another manner such as Skype, Video Visitation, letter writing, email, or Facetime; and

_____ (B) How to adequately assess and coordinate services for the incarcerated parent by:

_____ (i)(a) Determining if the detention facility staff will assist in the completion of the parent's portion of the CANS and in identifying necessary services for the parent.

_____ (b) The FSW will complete the CANS by phone with the parent if detention staff is unable to assist;

_____ (ii) Coordinating with the Department of Corrections or the local detention facility to ensure that services identified are provided to the inmate (whether provided directly by the detention facility staff/contract providers or by Division of Children and Family Services staff providing the services to the inmate in the facility and/or by sending educational materials to the facility for the inmate);

_____ (iii)(a) Sending staffing notices via CFS 590: Invitation to Family-Centered Meeting to the identified detentions contacts.

_____ (b) The FSW will notify the contact that the incarcerated parent is invited to participate in the staffing by telephone if the parent requests to do so at least twenty four (24) hours prior to the scheduled time for the staffing to begin.

_____ (c) It will be the incarcerated parent's responsibility to schedule with ADC or the local detention facility to have phone privileges as necessary;

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~~_____ (iv) Adding the incarcerated parent to the CANS assessment and case plan while including all services provided by the detention facility;~~

~~_____ (v)(a) Requesting written progress reports and certificates of completion for services from the detention facility.~~

~~_____ (b) Attach all documents obtained to the written court report for upcoming hearings and place a copy of all correspondence with the detention facility in the physical case record;~~

~~_____ (vi) Coordinating discharge planning, including determining who will be the assigned parole/probation officer, when appropriate; and~~

~~_____ (vii) Providing a copy of local assistance organizations and services available for the tentative county of residence to the incarcerated parent thirty (30) days prior to the parent's discharge from the detention facility;~~

~~_____ (4) Coordinate joint decision making as to the appropriateness of visitation with assigned attorneys ad litem, CASAs, and parent counsel;~~

~~_____ (5) Provide the incarcerated parent with a copy of all case plans, court reports, and court orders via standard mail to the Department of Corrections or local detention facility contact person; and~~

~~_____ (6) Coordinate services with resident county:~~

~~_____ (A) Refer the case for resident county services in the CHRIS assignment screen;~~

~~_____ (B) Email resident county FSW and copy resident county supervisor with a summary of service needs and requests;~~

~~_____ (C) Invite resident county FSW to staffings via CFS 590; and~~

~~_____ (D) Maintain minimum monthly contact with resident county FSW in an effort to coordinate on-going services, monthly face-to-face contact with the incarcerated parent, and parent-child visitation.~~

~~_____ (b) FSW Supervisor will:~~

~~_____ (1) Monitor to ensure diligent efforts to locate incarcerated parents;~~

~~_____ (2) Attend staffings to assist in determining the appropriateness of services and visitation; and~~

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~~(3) Ensure case assignment to and coordination of services with resident county.~~

9 CAR § 40-424. Services case opening for cases involving active duty service members.

(a)(1) The Division of Children and Family Services is responsible for coordinating services with Little Rock Air Force Base to ensure the immediate and on-going assessment and provision of services to active duty service members who are involved in open ~~Division of Children and Family Services~~ division Division of Children and Family Services cases.

(2) This includes:

(A) Reports involving as an alleged victim a child of an active duty service member, as an alleged offender a person who is an active duty service member; and

(B) Any report alleging child maltreatment:

(i) That occurred during an activity conducted or sanctioned by the United States Department of Defense or its subdivisions; or

(ii) Occurring at a facility operated by the United States Department of Defense or its subdivisions.

(b) The ~~Division of Children and Family Services~~ division The Division of Children and Family Services will make diligent efforts to locate active duty service members and to determine what services are available to those clients through the Family Advocacy Program (~~FAP~~) on the military installation and via the ~~Division of Children and Family Services~~ division Division of Children and Family Services.

(c) The Family Advocacy Program (FAP) at Little Rock Air Force Base will act as the central point of contact for all military branches and installations within the State of Arkansas.

(d) The Little Rock Air Force Base FAP will coordinate, on behalf of Little Rock Air Force Base and other Arkansas military branches and installations, with the ~~Division of Children and Family Services~~ division Division of Children and Family Services and Crimes Against Children Division to:

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(1) Develop a plan of investigation;
(2) Share information; and
(3) Coordinate the provision of necessary services for active duty service members.

(e) The FAP will determine eligibility for and coordinate available service provision through the base to active duty service members.

(f) Only the service member who was active duty at the time of the incident will be eligible for services through the military installation.

(g)(1) Not all military installations have services available locally.

(2) The specific responsibilities and duties of each agency are delineated in the Department of Human Services-Little Rock Air Force Base Memorandum of Understanding (MOU), which is ~~posted on CHRIS Net and is~~ subject to renewal every three (3) years.

(h) To determine the individual responsibilities and operational protocol of the two (2) agencies, see the specifics of the agreement.

~~9 CAR § 40-425. Coordination of services for active duty service members.~~

~~—(a) To ensure coordination of services for active duty service members, both on and off base, the Family Service Worker (FSW) will:~~

~~—(1)(A) Review the initial case connect contact to determine if Little Rock Air Force Base was notified of the active duty service member's involvement in the Division of Children and Family Services case.~~

~~—(B) If the FSW determines that notifications to the Little Rock Air Force Base were not made, the FSW will contact the FAP during duty hours at 501-987-7377 and provide notification;~~

~~—(2) Ensure the client screen for the active duty service member contains an accurate Social Security number and that the "active duty service member" check box is checked;~~

~~—(3) Enter the FAP as a collateral in the open case and document all contacts~~

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with the FAP in the case contact screen;

—————(4) Contact FAP at 501-987-7377 and coordinate the following:

—————(A) Contact with active duty service member/family if residence is on base;

—————(B) Determination of what, if any, services are available for the service member through the FAP; and

—————(C) Termination of services and case closure; and

—————(5)(A) Assist in providing case management updates for ongoing services directly provided by the division.

—————(B) Upon request, furnish FAP with written progress reports and/or assessments to include any agreements, stipulations, or court orders for ongoing services.

—————(b) When removal of a child becomes necessary:

—————(1) Consider that when the suspected offender is the active duty service member, the member's military commander has the authority to order the alleged offender out of the home; and

—————(2) Contact the Security Forces Law Enforcement desk at 501-987-3221 if there is a concern for the safety of staff members or the victim or victims.

—————(c)(1) In situations where a military order is deemed appropriate for an active duty service member to have no contact with the alleged victim, provide FAP with suggested instructions regarding authorized contact between the alleged victim or victims and the suspected active duty service member.

—————(2) Such instructions may include guidance about phone, letter, electronic, or unsupervised/supervised face to face contact.

—————(d) The FSW Supervisor will:

—————(1) Ensure referrals for active duty service members are provided to the FAP timely; and

—————(2) Ensure open and accurate communication continues between the division and the FAP for the duration of the division involvement with the family.

Subpart 5. Assessment of Family Strengths and Needs to Develop Individualized Family Case Plans

9 CAR § 40-501. Family assessments.

(a) Overview.

(1)(A) The assessment of a family's strengths and needs is the basis for developing individualized goals and identifying services and supports to meet the family's needs.

(B) The family shall be a primary source of information for the assessment with emphasis on the partnership with the family and a holistic view of their circumstances.

(C) Other agencies or individuals with knowledge of the family's circumstances will also be consulted as appropriate.

(2)(A) Family assessment is an approach to engaging families while also collecting and organizing information at critical decision points in every case.

(B) A thorough assessment of family functioning includes evaluating risk and ~~/or~~ safety factors ~~threats~~ that are barriers to family functioning as well as protective factors that may mitigate risks and ~~/or~~ safety factors ~~threats~~.

~~(b) Assessment tools used for in-home and out-of-home services cases.~~

~~———— (1)(A) The Family Advocacy and Support Tool (FAST) is the family assessment instrument used for all in-home services cases (to include supportive services cases, see 9 CAR § 40-301, preventive services for more information, but excluding differential response cases).~~

~~———— (B) The Child and Adolescent Strengths and Needs (CANS) tool is the family assessment instrument used for all out-of-home placement cases.~~

~~———— (C) The 0–4 CANS will be used for all children from birth through four (4) years of age involved in an out-of-home placement while the 5+ CANS will be used for all children five (5) years of age and older involved in an out-of-home services case.~~

~~———— (D) The only reason for which both a FAST and CANS will be completed with the same family is if there is still a child left in the home while another child is~~

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removed from the home.

~~—————(2)(A) The FAST and CANS are multiple purpose information integration tools that are designed to be the output of the assessment process.~~

~~—————(B) This allows the Division of Children and Family Services to more consistently communicate the needs and strengths of children and their caregivers involved with in home and out of home services cases, respectively.~~

~~—————(C) The use of the FAST or CANS does not replace professional judgment.~~

~~—————(D) As such, while the FAST and CANS will help inform the in home services and out of home placement case plans, respectively, the completion of a FAST or CANS does not write the case plan.~~

~~—————(3)(A) During the completion of both the FAST and the CANS, the FSW will ensure family involvement and receive input from:~~

~~—————(i) Parents;~~

~~—————(ii) Caregivers;~~

~~—————(iii) Children;~~

~~—————(iv) Service providers; and~~

~~—————(v) Extended family members.~~

~~—————(B)(i) Just as each child is rated individually using the FAST or CANS, as appropriate, each of the child's primary caregivers will be rated as individuals.~~

~~—————(ii) I.e., if a child has two (2) or more primary caregivers in the home such as a mother, stepfather, and maternal grandmother, all three (3) of these primary caregivers in the home will be rated individually.~~

~~—————(iii) Likewise, if a child has two (2) primary caregivers who live in different homes such as a mother and father who are divorced, then both of these primary caregivers will be rated as individuals.~~

~~—————(C)(i) Caregivers and other parties to the case will receive a copy of the FAST and/or CANS output document.~~

~~—————(ii) Anyone else involved in the development of the FAST and/or the CANS may receive the FAST and/or CANS output document, as applicable, upon request within the parameters of Arkansas Code § 9-28-407 (see 9 CAR § 40-208,~~

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~~confidentiality, for more information).~~

~~—————(4)(A) For in-home services cases the FAST will be completed within thirty (30) days of case opening and every three (3) months thereafter to correspond with required case staffings and prior to case closure.~~

~~—————(B) The FAST may be updated more frequently as needed.~~

~~—————(C) With each FAST update, the case plan will also be updated accordingly.~~

~~—————(5)(A) The CANS will be completed within thirty (30) days of the child entering out of home placement or thirty (30) days of case opening, whichever occurs first.~~

~~—————(B) Subsequent CANS will be every three (3) months thereafter and prior to case closure.~~

~~—————(C) The CANS may be updated more frequently as needed.~~

~~—————(D) With each CANS update, the case plan will also be updated accordingly.~~

~~—————(E) If a four-year-old child will turn five (5) years of age by the time the next CANS is due, either the 0–4 CANS or the 5+ CANS may be used for the child at that point in time.~~

~~—————(6)(A) An individual performing the family assessment will be trained and certified in the use of FAST and CANS.~~

~~—————(B) FAST and CANS recertification must be completed on an annual basis.~~

~~—————9 CAR § 40-502. Family assessments using the FAST and CANS.~~

~~—————(a) The Family Service Worker will:~~

~~—————(1) Explain the general purpose of the FAST or CANS to the family, as applicable;~~

~~—————(2)(A) Meet several times with the parents, caregivers, children, service providers, and extended family members to conduct a thorough and complete FAST or CANS, as applicable.~~

~~—————(B) Complete the FAST at a minimum:~~

~~—————(i) Within thirty (30) days;~~

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~~_____ (ii) Every three (3) months thereafter; and~~

~~_____ (iii) Prior to case closure.~~

~~_____ (C) Complete, at minimum, the CANS within thirty (30) days of the child entering out of home placement or within thirty (30) days of case opening, whichever comes first, every three (3) months thereafter, and prior to case closure;~~

~~_____ (3) Explain the overall outputs of the FAST or the CANS to the family, as applicable;~~

~~_____ (4) If at any time during the completion of an initial or subsequent FAST or CANS, or at any other point during a protective services or foster care case, there is reason to believe a child involved in a protective services or foster care case is a victim of sex trafficking or at risk of being a sex trafficking victim:~~

~~_____ (A) Document accordingly in CHRIS and conference with the FSW supervisor to determine appropriate next steps for additional screening related to sex trafficking victims and/or referral to appropriate services, with incorporation of any referrals and/or services into the case plan;~~

~~_____ (B) Report information on children or youth who have been identified as a sex trafficking victim to local law enforcement immediately, and in no case later than twenty four (24) hours after receiving the information; and~~

~~_____ (C) Document in CHRIS contacts when local law enforcement is notified of a child being identified as a sex trafficking victim;~~

~~_____ (5) Obtain the necessary signatures on the approved FAST or CANS, as applicable;~~

~~_____ (6) Attach the approved and signed FAST or CANS, as applicable, to the case plan;~~

~~_____ (7) Provide the caregivers and other parties to the case with a copy of the FAST and/or CANS output document, as applicable; and~~

~~_____ (8) Provide a copy of the FAST and/or CANS output document to anyone else involved in the development of the FAST and/or CANS upon request, within the parameters of Arkansas Code § 9-28-407 (see 9 CAR § 40-208, confidentiality, for more information).~~

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~~—(b)(1) The FSW Supervisor will conference with the FSW as necessary during the completion of the FAST or CANS.~~

~~—(2) Approve the FAST at a minimum within thirty (30) days, every three (3) months thereafter, and then prior to case closure but only once the appropriate family assessment instrument has been sufficiently completed.~~

~~—(3) Approve the CANS at a minimum:~~

~~—(A) Within thirty (30) days of the child entering out of home placement or within thirty (30) days of case opening, whichever comes first;~~

~~—(B) Every three (3) months thereafter; and~~

~~—(C) Prior to case closure, but only once the appropriate family assessment instrument has been sufficiently completed.~~

9 CAR § 40-503. Services-Family case plan.

(a)(1) The family case plan is a written document that is a discrete part of the case record between the family and the Division of Children and Family Services (DCFS or division).~~that~~

(2) It outlines a strategy to assist the family in rectifying the issues that resulted in division involvement so that children may:

(A) Safely remain in their home during a prevention or in-home case; or

(B) Safely return to the parent, guardian, custodian, or other caregiver from whom they were removed.

(3) A family case plan will be developed with all families involved in a dependency-neglect case or a family in need of services (FINS) case in which the division has been ordered to provide services.

(A) For cases not associated with a dependency-neglect or FINS petition, a family case plan must be developed if the case remains open for more than thirty (30) days.

(4) The initial family case plan will be completed in the division information management system within thirty (30) days of:

(A) Opening of an in-home case (to include prevention cases) or, filing of

a related petition, whichever comes first; or

(B) A child entering a permanency services placement or the date the petition was filed, whichever comes first.

(5) Family case plans will be updated at least every ninety (90) days thereafter, preferably during the family team meetings for both in-home and permanency services cases.

(A) However, family case plans will also be updated any time as needed based on evolving circumstances or participants.

(B) All parties will be notified of any substantive change to the family case plan, plan of services and supports and articulates needed changes in order to ensure the child's safety.

(2) The case plan:

(A) Addresses the family's needs;

(B) Builds on the family's strengths;

(C) Outlines the roles and responsibilities of all involved parties; and

(D) Provides appropriate timeframes in which each action listed on the case plan will be completed.

(3) The ultimate goal of the case plan is to assist the family in rectifying the issues that resulted in division involvement.

(4)(6) Case-Family case plans will be developed after a thorough assessment of: a family's strengths and needs.

(A) Harm and safety threats (considering the impact of caregiver behavior on the child);

(B) Worries about what might happen if there is no intervention;

(C) What is working or has worked well in relation to ensuring child safety; and

(D) Strengths and resources available to the family, including the strength of the family's network of support.

(5) The strengths and needs identified via the Family Advocacy and Support

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Tool (FAST) will inform the development of the case plan for supportive and in-home services case plans.

~~———— (6) The strengths and needs identified via the Child and Adolescent Needs and Strengths (CANS) functional assessment will inform the development of the case plan for out-of-home cases.~~

(7) ~~Using the information from the FAST or CANS, as applicable, to help identify priority needs and strengths, the case plan will then be developed with the involvement of:~~ The development of family case plans will be a collaborative process between:

(A) Family;

(B) The age-appropriate children;

~~(C) The foster parents (if applicable) and the attorney ad litem (if there is court involvement);~~ The family's identified network members; and

~~(D) The Family Service Worker; and~~ Division staff; and other professionals, as applicable;

(i) If the parents are unwilling or unable to participate in the development of the family case plan, the division will document the parents' unwillingness or inability to participate and provide a copy of the written documentation to the parent, if available.

(ii) The division will then prepare a family case plan conforming as nearly as possible to the requirements set forth in this rule.

~~———— (E) Any other involved parties.~~

(E8) When there is court involvement, resource parents, attorneys ad litem, parent counsel, Court Appointed Special Advocates (CASA), division staff who supervise family time, and any other involved parties;

(F9) Adult household members and ~~age-appropriate~~ age-appropriate children in the household where the child resides or resided before removal;

(G10) Non-custodial parents, including putative parents and incarcerated parents (unless legally prohibited from contact with the children); ~~and~~

(H11) At least one (1) network member who must also be assigned action

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steps; and-

~~—(b)(1) The case plan will be updated as necessary following updates to the FAST and/or CANS.~~

~~(2)-(812) Consideration of the health and safety of a child must be included addressed in all family case planning for children involved in all case types plans and include the following:-~~

~~(A) Harm, worry, and behaviorally specific goal statements created in consensus with the family, their network, and relevant parties to the case:-~~

~~(i) Worry statements will be focused on the caregiver's current behavior and the impact of the specific behavior on the child. Caregiver's past behaviors and current behaviors having no direct negative impact on a child should not be included in service provision or family case planning unless those caregiver behaviors are included as actions of protection for a child.~~

~~(ii) Goal statements will focus on the behavioral changes needed to assure child safety.~~

~~(B) Behaviorally specific action steps for achieving the goals for each person in the family case plan to include specific timeframes in which the actions will be accomplished:-~~

~~(C-) Needed services and supports and a description of how these will facilitate the changes needed to ensure child safety:- and~~

~~(D) Any reasonable accommodations made to ensure that participants in the plan have meaningful access to reunification services and prevention supports, as per the Americans with Disabilities Act:-~~

~~(913) In addition, for families whose children are experiencing out of home placement, the family case plan will:~~

~~(A) Be completed and filed with the court within thirty (30) days of a child entering out of home care, and prior to adjudication.~~

~~(B) Include a concurrent goal that addresses a safe permanent placement if reunification is not possible and action steps to actively achieve the concurrent~~

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permanency goal.

(C-) Include plans for family time for parents, guardians, or custodians and children in out of home care, as well as the family time rights and obligations of the parents, guardian, or custodian and the division during the periods the child is in an out of home placement.

(D) Describe action steps needed to place siblings together if they are initially in different placements to include:

_____ (i) The reasons why joint placement would be contrary to the safety or well-being of any of the siblings; and

_____ (ii) Documentation of efforts to facilitate frequent family time or other ongoing interaction, unless documented that frequent family time or other ongoing interaction would be contrary to the safety or well-being of any of the siblings.

_____ (E) Describe the child's placement, and a discussion of the safety and appropriateness of the placement to include whether the placement is:

_____ (i) In the least restrictive (most family like) setting available;

_____ (ii) In close proximity to the home of the caregiver when the goal is reunification;

_____ (iii) If the child has been placed a substantial distance from the home of the caregiver or has been placed out of state, the description will include reasons why such a placement is in the best interest of the child; and

_____ (iv) Is consistent with the best interests and special needs of the child.

(F) Ensure the educational stability of the child while they are experiencing foster care including:

_____ (i) An appropriate educational setting and consideration to the proximity of the school in which the child is enrolled at the time of placement; and

_____ (ii) Coordination with appropriate local educational agencies to ensure the child remains in the school in which the child is enrolled at the time of each placement; or

_____ (iii-) If remaining in such school is not in the best interests of the child, immediate and appropriate enrollment in a new school with all educational records

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provided to the school through collaboration between the division and the local school district.

(G) Include the health and education records of the child including the most recent information available regarding:

(i) Names and addresses of the child's health and educational providers;

(ii) Child's grade level performance;

(iii-) Child's school record;

(iv) A record of the child's immunizations;

(v) The child's known medical issues;

(vi) The child's medications; and

(vii) Any other relevant educational information concerning the child that is determined to be appropriate.

(H) Where appropriate for a child fourteen (14) years of age or older experiencing foster care, a written description of the programs and services that will help the child prepare for the transition from foster care to successful adulthood.

(i) Any revision or addition must be developed in consultation with the child and at the option of the child, with up to two (2) members of the family case planning team who are chosen by the child and who are not a resource parent of, or Social Service Specialist for the child.

(ii) Any individual selected by a child to be a member of the family case planning team may be rejected by the division at any time if there is a good cause to believe that the individual would not act in the best interest of the child.

(iii) One (1) individual selected to be a member of the child's case planning team may be designated to be the child's advisor and, as necessary, advocate, with respect to the application of the reasonable and prudent parent standard to the child.

(I) During the ninety-day period immediately prior to the date on which the youth will attain eighteen (18) years of age, division staff will provide the youth with assistance and support in developing a transition plan within the family case plan that is personalized at the direction of the youth, including specific options on:

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(i) Housing;

(ii) Health insurance;

(iii) Education;

(iv) Local opportunities for mentors and continuing support services;

(v) Work force supports and employment services;

(vi) Information about the importance of designating another individual to make health care treatment decisions on behalf of the youth if the youth becomes unable to participate in such decisions and the youth does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions; and

(vii) Options to execute a health care power of attorney, health care proxy, or similar document recognized under State law that is as detailed as the youth may elect

(J) Include documentation of the steps taken to finalize a placement when the family case plan goal is or becomes adoption or placement in another permanent home.

(i) When the case plan goal is adoption, at a minimum such documentation will include child specific recruitment efforts such as the use of state, tribal, regional, or national adoption exchanges including electronic exchange systems to facilitate orderly and timely placements.

(ii) For a child with respect to whom the permanency plan is placement with a relative and receipt of kinship subsidized guardianship payments, a description of:

(a) The steps taken to determine that it is not appropriate for the child to be returned to their caregiver or be adopted;

(b) The reasons for any separation of siblings during placement;

(c) The reasons why a permanency placement with a fit and willing relative through a kinship guardianship assistance arrangement is in the child's best interests;

(d) The ways in which the child meets the eligibility requirements

for a kinship subsidized guardianship payment;

(e) The efforts made to discuss adoption by the child's relative resource parent as a more permanent alternative to legal guardianship and, in the case of a relative resource parent who has chosen not to pursue adoption, documentation of the reasons; and

(f) The efforts made to discuss with the child's parent or parents the kinship guardianship assistance arrangement, or the reasons why the efforts were not made.

(10) The division will provide copies of the signed family case plan to the parents, guardians, or custodians, other caregivers in the household, age-appropriate children, family support network members, and all parties to the case, as applicable.

~~(11)~~ Before case closure, division staff, family members, household members, age-appropriate children, and members of the family support network will develop an aftercare plan that addresses ongoing child safety after the Division is no longer working with the family.

~~(3) No child in an out-of-home placement will have a case plan goal of reunification for longer than twelve (12) months, unless otherwise ordered by the court.~~

~~9-CAR § 40-504. Case plan.~~

~~— (a) The Family Service Worker will:~~

~~— (1) Review the:~~

~~— (A) Most current FAST or CANS, as appropriate, for the child and family;~~

~~— (B) Investigation allegation;~~

~~— (C) Findings from the allegation; and~~

~~— (D) Reason for removal, if applicable;~~

~~— (2) Assign actionable items on the FAST or CANS into subgroupings as appropriate;~~

~~— (3)(A) Complete an initial case plan in CHRIS within thirty (30) days of opening a services case or a child entering an out-of-home placement, whichever comes first.~~

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~~_____ (B) A case plan must be completed on all cases—including supportive services and in-home services cases—and will include the following:~~

~~_____ (i) A description of the out-of-home placement, if applicable, with regard to the health and safety of the child;~~

~~_____ (ii) A plan for ensuring a child receives safe and proper care;~~

~~_____ (iii) A discussion of the appropriateness of the services that have been provided to the child;~~

~~_____ (iv) A plan for ensuring services are provided to the child and caregiver to improve conditions in the caregiver's home and facilitate return of the child, if applicable, or the permanent placement of the child;~~

~~_____ (v) A plan for ensuring services are provided to the child and foster parents to address the needs of the child while in out-of-home placement, if applicable;~~

~~_____ (vi) The visitation rights and obligations of the parents, guardian or custodian, and the Division of Children and Family Services during the period the child is in an out-of-home placement, if applicable;~~

~~_____ (vii)(a) A description of the location of siblings;~~

~~_____ (b) If siblings are separated, the reasons why joint placement would be contrary to the safety or well-being of any of the siblings as well as documentation of efforts for frequent visitation or other ongoing interaction, unless the division documents that frequent visitation or other ongoing interaction would be contrary to the safety or well-being of any of the siblings;~~

~~_____ (viii) A transitional plan for a child fourteen (14) years of age or over that will help prepare the child for successful transition to adulthood (see Policy VIII A);~~

~~_____ (ix) A discussion of how the case plan is designed to achieve a safe placement for the child in the least restrictive (most family-like) setting available and in close proximity to the home of the caregiver or caregivers when the case plan goal is reunification, and a discussion of how the placement is consistent with the best interests and special needs of the child;~~

~~_____ (x) The reasons why it is in the best interest of the child if he or she has been placed in an out-of-home placement, if applicable, that is a substantial~~

~~distance from the home of the caregiver or has been placed out of state;~~

~~_____ (xi) A discussion of the safety and appropriateness of the placement and how the division plans to carry out the judicial determination made with respect to the child that:~~

~~_____ (a) Continuance in the home is contrary to the welfare of the child, or that placement would be in the best interest of the child; and~~

~~_____ (b) Reasonable efforts to prevent a child's removal from home or to reunify the child and family are not required;~~

~~_____ (xii) If the child has been placed in foster care in a state outside the state in which the child's caregiver or caregivers are located, ensure that the caseworker of either state visits the foster home or institution no less frequently than every six (6) months and submits a report on the visit to the state agency of the state where the home of the child's parent or parents is located;~~

~~_____ (xiii)(a) Assurance that each child who has attained the minimum age for school is a full-time elementary or secondary school student or has completed secondary school.~~

~~_____ (b) This includes:~~

~~_____ (1) Public schools;~~

~~_____ (2) Private schools; and~~

~~_____ (3) Home school programs.~~

~~_____ (c) This should also include the most recent information available regarding:~~

~~_____ (1) Names and addresses of the child's health and educational providers;~~

~~_____ (2) Child's grade-level performance;~~

~~_____ (3) Child's school record;~~

~~_____ (4) Assurances the child's placement in foster care, if applicable, takes into account the proximity to the school in which the child is enrolled at the time of placement; and~~

~~_____ (5) Any other relevant education information concerning the~~

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child determined to be appropriate;

~~_____ (xiv) The health records of the child including the most recent information available regarding:~~

~~_____ (a) Record of the child's immunizations;~~

~~_____ (b) Child's known medical problems;~~

~~_____ (c) Regularly updated information regarding any medical conditions that cause the child to be incapable of attending school (see 9 CAR § 40-719);~~

~~_____ (d) Child's medications; and~~

~~_____ (e) Any other relevant health information concerning the child determined to be appropriate; and~~

~~_____ (xv)(a) Documentation of the steps taken to:~~

~~_____ (1) Find an adoptive family or other permanent living arrangement for the child;~~

~~_____ (2) Place the child with an adoptive family, a fit and willing relative, a legal guardian, or in another planned permanent living arrangement; and~~

~~_____ (3) Finalize the adoption or legal guardianship.~~

~~_____ (b) At a minimum, documentation shall include child specific recruitment efforts such as the use of state, regional, and national adoption exchanges including electronic exchange systems.~~

~~_____ (c) This applies in the case of a child for whom the permanency plan is adoption or placement in another permanent home;~~

~~_____ (4) Print the case plan;~~

~~_____ (5) Explain and discuss the case plan with the family to help ensure the family's understanding of case plan goals, actions, roles, responsibilities, and timeframes;~~

~~_____ (6) Have all applicable family members sign the completed case plan;~~

~~_____ (7) Provide the family and all parties to the case with copies of the signed case plan;~~

~~_____ (8) Place the signed case plan in the client record;~~

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~~_____ (9) File the case plan with the court no later than thirty (30) days after the date the petition was filed, if applicable, or the child was first placed out of home, whichever is sooner; and~~

~~_____ (10)(A) Using information from the updated FAST or CANS, as applicable, review and update the case plan as necessary during case plan staffings held at a minimum of every three (3) months for both in-home services cases and out-of-home placement cases.~~

~~_____ (B) Case plan packet for court involved cases includes:~~

~~_____ (i) Case plan CHRIS case report;~~

~~_____ (ii) Completed FAST for in-home cases or completed CANS for out-of-home cases; and~~

~~_____ (iii) If a child or children are in Department of Human Services custody:~~

~~_____ (a) CFS 6008: Placement Plan CHRIS Case Report (if appropriate);~~

~~_____ (b) CFS 6018: Placement History CHRIS Case Report (if appropriate);~~

~~_____ (c) CFS 7010: Visits Report CHRIS Case Report (if appropriate);~~

~~_____ (d) CFS 6012: Client Medical and Psychological Information CHRIS Case Report (if appropriate);~~

~~_____ (e) CFS 6010 Addendum A: Visitation Plan/Visitation Schedule CHRIS Net Template (form for worker to type in info) (if appropriate); and~~

~~_____ (f) Completed comprehensive health assessment.~~

~~_____ (b) Case plan packet for noncourt involved case plans:~~

~~_____ (1) Case plan CHRIS case report;~~

~~_____ (2) Completed Family Advocacy and Support Tool (FAST); and~~

~~_____ (3) Any case specific attachments (i.e., grades, provider information, etc.) as appropriate.~~

~~_____ (c) The FSW Supervisor will:~~

~~_____ (1) Conference with the FSW as necessary throughout the development of and~~

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adjustments to the case plan; and

~~_____ (2) Approve the case plan once it is sufficiently completed by the FSW within:~~

~~_____ (A) Thirty (30) days of opening the case (whether in home services or out of home placement) or a child's entering an out of home placement; and~~

~~_____ (B) Every three (3) months thereafter for in home services and out of home placement cases.~~

9 CAR § 40-505. Policy — ~~Case staffings~~Family Team Meetings.

~~(a)~~ (a) A case staffing family team meeting is a meeting consultation of all involved parties for the purpose of assessing the current status of the child and family strengths and needs and developing or updating the family case plan and other associated plans (for example, family time plans or transitional plans) accordingly.

(1) Family team meetings will address the questions central to all family planning:

(A) What are we worried about?

(B) What is working well?

(C) What needs to happen next?

~~_____ (b) Case staffings will address all appropriate issues relevant to the needs and strengths of the family.~~

~~(c)~~ (b) A case staffing family team meeting may be held for various reasons based on the needs of the child and family.

~~(d)~~ (c) Situations which require a staffing family team meeting include but are not limited to:

(1) Developing the initial family case plan which must be completed within thirty (30) days of opening a services case or child entering an out of home placement, whichever comes first;

(2) Reviewing progress or making changes in the family case plan at least every three (3) months at subsequent family team meetings for the duration of an in-home services or permanency services case and making updates and other changes as

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applicable;

(A) Reviews during subsequent family team meetings will include discussion regarding the family's progress made on the family case plan goals, behavioral change demonstrated by the parents, to include acts of protection, the need for ongoing services ~~and/or~~ supports, and any new factual circumstances;

(B) These subsequent family team meetings will also ~~to include reviewing discussing~~ progress or making changes to the transitional plan for a ~~child-youth~~ fourteen (14) years of age or older ~~in an out of home placement~~ ~~experiencing foster care~~;

(3) Reviewing situations where a child has been in three (3) or more out-of-home placements within a twelve-month period, ~~excluding if any of those placement moves have been the result of the child being placed with a relative or fictive kin after being placed in a traditional resource home or congregate care provider or placement moves that have otherwise resulted in a child moving to a less restrictive environment~~;

(4) Addressing challenges that bring a child or family into a state of crisis;

(5) ~~Determining the need for ongoing services and/or supports; and Conducting a permanency planning family team meeting no later than the eleventh (11th) month of case opening, if applicable, to which the Adoption Specialist will be invited if the Adoption Specialist has not already been participating in the family team meetings; and~~

(6) Reviewing the need for case closure before a case is closed.

~~9-CAR § 40-506. Procedure—Case staffings.~~

~~—(a) The Family Service Worker will:~~

~~——(1) Invite supervisors, parents, or guardian, and if there is court involvement, Court Appointed Special Advocate (CASA, if applicable), all parties' attorneys, foster parents, caretaker, age appropriate child, and any other involved party in the case plan;~~

~~——(2) Inform families of their right to have their attorney present;~~

~~——(3) Furnish written notice to the child, if of appropriate age (ten (10) years or older);~~

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- ~~—————(4) Furnish written notice of the staffing CFS 590: Invitation to Family-Centered Meeting (complete with date, time, and location to all participants at least two (2) weeks prior to the staffing;~~
- ~~—————(5)(A) File copies of the CFS 590: Invitation to Family-Centered Meeting in the case record.~~
- ~~—————(B) Include documentation of the reason, if the child was not able to attend;~~
- ~~—————(6) Document on the case plan any parent's unwillingness to participate and provide this written documentation to the parent if available;~~
- ~~—————(7) Conduct the:~~
- ~~—————(A) Initial staffing within thirty (30) days of opening the case (whether in-home services or out of home placement) or a child's entering an out of home placement, whichever comes first regarding out of home placement cases; and~~
- ~~—————(B) Subsequent staffings at least every three (3) months for in-home services and out of home placement cases;~~
- ~~—————(8) Complete the original case plan by the initial staffing and update the case plan as needed after subsequent staffings;~~
- ~~—————(9) Review the case plan for compliance by the participants and update as necessary to reflect:~~
- ~~—————(A) Progress made;~~
- ~~—————(B) New factual circumstances; and~~
- ~~—————(C) New goals;~~
- ~~—————(10)(A) Conduct a permanency planning staffing at the eleventh month of case opening.~~
- ~~—————(B) Invite the Adoption Specialist and all other parties involved in the case; and~~
- ~~—————(11) Conduct a staffing before closing a case to review progress and determine that closure is appropriate.~~
- ~~—————(b) The FSW Supervisor will:~~
- ~~—————(1) Conference with the FSW as necessary regarding case plan staffings; and~~

- ~~_____ (2) Attend all case plan staffings if possible.~~
- ~~_____ (c) The Area Director will:~~
 - ~~_____ (1) Hold a special case staffing within two (2) weeks of the third move, whenever a child has been in three (3) or more out of home placements within a twelve month period;~~
 - ~~_____ (2) Address the reasons for the frequent moves;~~
 - ~~_____ (3) Determine what steps shall be taken to prevent future placement disruptions;~~
 - ~~_____ (4) Include the:~~
 - ~~_____ (A) Family Service Worker;~~
 - ~~_____ (B) Supervisor;~~
 - ~~_____ (C) Foster parents;~~
 - ~~_____ (D) Age appropriate child; and~~
 - ~~_____ (E) Any appropriate service providers and/or life connections for the child;~~
 - ~~and~~
 - ~~_____ (5) Conduct a staffing to review the status of a child placed in long term, out of home care.~~
- ~~_____ (d)(1) Some persons will attend the entire staffing, while others will attend only the portion of the staffing relating to the area in which they are involved.~~
- ~~_____ (2) Confidentiality prevents sharing information with unauthorized individuals.~~

Subpart 6. Services to Preserve Families in Their Homes

9 CAR § 40-601. Services to preserve families in their homes.

(a)(1) Services to preserve families and protect children encompass a comprehensive continuum of services designed to address the life needs of the child and the family.

(2) These services include concrete services such as housing, transportation, cash assistance, rental deposit, food, and direct therapeutic intervention both for the family, as a whole, and for individual family members.

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(3) The array of services to preserve families and protect children is either direct or purchased services.

(b)(1) Services available to children and families are provided through Title IV-B, subpart II funding under the Promoting Safe and Stable Families Programs.

(2) The child's health and safety will be a priority in the provision of services.

(3) The four (4) categories of services under the Promoting Safe and Stable Families Program are:

- (A) Family preservation services;
- (B) Family support services;
- (C) Time-limited family reunification services; and
- (D) Adoption promotion and support services.

(4) Family preservation services means services to children and families designed to help families, including adoptive and extended families, at risk or in crisis.

(c) Family preservation services include:

(1) Service programs designed to help children, where appropriate, return to families from which they have been removed, be placed for adoption, be placed with a legal guardian, and if adoption or legal guardianship is determined not to be safe and appropriate for a child, in some other planned, permanent living arrangement;

(2) Preplacement preventive services programs, such as intensive family preservation programs, designed to help children at risk of foster care placement remain safely with their families;

(3) Service programs designed to provide follow-up care to families to whom a child has been returned after a foster care placement;

(4) Respite care of children to provide temporary relief for parents and other caregivers, including foster-resource parents; and

(5) Services designed to improve parenting skills by reinforcing parents' caregivers' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills with respect to matters such as child development, family budgeting, coping with stress and health and nutrition.

(d) Family support services are community-based services that promote the well-being of children and families and are designed to:

- (1) Increase the strength and stability of families (including ~~adoptive,~~
foster resource families, adoptive families, and extended families);
- (2) Increase parents' caregivers' confidence and competence in their parenting abilities; and
- (3) Afford children a stable and supportive family environment, and otherwise ~~to~~ enhance child development.

(e) Services include:

- (1) Respite care;
- (2) Early developmental screening of children;
- (3) Mentoring;
- (4) Tutoring;
- (5) Health education for youth;
- (6) Parenting skills;
- (7) Counseling;
- (8) Home visiting activities; and
- (9) A range of center-based activities.

(f)(1) Time-limited reunification are services and activities that are provided to a child that is removed from the child's home and placed in a foster resource family home or a childcare institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but only during the fifteen-month period that begins on the date the child enters foster care.

(2) Services include:

- (A) Counseling;
- (B) Substance abuse treatment services;
- (C) Mental health services;
- (D) Assistance to address domestic abuse;
- (E) Temporary child care; and

(F) Transportation to services or activities.

(g) Adoption promotion and support services are services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interest of children, including such activities as preadoptive and postadoptive services and activities designed to expedite the adoption process and support adoptive families.

~~9 CAR § 40-602. Services to preserve families in their homes.~~

~~— The Family Service Worker will:~~

~~—— (1)(A) Go to "Workload", "Case" in CHRIS and complete the automated "Family Strengths and Needs Assessment" found within the "Case Plan", "Assessment", section of CHRIS on the "Family" and "Child" screens within thirty (30) days from the "Open Date" established by the case connection.~~

~~—— (B) This report will be printed from CHRIS and may be the result of several family sessions;~~

~~—— (2) Consider resources for the family within:~~

~~—— (A) The Division of Children and Family Services;~~

~~—— (B) Other Department of Human Services divisions;~~

~~—— (C) State agencies; and~~

~~—— (D) In the community;~~

~~—— (3) Make a referral to another division or community resource, if appropriate;~~

~~—— (4) Open a case in accordance to:~~

~~—— (A) 9 CAR § 40-402, protective/supportive services case opening; and~~

~~—— (B) 9 CAR § 40-403 out of home placement services case opening;~~

~~—— (5) Hold staffings, as needed, in accordance with 9 CAR § 40-506, case staffings;~~

~~—— (6) Arrange for other services as needed;~~

~~—— (7) Deliver services as identified in the CFS-6010: Case Plan;~~

~~—— (8) Address the educational needs, including any special needs identified during the strengths and needs assessment, of the children in the home, and attach~~

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~~copies of report cards, etc., as required in the CFS 6010: Case Plan;~~

~~—————(9) Conduct staffing to discuss closure; and~~

~~—————(10) Close noncourt involved case when both the Family Service Worker and the family agree that services are no longer needed or that the needs of the family will best be met by one (1) or more referrals to other service providers.~~

9 CAR § 40-603. Policy — Family ~~service worker~~ contacts.

(a) The Division of Children and Family Services shall maintain a level of contact with the family adequate to:

- (1) Protect the health and safety of the child;
- (2) Protect the child from further child maltreatment; and
- (3) Provide family support.

(b) When a report of child maltreatment is true and it is determined that the child shall remain in the home, the appropriate frequency for visits to the child and family shall be no less than weekly in the home during the first month that the case is opened.

(c) If the case is open longer than one (1) month, the ~~worker~~ Social Service Specialist and ~~his or her~~ their supervisor may ~~staff the case~~ consult with each other or another to determine if ~~visits~~ contact may safely be held less frequently than weekly.

(d)(1) Visits to the family in the home, with a face-to-face visit with the child, will be held at least once a month.

(2) Less frequent contact shall be dictated by the needs of the child and family and must have prior approval by the supervisor.

(e) The supervisor must review the ~~health and safety risk assessment~~ current safety assessment and risk assessment for the child before granting a waiver ~~(see Procedure II-D8 and II-D9 [repealed])~~ permitting less frequent contact.

~~9 CAR § 40-604. Procedure — Family service worker contacts.~~

~~—————(a) The Family Service Worker will:~~

~~—————(1)(A) Visit the child and family in the home to address their assessed needs.~~

~~—————(B) If there is a reason why the visit did not occur in the home, document~~

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the reason in the case record.

~~—————(C) The FSW is responsible for making weekly face to face contacts with the family during the first month that the case is opened.~~

~~—————(D) Visits by other the division staff (e.g., Program Assistant, supervisor) will count as a weekly visit after the case has been opened thirty (30) days.~~

~~—————(E) A face to face contact is defined as an in person contact with the perpetrator, victim, or caretaker (parent, guardian, or other person responsible) for the purpose of observation, conversation, or interviews about substantive case issues.~~

~~—————(F) Risk/needs assessment, treatment planning, case planning and/or progress, are examples of substantive case issues.~~

~~—————(G) A weekly or family visit is completed once contact is made with the victim child and primary caretakers to assess the child's health and safety and case plan progress;~~

~~—————(2)(A) If the case is opened longer than one (1) month, and the supervisor has approved less frequent visits than weekly, visit the family in the home, with a face to face visit with the child as frequently as approved, but at least once a month.~~

~~—————(B) High risk cases must continue to have at least weekly face to face contact.~~

~~—————(C) Moderate or low risk cases must have at least monthly face to face contact.~~

~~—————(D) Visits can occur in other locations, however, there must be a once a month visit to the home.~~

~~—————(E) Visits by other division staff will not count as monthly visits;~~

~~—————(3) Engage family members in meaningful activities as dictated by the case plan;~~

~~—————(4)(A) Document weekly visit contacts in the CHRIS client information screen by clicking on services/contacts and selecting new for each new client contact.~~

~~—————(B) Include the proposed visitation schedule in the case record documentation; and~~

~~—————(5)(A) Weekly contacts must be maintained for cases with "High" and~~

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~~"Intensive" risk levels and for families where the child's or family's situation raises protective concerns and where weekly contact is necessary to monitor the family situation and ensure child safety.~~

~~—————(B) In addition, the worker should maintain weekly visits if the child is experiencing a period of crisis in the home, school, or community and contact with the worker can be of assistance to the child in coping with the crisis.~~

~~————(b) The Family Service Worker Supervisor will:~~

~~————(1) Click on the reviewed check box after reviewing the worker's contact; and~~

~~————(2)(A) Click on the weekly contacts waiver check box and key in the mandatory explanation field to include documentation that the health and safety assessment and risk assessment has been reviewed in order for less than weekly contacts to be approved (see Procedure II-D8 and II-D9 [repealed]).~~

~~————(B) Under no circumstances can a waiver be granted for less than weekly contacts based on staff shortages without other appropriate justification.~~

9 CAR § 40-605. Family Support Fund.

(a) The Division of Children and Family Services will ensure that staff has prompt access to the Family Support Fund to prevent children from entering or remaining in foster care due to the parents' caregivers' financial inability to:

- (1) Meet the children's basic needs; or
- (2) Participate in family case plan services.

(b) Examples may include short-term assistance with utilities, gas cards, or purchases for the home to help ensure the safety of children (such as a crib to ensure a safe sleep environment for an infant).

(c) All requests will be assessed on a case-by-case basis.

(d) Requests to access the Family Support Fund for families involved in child maltreatment investigations and any type of case services will be made via the assigned Family Service Worker's division chain of command.

9 CAR § 40-606. Child involved in ~~protective services~~ an in-home or prevention services case who is missing.

(a)(1) Occasionally there are instances when a child or youth involved in an open ~~protective-in-home~~ services case may run away or otherwise go missing. This includes investigations, differential responses, and in-home cases.

(2) In all instances of missing children who are part of an open ~~protective-in-home~~ services case, the Division of Children and Family Services will collaborate with the child's family, law enforcement, and the National Center for Missing and Exploited Children (NCMEC) in an effort to locate the child.

(b) Child who may have been taken without authorization or the family has absconded with the child or children.

(1) If the family or division has reason to believe the child was taken from ~~his or her~~their parents, caretakers, or both, without authorization by another individual, then upon notification, the family's ~~FSW Caseworker~~Social Service Specialist and ~~FSW Caseworker's~~the supervisor will ensure the following individuals are notified of the child's disappearance:

(A) Local Law Enforcement;

~~(B) Area Director~~Social Service Area Manager; and

~~(B)-(C)~~ Assistant Director of Field Operations or designee.

(2) The Assistant Director of Field Operations or designee will then notify the Director of the ~~Division of Children and Family Services~~division.

(3) The ~~FSW Caseworker~~Social Service Specialist will also issue a protective services alert if:

(A) The family has left the county of origin and moved with ~~his or her~~their child or children to another county or state;

(B) The new address is unknown; and

(C) The child's health or physical well-being is deemed to be in immediate danger because the family is involved in an open ~~protective services~~ case involving an identified safety threat.

(c) Child who may have run away.

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(1) If the family, division, or both have reason to believe the child independently left ~~his or her~~their home of ~~his or her~~their own accord (for example, they run away), then upon notification, the family's ~~FSW Caseworker~~Social Service Specialist and ~~FSW Caseworker's~~ supervisor will ensure the ~~Area Director~~Social Service Area Manager is also notified of the child's disappearance.

(2) The ~~FSW Caseworker~~Social Service Specialist will then follow ~~the steps outlined below:~~state and federal reporting guidelines.

~~9 CAR § 40-607. When a child is reported missing from a family with an open protective services case:~~

~~— (a) The following applies to situations in which the child:~~

~~— (1) Has been taken from his or her parents, caretakers, or both, without authorization; and~~

~~— (2) Has run away independently from the home.~~

~~— (b) After receiving notification of the child's disappearance from the child's family or by other means, the FSW Caseworker will:~~

~~— (1)(A) Notify his or her supervisor and the child's attorney ad litem (if applicable) within two (2) hours.~~

~~— (B) This notification may occur via:~~

~~— (i) Email;~~

~~— (ii) Phone; or~~

~~— (iii) Text;~~

~~— (2)(A) Determine within two (2) hours whether the child's parents or caretakers have filed a missing person report with the local police department or sheriff's office.~~

~~— (B) If the parents, caretakers, or both have filed a missing person report, obtain the missing person report number from the parents or caretakers.~~

~~— (C) If the parents or caretakers have not yet filed a missing person report, encourage the parents or caretaker to file the report with the local police department or sheriff's department as soon as possible and obtain the missing person report number~~

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from the parents or caretakers as soon as possible.

_____ (D) If the parents and caretakers refuse to file a missing person report within one (1) business day, contact the local police department or sheriff's department immediately to file a missing person report and provide the following information where reasonably possible:

_____ (i) Child's name;

_____ (ii) A description of the child's physical features such as:

_____ (a) Height;

_____ (b) Weight;

_____ (c) Sex;

_____ (d) Ethnicity;

_____ (e) Race;

_____ (f) Hair color; and

_____ (g) Eye color;

_____ (iii)(a) A photo of the child.

_____ (b) Any published photo or other information published to help locate the child shall not identify the child as being involved with the Division of Children and Family services;

_____ (iv) Child's date of birth;

_____ (v) Circumstances of the missing child's disappearance, including the date the child went missing or was last seen and if the child indicated a destination (and, if so, what the destination is);

_____ (vi) Any other factual, biographical, or historical information that may assist with locating the missing child;

_____ (vii) Endangerment information such as the child's:

_____ (a) Pregnancy status;

_____ (b) Prescription medications;

_____ (c) Suicidal tendencies;

_____ (d) Vulnerability to being sex trafficked; and

_____ (e) Other health or risk factors; and

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~~_____ (viii)(a) A request for law enforcement to enter the information into the National Crime Information Center (NCIC) database of the Federal Bureau of Investigation.~~

~~_____ (b) If the local police department or sheriff's department will not allow the division to file a missing person report on behalf of the family, document the attempt to file the missing person report in the division's information management system;~~

~~_____ (3) Once a police report has been filed, contact the National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST (1-800-843-5678) no later than twenty-four (24) hours after receiving information on missing or abducted children or youth to provide the following information where reasonably possible to NCMEC per the memorandum of understanding (MOU) between the division and NCMEC:~~

~~_____ (A) Child's name;~~

~~_____ (B) A description of the child's physical features such as:~~

~~_____ (i) Height;~~

~~_____ (ii) Weight;~~

~~_____ (iii) Sex;~~

~~_____ (iv) Ethnicity;~~

~~_____ (v) Race;~~

~~_____ (vi) Hair color; and~~

~~_____ (vii) Eye color;~~

~~_____ (C)(i) Photo of the child.~~

~~_____ (ii) Any published photo or other information published to help locate the child shall not identify the child as being involved with the division;~~

~~_____ (D) Child's date of birth;~~

~~_____ (E) Name and contact information of the FSW Caseworker and FSW supervisor;~~

~~_____ (F) Investigating law enforcement agency name, contact information, and case number (i.e., missing person report number);~~

~~_____ (G) Circumstances of the missing child's disappearance, including the date~~

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~~the child went missing or was last seen;~~

~~_____ (H) Any other factual, biographical, or historical information that may assist with locating the missing child; and~~

~~_____ (I) Endangerment information such as the child's:~~

~~_____ (i) Pregnancy status;~~

~~_____ (ii) Prescription medications;~~

~~_____ (iii) Suicidal tendencies;~~

~~_____ (iv) Vulnerability to being sex trafficked; and~~

~~_____ (v) Other health or risk factors;~~

~~_____ (4) Upon NCMEC's request, release to NCMEC any additional requested information or records in its possession that are relevant to locating the missing child;~~

~~_____ (5) Maintain regular communication with law enforcement agencies and NCMEC in efforts to provide a safe recovery of a missing or abducted child, including by sharing information pertaining to the child's recovery and circumstances related to the recovery;~~

~~_____ (6) Update contacts in the division's information management system regarding the missing child and efforts to locate the missing child; and~~

~~_____ (7) If the child:~~

~~_____ (A) Is not found and there are other children in the home:~~

~~_____ (i) Continue to provide services to the family and other children as appropriate;~~

~~_____ (ii) Continue to call previously contacted parties and inquire for information and furnish further information that becomes available through case closure; and~~

~~_____ (iii) If appropriate, extend the search to other counties and states; or~~

~~_____ (B) Is not found within sixty (60) calendar days and is the only child in the home:~~

~~_____ (i) Update the family's assessment to determine if additional services, such as counseling, may be appropriate for the parents or caretakers; and~~

~~_____ (ii) Close the case if the family does not need further services.~~

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~~—(c) After notification of the child's disappearance by the family or by other means, the FSW supervisor will:~~

~~—(i) Notify the Area Director or designee of the child's disappearance; and~~

~~—(ii) Conference with the FSW as needed.~~

~~**9 CAR § 40-608. When a child involved in a protective services case who has been missing is located.**~~

~~—(a) When a child involved in an open protective service case who has been missing is located, the FSW Caseworker will:~~

~~—(1) Encourage the parents to have the child examined by his or her primary care physician, if possible, within seventy two (72) hours of locating the child or immediately in the case of a medical emergency;~~

~~—(2)(A) Notify immediately (but no later than twenty four (24) hours after the child has been located) all parties and individuals previously notified of the child's disappearance that the child has been located to include, but not limited to:~~

~~—(i) FSW Supervisor;~~

~~—(ii) Area Director;~~

~~—(iii) Local Office of Chief Counsel attorney;~~

~~—(iv) Child's attorney ad litem, if applicable;~~

~~—(v) Law enforcement; and~~

~~—(vi) NCMEC.~~

~~—(B) This notification may occur via email, phone, or text as appropriate;~~

~~—(3) If the case:~~

~~—(A) Was not closed during the child's absence from the home:~~

~~—(i) Conduct a visit with the child and the child's family within three (3) business days after the child has been located to determine what immediate needs the child and/or family may have and what immediate steps may need to be taken to better support the child and his or her family;~~

~~—(ii) Update CHRIS contacts to note the child has been located and when the FSW Caseworker met with the child and his or her family; and~~

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~~_____ (iii) Determine the primary factors that contributed to the child's running away or otherwise being absent from his or her home to include:~~

~~_____ (a) Updating the family's FAST assessment within thirty (30) days of locating the child; and~~

~~_____ (b)(1) Determining if the child is a sex trafficking victim or at risk of being a sex trafficking victim based on responses to the updated FAST and any other information gathered.~~

~~_____ (2) If there is reason to believe the child is a victim of sex trafficking:~~

~~_____ (A) Document accordingly in CHRIS and conference with the FSW supervisor to determine appropriate next steps for additional screening related to sex trafficking victims and/or referral to appropriate services;~~

~~_____ (B) Report information on children or youth who have been identified as a sex trafficking victim to local law enforcement immediately, and in no case later than twenty four (24) hours after receiving the information; and~~

~~_____ (C) Document in CHRIS contacts when local law enforcement is notified of a child being identified as a sex trafficking victim; or~~

~~_____ (B) Was closed because the child was the only child involved in the case and absent from the home for more than sixty (60) days and the family did not require further services:~~

~~_____ (i) Reopen the case if the child is still under eighteen (18) years of age; and~~

~~_____ (ii) Determine the primary factors that contributed to the child's running away or otherwise being absent from his or her home to include:~~

~~_____ (a) Updating the family's FAST assessment within thirty (30) days of reopening the case; and~~

~~_____ (b) Determining if the child is a sex trafficking victim or at risk of being a sex trafficking victim based on responses to the updated FAST and any other information gathered; and~~

~~_____ (4) If there is reason to believe the child is a victim of sex trafficking:~~

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~~_____ (A) Document accordingly in CHRIS and conference with the FSW supervisor to determine appropriate next steps for additional screening related to sex trafficking victims and/or referral to appropriate services;~~

~~_____ (B) Report information on children or youth who have been identified as a sex trafficking victim to local law enforcement immediately, and in no case later than twenty-four (24) hours after receiving the information; and~~

~~_____ (C) Document in CHRIS contacts when local law enforcement is notified of a child being identified as a sex trafficking victim.~~

~~_____ (b) The FSW Supervisor or Supervisors will:~~

~~_____ (1) Conference with the FSW or FSWs as needed; and~~

~~_____ (2) Notify the Assistant Director of Field Operations or designee.~~

Subpart 7. Services to Reunify Families

9 CAR § 40-701. Out-of-home placement criteria.

(a)(1) The State of Arkansas is not a voluntary placement state.

(2) The removal of a child from ~~his or her~~their home must occur pursuant to a judicial order placing custody of the child with the ~~Department of Human Services~~Division of Children and Family Services.

(3) After the ~~department~~division removes the child or the court grants custody of the child to the department, the child shall be placed in a licensed or approved ~~foster resource~~ home, shelter, or facility, or an exempt child welfare agency as defined at Arkansas Code § 9-28-402.

(b)(1) When a child is in the custody of the ~~department~~division, the Division of Children and Family Services shall ensure that the out-of-home placement is:

(A) In the best interest of the child;

(B) The least restrictive possible;

(C) Matched to the child's physical and therapeutic needs (~~e.g., such as,~~ caretakers have the skills and training sufficient to meet the child's individual needs); and

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(D) Close in proximity to the child's parents-caregivers and the child's school.

(2) All efforts to place a child within Arkansas shall be thoroughly explored and documented before consideration is given to out-of-state placement.

(c)(1) If the biological parent-caregiver expresses a preference for placing a child in a home of the same or similar religious background to the biological parents-caregiver's, the Division of Children and Family Services will place the child with a family that meets the genetic-biological parent's-caregiver's religious background.

(2) If a family with the same or similar religious background is not available, the Division of Children and Family Services will place the child with a family of a different religious background but that is knowledgeable and appreciative of the child's religious background.

(d)(1) When it is in the best interest of each of the children, the department division shall attempt to place siblings together while in-out-of-home-placements they are experiencing foster care.

(2) Siblings include those individuals who would be considered a sibling under state or tribal law if it were not for the disruption in parental rights, such as a termination of parental rights or death of a parent.

(3) When it is in the best interest of each of the children, the department division shall attempt to place together infants with minor mothers who are in foster care.

(e)(1) The state shall check all appropriate child abuse and neglect registries for information on any prospective foster-or-adoptive-resource parent and any household member fourteen (14) years of age and over living in the home-household before the prospective parent-caregiver may be finally approved for placement of that child.

(2) This will be done regardless of whether foster care maintenance payments or adoption assistance payments are to be made on behalf of the child.

(3) The state shall also request any other state in which a prospective parent-caregiver or any household member fourteen (14) years of age and older has resided in the preceding five (5) years to check any child abuse and neglect registry it maintains

for such information.

(4) The state will comply with any request received from another state to check its own child abuse and neglect registry.

(f) In addition, a child in the custody of the department-division shall not be placed in an approved home of any foster-or-adoptive-resource parent unless all household members eighteen and one-half (18 1/2) years of age and older, excluding children ~~in~~ experiencing foster care, have had a Division of Arkansas State Police criminal record check.

(g) A child in the custody of the department-division shall also not be placed in an approved home of any foster-or-adoptive-resource parent unless all household members eighteen and one-half (18 1/2) years of age and older, excluding children ~~in~~ experiencing foster care, have a fingerprint-based Federal Bureau of Investigation criminal background check.

(h)(1) No child shall be placed in the home of a foster-resource parent where a records check reveals a felony conviction for:

- (A) Child abuse or neglect;
- (B) Spousal abuse or domestic battery;
- (C) A crime against children (including child pornography); or
- (D) A crime involving violence, including:
 - (i) Rape;
 - (ii) Sexual assault; or
 - (iii) Homicide.

(2) No child shall be placed in the home of a foster-resource parent if the record check reveals a criminal conviction for physical assault, battery, or a drug related offense, if the offense was committed within the past five (5) years.

(3) The placement decision shall be based on an individual assessment of the child's needs.

(i)(1) In all custodial placements by the ~~Division of Children and Family Services~~division, preferential consideration will be given to an adult relative over a nonrelated caregiver if:

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(A) The relative caregiver meets all relevant child protection standards;
and

(B) It is in the best interest of the child to be placed with the relative caregiver.

(2) All potential out-of-state relative placements will be given the same opportunity as in-state relative placements to choose to become foster resource homes.

(j) In order to assist in placing the child with an appropriate relative, the court will order the parent or parentscaregivers to provide the necessary information to the department division to locate appropriate relatives:

(1) The names, addresses, and phone numbers of any relatives who may be placement resources for the child;

(2) The names, addresses, and phone numbers and other identifying information on any putative father or fathers of the child;

(3) Any information regarding possible membership or descent from an Indian tribe; and

(4) Information necessary to determine financial eligibility for services or foster care.

(k)(1) If the relative meets all relevant child protection standards and it is in the child's best interest to be placed with the relative caregiver, the FSW division shall discuss with the relative the following two (2) options for placement of the child in the relative's home:

(A) The relative becoming a Division of Children and Family Services division provisional foster resource home prior to becoming a regular Division of Children and Family Services division foster resource home ~~(if the relative opts to have his or her home opened as a provisional foster home, the relative shall not be paid a board payment until the relative is opened as a regular foster home)~~; or

(B) The relative obtaining legal custody of the child.

(2) For more information on these placement options, refer to 9 CAR § 40-708, consideration of relatives and fictive kin for children in-experiencing foster care.

(l)(1) Fictive kin to the child may be an appropriate placement option for a child

provided the individual meets all relevant child protection standards and it is in the child's best interest to be placed with fictive kin.

(2) Fictive kin are defined as persons not related by blood or marriage but who have a strong, positive emotional tie to the child, and have a positive role in the child's life such as:

- (A) Godparents;
- (B) Neighbors; or
- (C) Family friends.

(3) If appropriate fictive kin are identified as a placement option for a child, the FSW division shall discuss with the fictive kin the following two (2) options for placement of the child in the fictive kin's home:

(A) The fictive kin becoming a Division of Children and Family Services division provisional foster resource home prior to becoming a regular Division of Children and Family Services division foster resource home ~~(if the fictive kin opts to have his or her home opened as a provisional foster home, the fictive kin shall not be paid a board payment until the fictive kin is opened as a regular foster home);~~ or

(B) The fictive kin obtaining legal custody of the child.

(m) The child shall remain in a licensed or approved foster resource home, shelter, or facility, or an exempt child welfare agency as defined at Arkansas Code § 9-28-402(12), until:

(1) The relative or fictive kin's home is opened as a provisional foster resource home or regular foster resource home; or

(2) The court grants custody of the child to the relative or fictive kin after a written approved home study is presented to the court.

(n) Placement or custody of a child in the home of a relative or other person shall not relieve the department division of its responsibility to actively implement the goal of the case.

(o)(1) The court may order a child to remain in a placement if the court finds the placement is in the best interest of the child (with the exception that the court shall not order a child to remain in a placement in a foster resource home that has been closed

or suspended by a child placement agency) after hearing evidence from all parties.

(2) The court shall not specify a particular provider for placement or family services, when the ~~department~~division is the payer or provider.

(3) However, the court may order a child to be placed into a licensed approved placement (~~i.e., such that~~, no child shall be placed in a ~~foster resource~~ home that has been closed or suspended by a child placement agency) after a hearing where the court makes a finding that it is in the best interest of the child based on bona fide consideration of evidence and recommendations from all the parties.

(p)(1) If the court orders a child to be placed into a licensed approved placement as outlined above, a Title IV-eligible child may still remain Title IV-E-claimable.

(2) However, if the court orders a child into a specific placement and it is determined that the court did not make a finding based on bona fide consideration of evidence and recommendations from all parties a Title IV-eligible child's Title IV-E claimability may be affected.

(q)(1) If the health or welfare of a child is in immediate danger while in a court-ordered placement, the ~~Division of Children and Family Services~~division may immediately remove the child from the court-ordered placement.

(2) If the ~~Division of Children and Family Services~~division must move a child from a court-ordered placement due to the health or welfare of a child being in immediate danger, the ~~Division of Children and Family Services~~division shall notify all parties within twenty-four (24) hours of the change in placement.

(3) Regarding this type of placement change, a hearing may be requested by a party to the case, and the hearing shall be held within five (5) business days of receiving the request.

(r)(1) In all cases in which family services are ordered, the court shall determine the ~~parent's, guardian's, or custodian's~~caregiver's ability to pay, in whole or in part, for these services.

(2) This determination and the evidence supporting it shall be made in writing in the court order ordering family services.

(3) If the court determines that the ~~parent, guardian, or custodian~~caregiver is

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able to pay, in whole or part, for the services, the court shall enter a written order setting forth the amounts the parent, guardian, or custodian caregiver can pay for the family services ordered and ordering the parent, guardian, or custodian caregiver to pay the amount periodically to the provider from whom family services are received.

(4) If a child is committed to a youth services center or detained in a juvenile detention facility and is covered by private health insurance, the court may order the parent or guardian caregiver to provide information on the health insurance coverage (including a copy of the health insurance policy and pharmacy card when available) to the detention or youth services center.

(s)(1) A child of a parent who is in department division custody, is also considered a dependent juvenile and is:

(A) Eligible to receive foster care maintenance payments; and

(B) Deemed to be a recipient of aid to families with dependent children.

(2) Titles XIX and XX services will be available to the child in the state in which the child resides.

(t)(1) Children who are in the custody of the department division shall be allowed trial home placements with parentscaregivers, for a period not to exceed sixty (60) days, except as approved by the department division, and in any event not to exceed six (6) months.

(2) This includes trial home placements with the juvenile's parent or parentscaregivers from whom custody was removed (or other person from whom custody was removed).

(3) The department division values child safety and will not place any child in trial home placement unless immediate safety factors threats have been mitigated and sixty (60) days is the intended maximum trial home placement.

(4) Use of trial home placement for a period exceeding sixty (60) days will be reserved for extenuating circumstances.

(5) At the end of the sixty (60) days, unless an extension is requested by the department division for good cause, the court shall either place custody of the child with the parent caregiver, or the department division shall return the child to:

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(A) A licensed or approved:

- (i) Foster Resource home;
- (ii) Shelter; or
- (iii) Facility; or

(B) An exempt child welfare agency as defined in Arkansas Code § 9-28-402.

(u) When a child leaves the custody of the department division and the court grants custody to the parent or another person caregiver or kin, the department division is no longer the legal custodian of the child, even if the juvenile division of circuit court retains jurisdiction.

~~9-CAR § 40-702. Initial out-of-home placement determination.~~

~~— The Family Service Worker (FSW) will:~~

~~— (1) Contact the Office of Chief Counsel attorney immediately if there is any indication that the child is a member of an Indian tribe;~~

~~— (2)(A) Consider placement with appropriate relatives and/or fictive kin.~~

~~— (B)(i) The child is in the custody of the Division of Children and Family Services, therefore, the child shall remain in an approved foster home or licensed shelter or facility until a relative or fictive kin's home is opened as a provisional home.~~

~~— (ii)(a) If the worker makes the removal and potential relative and/or fictive kin placements for foster care are identified, notify the area Resource Worker Supervisor by email within twenty four (24) hours of removal that children have been removed and a potential provisional placement has been identified.~~

~~— (b) In the notification email provide the area Resource Worker Supervisor with:~~

~~— (1) Names and ages of the children who have been removed;~~

~~— (2) Name or names of potential provisional placement;~~

~~— (3) Relationship of potential provisional placement to children;~~

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~~_____ (4) Contact information for potential provisional placement;
and~~

~~_____ (5) Any other information collected regarding potential
provisional placement (see CFS 450: Prospective Provisional Foster Parent Information
and Questionnaire for more information);~~

~~_____ (iii) Assist with completion of a prospective provisional foster parent
information and questionnaire as appropriate to the specific case and/or local county
procedures;~~

~~_____ (iv) Refer to 9 CAR § 40-708, consideration of relatives and fictive
kin for children in foster care and related procedures for more information;~~

~~_____ (3)(A) Consider appropriate relatives and/or fictive kin who are interested in
obtaining legal custody of the juvenile if identified relatives and/or fictive kin are not
interested in becoming a provisional foster home.~~

~~_____ (B) If potential relatives and/or fictive kin are identified as potential
temporary custody relative placements, refer to 9 CAR § 40-708, consideration of
relatives and fictive kin for children in foster care and related procedures for more
information;~~

~~_____ (4) If identified relatives and/or fictive kin are not interested in becoming
provisional foster parents or obtaining legal custody of the child, talk with them about
otherwise maintaining contact with the child (e.g., visits, transporting);~~

~~_____ (5) If there are no viable placements with appropriate relatives or fictive kin at
the time placement is needed, select an available foster home or other out of home
placement that will serve the child's best interest (see 9 CAR § 40-401 et seq., Services
Case Opening and Related Procedures for Information Regarding Opening an Out of
home Services Placement Case); and~~

~~_____ (6) Continue to discuss with and/or support appropriate relatives' and/or
appropriate fictive kin's interest in maintaining connections with the child and/or
becoming a Division of Children and Family Services foster home throughout the life of
the case if such actions are in the child's best interests.~~

9 CAR § 40-703. Out-of-home placement of underaged juvenile offender, juvenile offender, or sexual offender.

(a)(1) If the child being placed has been identified as an exempted-from-finding underaged juvenile offender, or a juvenile offender, or a sexual offender, the child must not be placed in a home with other children, unless the child's therapist and the Division of Children and Family Services determine that the child is no longer a danger to other children.

(2) Proper documentation of this will be contained in the child's ~~hard-copy~~[case file](#) and documented in the recommended ~~placement~~[division information management system](#) screen.

(b) Any child being placed who is an adolescent or child sexual offender and has been assessed and designated as a risk Level 3 or Level 4, and is required to register as a sex offender under the Sex Offender Registration Act of 1997, Arkansas Code § 12-12-901 et seq., must not:

(1) Be placed in any out-of-home placement that is within two thousand feet (2,000') of the victim's residence;

(2) Be allowed to have any direct or indirect contact with the intention to harass the victim; and

(3) Be placed in any out-of-home placement that is within two thousand feet (2,000') of any public or private:

(A) Elementary or secondary school;

(B) Public park;

(C) Youth center; or

(D) Childcare facility.

(c) Document in ~~CHRIS~~[the division information management system](#) that a child who is a Level III or IV registered sex offender and must not be placed in any out-of-home placement that is within two thousand feet (2,000') of the victim's home or any public or private:

(1) Elementary or secondary school;

(2) Public park;

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(3) Youth center; or

(4) Childcare facility.

(d) Provide local law enforcement or other appropriate law enforcement agency, with all applicable and appropriate information that is required by law within five (5) business days after the person establishes residency.

(e) Document that law enforcement has been notified of this placement and all subsequent placements.

(f) If recommended placement is a facility, facility must be notified about any under-aged juvenile offender, juvenile offender, or sexual offender status and documented in the placement recommendation screen.

9 CAR § 40-704. Placement of infants born to incarcerated mothers.

(a)(1) The Division of Children and Family Services will accept referrals from the Department of Corrections social worker seeking to find appropriate placements for infants born to incarcerated mothers.

(2) If the infant has a legal father, the division will not take any action unless the legal father refuses to assume responsibility for the child.

(3) The Department of Corrections social worker will refer the case to the division if the female inmate is unable to identify anyone who meets specific Department of Corrections guidelines for the assumption of care for the infant.

~~(b) After referral by the Department of Corrections social worker, the division Family Service Worker (FSW) will:~~

~~—————(1)(A) Visit with the mother and discuss possible placements for the child.~~

~~—————(B) Options include:~~

~~—————(i) Placement with a family member or a nonfamily member; or~~

~~—————(ii) Custody placed with the Department of Human Services.~~

~~—————(C) If the mother wants to place the infant with a relative or fictive kin, the FSW will discuss whether the mother wants:~~

~~—————(i) Custody placed with the Department of Human Services, with the~~

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~~relative or fictive kin opened as a provisional foster home; or~~

~~_____ (ii) Full custody given to the relative or fictive kin.~~

~~_____ (D) If the mother wants to place the infant with a nonfamily member, the FSW will discuss whether she wants:~~

~~_____ (i) Custody placed with the Department of Human Services, with the family opened as a regular foster home; or~~

~~_____ (ii) Full custody given to the nonfamily member;~~

~~_____ (2)(A) Inform the mother of applicable minimum licensing requirements and the division policy if a provisional or regular foster placement with a family or a regular foster placement with a nonfamily member with custody placed with the Department of Human Services is being considered.~~

~~_____ (B) Any foster or adoptive placement with a family or nonfamily member, wherein the Department of Human Services is the custodian, must meet the same child welfare licensing requirements as a regular foster home prior to the child being placed in the home as defined at Arkansas Code § 9-28-402;~~

~~_____ (3) Inform the mother that a home study must be completed on any family or nonfamily member who is being considered to take full custody of the infant;~~

~~_____ (4) When applicable, begin the process for opening any identified family member as a provisional foster home or any identified nonfamily member as a regular division foster home (see 9 CAR § 40-708, consideration of relatives and fictive kin for children in foster care and 9 CAR § 40-801 et seq., Development of Resources Homes and Support of Resource Parents, for more information);~~

~~_____ (5)(A) When applicable, conduct a home study on the requested placements where consideration for custody is with a family or nonfamily member, but not with the Department of Human Services.~~

~~_____ (B) If the home study is unfavorable, work with the mother to identify other possible placements, or petition for custody of the child upon birth.~~

~~_____ (C) If the home study is favorable, when the child is born, petition the court for custody to be given to the relative or other person identified by the mother;~~

~~_____ (6)(A) Petition the court for custody to be given to the Department of Human~~

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~~Services for placement when the child is born.~~

~~_____ (B) The court will assess each case individually and will have a range of options for disposition:~~

~~_____ (i) Place the child in the identified provisional foster home or regular foster home;~~

~~_____ (ii) Place permanent custody with a relative or other person and close the case with no Department of Human Services involvement;~~

~~_____ (iii) Grant guardianship to a relative or other person and close the case with no Department of Human Services involvement; and~~

~~_____ (iv) Grant custody to Department of Human Services and recommend immediate termination of parental rights.~~

~~_____ (C) If termination of parental rights is granted, the Family Service Worker will follow 9 CAR § 40-910, termination of parental rights;~~

~~_____ (7) If applicable, follow the division policy for case opening, placement, and provision of services to the child; and~~

~~_____ (8) Contact the Department of Corrections social worker to arrange visitation between the child placed in an out-of-home setting and the incarcerated mother as stated in 9 CAR § 40-712, maintaining family ties in out-of-home placements, unless such visitation is prohibited by the court, physician, the division, etc.~~

9 CAR § 40-705. Out-of-home placement by sheriff or police chief in emergency situations.

In an emergency situation, a sheriff or police chief may place children in the Division of Children and Family Services [foster_resource](#) homes only when the following criteria have been met:

(1) The sheriff or chief of police contacts the area or county designated on-call worker and does not get a return phone call within thirty (30) minutes;

(2) Subsequent to not receiving a phone call in the above situation, the sheriff or chief of police contacts the division emergency contact line and does not get a return phone call within fifteen (15) minutes;

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(3) The foster-resource parent is personally well-known to the sheriff or the chief of police and the sheriff or chief of police has:

(A) Determined that the foster-resource parent's home is safe and provides adequate accommodations for the child; and

(B) Performed a criminal record and child maltreatment check on the foster-resource parent; and

(4) The sheriff or chief of police will on the next business day notify the division of the time and date that the child was placed in the foster-resource parent's home.

~~9 CAR § 40-706. Out-of-home placement support.~~

~~—The Family Service Worker (FSW) will:~~

~~—(1)(A) If an initial clothing order is needed, discuss with the resource parent to determine which clothing items are needed, and issue the authorized amount of clothing allowance using the DHS 1914 or P-card process.~~

~~—(B) Accompany the resource parent to the store to approve the purchase;~~

~~—(2) Complete all actions identified in 9 CAR § 40-401, general services case opening and reevaluations;~~

~~—(3) Complete the IV-E and Medicaid application as prescribed in 9 CAR § 40-403;~~

~~—(4)(A) Complete all medical exam requirements for the child including the comprehensive health assessment.~~

~~—(B) See 9 CAR § 40-717, initial health screening for children receiving out-of-home placement services;~~

~~—(5) Complete all case opening functions as outlined in 9 CAR § 40-503, services case plan, and 9 CAR § 40-505, case staffing; and~~

~~—(6) Visit the child as required in 9 CAR § 40-816, Division of Children and Family Services contact with children in out-of-home placements.~~

9 CAR § 40-707. Concurrent planning.

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(a)(1) The Division of Children and Family Services will ensure timely permanency for children ~~entering out of home placement~~experiencing foster care.

(2) Concurrent planning includes working towards the goal of returning the child to the ~~parents-caregivers~~ while ~~concurrently at the same time~~ working on alternative permanent placements.

(3) Concurrent planning will be done for all out-of-home placement cases except for those cases where the court determines no reasonable efforts to provide reunification services.

(4) The level and degree of concurrent planning will be on a case-by-case basis.

(5) The division ~~worker~~ will immediately develop and implement a realistic concurrent plan.

~~(b) The Family Service Worker will:~~

~~————(1) Inform the family of the concurrent planning process;~~

~~————(2) Emphasize the importance of family involvement and partnerships in establishing permanency for children in out of home placements;~~

~~————(3)(A) Request parental input in identifying relatives and significant others who may be appropriate caregivers and initiate contact and home studies.~~

~~————(B) The family will be required by court order to provide information identifying other relatives;~~

~~————(4)(A) Use the identified contact information to locate and contact named relatives to assist in the child's placement as prescribed in 9 CAR § 40-701.~~

~~————(B) Information on the putative father or any absent parent should be obtained and submitted on the CFS 408: Federal Parent Locator System Information to the local Office of Chief Counsel attorney.~~

~~————(C) Lexis Nexis may be used if appropriate.~~

~~————(D) In considering placements, foster parents should be viewed as a resource;~~

~~————(5) Initiate the completion of the life story book for all children in out of home care;~~

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~~—————(6)(A) Complete the initial CFS 6010: Case Plan within thirty (30) days and document all concurrent planning activities in the appropriate section of the case plan (see 9 CAR § 40-506).~~

~~—————(B) The CFS 6010: Case Plan should document tasks that support reunification as well as permanency activities;~~

~~—————(7) Complete the CFS 456: Birth Family Background Information within sixty (60) days of case opening;~~

~~—————(8)(A) At the second staffing (ninety (90) days), invite the Adoption Specialist if the court determines reunification services are not required, or the division is recommending termination of parental rights.~~

~~—————(B) The CFS 6010: Case Plan developed from this staffing should assign tasks and responsibilities to the FSW and Adoption Specialist; and~~

~~—————(9)(A) Invite the Adoption Specialist to participate in the sixth month, ninth month, and eleventh month staffing if it appears likely that the child will not return home or if the goal for the child is adoption.~~

~~—————(B) The CFS 6010: Case Plan will assign tasks and responsibilities to the Family Service Worker and Adoption Specialist.~~

~~————(c)(1) The Adoption Specialist will participate in the sixth month, ninth month, and eleventh month staffing if it appears likely that the child will not return home or if the goal for the child is adoption.~~

~~—————(2) The CFS 6010: Case Plan will assign tasks and responsibilities to the Family Service Worker and Adoption Specialist.~~

9 CAR § 40-708. Consideration of relatives and fictive kin for children in experiencing foster care.

(a)(1) The Division of Children and Family Services believes that safe and appropriate relatives and fictive kin are the best placements for children who must be removed from their homes to ensure safety.

(2) Research confirms that children in-experiencing foster care fare much better when placed with relatives and fictive kin than in traditional foster-resource

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homes or other placement settings.

(3) Placement with relatives and fictive kin helps to minimize trauma, improve well-being, and increase permanency for children in foster care.

(4) The division will strive to ensure that a child's first placement is with a relative or fictive kin if at all possible.

(b)(1) "Relative" means a person within the fifth degree of kinship to the child or at least one (1) of the children in a sibling group, including step-siblings and half-siblings, by virtue of blood or adoption.

(2) In all custodial placements by the Department of Human Services division in foster care or adoption, preferential consideration shall be given to an adult relative over a nonrelated caregiver if:

(A) The relative caregiver meets all relevant child protection standards; and

(B) It is in the best interest of the child to be placed with the relative caregiver.

(c)(1) When considering placement options for a child in-experiencing foster care, relative includes noncustodial parents as parents are presumed to be the most appropriate caregiver for a child unless evidence to the contrary is presented.

(2) When a child enters foster care, the department-division will immediately evaluate the appropriateness of noncustodial parents for trial home placement of their child.

(3) When a noncustodial parent is not an immediate placement option, the department-division will seek other relatives-relatives as potential caregivers in an effort to preserve the bond between the child and family.

(4) The department-division will discuss with a-relative relative (who is-is not the noncustodial parent) the following two (2) options for placement of the juvenile in the relative's home:

(A) The relative The relative becoming a department-division provisional foster-resource home prior to becoming a regular foster-resource home; or

(B) The relative The relative -obtaining legal custody of the juvenile.

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(d) Per Arkansas Code § 9-27-354, placement or custody of a juvenile in the home of a relative shall not relieve the department division of its responsibility to actively implement the goal of the case.

(e)(1) "Fictive kin" means a person not related to a child by blood or marriage, but who has a strong, positive, emotional tie to a child and has a positive role in a child's life.

(2) If there are no available ~~and~~/or appropriate relatives within the fifth degree of kinship to the child, then the division will attempt to identify appropriate fictive kin, to include people beyond the fifth degree of kinship by virtue of blood or adoption, as a placement option for the child.

(3) If the fictive kin meet all relevant child protection standards and it is in the best interest of the child to be placed with the fictive kin, the department division shall discuss with the fictive kin the following two (2) options for placement of the juvenile in the relative's home:

(A) The fictive kin becoming a department division provisional ~~foster~~ resource home prior to becoming a regular foster resource home; or

(B) The fictive kin obtaining legal custody of the juvenile.

(f) The juvenile shall remain in a licensed or approved foster resource home, shelter, or facility, or an exempt child welfare agency until:

(1) A trial home visit placement occurs with a noncustodial parent;

(2) A relative or fictive kin's home is opened as a provisional or regular foster resource home; or

(3) The court grants custody of the juvenile to the relative or fictive kin after a written approved home study is presented to the court.

(g)(1) If the relative or fictive kin chooses to obtain legal custody of the juvenile, a protective an in-home services case must be opened on the child and a family case plan developed to establish permanency for the child.

(2) The ~~Division of Children and Family Services~~division must provide services similar to the services that would have been provided if the child was placed in foster care, and the family case plan must address these services.

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(3) For example, the child's health, education, and/or counseling needs should be addressed in the family case plan.

(4) Relatives and fictive kin have the option of obtaining permanent custody or guardianship if all efforts toward reunification are exhausted and/or to achieve family case plan goals for permanency.

(5) If the court grants permanent custody, or guardianship is granted, the protective-in-home services case will be closed.

(h) If termination of parental rights (TPR) is an option for the case, the relative or fictive kin is eligible to adopt the child and can receive services identified in 9 CAR § 40-930, adoption subsidy and related procedures, if the child is eligible.

~~9 CAR § 40-709. Trial home visit with noncustodial parents.~~

~~—(a) The Family Service Worker will:~~

~~—(1) Immediately ask the child, child's parent or parents or legal guardian or guardians from whom custody was removed, and any available relatives or fictive kin to provide information on a noncustodial parent or parents to include, as available:~~

~~—(A) The names, addresses, last known address, last known place of employment, and phone numbers of the noncustodial parent or parents;~~

~~—(B) The names, addresses, phone numbers, and other identifying information of any relative or collateral who could assist in location of the noncustodial parent or parents; and~~

~~—(C) Information pertaining to stability of the noncustodial parent or parents such as:~~

~~—(i) History of and any current substance misuse issues;~~

~~—(ii) History of and any current domestic violence issues;~~

~~—(iii) History of and any current mental or behavioral health issues;~~

~~and~~

~~—(iv) Current and/or previous restraining orders and/or protection orders with child or immediate family members;~~

~~—(2)(A) Collaborate with the Resource Worker to assess appropriateness of the~~

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~~noncustodial parent.~~

~~_____ (B) For initial, immediate placement the following must be conducted and considered:~~

~~_____ (i) Verification that the individual is the noncustodial parent;~~

~~_____ (ii) An expedited Child Maltreatment Central Registry Check (via CFS-316: Request for Arkansas Child Maltreatment Central Registry Check);~~

~~_____ (iii) An expedited State Police criminal record check (via CFS 342: State Police Criminal Record Check);~~

~~_____ (iv) A vehicle safety program check (i.e., driving points);~~

~~_____ (v) A Lexis Nexis search;~~

~~_____ (vi) A Court Connect search for applicable counties; and~~

~~_____ (vii) A visual inspection of the home guided by the noncustodial parent information questionnaire and also to include:~~

~~_____ (a) Follow up on immediate concerns identified by child or collaterals during the removal;~~

~~_____ (b) Review of information gathered during the visual inspection of the home;~~

~~_____ (c) Assessment of how other children and/or adults in the home may affect the child being considered for placement; and~~

~~_____ (d) Assessment of how the child being considered for placement may impact the household members.~~

~~_____ (C) The following must also be submitted within two (2) weeks of placement (results do not have to be received in order to place with the noncustodial parent if there are no other health or safety concerns):~~

~~_____ (i) Federal Bureau of Investigation (nonstate) criminal record check if the noncustodial parent has lived or worked (if different) in another state in the last five (5) years; and~~

~~_____ (ii) Request for Child Maltreatment Central Registry check from any state in which the noncustodial parent has lived or worked (if different) for the past five (5) years;~~

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~~—————(3) If placement with the noncustodial parent appears viable, interview the child, if age appropriate, to assess how the child may feel about placement with the noncustodial parent and make individualized placements on a case-by-case basis in the best interest of the child;~~

~~—————(4) If placement is viable:~~

~~—————(A) Contact the Office of Chief Counsel attorney immediately if child is being moved from one (1) out-of-home placement to another and provide notice of the placement change to all other parties to the case as required by law and outlined in 9 CAR § 40-827, changes in out-of-home placement and related procedures, if that placement was not considered to be a temporary placement (see 9 CAR § 40-102, definitions);~~

~~—————(B) Provide the child's parent or parents with PUB-11: What Happens When Your Child and Family Are Involved with DCFS?;~~

~~—————(C) Provide the noncustodial parent with PUB-15: A Relative's Guide to the Arkansas Child Welfare System; and~~

~~—————(D) Place the child in the noncustodial parent's home and:~~

~~—————(i) Ensure the noncustodial parent acknowledges they will not allow the alleged perpetrator access to the child that is not supervised by the Division of Children and Family Services until the investigation is complete and will not allow any contact with the alleged offender that is not approved or authorized by the division or the court after the investigation is completed (if found true);~~

~~—————(ii) Document placement selection on the case plan by keying the "Plan Goals" and the "Needs/Svc" screens in the "Treatment" portion of the "Case Plan" section of CHRIS; and~~

~~—————(iii) Assist the noncustodial parent in applying for benefits if appropriate, such as benefits under the Temporary Employment Assistance (TEA) Program or the Supplemental Nutrition Assistance Program (SNAP);~~

~~—————(5) Keep the Resource Worker informed of any changes to the child's need for a placement with the noncustodial parent and any other relevant information; and~~

~~—————(6) Hold staffings, as needed, in accordance with 9 CAR § 40-506, case~~

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~~staffings, and update the Child and Adolescent Needs and Strengths (CANS) assessment and case plan.~~

~~—(b) The Resource Worker will:~~

~~—(1) Process all necessary background checks by (see Procedure VII C1: Background Check Processing for more information):~~

~~—(A) Conducting an expedited Child Maltreatment Central Registry Check (via CFS 316: Request for Arkansas Child Maltreatment Central Registry Check);~~

~~—(B) Conducting an expedited State Police criminal record check (via CFS 342: State Police Criminal Record Check);~~

~~—(C) Submitting a vehicle safety program (DMV) check (driving record points will be computed in the division Central Office, and the results, including qualification or disqualification, will be forwarded to the Resource Worker for inclusion in the noncustodial parent's file);~~

~~—(D) Submitting a nonstate criminal record check if the noncustodial parent has lived or worked (if different) in another state in the last five (5) years; and~~

~~—(E) Submitting requests for Child Maltreatment Central Registry check from any state in which the noncustodial parent has lived or worked (if different) for the past five (5) years;~~

~~—(2) Conduct a visual inspection of the noncustodial parent's home as guided by the noncustodial parent information and questionnaire; and~~

~~—(3) Keep the child's FSW informed of progress and/or any challenges associated with processing of the background checks.~~

~~—(c) The FSW and Resource Supervisors will:~~

~~—(1) Conference with and support the FSW and Resource Worker as necessary; and~~

~~—(2) Review and approve placement with noncustodial parent.~~

~~**9 CAR § 40-710. Provisional foster home placement for children in foster care.**~~

~~—(a) The Family Service Worker will:~~

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~~—————(1) Ask the child's parent or parents or legal guardian or guardians from whom custody was removed to provide information on appropriate relatives and fictive kin to include, as available (if not already provided at time of removal):~~

~~—————(A) The names, addresses, and phone numbers of any relatives or fictive kin who may serve as appropriate placement resources for the child; and~~

~~—————(B) The names, addresses, phone numbers, and other identifying information of any putative father or fathers of the child;~~

~~—————(2) Assist with completion of CFS 450: Prospective Provisional Foster Parent Information and Questionnaire as appropriate to the specific case and/or local county procedures;~~

~~—————(3) Keep the Resource Worker informed of any changes to the child's need for a provisional placement and any other relevant information;~~

~~—————(4) Ensure that the Resource Worker conducts a review of the prospective provisional home to include:~~

~~—————(A) An expedited Child Maltreatment Central Registry Check (via CFS 316: Request for Arkansas Child Maltreatment Central Registry Check);~~

~~—————(B) An expedited State Police criminal record check (via CFS 342: State Police Criminal Record Check);~~

~~—————(C) A vehicle safety check;~~

~~—————(D) Submission of the Federal Bureau of Investigation (nonstate) criminal record check (results do not have to be received in order to open the provisional foster home, but results must be received and clear within six (6) months in order to make a determination as to whether to approve as a regular Division of Children and Family Services foster home); and~~

~~—————(E) A visual inspection of the home (via CFS 446: In Home Consultation Visit Report);~~

~~—————(5) If the provisional foster home placement appears viable, interview the child, if age appropriate, to assess how the child may feel about placement with the relative and make individualized placements on a case by case basis in the best interest of the child;~~

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~~_____ (6) Collaborate with the Resource Worker to evaluate:~~

~~_____ (A) How the other children and adults in the home will affect the successful development of a child in foster care; and~~

~~_____ (B) How the child in foster care will impact the other members of the home;~~

~~_____ (7) If, after the Resource Worker has completed all necessary steps to open the family as a provisional home (see below for more information), it is determined that placement with the family is in the best interest of the child:~~

~~_____ (A) Arrange at least one (1) preplacement visit for the child if it is not the child's initial placement;~~

~~_____ (B) Contact the Office of Chief Counsel attorney immediately if child is being moved from one (1) out of home placement to another and provide notice of the placement change to all other parties to the case as required by law and as outlined in 9 CAR § 40-827, changes in out of home placement and related procedures, if that placement was not considered to be a temporary placement (see 9 CAR § 40-102, definitions);~~

~~_____ (C) Provide the child's parent or parents with PUB-11: What Happens When Your Child and Family Are Involved with DCFS?;~~

~~_____ (D) Provide the prospective provisional foster family with PUB-15: A Relative's Guide to the Arkansas Child Welfare System; and~~

~~_____ (E) Place the child in the provisional home and:~~

~~_____ (i) When a child is placed in a provisional foster home for a seventy-two hour hold, ensure that the provisional foster parents acknowledge they:~~

~~_____ (a) Will not allow the alleged perpetrator access to the child that is not supervised by the Division of Children and Family Services until the investigation is complete; and~~

~~_____ (b) Will not allow any contact with the alleged offender that is not approved or authorized by the Division of Children and Family Services or the court after the investigation is completed (if found true);~~

~~_____ (ii) Ensure that the provisional foster parents understand that they~~

~~must work with their Resource Worker to complete any corrective actions necessary to bring the home into compliance with Minimum Licensing Standards and Division of Children and Family Services policy within six (6) months;~~

~~_____ (iii) Document placement selection on the case plan by keying the "Plan Goals" and the "Needs/Svc" screens in the "Treatment" portion of the "Case Plan" section of CHRIS;~~

~~_____ (iv)(a) Assist the provisional foster parents in applying for benefits if appropriate.~~

~~_____ (b) Until the provisional foster home is opened as a regular foster home, the relative/fictive kin may apply for and receive benefits for which the provisional foster parents may be entitled due to the placement of the child in the home, such as benefits under the Temporary Employment Assistance (TEA) program or the Supplemental Nutrition Assistance Program (SNAP);~~

~~_____ (v) Assess the situation with the Resource Worker and Supervisor or Supervisors if the family does not come into compliance within six (6) months of the placement of the child in the home and recommend to Office of Chief Counsel on how the case should proceed (i.e., remain in foster care or have a completed approved home study and recommend custody to the relative);~~

~~_____ (vi) Collaborate with the Resource Worker to ensure that the relative or relatives are completing the process for foster home approval; and~~

~~_____ (vii) If the relative's home is not fully licensed as a foster home within six (6) months of the placement of the child in the home:~~

~~_____ (a) The department shall remove the child from the relative's home and close the relative's provisional foster home and place child in an approved or licensed placement; or~~

~~_____ (b) The court shall remove custody from the department and grant custody of the child to the relative;~~

~~_____ (8) Complete the permanency planning hearing court report and submit to the FSW Supervisor for review and approval;~~

~~_____ (9) If approved by the FSW Supervisor, submit the permanency planning~~

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~~hearing court report to the Office of Chief Counsel attorney, CASA, and all other required parties within fourteen (14) days prior to any permanency planning hearing scheduled for the case;~~

~~—————(10) Hold staffings, as needed, in accordance with 9 CAR § 40-506, case staffings, and update the Child and Adolescent Needs and Strengths (CANS) assessment and case plan;~~

~~—————(11) Invite the Adoption Specialist to the staffing when appropriate; and~~

~~—————(12) Conduct a staffing to discuss closure when appropriate.~~

~~——(b) The Resource Worker will:~~

~~—————(1) Assist with completion of CFS 450: Prospective Provisional Foster Parent Information and Questionnaire as appropriate to specific case and/or local county procedures;~~

~~—————(2) Process all necessary background checks by (see Procedure VII C1: Background Check Processing for more information):~~

~~—————(A) Conducting an expedited Child Maltreatment Central Registry check (via CFS 316: Request for Arkansas Child Maltreatment Central Registry Check);~~

~~—————(B) Conducting an expedited Division of Arkansas State Police criminal record check (via CFS 342: State Police Criminal Record Check);~~

~~—————(C)(i) Conducting a vehicle safety program (DMV) check (driving record points will be computed in the Division of Children and Family Services Central Office, and the results, including qualification or disqualification, will be forwarded to the Resource Worker for inclusion in the applicant file.~~

~~—————(ii) See Procedure VII C1 for forms which must be completed); and~~

~~—————(D) Submitting the Federal Bureau of Investigation criminal record check (Federal Bureau of Investigation results do not have to be received in order to open the provisional foster home, but results must be received and clear within six (6) months in order to approve as a regular Division of Children and Family Services foster home);~~

~~—————(3)(A) Complete a visual inspection of the home (via CFS 446: In Home Consultation Visit Report).~~

~~—————(B) See Procedure VII C2: In Home Consultation Visit for more~~

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information;

~~————— (4) Based on the results of the background checks listed above and the visual inspection of the home, begin the process for requesting any necessary alternative compliance or the Division of Children and Family Services policy waivers, if applicable;~~

~~————— (5) Explain to the relative/fictive kin that, if opened as a provisional foster home, they will not receive a board payment until they are opened as a fully approved Division of Children and Family Services foster home which must occur within six (6) months of being opened as a provisional foster home;~~

~~————— (6) Explain to the relative/fictive kin other processes related to becoming a provisional and, ultimately, a regular Division of Children and Family Services foster home (see 9 CAR § 40-801 et seq., Development of Resource Homes and Support to Resource Parents, and related procedures);~~

~~————— (7) Keep the child's FSW informed of progress and/or any challenges to opening the relative as a provisional foster home;~~

~~————— (8) Collaborate with the child's FSW to evaluate:~~

~~————— (A) How the other children and adults in the home will affect the successful development of a child in foster care; and~~

~~————— (B) How the child in foster care will impact the other members of the home;~~

~~————— (9) If the relative/fictive kin and relative/fictive kin's home are appropriate to open as a provisional foster home, complete CFS 452: Provisional Foster Home Verification and CFS 474: Provisional Foster Home Checklist with the family and file in the provider record;~~

~~————— (10)(A) Enter a relative into CHRIS as a provider opening two (2) placement services:~~

~~————— (i) Provisional (relative) placement (no board) service; and~~

~~————— (ii) Foster family home service.~~

~~————— (B) The provisional (relative) placement (no board) service must be quickly approved (once the necessary requirements are received), while the foster family home service has applicant status awaiting compliance (all required checks,~~

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certifications, and training) for approval.

~~————— (C) In CHRIS, the relative will have only one (1) provider number showing two (2) services provided by the family;~~

~~————— (11)(A) Enter fictive kin into CHRIS as a provider opening two (2) placement services:~~

~~————— (i) Provisional (fictive kin) placement (no board) service; and~~

~~————— (ii) Foster family home service.~~

~~————— (B) The provisional (fictive kin) placement (no board) service must be quickly approved (once the necessary requirements are received), while the foster family home service has applicant status awaiting compliance (all required checks, certifications, and training) for approval.~~

~~————— (C) In CHRIS, the fictive kin will have only one (1) provider number showing two (2) services provided by the family.~~

~~————— (D) Provisional (fictive kin) will mirror the same board rates as provisional (relative) which carries the payment scale status of "None.";~~

~~————— (12) Request any necessary policy waivers and/or alternative compliances to waive nonsafety standards for the relative/fictive kin prior to referring to training;~~

~~————— (13) Refer to 9 CAR § 40-801 et seq., Development of Resource Homes and Support to Resource Parents, to continue with the process of opening the provisional foster home as a regular Division of Children and Family Services foster home;~~

~~————— (14) Support the relative/fictive kin throughout the process of becoming a provisional and regular Division of Children and Family Services foster home; and~~

~~————— (15) Assess the situation with the FSW and supervisors if the relative does not come into compliance within six (6) months of the placement of the child in the home.~~

~~——— (c) The FSW Supervisor will:~~

~~————— (1) Conference with and support the FSW on the case as necessary; and~~

~~————— (2) Review and approve the permanency planning hearing court report.~~

~~——— (d) The Resource Worker Supervisor will:~~

~~————— (1) Upon receipt of a notification email from a worker who has removed children and identified a prospective provisional placement (see this section for more~~

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information), be responsible for ensuring completion of CFS 450: Prospective Provisional Foster Parent Information and Questionnaire within forty eight (48) hours of receipt of notification; and

—————(2) Conference with and support the Resource Worker as necessary regarding opening the provisional foster home.

~~—————9 CAR § 40-711. Relative and fictive kin custody for children in foster care.~~

—————(a) The Family Service Worker will:

—————(1) Ask the parent or parents or legal guardian or guardians from whom custody was removed to provide information on appropriate relatives to include, as available (if not already provided):

—————(A) The names, addresses, and phone numbers of any relatives who may be placement resources for the child; and

—————(B) The names, addresses, phone numbers, and other identifying information on any putative father or fathers of the child;

—————(2) If appropriate relatives cannot be identified or are otherwise not able to serve as a placement resource, ask the parent or parents or legal guardian or guardians from whom custody was removed to provide information on appropriate fictive kin to include, as available (if not already provided), the names, addresses, and phone numbers of any fictive kin who may be placement resources for the child;

—————(3) Interview the child, if age appropriate, to assess how the child may feel about placement with a specific relative or fictive kin;

—————(4) Complete the home study, to include Child Maltreatment Central Registry checks, Division of Arkansas State Police criminal background checks, and vehicle safety (DMV) program checks on all applicable household members, on the relative or fictive kin and submit to the FSW supervisor for review and approval;

—————(5) Based on the results of the background checks listed above, request any necessary Division of Children and Family Services policy waivers;

—————(6) If the FSW supervisor approval is attained, submit the home study to the

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~~court with the recommendation to place the child with the relative or fictive kin so that the relative or fictive kin may obtain legal temporary custody;~~

~~—————(7) Open a protective services case on the child if the court grants temporary custody to the relative or fictive kin;~~

~~—————(8) Schedule a staffing within thirty (30) days of opening the protective services case;~~

~~—————(9)(A) Invite the child's parents, relatives, the child (if age appropriate) and community providers as appropriate.~~

~~—————(B) During the staffing these individuals will determine the permanency goal for the child:~~

~~—————(i) Reunification;~~

~~—————(ii) Adoption;~~

~~—————(iii) Guardianship;~~

~~—————(iv) Permanent custody with the relative; or~~

~~—————(v) APPLA;~~

~~—————(10) Complete or update the FAST within thirty (30) days of opening the protective services case and submit to the FSW Supervisor for review and approval;~~

~~—————(11) Develop or update the case plan within thirty (30) days of opening the protective services case and submit to the FSW Supervisor for review and approval;~~

~~—————(12) Complete the permanency planning hearing court report and submit to the FSW Supervisor for review and approval;~~

~~—————(13) After receiving approval from the FSW Supervisor for the permanency planning hearing court report, submit to the Office of Chief Counsel attorney within fourteen (14) days prior to any permanency planning hearing scheduled for the case;~~

~~—————(14) Submit the permanency planning hearing court report to the Office of Chief Counsel, CASA, and all parties no later than fourteen (14) days before the scheduled permanency planning hearing;~~

~~—————(15) Hold staffings, as needed, in accordance with 9 CAR § 40-506, case staffings, and update the FAST;~~

~~—————(16) Invite the Adoption Specialist to the staffing when appropriate; and~~

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- ~~_____ (17) Conduct a staffing to discuss closure when appropriate.~~
- ~~_____ (b) The FSW Supervisor will:~~
 - ~~_____ (1) Review and approve the home study;~~
 - ~~_____ (2) Review and approve the FAST within thirty (30) days of the FSW opening the protective services case;~~
 - ~~_____ (3) Review and approve the case plan within the thirty (30) days of the FSW opening the protective services case;~~
 - ~~_____ (4) Review and approve the permanency planning hearing court report prior to the FSW's submission of this report to the Office of Chief Counsel attorney; and~~
 - ~~_____ (5) Conference with and support the FSW on the case as necessary.~~
- ~~_____ (c) The Adoption Specialist will:~~
 - ~~_____ (1) Attend staffings when invited; and~~
 - ~~_____ (2) Keep his or her Adoption Supervisor informed of the child's permanency goal and progress toward that goal.~~

9 CAR § 40-712. Maintaining family ties in out-of-home-placements.

(a)(1) Removal from the home and subsequent out-of-home placement are traumatic events for children.

(2) ~~One~~A way this trauma may be minimized is by maintaining family ties in out-of-home placements.

(3) Moreover, the Division of Children and Family Services believes that strengths of families and supporting these strengths contribute to life-long permanent relationships for children.

(4) This belief is supported by research demonstrating that children who maintain positive family ties while in out-of-home placement achieve better short-term and long-term outcomes.

_____ (5) While children are in out-of-home placements, the division, in conjunction with resource parents (both kinship and traditional resource parents, as applicable) and other placement providers, will update parents regarding their children's lives including providing information regarding, without limitation, status of physical, behavioral, and

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emotional health, progress in school, involvement in extracurricular activities, and achievements.

(6) Parents will be invited to participate in their children's medical appointments as well as school, faith-based, and extracurricular activities, as appropriate.

~~(5)~~(7) If court orders differ from the requirements outlined in this policy and related procedures regarding visits-family time and contact with family members, the division will comply with court orders accordingly.

(8) It is the division's responsibility to prepare the child for all family time sessions, assess the impact of family time on the child, and collaborate with the child's placement provider to ensure the child receives the necessary supports to appropriately process each family time session.

(9) This applies to parent-child family time, sibling family time, and family time with other relatives, fictive kin, or other family network members. (The network is a group of family, friends, and professionals who are willing to meet with DCFS and work in concrete ways to support the caregivers and keep the child safe.)

(10) For family time that requires supervision, the person supervising will document a summary of the family time session in the division's information management system. The summary will include a description of the activities that took place during family time, adult and child reactions during family time, any acts of protection or parenting skills demonstrated by the parents (specific to parent-child family time), and overall progress made during family time, or lack thereof.

(11) It is the duty of the primary Social Services Specialist to obtain regular updates regarding family time sessions if he or she is not regularly supervising family time.

(12) Updates may be obtained directly from the person who supervises the family time sessions or by regularly reading contacts entered into the Division's information management system specific to family time.

(13) However, if an individual supervising family time does not have access to

the division's information management system, it is also the responsibility of the primary Social Services Specialist to communicate with the person who supervised family time in order to gather this information and subsequently enter a contact into the division's information management system with said summary.

(b) Contact with ~~parents~~caregivers.

(1)(A) In order to maintain and strengthen the ~~parent~~caregiver-child relationship, visits-family time and other forms of contact with ~~parents-caregivers~~ and their children in-experiencing out-of-home-placements ~~foster care~~ are essential.

(B) The first caregiver-child family time session after a removal will occur with the caregiver from whom the child was removed within two (2) business days of the removal.

(BC) Visits-From that point, family time between ~~parents~~caregivers, including noncustodial and putative ~~parents-caregivers~~ as applicable, and their children will occur at least weekly based upon the child's best interest.

(CD) More frequent visits-arefamily time is encouraged, as appropriate.

(E) Division staff will ensure all family time sessions follow the protocols set forth in the DCFS Statewide Family Time Requirements and Guidelines.

(F-) Division staff will also review the DCFS Statewide Family Time Requirements and Guidelines with caregivers at the first family team meeting and on an ongoing basis as needed.

(G) All caregivers will receive a copy of the DCFS Statewide Family Time Requirements and Guidelines.

(DH) A positive drug or alcohol screen in and of itself will not result in the postponement and/or withholding of visits-family time between a ~~parent-caregiver~~ and child in ~~Department of Human Services~~division custody unless:

(i) The ~~parent-caregiver~~ is under the influence of drugs and/or alcohol at the time of the scheduled visit-family time and has observable behavior indicating impairment of parenting capacity; or

(ii) A court order specifies that a ~~parent's-caregiver's~~ positive screen

will result in the withholding of ~~parent-child visits~~family time.

(2)(A) There is a legal presumption that ~~visits~~family time may be unsupervised unless evidence has been provided to and the court has made a ruling that unsupervised ~~visitation~~family time is not in the best interest of the children involved.

(B) The burden is upon division staff to provide evidence regarding why ~~visits~~family time must be supervised or may be unsupervised.

(3)(A) If the court orders supervised ~~visitation~~family time, the ~~parent-caregiver~~ from whom custody of the child has been removed will receive a minimum of four (4) hours of supervised ~~visitation~~family time per week.

(B) The court may order less than four (4) hours of supervised ~~visitation~~family time if the court determines that the supervised ~~visitation~~family time is not in the best interest of the child or will impose an extreme hardship on one (1) of the parties.

(4)(A) ~~Visits~~Family time that ~~have~~has been ordered to be supervised may be graduated to unsupervised depending on the dynamics of the case.

(B) Any division staff member as well as approved student interns and volunteers may supervise ~~visits~~family time.

(C) However, the appropriate supervisor will individualize each assignment to supervise ~~visits~~family time.

(D) When making the assignment, the supervisor will consider the family's history, current level of functioning, and any other applicable factors as well as the skill set of the individual selected to supervise ~~the visit~~family time.

(5)(A) The preferred location for ~~visits~~family time is the ~~parent's-caregiver's~~ home or, if that is not possible, in the most home-like setting possible.

(B) ~~Office visits~~Family time in a division office should be ~~are~~ a last resort.

(C) ~~Visits are~~Family time is encouraged to include any variety of quality family ~~time~~ activities such as visiting a library/~~story time at a library~~, playing at a park, ~~or~~ -making and enjoying a meal together, ~~etc.~~, as appropriate for an individual family.

(6)(A) While children are ~~in-out-of-home placements~~experiencing foster care, the division, in conjunction with ~~foster-resource parents and placement~~ providers, will

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update ~~parents~~caregivers regarding their children's lives including providing information regarding, without limitation:

- (i) Status of physical, behavioral, and emotional health;
- (ii) Progress in school;
- (iii) Involvement in extracurricular activities; and
- (iv) Achievements.

(B) ~~Parents-Caregivers~~ will be invited to participate in their children's school, faith-based, and extracurricular activities as appropriate.

(7)(A) The specific plan for ~~visits~~family time between a child ~~in-experiencing out-of-home placement~~foster care and ~~his or her parents~~their caregivers, as appropriate, will be included in the family case plan.

(B) As the family prepares for reunification, the frequency and ~~or~~ length of ~~visits~~family time will increase while the level of supervision will decrease accordingly.

(C) The family case plan will be updated as needed to reflect changes regarding ~~visits~~family time and other contact.

(8)(A) ~~Foster-Resource~~ parents and approved relative and fictive kin volunteers may communicate directly with biological ~~parents~~caregivers when appropriate and in the child's best interest to:

- (i) Give updates on the child's progress;
- (ii) Inform them of the child's school and extracurricular activities;
- and
- (iii) Share photos.

(B) ~~Foster-Resource~~ parents and approved relative and fictive kin volunteers are also encouraged to consider supporting the ~~parent~~caregiver-child relationship in other ways such as:

- (i) Helping the child write letters to ~~his or her~~their parentscaregivers;
- (ii) Creating life books with the children to then share with the

biological ~~parents~~caregivers; and

(iii) Presenting a positive view of the child's ~~parents~~caregivers to the child to the extent possible.

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(9) In addition, since foster-resource parents and the family's network members can model positive parenting skills that may help the biological parents caregivers to achieve reunification, foster-resource parents may consider hosting parentcaregiver-child visitsfamily time, if appropriate and acceptable to all individuals involved.

(10) When assessing the appropriateness of foster-resource parents and approved relative and fictive kin volunteers communicating directly with biological parentscaregivers, holding parentcaregiver-child visitsfamily time in the foster-resource parent home, or transporting the child to parentcaregiver-child visitsfamily time, the division will ensure the foster-resource parents and approved relative and fictive kin volunteers thoroughly understand all court orders related to parentcaregiver-child contact and consider:

(A) Various family dynamics;

(B) Progress of the case at that point in time; and

(C) Experience and other skills sets of the foster-resource family ~~or approved relative and fictive kin volunteers~~ the family's network members.

(11)(A) Division staff members will discuss with foster-resource parents, approved relative and fictive kin volunteers, and biological parents-caregivers, the level of comfort that both sets of parents-caregivers have with foster-resource parents or approved relative and fictive kin volunteers providing transportation to parentcaregiver-child visitsfamily time or, as applicable to foster-resource parents, hosting/ or supervising parentcaregiver-child visitsfamily time.

(B) Staff will not expect foster-resource parents to host/ or supervise parentcaregiver-child visitsfamily time and/ or transport to parentcaregiver-child visitsfamily time:

(i) During the first placement they have as foster-resource parents; and

(ii) During the first month of any open foster-carepermanency case regardless of the number of times they have served as foster-resource parents.

(C) Exceptions to the above guidelines may be made if the foster-resource

parents express an interest in assisting with parentcaregiver-child visits-family time under these conditions.

(D) Even when foster-resource parents state they are willing to assist with parentcaregiver-child visits-family time during the first placement they have as foster-resource parents or during the first month of any open foster-carepermanency case, the FSW-division will make a decision regarding the foster-resource parents' involvement with parentcaregiver-child visits-family time after carefully assessing each individual case and the dynamics involved.

(E) Even after the first month of an open foster-carepermanency case, if foster-resource parents desire to assist with parentcaregiver-child visitsfamily time, the FSW-division will continue to assess on a case-by-case basis the appropriateness of foster-resource parent involvement for each foster-care foster care placement.

(12)(A) The division will assist the foster-resource parents and approved relative and fictive kin volunteers and biological parents-caregivers in establishing appropriate expectations and boundaries regarding communication and interaction (e.g., such as, frequency and specific times the biological parent-caregiver may call and/or visit the foster-resource home).

(B) Any direct interaction between the biological parents-caregivers and foster-resource parents or approved relative and fictive kin volunteers in no way relieves the division of its duty to ensure the biological parents-caregivers remain current on all aspects of their case and their children.

(c) Contact with siblings.

(1)(A) Sibling relationships are emotionally powerful and critically important not only in childhood, but over the course of a lifetime with sibling relationships likely to be the longest relationships most people experience.

(B) Siblings include those individuals who would be considered a sibling under state/ and tribal law if it were not for the disruption in parental rights, such as a termination of parental rights or death of a parent.

(2)(A) For children in-experiencing out-of-home placements, sibling relationships can provide a significant source of continuity, stability, and comfort while

~~in-experiencing~~ foster care.

(B) As such, when it is in the best interest of each of the children and barring extenuating circumstances, siblings are entitled to be placed together in out-of-home placements.

(3)(A) Siblings may be placed separately only if:

(i)(a) Allegations of abuse between siblings are under investigation ~~and/or~~ have been founded.

(b) An assessment must be conducted by a mental health professional within five (5) days of placing siblings in different placements due to the abuse allegations between the siblings that are under investigation ~~and/or~~ have been founded.

(c) The siblings may continue in the separated placements if the assessment by the mental health professional supports continuing the separated placements because placing the siblings together would be detrimental to the health, safety, or well-being of one (1) or more of the children as related to the abuse allegations ~~and/or~~ investigation findings;

(ii) An assessment by a mental health professional determines that placing the siblings together would be detrimental to the health, safety, or well-being of one (1) or more of the children; or

(iii) The division presents evidence to the court that there are no available placements that can take the entire sibling group.

(B) If children must be separated, the division will attempt to place them in close proximity ~~in-order~~ to facilitate regular and meaningful contact.

(C) The division will ensure the reasons for the separation of siblings into different ~~foster-resource~~ homes or other approved placements are regularly reassessed and targeted recruitment efforts continue to reunite the siblings.

(D) The family case plan must include when siblings will be reassessed to determine if they can be reunited at a later point in time.

(E) If the reassessment determines reunification is appropriate, the plan for ~~placing-reunifying~~ siblings ~~together-in one~~ (1) placement will be documented in the

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family case plan as well.

(4)(A) In an effort to maintain sibling connections for those siblings who are placed separately, the siblings' case will be reviewed by the court at least once every ninety (90) days to determine whether there have been reasonable efforts to reunite the siblings and to allow regular and meaningful contact ~~with~~between the siblings.

(B) If the court approves a paper review, the ninety~~-(90)-~~day court reviews of separated siblings may be satisfied by such a review and a hearing is not required.

(5)(A) In addition, siblings who must be placed separately will have consistent and meaningful contact at least weekly when possible.

(B) While face-to-face ~~visits~~contacts in home-like settings or other family-friendly locations are preferred and encouraged, other forms of communication such as phone calls, emails, and ~~Skype or~~ FaceTime (or similar program) conversations are permissible, as age and developmentally appropriate, to meet the weekly contact requirement.

(C) However, siblings who are placed separately will have at least biweekly face-to-face ~~visits~~sibling family time unless a ~~FSW~~-supervisor grants a ~~visit~~family time waiver.

(D) The plan for sibling ~~visits~~family time and other contact will be outlined in the family case plan.

(E) ~~Visits~~Sibling family time or other forms of contact ~~with~~between siblings will not be withheld by the division or any placement provider as a behavioral consequence unless there are documented safety ~~concerns~~threats ~~for~~to one (1) or more of the siblings.

(6)(A) Siblings also have the right to remain actively involved in each other's lives.

(B) Aside from regularly scheduled ~~visits~~family time, the division, ~~foster~~resource parents, approved relative and fictive kin volunteers, and other placement providers will work together to allow siblings to share celebrations including birthdays, holidays, graduations, and other meaningful milestones when possible.

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(C) The division, foster-resource parents, approved relative and fictive kin volunteers, and other placement providers will also collaborate to ensure siblings attend each other's extracurricular events such as athletic events, musical performances, and faith-based events when reasonable and practical.

(7)(A) The division will ensure siblings are included in one another's family case plan staffing-family team meeting decisions and permanency planning decisions as age and developmentally appropriate.

(B) Siblings will also be notified when another sibling has a change in placement or exits foster care as age and developmentally appropriate.

(C) When a sibling leaves-exits foster care, that sibling will be allowed, as appropriate, to maintain contact with a sibling who remains in an out-of-home placement.

(D) The division will also strive to help children in-experiencing foster care to maintain relationships with their siblings who are not in-experiencing out-of-home placements or who have been adopted or placed in permanent custody or guardianship.

(d) Contact with relatives and other fictive kin.

(1) In an effort to ensure foster care supports the permanency and well-being of the children in department-division custody, children may have an opportunity to visit or have other forms of contact with noncustodial parents, grandparents, great-grandparents, other relatives, and fictive kin, provided the visits-are family time or contact is in the best interest of the children.

(2) It is the responsibility of the division to explore the willingness and appropriateness of identified relatives and fictive kin interested in being involved in the lives of children in-experiencing out-of-home placements.

(e) Contact after termination of parental rights.

(1) If it is in the child's best interest, visits-family time and contact with relatives may continue after termination of parental rights (TPR).

(2) Visits-Family time after TPR will continue until an adoptive placement is made or the out-of-home placement-permanency case is closed.

(3) The division will encourage adoptive parents to consider allowing contact

between biological relatives and fictive kin with their adopted children, as appropriate.

(4) Continuation of visits-family time and contact with relatives does not include the parents-caregivers for whom the agency-division has obtained TPR.

~~9-CAR § 40-713. Parent-child contact for children in out-of-home placements.~~

~~—(a) The Family Service Worker will:~~

~~——(1) Within five (5) working days of placement, assess and determine what, if any, evidence must be provided to the court to establish that supervised visitation is necessary;~~

~~——(2) Regardless of the type of visitation (i.e., supervised or unsupervised) needed for a particular family, establish the frequency and length of parent-child visits, to include noncustodial and putative parents as appropriate, in order to develop a visit plan to recommend to the court;~~

~~——(3)(A) Obtain approval from FSW Supervisor for any deviations from required frequency of visits.~~

~~——(B) If approved, request appropriate visit waiver in CHRIS;~~

~~——(4)(A) Arrange for visits with parents as outlined in the case plan to include assisting with transportation, supervision of visits, and/or other logistics, as needed.~~

~~——(B) This coordination may include asking Program Assistants (PAs), foster parents, interns, approved relative and fictive kin volunteers, and/or nonrelative volunteers to assist with transportation to visits and asking Program Assistants (PAs), foster parents, interns, and/or nonrelative volunteers to assist with the supervision of visits, as appropriate.~~

~~——(C) The FSW will ensure any PAs, foster parents, interns, and/or nonrelative volunteers supervising parent-child visits:~~

~~——(i) Know the history and other applicable dynamics of the case; and~~

~~——(ii) Understand what they are to observe and/or assist with while providing said supervision;~~

~~——(5) Prepare children for visits with their parents;~~

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~~—————(6) Ask Program Assistants, interns, approved relative and fictive kin volunteers, and/or nonrelative volunteers, as applicable, for information he or she obtained while assisting with parent-child visits and/or review PA CHRIS contact entries, as applicable;~~

~~—————(7) Update the CANS and/or case plan as necessary based on the interaction and/or outcomes of parent-child visits; and~~

~~—————(8) Conference with FSW Supervisor as necessary regarding parent-child visits.~~

~~————(b) The Family Service Worker Supervisor will:~~

~~—————(1) Review and approve the plan for visits and other contact with parents;~~

~~—————(2) Assist with parent-child visit logistics if needed; and~~

~~—————(3) Conference regularly with the FSW and other staff who may supervise visits to assess the quality of the visits and to determine if any changes to the plan for visits and/or other contact are needed.~~

~~————(c) The Program Assistant will:~~

~~—————(1) Assist with transports to and/or supervision of parent-child visits as assigned; and~~

~~—————(2) Share information gathered from transports to and supervision of parent-child visits with FSW and document information in CHRIS contact screens.~~

~~———— **9 CAR § 40-714. Sibling contact for children in out-of-home placements.**~~

~~————(a) The Family Service Worker will:~~

~~—————(1)(A) Include in the case plan the reasons for the separation, if applicable, as well as the steps that will be taken to reunify the siblings in a single placement, if appropriate.~~

~~—————(B) Arrange for an assessment by a mental health professional within five (5) days to determine if placing the siblings together would be detrimental to the health, safety, or well-being of one (1) or more of the siblings as needed;~~

~~—————(2) Within five (5) working days of placement, assess and determine the frequency and length of sibling visits in order to develop a visit plan to recommend to the court;~~

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~~—————(3)(A) Obtain approval from the FSW Supervisor for any deviations from required frequency of visits.~~

~~—————(B) If approved, request appropriate visit waiver in CHRIS;~~

~~—————(4)(A) Arrange for visits with siblings as outlined in the case plan as well as participation in sibling celebrations and attendance of sibling extracurricular events, to include assisting with transportation and/or other logistics, as needed.~~

~~—————(B) This coordination may include asking Program Assistants (PAs), interns, foster parents, approved relative and fictive kin volunteers, and/or nonrelative volunteers to assist with transportation to visits and asking PAs, interns, foster parents, and nonrelative volunteers to assist with supervision of visits, as appropriate.~~

~~—————(C) Encourage foster parents to assist with siblings participating in one another's various celebrations and extracurricular activities;~~

~~—————(5) Prepare children for visits with their siblings;~~

~~—————(6) Ensure supervision of visits if needed;~~

~~—————(7) Document sibling visits and participation in sibling celebrations and extracurricular activities in CHRIS contact screens;~~

~~—————(8) Ask Program Assistant for information he or she obtained while assisting with sibling visits and other contact and/or review PA CHRIS contact entries, as applicable;~~

~~—————(9) Update the CANS and/or case plan as necessary based on the interaction and/or outcomes of sibling visits and other contacts;~~

~~—————(10) Conference with FSW Supervisor as necessary regarding sibling visits and other contacts;~~

~~—————(11) Document efforts to reunify siblings placed separately in CHRIS contacts screen;~~

~~—————(12) Document sibling visits that occur after TPR in CHRIS contacts screen;~~

~~—————(13) Prepare the packet for the ninety day court review to include:~~

~~—————(A) Ninety day case review cover sheet;~~

~~—————(B) The case plan participants and visitation plan sections of the case plan;~~

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~~_____ (C) The family visit log for the preceding ninety (90) days listing only the sibling visits and/or parent visits that include all siblings as well (i.e., exclude visits involving only parents and one (1) child); and~~

~~_____ (D) Printed CHRIS contact screens for the past ninety (90) days regarding sibling visits, other sibling contact, and efforts to reunify siblings;~~

~~_____ (14) Submit the ninety day case review packet to the FSW supervisor for review; and~~

~~_____ (15) Submit the ninety day case review packet to the local Office of Chief Counsel attorney.~~

~~_____ (b) The Family Service Worker Supervisor will:~~

~~_____ (1) Review and approve the plan for visits and other contact with siblings;~~

~~_____ (2) Assist with sibling visit logistics if needed;~~

~~_____ (3) Conference regularly with the FSW and other staff, interns, and/or volunteers, as applicable, involved with siblings' visits to assess the quality of the visits and to determine if any changes to the plan for visits and/or other contact are needed; and~~

~~_____ (4) Review the ninety day court review packet and request any necessary changes.~~

~~_____ (c) The Program Assistant will:~~

~~_____ (1) Assist with transports to and/or supervision of sibling visits as assigned; and~~

~~_____ (2) Share information gathered from transports to and supervision of sibling visits with FSW and document information in CHRIS contact screens.~~

~~**_____ 9 CAR § 40-715. Other relative and fictive kin child contact in out-of-home placement.**~~

~~_____ (a) The Family Service Worker will:~~

~~_____ (1) Assess and determine the frequency and length of contact with other relatives and fictive kin to recommend to the court;~~

~~_____ (2)(A) Arrange for contact with other relatives or fictive kin as outlined in the~~

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~~case plan to include assisting with transportation and/or other logistics, as needed.~~

~~————— (B) This coordination may include asking Program Assistants (PAs), interns, foster parents, approved relative and fictive kin volunteers, and/or other volunteers to assist with transportation to visits to and asking PAs, interns, foster parents, and/or other volunteers to assist with supervision of visits, as appropriate;~~

~~————— (3) Prepare children for visits with other relatives and fictive kin;~~

~~————— (4) Ensure supervision of visits as needed;~~

~~————— (5) Update the CANS and/or case plan as necessary based on the interaction and/or outcomes of contact with other relatives and fictive kin; and~~

~~————— (6) Conference with FSW Supervisor as necessary regarding contact with other relatives and fictive kin.~~

~~———— (b) The Family Service Worker Supervisor will:~~

~~————— (1) Review and approve the plan for contact with other relatives and fictive kin;~~

~~————— (2) Assist with logistics of contact with other relatives and fictive kin if needed; and~~

~~————— (3) Conference regularly with the FSW and other staff who may supervise visits with other relatives and fictive kin to assess the quality of the visits and to determine if any changes to the plan for visits and/or other contact are needed.~~

~~———— (c) The Program Assistant will:~~

~~————— (1) Assist with logistics of contact with relatives and fictive kin as assigned; and~~

~~————— (2) Share information gathered from interaction with children, other relatives, and fictive kin with FSW and document information in CHRIS contact screens.~~

9 CAR § 40-716. Initial and general health services for children receiving out-of-home placement permanency services.

(a)(1) The Division of Children and Family Services shall ensure that all necessary medical services are provided to children receiving out-of-home placement permanency services, in order to promote their optimal physical, mental, and emotional health and

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well-being.

(2) ~~Foster Resource~~ parents will play an integral role in meeting the child's daily health and well-being needs.

(b)(1) As the legal custodian for children ~~in-experiencing~~ out-of-home placements, the division has the right to obtain the medical records of any child upon presentation of an order of custody.

(2) In addition, the division has the right to obtain medical care for any child in ~~Department of Human Services~~division custody, including giving consent to specific medical, dental, or mental health treatments and procedures as required in the opinion of an authorized or licensed physician, dentist, surgeon, or psychologist, whether or not such care is provided on an emergency, inpatient, or outpatient basis.

(3) However, the division shall not make any of the following decisions without receiving express court approval:

(A) Consent to the removal of bodily organs, unless the procedure is necessary to save the life of the child;

(B) Consent to withhold life-saving treatments;

(C) Consent to withhold life-sustaining treatments; or

(D) Amputation of any body part.

(c)(1) An initial health screening will be held.

(2) If the initial screening indicates that treatment or further evaluation is needed, the division shall ensure that such treatment or evaluation is promptly provided.

(d)(1) A medical passport will be completed for each child in an out-of-home placement.

(2) The medical passport is a brief, readable, and current summary of the child's health history and current health status for use by present and future caretakers of the child.

~~9-CAR § 40-717. Initial health screening for children receiving out-of-home placement services.~~

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~~—The Family Service Worker or Health Services Specialist will:~~

~~——(1) Ensure that each child who enters the custody of the Department of Human Services shall receive an initial health screening, not more than twenty four (24) hours after removal from home, if the reason for removal is an allegation of severe child maltreatment under Arkansas Code § 12-18-602, or there is evidence of acute illness or injury;~~

~~——(2) Ensure that all other children who enter the custody of the department receive an initial health screening no more than seventy two (72) hours after removal from home;~~

~~——(3) Complete the CFS-362: Medi-Alert to Foster Care Provider from information obtained from the child's parents;~~

~~——(4) Use information obtained from the CFS-362: Medi-Alert to Foster Care Provider to complete the CFS-6007: Placement Plan Placement Provider Information Report, by keying the "Gen. Info" screen in the "Client section" of CHRIS and all "Shots" screens in the "Medical" section of CHRIS;~~

~~——(5) Complete the CFS-6012: Client Medical and Psychological Information Report by keying all screens found in the "Medical" section of CHRIS from information obtained from the child's parents and the CFS-362: Medi-Alert to Foster Care Provider;~~

~~——(6) Schedule appointments as indicated by the initial screening; and~~

~~——(7) Ask the medical provider to complete the CFS-366: Health Screening.~~

~~**—9 CAR § 40-718. Foster parent involvement in health care for children receiving out of home placement services.**~~

~~——(a) The foster parents will:~~

~~——(1) Accompany the child to all medical appointments; and~~

~~——(2) Inform the Division of Children and Family Services of any scheduled medical visits or medical problems for the child.~~

~~——(b) Foster parents are authorized to provide consent to medical treatment (excluding mental health services, see 9 CAR § 40-750) for children in their care in the following cases:~~

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~~—————(1)(A) Emergency situation:~~

~~—————(B) An “emergency situation” is one (1) in which the proposed surgical or medical treatment or procedures are immediately or imminently necessary and any delay occasioned by an attempt to obtain consent would reasonably be expected to jeopardize the life, health, or safety of the person affected or would reasonably be expected to result in disfigurement or impaired faculties;~~

~~—————(2) Routine medical treatment;~~

~~—————(3) Ongoing medical treatment; and~~

~~—————(4) Nonsurgical procedures by a primary or specialty care provider.~~

~~——(c) The Family Service Worker or Health Services Specialist will:~~

~~—————(1) Provide necessary support services to enable foster parents to accompany the child to any medical appointment; and~~

~~—————(2) Provide consent to medical treatment (excluding mental health services — see 9 CAR § 40-750) for children in foster care in the following cases:~~

~~—————(A) Nonemergency surgical procedures;~~

~~—————(B) Nonemergency invasive procedures;~~

~~—————(C) “End of life” nonemergency procedures which include:~~

~~—————(i) Do not resuscitate orders, with Director of the Division of Children and Family Services approval and a court order;~~

~~—————(ii) Withdrawal of life support, with director approval and a court order; and~~

~~—————(iii) Organ donation, with director approval; and~~

~~—————(D) Nonemergency medical procedures relating to a criminal investigation or judicial proceeding that involves gathering forensic evidence.~~

~~—————**9 CAR § 40-719. Gathering and maintaining health records for children receiving out-of-home placement services.**~~

~~——The Family Service Worker or Health Services Specialist will:~~

~~—————(1) Gather each child’s healthcare history from healthcare providers who have evaluated or treated:~~

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- ~~_____ (A) The child;~~
- ~~_____ (B) The child's family;~~
- ~~_____ (C) Previous caretakers; and~~
- ~~_____ (D) From school reports;~~
- ~~_____ (2) Provide the child's healthcare history to the physician conducting the comprehensive health assessment;~~
- ~~_____ (3) Request medical records on the child and document requests on the CFS-353: Requested Medical Records Log;~~
- ~~_____ (4) Record the date of each medical visit, the condition or problem addressed, the diagnosis and treatment (or periodic screening and the results of the screening), and the healthcare provider's name and telephone number in the "medical visits" screen in CHRIS; and~~
- ~~_____ (5)(A) Place all information gathered as to the child's health history, and all records of health screening, assessment, and treatment during placement, in the child's case record.~~
- ~~_____ (B) This includes the:~~
 - ~~_____ (i) CFS 352: Medical, Dental, Vision, Hearing and Psychological Episodic;~~
 - ~~_____ (ii) CFS 353: Requested Medical Records Log;~~
 - ~~_____ (iii) CFS 362: Medi Alert to Foster Care Provider;~~
 - ~~_____ (iv) CFS 366: Health Screening;~~
 - ~~_____ (v) CFS 368: Child's Health Services Plan;~~
 - ~~_____ (vi) CFS 6007: Placement Plan Placement Provider Information; and~~
 - ~~_____ (vii) CFS 6012: Client Medical and Psychological Information.~~

~~**— 9 CAR § 40-720. Medical passport for children receiving out-of-home placement.**~~

~~_____ The Family Service Worker or Health Services Specialist will:~~

- ~~_____ (1)(A) Develop and maintain the medical passport.~~
- ~~_____ (B) The medical passport will consist of the:~~

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- ~~_____ (i) CFS 352: Medical, Dental, Vision, Hearing and Psychological Episodic;~~
- ~~_____ (ii) CFS 353: Requested Medical Records Log;~~
- ~~_____ (iii) CFS 362: Medi Alert to Foster Care Provider;~~
- ~~_____ (iv) CFS 366: Health Screening;~~
- ~~_____ (v) CFS 368: Child's Health Services Plan;~~
- ~~_____ (vi) CFS 6007: Placement Plan Placement Provider Information; and~~
- ~~_____ (vii) CFS 6012: Client Medical and Psychological Information;~~
- ~~_____ (2) Provide the CFS 365: Receipt for Medical Passport to the out of home placement provider for completion to verify receipt of the medical passport; and~~
- ~~_____ (3) Provide a copy of the medical passport to:~~
 - ~~_____ (A) The out of home placement provider and to the child's new caretaker if the child is moved;~~
 - ~~_____ (B) The child (if the child is in the Transitional Youth Services Program);~~
 - ~~_____ (C) The child when he or she reaches the age of majority; or~~
 - ~~_____ (D) The parents, if the child returns home.~~

9 CAR § 40-721. Comprehensive health assessment and health plan for children receiving out-of-home placement permanency services.

- (a)(1) A comprehensive health assessment of each child shall be completed.
- (2) The assessment shall be conducted under the supervision of:
 - (A) A physician; and
 - (B) A qualified mental health practitioner.
- (3) Whenever possible, the Family Service Workers specialist, Health Services Specialist staff, family, and foster resource parents shall be involved in the assessment to ensure as much information about the child as possible is available to the examining professionals.
- (b)(1) A written plan specifying any conditions requiring treatment, the recommended treatment, the schedule for treatment, the names of healthcare providers responsible for treatment, and the results of treatment as it occurs shall be

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completed and updated periodically.

(2) This plan shall be provided to the child's ~~birth-parents~~biological caregiver and ~~foster-resource~~ parents.

(3) The ~~birth-parents~~biological caregiver shall be:

(A) Informed about any medical treatment scheduled for their child; and

(B) Involved in and informed about their child's health care.

~~9-CAR § 40-722. Comprehensive health assessment and Arkansas Children's Hospital:~~

~~—(a) Comprehensive health assessment.~~ The Family Service Worker or Health Services Specialist will:

~~—(1) Arrange to have the comprehensive health assessment completed within sixty (60) calendar days of removal from home;~~

~~—(2) Complete the CFS-6012: Client, Medical and Psychological Information Report within seven (7) calendar days after completion of the comprehensive health assessment; and~~

~~—(3) Schedule needed medical appointments for the child as indicated in the CFS-6012: Client, Medical and Psychological Information Report after this form is received from University of Arkansas for Medical Sciences.~~

~~—(b) Arkansas Children's Hospital (ACH) Outpatient Services.~~

~~—(1) The Family Service Worker will sign the initial Arkansas Children's Hospital consent for outpatient services, the Arkansas Children's Hospital consent for in-patient services, and any other informed consents as required by the Arkansas Children's Hospital informed consent policy, e.g., surgical procedures, anesthesia, etc.~~

~~—(2)(A) The Arkansas Children's Hospital routine outpatient consent form may serve as a valid consent for all routine outpatient care.~~

~~—(B) Foster parents are authorized to sign additional routine consent forms for outpatient care.~~

~~—(3)(A) When the FSW is unable to accompany the foster parent for the initial outpatient visit or for outpatient surgery or when informed consent is required before a~~

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medical or surgical treatment may be performed, verbal or phone consent may be provided.

~~—————(B) No consent is necessary for treatment of a child when a medical emergency concerning the child exists.~~

~~—————**9 CAR § 40-723. Health plan for children receiving out-of-home placement services, consent for treatment, and life sustaining treatment.**~~

~~—————(a) The FSW or Health Services Specialist will:~~

~~—————(1) Sign any necessary consent for medical or dental treatment (excluding mental health services — see 9 CAR § 40-750) prior to the child receiving treatment in the following cases, consent may be given in person, over the phone, or via fax:~~

~~—————(A) Nonemergency surgical procedures;~~

~~—————(B) Nonemergency invasive procedures;~~

~~—————(C) "End of life" nonemergency procedures which include:~~

~~—————(i) Do not resuscitate orders, with the Director of the Division of Children and Family Services approval and a court order;~~

~~—————(ii) Withdrawal of life support, with director approval and a court order; and~~

~~—————(iii) Organ donation, with director approval; and~~

~~—————(D) Nonemergency medical procedures relating to a criminal investigation or judicial proceeding that involves gathering forensic evidence;~~

~~—————(2) Complete the CFS-368: Child's Health Services Plan within fourteen (14) calendar days after completion of the comprehensive health assessment;~~

~~—————(3) Inform parents of any medical treatment and involve them as appropriate;~~

~~—————(4) Update the CFS-368: Child's Health Services Plan at least every six (6) months;~~

~~—————(5) Provide copies of updates of the CFS-368: Child's Health Services Plan to the child's parents and the out-of-home placement provider; and~~

~~—————(6) Ask the medical provider to complete the CFS-366: Health Screening.~~

~~—————(b) **Life sustaining treatment.**~~

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~~—————(1) The FSW must obtain the permission of the Director of the Division of Children and Family Services and a court order for the withholding or withdrawing of life sustaining treatment of any child in the custody of the division.~~

~~—————(2) The FSW must obtain the permission of the director for any organ donation.~~

**9 CAR § 40-724. Periodic health reassessment of children receiving ~~out-~~
~~of home placement~~permanency services.**

Following the initial screening and comprehensive health assessment, the Division of Children and Family Services shall ensure that periodic medical, dental, mental health, vision, and hearing evaluations are conducted by qualified providers, according to the periodicity schedules approved by the Division of Medical Services.

**~~9 CAR § 40-725. Periodic health reassessment of children receiving out-~~
~~of home placement services.~~**

~~————The Family Service Worker or Health Services Specialist will:~~

~~————(1)(A) Refer all children receiving out of home placement services for the Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) via the EMS-694 “EPSDT” form to the child’s primary care physician (PCP), or other EPSDT providers after the initial screening and the comprehensive health assessment.~~

~~————(B) If it is the first time the child has seen a healthcare provider while in the out of home placement, a primary care provider must be selected;~~

~~————(2) Make an appointment with the PCP or other EPSDT providers for the EPSDT screening;~~

~~————(3) File a copy of the examination report upon receipt from provider;~~

~~————(4)(A) Schedule all subsequent screenings according to established periodicity schedules.~~

~~————(B) The most recent periodicity schedules can be found in the Arkansas Medicaid provider manuals;~~

~~————(5) Ensure all essential treatment is provided and documented in CHRIS in a~~

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~~timely manner; and~~

~~———(6) Ask the medical provider to complete the CFS 352: Medical, Dental, Vision, Hearing, and Psychological Episodic at each subsequent examination.~~

9 CAR § 40-726. ~~Policy~~—Case review judicial hearings for children ~~in experiencing out-of-home placement~~foster care.

(a) Adjudication and disposition hearings.

(1)(A) Following a probable cause hearing, an adjudication hearing shall be held to determine whether the allegations in a petition are substantiated by a preponderance of the evidence.

(B) The dependency-neglect adjudication hearing shall be held within thirty (30) days after the probable cause hearing under Arkansas Code § 9-27-315.

(C) On motion of the court and parties for good cause shown, it may be continued for no more than thirty (30) days following the first thirty (30) days (~~i.e.,~~ up to sixty (60) days after the probable cause hearing).

(D) However, if necessary and relevant evidence cannot be obtained in a timely manner the dependency-neglect adjudication hearing may be continued for up to an additional thirty (30) days (~~i.e.,~~ up to ninety (90) days after the probable cause hearing) upon motion of the court or any party.

(2)(A) In dependency-neglect cases, a written adjudication order shall be filed by the court within thirty (30) days of the date of the hearing or prior to the next hearing, whichever is sooner.

(B) The Office of Chief Counsel is responsible for drafting and filing court orders.

(C) The court can determine the case disposition at the adjudication or at a separate hearing.

(D) A disposition determines what actions the ~~agency~~Division of Children and Family Services will take in the case.

(3)(A) A judicial determination as to whether reasonable efforts were made or were not required to prevent removal must be made no later than sixty (60) days from

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the date the child is removed from the home.

(B) If a judicial determination concerning reasonable efforts to prevent removal is not made within the specified timeframe, the child will be ineligible for IV-E foster care maintenance payments for the duration of that stay in foster care.

(b) Six-month review hearings.

(1)(A) The court will review ~~out-of-home placement~~permanency cases no less than every six (6) months, including children ~~in-out-of home cases~~experiencing foster care who are placed out-of-state.

(B)(i) The first six-month review shall be held no later than six (6) months from the date of the original out-of-home placement of the child.

(ii) However, the court may require a review prior to the sixth-month review hearing.

(C) In addition, at any time during the life of ~~an out-of-home placement~~a permanency case, any party may request the court to review the case, and the party requesting the hearing shall provide reasonable notice to all parties.

(2)(A) At each sixth-month hearing the court will review the case sufficiently to determine the future status of the child based on the child's best interest.

(B) The court shall determine and include in its orders the following:

(i) Whether the family case plan, services, and placement meet the needs and best interest of the child, with the child's health, safety, and educational needs specifically addressed;

(ii) Whether the ~~Division of Children and Family Services~~division has made reasonable efforts to provide family services;

(iii) Whether the family case plan is moving towards an appropriate permanency plan for the child, per Arkansas Code § 9-27-338; and

(iv) Whether the ~~visitation~~family time plan is appropriate for the child, the ~~parent or parents~~caregivers or any siblings, if separated.

(3)(A) The court may order any studies, evaluations, or post-disposition reports, if needed.

(B) All such documents will be provided in writing to all parties and

counsel at least two (2) days prior to the review hearing.

(C) All parties will be given a fair opportunity to dispute any part of a study, evaluation, or post-disposition report.

(4) In making its findings, the court shall consider the following:

(A) The extent of compliance with the family case plan, including but not limited to, a review of the division's care for the health, safety, and education of the child while the child has been in-an-out-of-home-placementexperiencing foster care;

(B) The extent of progress made toward alleviating or mitigating the causes necessitating the out-of-home placement;

(C) Whether the child should be returned to his or hertheir parent or parentscaregivers and whether the child's health and safety can be protected by his or her parent or parentstheir caregivers if returned home; and

(D) An appropriate permanency plan pursuant to Arkansas Code § 9-27-338 for the child, including concurrent planning (e.g., for example, adoption, legal guardianship, APPLA, as appropriate).

(5)(A) Pertaining to Title IV-E eligibility requirements, the judicial review is conducted by court review, not an administrative review process.

(B) During each six-month review, the court shall make determinations based upon the best interest of the child.

(C) The best interest of the child shall be paramount at every stage of the judicial process.

(c) Permanency planning hearing.

(1)(A) Each child in-an-out-of-home-placementexperiencing foster care, including children placed out-of-state, shall have a permanency planning hearing (PPH) no later than twelve (12) months of the date the child is considered to have entered foster care and not less frequently than every twelve (12) months thereafter during the continuation of foster care.

(B) A child will be considered to have entered foster care on the earlier of:

(i) The date of the first judicial finding that the child has been subjected to child abuse or neglect; or

(ii) The date that is sixty (60) days after the date on which the child is removed from the home.

(2)(A) In-state and out-of-state options, including interstate placement, if appropriate, will be considered when making reasonable efforts to place the child in a timely manner in accordance with the permanency plan.

(B) Reasonable efforts will be made to complete the steps necessary to finalize the legal permanent placement of the child.

(C) If the child is in an out-of-state placement at the time of the hearing, the court will determine whether the placement continues to be appropriate and is in the best interest of the child.

(D) When the court determines that reasonable efforts to return the child home are not required, the court shall hold a permanency planning hearing within thirty (30) days of the determination to enter a new disposition in the case to determine the child's future status.

(E) A permanency planning hearing shall also be held after a child has been in an out-of-home placement for fifteen (15) of the previous twenty-two (22) months, excluding the time spent while the child is on a trial home placement and runaway status.

(F) The permanency planning hearing will be conducted by the court, not by an administrative body.

(3)(A) When it becomes necessary to transfer a case to another venue, the court will contact the judge in the other venue to confirm that the transfer will be accepted.

(B) After confirmation has been received, the transferring judge will enter a transfer order with the time and date of the next hearing and the location of the court in the new venue.

(C) The transferring judge will immediately transmit the order to the judge in the new venue.

(D) A copy of the order will be provided to all parties and attorneys to the case.

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(E) The transferring court will copy and send all court records to the judge in the new venue.

(4)(A) The division must obtain a judicial determination that reasonable efforts were made to finalize the permanency plan for the child no later than twelve (12) months of the date the child entered foster care.

(B) If a child remains in an out-of-home placement after the initial permanency planning hearing, an annual permanency planning hearing shall be held to reassess the permanency goal selected for the child.

(C) If a judicial determination regarding reasonable efforts to finalize a permanency plan is not made, the child will be ineligible under Title IV-E from the end of the twelfth month following the date the child is considered to have entered foster care or the end of the twelfth month following the month in which the most recent judicial determination of reasonable efforts to finalize a permanency plan was made, and remains ineligible until such a judicial determination is made.

(5) Reasonable efforts to finalize an alternate permanency plan such as placing a child with a fit and willing relative or fictive kin for adoption or with a legal guardian, including identifying appropriate in-state and out-of-state placements, will be made concurrently with reasonable efforts to reunify the child and family.

(6) The permanency planning hearing (PPH) shall determine the permanency goal for the child that includes, listed in order of preference, in accordance with the best interest, health, and safety of the child:

(A) Placing custody of the child with a fit parent-caregiver at the permanency planning hearing;

(B) Returning the child to the guardian-or-custodian-caregiver from whom the child was initially removed at the permanency planning hearing;

(C) Authorizing a plan to place custody of the child with a parent, guardian, or custodian-caregiver only if the court finds that:

(i)(a) The parent, guardian, or custodian-caregiver is complying with the established family case plan and orders of the court, making significant progress toward achieving goals established in the family case plan and diligently working toward

reunification or placement in the home of the ~~parent, guardian, or custodian~~caregiver.

(b) Regardless of when the effort was made, the court shall consider all evidence of an effort made by the ~~parent, guardian, or custodian~~caregiver to remedy the conditions that led to the removal of the ~~child or~~children from the custody of the ~~parent, guardian, or custodian~~caregiver and give the evidence the appropriate weight and consideration in relation to the safety, health, and well-being of the ~~child or~~children.

(c) The burden is on the ~~parent, guardian, or custodian~~caregiver to demonstrate genuine, sustainable investment in completing the requirements of the ~~family~~ case plan and following court orders in order to authorize a plan to return or be placed in the home as the permanency goal;

(ii) The ~~parent, guardian, or custodian~~caregiver is making significant and measurable progress toward remedying the conditions that:

(a) Caused the child's removal from the home or the child's continued removal from the home; or

(b) Prohibits placement of the child in the home of a ~~parent~~caregiver; and

(iii) Placement of the child in the home of the ~~parent, guardian, or custodian~~caregiver shall occur within a time frame that is consistent with the child's developmental needs but no later than three (3) months from the date of the PPH;

(D) Authorizing a plan to obtain a guardianship or adoption with a fit and willing relative;

(E)(i) Authorizing a plan for adoption with the division filing a petition for termination of parental rights, unless:

(a) The child is being cared for by a relative and the court finds that:

(1) Either:

(A) The relative has made a long-term commitment to the child and is willing to pursue guardianship or permanent custody of the child; or

(B) The child is being cared for by ~~his or her~~their minor

parent who is in-experiencing foster care and TPR is not in the best interest of the child;
and

(2) That termination of parental rights is not in the best interest of the child;

(b) The division has documented in the family case plan a compelling reason why filing a petition to terminate parental rights is not in the child's best interest and the court approves the compelling reason as documented in the family case plan; or

(c) The division has not provided the family of the child with services, consistent with the time period in the family case plan, the services the division deemed necessary for the safe return of the child to the child's home if reunification services were required to be made to the family.

(ii) Termination of parental rights.

(a)(1) At any time during the course of a case, the Department of Human Services, the attorney ad litem, or the court can request a hearing on whether or not reunification services should be terminated.

(2) The requesting party shall provide notice to the parties at least fourteen (14) calendar days before the hearing.

(3) The notice shall identify the grounds for recommending termination of reunification services in sufficient detail to put the family on notice.

(b)(1) The requesting party shall present the case.

(2) The court shall conduct and complete a hearing on a "no reunification services" request within fifty (50) days of the date of written notice to the defendants.

(3) However, upon good cause shown, the hearing may be continued for an additional twenty (20) days.

(c)(1) The court shall determine whether reunification services shall be terminated and enter an order of that determination.

(2) If the court determines that reunification services shall be terminated, the court shall hold a permanency planning hearing within thirty (30)

days after the determination.

(3) If the court determines the permanency goal to be TPR, the department division shall file a petition to terminate parental rights within thirty (30) days from the date of the entry of the order establishing such goal.

(4) The court shall conduct and complete a TPR hearing within ninety (90) days from the date the termination of parental rights petition is filed, unless continued for good cause.

(5) After an order of termination of parental rights is filed, the court shall review the case at least every six (6) months until permanency is achieved for the child.

(6)(A) A permanency hearing shall be held each year following the initial hearing until permanence is achieved.

(B) Refer to 9 CAR § 40-908.

(7) The court reviews continue, even if a case is on appeal.

(d) The court may terminate parental rights on one (1) parent and not the other parent if the court finds that it is in the best interest of the child.

(iii) **Post-TPR visitsfamily time.**

(a) If it is in the child's best interest, visitsfamily time with siblings and with relatives may take place after TPR.

(b) Visitation-Family time after TPR will continue until an adoption placement is made or the out-of-home placementpermanency case is closed.

(c) Continuation of visitsfamily time with relatives does not include the parents-caregivers for whom the agency division has obtained TPR;

(F) **Legal guardianship.**

(i) If the court grants legal guardianship no further services or periodic reviews are required.

(ii) If a legal guardianship supported by a subsidy is put in place, the division will conduct an annual review of the family's and child's circumstances and an annual report to the court will be filed;

(G) **Permanent custody with a fit and willing relative.** If the court

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grants permanent custody no further services or periodic reviews are required; and

(H) Independence (see definition in 9 CAR § 40-102, definitions), including ~~an~~ another planned permanent living arrangement (APPLA).

(i)(a) In the case of a child who has attained sixteen (16) years of age, the permanency planning hearing will determine the services needed to assist the child to make the transition from foster care to successful adulthood.

(b) Independence shall be selected only if the division has documented to the circuit court a compelling reason for determining that it would not be in the best interest of the child to follow one (1) of the permanency plans above.

(ii) If the department division concludes, after considering reunification, adoption, legal guardianship, or permanent placement with a fit and willing relative, that the most appropriate permanency plan for a child is placement in another planned permanent living arrangement, the department division will document to the court the compelling reason for the alternate plan.

(7) The department division may seek the services of the Federal Parent Locator Service to search for absent parents at any point in order to facilitate a permanency plan.

(d) Notification of hearings and reviews.

(1)(A) The department division shall provide the foster parent or parents of a child, and any preadoptive parent or relative providing care for the child with timely notice of, and the right to be heard in, permanency planning hearings and six-month periodic reviews held with respect to the child during the time the child is in the care of such foster resource parent, preadoptive parent, or relative caregiver.

(B) Notice of, and the right to be heard, does not include the right to standing as a party to the case.

(2)(A) In any permanency planning hearing, including any hearing regarding the transition of the child from foster care to transitional living, procedural safeguards shall be applied to ensure the court or administrative body conducting the hearing consults with age-appropriate children regarding the proposed permanency or transition plans.

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(B) The hearing shall also address procedural safeguards with respect to parental rights pertaining to the removal of the child from the home of ~~his or her~~their parentscaregiver, to a change in the child's placement, and to any determination affecting ~~visitation-family time~~ privileges of parentscaregivers.

(3) Judicial determinations regarding "contrary to the welfare", reasonable efforts to prevent removal, and reasonable efforts to finalize the permanency plan in effect, including judicial determinations that reasonable efforts are not required, must be explicitly documented and made on a case-by-case basis and so stated in the court order.

(4) Reasonable efforts are not required to reunify the child and family if:

(A) The court has determined that the ~~parent~~ biological caregiver has subjected the child to aggravated circumstances (see 9 CAR § 40-102, definitions);

(B) The court has determined that the ~~parent-caregiver~~ has committed:

(i) Murder of any child;

(ii) Manslaughter of any child;

(iii) Aiding or abetting, attempting, conspiring, or soliciting to commit such a murder or such a manslaughter;

(iv) A felony battery that results in serious bodily injury to any child;

(v) Abandoned an infant as defined by Arkansas Code § 9-27-303; or

(vi) Registered with a sex offender registry under the Adam Walsh Protection and Safety Act of 2006, Pub. L. No. 109-248; and

(C) The parental rights of the ~~parent~~ caregiver with respect to a sibling have been terminated involuntarily.

(5) If reasonable efforts and "contrary to the welfare" judicial determinations are not included as required in the court orders, a transcript of the court proceedings is the only other documentation acceptable to verify that the required determinations have been made.

(6) Neither affidavits nor nunc pro tunc orders will be acceptable as verification documentation in support of reasonable efforts and "contrary to the welfare" judicial determinations.

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(7) Court orders that reference state law to substantiate judicial determinations are not acceptable, even if state law provides that removal must be based on a judicial determination that remaining in the home would be contrary to the child's welfare or that removal can only be ordered after reasonable efforts have been made.

(8)(A) At any hearing in which the department division is ordered by the court to provide services for a family, the court shall provide the department division with the opportunity to be heard.

(B) When the department division is not a party to the case, failure by the court to provide at least five (5) working business days' notice to the department division renders any part of the order pertaining to the department division void.

(C) Refer to 9 CAR § 40-333 for information related to FINS cases.

~~9 CAR § 40-727. Procedure—Case review judicial hearings for children in out-of-home placements.~~

~~—(a) The Family Service Worker will:~~

~~—(1) Receive the confirmed court date from the Office of Chief Counsel attorney;~~

~~—(2) Provide the Office of Chief Counsel attorney with the name and address of any grandparent who is entitled to notice based on the conditions listed in 9 CAR § 40-406, notification of relatives and fictive kin, when a child is taken into custody by the Division of Children and Family Services and related procedures;~~

~~—(3) Provide notice to the parties at least fourteen (14) calendar days before the hearing, if the Department of Human Services is the requesting party;~~

~~—(4) Submit court report to supervisor for review and approval prior to review hearings;~~

~~—(5) Complete a court report for all review hearings;~~

~~—(6) Submit the CFS-6011: Court Report to the Office of Chief Counsel attorney within fourteen (14) days prior to the hearing;~~

~~—(7) Submit the CFS-6024: Permanency Planning Hearing Court Report to the~~

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~~Office of Chief Counsel, CASA, and all parties no later than fourteen (14) days before the scheduled permanency planning hearing;~~

~~—————(8) Document distribution of court reports to all parties or their attorneys and CASA, if applicable via the CFS 423: Certificate of Service;~~

~~—————(9)(A) Make a recommendation to the court to allow visits between siblings and with appropriate relatives if this is in the child's best interest.~~

~~—————(B)(i) Document the recommendation in the CFS 6024: Permanency Planning Hearing Court Report.~~

~~—————(ii) This is only a recommendation.~~

~~—————(iii) Relative visits after TPR must have court approval and cannot continue without court approval;~~

~~—————(10) Invite the out of home placement provider to all hearings;~~

~~—————(11) Attend all hearings and be prepared to provide testimony regarding:~~

~~—————(A) Services offered or provided;~~

~~—————(B) Progress; and~~

~~—————(C) Recommendations to the court;~~

~~—————(12) Bring case files to all hearings; and~~

~~—————(13) Discuss orders of the court with the family.~~

~~—————(b) The FSW supervisor will:~~

~~—————(1) Review and approve all court reports prior to review hearings; and~~

~~—————(2) Conference with and support FSW regarding permanency issues related to the case as necessary.~~

~~—————(c)(1) The court may order progress reports from the service provider whenever a child is placed out of home and in a setting other than a department foster home.~~

~~—————(2) The order shall:~~

~~—————(A) Set forth the schedule for the progress reports; and~~

~~—————(B) Identify the service provider responsible for submitting the progress report.~~

~~—————(3) The service provider shall be provided a copy of the written court order by certified mail, restricted delivery, or by process server.~~

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~~———— (4) Failure to follow the order of the court shall subject the service provider to contempt sanctions of the court.~~

~~———— (d) The progress report shall include, but is not limited to:~~

~~———— (1) Reason for admission;~~

~~———— (2) Projected length of stay;~~

~~———— (3) Identified goals and objectives to be addressed during placement;~~

~~———— (4) Progress of the child in meeting goals and objectives;~~

~~———— (5) Barriers to progress;~~

~~———— (6) Significant behavioral disruptions and response of provider; and~~

~~———— (7) Recommendations upon the child's release.~~

~~———— (e) The service provider shall immediately report any incidents concerning the juvenile's health or safety to the child's attorney or attorney ad litem and the custodian of the child.~~

9 CAR § 40-728. Interstate compact on the placement of children.

(a)(1) The Interstate Compact on the Placement of Children (ICPC), Arkansas Code § 9-29-201 et seq., is used to move children in need of a foster or preadoptive placement, adoption across state lines, or reunification with parents in an orderly and timely manner.

(2) A child in-experiencing foster care is defined as a child who has been removed from the home of his or her~~their~~ parent, guardian, or custodian by a court of competent jurisdiction and whose custody has been placed with a private or public agency.

(3) Foster care shall not include placement in a residential facility by a parent if a child welfare agency or court is not involved with the parent or child through an open case or investigation.

(b)(1) When a child requires placement for foster care or a possible adoption outside the resident state, the Division of Children and Family Services shall use the ICPC process.

(2) The ~~Division of Children and Family Services~~division will ensure all potential

out-of-state relative placements are given the same opportunity as in-state relative placements to become ~~foster~~ resource homes.

(3) Homes of relatives approved under the articles of ICPC will be considered approved ~~foster~~ resource homes.

(4) Unless authorized by the ICPC, all communications with other states regarding approval of placement, progress reports, disruption of placement, or termination of the ICPC case should process through the Arkansas ICPC Central Office to the ICPC liaisons.

(c) For the most up-to-date information regarding ICPC articles and regulations, go to ~~Error! Hyperlink reference not valid.~~ <https://aphsa.org/AAICPC/default.aspx>.

(d) The ICPC process ensures:

- (1) Proper extensions of authority into the receiving state;
- (2) The sending agency can obtain home studies for proposed placements, is identified as legally and financially responsible, and does not lose jurisdiction once the child leaves the sending state;
- (3) The receiving agency can determine the placement is not “contrary to the child’s interests” and that all applicable laws and policies have been followed;
- (4) Supervision is maintained out-of-state and the sending agency receives progress reports;
- (5) Maximum opportunity for each child to be suitably placed;
- (6) Proper information to authorities in the receiving state; and
- (7) Effective utilization of cross-jurisdictional resources to facilitate timely foster, adoptive, or permanent placements.

(e) Children placed out-of-state are to go through ICPC when one (1) of the following placements occurs:

- (1) Foster care placements;
- (2) Preadoptive placements;
- (3) Adoptive placements; or
- (4) Parent, other relative, or nonagency guardian placements.

(f)(1) If guardianship is established as a prelude to a nonrelative adoption, the

guardian shall comply with this compact.

(2) If in doubt, request clarification from the Arkansas Interstate Compact Unit in Central Office.

(3) Types of placements that are not covered by ICPC include:

(A) Divorce or custody investigations involving home studies;

(B) Placement of a probationer, parolee, or aftercare juvenile;

(C) Interstate placement of children with mental disabilities;

(D) Placement into a primarily educational institution;

(E)(i) Runaways from Arkansas to another state or to Arkansas from another state.

(ii) See 9 CAR § 40-742 about other compacts;

(F) Kidnapped children transported out-of-state;

(G) Visits that do not extend beyond thirty (30) days and are not preplacement visits; and

(H) Placement outside the resident state when custody will be transferred to that person.

(g)(1) Division ~~of Children and Family Services caseworkers staff~~ should not directly contact the ICPC offices in other states, but should direct their communication to the ICPC liaisons in their area.

(2) Liaisons will then communicate with Central Office.

(3) Interstate communication between field staff from the involved states is discouraged, except for the routine sharing of information, which is not related to case approval, progress reports, disruption, or termination of placement.

(4) The juvenile division of circuit court shall retain jurisdiction to issue orders of adoption ~~, interlocutory or final,~~ when a child is placed outside the State of Arkansas.

9 CAR § 40-729. Responsibilities of the sending state.

The sending party will:

(1)(A) Provide proper notice of the intent to place using the ICPC-100A: ICPC Request and receive authorization from the receiving state prior to the placement.

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(B) The 100A must clearly indicate the Division of Children and Family Services is the sending party;

(2) Document in the case file and ICPC packet that potential out-of-state relative placements were offered the option of becoming a paid foster-resource home;

(3)(A) Work with the receiving parties to arrange the placement details (e.g., for example, childcare payment, type of monitoring, frequency of supervisory reports, and transportation) after approval is given.

(B) The sending state shall not recommend that custody be given to the placement resource without completion of at least six (6) months of supervision and concurrence of the receiving state.

(C) Failure to comply with these requirements violates the terms under which the receiving state originally gave placement approval.

(D) This could result in the child and placement resource being without essential medical coverage and a request for the child to be returned to the sending state;

(4)(A) Provide additional information when requested by the receiving state to ensure the placement is not “contrary to the interests of the child”.

(B) Any such report from another state, Indian tribe, or private agency under contract with the receiving state, shall meet all requirements imposed by the sending state for the completion of the home study before placing the child in the home.

(C) This will be done unless, within fourteen (14) days after receipt of the report, the sending state determines based on specific grounds in the report that making a decision based on the report would be contrary to the welfare of the child;

(5) Notify the receiving state of the placement date and any change in the child’s status by using the ICPC-100B: Report on Child’s Placement Status;

(6) Retain jurisdiction over the child sufficient to determine all matters of custody, supervision, care, and disposition of the child until the child is adopted, reaches majority, becomes self-supporting, or is discharged with concurrence of the appropriate authority in the receiving state;

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(7)(A) Retain planning and financial responsibility for the duration of the placement and indicate this responsibility on the ICPC-100A.

(B) The one (1) exception comes under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Pub. L. No. 99-272, requiring that children under Title IV-E adoption assistance agreements and those receiving Title IV-E foster care payments will be granted Medicaid coverage in their current resident state.

(C) See Medical Services Manual, Section 6600 to 6673; and

(8) Return the child to the sending state at the request of the receiving state.

9 CAR § 40-730. Responsibilities of the receiving state.

Within sixty (60) days after receiving a request for a home study from another state, the receiving state will directly or by contract:

(1) Assess and monitor the placement to ensure compliance with applicable laws and policies of the receiving state, and that the placement is “not contrary to the interests of the child”;

(2)(A) Notify the sending state in writing whether the placement is appropriate and in the best interest of the child.

(B) The receiving state is not required to complete those parts of the home study within the designated time period that involve the education and training of the prospective foster resource or adoptive parents;

(3) Supervise the placement and provide or arrange for necessary services after the child is placed and the ICPC-100B is received;

(4)(A) Submit quarterly progress reports to the sending party.

(B) More frequent reports may be submitted on request; and

(5) Honor and enforce lawful orders of the court of jurisdiction of the sending state unless it conflicts with Arkansas policies and/or laws.

~~**9 CAR § 40-731. Placing Arkansas children in another state and requesting out-of-state home studies.**~~

~~(a)(1) The following are procedures to use when requesting an out-of-state home~~

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~~study for an Arkansas child, including placement into residential treatment facilities.~~

~~———— (2) Always use the child's name on the correspondence.~~

~~———— (b) The sending party (county office, etc.) will follow CFS 6092: ICPC Home Study Request Check List and compile an Interstate Compact Placement Packet consisting of three (3) copies of each of the following (include five (5) copies of ICPC 100A):~~

~~———— (1) Cover Letter (CFS 6092: COVER LETTER) to explain the placement plans;~~

~~———— (2)(A) ICPC 100A: ICPC Request.~~

~~———— (B) Retain one (1) copy and include five (5) completed, signed, and dated copies with the packet;~~

~~———— (3) Court order (most recent) showing that the Department of Human Services has custody or the court has jurisdiction of the child (e.g., adjudication order, recent review order);~~

~~———— (4) Termination of parental rights (TPR) for an adoptive home study;~~

~~———— (5) ICPC 101: Priority Home Study Request;~~

~~———— (6) Current case plan (CFS 6010: Case Plan);~~

~~———— (7) Social summary (CFS 6092: SOCIAL SUMMARY) or an adoption summary if requesting a preadoptive placement;~~

~~———— (8) Medical records/reports (PACE evaluation, if available), including immunization records;~~

~~———— (9) School reports/records from the past three (3) years, if applicable;~~

~~———— (10) Psychological evaluations/reports and counseling reports, if applicable;~~

~~———— (11)(A) Financial/medical plan (CFS 592: Financial/Medical Plan Interstate Compact on the Placement of Children);~~

~~———— (B) The form must indicate that the Division of Children and Family Services is the sending party and will retain financial and planning responsibility for the child;~~

~~———— (12)(A) IV-E eligibility form (print screen of CHRIS foster care determinations window);~~

~~———— (B) Financial arrangements should always be discussed with the prospective placement resource before the home study is requested.~~

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~~—————(C) If a board payment is needed, a foster home study must be requested;~~

~~—————(13)(A) Proof of citizenship.~~

~~—————(B) United States birth certificate or other birth records.~~

~~—————(C) If birth records are not available, you can ask if the client has any other citizenship related documents such as those listed in sections 6700, 6703, and 6705 of the following link:~~

~~https://humanservices.arkansas.gov/wp-content/uploads/Medical_Services_Appendices-3.14.24.pdf;~~

~~—————(14)(A) Proof of identity.~~

~~—————(B) A Social Security card, completed application for a duplicate card, or school ID with photo.~~

~~—————(C) (Per the division Eligibility Unit, federal authority will determine other acceptable documents of a child's identity "at a later date"); and~~

~~—————(15)(A) Photo of child or children.~~

~~—————(B) This is not required, but is strongly encouraged.~~

~~—————(c) Send packet to:~~

~~ICPC Central Office~~

~~Donaghey Plaza South~~

~~700 Main Street~~

~~P.O. Box 1437, Slot S567~~

~~Little Rock, Arkansas 72201-1437~~

~~—————(d)(1) Financial arrangements should be discussed with the prospective placement resource and put in writing before the study is requested.~~

~~—————(2) If a board payment is needed, a foster home study must be requested.~~

~~—————(e) The Arkansas ICPC Central Office will:~~

~~—————(1) Review the packet to determine whether it is complete and ready to forward to the receiving state's ICPC office;~~

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- ~~————(2) Coordinate with the sending party if changes in the packet are needed;~~
- ~~————(3) Send packet to receiving state's compact office; and~~
- ~~————(4) Notify sending party of disposition.~~
- ~~————(f) The Family Service Worker and/or Area ICPC Liaison will:~~
 - ~~————(1)(A) Complete and route the ICPC 100B to the ICPC office if the out-of-state placement is approved and made.~~
 - ~~————(B) Show the date of the placement or of the withdrawal of the request;~~
 - ~~————(2) Close the Arkansas Medicaid so that Medicaid services can be pursued in the receiving state;~~
 - ~~————(3) Code the CFS 6013: Application for Emergency Services to show ICPC service using the child's name;~~
 - ~~————(4) Key the case type in CHRIS as "ICPC" for the child placed by the division in another state;~~
 - ~~————(5) Notify the Adoption Services Unit of a proposed adoptive placement, if appropriate; and~~
 - ~~————(6) Coordinate the travel plans with the Family Service Worker if placement is approved (placement must be made within six (6) months of placement approval).~~
- ~~————(g) Communication between states regarding approval of placements, progress reports, case closures, and disruptions must go through the Arkansas ICPC Central Office.~~

9 CAR § 40-732. Children entering Arkansas for placement.

(a) Services to children should not begin without a completed home study packet, placement approval (ICPC-100A) from the receiving state's ICPC office and receipt of placement notification (ICPC-100B) from the sending state's ICPC office.

(b) Requests from sending state should include the same information as described in the interstate placement packet and outlined in 9 CAR § 40-733.

(c) Contact the Arkansas ICPC Central Office if additional information is needed from the sending state to initiate services.

(d) Supervision of a placement will not begin until the receiving state obtains ICPC-

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100B.

~~9 CAR § 40-733. Completion of home study packet.~~

- ~~— (a) The Area ICPC Liaison will:~~
- ~~— (1) Ensure the completion of a home study packet which includes:~~
- ~~— (A) CFS 316: Request for Child Maltreatment Central Registry Check;~~
- ~~— (B) CFS 342: Arkansas State Police Criminal Record Check;~~
- ~~— (C)(i) Federal Bureau of Investigation criminal background check.~~
- ~~— (ii) A Federal Bureau of Investigation check is only required for foster or adoption home studies.~~
- ~~— (iii) Parents and relatives do not need to complete a Federal Bureau of Investigation check;~~
- ~~— (D) SAFE Home Study (SAFE Home Studies will be used for all ICPC placements with the exception of parental home studies); and~~
- ~~— (E) Three (3) positive, confidential references;~~
- ~~— (2) Obtain the FSW Supervisor or Area Director recommendation for or against placement;~~
- ~~— (3) Obtain the Adoption Manager signature for recommendation in an adoption home study;~~
- ~~— (4) Send signed recommendation regarding placement within sixty (60) calendar days of a request;~~
- ~~— (5) If the criminal record checks have not been received, a copy of the application/request must be included in the packet and the results sent when received;~~
- ~~— (6) Notify the ICPC Central Office in writing if there is to be a delay; and~~
- ~~— (7)(A) Send the home study packet to the ICPC Central Office, not directly to the other state.~~
- ~~— (B) No child shall be placed in the home of a foster parent where a records check reveals a felony conviction for:~~
- ~~— (i) Child abuse or neglect;~~
- ~~— (ii) Spousal abuse or domestic battery;~~

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~~_____ (iii) A crime against children (including child pornography); or~~
~~_____ (iv) A crime involving violence, including rape, sexual assault, or homicide.~~

~~_____ (C) No child shall be placed in the home of a foster parent if the record check reveals a criminal conviction for physical assault, battery, or a drug related offense, if the offense was committed within the past five (5) years.~~

~~_____ (D) Any state agency that administers or supervises the administration of a state program operated under such an approved state plan will not be restricted from contracting with a private agency to conduct home studies.~~

~~_____ (b) The designated Division of Children and Family Services staff will make a recommendation for or against placement based on the information contained in the home study packet.~~

~~_____ (c) The Adoption Manager will sign and date the recommendation in an adoption home study.~~

~~_____ **9 CAR § 20-734. Routing of home study packet.**~~

~~_____ (a)(1) ICPC approved home study packets are valid for six (6) months from the date the ICPC Central Office signed the ICPC 100A.~~

~~_____ (2) The child must be placed within that six month period.~~

~~_____ (b) The Arkansas ICPC Central Office (receiving state) will:~~

~~_____ (1) Review the home study packet to determine whether or not it is complete; and~~

~~_____ (2) If the home study packet is complete, forward to the sending state's ICPC office.~~

~~_____ (c) If Arkansas receives an approved home study from another state, the ICPC Central Office will forward the approved home study and the ICPC 100B to the appropriate ICPC liaison.~~

~~_____ (d) The ICPC liaison will forward the approved home study and the ICPC 100A to the assigned caseworker.~~

~~_____ (e)(1) The assigned caseworker and/or supervisor will, with the court's~~

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~~concurrency, make a determination as to whether or not placement will be made.~~

~~——— (2) When the determination has been made, an ICPC 100B will be prepared and forwarded to the ICPC liaison.~~

~~——— (3) The liaison will, within seventy two (72) hours of placement, send it to the ICPC Central Office who will forward to the appropriate state.~~

~~——— (f) If the home study is denied, the ICPC Central Office will process the denied home study request by forwarding a copy of the following to the appropriate ICPC liaison:~~

~~——— (1) The denied home study; and~~

~~——— (2) The ICPC 100A which indicates, in section IV, "placement shall not be made".~~

~~——— (g) The ICPC liaison will forward the documents to the appropriate FSW or supervisor.~~

~~——— (h) The FSW or supervisor will:~~

~~——— (1) File the denied home study and ICPC 100A in the appropriate case file and close the case; or~~

~~——— (2) Appeal the receiving state's denial of the home study by:~~

~~——— (A) Preparing a formal request with available supporting documentation to justify why the home study denial should be appealed;~~

~~——— (B) Forwarding to the immediate supervisor for approval;~~

~~——— (C) If approved, forwarding to the Area Director for approval; and~~

~~——— (D) If approved, forwarding to the ICPC Central Office.~~

~~——— (i) The Arkansas ICPC Central Office will:~~

~~——— (1) Forward a copy of the appeal to the appropriate state's ICPC office for reconsideration of the denied home study; and~~

~~——— (2) If the appeal is denied, the FSW must wait a minimum of six (6) months before reinitiation of the home study.~~

~~**9 CAR § 40-735. Follow-up, routing, and monitoring.**~~

~~——— The Family Service Worker in Arkansas will:~~

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- ~~—————(1)(A) Provide monthly supervision of the child.~~
- ~~—————(B) Supervision must include face to face visits with the child at least once each month and beginning no later than thirty (30) days from the date on which the child is placed, or thirty (30) days from the date on which the receiving state is notified of the child's placement, if notification occurs after placement.~~
- ~~—————(C) A majority of visits must occur in the child's home;~~
- ~~—————(2) Complete a written supervision report, using ICPC 90, at least once every ninety (90) days following the date of the receipt of the ICPC 100B;~~
- ~~—————(3)(A) Send the reports to the ICPC Liaison every ninety (90) days, or as often as requested on the ICPC 100A.~~
- ~~—————(B) The ICPC Liaison will then forward the reports to the ICPC Central Office;~~
- ~~—————(4)(A) Notify the ICPC Central Office, immediately, if problems or changes with placement occur.~~
- ~~—————(B) If significant issues of concern are identified during a face to face visit or at any time during a child's placement, the receiving state shall promptly notify in writing the ICPC Central Office in the sending state; and~~
- ~~—————(5) Key the case type in CHRIS as "ICPC" for the child placed in Arkansas from another state.~~

~~—————**9 CAR § 40-736. Travel procedures for children receiving out-of-home placement services.**~~

- ~~—————(a) When an Arkansas child in foster care has been approved to move into or out of Arkansas for a foster care or adoptive placement, or for reunification with parents, the Family Service Worker/Area ICPC Liaison will:~~
- ~~—————(1)(A) Submit request for travel to ICPC Central Office with "Application for Out of State Travel" (DHS 1010) no less than two (2) weeks in advance.~~
- ~~—————(B) The ICPC Central Office will be responsible for obtaining approvals for the travel;~~
- ~~—————(2) Make necessary travel arrangements through a travel agency approved by~~

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~~the Department of Human Services; and~~

~~——(3) Submit ICPC 100B to the ICPC Central Office for forwarding to the receiving state after the child is placed in the receiving state.~~

~~——(b)(1) When an escort (state employee or nonstate employee) is needed to assist with transporting an Arkansas child in foster care to or from an out-of-state placement, the Family Service Worker or Area ICPC Liaison will submit the same information as stated above for children in foster care travel.~~

~~——(2) No travel shall commence until the DHS 1010s are signed.~~

9 CAR § 40-737. Travel not related to the Interstate Compact on the Placement of Children.

(a)(1) Children ~~in-experiencing~~ foster care may have the opportunity or need to travel for reasons not related to ICPC.

(2) These may include but are not limited to:

- (A) Vacationing with their resource family;
- (B) An out-of-state visit with a family member; or
- (C) Attending a funeral of a family member.

(3) Any travel that promotes a sense of normalcy ~~and/or~~ connection for children in foster care is encouraged, as appropriate for a particular child and in accordance with the reasonable and prudent parent standard (see 9 CAR § 40-814 for more information).

(b)(1) An out-of-state visit is thirty (30) days or less and is not subject to ICPC.

(2) However, if it is greater than thirty (30) days, it is a placement, which is subject to ICPC.

(c)(1) Because the ~~Department of Human Services~~division is the appointed custodian of a child ~~in-experiencing~~ foster care, the ~~department~~division has the right to consent to the child's travel on vacation or similar trips as per Arkansas Code § 9-27-353(e).

(2) As such, resource parents must have prior written authorization to transport children in foster care for an overnight stay outside the State of Arkansas.

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(3) Such requests will be made to the FSW Social Service Specialist as soon as travel planning begins, and at a minimum of two (2) weeks prior to scheduled travel dates, if possible.

(d) Resource parents will not have to submit a request for out-of-state travel in order to cross the state border when travel plans do not require an overnight stay outside the State of Arkansas (~~e.g., such as~~, shopping or visiting with a relative in a nearby town over state lines).

(e)(1) When vacationing as a family, resource parents are encouraged to take any children placed in their home with them.

(2) However, the Division of Children and Family Services ~~division~~ will not pay for vacation expenses.

(3) As noted above, travel out of state involving an overnight stay or more requires prior written authorization.

(f) For children placed out-of-state by an Arkansas court and who are not in department ~~division~~ custody as the result of a dependency-neglect or dependency case, the sending party is responsible for arranging transportation rather than the ~~department~~ division.

~~(g) For non-ICPC travel of a child in department custody, the Family Service Worker will:~~

~~———— (1) Ensure that all parties to the case are made aware of and have input regarding the child in foster care traveling out of state (e.g., to attend a funeral, go on vacation with a resource parent, attend camp, etc.);~~

~~———— (2) Request prior agency approval, by submitting the DHS 1010 for the child and an escort, as appropriate, to the FSW supervisor who, if approved, will continue to request approval and associated signatures through the following chain of command:~~

~~———— (A) Area Director or designee;~~

~~———— (B) Assistant Director of Field Operations or designee; and~~

~~———— (C) Director of the Division of Children and Family Services or designee;~~

~~and~~

~~———— (3) Direct requests and questions to the Foster Care Unit.~~

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9 CAR § 40-738. Progress reports.

The receiving state must:

- (1) Send quarterly progress reports every three (3) months unless otherwise stated on the ICPC-100A;
- (2) Mail progress reports to ICPC Central Office for forwarding to the sending state; and
- (3) Enter the progress reports in the child's case record in [CHRIS the division information management system](#).

9 CAR § 40-739. Termination of ICPC cases.

- (a)(1) An interstate compact placement can only be terminated with the concurrence of the receiving state ICPC Office.
 - (2) Reasons for terminating an ICPC placement include the following reasons:
 - (A) Adoption finalized;
 - (B) Child reaches age of majority;
 - (C) Child legally emancipated;
 - (D) Legal custody returned to ~~parent or~~ parents or given to relative with a court order;
 - (E) Treatment completed;
 - (F) Sending state's jurisdiction terminated with the concurrence of the receiving state;
 - (G) Unilateral termination;
 - (H) Child returned to sending state;
 - (I) Child has moved to another state proposed placement request withdrawn; and
 - (J) Approved resource will not be used for placement.
- (b) The [Family Service Worker division](#) will complete ICPC-100B indicating termination reason and route it to the ICPC Central Office for forwarding to the receiving state.

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(c) The Arkansas ICPC Central Office will send the ICPC-100B to the sending or receiving state's ICPC office to notify them of the closure of the ICPC case.

(d) The sending state is responsible for the original submission of both the ICPC-100A and 100B.

9 CAR § 40-740. Exceptions to policy.

(a) Items and services not specified in this policy must have prior approval of the Interstate Compact Administrator or Deputy Administrator.

(b) The ~~Family Service Worker~~/Area ICPC Liaison, with the approval of the Area ~~Director~~Manager, will:

(1) Write a memo to the Interstate Compact Administrator to fully explain the situation; and

(2) Request that exceptions to policy be made.

(c) The Arkansas ICPC Administrator will:

(1) Review the request; and

(2) Inform the ~~Family Service Worker~~/Area ICPC Liaison of the decision.

9 CAR § 40-741. Request for an Interstate Compact on the Placement of Children Priority Placement Regulation No. 7.

(a) A priority placement is when a court, upon request or on its own motion, or where court approval is required, determines that a proposed priority placement of a child from one (1) state into another state is necessary because placement is with a relative, and:

(1) The child is under four (4) years of age, including other siblings sought to be placed with the same proposed placement;

(2) The child is in an emergency placement;

(3) The court finds that the child has a substantial relationship with the proposed placement resource; and

(4) An unexpected dependency due to a sudden or recent incarceration, incapacitation, or death of a parent or guardian has occurred.

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(b)(1) The receiving state agency has thirty (30) days to complete a request for a priority placement.

(2) Requests for placement shall not be expedited or given priority except as outlined below.

(3) A request for a priority placement will be implemented as follows:

(A) The court shall send its order to the ~~Division of Children and Family Services~~division within two (2) business days;

(B) The order shall include:

(i) The child's name, address, and phone number;

(ii) The fax number of the judge and the court, if available;

(iii) The sending party will send the following to the state's ICPC Central Office via overnight mail, or fax, within three (3) business days;

(iv) The signed court order (the court order must specify how the case qualifies as Regulation No. 7);

(v) A completed ICPC-100A: ICPC Request; and

(vi) Supporting documentation according to policy;

(C) Within two (2) business days after the receipt of the ICPC priority placement request, the sending state's ICPC office will overnight mail the priority request and its supporting documentation to the receiving state's ICPC office with a notice that the request for placement is entitled to priority processing;

(D)(i) The receiving state ICPC office shall send all the documents to the receiving state's local office within two (2) days.

(ii) The receiving state's local office has twenty (20) ~~working-business~~ days to send a determination back to the receiving state's ICPC office;

(E)(i) The receiving ICPC office has two (2) days to overnight mail the determination to the sending state's ICPC office.

(ii) The sending state ICPC office has two (2) days, through overnight mail, to send the determination to the local office; and

(F) The foregoing shall not apply if:

(i) Within two (2) business days of receipt of the ICPC priority

placement request, the sending state compact administrator:

- (a) Determines that the ICPC request documentation is substantially insufficient;
- (b) Specifies that additional information is needed; and
- (c) Request the additional documentation from the FSW-specialist by ~~fax or~~ telephone ~~if fax is not available~~; or

(ii)(a) Within two (2) business days of receipt of the ICPC priority placement request, the receiving state Compact Administrator notifies the sending state Compact Administrator that further information is necessary.

(b) Such notice shall specifically detail the information needed.

(c) For such a case in which either of the two (2) preceding points apply, the twenty-business-day period for the receiving state Compact Administrator to complete action shall be calculated from the date of the receipt by the receiving state Compact Administrator of the additional information requested.

9 CAR § 40-742. Juvenile, mental health, and adoption and medical assistance compacts.

In addition to the ICPC, three (3) other interstate compacts were enacted to coordinate the interstate placements of children and juveniles as follows:

(1)(A) The Interstate Compact for Juveniles, Arkansas Code § 9-29-401.

(B) This compact is designed to serve those children/youth needing an out-of-state placement who have been adjudicated delinquent and who have been placed on probation or parole.

(C) This compact also provides for the return of nondelinquent runaways, escapees, and absconders.

(D) This includes foster children/youth who run away and are located out-of-state.

(E) The Interstate Compact for Juveniles is administered by the Division of Youth Services;

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(2)(A) The Interstate Compact on Mental Health, Arkansas Code § 20-50-101 et seq.

(B) This compact is designed to facilitate the transfer of resident patients (both children and adults) from a state-operated mental health facility in one (1) state to a similar state-operated facility in another state.

(C) The Mental Health Compact is administered by the Division of Aging Adult and Behavioral Health Services; and

(3)(A) The Interstate Compact on Adoption and Medical Assistance, Arkansas Code § 9-29-301.

(B) This compact is for adoption assistance for IV-E eligible children who are under an adoption subsidy agreement.

(C) The ~~adoption~~ Adoption worker Specialist should notify the Adoption Subsidy Coordinator as soon as it is known that an adoptive family ~~/ and~~ child is are moving out of state or has moved.

(D) The Adoption Subsidy Coordinator will send information to the new state of residence and to the adoptive parents advising them to contact the local Medicaid office in their new state of residence.

(E) This contact will be for the purpose of getting medical benefits for their child in the new state of residence.

9 CAR § 40-743. Interference with custody.

(a) Interference with custody is committed when a person:

(1) Knowingly and without lawful authority takes, entices, or keeps a minor away from any person entitled by court order or decree to the right of custody of the minor;

(2) Accepts physical custody (for any length of time) of a minor who was removed from their custody or has care, supervision, or custody of a minor removed from their custody pursuant to or arising from a dependency-neglect action;

(3) Who has been awarded custody or granted adoption ~~/ or~~ guardianship of a

minor places the minor in the care of any person from whom the minor was removed or any person whom the court has ordered not to have care, supervision, or custody of the minor; or

(4) Knowingly and without lawful authority takes, entices, or keeps, or aids, abets, hires, or otherwise procures another person to take or entice any minor from the custody of any:

(A) Parent or guardian of the minor, including an unmarried woman with legal custody of an illegitimate child;

(B) Public agency with lawful charge of the minor;

(C) Parent, guardian, or lawful custodian while the custodian and minor are housed at a shelter; and

(D) Any other lawful custodian.

(b)(1) Prior to serving a warrant for arrest on a person charged with interference with custody, law enforcement will inform the Division of Children and Family Services of the circumstances of any minor involved.

(2) The division will provide a representative, upon request, to accompany the arresting officer to take the minor into temporary custody pending further court proceedings.

(c)(1) A court of competent jurisdiction will determine the immediate custodial placement of the minor pursuant to the division's petition.

(2) The court will give immediate custodial placement to the lawful custodian if that person is present before the court.

(3) The court will determine if there is probable cause that the minor may be:

(A) Removed from the jurisdiction of the court;

(B) Abandoned; or

(C) Outside the immediate supervision or care of the lawful custodian.

(d) The division will provide the lawful custodian of a minor notice of any hearing to be held regarding the minor.

(e) The division is immune from liability with respect to any actions undertaken involving interference with custody, unless it is determined that the division acted with

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malice.

~~9 CAR § 40-744. Interference with custody.~~

~~—The Family Service Worker will:~~

~~——(1)(A) Accompany the officer arresting an individual for interference with custody.~~

~~——(B) Take the minor into temporary Department of Human Services custody pending further proceedings from a court of competent jurisdiction; and~~

~~——(2) Contact an Office of Chief Counsel attorney immediately.~~

9 CAR § 40-745. Trust accounts for children in foster care.

(a)(1) The Department of Human Services, Division of Children and Family Services, maintains trust accounts for children in-experiencing foster care who receive:

- (A) Supplemental Security Insurance (SSI);
- (B) Social Security Administration Title II benefits;
- (C) Child support;
- (D) Veterans benefits (VA);
- (E) Railroad benefits (RR); or
- (F) Worker's compensation.

(2) With the exception of Social Security Administration Title II benefits, ~~Thesethese~~ benefits will automatically be used to pay for the child's foster care expenses, which include the monthly board payments and contract payments.

(3) The ~~Department division of Human Services~~ will~~may~~ apply to become the payee for benefits collected, when no other appropriate representative payee is available~~as appropriate~~.

(b)(1) The ~~Department division of Human Services~~ must monitor accounting for all children in-experiencing foster care to protect against duplicated funding or other errors.

(2) Monetary payment to resource parents through the division board payment may be adjusted based on the amount of benefits a resource parent receives directly

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for a ~~foster child~~child experiencing foster care.

(3) For details, review 9 CAR § 40-831, financial support to ~~foster resource~~ parents.

(c)(1) The division must ensure that potential changes in payee are assessed when a child receiving benefits initially enters foster care.

(2) The IV-E/~~IV-E~~ Medicaid Eligibility Unit will screen all the division clients for potential SSI and SSA eligibility, based on information reported on the SSI screening questionnaire completed by the division field staff, and make applications for those who may meet Social Security Administration criteria.

(3) Ultimately, the authorizing agency of the benefits is the decision-making entity regarding payees for SSA and SSI benefits.

(d)(1) The child's trust fund account must not exceed resource limits, to maintain eligibility for Medicaid and Title IV-E.

(2) The division will coordinate the monitoring of trust fund accounts with the Office of Finance, IV-E/~~IV-E~~ Medicaid Eligibility Unit, and other pertinent agencies to ensure the timely and efficient management of these accounts.

(3) Resource limits are:

(A) Two-thousand dollars (\$2,000) for Non-IV-E Foster Care Medicaid (category ninety-one (91));

(B) Two-thousand dollars (\$2,000) for Foster Care EC Medicaid (category ninety-six (96)), DDS Waiver Medicaid, Foster Care Spend Down Medicaid (category ninety-seven (97)), and Supplemental Security Income (SSI category forty-five (45)), Long-Term Care Medicaid; and

(C) Ten thousand dollars (\$10,000) for Title IV-E.

(e)(1) Authorized uses of different funds vary according to their sources.

(2) However, any expenditure from a child's trust account (in foster care) must be for the direct care or needs of the child in receipt of the income.

(3) Funds cannot be used for siblings, parentscaregivers, or other individuals in the initial removal home.

(4) Authorized uses are as follows:

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(A) Income in a regular account has no restrictions, but spending must be appropriately prioritized according to the child's needs and disability; and

(B) SSI Income in a dedicated account may be used for the following with approval from the Social Security Administration:

- (i) Medical treatment;
- (ii) Education;
- (iii) Job skills training; or
- (iv) If they pertain to an impairment:
 - (a) Personal needs assistance;
 - (b) Housing modifications;
 - (c) Special equipment;
 - (d) Therapy or rehabilitation; or
 - (e) Other items or services if approved by the Social Security

Administration.

(f)(1) When the division Eligibility Unit places a hold for funds on a trust account for a purchase for the youth, those funds will not be held for more than sixty (60) days.

(2) After sixty (60) days, the held funds will be released for other account uses unless an extension is requested and approved.

9 CAR § 40-746. Educational services for children ~~in out-of-home placement~~ experiencing foster care.

(a) Educational continuity and responsibilities.

(1)(A) All decisions regarding the education of children in foster care will be based on the best interest of the individual child.

(B) To ensure the continuity of education for children in foster care, the Division of Children and Family Services shall work collaboratively with:

- (i) Educators;
- (ii) School foster care liaisons;
- (iii) Other divisions of the Department of Human Services;

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- (iv) The Department of Education;
- (v) The circuit courts,
- (vi) Providers of services to children in-experiencing foster care;
- (vii) CASA;
- (viii) ParentsCaregivers;
- (ix) Guardians; and
- (x) Any person appointed by the court.

(2)(A) The division shall consider the continuity of educational services and school stability when making placement decisions.

(B) As such, the division will make every attempt to maintain the child's enrollment in the school ~~he or she~~he or she they attended prior to placement into foster care and in any subsequent placement moves while in-experiencing foster care.

(C) To this end, the division shall coordinate transportation issues with the local school district and provide other assistance that is reasonable and practical.

(3)(A) When it is in their best interest, children in-experiencing foster care shall be moved in a timely manner to a new school.

(B) Except in the case of an emergency, prior to making a recommendation to move a child in-experiencing foster care from their current school, the division shall provide a written explanation to the following:

- (i) The child in-experiencing foster care;
- (ii) The child's attorney ad litem;
- (iii) The CASA, if appointed; and
- (iv) Parents, guardians, Caregivers and any persons appointed by the court.

(4)(A) To ensure that children in the custody of the ~~Department~~division of Human Services receive a quality education, it is the division's policy to enroll children in-experiencing foster care only in schools accredited by the Arkansas Department of Education.

(B) This requirement also applies to children placed in residential facilities.

(5)(A) It is the responsibility of the division to ensure that children in

experiencing foster care are afforded educational opportunities, including academic resources, services, and extracurricular enrichment activities in order to help each child in-experiencing foster care achieve his-or-hertheir full potential.

(B) Children in-experiencing foster care shall be held to the same academic achievement standards to which all children are held and be placed in the least restrictive educational placement.

(C) The local county office should be aware of educational resources in the community and across the state so that staff may access these resources for children in-experiencing foster care.

(6) School districts are required to:

(A) Allow the child to remain in his-or-hertheir current school unless the court finds that doing so is a conflict with other laws (not residency);

(B) Work out a transportation plan that will allow the child to remain in his-or-hertheir current school, to the extent reasonable and practical;

(C) Designate a foster care liaison;

(D) Accept credit coursework when the child satisfactorily completes the appropriate education placement assessment;

(E) Refrain from lowering the grades of a child in-experiencing foster care because of:

(i) A change in school;

(ii) Absence due to attendance at court-ordered treatment or counseling; and

(iii) Absence due to attendance at dependency-neglect proceedings; and

(F) Immediately enroll any child that has been moved to their district, even if the child does not have his-or-hertheir school uniform, school records, or immunization records. ~~etc.~~

(7) **Schooling options.**

(A) Children in-experiencing foster care shall attend public schools.

(B) However, the Director of the Division of Children and Family Services

may grant an educational waiver allowing a child to be placed in a nonpublic school, including a private, parochial, or home school if it is in the best interest of the child.

(C) No state or federal funding may be used for such placement.

~~(D) For a child in foster care to be enrolled in a nonpublic school or be home schooled, a certified mental health professional must present documentation stating that the nonpublic schooling is in the child's best interests.~~

(ED) A child in-experiencing foster care may receive home-bound instruction as part of their individualized education program (IEP).

(FE) Home schooling and home-bound instruction are two (2) different programs.

(GE) Home-bound instruction is a planned, time-limited program that is established and provided by the child's school.

(8) If a child is incapable of attending school on a full-time basis due to the medical condition of the child, the reason for which the child is deemed incapable of attending school must be certified by a medical professional and be supported by regularly updated information in the family case plan of the child.

(9)(A) If a child in-experiencing foster care is currently enrolled in a "school improvement" school as determined by the Department of Education the child's case can be staffed to assess the child's progress at that school.

(B) If the child is progressing at the current school ~~he or she~~ he or she ~~he or she~~ they can remain at that school, or the child can transfer to another school if it is in the child's best interest to do so.

(C) The ~~Foster Care~~Education Program Manager will review the Department of Education website quarterly to determine the "school improvement" schools and notify the appropriate ~~County Supervisor~~Social Service County Manager of the information.

(10) Each public education agency would be expected to ensure that the rights of a child are protected if:

(A) No ~~parent-caregiver~~ can be identified;

(B) The public agency, after reasonable efforts, cannot discover the

whereabouts of ~~a parent~~caregiver; or

(C) The child is a ward of the State of Arkansas under the laws of this state.

(11) If the court transfers custody of a child to the ~~Department division of Human Services~~, the court shall issue an order containing determinations on whether the child's ~~parent or guardian~~caregiver may:

(A) Have access to the child's school records;

(B) Obtain information on the child's current placement, including the name and address of the ~~foster resource~~ parents or provider; and

(C) Participate in school conferences or similar activities at the child's school.

(b) Surrogate parent provisions for IDEA.

(1)(A) If custody of a child is transferred to the ~~Department division of Human Services~~, the court may also appoint an individual to consent to an initial evaluation of the child and serve as the child's surrogate parent under Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et seq., as in effect on February 1, 2007.

(B) If the court orders that the child's ~~parent or parents~~caregivers shall have no involvement in the child's educational planning, the ~~Department division of Human Services~~ shall ask the child's ~~foster resource~~ parent or appropriate biological relative to act as the surrogate parent.

(C) If the child's ~~parent~~caregiver is a partner in planning and overseeing the child's education as a member of the IEP team, a surrogate parent is not necessary.

(D) The child's ~~parent~~caregiver, if permitted by the court to participate, may request that a family member or the ~~foster resource~~ parent act as the surrogate parent.

(E) The appointed family member or ~~foster resource~~ parent will not be required to undergo surrogate parent training and will be discharged once the child's ~~parent~~caregiver is ready to resume involvement.

(F) If the family member or ~~foster resource~~ parent has not received surrogate parent training and would like to, the Local Education Agency (LEA) Special

Education Supervisor or designee can assist in coordinating the surrogate parent training for the foster-resource parent.

(2)(A) If the division is unable to locate the child's parent/caregiver, the parent or parent/caregivers are not involved in the case, or the parent's/caregivers' rights have been terminated, the division shall request that the child's foster-resource parent be assigned as the surrogate parent, if appropriate.

(B) If the foster-resource parent has not received surrogate parent training, and would like to, the LEA Special Education Supervisor or designee can assist in coordinating the surrogate parent training for the foster-resource parent.

(3) Transition planning is a required component of the Individualized Education Program (IEP) for children sixteen (16) years of age and older.

(4) Children in-experiencing foster care special education needs.

(A) Due to the special education needs of many children who enter experience foster care, it is necessary to assess and identify educational needs early in the casework process.

(B) A comprehensive health assessment must be completed on each child in-experiencing foster care within sixty (60) calendar days of removal from home (see 9 CAR § 40-721, comprehensive health assessment and health plan, for children receiving out-of-home placement services).

(C) The comprehensive health assessment includes assessments of cognition/achievement, speech/development, language development, hearing, vision, medical, emotional, and behavioral development which can be used by the child's school in the process of determining the child's need for services.

(D) The University of Arkansas for Medical Sciences Project for Adolescent and Child Evaluation (UAMS PACE) program is responsible for conducting the comprehensive health assessments and will make recommendations concerning the child's educational needs and referrals for special education services.

(5)(A) The Individuals with Disabilities Education Act (IDEA) states that the Department of Education ensures that all children with disabilities three (3) years of age to twenty-one (21) years of age residing in the state have the right to and availability of

a free appropriate public education including children with disabilities who have been suspended or expelled from school.

(B) Free appropriate public education (FAPE) also requires that the services provided to a child with disabilities under this part must address all of the child's identified special education and related service needs.

(C) The services and the change of placement needed by each child with a disability to receive FAPE must be based on the child's unique needs and not on the child's disability.

(D) Each public education agency shall implement child-find requirements to identify, locate, and evaluate all children with disabilities.

~~9-CAR § 40-747. Educational services.~~

~~—(a) If the child is maintained in the same school after entry into foster care, then the Family Service Worker will:~~

~~———(1)(A) Complete the CFS-362: Medi Alert immediately when a child is removed and placed out of the home of the parent or legal guardian into foster care or adoptive home or moved to another foster care provider.~~

~~———(B) Section IX of the Medi Alert addresses the child's academic status and must be completed upon the child entering care or changing a placement.~~

~~———(C) Complete Section IX in consultation with the child's parent upon initial placement.~~

~~———(D) Update Section IX of the CFS-362: Medi Alert as information becomes available if the parent does not provide needed information at the time of placement;~~

~~———(2)(A) Use CFS 384 LEA: Notification to Local Education Agency of Changes in Child Placement, Changes in Schools or Experiences of Traumatic Events to notify the school counselor when:~~

~~———(i) A child enters foster care;~~

~~———(ii) The Division of Children and Family Services exercises a seventy-two hour hold on a child;~~

~~———(iii) A court places a child in the division custody;~~

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~~_____ (iv) A child has experienced a traumatic event;~~

~~_____ (v) The division believes a child has experienced a traumatic event; or~~

~~_____ (vi) The division gains knowledge through an investigation or ongoing protective services case that a child has experienced a traumatic event.~~

~~_____ (B) Submit the CFS 384: LEA Notification to Local Education Agency of Changes in Child Placement, Changes in Schools, or Experiences of Traumatic Events to the school counselor by the next business day;~~

~~_____ (3)(A) Provide the counselor authorization of who can pick the child up from school.~~

~~_____ (B) Present the school counselor with the child's court order if the FSW has it.~~

~~_____ (C) If the FSW does not have it when accompanying the child to school, present it to the school once it is received;~~

~~_____ (4) Provide guidance to the school counselor on the role of the child's biological parent in the case (i.e., supervised visitation, unable to locate parent, working towards reunification or TPR, parent cannot have access to any foster parent information) and the role of the parent in the education process (i.e., parents will be attending school conferences as part of reunification services, TPR and parents will not be attending conferences);~~

~~_____ (5)(A) Share all known information with the school that may impact the health and safety of the child in foster care and all other children in the school.~~

~~_____ (B) The school counselor may share any reported information with the child's principal and teachers if appropriate;~~

~~_____ (6)(A) Obtain the child's school records from the school counselor for documentation in the child's case record.~~

~~_____ (B) The child's school records will also be used to help address the child's educational needs in the case plan.~~

~~_____ (C) Provide the University of Arkansas for Medical Sciences Project for Adolescent and Child Evaluation (UAMS PACE) program copies of any school records available to assist in the comprehensive health assessment;~~

~~—————(7)(A) Ensure that the school counselor or designee completes the CFS 397: Educational Assessment within twenty (20) days of child entering care.~~

~~—————(B) The completed form will be added to the comprehensive health assessment for review.~~

~~—————(C) If the child enters care when school is not in session, the CFS 397: Educational Assessment should be sent to the child's school within ten (10) days of the opening of the next school session;~~

~~—————(8)(A) Ensure that the foster parents are given the names of the child's teacher and counselor.~~

~~—————(B) Ensure that the foster parents are involved in the child's education process.~~

~~—————(C) The foster parents must attend all scheduled parent/teacher conferences and school open houses.~~

~~—————(D) The foster parent will encourage children in foster care in their home to participate in school extracurricular activity and provide transportation to those activities; and~~

~~—————(9) Complete and update, as needed, the medical passport information related to the child's educational needs.~~

~~—————(b) If the child is enrolled in a new school after entry into foster care, then the Family Service Worker will:~~

~~—————(1) Complete each step outlined in the above section;~~

~~—————(2)(A) In one (1) business day, notify the child's old school of the child's transfer to a new school and request copies of the child's school records.~~

~~—————(B) Involve the child's current school in the transfer process if this is a planned move for the child;~~

~~—————(3)(A) Notify the school counselor or designee of the new school via the CFS-384: Notification to Local Education Agency of Changes in Child Placement, Changes in Schools or Experiences of Traumatic Events and enroll the child in the new school within two (2) business days after the move.~~

~~—————(B) Provide the school with copies of any documents that would assist in~~

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the child's educational program and have an impact on the child's health and safety.

—————(C) Provide University of Arkansas for Medical Sciences PACE program with any school records that are available;

—————(4) When conducting a request of change of placement staffing discuss the impact of the child transferring to a new school if there is a change in placement; and

—————(5) Notify the parents that a change in schools was necessary if their parental rights have not been terminated.

—————(c)(1) The FSW will provide the school with the name, address, work phone number, and cell phone number of the County Supervisor.

—————(2) If the child is suspended from school, the school will contact the resident County Supervisor who will notify the foster parents.

—————**9 CAR § 40-748. Special education needs service delivery process.**

—————Service delivery process:

—————(1)(A) The FSW will enroll the child in school and provide the school with copies of any documents that would assist in the child's educational program.

—————(B) Provide the University of Arkansas for Medical Sciences PACE program with any school records that are available;

—————(2) The Division of Children and Family Services Health Services Specialist will refer the child in foster care to the University of Arkansas for Medical Sciences PACE program for a comprehensive health assessment (CHA) within three (3) working days of the child entering care;

—————(3)(A) The FSW will notify the health specialist of all placement changes.

—————(B) The health services specialist will forward all notifications to University of Arkansas for Medical Sciences PACE program;

—————(4)(A) University of Arkansas for Medical Sciences PACE Program will obtain a copy of the child's school records via a:

—————(i) DHS 81: Consent for Release of Information; and

—————(ii) DHS 4000: Authorization to Disclose Health Information, if the records have not been received from the Family Service Worker.

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~~—————(B) The child's parent and FSW must sign the DHS 81 and DHS 4000.~~

~~—————(C) The FSW will also send the court order to University of Arkansas for Medical Sciences PACE program indicating that the child is in Department of Human Services custody;~~

~~—————(5)(A) University of Arkansas for Medical Sciences PACE program will forward the results of the comprehensive health assessment (CHA) to identified division staff.~~

~~—————(B) University of Arkansas for Medical Sciences PACE program will key recommendations from the CHA into CHRIS for division staff access;~~

~~—————(6) The FSW/health specialist will present recommendations for referrals for special education consideration to the school building principal and or local education agency (LEA) special education supervisor or designee;~~

~~—————(7)(A) The FSW will provide the school with the name and address of the child's biological parent or parents, if available, so that the school can send notice of the conference to the parent.~~

~~—————(B) If not appropriate, the division will request the school to appoint a surrogate parent for the child;~~

~~—————(8)(A) If the division is unable to locate the child's parent, the parents are not involved in the case, or the parent's rights have been terminated, the FSW will request that the child's foster parent be appointed as the child's surrogate parent.~~

~~—————(B) The LEA Special Education Supervisor can assist in coordinating the surrogate parent training for the foster parent;~~

~~—————(9) A conference will be scheduled with the appropriate school personnel, the biological parent, and foster parents/surrogate parent, to discuss the child's needs;~~

~~—————(10) The FSW will attend the referral conference; and~~

~~—————(11) The foster parent will be actively involved in the child's educational process and must attend all scheduled conferences and meetings, upon notification by the school and or the division, for children placed in their home.~~

9 CAR § 40-749. Mental health services for children in-experiencing foster care.

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(a)(1) The Division of Children and Family Services is dedicated to ensuring that all children in-experiencing foster care receive a full range of healthcare services including mental health services, assessment, and treatment.

(2) All children ~~ages~~ three ~~(3)~~ to eighteen (3-18) years of age will be referred to a community mental health center (CMHC) within five (5) days of entry into foster care.

(3) Children under three (3) years of age will be referred for mental health services if the need is identified by a physician during the initial comprehensive health assessment or by ~~the Family Service Worker (FSW)DCFS, legal/biological parent/caregiver, foster resource~~ parent, or other involved party.

(b) Urgent (requiring immediate action) or emergent (appearing for the first time) mental health treatment needs, identified by the primary care physician (PCP), during the initial health screening (within twenty-four to seventy-two (24-72) hours of entering foster care), shall be referred immediately by the FSW-division to a CMHC.

(c)(1) Because mental health issues may appear at any time during foster care, ~~the FSWDCFS~~ will refer a child for mental health services at any time deemed appropriate during the child's ~~stay in f~~ foster care experience, and immediately, whenever a traumatic event takes place in the life of a child in-experiencing foster care.

(2) Mental health services include outpatient treatment, inpatient psychiatric residential treatment, and inpatient acute psychiatric treatment (see 9 CAR § 40-755 for a listing of mental health terms).

(d)(1) If a child or ~~his or her~~their family members are already receiving mental health services upon entry into foster care, the ~~Division of Children and Family Services~~division will promote continuity of care by continuing clinically indicated mental health services.

(2) ~~The FSWDCFS~~ should encourage cooperation and coordination among service providers as well as encourage the PCP to refer without delay.

(3) While collaboration is essential to promote the best interest of the child, ~~the Division of Children and Family Services~~DCFS retains ultimate family case planning and management responsibility for placement and permanency issues.

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(4) ~~The FSW~~DCFS will make every effort to expedite access to appropriate documents from previous treatment as this is critical to obtaining authorization of services from the Division of Medical Services (DMS/Medicaid), as well as the quality and timeliness of services.

(e)(1) ~~The Division of Children and Family Services~~DCFS values close family participation in decision making.

(2) Therefore, when a child's permanency goal is reunification, ~~the FSW~~DCFS will ensure that the legal/biological parents~~caregivers~~ are involved in their child's treatment, unless such involvement is not in the child's best interest.

(3) The mental health provider, in collaboration with ~~the Division of Children and Family Services~~DCFS, will determine if it is appropriate for the ~~family~~ to participate in the child's treatment.

(4) Additionally, ~~the FSW~~DCFS will seek to fully engage the foster resource parents in the child's treatment.

~~9 CAR § 40-750. Outpatient mental health services.~~

~~(a) The Family Service Worker will:~~

~~(1) Refer all children three (3) years of age to eighteen (18) years of age to a CMHC for a mental health assessment and services as indicated, within five (5) days of their entry into foster care;~~

~~(2) Refer children younger than three (3) years of age for mental health services when the need is identified by the physician, FSW, a foster parent, a legal/biological parent, or other involved party;~~

~~(3) Refer children in foster care with urgent or emergent mental health needs immediately to a local CMHC;~~

~~(4) Refer children in foster care for mental health services immediately, whenever a traumatic event occurs in the child's life;~~

~~(5) Obtain a PCP referral for outpatient mental health services;~~

~~(6) Refer a child in foster care for mental health services anytime the FSW, foster parent, legal/biological parent, etc., deems appropriate;~~

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- ~~—————(7) Document the referral in the medical services screen in CHRIS;~~
- ~~—————(8) Ensure that the referral to the CMHC is accompanied by the following at the time of the initial referral, or forwarded as soon as they become available:~~
 - ~~—————(A) Authorization for treatment;~~
 - ~~—————(B) A copy of the current court order;~~
 - ~~—————(C) A copy of the medical history; and~~
 - ~~—————(D) A copy of the case history information;~~
- ~~—————(9) Follow the organization's referral procedures and provide any additional required documentation;~~
- ~~—————(10) Whenever possible, expedite access to appropriate documents from previous treatment to reduce delay in the authorization of services by the Division of Medical Services;~~
- ~~—————(11) Ensure adequate and appropriate participation in the assessment process:~~
 - ~~—————(A) Attend, at a minimum, the first appointment with the child to sign consents and facilitate treatment and treatment planning; and~~
 - ~~—————(B) Ensure that the adults who have the most complete information about the child accompany the child to the assessment (e.g., foster parents, legal/biological parents), as appropriate;~~
- ~~—————(12) Establish a schedule regarding dates for assessment and treatment sessions with the mental health provider;~~
- ~~—————(13) Remain engaged in the treatment planning process and ongoing care;~~
- ~~—————(14) Work with the CMHC therapist to ensure adequate and appropriate involvement by the foster parents, biological parents, etc., in the treatment process;~~
- ~~—————(15)(A) Ensure that adequate information is provided to the physician regarding behaviors, response to medications, side effects, and any other information necessary for the physician to effectively manage medications.~~
- ~~—————(B) It is the FSW's responsibility to understand why medications are prescribed, the target symptoms the medications should impact, and both side effects and drug interactions as well as ensure that the foster parents, or responsible adult at the child's current placement, understand these issues;~~

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~~—————(16)(A) Along with the foster parent, attend each appointment scheduled with the psychiatrist or physician, if possible.~~

~~—————(B) When necessary, cancel appointments at least twenty four (24) hours in advance, except in genuine emergency situations such as illness, and reschedule as soon as possible;~~

~~—————(17) Review and sign all master treatment plans and updates; and~~

~~—————(18) Document the child's mental health services in the medical services screen in CHRIS.~~

~~——(b) The Division of Children and Family Services can expect that the CMHC will:~~

~~—————(1) Offer routine assessment of the child within five (5) working days from receipt of the Division of Children and Family Services referral, receipt of authorization for treatment, and a copy of the court order if applicable;~~

~~—————(2) If a complete psychiatric evaluation is needed, complete the evaluation within forty five (45) working days;~~

~~—————(3) Evaluate, within two (2) hours, any client who has a psychiatric crisis or an outpatient mental health emergency (See 9 CAR § 40-102, definitions, for definitions) and offer triage/assessment by a mental health professional to the level deemed appropriate;~~

~~—————(4) Make a copy of the emergency assessment available to the Division of Children and Family Services upon completion;~~

~~—————(5) Provide immediate verbal feedback regarding the child's mental health assessment to the FSW;~~

~~—————(6) Provide a copy of the child's written mental health assessment report to the FSW as soon as possible and in every case, within five (5) business days;~~

~~—————(7) Offer counseling (individual, group, and/or family) and/or other appropriate treatment suited to the child's individual needs, if the assessment indicates that mental health services are needed; and~~

~~—————(8) Assist the Division of Children and Family Services in making referrals to other facilities if the CMHC does not have the specialized services required for the child.~~

~~——(c) Prior authorization requests, diagnostic assessments, master treatment plans,~~

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progress notes, and other documentation required by the Division of Medical Services may be utilized to impart information, in lieu of written reports to the Division of Children and Family Services.

~~— 9 CAR § 40-751. Inpatient psychiatric residential treatment.~~

~~— The Family Service Worker will:~~

~~— (1) Provide comprehensive and accurate information about the child during the assessment and admission phase to an inpatient residential facility;~~

~~— (2) Attend the first appointment with the child to sign consents and facilitate treatment and treatment planning;~~

~~— (3) Whenever possible, expedite access to appropriate documents from previous treatment to reduce delay in the authorization of services by the Division of Medical Services;~~

~~— (4)(A) Ensure that the adults with the most complete information about the child accompany him or her to the assessment.~~

~~— (B) This may mean the FSW, foster parents, or legal/biological parents, as appropriate;~~

~~— (5) Update the treatment team on changes of custody status and/or discharge plans;~~

~~— (6) Take timely action to ensure the continuity of the PCP's referral;~~

~~— (7) Once the child has been admitted to a residential facility, collaborate with the facility in the development of the plan of care:~~

~~— (A) Establish a schedule regarding dates for treatment sessions with the inpatient residential provider;~~

~~— (B)(i) Remain engaged in the treatment process and determine with the therapist at the beginning of treatment the degree and methods of engagement (e.g., phone, conversation, written reports, conferences).~~

~~— (ii) At a minimum, the FSW must maintain weekly phone contact with the child and document contact in CHRIS;~~

~~— (C) Ensure discharge planning begins at the time of admission and~~

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continue involvement in that planning;

_____ (D) Ensure contact between the child and the appropriate adults; and

_____ (E) Determine in coordination with the therapist, which adults, if any, need to be involved in the child's treatment, including family therapy sessions;

_____ (8)(A) Attend each appointment scheduled with a psychiatrist or physician.

_____ (B) Review and sign all master treatment plans and updates;

_____ (9) Obtain a copy of the child's records including:

_____ (A) Assessments;

_____ (B) Treatment plans;

_____ (C) Updates; and

_____ (D) Discharge plan; and

_____ (10) Coordinate after care plans from the inpatient residential facility:

_____ (A) Facilitate a timely discharge by identifying specific placement plans as early as possible to promote a positive transition from one level of care to another;

_____ (B) Coordinate with the CMHC or other contracted outpatient provider before, during, and immediately following discharge from an inpatient residential facility;

_____ (C) When appropriate, participate in a child and adolescent service system program (CASSP) staffing to complete a multiagency plan of service (MAPS) plan;

_____ (D) When appropriate, participate in a system of care team meeting to complete a wraparound plan;

_____ (E) Obtain an outpatient appointment within seven (7) working days following discharge from an inpatient residential facility;

_____ (F) Obtain a PCP referral to an outpatient provider if needed; and

_____ (G)(i) Ensure compliance with all scheduled outpatient appointments.

_____ (ii) When necessary, cancel appointments at least twenty four (24) hours in advance, except in genuine emergency situations such as illness, and reschedule as soon as possible.

~~9 CAR § 40-752. Inpatient acute psychiatric treatment.~~

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~~—(a) The Family Service Worker will:~~

~~——(1) Make a referral to the CMHC when a child needs mental health services (including any twenty-four-hour services);~~

~~——(2) In the case of an emergency, contact the CMHC immediately for an assessment; and~~

~~——(3) If the CMHC assessment indicates that the child needs acute psychiatric services, contact the county supervisor, or designee.~~

~~—(b) The County Supervisor or designee will:~~

~~——(1) Contact the Administrator On Call at 501-538-7960 to obtain prior approval before a child is placed;~~

~~——(2)(A)(i) Provide the Administrator On Call with the information listed below.~~

~~——(ii) The information may be conveyed by telephone but is also required via email the following business day.~~

~~——(B)(i) An assessment by a licensed mental health professional from the local CMHC that recommends acute psychiatric services as the least restrictive level of care that can meet the child's needs.~~

~~——(ii) This recommendation should include a preliminary mental health diagnosis.~~

~~——(iii) If child is in a therapeutic foster home, a licensed mental health professional employed by the TFC provider may perform the mental health assessment and provide recommendation for acute inpatient services.~~

~~——(C) Description of current behavior, emotional condition, and any precipitating events that could have contributed to the current condition of the child.~~

~~——(D) Current medications and purpose for the prescriptions.~~

~~——(E) Information about current placement and reasons the child cannot remain in that placement.~~

~~——(F) Reason that outpatient evaluation, crisis intervention services, and community supports cannot meet the current needs.~~

~~——(G) History of mental health services provided for the child and his or her family, including both outpatient and inpatient.~~

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~~—————(H) Any other information deemed helpful in determining a disposition on the level of services needed; and~~

~~—————(3) Inform the Area Director of the administrative case consultation and disposition within twenty four (24) hours.~~

~~————(c) If the Family Service Worker is approved to make a referral, he or she will:~~

~~————(1) Provide comprehensive and accurate information about the child during the assessment and admission phase to the acute psychiatric treatment program;~~

~~————(2)(A) Attend the first appointment with the child to sign consents and facilitate treatment and treatment planning.~~

~~————(B) Whenever possible, expedite access to appropriate documents from previous treatment to reduce delay in the authorization of services by the Division of Medical Services;~~

~~————(3)(A) Ensure that the adults with the most complete information about the child will accompany the child to the assessment.~~

~~————(B) This may mean the FSW, foster parents, or legal/biological parents, as appropriate;~~

~~————(4) Update the treatment team on changes of custody status and/or discharge plans;~~

~~————(5) Take timely action to ensure the continuity of the PCP's referral;~~

~~————(6) Once the child has been admitted to an acute psychiatric treatment program, collaborate with the facility in the development of the plan of care:~~

~~————(A) Establish a schedule regarding dates for treatment sessions with the inpatient acute treatment provider;~~

~~————(B)(i) Remain engaged in the treatment process and determine with the therapist at the beginning of treatment the degree and methods of engagement (phone, conversation, written reports, and conferences).~~

~~————(ii) At a minimum, the FSW must maintain weekly phone contact with the child;~~

~~————(C) Ensure discharge planning begins at the time of admission and continue involvement in that planning;~~

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- ~~—————(D) Ensure contact between the child and the appropriate adults; and~~
- ~~—————(E) Determine in coordination with the therapist, which adults, if any, need to accompany the child to treatment and/or be involved in the child's treatment, including family therapy sessions;~~
- ~~—————(7) Attend each appointment scheduled with a psychiatrist or physician;~~
- ~~—————(8) Review and sign all master treatment plans and updates;~~
- ~~—————(9) Obtain a copy of the child's records including:~~
 - ~~—————(A) Assessments;~~
 - ~~—————(B) Treatment plans;~~
 - ~~—————(C) Updates; and~~
 - ~~—————(D) Discharge plan;~~
- ~~—————(10)(A) Make contact with the child's clinical treatment team three to five (3-5) times per week.~~
- ~~—————(B) This includes the primary therapist, case manager, and/or any other person on the clinical treatment team, in order to obtain information related to:~~
 - ~~—————(i) The child's progress;~~
 - ~~—————(ii) Medications management and changes;~~
 - ~~—————(iii) Recommendations for discharge planning; and~~
 - ~~—————(iv) Other information that pertains to the child's treatment; and~~
- ~~—————(11) Coordinate after care plans from the acute psychiatric treatment program:~~
 - ~~—————(A) Facilitate a timely discharge by identifying specific placement plans as early as possible to promote a positive transition from one level of care to another;~~
 - ~~—————(B) Coordinate with the CMHC or other contracted outpatient provider before, during, and immediately following discharge from an acute psychiatric treatment program;~~
 - ~~—————(C) When appropriate, participate in a CASSP staffing to complete a MAPS plan;~~
 - ~~—————(D) When appropriate, participate in a system of care (SOC) team meeting to complete a wraparound plan;~~
 - ~~—————(E) Obtain an outpatient appointment within seven (7) working days~~

following discharge from an inpatient facility;

~~_____ (F) Obtain a PCP referral to an outpatient provider if needed; and~~

~~_____ (G)(i) Ensure compliance with all scheduled outpatient appointments.~~

~~_____ (ii) When necessary, cancel appointments at least twenty four (24) hours in advance, except in genuine emergency situations such as illness, and reschedule as soon as possible.~~

~~_____ (d)(1) If the FSW is not approved to make a referral, a temporary crisis plan will be implemented by the FSW and County Supervisor or designee in collaboration with the Administrator On-Call.~~

~~_____ (2) The crisis plan will involve other interested parties, such as foster parents, legal/biological parents, the CMHC, and any others involved in the care of the child.~~

~~_____ (3) The crisis plan will be documented within twenty four (24) hours and communicated to all involved parties.~~

~~_____ (4) Parts of the crisis plan may be incorporated into the child's case plan as necessary.~~

~~_____ (5) The crisis plan may include, but is not limited to, the following services and supports:~~

~~_____ (A) Twenty four hour respite;~~

~~_____ (B) No harm contract with the child;~~

~~_____ (C) Increased frequency of mental health services;~~

~~_____ (D) Medication changes;~~

~~_____ (E) Local phone numbers for emergency response to escalating behavior;~~

~~_____ (F) Behavioral interventions appropriate for the child's diagnosis and symptoms; and~~

~~_____ (G) Safety plan.~~

~~_____ (e)(1) If the FSW, county supervisor, or foster parent feel that the child poses an immediate threat to himself or herself or others, the child should be taken to the nearest emergency room for evaluation by a physician and a request should be made for an immediate assessment by the local CMHC for information that the Division of Children and Family Services can use to determine the most appropriate placement.~~

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~~—————(2) The administrative case consultation is still required if the child is to be referred to an inpatient facility.~~

~~—————(f) The Division of Children and Family Services can expect that the CMHC will:~~

~~—————(1) Evaluate within two (2) hours any client who has a psychiatric crisis or an outpatient mental health emergency (see 9 CAR § 40-102, definitions, for definitions) and offer triage/assessment by a mental health professional to the level deemed appropriate;~~

~~—————(2) Assist the Division of Children and Family Services in making appropriate referrals to other facilities if the CMHC does not have the specialized services required for the child;~~

~~—————(3) Assist in securing appropriate mental health services in the Division of Children and Family Services area;~~

~~—————(4) Assign a mental health clinician to coordinate mental health treatment for the child, including but not limited to coordination with other agencies, convening staffings, or assisting with the location of a twenty four hour mental health placement;~~

~~—————(5) Work with the Division of Children and Family Services to ensure that mental health services complement case planning, management, and the wraparound plan and/or MAPS plan; and~~

~~—————(6) Share information about past treatment and coordinate treatment services/discharge plans with inpatient/residential provider, providing the appropriate consent forms have been signed.~~

~~—————(g) The Division of Children and Family Services retains ultimate case planning and management responsibility for placement and permanency issues.~~

~~—————9 CAR § 40-753. Ongoing treatment.~~

~~—————(a) The Family Service Worker will:~~

~~—————(1) Forward copies of all critical information that was not available at the time of the initial referral as it becomes available;~~

~~—————(2) Keep the mental health professional informed of any changes in the child's case or placement;~~

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- ~~————(3) Coordinate all casework with the mental health provider;~~
- ~~————(4) Consult the mental health provider regarding permanency planning decisions, in order to protect the child while engaging the family in a clinically appropriate manner;~~
- ~~————(5) Invite the child's mental health professional to attend or otherwise participate in the Division of Children and Family Services staffings;~~
- ~~————(6) Provide a copy of the court order to the CMHC once the child has been discharged from Department of Human Services custody;~~
- ~~————(7) Communicate with any other department divisions or contracted providers who are involved in the case;~~
- ~~————(8) Communicate with the child's school regarding the child's treatment, needs, and progress;~~
- ~~————(9) Invite school personnel to attend staffings, case conferences, and family-centered meetings, as appropriate;~~
- ~~————(10) Document in the child's case plan in CHRIS if the child is receiving school-based mental health treatment;~~
- ~~————(11) Document details about any responsibilities the mental health provider has regarding coordination of services;~~
- ~~————(12) Arrange a staff meeting within forty eight (48) hours to discuss what services and assistance are needed to stabilize the foster placement when foster parents have requested that a child in foster care be removed from their home; and~~
- ~~————(13) Request that the licensed mental health professional from the CMHC or private mental health provider who is treating the child attend or otherwise participate in the required staffing to discuss removal of the child in foster care and options to support the placement.~~

~~——(b) The division can expect that the CMHC will:~~

- ~~————(1) Assign a mental health professional to coordinate mental health treatment for the child, including but not limited to coordinating with other agencies, convening staffings, or assisting with the location of twenty four hour mental health placement, when needed;~~

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- ~~————(2) Work with the division to ensure that mental health services complement case planning and management;~~
- ~~————(3) Make coordination services available after regular work hours;~~
- ~~————(4) Make the recommendation for the most appropriate disposition with regard to medical necessity;~~
- ~~————(5) Assist in securing appropriate mental health services in the area; and~~
- ~~————(6) Coordinate the mental health services being delivered by the mental health provider with the FSW.~~

9 CAR § 40-754. The Division of Children and Family Services ~~and~~ CMHC Community Mental Health Center collaboration.

(a)(1) The Division of Children and Family Services will work with their local, designated community mental health centers to ensure adequate mental health services are available to meet the needs of children and families.

(2)(A) ~~The Division of Children and Family Services Area Directors DCFS are is~~ responsible for working with the Community Mental Health Centers (CMHC) directors and staff to establish an oversight process.

(B) The oversight process should include:

- (i) A review of current services and quality improvement measures;
- (ii) An identification of problem issues or barriers; and
- (iii) Methods to resolve any issues or barriers.

(b) ~~The Area Director DCFS~~ will hold an individual meeting, at least annually, with each CMHC ~~in their area to to:~~

- (1) Review the current status of the mental health services system for the area;
- (2) Identify barriers to implementation of mental health services; and
- (3) Develop a plan to address the identified barriers in provision of services.

(c) If CMHC staff believes that ~~the Division of Children and Family Services DCFS~~ ~~staff~~ is not ensuring appropriate referrals and involvement in treatment, they will:

- (1) Attempt to resolve the issue with the appropriate ~~the Division of Children~~

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~~and Family Services~~DCFS county supervisorSocial Service County Manager; and

(2) If the issue cannot be resolved at the county level, contact the appropriate DCFS Area DirectorSocial Service Area Manager.

(d) If ~~the Division of Children and Family Services~~DCFS staff believes that CMHC staff are not providing adequate services, they will:

(1) Attempt to resolve the issue with the CMHC Children's Services Director or other designated staff at the CMHC; and

(2) If the issue cannot be resolved, contact the CMHC Director.

(e) If an issue cannot be resolved through the aforementioned processes, the parties will contact the following senior staff to resolve the issue:

(1) The ~~Division of Children and Family Services~~DCFS Assistant Director of Field Operations;

(2) Division of Aging Adult and Behavioral Health Services Assistant Director for Children's Services; and

(3) The ~~Division of Children and Family Services~~DCFS Assistant Director of Mental Health Specialist and Treatment Services.

(f)(1) The Community Mental Health Centers and the Division of Children and Family Services operate independently of each other.

(2) All employees are expected to function in a manner that will not create any conflicts of interest.

9 CAR § 40-755. Mental health policy terms.

The ~~Family Service worker~~Division of Children and Family Services will know and understand the following terms:

(1)(A) Crisis intervention-emergency short-term treatment services aimed at assisting individuals ~~in a crisis situation~~ experiencing a psychiatric or behavioral crisis.

(B) These services are designed to stabilize the person in crisis, prevent further deterioration, and provide immediate indicated treatment in the least restrictive setting;

(2)(A) Mental ~~health/diagnostic~~health diagnostic assessment.

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(B) The cultural, developmental, age and disability, relevant clinical evaluation, and determination of a beneficiary's mental status.

(C) Functioning in various life domains.

(D) An axis five (5) DSM diagnostic formulation for the purpose of developing a plan of care;

(3)(A) Discharge plan.

(B) Activities that facilitate a patient's movement from one (1) healthcare setting to another, home, or other placement in the community.

(C)(i) It is a multidisciplinary process involving physicians, nurses, social workers, and possibly other health professionals.

(ii) Its goal is to enhance continuity of care.

(D) The discharge begins on admission in higher levels of care and continues throughout the treatment process;

(4)(A) Inpatient acute psychiatric treatment.

(B) Short-term treatment designed to stabilize patients with significant behavioral health issues and begin the therapeutic process in a safe, supportive environment.

(C) This level of care is to be utilized only in circumstances when the client cannot be safely treated in a less~~er~~ restrictive environment₇.

(5)(A) Inpatient psychiatric residential treatment.

(B) Treatment for a psychiatric condition that is typically three ~~(3)~~ to six ~~(3-6)~~ months in a facility using multidisciplinary approaches to return to a level of functioning that allows the client to return to community.

(C)(i) The client should participate in individual, group, and family therapy in addition to attending educational classes.

(ii) The length of stay should only be as long as necessary to move the client to a less~~er~~ restrictive level of care;

(6)(A) Psychiatric crisis.

(B) Behavioral health issues that are sudden in onset, requiring:

(i) Immediate assessment;

- (ii) Crisis intervention; and
- (iii) Emergency treatment.

(C) A psychiatric crisis includes suicidal or homicidal thoughts with a valid plan of intent, psychosis, or loss of ability to understand and interpret reality;

(7)(A) Master treatment plan.

(B) Written document that outlines specific goals, objectives, and interventions to address problems and issues related to the client's diagnosis, as identified in a diagnostic assessment;

(8)(A) Temporary crisis plan.

(B) Clearly defined steps crafted in advance that detail how to manage a crisis when it occurs;

(9)(A) Treatment team.

(B) Group of professionals that work together to treat mental disorders.

(C) Treatment team members may include but are not limited to:

- (i) Psychiatrists;
- (ii) Psychologists;
- (iii) Therapists;
- (iv) Mental health technicians;
- (v) Case managers; and
- (vi) Social workers. ~~and~~

(10)(A) Wrap around plan.

(B) A course of action identified by a wrap around team that includes local services and natural supports necessary to reduce out-of-home, school, or community placements for families, children, and youth with moderate to severe mental health needs.

~~9 CAR § 40-756. Interdivisional staffings at the Child Case Review Committee.~~

~~(a) Interdivisional staffings.~~

~~(1)(A) When a youth is receiving services from the Department of Human~~

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~~Services and has serious and complex needs that make placements difficult, a caseworker can refer the youth for an interdivisional staffing.~~

~~_____ (B) The purpose of an interdivisional staffing is threefold:~~

~~_____ (i) To improve treatment/case planning to more appropriately address the youth's needs;~~

~~_____ (ii) To provide assistance and support to the Division of Children and Family Services field staff, direct services staff, and other stakeholders involved with the youth and family; and~~

~~_____ (iii)(a) To attempt to resolve the youth's issues before referring him or her to the Child Case Review Committee (CCRC).~~

~~_____ (b) An interdivisional staffing must take place before a CCRC is held.~~

~~_____ (2) Youth referred for interdivisional staffings include, but are not limited to, youth who:~~

~~_____ (A) Are in Department of Human Services custody and have significant trouble being placed due to multiple, more serious and/or complex needs or who are at risk of coming into Department of Human Services custody due to multiple, more serious, and/or complex needs;~~

~~_____ (B) Have cases needing clarification as to which Department of Human Services division has primary responsibility for the case; and/or~~

~~_____ (C) Have cases needing intensive coordination between Department of Human Services divisions, service providers, and/or other community partners in order to connect the youth with appropriate services and supports in an effort to help youth reach permanency.~~

~~_____ (3) An interdivisional staffing is comprised of the following individuals:~~

~~_____ (A) A representative from the following Department of Human Services divisions:~~

~~_____ (i) The Division of Children and Family Services;~~

~~_____ (ii) The Division of Youth Services;~~

~~_____ (iii) The Division of Medical Services;~~

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~~(iv) The Division Developmental Disabilities Services;~~
~~(v) The Division of Aging Adult and Behavioral Health Services; and~~
~~(vi) The Office of Chief Counsel;~~
~~(B) A representative of the Department of Education, Special Education Unit (as needed); and~~
~~(C) Specialized Placement Unit (SPU) Manager, whose responsibilities include:~~
~~(i) Coordinating the interdivisional staffings;~~
~~(ii) Managing contract; and~~
~~(iii) Providing technical assistance.~~
~~(1) Additional interdivisional staffing participants may include:~~
~~(A) Division of Children and Family Services representatives who act as referral coordinators within their agencies;~~
~~(B) The designated caseworker for the youth and family;~~
~~(C) Appropriate service providers; and/or~~
~~(D) Other stakeholders needed to develop a suitable plan of service to meet the youth's needs (e.g., parents/relatives, attorney ad litem, CASA, etc.).~~
~~(b) **Child Case Review Committee.**~~
~~(1)(A) If an interdivisional staffing does not result in finding appropriate services and supports for the youth within Arkansas, then a Child Case Review Committee (CCRC) shall be called.~~
~~(B) The CCRC serves as the gatekeeper for out of state placements for youth receiving services from the Department of Human Services.~~
~~(C) The CCRC is only for out of state placements.~~
~~(D) Before a case can be reviewed by the CCRC, the case must first be reviewed in an interdivisional staffing.~~
~~(E) The SPU Manager serves as the CCRC Coordinator.~~
~~(2) Youth referred to CCRC include, but are not limited to, youth who:~~
~~(A) Are in Department of Human Services custody and have significant trouble being placed due to multiple, more serious and/or complex needs;~~

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_____ (B) Have cases that, despite coordination between Department of Human Services divisions, cannot be assigned as the primary responsibility of one (1) particular division;

_____ (C) Have accessed appropriate in-state resources, but have not had measurable success with those resources;

_____ (D) Have identified needs that cannot be met by the available resources in Arkansas; and

_____ (E) Are recommended to receive treatment out of state.

_____ (3) The CCRC is comprised of the following members:

_____ (A) Secretary of the Department of Human Services (chair) or designee;

_____ (B) The directors or designees of the following Department of Human Services Divisions:

_____ (i) The Division of Children and Family Services;

_____ (ii) The Division of Youth Services;

_____ (iii) The Division of Medical Services;

_____ (iv) The Division of Developmental Disabilities Services;

_____ (v) The Division of Aging Adult and Behavioral Health Services; and

_____ (vi) The Office of Chief Counsel;

_____ (C) A representative of the Department of Education, Special Education (as needed); and

_____ (D) CCRC Coordinator (Specialized Placement Unit Manager), whose responsibilities include:

_____ (i) Coordinating the CCRC meetings;

_____ (ii) Managing contracts; and

_____ (iii) Providing technical assistance.

_____ (4) Additional committee members may include:

_____ (A) Division representatives who act as referral coordinators within their agencies;

_____ (B) The designated caseworker for the youth and family;

_____ (C) Appropriate service providers; and

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~~_____ (D) Others needed to develop a suitable plan of service to meet the youth's needs.~~

~~_____ (5)(A) The SPU Manager will notify divisions when they have a case on the agenda.~~

~~_____ (B) Each committee member is expected to attend the meeting or send a designee with the authority to make decisions for their division.~~

~~_____ (C) Decisions will be made by majority vote with the chair breaking any tie votes.~~

~~_____ (D) Dates will be established for the CCRC to be updated on the status of the plan implementation.~~

~~_____ **9 CAR § 20-757. Interdivisional staffing referral.**~~

~~_____ (a) When any local divisional staff member becomes aware of a youth who meets the criteria for referral to an interdivisional staffing he or she will:~~

~~_____ (1) Contact the County Supervisor, the Area Director, and, where available, the designated Placement Specialist for the area to discuss the youth's needs and verify whether an interdivisional staffing referral is appropriate;~~

~~_____ (2) If the referral is deemed appropriate at the local level, the divisional staff member will contact the Specialized Placement Unit Manager in Central Office for approval; and~~

~~_____ (3) If the referral is approved by the SPU Manager, completed CFS 302: Interdivisional Staffing Summary Form which will be presented during the interdivisional staffing.~~

~~_____ (b) Additionally, if the referral is determined to be appropriate for an interdivisional staffing, the Specialized Placement Unit Manager will:~~

~~_____ (1) Place the case on the agenda for the next interdivisional staffing which shall occur at least monthly; and~~

~~_____ (2) Advise the division's contact person which people need to attend or be available by conference call for the staffing.~~

~~_____ (c) If the referral is determined to be inappropriate, the Specialized Placement Unit~~

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Manager will provide guidance to the county office regarding other potential next steps.

~~**9 CAR § 40-758. Child Case Review Committee (CCRC) referral:**~~

~~—(a) If the case has already been reviewed by an interdivisional staffing that did not resolve the youth's presenting issues within the state and the referral is determined to be appropriate for the CCRC, the Specialized Placement Unit Manager will:~~

~~——(1) Request the referring county to prepare the CCRC referral packet (see below for more information);~~

~~——(2) Place the case on the agenda for the next CCRC meeting (CCRC meetings are scheduled on an as-needed basis but shall be scheduled within two (2) weeks of receipt of referral); and~~

~~——(3) Advise the Division of Children and Family Services contact person which people need to attend or be available by conference call for the CCRC meeting.~~

~~—(b) The Family Service Worker will:~~

~~——(1) Prepare and submit the referral packet which will include:~~

~~——(A) Cover memo stating:~~

~~——(i) Family Service Worker's name and title, phone and fax numbers, and supervisor's name;~~

~~——(ii) Youth's name, age, legal status, and current location;~~

~~——(iii) Concise paragraph detailing the reasons for referring the youth for out of state placement and when the placement is needed; and~~

~~——(iv) Youth's last/current placement and an explanation for the removal;~~

~~——(B)(i) Completed CFS 302: Interdivisional Staffing/Child Case Review Committee (CCRC) Form.~~

~~——(ii) A new one does not need to be completed.~~

~~——(iii) The CFS 302: Interdivisional Staffing/Child Case Review Committee (CCRC) submitted for prior interdivisional staffing may be resubmitted unless there is new information to be included; and~~

~~——(C) Completed CFS 303: Out of State Placement Request;~~

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_____(2) Attend (or ensure other key staff who are knowledgeable about all aspects of the case attends) the CCRC meeting to present details of the case and answer questions;

_____(3) Remain responsible for regular follow up regarding the out of state placement if the CCRC approves the out of state placement in order to best meet a youth's needs; and

_____(4) Submit monthly updates regarding the youth's out of state placement and progress to the SPU Manager.

9 CAR § 40-759. Medicaid and financial issues.

(a) Before a youth is placed in an out-of-state treatment facility due to an emotional disturbance, the Office of Chief Counsel will make and document the following determinations as required by Arkansas Code § 20-46-106 via ~~CFS-303~~: Out of State Placement Request, which will then be reviewed with the ~~SPU~~ Specialized Placement Unit (SPU) Manager.

(b) If a youth in ~~Department of Human Service~~ DCFS custody is placed in an out-of-state placement without proper documentation, ~~or CCRC authorization as outlined above,~~ Medicaid will not approve a certification of need (CON) and authorization to pay the provider, ~~or~~ facility for services will be refused.

(c) The information collected by the above determinations shall be included in the youth's case file.

(d) The information shall be reviewed and considered by the juvenile judge.

9 CAR § 40-760. Legal counsel for children ~~in-experiencing~~ foster care.

(a)(1) The Division of Children and Family Services may secure legal counsel for children ~~in-experiencing~~ foster care in connection with legal actions and proceedings of which they are a part during their foster care experience.

(2) This includes but is not limited to fair hearings involving Medicaid or Social Security, administrative hearings to represent the child as an alleged offender of child

maltreatment, Special Immigrant Juvenile Status (SIJS) applications, wrongful death, medical malpractice, probate and estate matters, contract issues, and school matters for division cases.

(b) The division will not secure legal counsel for a child who is not in Department of Human Services custody at the time of the hearing, regardless of whether the child was in department-division custody at the time the offense was committed.

~~9 CAR § 40-761. Making referrals to secure legal counsel.~~

~~—The following steps are to be followed during the referral process:~~

~~——(1)(A) The person making the referral (e.g., field staff, supervisor, Area Director) will send the request via email to the Director of the Division of Children and Family Services.~~

~~——(B) The request must include the:~~

~~——(i) Child's name;~~

~~——(ii) County responsible; and~~

~~——(iii) Reason for the referral;~~

~~——(2) The Special Assistant to the Director will review the referral and, if accepted, forward to the attorney via email; and~~

~~——(3)(A) The Special Assistant to the Director will notify the person making the referral and the Area Director of the decision via email within ten (10) working days of receiving the request.~~

~~——(B) If the child is involved in an administrative proceeding, fair hearings will send a notice to provide an attorney directly to the special assistant to the director, who will send a copy of the notice via email to the Area Director.~~

9 CAR § 40-762. Therapeutic foster care.

(a)(1) Therapeutic foster care (TFC) is a specialized form of foster care that provides a wraparound plan for children who need more intensive case management to meet their individual needs.

(2) TFC is a family-based service delivery approach supported by licensed

mental health professionals, as recognized by Arkansas Medicaid, that provides individual treatment for children, youth, and their families.

(3) Therapeutic foster parents are specially trained and more intensively supervised and supported to help them care for children with more complex needs.

(4) Children may need TFC as a result of disruptive behaviors, mental health issues, true findings of sexual abuse, or numerous unsuccessful placements.

(5) In addition to ~~a Division of Children and Family Services Family Service Worker~~the division, each child in a therapeutic foster home is assigned a case manager who is active in the child's daily life through more frequent ~~visits~~contact, medication management, ~~and~~ therapy, ~~etc.~~

(6) The goal of therapeutic foster care is to stabilize children in their communities so they can achieve permanency through reunification with ~~parents or relatives~~caregivers or through adoption.

(b)(1) The division contracts for therapeutic foster care with licensed providers across the state.

(2) All referrals for TFC will go through the ~~Specialized Placement Unit (SPU)~~ to ensure that placement is in a child's best interest and, if possible, that a child remains close to ~~his or her~~their home county.

(3) A referral does not guarantee placement as TFC may not be appropriate for every child.

(4) Additionally, a child may be placed on a waiting list until the provider can secure an appropriate placement.

(c)(1) A ~~foster resource~~ home may not be both a TFC ~~foster resource~~ home and a division ~~foster resource~~ home.

(2) However, a child experiencing foster ~~child care who does~~ not ~~requiring~~ require TFC therapeutic foster care may be placed into a TFC ~~foster~~ home only in the following circumstances:

(A) ~~He or she is~~ He or she is~~They are~~ a sibling of a child in the TFC ~~foster~~ home;

(B) ~~He or she is~~ He or she is~~They are~~ a child of a youth in the TFC ~~foster~~

home; and

(C) ~~He or she~~They~~He or she~~ had previously been receiving TFC services in that TFC home.

(d)(1) Before placing a ~~foster~~-child experiencing foster care who does not requiring require therapeutic foster care TFC services into a TFC home with a child receiving TFC services, the potential risk to all children shall be considered.

(2) Justification of the appropriateness of the placement shall be documented.

(e) If a TFC ~~foster~~-home wishes to become a division foster-resource home, all applicable minimum licensing standards and ~~-division~~ policy requirements must be met by the foster home.

~~9-CAR § 40-763. Referrals for therapeutic foster care.~~

~~—(a) If the Family Service Worker believes TFC to be the most appropriate placement for a child, he or she will:~~

~~——(1) Complete CFS-367: Specialized Placement Referral Form;~~

~~——(2) Email the completed CFS-367: Specialize Placement Referral Form to tfc.referral@dhs.arkansas.gov; and~~

~~——(3) Retain a paper copy of the CFS-367: Specialized Placement Referral Form in the child's case file.~~

~~—(b) If the child is accepted into a TFC placement, the Family Service Worker will:~~

~~——(1) Forward additional required documents to the provider, as requested;~~

~~——(2) Continue to maintain the child's case file while he or she is in TFC; and~~

~~——(3) Coordinate a monthly visit with the TFC case manager to assess the health and safety of the child placed in the TFC home.~~

~~—(c) The Specialized Placements Unit Manager will:~~

~~——(1) Review the completed CFS-367: Specialized Placement Referral Form for appropriateness;~~

~~——(2) Forward appropriate referrals to the TFC providers; and~~

~~——(3) Notify the FSW if the child is accepted into the TFC program.~~

~~9 CAR § 40-764. Therapeutic foster home transitioning to DCFS foster home.~~

~~(a) In the event that a current TFC foster home wishes to become a Division of Children and Family Services foster home, the Resource Worker will:~~

~~(1) Request a referral on the family from the TFC provider;~~

~~(2)(A) If the referral is positive, ensure that all required Division of Children and Family Services background checks (i.e., Child Maltreatment Central Registry check, Adult Maltreatment Central Registry check, Division of Arkansas State Police criminal record check, Federal Bureau of Investigation background check, and vehicle safety check) are in place and current.~~

~~(B) Complete appropriate CHRIS screens (see Procedure VII C1);~~

~~(3) Once background checks have been verified, conduct an in-home consultation visit (see Procedure VII C2) with the family;~~

~~(4) Verify that the family has completed:~~

~~(A)(i) Preservice training with the TFC provider.~~

~~(ii) If the family did not complete preservices training with the TFC provider, refer the family to MidSOUTH for preservices training upon successful completion of all background checks and the in-home consultation visit (see Procedures VII C3: Initiation of Pre-Service Training and VII C4: Pre-Service Training);~~

~~(B)(i) CPR and standard first aid certification.~~

~~(ii) First Aid and CPR training and certification will only be accepted from a certified trainer associated with the:~~

~~(a) American Heart Association;~~

~~(b) National Safety Council; or~~

~~(c) American Red Cross.~~

~~(iii) First aid training provided through the National Safety Council must be the standard first aid, not basic first aid.~~

~~(iv) If the family does not have current CPR and standard first aid certification, assist the family in accessing appropriate training; and~~

~~(C)(i) Fifteen (15) hours of continuing education related to fostering within~~

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~~the past calendar year.~~

~~_____ (ii) If the family has not earned fifteen hours (15) hours of continuing education within the past calendar year, they are responsible for obtaining the remaining hours.~~

~~_____ (iii) However, the time spent during the in-home consultation visit and orientation may count toward the fifteen-hour continuing education requirement;~~

~~_____ (5) If the family will not be attending preservice training, ensure that the individual conducting the home study receives the completed SAFE questionnaire I;~~

~~_____ (6) Arrange for a SAFE home study to be completed on the family (see Procedure VII C 5: Home Study);~~

~~_____ (7) If the family's SAFE home study is approved, ensure that:~~

~~_____ (A) The CFS 475: Initial Checklist for Foster/Adoptive Home Assessment is completed, that any safeguard measures deemed necessary have been implemented; and~~

~~_____ (B) Any requested alternative compliances or policy waivers have been approved;~~

~~_____ (8) Invite the County Supervisor to accompany them on the final face-to-face visit and final visual inspection of the home;~~

~~_____ (9) Conduct a final face-to-face visit with the prospective foster parents and a final visual inspection of the home (preferably with the County Supervisor);~~

~~_____ (10) Provide the family with an approval packet;~~

~~_____ (11) Review the Division of Children and Family Services approval packet which includes:~~

~~_____ (A) Stamped envelopes addressed to the appropriate county office;~~

~~_____ (B) Examples of the completion of travel documentation that must be submitted monthly;~~

~~_____ (C) Copy of the Code of Ethics;~~

~~_____ (D) Copy of the Arkansas Practice Model;~~

~~_____ (E) CFS 381: Training Record Log;~~

~~_____ (F) Medication log;~~

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- ~~_____ (G) Child inventory log;~~
- ~~_____ (H) Fire drill log;~~
- ~~_____ (I) CFS 352: Medical, Dental, Vision, Hearing, and Psychological Episodic Visits;~~
- ~~_____ (J) After hours contact sheet;~~
- ~~_____ (K) Foster Care Board sheet; and~~
- ~~_____ (L) Appropriate Foster Parent Association contact information;~~
- ~~_____ (12) Complete the CFS 462: Initial Foster Family Agreement with the family;~~
- ~~_____ (13) File the CFS 462: Initial Foster Family Agreement in the foster home record; and~~
- ~~_____ (14)(A) Enter a disposition as to the approval/denial of the foster home within three (3) working days of receipt of the Area Director's approval or denial.~~
- ~~_____ (B) If the recommendation is approval, then:~~
 - ~~_____ (i) If the orientation has not already taken place, schedule a date for a county or area orientation session for newly approved foster parents;~~
 - ~~_____ (ii) Complete provider alternate care screen in CHRIS if family has determined they are willing to serve as an informal respite home and, using CFS 419: Foster Family Support System (FFSS) Information, enter all appropriate identified foster care family support system individual members including information on their cleared background checks (see 9 CAR § 40-814, alternate care for children in out of home placement);~~
 - ~~_____ (iii) Enter begin date on availability status on provider status screen and request approval on provider service detail screen in CHRIS;~~
 - ~~_____ (iv) If the family has indicated interest and been approved to foster children/youth with specific characteristics, identify the appropriate disability willing to accept selection under the preferences tab in the provider services/admission criteria button; and~~
 - ~~_____ (v) File the approval letter in the foster home record.~~
- ~~_____ (C) If the recommendation is denial, then:~~
 - ~~_____ (i)(a) Send a "Letter of Denial" to the applicants who were not~~

approved.

~~————— (b) See 9 CAR § 40-807, denial of a resource home applicant, and document in provider contact information screen in CHRIS;~~

~~————— (ii) End date the foster family service on the provider services tab selecting the appropriate reason for end date; and~~

~~————— (iii) Specify why the home was denied in the comment box on the provider services tab.~~

~~————— (b) The County Supervisor or designee is encouraged to participate in the final face-to-face visit and final visual inspection of the home with the Resource Worker.~~

~~————— (c)(1) The Area Director or designee will if appropriate, approve the Resource Worker's Request for approval in provider service detail screen in CHRIS to finalize the approval of the foster family.~~

~~————— (2) Upon approval, CHRIS automatically provides the foster family approval letter to be printed, mailed, and filed in the foster home record.~~

~~————— **9 CAR § 40-765. Former therapeutic foster home reopening as Division of Children and Family Services foster home.**~~

~~————— (a) For former TFC foster homes that express interest in opening as a Division of Children and Family Services foster home, the Resource Worker will:~~

~~————— (1) Request a referral on the family from their former TFC provider;~~

~~————— (2) If the referral is positive, complete new background checks on all appropriate members of the household regardless of whether previous background checks are still current;~~

~~————— (3) Once background checks have been verified, conduct an in-home consultation visit (see Procedure VII-C2) with the family;~~

~~————— (4)(A) Verify that the foster parent applicants have completed preservice training within the past two (2) years.~~

~~————— (B) If the applicants have not completed preservice training within the past (2) years, refer the family to MidSOUTH for preservice training upon successful completion of all background checks and the in-home consultation (see Procedures VII-~~

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~~C3: Initiation of Pre-Service Training and VII C4: Pre-Service Training);~~

~~—————(5)(A) Verify that the foster parent applicants have current CPR and standard first aid certification.~~

~~—————(B)(i) CPR and first aid training and certification will only be accepted from a certified trainer associated with the:~~

~~—————(a) American Heart Association;~~

~~—————(b) National Safety Council; or~~

~~—————(c) American Red Cross.~~

~~—————(ii) First aid training provided through the National Safety Council must be the standard first aid, not basic first aid.~~

~~—————(C) If the family does not have current CPR and standard first aid certification, assist the family in accessing appropriate training;~~

~~—————(6)(A) If the foster home has been closed less than one (1) year, verify that the foster parent applicants have completed fifteen (15) hours of continuing education related to fostering within the past calendar year.~~

~~—————(B) If the family has not earned fifteen (15) hours of continuing education within the past calendar year, they are responsible for obtaining the remaining hours.~~

~~—————(C) However, the time spent during the in-home consultation visit and orientation may count toward the fifteen-hour continuing education requirement;~~

~~—————(7) If the family will not be attending preservice training, ensure that the individual conducting the home study receives the completed SAFE Questionnaire I;~~

~~—————(8) Arrange for a SAFE home study to be completed on the family (see Procedure VII C 5: Home Study);~~

~~—————(9) If the family's SAFE home study is approved, ensure that:~~

~~—————(A) The CFS 475: Initial Checklist for Foster/Adoptive Home Assessment is completed;~~

~~—————(B) Any safeguard measures deemed necessary have been implemented;~~
~~and~~

~~—————(C) Any requested alternative compliances or policy waivers have been approved;~~

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~~—————(10) Invite the County Supervisor to accompany them on the final face-to-face visit and final visual inspection of the home;~~

~~—————(11) Conduct a final face-to-face visit with the prospective foster parents and a final visual inspection of the home (preferably with the County Supervisor);~~

~~—————(12) Review the approval packet with the family;~~

~~—————(13) Complete the CFS 462: Initial Foster Home Agreement with the family and file it in the foster home record; and~~

~~—————(14)(A) Enter a disposition as to the approval/denial of the foster home within three (3) working days of receipt of the Area Director's approval or denial:~~

~~—————(B) If the recommendation is approval, then:~~

~~—————(i) If the orientation has not already taken place, schedule a date for a county or area orientation session for newly approved foster parents;~~

~~—————(ii) Complete provider alternate care screen in CHRIS if family has determined they are willing to serve as an informal respite home and, using CFS 419: Foster Family Support System (FFSS) Information, enter all appropriate identified foster family support system individual members including information on their cleared background checks (see 9 CAR § 40-814 alternate care for children in out-of-home placement);~~

~~—————(iii) Enter begin date on availability status on provider service status screen and request approval on provider service detail screen in CHRIS;~~

~~—————(iv) If the family has indicated interest and been approved to foster children/youth with specific characteristics, identify the appropriate disability willing to accept selection under the preferences tab in the provider services/admission criteria button; and~~

~~—————(v) File the approval letter in the foster home record.~~

~~—————(C) If the recommendation is denial, then:~~

~~—————(i)(a) Send a "Letter of Denial" to the applicants who were not approved.~~

~~—————(b) See 9 CAR § 40-807, denial of a resource home applicant, and document in provider contact information screen in CHRIS;~~

~~—————(ii) End date the foster family service on the provider services tab selecting the appropriate reason for end date; and~~

~~—————(iii) Specify why the home was denied in the comment box on the provider services tab.~~

~~——(b) The County Supervisor or designee is encouraged to participate in the final face to face visit and final visual inspection of the home with the Resource Worker.~~

~~——(c)(1) The Area Director or designee will if appropriate, approve the Resource Worker's request for approval in provider service detail screen in CHRIS to finalize the approval of the foster family.~~

~~————(2) Upon approval, CHRIS automatically provides the foster family approval letter to be printed, mailed, and filed in the foster home record.~~

9 CAR § 40-766. Private licensed placement agency (PLPA) resource homes.

(a)(1) A private licensed placement agency (PLPA) is a child placement agency licensed by the child welfare agency review board to recruit, train, approve, and support their own resource homes.

(2) A PLPA resource home provides substitute care within a family-like setting on a twenty-four-hour basis for any child placed in the home by a child placement agency.

(3) A PLPA is responsible for maintaining the resource homes it recruits by ensuring those resource homes continuously meet minimum licensing standards for child welfare agencies (placement) and Department of Human Services, as well as Division of Children and Family Services, resource home policy and procedures.

(b) These policies, standards, and procedures include but are not limited to:

(1) Completion of background checks;

(2)(A) SAFE home studies.

(B) ~~Note~~—Resource parents must reside in their residence prior to a SAFE home study being completed on the home;

(3) Preservice training;

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- (4) Continuing resource parent education as applicable;
- (5) Adherence to the reasonable and prudent parent standard and use of all types of alternate care (see 9 CAR § 40-814);
- (6) Requests for changes in placement (see 9 CAR § 40-828, [foster-resource parent request for placement change](#)); and
- (7) Allegations of child maltreatment involving the resource home (see 9 CAR § 40-820, child maltreatment allegations concerning out-of-home placements).
- (c)(1) A PLPA resource home is monitored through quarterly and annual reevaluations by its respective PLPA approval agency.
- (2) A PLPA resource home is also more intensively supervised and supported by the approving PLPA.
- (3) In addition to ~~a division Family Service Worker~~[division staff](#), each child in a PLPA resource home is assigned a case manager who is active in the child's daily life through frequent ~~visits~~[contacts](#) (a minimum of monthly).
- (4) Placement in an approved and available PLPA resource home is an option for any child in ~~department~~[division](#) custody when a PLPA resource home best meets the needs of a child.
- (5) Placement in a PLPA resource home of a child in the custody of the ~~department~~[division](#) is encouraged in the following circumstances:
- (A) ~~He or she is~~[He or she is](#)~~They are~~ a sibling of a child placed in a PLPA home;
- (B) ~~He or she is~~[He or she is](#)~~They are~~ a child of a youth in a PLPA home; or
- (C) ~~He or she~~[They had have](#)~~He or she had~~ previously been placed in a PLPA resource home and transitioned to other services requiring a more intensive treatment approach (~~e.g., meaning,~~ acute treatment), and the child is now able to return to a resource home setting.
- (d)(1) A resource parent must be financially able to care for ~~his or her~~[their](#) own needs without the foster care board payment to supplement ~~his or her~~[their](#) income.
- (2) If a resource parent with a current placement elects to no longer be an active resource parent for the PLPA, the PLPA will notify the division and work

collaboratively with the division to move any children currently placed in that resource home to another licensed or approved resource home, shelter, facility, or an exempt child welfare agency as defined at Arkansas Code § 9-28-402(12).

(3) PLPA resource homes are expected to accept placement of older children, six to eighteen (6 – 18) years of age, and sibling groups.

(e)(1) PLPA resource homes with space limitations are expected to seek and accept children over six (6) years of age.

(2) If a child in a PLPA resource home becomes available for adoption and the resource family has expressed interest in adopting the child, a consideration-to-adopt staffing may occur in accordance with 9 CAR §§ 40-918 and 40-919.

(f)(1) A resource home may not be both a PLPA home through a private licensed agency and a division resource home.

(2) If a PLPA home wishes to become a division resource home, the PLPA provider must close the PLPA home and complete an inquiry to become a resource home through the division.

~~9 CAR § 40-767. Referrals for private licensed placement agency (PLPA) resource homes.~~

~~(a) If the Family Service Worker (FSW) determines a private licensed placement agency (PLPA) resource home to be the most appropriate placement for a child, he or she will:~~

- ~~(1) Complete CFS 367: Specialized Placement Referral Form;~~
- ~~(2) Email the completed CFS 367 to the desired PLPA; and~~
- ~~(3) Retain a paper copy of the CFS 367 in the child's case file.~~

~~(b) If the child is accepted into a PLPA placement, the FSW will:~~

- ~~(1) Forward additional required documents to the provider, as requested;~~
- ~~(2) Continue to maintain the child's case file while he or she is in the PLPA resource home; and~~

~~(3) Coordinate a monthly visit with the PLPA case manager to assess the health and safety of the child placed in the PLPA resource home.~~

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~~— 9 CAR § 40-768. Private licensed placement agency (PLPA) resource home transitioning to the Division of Children and Family Services resource home.~~

~~— (a) If a current private licensed placement agency (PLPA) resource home wishes to become a Division of Children and Family Services resource home, the Resource Worker will:~~

~~— (1) Request a referral on the family from the PLPA while confirming with the PLPA that the resource home is being closed out by the PLPA;~~

~~— (2)(A) If the referral is positive, ensure that all required Division of Children and Family Services background checks (i.e., Child Maltreatment Central Registry check, Adult Maltreatment Central Registry check, Division of Arkansas State Police criminal record check, Federal Bureau of Investigation criminal background check, and vehicle safety check) are in place and current.~~

~~— (B) Complete appropriate Children's Reporting and Information System (CHRIS) screens (see Procedure VII C1: Background Check Processing);~~

~~— (3) Once background checks have been verified, conduct an in-home consultation visit (see Procedure VII C2: In-Home Consultation Visit) with the family;~~

~~— (4) Verify that the family has completed:~~

~~— (A)(i) Preservice training with the PLPA.~~

~~— (ii) If the family did not complete preservice training with the PLPA, refer the family to MidSOUTH for preservice training upon successful completion of all background checks and the in-home consultation visit (see Procedures VII C3: Initiation of Pre-Service Training and VII C4: Pre-Service Training);~~

~~— (B)(i) CPR and standard first aid certification.~~

~~— (ii) First aid and CPR training and certification will only be accepted from a certified trainer associated with the:~~

~~— (a) American Heart Association;~~

~~— (b) National Safety Council;~~

~~— (c) American Red Cross; or~~

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~~_____ (d) Health & Safety Institute.~~

~~_____ (iii) First aid training provided through the National Safety Council must be the standard first aid, not basic first aid.~~

~~_____ (iv) If the family does not have current CPR and standard first aid certification, assist the family in accessing appropriate training; and~~

~~_____ (C)(i) Fifteen (15) hours of continuing education related to fostering within the past calendar year.~~

~~_____ (ii) If the family has not earned fifteen (15) hours of continuing education within the past calendar year, they are responsible for obtaining the remaining hours.~~

~~_____ (iii) The time spent during the in-home consultation visit and orientation may count toward the fifteen-hour continuing education requirement;~~

~~_____ (5) Obtain a copy of the family's SAFE home study and any SAFE home study updates for review and assessment;~~

~~_____ (6) If based on the review of the information described above, the family will continue with the approval process, invite the County Supervisor or designee to accompany FSW on the final face-to-face visit and final visual inspection of the home;~~

~~_____ (7) Conduct a final face-to-face visit with the prospective resource parents to include a final visual inspection of the home (preferably with the County Supervisor or designee) and review of the approval packet (see Procedure VII-C6: Final Approval of Resource Homes);~~

~~_____ (8) Complete the CFS 462: Initial Resource Family Agreement with the family;~~

~~_____ (9) File the CFS 462 in the resource home record; and~~

~~_____ (10)(A) Enter a disposition as to the approval/denial of the resource home within three (3) working days of receipt of the Area Director's approval or denial.~~

~~_____ (B) If the recommendation is approval, then:~~

~~_____ (i) If the orientation has not already taken place, schedule a date for a county or area orientation session for newly approved resource parents;~~

~~_____ (ii) Complete provider alternate care screen in CHRIS if family has determined they are willing to serve as an informal respite home and, using CFS 419:~~

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~~Resource Family Support System (RFSS) Information, enter all appropriate identified resource family support system individual members including information on their cleared background checks (see 9 CAR § 40-814, alternate care for children in out-of-home placement);~~

~~_____ (iii) Enter begin date on availability status on provider service status screen and request approval on provider service detail screen in CHRIS;~~

~~_____ (iv) If the family has indicated interest and been approved to foster children/youth with specific characteristics, identify the appropriate disability willing to accept selection under the preferences tab in the provider services/admission criteria button; and~~

~~_____ (v) File the approval letter in the resource home record.~~

~~_____ (C) If the recommendation is denial, then:~~

~~_____ (i)(a) Send a "Letter of Denial to the applicants who were not approved.~~

~~_____ (b) See 9 CAR § 40-807, denial of a resource home applicant, and document in provider contact information screen in CHRIS;~~

~~_____ (ii) End date the foster family service on the provider services tab selecting the appropriate reason for end date; and~~

~~_____ (iii) Specify why the home was denied in the comment box on the provider services tab.~~

~~_____ (b) The County Supervisor or designee is encouraged to participate in the final face to face visit and final visual inspection of the home with the Resource Worker.~~

~~_____ (c)(1) The Area Director or designee will, if appropriate, approve the resource worker request for approval in provider service detail screen in CHRIS to finalize the approval of the resource family.~~

~~_____ (2) Upon approval, CHRIS automatically provides the resource family approval letter to be printed, mailed, and filed in the resource home record.~~

~~**9 CAR § 40-769. Former private licensed placement agency (PLPA) resource home reopening as DCFS resource home.**~~

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~~For former PLPA resource homes that express interest in opening as a Division of Children and Family Services resource home, the Resource Worker will:~~

~~(1) Request a referral on the family from their former PLPA; and~~

~~(2) If the referral is positive, see 9 CAR § 40-813, reopening a resource home, and follow accordingly.~~

9 CAR § 40-770. Foster Care Driving Program and Car Insurance Reimbursement Program for youth in out-of-home placement.

(a)(1) An important rite of passage for many young adults is learning to drive and earning their driver's license.

(2) The Division of Children and Family Services Foster Care Driving Program and Car Insurance Reimbursement Program provide a mechanism to support youth in experiencing foster care in achieving this milestone.

(b) Foster Care Driving Program.

(1)(A) Any youth who is under eighteen (18) years of age and in Department of Human Services custody may apply for the Foster Care Driving Program once they are eligible for an instruction permit, learner's license, or intermediate license pursuant to:

(i) Arkansas law; and

(ii) Applicable rules promulgated by the Department of Finance and Administration.

(B) Youth who are eighteen (18) years of age and older and participating in the Extended Foster Care Program do not have to apply to the Foster Care Driving Program to obtain their driver's permit or license.

(C) However, both populations shall be able to meet:

(i) All state requirements listed in Arkansas Code § 27-16-804; and

(ii) Any applicable rules promulgated by the Department of Finance and Administration.

(2) For youth who are under eighteen (18) years of age in Department of Human Services custody, the following information will also be considered by

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the Transitional Youth Services (TYS) Program Manager or designee:

(A) Behavior history and placement stability over the last six (6) months;

(B)(i) For youth still in high school, current grade point average (GPA) and summary statement on recent academic performance and progress in school.

(ii) There is not a minimum GPA requirement, but if a youth is currently struggling in school, there may need to be a plan built around how to support the youth in school and ensure that learning to drive or earning a license will not be a further distraction;

(C)(i) Participation in Life Skills classes, either through the division or another provider, or explanation of why the youth does not currently participate in Life Skills.

(ii) Youth who are not actively participating in Life Skills are still eligible for the Foster Care Driving Program;

(D) Driving history and record of violations over the last twelve (12) months; and

(E) Other pertinent information deemed necessary.

(3) Following said review and in accordance with Arkansas Code § 27-16-702, the Director of the Division of Children and Family Services or designee may authorize an employee of the [Department of Human Servicesdivision](#) or the resource parent to sign the application of a youth who is under eighteen (18) years of age and in the custody of the [Department of Human Servicesdivision](#) for any of the following:

(A) Driver's license examination;

(B) Instruction permit;

(C) Learner's license;

(D) Intermediate driver's license; or

(E) Motor-driven or motorcycle license.

(4)(A) Also pursuant to Arkansas Code § 27-16-702, for a person who is under eighteen (18) years of age in the custody of the [Department of Human Servicesdivision](#), any negligence or willful misconduct of the person when driving a motor vehicle upon a highway shall not be imputed to the authorized employee or authorized resource parent

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who signed the application of the minor for a permit or license.

(B) The authorized employee or authorized resource parent shall not be held liable in conjunction with the minor for any damages caused by the negligence or willful misconduct of the minor.

(5)(A) Completion of a driver's education course for youth in ~~Department of Human Services~~division custody and participating in the Extended Foster Care Program is encouraged but not required.

(B) Division funds may be utilized to pay enrollment and tuition fees directly to a program providing the driver's education course or to a resource parent or other placement provider on a reimbursement basis provided all necessary documentation is provided.

(6) In order to maintain the privilege of driving, youth in ~~Department of Human Services~~division custody shall abide by all Arkansas state laws pursuant to the permit or license type currently issued to that minor.

(7) The division will monitor the following items when a youth ~~in-experiencing an out-of-home placement~~ foster care has a driver's license:

- (A) Youth's driving record;
- (B) Youth's behavior;
- (C) Youth's school performance; and
- (D) Compliance with state law and division requirements as outlined above.

(8)(A) The director or designee may cancel the authorization for the driver's license for youth who are under eighteen (18) years of age.

(B) State law permits the Office of Driver Services to cancel, revoke, or suspend any learner's permit or driver's license upon request.

(9) If at any time, a youth who is under eighteen (18) years of age ~~in-experiencing an out-of-home placement~~ foster care no longer meets all of the state and division requirements, the division may take possession of the youth's learner's permit or driver's license until all requirements are again met.

(10)(A) If a youth enters foster care with a valid learner's permit or driver's

license from any state, the youth must complete the ~~CFS-388~~ Application and Agreement to Participate in Foster Care Driving Program and Car Insurance Reimbursement Program.

(B) The form will indicate that the youth already has a driver's license ~~when they~~ and submit the form and a copy of the driver's license.

(C) Consideration will be given to encouraging the youth to apply for their Arkansas driver's license depending on the dynamics of a youth's case and expected time to reside in the State of Arkansas.

(11)(A) Youth participating in the Foster Care Driving Program must immediately report any traffic ticket received, or motor vehicle accident in which they are involved ~~in~~ as a driver, to their resource parent or other placement provider, as applicable.

(B) The youth or placement provider must:

(i) Report any traffic ticket received by the youth, or motor vehicle accident in which the youth is involved, to the youth's assigned FSW-Social Service Specialist no later than twenty-four (24) hours following the incident; and

(ii) Provide a copy of any ticket issued for any violation to the youth's FSW-Social Service Specialist.

(C) The youth and their transitional team will schedule a time to discuss the incident to determine if any action needs to be taken following the ticket or at-fault accident (for example, participation in a driver's education course or restricting driving privileges).

(c) Car Insurance Reimbursement Program.

(1) The Car Insurance Reimbursement Program exists to safely support youth ~~in-experiencing~~ foster care as they work toward their driver's license, which for many is a critical step to successfully transitioning to adulthood.

(2)(A) A youth ~~in-experiencing an out-of-home placement~~ foster care, including any youth participating in the Extended Foster Care Program, must be:

(i) Insured to drive a specific vehicle before they are allowed to operate that motor vehicle; and

(ii) Included as a driver on the insurance policy for that specific vehicle.

(B) The insurance policy must meet minimum Arkansas motor vehicle liability standards.

(C) Any motor vehicle that a youth operates must be owned by the:

(i) Resource parent; or

(ii) Youth.

(3)(A) The division will reimburse the resource parents for the actual amount of the additional cost of adding a specific youth in-experiencing foster care as a driver on the insurance policy for a specific motor vehicle, provided all necessary documentation is submitted by the resource parent for the reimbursement process.

(B) This includes presenting documentation from the insurance company of the actual amount of the additional cost to qualify for reimbursement.

(4)(A) If the youth owns their own car, they must present documentation of the cost of the policy that insures them.

(B) The division will reimburse the youth for the actual amount of the insurance policy provided that all necessary documentation is submitted by the youth for the reimbursement process.

(5) A car insurance reimbursement payment to a resource parent or a youth cannot be made without:

(A)(i) Approval from the TYS Program Manager or designee, that the youth has been approved to participate in the division Car Insurance Reimbursement Program.

(ii) Reimbursement will be made for either up to thirty (30) calendar days preceding this approval date or for the amount paid from the date the youth was added to an insurance policy, if that date is less than thirty (30) calendar days from the division central office approval date, unless extenuating circumstances apply as assessed by the TYS Program Manager or designee;

(B) Legible copy of the insurance policy, premium notice that specifically lists the youth in-experiencing foster care as a designated driver for a particular car, or

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both; and

(C) Proof of payment of this amount.

(6)(A) The division will monitor the driving record, behavior, and school performance, as applicable, of all youth in ~~Department of Human Services~~division custody or in the Extended Foster Care Program who have elected to participate in the division's Car Insurance Reimbursement Program.

(B) If at any time, the youth no longer meets all of the state and division requirements, the division may elect to discontinue reimbursing the resource parents or the youth for the actual costs of insuring the youth.

(7)(A) Youth participating in the Car Insurance Reimbursement Program must immediately report any traffic ticket received, or motor vehicle accident in which they are involved ~~in~~ as a driver, to their ~~Family Service Worker~~Social Service Specialist, as well as resource parent or other placement provider, as applicable.

(B) A copy of any ticket issued for any violation will be requested by the ~~FSW~~Social Service Specialist.

(C) The youth and their transitional team will schedule a time to discuss the incident to determine if any action needs to be taken following the ticket or at-fault accident (for example, participation in a driver's education course or discontinuing car insurance reimbursement).

Subpart 8. Development of Resource Homes and Support to Resource Parents

9 CAR § 40-801. Resource home ~~definitions and~~ roles.

(a)(1) The development of quality resource homes is a process essential for ensuring the safety and well-being of children in care while concurrently supporting children's permanency goals.

(2) The Department of Human Services, Division of Children and Family

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Services is licensed by the Child Welfare Agency Review Board as a child placement agency to approve foster-resource and adoptive homes for the Division of Children and Family Services.

(3) The Division of Children and Family Services utilizes the term “resource home” to refer to both types of these homes and “resource parent” or “resource family” to refer to an individual or family in those homes that provide a family-like setting on a twenty-four-hour basis for children in the custody of and placed there by the departmentdivision.

(4) For the time in which a child in departmentdivision custody is placed in a resource home, that resource home must:

(A) Adhere to the reasonable and prudent parent standard (see 9 CAR § 40-814, alternate care for children in out-of-home placement) in the care of any child placed in the home by the departmentdivision; and

(B) Be the primary residence of the individual or family that is owned, rented, sublet, or leased by the individual or family.

(b)(1) To receive full approval as a resource home, a resource home must meet all applicable Minimum Licensing Standards for Child Welfare Agencies (Placement) established by the Child Welfare Agency Review Board and the Division of Children and Family Services policy regarding resource home approval and maintenance provided herein (i.e., 9 CAR § 40-801 et seq.).

(2) Anything less than full approval as a resource home is insufficient for meeting Title IV-E eligibility requirements.

(3) A resource home must meet all applicable Minimum Licensing Standards for Child Welfare Agencies (placement) and Divisiondivision of Children and Family Services policy pertaining to resource home approval and maintenance for the duration of the child’s placement while the child is in departmentdivision custody.

(4) With respect to resource homes on or near Indian reservations, approval rests with the tribal licensing or approval authority.

(c)(1) Regardless of the specific service type provided, the terms resource home and resource family are used because all resource families are designed to serve as a

resource to children in the custody of the ~~department~~division.

(2) In cases where reunification with the biological family is still the goal, resource families also serve as a resource to the child's biological family.

(3) The resource family is part of a team.

(4) When team members cooperate and understand their own and each other's roles, the quality of the experience for everyone is increased and the well-being of the child and ~~his or her~~their family is positively affected.

(d) There are two (2) types of ~~Division of Children and Family Services~~division resource homes that provide foster care services:

(1) Relative or fictive kin resource homes, also known collectively as kin or kinship homes (which may be opened on a provisional basis or as a fully approved resource home); and

(2) Traditional resource homes which are only opened once fully approved (meaning, all applicable Minimum Licensing Standards for Child Welfare Agencies (Placement) and DCFS policy are met).

(e)(1) ~~Relative or fictive kin~~Kinship resource homes that are opened on a provisional basis are identified, recruited, and opened in an expedited manner.

(2) The ~~Division of Children and Family Services~~division seeks out provisional ~~relative and fictive kin~~kinship resource homes in an effort to preserve family connections and reduce the amount of trauma a child experiences when entering foster care, by placing them with a safe and appropriate relative or fictive kin.

(3) "Relative" means a person within the fifth degree of kinship to the child or to at least one (1) of the children in a sibling group, including step-siblings and half-siblings, by virtue of blood or adoption if one (1) has been identified and is appropriate.

(4) "Fictive kin" means a person not related by blood or marriage, but who has a strong, positive, emotional tie to a child and has a positive role in the child's life (or the life of a parent of the child, if the child is an infant), if one (1) has been identified and is appropriate.

(f)(1)(A) To open and place a child in ~~department~~Division of Children and Family Services custody in a provisional ~~relative or fictive kin~~kinship resource home, an

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Arkansas Child Maltreatment Central Registry check, a Division of Arkansas State Police criminal record check, and results of a traffic violations record check ~~results~~ must be received for all applicable household members, ~~and as well as~~ a visual inspection of the home must be completed.

(B) See 9 CAR 40-806.

(2) Therefore, a provisional ~~relative or fictive kinship~~ resource home may be opened and a child in ~~department~~ division custody placed in that home before:

(A) The results of the Federal Bureau of Investigation background check are received;

(B) Out-of-state child maltreatment checks are received;

(C) The provisional resource parents have completed the pre-service training; and

(D) A full home study is completed.

(g)(1) Once opened as a provisional resource home, ~~Division of Children and Family Services~~ division staff works with those ~~relative or fictive kinship~~ resource parents to bring them into full compliance with all minimum licensing standards and ~~Division of Children and Family Services~~ division policies in order to transition from provisional resource home status to a fully approved ~~relative or fictive kinship~~ resource home within a six-~~(6)~~ month period.

(2) However, through the approved alternative compliance or policy waiver processes (see Appendix F: Alternative Compliance and Policy Waiver Protocol), nonsafety standards and policies may be waived for ~~relative and fictive kinship~~ resource homes and the home will still be considered to be in full compliance with any alternative compliance or policy waiver that is in place for that specific home.

(h)(1) Provisional resource homes that are not in full compliance at the end of six (6) months ~~must be~~ shall be ~~must be~~ closed and the ~~child or~~ children removed, unless the ~~relative kin~~ has acquired custody.

(2) However, ~~Division of Children and Family Services~~ division staff will ensure that every effort is made to help the provisional resource parents come into compliance with all requirements within six (6) months as long as the health and safety of the

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children placed there are ensured.

(3) Division ~~of Children and Family Services~~ staff will also, if applicable, ensure that any necessary transition plans are developed in advance of this six-month mark ~~in an effort~~ to lessen trauma to the children.

~~(i)(1) During the period that a relative or fictive kin home is on provisional resource status, a foster care board payment is not provided. During the period that a kinship home is on provisional resource status the foster care board payment is funded through State General Revenue (SGR) to help support the needs of the child placed in the home.~~

(2) ~~However, provisional~~Provisional and fully approved kinship resource parents may also apply for and receive benefits for which the ~~relative or fictive kin is~~ are entitled due to the placement of the child in the home (~~e.g., for example,~~ SNAP).

~~———— (3) A provisional resource home may also receive child support or any federal benefits (e.g., Social Security Administration) paid on behalf of the child, as applicable.~~

~~———— (j)(1) If a home initially opened as a provisional resource home becomes a fully approved relative or fictive kin resource home, a foster care board payment will then be provided to help support the needs of the child placed in the home.~~

~~———— (2) However, if the home received any child support or any federal benefits paid on behalf of the child while the home was on provisional status, those child support payments or federal benefits may then be transferred to the Division of Children and Family Services to reimburse the state for foster care board payments and other expenses as appropriate.~~

(k)(1) Once opened as a fully approved resource home, the resource parents may then request to care for children in-experiencing foster care who are not related to or are not fictive kin of the resource parent with the understanding that additional evaluation of the home would be required to ensure that it would be an appropriate placement for children who are not related or not fictive kin to the resource parent.

(2) Additional training may also be requested before a resource home originally designated as a relative or fictive kin resource home begins taking children who are not related or not fictive kin.

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(l)(1) Traditional resource homes are recruited to provide twenty-four-hour care for a child in-experiencing foster care to whom they are neither related nor have other prior connections.

(2) However, once fully approved, traditional resource homes may provide care for both related and nonrelated children in department-division custody who are placed there.

(3) In addition, a traditional resource home may also serve, if desired, as an informal respite home.

(4)(A) An informal respite home is an approved Division of Children and Family Servicesdivision resource home that can provide temporary care (no more than seven ~~(7)~~fourteen (14) continuous days at one (1) time) for children in out-of-home placements when the children's full-time resource family is unable to do so and a member of the resource family's support system cannot assist.

(B) See 9 CAR § 40-814, alternate care for children in out-of-home placement.

(m)(1) A Division of Children and Family Servicesdivision employee is only permitted to serve as an-agencydivision-approved resource parent for informal respite care purposes but may not provide informal respite care for children ~~/ or~~ youth on ~~his or her~~their own caseload.

(2) The Director of the Division of Children and Family Services or designee must give prior approval to any employee seeking to become an-agencya division-approved informal respite home provider.

(3) Each Division of Children and Family Servicesdivision employee's request to serve as an informal respite care home will be assessed on a case-by-case basis.

(4) Division ~~of Children and Family Services~~ staff requesting to become informal respite providers must meet the same licensing and space requirements as traditional resource homes.

(5) Staff from a different county or a contract provider must assess and approve the home.

(6) Employees will not use their employment status to:

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- (A) Obtain information about the child's case;
- (B) Gain services; or
- (C) Receive preferential treatment.

(n) However, in situations where ~~Division of Children and Family Services~~division staff are relatives of children placed in ~~department~~division custody, and it is in the best interest of the child to be placed with the relative, the director may grant approval for the relative or ~~employee~~ to serve as a full-time resource home on a case-by-case basis.

~~(o) For additional information, see PUB 30: Resource Parent Handbook.~~

9 CAR § 40-802. Resource home recruitment and retention.

(a)(1) The Division of Children and Family Services will recruit enough resources families to ensure that all children are placed in the least-restrictive, most family-like setting that meets each child's individual needs.

(2) Recruitment should result in an increased number of qualified, trained resource families in Arkansas.

(3) The division will diligently recruit potential resource families that reflect the ethnic and racial diversity of children in care.

(b)(1) Targeted recruitment will take place for resource parents who are willing and able to meet special needs of children needing placement.

(2) Targeted recruitment will begin with a diligent search and assessment of each youth's relatives and fictive kin as placement potentials, both at the initial removal from the family home and continuing throughout the dependency-neglect case.

~~(c)(1) Recruitment of new resource families is an ongoing activity for which all staff are responsible.~~

~~————(2) However, the resource unit in each area will take the lead role in the recruitment process.~~

~~————(3) Recruitment efforts include, but are not limited to:~~

~~————(A) Participation from current resource parents;~~

~~————(B) Development of local and statewide media campaigns; and~~

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~~—————(C) Collaboration with community organizations.~~

~~———(d)(1) As part of resource home recruitment, each county may host information meetings to explain the steps to becoming a resource home as well as the responsibilities that resource parents have to children and their families who are involved with the division.~~

~~—————(2) The information meeting will also help attendees better determine if they want to apply to become resource parents.~~

~~—————(3) Prospective, traditional resource parents are strongly encouraged to attend an information meeting prior to beginning the application process.~~

~~—————(4) Neighboring counties may hold joint information meetings to better accommodate schedules and maximize staff time.~~

~~———(e)(1) Recruitment does not end when a resource home is opened.~~

~~—————(2) It must be sustained with retention efforts.~~

~~—————(3) The division will retain quality resource homes by ensuring good communication with and support to resource families.~~

~~———**9 CAR § 40-803. Resource parent recruitment.**~~

~~———(a)(1) All staff should participate in recruitment efforts.~~

~~—————(2) While the following is not a comprehensive list, staff will:~~

~~—————(A) Actively seek out relatives and fictive kin as emergency placement options for every child entering foster care;~~

~~—————(B) Actively coordinate with professional organizations and minority groups to create public interest;~~

~~—————(C) Contact community organizations and media to inform them about Division of Children and Family Services needs and successes;~~

~~—————(D) Encourage resource parents to:~~

~~—————(i) Make one to one contacts with other individuals who may be interested or have expressed interest in becoming a resource home; and~~

~~—————(ii) Schedule speaking engagements with community groups in order to share information about fostering; and~~

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~~—————(E) Conduct information meetings.~~

~~—————(b) The Area Director or designee will conduct an annual assessment of current resource homes and identify the need for additional resource homes.~~

~~**9 CAR § 40-804. Retention of foster homes.**~~

~~—————(a) All Division of Children and Family Services staff will:~~

~~—————(1) Ensure good communication among all team members, as well as mutual respect, understanding, and honesty;~~

~~—————(2) Keep resource parents informed of division programs, services, and policies that relate to foster care; and~~

~~—————(3) Support resource homes as needed in order to best serve children and families.~~

~~—————(b) Resource Workers will:~~

~~—————(1) Discuss and assist resource parents in understanding their rights and responsibilities as resource parents as well as the rights and responsibilities of the division;~~

~~—————(2) Provide resource parents with the county on-call contact information sheet;~~

~~—————(3) Visit homes quarterly for monitoring to:~~

~~—————(A) Ensure compliance with licensing standards and resource home requirements;~~

~~—————(B) Address any issues; and~~

~~—————(C) Offer support to the resource family;~~

~~—————(4) Engage external stakeholders and share relevant information, thus supporting the practice model;~~

~~—————(5) Inform resource parents of the internal review of adverse action procedure, when differences arise with the division which have not been resolved to the resource parents' satisfaction, as outlined in PUB 30: Resource Parent Handbook;~~

~~—————(6) Collaborate with adoption staff as appropriate when a child's permanency goal is changed to adoption and when a child is transitioning from a resource home to an adoptive home; and~~

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~~_____ (7)(A) Provide resource parents with information about the division's opt-in text application used for placement purposes and the resource family provider portal.~~

~~_____ (B) Encourage use of both programs during quarterly visits to resource homes.~~

~~_____ **9 CAR § 40-805. Information meetings.**~~

~~_____ The Resource Unit staff or designee will:~~

~~_____ (1) Address the following topics at the information meeting:~~

~~_____ (A) Overview of foster care;~~

~~_____ (B) Demographics and characteristics of children in care;~~

~~_____ (C) Types of resource homes needed in the county;~~

~~_____ (D) Approval standards; and~~

~~_____ (E) Application and assessment process; and~~

~~_____ (2) Ensure a current or former resource parent is present and available to answer questions.~~

9 CAR § 40-806. Resource home assessment process.

(a)(1) In order to ensure quality resource homes, the Division of Children and Family Services will complete a thorough home assessment for each prospective resource family.

(2) The purpose of the assessment process is to educate prospective resource parents on the characteristics of children in out-of-home placement and evaluate their ability to meet those needs, ~~as well as evaluate the applicants' compliance with the Minimum Licensing Standards for Child Welfare Agencies and Division of Children and Family Services policy requirements for resource homes.~~

(3) The home assessment is a mutual selection process.

(4) It involves several components including, but not limited to, background checks, an in-home consultation visit, preservice training, a home study, and ongoing consultation with the prospective resource parents to ensure that all appropriate criteria related to both compliance and quality are met.

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(5) It shall be conducted in accordance with the requirements set forth by the Arkansas Child Welfare Agency Licensing Act with the Minimum Licensing Standards for Child Welfare Agencies.

(A) These standards serve as the baseline for approval, licensing, and ongoing compliance of all resource homes.

~~(b) **Basic criteria.** Basic criteria for consideration in determining the appropriateness of resource homes include but are not limited to the following:~~

~~(1)(A) Age:~~

~~(B) An applicant must be at least twenty-one (21) years of age:~~

~~(C) A policy waiver may only be approved in rare circumstances for provisional homes;~~

~~(2)(A) Citizenship:~~

~~(B) A traditional resource parent applicant must be a United States citizen or a legal permanent resident:~~

~~(C) However, persons who are undocumented may be considered as a resource home applicant for their relatives or fictive kin;~~

~~(3)(A) Relationship stability:~~

~~(B)(i) In a two (2) parent home, both parents will be joint applicants and both parents will actively participate in the approval process:~~

~~(ii) The couple will demonstrate a stable relationship:~~

~~(iii) In assessing relationship stability, considerations may include major life changes such as:~~

~~(a) Death or serious illness among family members;~~

~~(b) Marriage, separation, divorce, or other significant changes in the couple's relationship;~~

~~(c) Addition of household members (e.g., birth, adoption, aging relative moving in); and~~

~~(d) Loss of or change in employment:~~

~~(C) In a single parent home, the major life changes listed above will also be considered when assessing the person's ability to be an effective resource parent:~~

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~~_____ (D)(i) A resource home may not house or admit any roomer or boarder.~~

~~_____ (ii) A roomer or boarder is:~~

~~_____ (a) A person to whom a household furnishes lodging, meals, or both, for a reasonable monthly payment; and~~

~~_____ (b) Not a household member.~~

~~_____ (E) A household member is a resident of the home who:~~

~~_____ (i) Owns or is legally responsible for paying rent on the home (household head);~~

~~_____ (ii) Is in a close personal relationship with a household head; or~~

~~_____ (iii) Is related to a household head or to a person in a close personal relationship with a household head.~~

~~_____ (F) Any household member who resides in the home for more than three (3) cumulative months in a calendar year must clear all the following background checks as applicable by age of the household member (see the background check subsection below for more information):~~

~~_____ (i) Child Maltreatment Central Registry;~~

~~_____ (ii) Child Maltreatment Registry check in any state in which the household member has lived within the preceding five (5) years;~~

~~_____ (iii) Division of Arkansas State Police Criminal Record check; and~~

~~_____ (iv) Federal Bureau of Investigation criminal background check;~~

~~_____ (4)(A) General physical and mental health.~~

~~_____ (B)(i) Members of the household must not have a health condition or disability that would interfere with the family's ability to parent the child.~~

~~_____ (ii) Each member of the household will have a physical examination by a physician within twelve (12) months prior to the approval of the home study on the prospective resource family, and annually thereafter, though biological and adopted children of provisional resource applicants are exempt from the physical exam requirement.~~

~~_____ (iii) Additional information may be requested based on the results of the physical examination report.~~

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~~_____ (iv) The resource parent applicant must also provide the Division of Children and Family Services with the health history of each household member, in addition to the physical exam required for approval.~~

~~_____ (v) This history will include:~~

~~_____ (a) Physical and mental health services;~~

~~_____ (b) Treatment received;~~

~~_____ (c) A list of currently prescribed medications; and~~

~~_____ (d) Any other medications or other substances currently taken.~~

~~_____ (C)(i) Resource parents will not engage in the use of illegal substances, abuse alcohol by consuming in excessive amounts, or abuse legal prescription drugs or nonprescription drugs by consuming them in excessive amounts or using them other than as indicated or prescribed.~~

~~_____ (ii) It is recommended that all children who are household members of a resource home be up to date on immunizations consistent with the recommendations of the:~~

~~_____ (a) American Academy of Pediatrics (AAP);~~

~~_____ (b) Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention (ACIP); and~~

~~_____ (c) American Academy of Family Physicians (AAFP).~~

~~_____ (iii) All family members under eighteen (18) years of age in the household shall have proof of current health immunizations, or an exemption (medical, religious, or philosophical) in accordance with the Department of Health.~~

~~_____ (iv) Immunizations against COVID-19 are encouraged for all applicable household members in a resource home but are not required.~~

~~_____ (D)(i) In addition, all household members who will have contact with infants (children under twelve (12) months) are encouraged to have an up to date Tdap vaccination to protect against pertussis (whooping cough) consistent with the recommendations of the ACIP.~~

~~_____ (ii) Finally, all household members who will be caregivers of infants (children under twelve (12) months) and medically vulnerable children are encouraged~~

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~~to have an up-to-date annual influenza vaccine consistent with the recommendations of the ACIP.~~

~~_____ (iii) To determine if a child is considered medically vulnerable to influenza if placed in a resource home whose household members have not received an annual influenza vaccine, Division of Children and Family Services staff will consult with the child's PCP to make sure the child can safely be placed with that family;~~

~~_____ (5)(A) Housing.~~

~~_____ (B) The Division of Children and Family Services adheres to minimum licensing standards which include, but are not limited to (please refer to PUB 30: Resource Parent Handbook for a full list of standards):~~

~~_____ (i)(a) The resource home will be a house, mobile home, housing unit, or apartment occupied by an individual or a family and will be the primary residence of the individual or family.~~

~~_____ (b) The location will be zoned for single family use and will have an individual address for emergency response purposes (i.e., 911);~~

~~_____ (ii) Resource parents will reside in the same single family unit with foster children and will not have separate living quarters;~~

~~_____ (iii) The resource home, ground, and all structures on the property will be maintained in a clean, safe, and sanitary condition and in a reasonable state of repair within community standards;~~

~~_____ (iv) The resource home will not have signage or advertising related to a supporting recruitment agency, to include signage on vehicles used to transport foster children;~~

~~_____ (v) The resource home interior and exterior will be free from dangerous objects and conditions, and from hazardous materials;~~

~~_____ (vi)(a) Space must be adequate to promote health and safety.~~

~~_____ (b) Each bedroom should have at least fifty square feet (50 ft²) of space per occupant.~~

~~_____ (c) This includes infants sleeping in master bedrooms;~~

~~_____ (vii) The resource home will have a heating, ventilating, and air~~

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~~conditioning source, maintained in safe operating condition, that keeps the temperature a minimum of sixty five degrees (65°) and a maximum of eighty five degrees (85°);~~

~~_____ (viii) The resource home will be free of obvious fire hazards such as defective heating equipment or improperly stored flammable materials;~~

~~_____ (ix) All firearms must be maintained in a secure, locked location, and stored separately from ammunition, which must also be locked;~~

~~_____ (x) The resource home will have proper trash and recycling disposal;~~

~~_____ (xi) The resource home will be free of rodent and insect infestation;~~

~~_____ (xii)(a) All water hazards and dangerous pets will be assessed.~~

~~_____ (b) Safeguard measures will be implemented, as appropriate;~~

~~_____ (xiii) The resource home will be responsible for their own meal planning;~~

~~_____ (xiv)(a) Children of opposite sexes will have their own separate bedrooms if either child is four (4) years of age or older, except for a mother in foster care with her child or children.~~

~~_____ (b) Resource parents will not cosleep or bed share with a foster child of any age, including infants;~~

~~_____ (xv) Water shall be provided by public water system or approved annually by the Department of Health;~~

~~_____ (xvi) Prospective resource parents who rent must obtain acknowledgement from their landlord that they plan to become a resource family on landlord's property if they are approved by the Division of Children and Family Services to be a resource home; and~~

~~_____ (xvii) Prospective resource parents will be responsible for making their own decisions regarding which children to accept into their home, however, they will recognize the priority to maintain sibling groups;~~

~~_____ (6)(A) Smoking restrictions.~~

~~_____ (B) The Division of Children and Family Services will not place or permit a child in foster care in any resource home if the resource parent smokes or allows anyone else to smoke in the presence of any child in foster care, unless it is in the~~

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~~child's best interest to be placed in or remain in the resource home.~~

~~_____ (C) This includes the use of e-cigarettes and vaping.~~

~~_____ (D) If the resource parent indicates smoking will not occur in the presence of a child in foster care, then the Division of Children and Family Services will designate the home a "nonsmoking" resource home.~~

~~_____ (E) If a resource parent indicates that smoking will occur in the presence of a child in foster care, the resource home will be designated a "smoking" resource home, and no child may be placed or remain in the resource home unless it is in the child's best interest to be placed in or remain in the resource home.~~

~~_____ (F) Second hand smoke is detrimental to a child's health and, as such, it is generally not in a child's best interest to be placed in a resource home that permits smoking in the presence of a child in foster care.~~

~~_____ (G) In addition, state law prohibits smoking in a vehicle if a child in the car is under fourteen (14) years of age and under Division of Children and Family Services policy this prohibition to smoking in a vehicle extends to all children in foster care regardless of age of the child in care; and~~

~~_____ (7)(A) Resources:~~

~~_____ (B) The applicant must have sufficient resources to meet the financial, medical, physical, educational, emotional, and shelter needs of the child, without relying solely on state or federal financial assistance (e.g., SNAP, SSI, SSA, etc.) to meet those needs, although these forms of assistance may be used to supplement a family's income.~~

~~_____ (C) The Division of Children and Family Services may make some exceptions for applicants depending on the totality of their financial and other circumstances.~~

~~_____ (D) Recent check stubs and the previous year's income tax return are required to verify income and employment.~~

~~_____ (E) While the foster care board payment may be provided for a child, resource parents must have sufficient personal income to care for a child even without a board payment.~~

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~~(F) The foster care board payment will not be considered a part of the resource family's income.~~

~~(c)-(b)~~ **Background checks.**

(1)(A) In addition to ensuring that homes meet the basic criteria, the ~~Division of Children and Family Services~~ Division of Children and Family Services will only place children in approved resource homes where the resource parents and appropriate members of the household have been cleared through a series of background checks:

- (i) The Child Maltreatment Central Registry;
- (ii) A Division of Arkansas State Police criminal record check; and
- (iii) A Federal Bureau of Investigation background check (with the exception that placements may be made in provisional resource homes before Federal Bureau of Investigation results are received).

(B) Any household member who resides in the home for more than three (3) cumulative months in a calendar year (~~e.g., for example,~~ an adult biological child of the resource parents who is home for the summer and holiday breaks or a relative who visits for six (6) weeks twice a year) must clear all applicable background checks.

(2) Child Maltreatment Central Registry.

(A) Resource parents and all other members of the household fourteen (14) years of age and older, excluding children ~~in-experiencing~~ foster care, must be cleared through the Child Maltreatment Central Registry.

(B) The Child Maltreatment Central Registry check will be repeated every two (2) years on all appropriate household members.

(C) If applicable, a Child Maltreatment Central Registry check will also be conducted on each household member fourteen (14) years of age or older in any state of residence in which they have lived for the past five (5) years, and in their state of employment, if different, for reports of child maltreatment.

(3) State police criminal record check.

(A) Resource parents and all other members of the household eighteen and a half (18 1/2) years of age and older, excluding children ~~in-experiencing~~ foster care, must be cleared through ~~an a~~ a Division of Arkansas ~~Division of~~ State Police criminal

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record check.

(B) As soon as possible after a household member, excluding children ~~in~~ experiencing foster care, reaches ~~his or her~~ their eighteenth birthday, the paperwork to request the Division of Arkansas State Police criminal record check must be initiated to ensure results are received by the time that household member reaches eighteen and a half (18 1/2) years of age.

(C) The Division of Arkansas State Police criminal record check will be repeated every two (2) years on all appropriate household members.

(D) If a provisional Division of Arkansas State Police criminal record check enters pending status Division of Children and Family Services staff may work with local law enforcement to obtain local verification of criminal record for the individual to expedite placement of the child in the home of the relative or fictive kin.

(E) The Division of Children and Family Services staff will ensure follow up with the Division of Arkansas State Police criminal record check within two (2) business days of the check entering pending status.

(4) Federal Bureau of Investigation criminal background check.

(A) Resource parents and all members of the resource home who are eighteen and a half (18 1/2) years of age and older, excluding children ~~in~~ experiencing foster care, must also clear a Federal Bureau of Investigation fingerprint-based criminal background check.

(B) As soon as possible, after a household member (excluding children ~~in~~ experiencing foster care) reaches ~~his or her~~ their eighteenth birthday, the paperwork to request the Federal Bureau of Investigation criminal record check must be initiated to ensure results are received by the time that household member reaches eighteen and a half (18 1/2) years of age.

(C) The Federal Bureau of Investigation check does not need to be repeated.

(D) Placement in a provisional resource home may be made prior to receipt of Federal Bureau of Investigation criminal background check results, when in the best interest of the child.

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(E) When placement in a provisional home occurs, the Division of Children and Family Services will ensure that Federal Bureau of Investigation criminal background checks are submitted for processing within five (5) business days.

(F) Barriers to completion within five (5) business days should be assessed on a case-by-case basis and decisions should be made relevant to the best interests of the youth or youths placed in the provisional resource home.

(5) Traffic violations record check.

(A)(i) The Division of Children and Family Services will check the traffic violations record from the Office of Driver Services for each prospective resource parent and other applicable members of the household.

(ii) This record returns the number of traffic offenses and other violations incurred by the resource applicant, to include the number of points assessed by the Office of Driver Services for convictions of moving traffic violations as per the Arkansas State Vehicle Safety Program (ASVSP).

(iii) The traffic violations record check will be repeated every two (2) years.

(iv) To ensure child safety, the Division of Children and Family Services will carefully assess what, if any, safety concerns exist for any applicant or current resource parent accumulating ten (10) or more points on their traffic violation record.

(B)(i) A family member with no current valid Arkansas driver's license will be given twenty (20) days to apply and receive an Arkansas driver's license.

(ii) If the resource family member does not wish to obtain an Arkansas license, a written explanation from the applicant is required and a traffic violations record check must be completed in the state of issuance for the currently held license.

(iii) The applicant is responsible for obtaining and providing the traffic violations record check from the other state.

(C) The requirement for a driver's license may be waived for provisional applicants, if an acceptable plan to transport the children placed in their home, to

school, court dates, medical appointments, and similar engagements. is approved.

(d) In-home consultation visit.

(1) The in-home consultation visit allows resource staff to gather initial information on provisional applicants and additional information for traditional applicants that was not provided in the online application.

(2) The in-home consultation visit will determine if the home meets approval requirements and, if not, what changes are needed to come into compliance.

(3) Resource home approval requirements include Minimum Licensing Standards for Child Welfare Agencies and Division of Children and Family Services policy requirements for resource homes.

(e) Preservice training.

(1)(A) Resource parents must also complete the Division of Children and Family Services-approved preservice training curricula designated for an applicant's specific service type (~~i.e., that is, relatives and fictive kinship~~ or traditional).

(B) For traditional resource applicants, preservice training and the Division of Children and Family Services orientation and final walk-through of the home must be completed prior to placement of a child.

(C) Preservice training will include, but is not limited to the following topics:

- (i) Legal rights;
- (ii) Roles, responsibilities, and expectations of resource parents;
- (iii) Agency structure, purpose, policies, and services;
- (iv) Laws and regulations as related to resource homes or ~~foster~~ children experiencing foster care;
- (v) The impact of childhood trauma;
- (vi) Managing child behaviors;
- (vii) Medication administration; and
- (viii) The importance of maintaining meaningful connections between the child and ~~parents/caregivers~~, including regular visitation/family time.

(2)(A) Child Maltreatment Central Registry and Division of Arkansas State

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Police criminal background checks must be cleared, and the Federal Bureau of Investigation criminal background check must have been submitted before a prospective resource parent can begin preservice training.

(B) Traditional resource parents must also complete infant, child, and adult CPR and standard first aid training and receive certification in both areas prior to placement of a child in their home.

(C) Provisional resource parents must complete infant, child, and adult CPR and standard first aid training within six (6) months of the child being placed in their home, though the CPR and standard first aid training is not an element that is required to move from provisional status to fully approved ~~relative foster family home or fictive kinship~~ foster family home status.

(3)(A) New CPR and first aid training is not required for individuals certified as paramedics and emergency medical technicians (EMTs) if proof of current certification is provided to Division of Children and Family Services staff.

(B) Current certification in basic life support (BLS) and advanced cardiovascular life support (ACLS) also meet the Minimum Licensing Standard for CPR if proof of current certification is provided to the Division of Children and Family Services staff.

(C) All other medical professionals (including nurses) must have current CPR certification as outlined above and provide a copy of their current certification to Division of Children and Family Services staff.

(D) Additional first aid training for nurses and other medical professionals (to include those with ACLS certification) is not required.

(E) If an applicant with a current BLS certification is a paramedic, EMT, or firefighter, additional first aid training is not required.

(F) A lay person with BLS certification may have to take a first aid class if current certification in first aid cannot be provided.

(f) Home study.

(1)(A) The home study assists in determining if a family is ready, willing, and able to become a suitable and safe placement resource for a child.

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(B) At least two (2) home study visits must be conducted with a resource parent applicant.

(C) The preference is for both visits to take place in the resource applicant home, but, as needed, it is permissible for one (1) visit to be in the resource applicant home while the other is conducted over a virtual conference platform (such as e.g., Zoom or Facetime) with the approval of the applicable Division of Children and Family Services Program Manager or designee who oversees home study provider contracts.

(D) The evaluator will interview each age-appropriate member of the household.

(2)(A) The Division of Children and Family Services-approved home study tool evaluates a family's dynamics including, but not limited to, motivation for wanting to become a resource home, household composition, housing, safety hazards, income and expenses, health, education, childcare arrangements or plans, child rearing practices, daily schedules, social history, family activities, and support systems ~~(for more information, see PUB-30: Resource Parent Handbook)~~.

(B) By learning more about these areas, the home study assists in ascertaining how members of a family function individually and as a unit, and, subsequently, helps inform the conclusions and recommendation as to whether a family should serve as a resource home.

(3)(A) If at any point throughout the home assessment process a prospective resource home is found to be out of compliance with a licensing standard or a Division of Children and Family Services policy, the noncompliance issue must be addressed.

(B) However, if the Resource Worker division determines that the noncompliance issue would not endanger the safety or well-being of children placed in a home, an alternative compliance or Division of Children and Family Services policy waiver may be requested as appropriate, (particularly for relatives and fictive kin).

(C) An alternative compliance is a request for approval from the Child Welfare Agency Review Board to deviate from a minimum licensing standard.

(D) A policy waiver is a request to deviate from a Division of Children and Family Services policy or procedure.

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(E) If the individual conducting the home study finds an area of noncompliance, ~~he or she~~he or she~~they~~ must notify ~~the Resource Worker~~division staff who should then take the appropriate steps ~~as outlined in Appendix F,~~ to address the noncompliance issue.

(4)(A) The successful completion of all home assessment components as outlined ~~above~~ will allow the Division of Children and Family Services to assess the quality and capability of resource homes.

(B) The home assessment process will also assist prospective resource parents in determining if fostering is appropriate for them and, if so, prepare them for their new role.

(5)(A) The home study may be conducted by designated Division of Children and Family Services staff, ~~by staff contracted through the MidSOUTH Training Academy~~ ~~or~~ other contract providers, or by volunteers trained by designated Division of Children and Family Services staff.

(B) The evaluator will complete the division-approved home study in accordance with established protocols.

(g) Final walkthrough of the home and orientation.

(1) Prior to approving an open resource home, Division of Children and Family Services staff will conduct a final walk-through of the home to ensure all resource home requirements have been met, and to review what to expect in the immediate future regarding a first placement.

(2) This will include the Division of Children and Family Services and the resource parents signing the initial resource agreement, which provides a summary of the following information:

(A) Expectations and responsibilities of the Division of Children and Family Services, the staff, and the resource parents;

(B) Services to be provided;

(C) Financial arrangements for the children placed in the home;

(D) Authority that the resource parents can exercise for the children placed in their home;

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- (E) Actions that require Division of Children and Family Services authorization;
- (F) Legal responsibility for damage or risk resulting from children in their home;
- (G) Division of Children and Family Services process and procedures for investigating complaints; and
- (H) Division of Children and Family Services procedure for giving advance notice of termination of a placement except for documented emergencies.

9 CAR § 40-807. Denial of a resource home applicant.

If at any point during the home assessment the Division of Children and Family Services determines that an applicant does not meet the standards or any other criteria of a quality resource home, the division will deny approval of the home.

~~9 CAR § 40-808. Denial as a result of negative results of a background check.~~

~~—The Resource Worker or designee will:~~

~~—(1) Share the results with the applicant and inform them of their ineligibility to attend training;~~

~~—(2)(A) For denials related to criminal background check record results, ensure that a CFS 508 A: Letter of Denial was previously sent to the applicant via certified, restricted mail and document the letter in provider contact information screen in the Division of Children and Family Services information system.~~

~~—(B)(i) If the family chose at initial notification of the criminal history via CFS 508 A to challenge the accuracy and completeness of their criminal history record or obtain missing disposition information and contacted the assigned Resource Worker within thirty (30) days of receipt of the CFS 508 A to inform the Resource Worker that the family planned to challenge the results, keep the resource parent application and associated provider number open in the division information system until the requested~~

corrections are either approved or denied at which point further action will be taken, as appropriate.

~~—————(ii) If there are changes or updates to an applicant's criminal history record and the decision is made to move forward with a request for an alternative compliance request from the Child Welfare Agency Review Board, see Appendix F: Alternative Compliance and Policy Waiver Protocol.~~

~~—————(C)(i) If the Resource Worker does not receive notification that the family has elected to challenge the results of their criminal history report, then remove the resource parent application from the system and close the associated provider number.~~

~~—————(ii) If the family chooses to review and request corrections to their state or Federal Bureau of Investigation criminal history reports in the future, they may reapply to become a resource parent at any point once corrections are made.~~

~~—————(iii) Resubmission of a resource parent application does not guarantee approval as a resource parent;~~

~~—————(3) Document the results of the background check in the division's information management system selecting the appropriate reason for end date; and~~

~~—————(4) Specify why the home was closed.~~

~~—————9 CAR § 40-809. Denial as a result of the in-home consultation visit.~~

~~—————(a) The Resource Worker will:~~

~~—————(1)(A) Inform the family of their noncompliance with any identified standard or policy and determine if the family is willing or able to implement a safeguard measure in a timely manner in order to achieve compliance.~~

~~—————(B) The family cannot be approved to open as a resource home until the safeguard measure is implemented;~~

~~—————(2)(A) If the family chooses not to address compliance issues or, despite trying, fails to achieve compliance, share the noncompliance with the family and document it on the CFS-446: In-Home Consultation Visit Report with all signatures.~~

~~—————(B) The family will sign the in-home consultation, acknowledging noncompliance;~~

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~~—————(3) Recommend nonapproval for training if the family cannot comply with all approval standards;~~

~~—————(4) End date the resource family service on the provider services tab by selecting the appropriate reason for the end date in the Division of Children and Family Services information system; and~~

~~—————(5) Specify why the home was closed in the comment box on the provider services tab.~~

~~————(b) The Resource Supervisor or designee will if a family fails to address noncompliance issues, disapprove the family and provide them with a copy of the CFS-446: In Home Consultation Visit Report with all signatures.~~

~~————**9 CAR § 40-810. Denial as a result of the home assessment.**~~

~~————The Resource Worker Supervisor or designee will:~~

~~————(1) Send a denial letter to all applicants who are not approved and document in provider contact information screen in the Division of Children and Family Services information system;~~

~~————(2) End date the resource family service on the provider services tab, by selecting the appropriate reason for the end date in the division information system; and~~

~~————(3) Specify why the home was closed in the comment box on the provider services tab.~~

9 CAR § 40-811. Resource home monitoring and reevaluation.

(a)(1) In order to ensure continued quality of all the Division of Children and Family Services resource homes, the division will monitor resource homes at least quarterly and conduct a complete reevaluation of each resource home's ability to care for children at least annually.

(2) At least one (1) of the quarterly monitoring visits shall be:

(A) Unannounced; and

(B) Documented as unannounced in the resource home record.

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(b) Resource staff shall use the division-approved monitoring and reevaluation forms and tools for the quarterly monitoring and reevaluation visits to include background check request forms and tools when a family's Child Maltreatment Central Registry checks and state criminal background must be updated.

(c)(1) Quarterly monitoring and annual reevaluation visits will ensure the resource home remains in compliance with all Minimum Licensing Standards for Placement as well as division policy for resource homes and otherwise appropriately meeting the physical, mental health, and emotional needs of the children placed in the home.

(2) Corrective action plans may be put into place as appropriate to bring a resource home into compliance with Minimum Licensing Standards and division policy or address any other issues identified.

(3) Corrective action plans shall be time-limited, generally not to exceed sixty (60) days.

(d)(1) In addition, a reevaluation shall be conducted whenever there is a major life change.

(2) Major life changes include:

- (A) Death or serious illness among the members of the resource family;
- (B) Marriage, separation, or divorce (see more detailed information concerning resource parents who plan to marry or divorce below);
- (C) Loss of or change in employment;
- (D) Change in residence;
- (E) Suspected child maltreatment of any child in the resource home; and
- (F) The addition of family members (~~e.g.,~~ including but not limited to birth, adoption, aging relative moving in).

(e)(1) If during the monitoring or reevaluation process or at any other time a resource home is found to be out of compliance with any Minimum Licensing Standard or division policy and does not come into compliance within the timeframe noted in a corrective action plan, the division may close a resource home.

(2) In this event, a face-to-face meeting will occur with resource parents to discuss the closure of the home and a written notice will also be provided.

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(3) ~~(A)~~ This notice will include information regarding the process for an internal review of adverse action.

~~(B) For additional information, PUB-30: Resource Parent Handbook regarding Internal Review of Adverse Action Involving Resource Parents.~~

(4) The notice will also include a summary documenting the reasons for closure, as well as all efforts by the county office division to rectify the problem.

(5) The final assessment and determination of closure will be made by the Resource Worker Resource Specialist, in collaboration with designated county staff, the Area Director Social Service Area Manager, and Central Office staff, as appropriate.

(f) Single resource parents who plan to marry.

(1)(A) In situations when a resource parent plans to marry (or otherwise move in ~~with/live together~~ with a partner) and wishes to continue providing care to children in foster care, the future spouse or partner will be considered an applicant seeking approval to serve as a resource parent.

(B) The future spouse or partner must also complete preservice training and resource parent orientation.

(C) The resource parent and ~~fiancé or fiancée or~~ partner will be informed that the reevaluation will have to be completed before the ~~fiancé or fiancée or~~ partner can take on the role of resource parent and reside with the children in the home.

(2)(A) If the future ~~spouse or~~ partner does not clear any of the background checks or does not complete preservice training before moving into the home, the home must be made unavailable.

(B) The division will also work toward closing the resource home.

(C) However, decisions regarding when to close the home and move a child currently placed in the home will be made on a case-by-case basis and take into account the reason the future ~~spouse or~~ partner does not qualify as a resource parent (~~e.g., including but not limited to~~ background checks ~~and~~ failure to complete training) and the impact of a placement move on the child.

(D) The following shall participate in the decision regarding placement moves:

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- (i) Resource parent;
- (ii) Child placed in the home, as age and developmentally appropriate;
- (iii) Resource ~~Worker~~ Specialist;
- (iv) Child's ~~FSW~~ Social Service Specialist;
- (v) Respective supervisors ~~of the Resource Worker and FSW~~; and
- (vi) Child's attorney ad litem.

(g) Two-parent homes that plan to separate or divorce.

(1)(A) When approved resource parents who currently have children placed in their home plan to divorce or separate, the ~~Resource Worker~~ Resource Specialist will conduct a reevaluation on the resource parent who has elected to continue the role of care provider using the division-approved ~~update~~/reevaluation tools.

(B) The household member who is no longer in the home will be ended in the division information management system.

(C) If both individuals wish to continue as resource parents, a new provider service must be initiated for the parent who will be residing at a new address.

(2)(A) The completion and approval of all resource home monitoring visits and reevaluations must be documented in the division information management system.

(B) If a resource home reevaluation is not completed and documented annually in the division information management system, any Title IV-E eligible child placed in the home will lose Title IV-E eligible claim ability until the reevaluation of the family is completed and documented.

(h) Continuing education requirements.

(1)(A) In addition to continuing to meet all minimum licensing standards and division policy requirements as they relate to resource homes, resource parents must also complete a minimum of ~~fifteen-six (15)-(6)~~ hours of division-sponsored or division-approved in-service training annually after the first year of service.

(B) Training classes may cover a wide range of topics related to:

- (i) Parenting;
- (ii) Child development and behavior; and

(iii) Medical needs.

(C) Continuing education hours may be earned through:

(i) In-person ~~or~~ classroom trainings;

(ii) Online courses;

(iii) Video;

(iv) Television programs; or

(v) Books related to:

(a) Child abuse;

(b) Child development;

(c) Parenting;

(d) Trauma-informed care; and

(e) Other approved topics.

(D) Continuing education hours obtained through videos, books, online courses, or television programs for each resource parent must have prior approval by the assigned ~~Resource Worker~~ Resource Specialist.

(E) The ~~Resource Worker~~ Resource Specialist will inform resource parents of any training and educational opportunities known to them.

(F) Funds may be available to defray expenses for the resource parent continuing education opportunities.

(G) Prior approval from the local Resource Unit is required for reimbursement.

(2)(A) Resource parents must also maintain current CPR certification and standard first aid training.

(B) Maintenance of CPR certification and first aid training is in addition to the ~~fifteen-six (15)(6)~~ hours of continuing education and, therefore, cannot be counted as part of the annual ~~fifteensix~~-hour continuing education requirement.

(C) Resource parents must complete their annual in-service training requirements before any additional children in care are placed in their home, unless an exception is granted.

(D) Resource parents who do not meet the in-service training

requirements will be notified that they must complete the in-service training requirements within sixty (60) days.

(E) No additional children will be placed in the home during this sixty-day period.

(F) If the resource parents' annual in-service training requirements are more than sixty (60) calendar days overdue, then a reevaluation will also be required unless an extension to meet in-service training requirements has been granted ~~by the Area Director~~.

(G) Extensions should be the exception and not the rule.

9 CAR § 40-812. Resource home reopening.

(a)(1) In order to secure the best placement for each child ~~in-experiencing~~ foster care, the Division of Children and Family Services seeks to maintain a large pool of quality resource homes.

(2) For this reason, the division will consider reopening resource homes when situations arise where resource parents who previously self-elected to close their home or whose home was closed by the division would like to reopen.

(3) Requirements vary depending on circumstances surrounding the resource home closure.

(b) A reconsideration by the Resource Family Review Committee is required for any closed resource home that has any history of child maltreatment investigations involving the provider as an alleged offender, regardless of:

- (1) The outcome of the investigation;
- (2) Whether the resource home was closed by the division or closed at the resource parent's request; or
- (3) Whether there is documentation indicating the reason for closure was related to the investigation.

(c)(1) The reconsideration to reopen packet will be submitted to the committee via the Foster Care Manager who will present the request to the committee for

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consideration.

(2) If a reconsideration to reopen packet is sent to the committee, the assumption is that local staff who submitted the packet are in support of the request.

(3) The committee will review and make recommendations to the Director of the Division of Children and Family Services or designee regarding whether to reopen a resource home.

(4) The director or designee will make the final decision regarding the request.

~~9 CAR § 40-813. Reopening a resource home.~~

~~—(a) For former resource homes that have been closed and express interest in reopening, the Resource Worker will:~~

~~——(1) Complete new background checks (i.e., Child Maltreatment Central Registry check, applicable out of state child maltreatment checks if the applicant has lived or worked in another state outside of Arkansas in the last five (5) years, Division of Arkansas State Police Record check, Federal Bureau of Investigation background check, vehicle safety checks) on all appropriate members of the household regardless of whether previous background checks are still current;~~

~~——(2) Conduct a reevaluation of the prospective home as an annual reevaluation of any standing resource home would be completed to determine if the prospective resource home would still be an appropriate placement for a child in care, based on the following:~~

~~——(A) Date and reasons for closure;~~

~~——(B) Motivation to reopen;~~

~~——(C) Changes in circumstance since last closure;~~

~~——(D) Updated in-home consultation report;~~

~~——(E) Recommendations;~~

~~——(F) Completed background check results;~~

~~——(G) Original home study; and~~

~~——(H) Home study updates completed prior to closure of the resource home;~~

~~——(3) Submit a reconsideration to reopen request to the Resource Family Review~~

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Committee via the Foster Care Manager for any resource home that was previously closed and has any history of child maltreatment investigations;

—————(4) For resource homes closed two (2) years or less, in addition to the steps above, collect documentation of fifteen (15) hours of continuing education training completed;

—————(5) For resource homes closed more than two (2) years, complete the steps above with the exception collecting documentation of fifteen (15) hours of continuing education training completed and:

—————(A) Submit a recommendation to complete preservice training again; or

—————(B) Submit a waiver request packet to exempt applicant from preservice training to include:

—————(i) Parenting experiences since resource home closure; and

—————(ii) Training participated in related to trauma, behavior issues, child development, parenting, etc.; and

—————(6) Notify resource parent of determination and any additional requirements to be completed prior to the resource home reopening, such as CPR/first aid, current physical report, current proof of insurance, etc.

——(b)(1) *The exception to this requirement is for a family who is eligible for the streamlined adoption process per Arkansas Code § 9-9-701.

—————(2) A family is eligible for the streamlined adoption process if the family has adopted a child from the Department of Human Services and then chooses to adopt another child from the department and the department selects the family to be the adoptive parents of a child in department custody.

—————(3) An adoptive family is not eligible for the streamlined adoption process if more than five (5) years have passed since the adoptive family finalized the initial adoption.

—————(4) If a family qualifies for the streamlined adoption process or if there are questions regarding a family's eligibility for the streamlined adoption process, please consult with the local Office of Chief Counsel attorney for additional information and next steps.

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9 CAR § 40-814. Alternate care for children in out-of-home placement.

(a)(1) Alternate care for children ~~in-experiencing out-of-home placement~~foster care may be used to assist resource parents when circumstances requiring supervision by an appropriate adult other than the resource parents exist.

(2) The Division of Children and Family Services also promotes the use of certain types of alternate care (~~e.g., for example,~~ normal ~~age-appropriate~~age-appropriate activities, or interaction with a resource family support system) among children and youth to foster normalcy in the lives of children and youth in out-of-home placements.

(b) There are five (5) categories of alternate care:

(1) Normal age-appropriate activities.

(A)(i) Children in all out-of-home placement types will be encouraged to participate in extracurricular, enrichment, cultural, or social activities that are age-appropriate and developmentally appropriate for a child.

(ii) Age and developmentally appropriate activities are those that are generally accepted as suitable for children of the same chronological age and that are determined to be developmentally appropriate for a child, based ~~on his or her~~their cognitive, emotional, physical, and behavioral capacities.

(iii) Examples of normal age-appropriate and developmentally appropriate activities include, but are not limited to:

- (a) Overnight visits with friends;
- (b) School field trips;
- (c) School sports or other sport leagues;
- (d) Faith-based activities; and
- (e) Short-term summer camps.

(B)(i) Resource parents, contract placement providers, and any private provider with whom the ~~Division of Children and Family Services~~division maintains a memorandum of understanding (MOU) will uphold the reasonable and prudent parent standard in regard to children participating in age-appropriate and developmentally

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appropriate activities.

(ii) The reasonable and prudent parent standard requires resource parents and other out-of-home placement providers to exercise careful and sensible consideration when determining whether an activity for a particular child will not only encourage the emotional and developmental growth of the child, but also maintain the health, safety, and best interests of the child.

(C) The resource family or authorized official of a contract placement provider will use the reasonable and prudent parent standard in determining whether to give permission for a child living in an out-of-home placement to participate in extracurricular, enrichment, cultural, or socially normal age-appropriate activities by considering:

- (i) The child's chronological age, maturity level, physical and behavioral capacities, and cognitive and emotional development ~~at~~ levels;
- (ii) The potential risk factors and the appropriateness of the activity;
- (iii) The best interest of the child, based on information known by the caregiver;
- (iv) The importance of encouraging the child's emotional and developmental growth;
- (v) The importance of providing the child with the most family-like living experience possible; and
- (vi) The behavioral history of the child and the child's ability to safely participate in the proposed activity.

(D)(i) Resource parents are responsible for monitoring extra-curricular activities to ensure ~~that~~ a ~~foster~~ child experiencing foster care does not become overwhelmed with too many activities.

- (ii) Children must have ample time in the resource home for:
 - (a) Relaxation;
 - (b) Completion of daily household activities;
 - (c) Completion of homework; and
 - (d) Bonding with the resource family.

(E) All contract placement providers as well as any private provider with whom the ~~Division of Children and Family Services~~division maintains an MOU will establish an on-site official who is authorized to apply the reasonable and prudent parent standard to ensure appropriate caregiver liability when approving an activity for a child in an out-of-home placement.

(F)(i) A caregiver is not liable for harm caused to a child who participates in an activity approved by the caregiver, provided the caregiver has acted in accordance with the reasonable and prudent parent standard.

(ii) This subdivision (b)(1)(F) may not be interpreted as removing or limiting any existing liability protection afforded by law.

(G)(i) The ~~Division of Children and Family Services~~division will provide information and skill-based training to resource parents, contract placement providers, and private providers with whom the ~~Division of Children and Family Services~~division maintains an MOU regarding how to apply the reasonable and prudent parent standard for the participation of a child in age-appropriate and developmentally appropriate activities.

(ii) This training will include sharing knowledge and skill-based applications relating to the developmental stages of the cognitive, emotional, physical, and behavioral capacities of a child.

(H) Resource parents, contract placement providers, and private providers will notify the child's ~~FSW-specialist~~ if the child will spend more than twenty-four (24) continuous hours outside the approved placement when participating in said activities;

(2) Child care.

(A)(i) ~~Child-care~~Childcare may be routinely provided as a part of ~~an out-of-home placement~~a permanency case.

(ii) Childcare providers must be on the voucher system and licensed by the Division of Child Care and Early Childhood Education or on the Voluntary Child Care Registry.

(iii) Every attempt should be made to place children in care in a quality childcare setting.

(B)(i) Child-care for children may also be provided as a part of ~~an out-of-home placement~~ a permanency case to provide assistance to ~~foster resource~~ parents for nonroutine circumstances that relate to the retention or support of the resource home such as resource parent training.

(ii) ~~Child-care~~ Childcare provided for such purposes may be reimbursed by the ~~Division of Children and Family Services~~ division;

(3) Babysitting.

(A) Babysitters may be used to provide occasional care for children in the resource home for no more than eight (8) continuous hours at one (1) time.

(B) Resource parents will exercise careful consideration when evaluating the character and competence of any individual asked to babysit.

(C) Resource parents may reimburse the babysitter if they choose. ~~to do so.~~

(D) The ~~Division of Children and Family Services~~ division will not reimburse for babysitting services.

(E) Babysitters will not transport children.

(F) Background checks are not required;

(4) Resource family support system.

(A)(i) The resource family support system (RFSS) may be comprised of up to three (3) other households identified by the resource family.

(ii) RFSS members may provide care for children when the resource parent is unable to do so on anticipated or unanticipated events.

(B)(i) Resource parents will exercise careful consideration when evaluating the character and competence of any household asked to serve as an RFSS member.

(ii) RFSS members must be at least twenty-one (21) years of age.

(iii) There is not a standard maximum age limit for RFSS members, but RFSS members must be physically, mentally, and emotionally capable of caring for children for up to seventy-two (72) hours.

(iv) Adoptive parents may not be RFSS members unless they are related to the resource parent (~~i.e., for example,~~ parent or sibling to the resource

parent).

(v) Resource parents may reimburse an RFSS member if they choose to do so.

(vi) The ~~Division of Children and Family Services~~division will not reimburse RFSS members.

(C)(i) Members of a resource family support system may transport children and care for children in the resource home or in the home of the RFSS member.

(ii) However, an RFSS member will not provide care for more than seventy-two (72) continuous hours at one (1) time regardless of the location in which care is provided or regardless of which RFSS member is providing care.

(iii) However, for extenuating circumstances only, the ~~Area Director~~Social Service Area Manager may approve for a child to stay with an RFSS member for more than seventy-two (72) hours, but no more than seven (7) days.

(iv) To go beyond the seventy-two-hour timeframe requirement, a written request must be submitted to the ~~Area Director~~Social Service Area Manager explaining the reasons for the extension request.

(v) The ~~Area Director~~Social Service Area Manager must approve or deny the request in writing.

(vi) The ~~FSW~~Social Service Specialist will be notified when an RFSS member will provide care for more than twenty-four (24) continuous hours.

(vii) RFSS members taking children out-of-state for overnight trips ~~is~~ **are** prohibited.

(D)(i) The resource family support system will not be used in place of respite care or as an out-of-home placement.

(ii) The number of children placed in an RFSS member household must meet all minimum licensing and the ~~Division of Children and Family Services~~division policy requirements.

(E)(i) All prospective RFSS members must be cleared through the Child Maltreatment Central Registry and a Division of Arkansas State Police criminal record

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check.

(ii) The Division of Children and Family Services will request any other state where the prospective RFSS member has resided in the preceding five (5) years to check its child abuse and neglect registry.

(iii) The Division of Children and Family Services will provide documentation in the case record that the Child Maltreatment Central Registry and Division of Arkansas State Police Criminal Record Checks were received on the prospective RFSS member.

(F)(i) The Division of Children and Family Services will check the traffic violations record for each potential RFSS member.

(ii) The Arkansas State Vehicle Safety Program sets the maximum number of traffic violation points an RFSS member resource parent may be allowed.

(G) Proposed RFSS members' background checks will be processed once the primary resource home with which the RFSS members are associated is approved and opened.

(H) Documentation of at least one (1) visual inspection of the home for evaluation purposes is required of all prospective RFSS members; and

(5) Respite care.

(A) When a Resource Family Support System member is not available to provide needed care on a short-term basis, respite care may be utilized in order to temporarily relieve the foster-resource family of the ongoing responsibilities and stresses of care.

(B) There are two (2) types of respite care:

(i)(a) Informal respite.

(b) An approved Division of Children and Family Services resource home that can provide temporary care when the resource family support system is unable to assist or for situations in which children will be outside of the resource home for more than seventy-two (72) continuous hours.

(c) An informal respite home may provide care for no more than seven (7) continuous days at one (1) time.

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(d) Periods of respite care in an informal respite home lasting longer than seven (7) consecutive days require approval from the ~~Area Director~~ Social Service Area Manager or designee.

(e) If ~~an Area Director~~ Social Service Area Manager approved extension exceeds fourteen (14) continuous days, the regular resource parents' board payment will be affected.

(f) If the child has stayed in any combination of RFSS or informal respite homes (~~i.e., that is,~~ outside of the regular resource home placement), the total amount of days within those alternate care types cannot exceed fourteen (14) consecutive days as board payment may be affected).

(g) A stay in an informal respite home must be documented in the Division of Children and Family Services information management system, but not as a separate ~~/ or~~ new placement.

(h) The number of children placed in an informal respite home must meet all minimum licensing and Division of Children and Family Services policy requirements.

(i) Resource parents may reimburse an informal respite provider if they choose to do so.

(j) The Division of Children and Family Services will not reimburse an informal respite provider.

(k) The number of children placed in an informal respite home must meet all Minimum Licensing and the Division of Children and Family Services requirements; and

(ii)(a) Formal respite.

(b) A Division of Children and Family Services contract provider who supplies short-term respite care particularly when a child's current placement is at risk of disruption or respite is needed to prevent a residential, acute psychiatric, or similar placement.

(c) Formal respite care should be provided in accordance with a family-driven, youth-guided respite plan and in coordination with a child's behavioral

health treatment plan (if applicable).

(d) Formal respite care will be provided for no more than seven (7) days per three-month period.

(e) A stay with a formal respite care provider must be documented in the Division of Children and Family Services information [management](#) system, but not as a separate ~~/or~~ new placement, provided it does not exceed the more than seven (7) days per three-month period.

(f) Longer periods of formal respite care require approval from the ~~Area Director~~[division](#).

(g) If an approved extension exceeds fourteen (14) consecutive days, the regular ~~foster resource~~ parents' board payment will be affected.

(h) If the child has stayed in any combination of RFSS or informal respite homes before a formal respite stay, the total amount of days within those alternate care types (~~i.e., that is,~~ outside the regular resource home placement) cannot exceed fourteen (14) consecutive days as board payment may be affected.

9 CAR § 40-815. Providing information to and gathering information from resource parents.

(a)(1) Resource parents will be considered as team members working with other child welfare professionals for the family.

(2) Complete information, such as a child's health and education records, reasons for entering care, siblings, and probable length of placement, will be provided to resource parents at the time of placement.

(3) Additional information, including, but not limited to, a complete copy of the ~~Child and Adolescent Needs and Strengths (CANS) assessment~~[Safety Assessment and Risk Assessment](#) and complete copy of the [family](#) case plan for each child placed in the home, will be shared promptly with the resource parents.

(4) Resource parents are also allowed to receive a copy of [the](#) substantiated child maltreatment report for the child in their care.

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(b)(1) The child's Social Security number may be given to the resource parents, only if the resource parent must have the number to obtain services, care, or treatment for the child ~~(e.g., to enroll the child in school or to obtain medical treatment when treatment is needed for a child who is not Medicaid eligible).~~

(2) The resource parent must keep the child's Social Security number confidential and use the Social Security number only for allowable purposes.

(c)(1) In addition, currently or previously licensed resource parents may receive records concerning a child who was previously placed in their resource home that are relevant to the period of time in which the child was placed in that resource home and for which the resource parent has a legitimate need as determined by the Division of Children and Family Services.

(2) Examples may include providing the Social Security number of a child previously placed in the resource home for tax filing purposes.

(d)(1) Resource parents to include preadoptive resource parents and relative caregivers have the right to be heard in any proceeding held with respect to a child in their care and will be called as a witness to do so.

(2) Division staff are encouraged to support resource parents in sharing information with the court given that resource parents have a significant amount of knowledge about the child's daily functioning, strengths, and needs.

(e) Resource parents will not be made a party to any such proceeding while reunification remains the court ordered goal or solely on the basis that such persons are entitled to notice and the opportunity to be heard.

9 CAR § 40-816. Division of Children and Family Services contact with children ~~in out-of-home placements~~experiencing foster care.

(a)(1) Regular, quality contact between the Division of Children and Family Services ~~(the division)~~ and a child ~~in an out-of-home placement~~experiencing foster care can be one (1) source of vital constancy for the child.

(2) Consistent contact not only provides some stability in the child's ~~life,~~but life

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but also allows the division to ensure the child's safety and well-being.

(3) As such, the division will have regular visits-face-to-face and other forms of contact with children in out-of-home placements.

(b)(1) The child's ~~Family Service Worker (FSW)~~Social Service Specialist will ~~visit~~ have face-to-face contact with the child in ~~his or her~~their approved out-of-home placement at least weekly during the first month of placement and at least weekly in any new placement thereafter.

(2) ~~Visits~~Division contacts after the first month in care or in a new placement will occur at least monthly in the approved out-of-home placement.

(3) During visits-contacts in the out-of-home placement, the ~~FSW~~Social Service Specialist will engage the age-appropriate child in a private conversation to better assess the quality of care being provided.

(c)(1) In the event the ~~FSW~~Social Service Specialist is unable to conduct these regular visits-contacts in the out-of-home placement, another ~~FSW or the FSW Supervisor~~division staff member may make the visits-contacts in the place of the FSW to ensure the safety and well-being of the child and meet the regular visit-contact requirement.

(2) However, these exceptions will be limited.

(3) While the division support staff (~~e.g., program assistant~~ssuch as Social Service Assistants) may also visit-contact the child in the out-of-home placement to ensure various needs are met, the regular out-of-home placement visit-contact requirement will not be considered met until ~~an FSW or FSW Supervisor~~a Social Service Specialist or Social Service Specialist Supervisor has conducted the regular out-of-home placement visitcontact.

(d)(1) In addition to the visits-contacts in the child's out-of-home placement, the ~~FSW~~Social Service Specialist will maintain weekly contact with the child through forums such as school, parent-child ~~visits~~family time, during transportation to various appointments, ~~family-centered staffings~~family team meetings, court hearings, and ~~or~~ via telephone or programs such as FaceTime ~~and Skype~~.

(2) Additional contact each week with other division staff such as ~~Program~~

Social Service Assistants or division interns or volunteers via telephone, and transports, ~~etc.~~, is appropriate, but will not replace the requirement for the child's FSW-Social Service Specialist to maintain weekly contact with the child.

(e) The purpose of ~~these visits~~routine contacts and other contact will be to:

(1) Provide the child with accurate information about ~~his or her~~their case at an age and developmentally appropriate level;

(2) Answer questions the child may have;

(3) Engage the child and foster-resource parents, as appropriate, in activities geared to accomplish family case plan goals and to ensure the child's needs are being met;

(4) Assess the quality of the care being provided;

(5) Determine and monitor, through conversation and ~~or~~ observation, the child's safety and the extent to which the child's developmental, medical, intellectual, and emotional needs are being met; and

(6) Assess the child's adjustment to the out-of-home placement, foster resource parents, other persons in the home, and school.

~~9-CAR § 40-817. Supervision of children in out-of-home placements.~~

~~—(a) The Family Service Worker will:~~

~~——(1)(A) Regularly inform the child and placement provider when visits will take place (though unannounced visits are allowable when necessary);~~

~~——(B) Keep all scheduled visit appointments or, if unable to do so, inform the child and/or provider about the cancellation and reschedule as soon as possible;~~

~~——(2) Document visits with the child in his or her out-of-home placement on the contact screen with the "Face-to-Face Placement Provider" selected as the type and "Foster Child Weekly/Monthly" selected as the purpose;~~

~~——(3) Document all other forms of contact with the child in CHRIS contact screens;~~

~~——(4) Speak with any PA, secondary FSW, intern, and/or volunteer who has interacted with the child to gather information regarding those interactions and/or~~

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~~review CHRIS contacts entered by other Division of Children and Family Services staff;~~

~~——— (5) Conference with the FSW Supervisor about information collected during regular visits and other contact with the child; and~~

~~——— (6) Update the CANS and/or case plan as appropriate based on visits and other contact with the child.~~

~~——— (b) The Family Service Worker Supervisor will:~~

~~——— (1) Conference with the FSW regarding regular visits and other contact with the child; and~~

~~——— (2) Conduct visits with the child in the out of home placement if needed.~~

~~——— (c) The Program Assistant will:~~

~~——— (1) Share information gathered during their contact with children in out of home placements with the child's FSW and the PA's supervisor; and~~

~~——— (2) Document contacts with children in out of home placements in CHRIS.~~

9 CAR § 40-818. Division contact with ~~biological parents, legal custodians, and legal guardians~~caregivers involved in ~~out of home placement~~permanency cases.

(a) Regular communication and quality interaction between the Division of Children and Family Services and the biological parents, the legal custodian, or legal guardian from whom the child was removed (hereinafter to be referred to only as ~~biological parents~~caregivers) throughout the life of ~~the an out of home services~~permanency case are critical to sustaining ~~parental~~caregiver engagement and providing appropriate support to help the family work toward achieving reunification.

(b)(1) Early engagement with ~~biological parents~~caregivers whose children have been removed from the home is a first step to the overall success of the case.

(2) The family may often view the division's involvement as an unwelcome intrusion.

(3) This perception may result in a wide-~~of~~ range of reactions from the family including, but not limited to:

(A) Defensiveness;

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- (B) Hostility;
- (C) Resistance; and
- (D) Ambivalence.

(4) Nonetheless, the division must examine the underlying cause of the ~~parents' caregiver~~ behavior and try to empathize with the ~~parents caregivers~~ by striving to engage them in the assessment and ~~family~~ case planning process from the beginning of the ~~out-of-home placement~~~~permanency~~ case.

(c)(1) When a ~~Family Service Worker (FSW)~~~~Social Service Specialist~~ is assigned to an ~~out-of-home placement~~~~a permanency~~ case, ~~he or she~~~~he or she~~~~they~~ will conference with the investigator or on-call ~~worker specialist~~ who removed the child from the home within seventy-two (72) hours of case assignment.

(2) The goal of this conference is to gather all pertinent information the investigator may have regarding the family and reasons for removal.

(3)(A) The ~~FSW~~~~Social Service Specialist~~ assigned to the ~~out-of-home placement~~~~permanency~~ -case will use this information, along with other relevant sources to include any past ~~agency division~~ involvement with the family as documented in ~~the CHRIS~~~~division information management system~~, to begin completing the initial ~~Child Adolescent Needs and Strengths (CANS) for the family~~~~family assessment~~ and ~~family~~ case plan.

(B) See 9 CAR § 40-501, family assessments, and 9 CAR § 40-503, services ~~family~~ case plan and related procedures, for more information.

(d)(1) Within five (5) days of the child's entry into the out-of-home placement, the ~~FSW~~~~Social Service Specialist~~ who is primary (~~i.e., that is,~~ the ~~FSW~~~~Social Service Specialist~~ Investigator if not yet assigned to ~~an FSW~~~~a Social Service Specialist~~ Caseworker or the ~~FSW~~~~Social Service Specialist~~ ~~foster care~~~~permanency~~ caseworker if the assignment has been made) will attempt to reach the ~~biological parents~~~~caregivers~~ by phone to schedule the first ~~visit~~~~contact~~ with the ~~biological parents~~~~caregivers~~ in their residence to update the ~~biological parents~~~~caregivers~~ on the status of the case at that point and begin the assessment and ~~family~~ case planning process.

(2) ~~FSWs~~~~Social Service Specialists~~ are encouraged to make this ~~visit~~~~contact~~

as early during the five (5) days following removal as possible.

(3) Scheduled visits-first contacts are preferred, but unannounced visits contacts are acceptable as necessary.

(4) If the parents-caregivers are not at their residence when the FSW-Social Service Specialist attempts the initial visitcontact, the primary FSW-Social Service Specialist will continue to attempt a face-to-face meeting with the biological parents-caregivers as soon as possible by trying to reach the parents-caregivers by phone to schedule a visit-contact and/or-or making unannounced visits to the home.

(e)(1) Following the initial face-to-face visit-contact with the biological parents-caregivers, the FSW-Social Service Specialist will meet with the biological-parent or-parents-caregiver at least weekly in the residence of the biological-parent-or parents-caregiver during the first month the case is opened.

(2) Both announced and unannounced visits-contacts are appropriate depending on the dynamics of a particular case.

(f)(1) After the first month of the open case, the FSW-Social Service Specialist and FSW-Social Service Supervisor will determine whether the frequency of in-home visits contacts with the biological-parents-caregivers will continue to be weekly or be adjusted to biweekly, or, in limited circumstances for cases progressing extremely well, monthly.

(2) During these visitscontacts, the FSW-Social Service Specialist Caseworker will:

(A) Assess parents'-caregivers' progress on family case plan services and goals;

(B) Assess parents'-caregivers' new or developing needs, strengths, and/or risks;

(C) Include parents-caregivers in the ongoing assessment and family case planning process;

(D) Respond to parents'-caregivers' questions and concerns; and

(E) Provide support and guidance to parents-caregivers as needed.

(3) If in-home visits-contacts with the biological-parents-caregivers will be held on a biweekly or monthly basis, the division will also use other forms of communication

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with the family to maintain weekly contact and update them on various aspects of their case and their children's progress as appropriate.

(g) Other forms of communication may include telephone calls, text, and email as well as contact with the family through transports and family-centered staffingsfamily team meetings.

~~9-CAR § 40-819. Caseworker contacts with biological parents.~~

~~— The Family Service Worker will:~~

~~—— (1) Conduct the first face to face visit with the biological parents within five (5) days of the child entering an out of home placement in order to:~~

~~—— (A) Introduce himself or herself, if not already completed;~~

~~—— (B) Ensure the parents understand the reason for removal;~~

~~—— (C) Collect any information critical to their child's health and well being not already given to the FSW Investigator or on call worker at the time of removal including but not limited to:~~

~~—— (i) Child's allergies;~~

~~—— (ii) Child's medications;~~

~~—— (iii) Child's school and/or other educational information;~~

~~—— (iv) Behavioral information regarding the child;~~

~~—— (v) Child's likes and dislikes;~~

~~—— (vi) Support items for the child such as stuffed animals; and~~

~~—— (vii) Names and contact information for potential relative and fictive kin placements.~~

~~—— (D) Begin gathering information about the strengths and needs of the family to assist with the completion of the CANS and case plan;~~

~~—— (2) As part of meeting due diligence in establishing in person contact with the parent or parents complete as many of the following activities necessary in order to complete the first in home visit or any visits thereafter:~~

~~—— (A) Conduct the appropriate Division of County Operations record checks to attempt to obtain a valid address for the parent or parents;~~

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~~_____ (B) Ask the local, county, and state law enforcement agencies to check their records for information that may the parent or parents;~~

~~_____ (C) Ask relatives and friends of the parent or parents to provide information to help locate the parent or parents;~~

~~_____ (D) Contact the local post office, utility companies, and schools to request a check of their records;~~

~~_____ (E) Conduct the Lexis Nexis search to attempt to locate the parent or parents; and~~

~~_____ (F) Utilize CFS 155: Unable to Locate Checklist for additional efforts to locate the parent;~~

~~_____ (3) Document contacts with biological parent or parents in the case contact screen (workload/case/services/contacts) with the purpose of "Family Contact"; and~~

~~_____ (4) Update the CANS and/or case plan as appropriate based on parent visits and other contact.~~

9 CAR § 40-820. Child maltreatment allegations concerning out-of-home placements.

(a) Overview.

(1)(A) All child maltreatment allegations concerning any person in a resource home will be investigated in accordance with Arkansas Code § 12-18-602 of the Child Maltreatment Act, Arkansas Code § 12-18-601 et seq.

(B) As with all children whose interest becomes the concern of the Division of Children and Family Services, the safety and welfare of all children ~~in~~ experiencing foster care will be paramount.

(2)(A) If any child ~~in~~ experiencing foster care is the subject (alleged offender or alleged victim) of an allegation of child maltreatment, the Child Abuse Hotline will notify the appropriate ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services and the Crimes Against Children Division executive staff as well as the ~~Area Director~~ Social Service Area Manager for the ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services service area in which the ~~foster~~

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resource home named in the report is located.

(B) ~~The Division of Children and Family Services Area Director~~ DCFS The Division of Children and Family Services will then ensure that the appropriate ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services staff notify the child's family, the primary and secondary ~~Family Service Worker (FSW)~~ staff for the child, as applicable, the Office of Chief Council attorney, the child's CASA, if applicable, and the child's attorney ad litem.

(C) The attorneys ad litem for any other children placed in the home will be notified as well.

(3) If there is an allegation of child maltreatment in which a child ~~in~~ experiencing foster care is named as the alleged offender, see 9 CAR § 40-313(i), investigation of child maltreatment reports under "Legal representation for child ~~in~~ experiencing foster care named as an alleged offender", for more information.

(4) The Crimes Against Children Division will conduct all child maltreatment investigations (Priority I and II) involving a resource parent or household member of a resource home excluding reports that meet differential response criteria involving a child ~~in-experiencing~~ foster care that allegedly occurred prior to the child entering foster care.

(5)(A) However, when any household member of a resource home, to include resource parents, biological and adopted children of the resource parents, and children ~~in-experiencing~~ foster care placed in the home, is the subject of a child maltreatment allegation, ~~Division of Children and Family Services~~ division Division of Children and Family Services staff will also conduct an individualized evaluation to assess the safety of the child within twenty-four (24) hours of the receipt of the report to determine if the child can safely remain in the home during the course of the investigation.

(B) ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services staff will try to coordinate this ~~visit to~~ contact in the home to assess safety with Crimes Against Children Division staff.

(6)(A) If a safety threat is identified in the resource home, staff will review the ~~Division of Children and Family Services'~~ DCFS Division of Children and Family Services'

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approved safety assessment for resource providers in consultation with a ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services supervisor and make a determination regarding whether the child will be moved to another approved placement or an immediate safety plan can be developed to mitigate the safety threat.

(B) If no safety threat is identified but there are other concerns to be addressed related to the resource home or any household members, a corrective action plan may be put in place to allow the child ~~in-experiencing~~ foster care to remain safely in the resource home.

(C) A corrective action plan is designed to ensure the safety and well-being of the child in the home as long as the concern is not an act or omission rising to the level of a safety threat.

(D) All relevant information will be reviewed to make a decision regarding the implementation of an immediate safety plan or corrective action plan for the resource home.

(E) This includes, but is not limited to:

(i) The characteristics and history of the child ~~in-experiencing~~ foster care;

(ii) Best interest of the child ~~in-experiencing~~ foster care;

(iii) The characteristics and history of the resource parents and their own children (if any);

(iv) The nature of the allegation;

(v) Information collected during the investigation; and

(vi) The services, supports, or monitoring that will be put in place during the investigation.

(7)(A) The appropriate ~~DCFS~~ the Division of Children and Family Services Assistant Director or designee must approve all immediate safety plans and corrective action plans for resource homes prior to ~~Division of Children and Family Services~~ division Division of Children and Family Services staff leaving the home in which the immediate safety plan or corrective action plan will be implemented.

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(B) If the safety and welfare standards of the ~~Division of Children and Family Services~~ Division of Children and Family Services cannot be met and the child cannot safely remain in the home, the child ~~in-experiencing foster~~ care will be moved to another approved placement.

(8)(A) If after the initial safety evaluation conducted by ~~Division of Children and Family Services~~ DCFS Division of Children and Family Services staff it is determined that there are no risk factors or safety threats present, then neither an immediate safety plan nor a corrective action plan is required while the investigation is being completed.

(B) In these situations, the ~~Area Director Social Service Area Manager~~ may approve leaving the child in the home if it is in the best interest of the child.

(C) ~~The Area Director Social Service Area Manager~~ will notify the appropriate DCFS the Division of Children and Family Services Assistant Director or designee when a child is left in a resource home with a pending investigation but for which neither an immediate safety plan nor a corrective action plan was necessary.

(9)(A) While any resource home is being investigated because of a child maltreatment allegation, no additional children ~~in-experiencing~~ foster care may be placed there, regardless of whether an immediate safety plan or corrective action plan was required.

(B) As such, the resource home will be placed on unavailable status in the Division of Children and Family Services' information management system.

~~(b) Actions for unsubstantiated maltreatment reports involving a child in foster care:~~

~~———— (1) If the child maltreatment report is unsubstantiated, consideration will be given to:~~

~~———— (A) Ending the corrective action plan for the foster home, if applicable;~~

~~———— (B) Returning any children who may have been removed from the foster home as a result of the allegation; and~~

~~———— (C) Removing the foster home from unavailable status back to available status in CHRIS.~~

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~~—————(2)(A) All unsubstantiated reports involving foster homes must be reviewed by the Resource Family Review Committee to discuss lifting the corrective action plan, the placement of the child or children involved, and the availability of the foster home.~~

~~—————(B) Even if a child maltreatment report involving a foster home is unsubstantiated, the Division of Children and Family Services retains the right to continue to leave the home on unavailable status or to close the foster home, as appropriate.~~

~~—————(C) Decisions will be made on a case by case basis and will be based on the best interest of the child or children.~~

~~—————(3) The committee meets biweekly but additional meetings may be called on an as needed basis.~~

~~——(c) **Actions for true maltreatment reports involving a child in foster care pending due process.**~~

~~—————(1) If the child maltreatment report is determined to be true, the corrective action plan for the foster home, if applicable, as well as the overall health and safety of the children will be reevaluated immediately but no later than twenty four (24) hours from the time the investigative determination is made if the child or children:~~

~~—————(A) Had remained in the home during the course of the investigation; and~~

~~—————(B) Will continue to remain in the home until due process has been met.~~

~~—————(2) If the child and children were allowed to remain in the home during the course of the investigation (with or without a corrective action plan) and must then be removed from the foster home based upon the true determination while due process is pending, all appropriate parties and stakeholders will be notified of the placement change as outlined in 9 CAR § 40-827, changes in out of home placement, and related procedures.~~

~~—————(3)(A) Regardless of whether the child or children remain in the home with or without a corrective action plan in place or are removed from the home, the foster home will remain on unavailable status until due process has been satisfied and the home's availability status is reassessed at that point in time by local staff.~~

~~—————(B) Local staff will submit a recommendation regarding the foster home's~~

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availability status to the committee.

~~—————(4)(A) A staffing, to include the appropriate Division of Children and Family Services Area Director or Directors or designee or designees will be held within three (3) business days of the true determination so that all parties to the case and any other appropriate stakeholders may have input regarding the corrective action plan, if applicable, and/or the placement of the child or children.~~

~~—————(B) The Area Director or Directors or designee or designees may participate by phone.~~

~~—————(5)(A) If the child or children will be left in a home with a true determination while due process is pending, the Division of Children and Family Services Assistant Director of Field Operations or designee will be notified.~~

~~—————(B) The Division of Children and Family Services Assistant Director of Field Operations or designee will notify the Director of the Division of Children and Family Services of the decision.~~

~~—————(C) The Division of Children and Family Services Assistant Director of Field Operations or designee will inform local staff if any changes to the corrective action plan, if applicable, and/or placement of the child or children are needed.~~

~~——(d) **Actions for true maltreatment reports involving a child in foster care upon satisfaction of due process.**~~

~~—————(1)(A) If the foster home is still open and the child or children still remains in the home, then upon satisfaction of due process, regardless of the result of the administrative hearing (if applicable), the safety and well-being of each child who is in the home will be reassessed at a staffing.~~

~~—————(B) This staffing will include the appropriate Division of Children and Family Services Area Director or Directors or designee or designees held within three (3) business days of the administrative hearing.~~

~~—————(C) The Area Director or Directors may participate by phone.~~

~~—————(2)(A) This staffing will allow all parties to the case and any other appropriate stakeholders to have input regarding the reassessment and the placement of the child or children as applicable.~~

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~~—————(B) Decisions will be made on a case-by-case basis and will ensure the best interest of the child or children.~~

~~—————(C) The recommendation or recommendations from this staffing will be submitted to the Assistant Director of Field Operations for final approval.~~

~~—————(D) The Division of Children and Family Services Assistant Director of Field Operations will then notify the Division of Children and Family Services Director.~~

~~—————(3)(A) If it can be shown that it is in the best interest of any child to remain in the home, an alternative compliance or policy waiver may be requested if needed (due to a true finding that is upheld) to allow the foster home to remain open to care for the child or children.~~

~~—————(B) The Director of the Division of Children and Family Services or designee must approve any alternative compliance or policy waiver needed to allow a foster home to remain open when a true finding is upheld.~~

~~—————(4)(A) For any foster home that has a true finding upheld at the administrative hearing, that home will remain on unavailable status if the child or children involved in the report are allowed to remain in the home because it is in the child or children's best interest to do so.~~

~~—————(B) The foster home will then be closed once the child or children who was or were allowed to stay in the home due to it being in the child's or children's best interest, exits foster care or otherwise achieves permanency.~~

~~—————(5)(A) For foster homes that remain open following a true determination that the foster family either chose not to appeal or had a true determination overturned, that foster home will be reevaluated by the FSW Resource Worker with input from the FSW Caseworker, FSW Casework Supervisor, Resource Worker Supervisor, and County Supervisor.~~

~~—————(B) The reevaluation will also determine what may be necessary (e.g., additional training, revisions to the characteristics of children allowed to be placed in the home, etc.) to ensure the health and safety of any and all children placed in the home.~~

~~—————(6)(A) Based on the results of the reevaluation, if the recommendation is to~~

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~~place the foster home back on available status, that request will be submitted to the committee.~~

~~—————(B) The recommendation will also include what may be necessary (e.g., additional training, revisions to the characteristics of children allowed to be placed in the home, etc.) to ensure the health and safety of any and all children placed in the home.~~

~~—————(7) The Division of Children and Family Services retains the right to continue to leave the foster home on unavailable status or to close the foster home, as appropriate.~~

~~—————(8)(A) If the foster home had been closed at some point during the process and requests to reopen due to a determination being overturned on appeal, the FSW Resource Worker will collaborate with other applicable local staff to determine if local staff members think it is an appropriate request for the home to be reopened.~~

~~—————(B) If local staff decide to pursue reopening a foster home, a request will be submitted to the committee.~~

~~—————(9) After the completion of an investigation (once due process is satisfied) involving a foster home in which a child in foster care is the alleged victim or the alleged offender, the child's Child and Adolescent Needs and Strengths (CANS) assessment will be updated.~~

~~—————9 CAR § 40-821. Initial report response.~~

~~—————(a) When any initial report of child maltreatment is made and concerns any person in a resource home, the Crimes Against Children Division investigator will begin an investigation within twenty four (24) hours for Priority I allegations or within seventy-two (72) hours for Priority II allegations.~~

~~—————(b) The assigned Division of Children and Family Services staff will then:~~

~~—————(1)(A) Within twenty four (24) hours, assess the safety and risk of the child victim and any other children in the resource home and determine if the child or children in care can remain in the home with the implementation of a corrective action plan for the resource home on an individual, case by case basis.~~

~~—————(B) This includes determining the placement structure that best meets all~~

~~the needs of the children and all members of the resource home.~~

~~_____ (C) For example:~~

~~_____ (i) The alleged victim child in care may be removed from the home;~~

~~_____ (ii) The alleged offender child may be removed from the home; or~~

~~_____ (iii) Any of the children in care who are neither an alleged offender nor an alleged victim may be removed or remain in the home based on an individual, case by case determination of what is in their best interest and welfare;~~

~~_____ (2) If a corrective action plan for the resource home is implemented:~~

~~_____ (A) Develop the corrective action plan for the resource home with the resource parents and child or children in the home, as age and developmentally appropriate, review it, and answer any questions the participants may have;~~

~~_____ (B) Utilizing the appropriate chain of command, notify the appropriate Assistant Director or designee of the corrective action plan via phone prior to leaving the home; and~~

~~_____ (C) If the corrective action plan is approved by the appropriate Assistant Director or designee:~~

~~_____ (i) Leave a copy of the corrective action plan with the resource parents;~~

~~_____ (ii) File the corrective action plan for the resource home in the provider record;~~

~~_____ (iii) Document the corrective action plan for the resource home and reasons behind the implementation of the plan in contacts in the Division of Children and Family Services' information management system;~~

~~_____ (iv) Inform other parties to the case of the corrective action plan for the resource home immediately but no later than the next business day via email or text; and~~

~~_____ (v)(a) Visit the home at least weekly to meet with the children and resource parents while the corrective action plan for the resource home is in place.~~

~~_____ (b) During the home visit, meet individually with resource parents and children in care, if age appropriate, to assess the corrective action plan for~~

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the resource home, the continued well-being of the children, and to determine any adjustments that may need to be made;

_____ (3) If the child or children must be removed, which includes removal because the appropriate Assistant Director or designee does not approve the corrective action plan by phone, refer to 9 CAR § 40-827, changes to out-of-home placement, and related procedures regarding notifications of the placement move;

_____ (4) Provide a briefing of the safety assessment within twenty-four (24) hours of conducting the safety assessment by emailing the completed CFS-329: Child in Foster Care Maltreatment Disclosure Case Briefing Summary to the division Assistant Director of Field Operations or designee, the Assistant Director of Prevention and Reunification, and the Child Protective Services (CPS) Manager;

_____ (5)(A) Notify immediately, but no later than five (5) business days, the child's or children's custodial/noncustodial parent's or parents' attorney ad litem and Office of Chief Counsel attorney whenever the child is the victim or offender named in an allegation of child maltreatment.

_____ (B) Notify via email, text, and/or with the following forms:

_____ (i) CFS-204-A: Notice of Child Maltreatment Allegation to Legal Parent(s), Legal Guardian(s) and Current Resource Parent(s) of Alleged Offender in Foster Care;

_____ (ii) CFS-205-A: Notice of Child Maltreatment Allegation to Legal Parent(s), Legal Guardian(s), and Current Resource Parent(s) of Alleged Victim(s) in Foster Care;

_____ (iii) CFS-208-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem and CASA of Alleged Offender; and

_____ (iv) CFS-206-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim(s); and

_____ (6) Notify attorneys ad litem for all children placed in the same out-of-home placement but not named as victims in the report via email, text, or the CFS-209-A: Notice of Child Maltreatment Allegation to AAL or CASA of Child in Resource Home

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~~Where Maltreatment Is Reported or Where an Alleged Juvenile Offender or Underaged Juvenile Offender is Placed immediately, but no later than five (5) business days:~~

~~—— (c) The Area Director or designee will:~~

~~—— (1) Ensure the appropriate division field staff are notified (examples include, but are not limited to, notifying County Supervisor or Supervisors, FSW Unit Supervisor or Supervisors, and primary and secondary FSWs for the child or children) of the allegation so that these staff can then notify the child's or children's family, the Office of Chief Counsel attorney, the child's or children's CASA, if applicable, and the child's or children's attorney or attorneys ad litem of the allegation;~~

~~—— (2) Notify the Resource Worker and Resource Worker Supervisor of the maltreatment allegation so that the Resource Worker may place the home on unavailable status in the Division of Children and Family Services' information management system; and~~

~~—— (3) Conference with FSW Supervisor as needed.~~

~~—— (d) The FSW Supervisor will:~~

~~—— (1) Conference with the FSW as needed; and~~

~~—— (2) Notify the Area Director of the initial response outcomes.~~

~~—— (e) The Resource Worker will:~~

~~—— (1) At the direction of the Area Director or designee, classify the home under investigation as "unavailable" in the Division of Children and Family Services' information management system immediately but no later than the next business day, so that no additional children may be placed in that home until the resolution of the investigation; and~~

~~—— (2) Assist with the monitoring of the corrective action plan for the resource home as appropriate.~~

~~—— (f) The Assistant Director of Field Operations or designee will:~~

~~—— (1) Notify the Director of the Division of Children and Family Services when a child is left in a resource home in which a member of the resource household has been named as an alleged offender and a corrective action plan has been implemented to allow the child to stay in the home in order to ensure the child's best interest;~~

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~~———— (2) Review the CFS 329: Child in Foster Care Maltreatment Disclosure Case Briefing Summary;~~

~~———— (3) Conference with field staff as necessary; and~~

~~———— (4) Share the CFS 329: Child in Foster Care Maltreatment Disclosure Case Briefing Summary with the Assistant Director of Placement Supports and Community Outreach and the Foster Care Manager as appropriate.~~

~~———— **9 CAR § 40-822. Response to unsubstantiated findings.**~~

~~———— (a) If the child maltreatment allegation is unsubstantiated, the FSW Resource Worker will:~~

~~———— (1) Collaborate with the FSW Investigator and the child's or children's FSW Caseworker to write a request to the Resource Family Review Committee regarding how to proceed with the resource home;~~

~~———— (2)(A) Submit a request to the committee within one (1) week of the determination.~~

~~———— (B) The request will include the FSW Resource Worker's recommendation regarding:~~

~~———— (i) Ending the corrective action plan for the resource home, if applicable;~~

~~———— (ii) The placement arrangements for the child or children (such as returning any children who may have been removed from the resource home as a result of the allegation);~~

~~———— (iii) Whether the resource home will be left on unavailable status or be returned to available status; and~~

~~———— (iv) Whether any other actions are required;~~

~~———— (3)(A) Participate in the committee meeting upon request.~~

~~———— (B) Phone participation in the committee meeting is acceptable; and~~

~~———— (4) Update the status of the resource home in the Division of Children and Family Services' information management system as needed as well as in the contacts screen as necessary.~~

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- ~~—(b) The Resource Worker Supervisor will:~~
 - ~~—(1) Conference with the FSW Resource Worker as needed;~~
 - ~~—(2)(A) Participate in the committee meeting upon request.~~
 - ~~—(B) Phone participation in the committee meeting is acceptable; and~~
 - ~~—(3) Update the Area Director as needed.~~
- ~~—(c) The FSW Investigator will:~~
 - ~~—(1) Collaborate with the FSW Resource Worker and the child's or children's FSW Caseworker to write a request to the committee regarding how to proceed with the resource home; and~~
 - ~~—(2)(A) Participate in the committee meeting upon request.~~
 - ~~—(B) Phone participation in the committee meeting is acceptable.~~
- ~~—(d) The FSW Caseworker for the child or children will:~~
 - ~~—(1) Collaborate with the FSW Resource Worker and the FSW Investigator to write a request to the committee regarding how to proceed with the resource home;~~
 - ~~—(2)(A) Participate in the committee meeting upon request.~~
 - ~~—(B) Phone participation in the committee meeting is acceptable; and~~
 - ~~—(3) Update the child's or children's strength and needs assessment following the implementation of the committee's decision.~~
- ~~—(e) The FSW Supervisor or Supervisors will:~~
 - ~~—(1) Conference with the FSW Investigator and FSW Caseworker as needed; and~~
 - ~~—(2)(A) Participate in the committee meeting upon request.~~
 - ~~—(B) Phone participation in the committee meeting is acceptable.~~
- ~~—(f)(1) The Area Director or designee will participate in the committee meeting upon request.~~
 - ~~—(2) Phone participation in the committee meeting is acceptable.~~
- ~~—(g) The committee will:~~
 - ~~—(1) Review the request from the FSW Resource Worker and determine the appropriate action or actions that may include, but are not limited to:~~
 - ~~—(A) Ending the corrective action plan for the resource home, if applicable;~~

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~~—————(B) Revising the placement arrangements for the child or children (examples include, but are not limited to, returning any children who may have been removed from the resource home as a result of the allegation);~~

~~—————(C) Determining whether the resource home will be left on unavailable status or be returned to available status; and~~

~~—————(D) Determining whether any other actions are required;~~

~~—————(2) Notify the FSW Resource Worker who submitted the request of the committee's decision in writing within one (1) business day; and~~

~~—————(3) Document the recommendation in the provider screen in the division's information management system.~~

~~—————**9 CAR § 40-823. Response to true determination pending due process.**~~

~~—————(a) If the child maltreatment allegation is determined to be true, the FSW Caseworker will:~~

~~—————(1) Reassess the corrective action plan for the resource home, if applicable, in collaboration with the FSW Resource Worker and FSW Investigator;~~

~~—————(2)(A) Remove any or all of the children from the home, determined on a case by case basis in consultation with the FSW Supervisor, if necessary, to ensure their safety and well-being.~~

~~—————(B) If the child or children must be removed, refer to 9 CAR § 40-827, changes to out of home placement, and related procedures regarding notifications of the placement move;~~

~~—————(3) Hold a staffing within three (3) business days of the determination with the FSW Supervisor, FSW Resource Worker, and, if needed, the FSW Investigator to decide if the corrective action plan for the resource home, if applicable, needs to be revised and/or if changes to the child's or children's placement are needed until due process for the resource parents has been met;~~

~~—————(4) Update contacts in the Division of Children and Family Services' information management system as necessary; and~~

~~—————(5) Update the FSW Resource Worker and Resource Worker Supervisor as~~

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necessary.

~~—(b) The FSW Resource Worker will update the availability of the resource home and contacts in the division's information management system as applicable.~~

~~—(c) The Area Director or designee will:~~

~~—(1) Participate in the staffing upon request to determine if the corrective action plan for the resource home, if applicable, needs to be revised or if changes to the child's or children's placement are needed until due process for the resource parents has been met; and~~

~~—(2) Notify the Assistant Director of Field Operations or designee if the child or children will remain in a resource home with a true determination while due process is pending.~~

~~—(d) The Assistant Director of Field Operations or designee will notify the Director of the Division of Children and Family Services if the child or children will remain in a resource home with a true determination while due process is pending.~~

~~**—9 CAR § 40-824. Response to true determination overturned on administrative appeal when the resource home is still open.**~~

~~—(a) The FSW Caseworker will:~~

~~—(1)(A) Arrange and hold a staffing with the FSW Supervisor, Resource Worker, and Resource Worker Supervisor within three (3) business days of the administrative hearing to determine on a case by case basis if it is in the best interest of the children to remain in or return to that resource home, as applicable.~~

~~—(B) If the results of the staffing determine that it is appropriate to allow the children involved in the allegation to remain in or return to the home, reassess the corrective action plan, if applicable, for the resource home, and adjust accordingly if necessary.~~

~~—(C)(i) If the staffing determines that any children still in the resource home must be removed, remove the children from the home.~~

~~—(ii) If the child or children must be removed, refer to 9 CAR § 40-827, changes to out of home placement, and related procedures regarding notifications of~~

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the placement move;

~~———— (2) Conference with the FSW Supervisor, Resource Worker, and Resource Worker Supervisor regarding the recommendation as to whether the resource home will be left on unavailable status or returned to available status and if any other actions are required; and~~

~~———— (3) Update contacts in the Division of Children and Family Services' information management system as necessary.~~

~~———— (b) The Area Director or designee will:~~

~~———— (1) Participate in the staffing upon request regarding the placement of the children;~~

~~———— (2) Submit the recommendation developed during the staffing regarding the placement of the children to the Assistant Director of Field Operations or designee for final approval; and~~

~~———— (3) Conference with the FSW Supervisor and Resource Worker Supervisor regarding the recommendation as to whether the resource home will be left on unavailable status or returned to available status and if any other actions are required.~~

~~———— (c) The Resource Worker will:~~

~~———— (1) Take lead on the reevaluation of the resource home if it is still open;~~

~~———— (2) Conference with the FSW, FSW Supervisor, and Resource Worker Supervisor regarding the recommendation as to whether the resource home will be left on unavailable status or returned to available status and if any other actions are required;~~

~~———— (3) Submit the recommendation, if applicable, to place the resource home back on available status to the Resource Family Review Committee;~~

~~———— (4) Based on the response from the committee, update the status of the resource home in the division's information management system, if applicable, or close the resource home in the division's information management system, if applicable;~~

~~———— (5) Complete CFS 475-F: True Reports of Child Maltreatment Against Resource Family Members and file it in the provider record;~~

~~———— (6) Complete CFS 475-G: Checklist for Resource Home Closure and other~~

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~~required steps to close a resource home, if applicable; and~~

~~———— (7) Update contacts in the division's information management system as necessary.~~

~~———— (d) The Assistant Director of Field Operations or designee will notify the Director of the Division of Children and Family Services or designee of the decision regarding placement of the children and availability status of the resource home.~~

~~———— (e) The committee will:~~

~~———— (1) Review the recommendation from the FSW Resource Worker as to whether the resource home will be left on unavailable status or returned to available status and if any other actions are required; and~~

~~———— (2) Notify the FSW Resource Worker who submitted the request of the committee's decision in writing within one (1) business day.~~

~~**———— 9 CAR § 40-825. Response to true finding overturned on administrative appeal when the foster home has previously been closed.**~~

~~———— (a)(1) If the resource home has been closed and requests the Division of Children and Family Services to reopen the home, the FSW Resource Worker will arrange and hold a staffing within three (3) business days of the administrative hearing to determine on a case by case basis if the local staff believe it is appropriate to pursue reopening the resource home.~~

~~———— (2) If local staff believe it is appropriate to pursue reopening the resource home, collaborate with other local staff, as appropriate, to write a request to the Resource Family Review Committee to consider reopening the resource home and submit the request to the committee.~~

~~———— (3) If local staff believe it is not appropriate to pursue reopening the resource home, inform the family of the decision.~~

~~———— (4) The following staff shall participate in this staffing:~~

~~———— (A)(i) Resource Worker Supervisor.~~

~~———— (ii) The Resource Worker Supervisor will update the Area Director regarding the decision if the Area Director did not participate in the staffing;~~

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- ~~_____ (B) FSW Investigator;~~
- ~~_____ (C) FSW Caseworker; and~~
- ~~_____ (D) Area Director or designee on a case by case basis and upon request.~~

~~_____ (b) The committee will:~~

~~_____ (1) Review the request from the FSW Resource Worker and determine if it is appropriate to reopen the home and, if so, under what conditions (examples include, but are not limited to, once additional training has been completed or with certain restrictions on characteristics of children that can be placed in the home); and~~

~~_____ (2) Notify the FSW Resource Worker who submitted the request of the committee's decision in writing within one (1) business day.~~

~~_____ **9 CAR § 40-826. Response to true determination upheld on administrative appeal.**~~

~~_____ (a)(1) If the true determination is upheld by the administrative hearing, the resource home may remain open for any of the children currently placed in the home if it can be shown that it is in the best interest of the child or children to remain in the home.~~

~~_____ (2) This will be done on an individual basis for each child.~~

~~_____ (b) The FSW will:~~

~~_____ (1)(A) Arrange and hold a staffing with the FSW Supervisor, Resource Worker, and Resource Worker Supervisor within two (2) business days of the administrative hearing to determine on a case by case basis if it is in the best interest of the child or children to remain in that resource home, if applicable.~~

~~_____ (B) If the results of the staffing determine that it is appropriate to allow the child or children involved in the allegation to remain in the home, reassess the corrective action plan for the resource home and adjust accordingly if necessary.~~

~~_____ (C)(i) If the staffing determines that any child or children still in the resource home must be removed, remove the child or children from the home.~~

~~_____ (ii) If the child or children must be removed, refer to 9 CAR § 40-827, changes to out of home placement, and related procedures regarding notifications of~~

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the placement move.

~~————— (iii) Staff are highly encouraged to update the child's strengths and needs assessment during this staffing or once the child or children moves into a new placement, if applicable;~~

~~————— (2) Conference with the FSW Supervisor, Resource Worker, and Resource Worker Supervisor regarding at what point the resource home will be closed;~~

~~————— (3) Provide the Resource Worker with any needed or requested information for an alternative compliance or policy waiver request, if applicable;~~

~~————— (4) Update contacts in the Division of Children and Family Services' information management system as needed; and~~

~~————— (5) If at any point the policy waiver or alternative compliance request is denied:~~

~~————— (A) Conference with the FSW Supervisor;~~

~~————— (B) Remove the child or children in care from the resource home; and~~

~~————— (C) Refer to 9 CAR § 40-827, changes to out-of-home placement, and related procedures regarding notifications of the placement move.~~

~~—— (c) The Area Director or designee will:~~

~~————— (1) Participate upon request in the staffing to determine on a case-by-case basis if it is in the best interest of the children to remain in that resource home, if applicable;~~

~~————— (2) Submit the recommendation from the staffing to the Assistant Director of Field Operations or designee for final approval;~~

~~————— (3) Review any received policy waiver or alternative compliance request or requests and supporting materials for resource homes for which a true finding has been upheld and the child or children will remain in that home due to it being in the best interest of the child or children;~~

~~————— (4) Grant or deny approval for policy waiver or alternative compliance request or requests as appropriate; and~~

~~————— (5) If approved, forward the request or requests to the Director of the Division of Children and Family Services or designee for approval.~~

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~~—(d) The Resource Worker will:~~

~~—(1) Complete any necessary documents for requesting that the resource home be granted an alternative compliance or policy waiver (see Appendix F: Alternative Compliance and Policy Waiver Protocol for more information), if needed, to allow the resource home to remain open for the child or children involved in the report because it is in their best interest to remain in that home;~~

~~—(2) Complete CFS 475 F: True Reports of Child Maltreatment Against Resource Family Members and file it in the provider record;~~

~~—(3) Forward all applicable case information for the alternative compliance or policy waiver request, including investigative outcomes, strengths and needs assessment, and the corrective action plan for the resource home, to the Resource Worker Supervisor for review;~~

~~—(4)(A) Inform the FSW and FSW Supervisor of the outcome of the alternative compliance and/or policy waiver request.~~

~~—(B)(i) Close any resource home that is denied a policy waiver or alternative compliance approval at any point during the request review and document in the division's information management system that the home is closed.~~

~~—(ii) Provide the reason for closure in the division's information management system.~~

~~—(C) Update contacts in the division's information management system regarding the results of any alternative compliance or policy waiver request and as otherwise necessary; and~~

~~—(5)(A) Complete CFS 475 G: Checklist for Resource Home Closure, as applicable, and file the form in the provider record.~~

~~—(B) Complete all other required steps to close a resource home.~~

~~—(e) The Resource Worker Supervisor will:~~

~~—(1) Review any alternative compliance or policy waiver requests and supporting documentation, if applicable; and~~

~~—(2) Forward any alternative compliance or policy waiver requests and supporting documentation, if applicable, to the Area Director.~~

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~~—(f) The Assistant Director of Field Operations will notify the Director of the Division of Children and Family Services or designee of the decision regarding placement of the children and availability status of the resource home.~~

~~—(g) The Director of the Division of Children and Family Services or designee will:~~

~~——(1) Review any received policy waiver or alternative compliance request or requests and supporting materials;~~

~~——(2) Grant or deny approval for policy waiver or alternative compliance request or requests as appropriate; and~~

~~——(3) If approved, forward any alternative compliance request or requests to the Placement and Residential Licensing Unit (PRLU) Administrator and staff.~~

~~—(h) The Placement and Residential Licensing Unit (PRLU) Administrator or designee will:~~

~~——(1) Review the request for an alternative compliance; and~~

~~——(2) Place the request on the agenda of the next scheduled meeting of the Child Welfare Agency Review Board.~~

9 CAR § 40-827. Changes in out-of-home placement.

(a)(1) The Division of Children and Family Services recognizes that stable placements for children in ~~Department of Human Services~~division the Division of Children and Family Services custody result in a lesser amount of trauma to and better long-term outcomes for children who must ~~come into~~experience foster care.

(2) Family preservation services or formal respite services shall be utilized if necessary to address issues in the out-of-home placement in order to prevent disruption.

(3) Notice will be provided as outlined below whenever a child:

(A) Has a change in out-of-home placement excluding normal age-appropriate activities;

(B) Stays with a foster-resource family support system; or

(C) Has informal respite stays.

(b) Foster-Resource parent request for placement change.

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(1)(A) When foster-resource parents request a child in-experiencing foster care be removed from their home, excluding an emergency that places the child or a family member at risk of harm, the foster-resource parents must attend a staffing-family team meeting within forty-eight (48) hours of the request to discuss what services or assistance may be needed to stabilize the placement.

(B) This staffing-family team meeting does not impact other required staffings-family team meetings and should only be conducted to help stabilize the placement and/or planning for the child's placement.

(2)(A) The child in-experiencing foster care, the child's attorney ad litem, and a CASA, if appointed to the case, shall be notified so they can attend and participate in the staffing-family team meeting and planning for the child's placement.

(B) Other participants may be invited to the staffing-family team meeting as appropriate (e.g., including but not limited to the child's therapist, or teacher, etc.).

(3)(A) If the placement cannot be stabilized as a result of the staffingfamily team meeting, then the foster-resource parents will continue to provide for the child in-experiencing foster care until an appropriate alternative placement is located, but this shall not be longer than five (5) business days from the day the staffing-family team meeting was held.

(B) Written notifications of any placement changes will be provided to all required parties as described below.

(c) Nonemergency placement changes.

(1)(A) Nonemergency placement changes include a planned transfer to another foster-resource home or residential setting that better meets the child's needs, a trial home placement, and a return to the parent/legal-custodiancaregiver when a child exits care.

(B) Changes in placement shall be made only after notification to the:

- (i) Age-appropriate child;
- (ii) Foster-Resource parent;
- (iii) Court;
- (iv) Office of Chief Counsel attorney;

(v) Attorney ad litem; and

(vi) Child's ~~birth parents~~caregivers.

(C)(i) Notices shall be sent in writing two (2) weeks prior to the proposed change.

(ii) The notice shall:

(a) Specify reasons for the proposed change;

(b) Provide to the attorney ad litem the address of the proposed new out-of-home placement; and

(c) Provide to the child the name and telephone number of the attorney ad litem.

(2) Exceptions to the advance notice requirement will be made if the:

(A) ~~Health or welfare~~Immediate safety of the child would be endangered by delaying a change in placement (including court-ordered placements; see below for information regarding emergency placement changes); or

(B) Child is placed in a placement intended to be temporary until a stable placement can be located for the child.

(3)(A) The age-appropriate child will be notified of the right to:

(i) Appeal the change; and

(ii) Request assistance from the attorney ad litem.

(B) Preplacement visits shall be conducted when possible before a change in placement.

(4)(A) If a placement change is occurring because the child is exiting foster care, then as with all closures of ~~out-of-home placement~~permanency cases, ~~discharge planning~~an aftercare plan must be conducted to ensure the ~~health and~~continuing safety of the child at case closure.

(B) The ~~health and safety assessment and risk assessment are tools~~risk reassessment tool is to be used in determining case closure.

(C) ~~Discharge planning~~An aftercare plan must be ~~done~~created at the ~~staffing~~family team meeting to close the case.

(5)(A) Minimum licensing standards require that a discharge summary

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(aftercare plan) be completed on each child and a copy given to the child's parents caregivers if the Division of Children and Family Services ~~division~~ Division of Children and Family Services has not been granted termination of parental right by the court.

(B) A copy of the discharge summaryaftercare plan must become a part of the child's case file.

(d) Emergency placement changes.

(1)(A) Within twenty-four (24) hours of the emergency change in placement, the department ~~division~~ the Division of Children and Family Services shall notify the birth parent or parentscaregivers, the Office of Chief Counsel attorney, and the child's attorney ad litem of the change.

(B) Within seventy-two (72) hours of the emergency change in placement, the department ~~division~~ Division of Children and Family Services shall provide written notice to the Office of Chief Counsel attorney and attorney ad litem with the:

(i) Name and address of the new out-of-home placement provider;
and

(ii) Specific reasons justifying the change of placement without advance notice.

(2)(A) If an agent, employee, or contractor of the department ~~division~~ Division of Children and Family Services fails to comply with the emergency notice of change in placement requirements, then an action for violation of the requirement may be filed by any party to the action against the person who failed to comply with the requirement.

(B) The court will determine the assessment of punishment with the most probable punishment being cited as contempt of court.

(C) In addition, if the court finds the agent, employee, or contractor of the department ~~division~~ Division of Children and Family Services failed to comply with the requirement, then the court may order the department ~~division~~ Division of Children and Family Services or the agent, employee, or contractor to pay all of the costs of the proceedings brought under this requirement.

(e) Notification of placement changes to the Division of Children and Family Services Eligibility Unit.

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(1) The Division of Children and Family Services Eligibility Unit will be notified automatically via [CHRIS the division information management system](#) when placement changes that are entered into CHRIS affect the child's Medicaid eligibility.

(2) This includes when the child moves to an out-of-state placement, is placed in a Division of Youth Services facility or juvenile detention center, is on runaway status, is on a trial home visit, returns home, is adopted, or otherwise exits foster care.

(3) The child's Medicaid case will close the date the child's [foster care permanency](#) case is closed.

~~9 CAR § 40-828. Foster parent request for placement change.~~

~~(a) If a request for removal is made by the foster parent, the Family Service Worker will:~~

~~(1)(A) Remove the child immediately without holding a staffing if the request for removal from the foster parent meets the definition for "imminent harm."~~

~~(B) Imminent harm is defined as an emergency that places the child or a family member at risk of harm;~~

~~(2) Prepare for a staffing to be held within forty-eight (48) hours of notification of a request for removal from the foster parent and immediately notify the Office of Chief Counsel attorney, attorney ad litem, CASA, and the child in foster care (if age appropriate) of the staffing:~~

~~(A) Date;~~

~~(B) Time; and~~

~~(C) Location;~~

~~(3) If appropriate, request by phone, fax, or email that a licensed mental health professional or private mental health provider attend, or otherwise participate, in the staffing;~~

~~(4)(A) Hold a staffing within forty-eight (48) hours of notification of a request for removal from the foster parent.~~

~~(B) If the request is made on the weekend or a holiday, the staffing must be held by the close of business of the next working day;~~

~~(5) Make an appropriate alternative placement within five (5) business days from the date of the staffing, if the placement cannot be stabilized; and~~

~~(6) See 9 CAR §§ 40-822 and 40-823, as applicable, for information regarding providing written notices of placement changes to appropriate parties.~~

—(b) The Family Service Worker Supervisor will conference with FSW as necessary regarding change in placement.

~~9 CAR § 40-829. Nonemergency changes in out-of-home placement.~~

—(a) The Family Service Worker will:

—(1) Conference with supervisor as necessary regarding change in placement;

—(2) Provide written notice to the child's birth parent or parents at least two (2) weeks prior to any placement changes via the completed CFS-300: Parent Notification of Change in Placement;

—(3) Provide written notice to the child (if age appropriate), the foster parents, the child's attorney ad litem, the child's Office of Chief Counsel attorney, and the court at least two (2) weeks prior to any placement changes via the completed CFS-300-A: Attorney Ad Litem/CASA, and Child Notification of Change in Placement;

—(4) Place copies of the completed CFS-300: Parent Notification of Change in Placement and CFS-300-A: Attorney Ad Litem/CASA Notification of Change in Placement in the child's record;

—(5)(A) Select the out-of-home placement that best fits the needs of the child.

—(B)(i) A child who has been identified as an exempted from finding underaged juvenile offender or sexual offender must not be placed in a foster home with other children, unless the child's therapist provides written notification that the child is no longer a danger to other children.

—(ii) Place any written notifications from the child's therapist in the child's hard copy file.

—(C)(i) If the recommended placement is a facility, the facility must receive information regarding the allegations.

—(ii) Document in the recommended placement screen in CHRIS that facility received information regarding allegations for a child with an exempted from finding underaged juvenile offender or sexual offender;

—(6) Arrange for a preplacement visit;

—(7) Provide new address to attorney ad litem;

—(8) Inform age-appropriate child of the right to appeal a change in placement;

—(9) Update child placement information in CHRIS (updating the placement information will open a response window to notify the Eligibility Unit of the placement change); and

—(10) Document submission of the CFS-300: Parent Notification of Change in Placement and CFS-300-A: Attorney Ad Litem/CASA Notification of Change in Placement in the CHRIS document

tracking screen.

~~—(b) The Family Service Worker Supervisor will conference with FSW as necessary regarding change in placement.~~

~~—9 CAR § 40-830. Emergency changes in out of home placement.~~

~~—(a) The Family Service Worker will:~~

~~—(1) Notify the FSW supervisor immediately of the emergency placement change;~~

~~—(2)(A) Notify the child's birth parent or parents, Office of Chief Counsel attorney, and attorney ad litem by phone or in person within twenty-four (24) hours of the emergency placement change.~~

~~—(B) If the whereabouts of the parent are unknown, reasonable diligence to locate the parents must be made and documented;~~

~~—(3) Provide the attorney ad litem with the name, address, and telephone number of the new foster home or placement provider within twenty-four (24) hours of the emergency placement change;~~

~~—(4) Provide written notice to the child's birth parent or parents within seventy-two (72) hours of the emergency placement change via the completed CFS-300: Parent Notification of Change in Placement;~~

~~—(5) Provide written notice within seventy-two (72) hours of the emergency placement change to the attorney ad litem via the completed CFS-300-A: Attorney Ad Litem/CASA, and Child Notification of Change in Placement;~~

~~—(6) Place a copy of the completed CFS-300-A: Attorney Ad Litem/CASA Notification of Change in Placement in the child's record;~~

~~—(7)(A) Update child placement information in CHRIS.~~

~~—(B) Updating the placement information will open a response window to notify the Eligibility Unit of the placement change; and~~

~~—(8) Document submission of the CFS-300: Parent Notification of Change in Placement and CFS-300-A: Attorney Ad Litem/CASA Notification of Change in Placement in the CHRIS document tracking screen.~~

~~—(b) The Family Service Worker Supervisor will conference with the FSW as necessary regarding change in placement.~~

9 CAR § 40-831. Financial support to resource parents.

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(a) The Division of Children and Family Services provides foster care maintenance payments for a child in-experiencing foster care, to help defray the costs of providing:

- (1) Food;
- (2) Shelter;
- (3) Clothing;
- (4) Daily supervision;
- (5) Standard school supplies;
- (6) A child's personal incidentals;
- (7) A reasonable monthly allowance to the child depending on the child's age and other factors;
- (8) Liability insurance with respect to the child; and
- (9) Reasonable travel to the child's daycare, school, or extracurricular activities.

(b)(1) The foster care maintenance payment is more frequently referred to as a monthly board payment.

(2) The monthly board payment is:

(A) For the period:

- (i) Starting on the first of the month; and
- (ii) Ending the last day of the month; and

(B) Paid by the fifteenth of the subsequent month.

(3) If a child is absent from the resource home for hospitalization or a trial placement for ten (10) days or less and is to return to that resource home, no change of status in the division's information management system is necessary.

(4) However, the child's Family Service Worker (FSW) Social Service Specialist must always be advised of an absence from the home.

(5) The agency pays according to the number of nights a child is in the resource home.

(6) Payment for stays of less than twenty-four (24) hours will be based upon a daily rate determined by the division.

(7) If a child is in the home for part of a month, a partial board payment will

be made.

(c)(1) Resource parents may choose to have their board payment directly deposited into their checking account or issued as a paper warrant and mailed to the resource home.

(2) The division strongly encourages the use of direct deposit to prevent payment delays when a warrant is lost in the mail or misplaced.

(d)(1) For children who are Title IV-E eligible and placed in a Title IV-E reimbursable ~~foster care placement~~resource home, Title IV-E funds the board payment.

(2) For children who are either not Title IV-E eligible or who are placed in a non-Title IV-E reimbursable ~~foster care placement~~resource home, other appropriate funding streams fund the board payment.

(e) **Standard board rate.**

(1) ~~(A)~~ The division shall pay resource parents a standard monthly board rate ~~according to the chart below.~~

~~_____ (B) These rates are effective for board payments beginning August, 2023, and continuing thereafter.~~

(2) The division shall review the amount of payment made for foster care maintenance every five (5) years to ensure continued appropriateness.

Birth through 5 years	~~\$451.00 Monthly~~
Board and Care	~~381.00~~
Clothing	~~50.00~~
Personal Needs	~~20.00~~
6 through 11 years	~~\$484.00 Monthly~~
Board and Care	~~397.00~~
Clothing	~~57.00~~
School and Personal Needs	~~30.00~~
12 through 14 years	~~\$517.00 Monthly~~
Board and Care	~~410.00~~

Clothing	67.00
School and Personal Needs	40.00
15 through 17 years	\$550.00 Monthly
Board and Care	425.00
Clothing	80.00
School and Personal Needs	45.00

(f) Special board rate.

(1)(A) When resource parents are caring for a child with special needs and the child's needs cannot be met with the standard board payment, the division may provide the resource parents with a board payment that exceeds the standard board rates ~~listed above.~~

(B) This is referred to as a special board rate.

(2) Increased special board rates.

(A)(i) The amount of higher special board rates will be based on:

(a) The nature and extent of the child's special needs; and

(b) Any additional activities that a resource parent takes part in to support those needs.

(ii) Increased special board payments may also be considered when the resource parent is directly involved in certain family time activities that support reunification.

~~(B)(i) To determine the exact amount of an increased special board rate, local division staff will:~~

~~_____ (a) Complete the CFS-304: Justification of Special Board Rate after receiving documentation of the child's special needs and any additional activities required of or offered by the resource parents to meet those needs; and~~

~~_____ (b) Submit to the division Area Director.~~

~~_____ (ii) The Area Director or designee will have final approval of the CFS-304: Justification of Special Board Rate.~~

~~_____ (iii) The Area Director may consult with the division foster care unit~~

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manager or designee for review and technical assistance as needed.

~~(iv) Any special board rate over one thousand dollars (\$1,000) will also be reviewed and approved or denied by the Assistant Director of Field Operations or designee.~~

~~(C)-(B)~~ Other reasons for an increased special board rate ~~that do not require the completion of the CFS 304: Justification of Special Board Rate form~~ may occur under the following situations:

(i)(a) Board payments to youth in the Extended Foster Care Program.

(b) Refer to 9 CAR § 40-905, extended foster care, for requirements to continue board payments for youth eighteen to twenty-one (18 – 21) years of age who participate in the Extended Foster Care Program and may qualify for an increased special board rate based upon their individualized budget.

(c) Board payments must end the day the youth elects to leave the Extended Foster Care Program or the end of the month of their twenty-first birthday;

(ii)(a) Providing financial support for children of a minor ~~in~~ experiencing foster care.

(b) When a minor ~~in~~ experiencing foster care or young adult ~~in~~ experiencing extended foster care has a child of their own who is placed in the same resource home or other provider setting, foster care maintenance payments made on behalf of the youth shall include the board amounts listed above based on the age of the minor or young adult's child.

(c) For youth participating in the Extended Foster Care Program who live independently and have ~~a child or~~ children of their own, the board payment for the youth in the Extended Foster Care Program may also be augmented to assist the youth in caring for their child in their custody.

(d) The maximum amount by which the youth's board payment will be increased is the board amount listed above based on the age of the young adult's child.

(e) The amount will also take into account the youth's overall

budget when determining the additional amount designed to help care for the child of the young adult; and

(iii)(a) Providing a comparable board rate to a placement state.

(b) Increased special board rates may also be approved for children ~~taken into~~experiencing foster care in Arkansas but placed via the Interstate Compact on the Placement of Children (ICPC), Arkansas Code § 9-29-201 et seq., with kin in another state.

(c) In these situations, the Assistant Director of Field Operations or designee may approve an increased special board rate up to the amount of the placement state's standard foster care board rate for the age of the applicable child.

~~(D)(C)~~(i) A special board rate becomes effective the day the ~~Area Director~~Social Service Area Manager or Assistant Director, as applicable, authorizes the rate to become active.

(ii) Retroactive payments will be determined on a case-by-case basis and must be approved by the ~~Area Director~~Social Service Area Manager or Assistant Director of Field Operations or designee.

~~(E)~~ While the child remains in the resource home placement, ~~the~~ local division staff will review the continuing need for a special board rate as directed by the Area ~~Director~~Manager and, if appropriate, resubmit for reevaluation.

~~(F)~~(i) The special board rate will also be reviewed in consultation with new resource parents each time a child changes placement, to determine if:

(a) The new resource placement is providing the same level of care; and

(b) The child continues to have the same behaviors or special needs.

(ii) If the current approved special board rate is still appropriate, the ~~CFS-304~~ Justification of Special Board Rate does not have to be completed again or sent through the approval process each time the child changes placement.

~~(G)~~(i) Division staff will inform the resource parents in writing of the ultimate decision to continue or discontinue any currently approved special board rate

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and the reason for that decision, noting that any continued approval for special board rate is for the period designated by the ~~Area Director~~Social Service Area Manager and the documentation of continuing need must be reviewed accordingly.

(ii) Any increased special board rate request for a resource home that will serve as a preadoptive placement must be provided to the ~~Area Director~~Social Service Area Manager or designee for review sixty (60) days prior to a preadoptive placement being made.

(3) Decreased special board rates.

(A)(i) A special board rate can also be a decrease in the standard board amount.

(ii) Federal law prohibits any individual from receiving more than one (1) federal payment designed to provide financial assistance for the care of another individual in their care.

(iii) As a result, the division will reduce a child's monthly board payment rate dollar for dollar based on the amount of the monthly federal benefits that a child receives when the resource home provider is the payee for that child.

(iv) The resource parent will be expected to use the funds for which they are payee on behalf of the child to support the child's care.

(v) In instances when the child's federal benefits exceed the standard board amount, the division board amount entered will be zero dollars (\$0).

(B) The only exception to reducing the division board amount when the child is receiving other federal benefits is when a child ~~is experiencing~~ foster care receives Title II Death Benefits and the resource parent is the payee.

(C)(i) A child's income must be monitored as a resource in the home and the payee for the income must report how the income is used based on the requirement for the issuing source of the income.

(ii) Resource parents are responsible for completing all reporting requirements to the payment source when becoming payee for a child's benefits.

(iii) Resource parents are also required to report any change in payee status to the division.

(iv) To assist in this process, division staff will inquire about payee status during ~~visits to~~contacts in the resource home.

(g) Medical expenses.

(1) Medicaid is the primary payment source for medical and dental services for children ~~in-experiencing~~ foster care, including hospitalization.

(2) If a child ~~in-experiencing~~ foster care is eligible for Medicaid, resource parents are required to use a Medicaid provider for meeting the medical needs of the child.

(3) If Medicaid cannot cover such expenses, state funds may be a secondary payment option.

(4) Other services or supplies needed by the child must be authorized and approved by the division.

(5) A child will not be denied medical services due to being ineligible for Medicaid.

(h) Transportation.

(1) Transportation costs associated with the child's family case plan, such as attending family team meetings and court as well as transporting the child to family time and medical appointments, may be reimbursed.

(2) Allowable transportation costs are reimbursed to the resource parent at a rate determined by the division.

(3) To be reimbursed, the resource parent must complete a travel reimbursement request in the designated web-based system.

(4) Requests for travel reimbursement must be submitted at least monthly.

(i) Clothing.

(1)(A) ~~As stated above, a~~ A portion of the monthly board allowance is designed to go toward defraying the cost of clothing for a child placed in a resource home.

(B) The portion for clothing costs may be:

(i) Spent monthly; or

(ii) Saved and used for a larger purchase later.

(C) All receipts from the purchased clothes must be retained by the resource parent and given to the Resource Worker Specialist during the Resource Worker's Specialist's quarterly visit.

(2)(A) However, when a child first enters foster care, the division may issue an initial clothing order for the purchase of new clothing.

(B) Initial clothing orders will be issued on a case-by-case basis.

(C) Not all children will need to purchase new clothing as they may enter foster care with ample and suitable clothing.

(D) The FSW Social Service Specialist will assess what clothing items are needed.

(3)(A) Supplemental clothing orders may also be approved for circumstances in which a child in-experiencing foster care needs new clothing items that exceed the amount included in the monthly board payment.

(B) Examples include, but are not limited to, when:

(i) A child has a significant growth spurt;

(ii) A child has an event for a school, extracurricular, or faith-based event that requires special attire; or

(iii) A child needs new items for an upcoming season.

(C) The resource parent must obtain prior approval from the FSW for supplemental clothing orders.

(D) Supplemental clothing orders will be approved no more than once a quarter.

(4)(A) Children will be included in the selection of their own clothing as age and developmentally appropriate.

(B) All clothing purchased for a child in-experiencing foster care will be:

(i) Clean;

(ii) Well-fitting;

(iii) Seasonally appropriate; and

(iv) Comparable to community standards.

(C) Any clothing purchased for a child, whether through monthly board

payment funds or supplemental clothing orders, and any other personal needs items will be sent with the child upon any change in placement.

(j) Incidental expense fund.

(1)(A) An incidental expense fund for children ages birth to thirteen (13) years of age exists to provide items and activities intended to help normalize a child's life experience while in care.

(B) Examples include but are not limited to:

- (i) Camp fees;
- (ii) Extracurricular activities;
- (iii) School uniforms;
- (iv) Field trips; and
- (v) Specialized school supplies such as graphing calculators required

by the school.

(C) However, standard school supplies will be covered by personal needs moneys within the board payment.

(2)(A) The incidental expense fund is intended for items or activities that cost twenty-five dollars (\$25.00) or more and must be accompanied by documentation of need for the expense.

(B) Items covered by the monthly board payment or contracts are not eligible for reimbursement from this fund.

(C) In addition, the incidental expense fund will not be used for holiday gifts.

(3)(A) The [FSW-Social Service Specialist](#) will assist the resource parent in accessing these funding requests when the money is needed for a situation that meets these policy guidelines.

(B) These funding requests must also be approved by the division Financial Support Unit.

(C) Use of the incidental expense fund will be limited to one (1) request per quarter.

(D) Resource parents must have prior approval for such purchases.

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(k) **Transitional Youth Services funded through Chafee.**

(1) Youth that are fourteen (14) years of age and older in-experiencing foster care are eligible for John H. Chafee Foster Care Program for Successful Transition to Adulthood funding for a variety of activities designed to promote normalcy, develop leadership skills, or help youth in-experiencing foster care prepare for adulthood.

(2) The maximum amount allowed for Chafee-funded activities is dependent on the particular activity and must receive final approval from the Director of the Division of Children and Family Services or designee.

(3) Generally, the use of Chafee funding will be preapproved.

(4) However, Chafee funding may be provided on a reimbursement basis when necessary if all appropriate documentation is provided.

(l) **Additional assistance with expenses.**

(1) In addition to the items already described, the following items are allowable with the approval of the County Office Supervisor Social Service Area Manager or designee:

(A) Emergency medical services and drugs that are not covered by Medicaid; and

(B) Childcare or babysitting fees may also be defrayed with financial support from the division when the resource parent is required to attend resource parent training, if and when funding is available.

(2) This does not include ~~child-care~~ childcare for a resource parent's employment as any regular childcare arrangements for a child in-experiencing foster care will be arranged through the state's Child Care Assistance Program.

~~9 CAR § 40-832. Financial support to foster parents.~~

~~(a)(1) The Division of Children and Family Services shall pay foster parents a monthly board rate according to the following chart.~~

~~(2) These rates are effective for board payments of November 2009 and after:~~

Birth through 5 years

\$410.00 Monthly

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Board and Care	350.00
Clothing	45.00
Personal Needs	15.00
6 through 11 years	\$440.00 Monthly
Board and Care	365.00
Clothing	50.00
School and Personal Needs	25.00
12 through 14 years	\$470.00 Monthly
Board and Care	380.00
Clothing	60.00
School and Personal Needs	30.00
15 through 17* years	\$500.00 Monthly
Board and Care	395.00
Clothing	70.00
School and Personal Needs	35.00

~~*Refer to 9 CAR § 40-905 for requirements to continue board payments for youth eighteen to twenty (18-20) years of age (board payments must end the day the youth elects to leave foster care or the end of the month of his or her twenty-first birthday).~~

~~—— **9 CAR § 40-833. Requesting a special board rate.**~~

~~—— (a) The Family Service Worker will:~~

~~—— (1) Check documentation of the child's special need or needs and the additional activities required of the foster parents to meet the need or needs;~~

~~—— (2) Complete the CFS-304: Justification of Special Board Rate by determining the level of care needed in each of the three (3) need categories and adding the three (3) levels;~~

~~—— (3) Submit the request for a special board rate with documentation attached to the County Supervisor for review and recommendation; and~~

~~—— (4) Once approved, review the continuing need for the request on a quarterly basis and, if appropriate, resubmit for reevaluation by the County Supervisor and the Area Director.~~

~~—— (b) The County Supervisor will:~~

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~~————— (1) Review the request for completeness and appropriateness and recommend approval or disapproval within three (3) working days of receipt;~~

~~————— (2) If approved, forward the request to the Area Director for review and approval or disapproval;~~

~~————— (3) If disapproved, forward the request with a recommendation for disapproval to the Area Director for review and action as appropriate;~~

~~————— (4) Once approved, review the continuing need for the request and, if appropriate, resubmit the request on a quarterly basis for reevaluation by the Area Director; and~~

~~————— (5) Inform the foster parent in writing of the ultimate approval or disapproval of the request and the reason for that decision, noting that approval is only for ninety (90) days and the documentation of continuing need must be reviewed quarterly.~~

~~—— (c) The Area Director will:~~

~~————— (1) Receive requests from the County Supervisor;~~

~~————— (2) Review the request for completeness and appropriateness, consider the County Supervisor's recommendation and either approve or disapprove the request within three (3) working days;~~

~~————— (3) Have the authority to approve all special board rates up to nine hundred sixty dollars (\$960);~~

~~————— (4)(A) Refer the request to the Foster Care Unit Manager for a second party review if the Area Director cannot decide on approval or disapproval.~~

~~————— (B) Inform the requesting County Supervisor of the request's disposition and reasons for:~~

~~————— (i) Approval;~~

~~————— (ii) Disapproval; or~~

~~————— (iii) Referral to the foster care unit manager.~~

~~————— (C) A special board rate becomes effective the day the Area Director or Assistant Director, as appropriate, approves it.~~

~~————— (D) Retroactive payments will be determined on a case-by-case basis and must be approved by the Assistant Director of Field Operations;~~

~~————— (5) Once approved, ensure that the special board rate is reevaluated on a quarterly basis for continued appropriateness;~~

~~————— (6)(A) Maintain a file for each approved special board rate.~~

- ~~_____ (B) The file should contain:~~
 - ~~_____ (i) The requesting memo;~~
 - ~~_____ (ii) Supporting documentation;~~
 - ~~_____ (iii) CFS-304: Justification of Special Board Rate;~~
 - ~~_____ (iv) Notification of approval memo; and~~
 - ~~_____ (v) A printout of the computer entry of the special board rate; and~~
- ~~_____ (7) Maintain a log of special board rate approvals including the following column headings:~~
 - ~~_____ (A) Child's name;~~
 - ~~_____ (B) Case number;~~
 - ~~_____ (C) County;~~
 - ~~_____ (D) Effective date;~~
 - ~~_____ (E) Termination date;~~
 - ~~_____ (F) Rate; and~~
 - ~~_____ (G) Reason.~~
- ~~_____ (d) The Division of Children and Family Services Assistant Director of Field Operations will:~~
 - ~~_____ (1) Have the authority to approve or disapprove all special board rates over nine hundred sixty dollars (\$960);~~
 - ~~_____ (2) Receive completed request packets for special board rates over nine hundred sixty dollars (\$960) from Area Directors;~~
 - ~~_____ (3) Check each request packet for completeness to include:~~
 - ~~_____ (A) A completed CFS-304: Justification for Special Board Rate;~~
 - ~~_____ (B) Clear and convincing documentation of any emotional, physical, and/or auxiliary problems the child has that may justify a special board rate;~~
 - ~~_____ (C) The Area Director's dated signature on the CFS-304: Justification for Special Board Rate as evidence of his or her review; and~~
 - ~~_____ (D) A cover memo from the Area Director to the Assistant Director that:~~
 - ~~_____ (i) Identifies the proposed subsidy as over nine hundred sixty dollars (\$960);~~
 - ~~_____ (ii) Provides a justification for the proposed special subsidy; and~~
 - ~~_____ (iii) Makes a recommendation regarding approval or disapproval;~~
 - ~~_____ (4) Review the request for appropriateness and consider the Area Director's recommendation;~~
 - ~~_____ (5) Refer the request to the Foster Care Unit Manager for technical assistance if desired;~~

~~_____ (6) Reach a disposition regarding the request within three (3) working days; and~~
~~_____ (7) Inform the requesting Area Director in writing of the request's disposition and reasons for approval or disapproval.~~

~~_____ (e) The Foster Care Manager will:~~

~~_____ (1) Provide only technical assistance when requested regarding special board rates; and~~
~~_____ (2) Return the request to the Area Director or Assistant Director, as appropriate, for decision and action.~~

~~_____ (f) CHRIS procedures.~~

~~_____ (1)(A) If the special board rate is approved for the initial entry date at the provider placement service, the Family Service Worker will complete the provider recommendation screen in CHRIS.~~

~~_____ (B) The FSW will:~~

~~_____ (i) In the Payment Scale Information grouping, select the Child requires Special Rate checkbox;~~

~~_____ (ii) Enter the total approved special board rate monthly amount in the Monthly Authorized Amount field;~~

~~_____ (iii) Select the appropriate Reason for Special Rate pick list value of Special Board Rate Justification or Other;~~

~~_____ (iv)(a) Enter a brief justification for the special board rate in the Explanation for Special Rate text box.~~

~~_____ (b) This is mandatory if Other is selected as the Reason for Special Rate;~~

~~_____ (v) Click Add button; and~~

~~_____ (vi) Click Approval button to check the Request for Approval checkbox.~~

~~_____ (2)(A) If the special board rate is approved after the initial entry date at the provider placement service, the Family Service Worker will complete the Payment Scale screen in CHRIS.~~

~~_____ (B) This can also be completed if the special board rate was approved but was not entered on the Provider Recommendation screen as it should have been.~~

~~_____ (C) The FSW will:~~

~~_____ (i) Enter the End Date of the open Payment Scale (such as Normal or Clothing and Personal Allowance) and click Change button;~~

~~_____ (ii) Select the Ok button to the following message:~~

~~_____ "382 This is the open placemen for this client. Please open a new~~

~~_____ Payment Scale or remove the End Date for the last Payment
_____ Scale”;~~

~~_____ (iii) Click Clear button to complete the following:~~

~~_____ (a) Select the Child requires Special Rate checkbox;~~

~~_____ (b) Select the appropriate Reason for Special Rate pick list value of Special
Board Rate Justification or Other;~~

~~_____ (c) Enter the total approved special board rate monthly amount in the
Monthly Authorized Amount field;~~

~~_____ (d)(1) Enter a brief justification for the Special Board Rate in the Explanation
for Special Rate text.~~

~~_____ (2) This is mandatory if Other is selected as the reason for special rate;~~

~~_____ (e) Enter the start date of the approved special board rate in the Begin Date
field; and~~

~~_____ (f) Enter the Review Date if deemed necessary;~~

~~_____ (iv) Click Add button; and~~

~~_____ (v) Click Approval button to check the Request for Approval checkbox.~~

~~_____ (3)(A) The special board rate approvals are three-tier:~~

~~_____ (i) FSW requests;~~

~~_____ (ii) Supervisor recommends; and~~

~~_____ (iii) Area Director approves.~~

~~_____ (B) The FSW request portion was described in the procedures above.~~

~~_____ (C) To complete this three-tier process, the following operations should occur:~~

~~_____ (i) Family Service Worker Supervisor will:~~

~~_____ (a) Highlight the Payment Scale Request for Approval in their Supervisor
Approvals' Box and click Show button;~~

~~_____ (b) Review information for accuracy and click Approval button to click
Recommend checkbox; and~~

~~_____ (c)(1) If information is not accurate, click Approval button to click Deny
checkbox and enter Denial Reason.~~

~~_____ (2) If denied, the denied special board rate payment scale must be end
dated and a new one entered; and~~

~~_____ (ii) Area Director will:~~
~~_____ (a) Highlight the Payment Scale Request for Approval in their Supervisor's Box~~
~~and click Show button;~~
~~_____ (b) Review information for accuracy and click Approval button to click~~
~~Approve checkbox; and~~
~~_____ (c)(1) If information is not accurate, click Approval button to click Deny~~
~~checkbox and enter Denial Reason.~~
~~_____ (2) If denied, the denied special board rate payment scale must be end~~
~~dated and a new one entered.~~

9 CAR § 40-834. Child missing from an out-of-home placement.

(a)(1) Occasionally there are instances when a child or youth may leave an out-of-home placement without authorization, run away, or otherwise go missing.

(2) Any of these instances will result in immediate action from the placement provider as outlined for the various circumstances below.

(b) In all instances of missing children, the Division of Children and Family Services will collaborate with the placement provider, law enforcement, and the National Center for Missing and Exploited Children (NCMEC) in an effort to locate the child.

(c)(1) Children in-experiencing foster care who are located after they run away from Interstate Compact on the Placement of Children (ICPC), Arkansas Code § 9-29-201 et seq., approved placements in another state are handled by the division ICPC office.

(2) However, if a pick-up order is issued, the Interstate Compact for Juveniles (ICJ), Arkansas Code § 9-29-401, applies.

(d)(1) Neither ICJ nor ICPC are applicable to children who are not in-experiencing foster care and are kidnapped (by either a custodial or noncustodial parent) and taken to another state.

(2) These situations are a matter between the legal custodian and law enforcement.

(3) However, for children with whom the division comes into contact due to an

interference with a custody issue not related to a child who is in division custody, please refer to 9 CAR § 40-743, interference with custody.

(e) Child who may have been taken from an out-of-home placement.

(1)(A) If the placement provider has reason to believe the child was taken from the placement without authorization by another individual, then the placement provider will immediately notify local law enforcement, the youth's primary ~~Family Service Worker (FSW) Caseworker~~Social Service Specialist, and ~~primary FSW Caseworker's~~ supervisor.

(B) The out-of-home placement provider will also begin an immediate search for the child or youth.

(C) The search will entail the following actions:

(i) Searching the immediate premises; and

(ii) Searching the surrounding community ~~or neighborhood to contact the child's friends and other contacts who may know of or have information regarding the child's whereabouts.~~

(2) Upon notification from the placement provider, the youth's primary ~~FSW Caseworker~~Social Service Specialist and ~~primary FSW Caseworker's~~ supervisor will ensure the following individuals are notified of the child's disappearance:

(A) ~~Area Director~~Social Service Area Manager; and

(B) Assistant Director of Field Operations or designee.

(3) The primary ~~FSW Caseworker~~Social Service Specialist will then follow ~~the steps outlined in 9 CAR § 40-835~~state and federal reporting guidelines.

(4) The Assistant Director of Field Operations or designee will then notify the Director of the Division of Children and Family Services.

(f) Child who may have run away.

(1)(A) If the placement provider has reason to believe the child left the out-of-home placement of ~~his or her~~their own accord (such as, if they run away), then the out-of-home placement provider will begin an immediate search for the child or youth.

(B) The search will entail the following actions:

(i) Searching the immediate premises; and

(ii) Searching the surrounding community or neighborhood to contact the child's friends and other contacts who may know of or have information regarding the child's whereabouts.

(2)(A) If the child is located within one (1) hour of initiating the search, the placement provider will notify the primary ~~FSW Caseworker~~Social Service Specialist and ~~primary FSW Caseworker's~~ supervisor of the incident no later than the next calendar day.

(B) The child's primary ~~FSW Caseworker~~Social Service Specialist will document the incident (such as, if the child ran away but was located within one (1) hour) accordingly in the division's information management system.

(C) The primary ~~FSW Caseworker~~, or ~~secondary FSW Caseworker~~Social Service Specialist, as appropriate, will also ~~conduct a visit~~complete a contact with the child and placement provider by the next business day to assess why the child ran away and what immediate steps may need to be taken to better support both the child and the placement provider.

(3)(A) If the child who is believed to have run away of ~~his or her~~their own accord cannot be located within one (1) hour of initiating the search, then at that point the out-of-home placement provider will immediately notify the youth's primary ~~Family Service Worker (FSW) Caseworker~~Social Service Specialist and ~~primary FSW Caseworker's~~ supervisor.

(B) The primary ~~FSW Caseworker~~Social Service Specialist will then follow ~~the steps outlined in 9 CAR § 40-835~~state and federal guidelines.

9 CAR § 40-835. When a child is reported missing from an out-of-home placement.

—(a) After receiving notification of the child's disappearance by the placement provider, the primary Family Service Worker (FSW) Caseworker will:

—(1)(A) Notify the child's custodial or noncustodial parent of the discovery of the child's disappearance within two (2) hours or sooner depending on the age of the child, by phone, or preferably, a visit to the home if possible.

—(B) If the parents currently reside in a county outside the primary FSW Caseworker's

county, the secondary FSW Caseworker or an appropriate FSW supervisor may conduct the home visit to notify the parents that his or her child is currently missing.

_____ (C) If the custodial or noncustodial parent's current or correct address or telephone number is unknown, a letter will be written to the parent's last known address;

_____ (2) Notify supervisor, the child's secondary FSW and Transitional Youth Services (TYS) Coordinator (if applicable), and attorney ad litem within two (2) hours via:

_____ (A) Email;

_____ (B) Phone; or

_____ (C) Text;

_____ (3)(A) Notify the Division of Arkansas State Police, local police department, or sheriff's office, as applicable, within two (2) hours after receiving information on missing or abducted children or youth.

_____ (B) The notification, which may occur via email, text, or phone will include where reasonably possible:

_____ (i) Child's name;

_____ (ii) A description of the child's physical features such as:

_____ (a) Height;

_____ (b) Weight;

_____ (c) Sex;

_____ (d) Ethnicity;

_____ (e) Race;

_____ (f) Hair color; and

_____ (g) Eye color;

_____ (iii)(a) A photo of the child.

_____ (b) Any published photos or other information published to help locate the child shall not identify the child as a child in foster care;

_____ (iv) Child's date of birth;

_____ (v) Circumstances of the missing child's disappearance, including the date the child went missing or was last seen, and if the child indicated a destination (and if so, what the destination is);

_____ (vi) Any other factual, biographical, or historical information that may assist with locating the missing child;

_____ (vii) Endangerment information such as the child's:

_____ (a) Pregnancy status;

_____ (b) Prescription medications;

_____ (c) Suicidal tendencies;

_____ (d) Vulnerability to being sex trafficked; and

_____ (e) Other health or risk factors; and

_____ (viii) A request for law enforcement to enter the information into the National Crime Information Center database of the Federal Bureau of Investigation;

_____ (4) Once a police report has been filed, contact the National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST (1-800-843-5678) no later than twenty four (24) hours after receiving information on missing or abducted children or youth, to provide the following information to NCMEC per the memorandum of understanding between the Division of Children and Family Services and NCMEC:

_____ (A) Child's name;

_____ (B) A description of the child's physical features such as:

_____ (i) Height;

_____ (ii) Weight;

_____ (iii) Sex;

_____ (iv) Ethnicity;

_____ (v) Race;

_____ (vi) Hair color; and

_____ (vii) Eye color;

_____ (C)(i) Photo of the child.

_____ (ii) Any published photos or other information published to help locate the child shall not identify the child as a child in foster care;

_____ (D) Child's date of birth;

_____ (E) Name and contact information of the primary FSW Caseworker and FSW supervisor;

_____ (F) Investigating law enforcement agency name, contact information, and case number, including a missing person report number;

_____ (G) Circumstances of the missing child's disappearance, including the date the child went missing or was last seen;

_____ (H) Any other factual, biographical, or historical information that may assist with locating the missing child; and

_____ (I) Endangerment information such as the child's:

- _____ (i) Pregnancy status;
- _____ (ii) Prescription medications;
- _____ (iii) Suicidal tendencies;
- _____ (iv) Vulnerability to being sex trafficked; and
- _____ (v) Other health or risk factors;
- _____ (5) Upon NCMEC's request, release to NCMEC any additional requested information or records that are relevant to locating the missing child;
- _____ (6) Maintain regular communication with law enforcement agencies and NCMEC in efforts to provide a safe recovery of a missing or abducted child, including by sharing information pertaining to the child's recovery and circumstances related to the recovery;
- _____ (7)(A) Contact the local Office of Chief Counsel and request the Office of Chief Counsel to complete and file a pick-up order and a motion and order to notify the court that the child is missing no more than twenty-four (24) hours after receiving notification of a missing child.
- _____ (B) The motion requesting the pick-up order and the proposed order will put the court on notice that the child is missing;
- _____ (8) Provide the order regarding the missing child to the designated Transitional Youth Services representative in the division Central Office who will assist in locating the youth;
- _____ (9)(A) Update the child's placement information in the division's information management system within two (2) business days, to include completion of fields regarding the required reports made to local law enforcement and NCMEC.
- _____ (B)(i) Even when the child is placed on runaway status, the child's Medicaid case will remain open.
- _____ (ii) If the child is still on runaway status at the time of his or her Medicaid redetermination, such as the anniversary of his or her entering foster care, then the Medicaid case will be closed at that time;
- _____ (10) Communicate regularly with the child's secondary FSW Caseworker and the Transitional Youth Services (TYS) Coordinator, if applicable, and the designated Transitional Youth Services representative in Central Office;
- _____ (11)(A) When an Arkansas child in foster care has run away and is located in another state, notify the Administrator of the Interstate Compact for Juveniles (ICJ), Arkansas Code § 9-29-401, of the Division of Youth Services.
- _____ (B) ICJ will process all out-of-state runaways' probationers, runaways, and children in

foster care; and

_____ (12) If the child is not found:

_____ (A) Continue to call previously contacted parties and inquire for information, furnish further information that becomes available, and if appropriate, extend the search to other counties and states; and

_____ (B)(i) Update the custodial or noncustodial parents to assure them that the search continues no less than weekly when current contact information for the custodial or noncustodial parents is available.

_____ (ii) This requirement does not apply to parents whose parental rights have been terminated.

_____ (b) After receiving notification of the child's disappearance from the FSW, the Family Service Worker supervisor will:

_____ (1) Notify the Area Director or designee of the child's disappearance; and

_____ (2) Conference with the FSW as needed.

_____ **9 CAR § 40-836. When a child missing from an out-of-home placement is located.**

_____ (a) When a child missing from an out-of-home placement is located, the primary Family Service Worker will:

_____ (1) Ensure the child has a physical exam by his or her primary care physician, if possible, within seventy-two (72) hours of locating the child or immediately in the case of a medical emergency;

_____ (2) Notify immediately (but no later than twenty-four (24) hours after the child has been located) all parties and individuals previously notified of the child's disappearance that the child has been located to include, but not limited to:

_____ (A) Secondary FSW, if applicable;

_____ (B) TYS coordinator, if applicable;

_____ (C) FSW supervisor;

_____ (D) Area director;

_____ (E) Placement provider;

_____ (F) Local Office of Chief Counsel attorney;

_____ (G) Child's attorney ad litem;

_____ (H) Custodial and noncustodial parents;

_____ (I) Law enforcement; and

~~_____ (J)(i) NCMEC.~~

~~_____ (ii) This notification may occur via email, phone, or text as appropriate;~~

~~_____ (3)(A) Conduct a visit with the child and placement provider by the next business day after the child has been located, to determine what immediate needs the child and placement provider may have and what immediate steps may need to be taken to better support both the child and the placement provider.~~

~~_____ (B) This visit may be conducted by the secondary FSW Caseworker as appropriate;~~

~~_____ (4) Update the child's placement in the Division of Children and Family Services' information management system within two (2) business days of locating the child;~~

~~_____ (5) Determine the primary factors that contributed to the child's running away or otherwise being absent from foster care to include:~~

~~_____ (A) Updating the child's assessment in the division's information management system within thirty (30) days of locating the child; and~~

~~_____ (B)(i) Determining if the child is a possible sex trafficking victim based on responses to the updated assessment and any other information gathered.~~

~~_____ (ii) If there is reason to believe the child is, or is at risk of being, a victim of sex trafficking:~~

~~_____ (a) Document accordingly in the division's information management system and conference with the FSW supervisor to determine appropriate next steps for additional screening related to sex trafficking victims and referral to appropriate services, or both;~~

~~_____ (b) Report information on children or youth who have been identified as being a sex trafficking victim to local law enforcement immediately, and in no case later than twenty-four (24) hours after receiving the information; and~~

~~_____ (c) Document in the division's information management system when local law enforcement is notified of a child being identified as a sex trafficking victim; and~~

~~_____ (6) Communicate regularly with the child's secondary FSW Caseworker and/or TYS Coordinator, if applicable.~~

~~_____ (b) When a child missing from an out-of-home placement is located, the secondary FSW Caseworker will collaborate with the primary FSW as needed to ensure:~~

~~_____ (1) The child has a physical exam by his or her primary care physician, if possible, within seventy-two (72) hours of locating the child; and~~

~~_____ (2) All appropriate parties are notified that the child has been located.~~

- ~~— (c) The Family Service Worker Supervisor or Supervisors will:~~
- ~~— (1) Conference with the FSW or FSWs as needed; and~~
- ~~— (2) Notify the Area Director or designee.~~

Subpart 9. Services to Provide Other Permanent Living Situations

9 CAR § 40-901. Transitional Youth Services.

(a)(1) The purpose of Transitional Youth Services (TYS) is to better prepare youth in Division of Children and Family Services custody, who are in an out-of-home placement or whose adoption or guardianship is finalized at sixteen (16) years of age or after, for successful transition to adulthood and to ensure that youth have access to an array of resources.

(2) The ~~Division of Children and Family Services~~division Division of Children and Family Services shall ensure that each youth ~~in-experiencing~~ foster care who reaches ~~fourteen~~ (14) years of age, or who enters foster care at or after fourteen (14) years of age, shall be provided the opportunity to take an active role in planning for ~~his or her~~their future.

(3) Youth entering foster care between the ages of fourteen (14) and eighteen (18) will be immediately referred to the ~~division~~Division of Children and Family Services Transitional Services Coordinator ~~(TSC)~~.

(b) The ~~Division of Children and Family Services~~division Division of Children and Family Services shall:

(1) Provide the youth with the opportunity to be actively engaged in all ~~case/client~~ plans impacting ~~his or her~~their future, including, but not limited to a transitional plan and a life plan;

(2) Empower the youth with information regarding all available services and options and provide the youth with the opportunity to participate in services tailored to ~~his or her~~their individual needs and designed to enhance ~~his or her~~their ability to acquire the skills necessary to successfully enter adulthood;

(3) Assist the youth in developing and maintaining healthy relationships and

life connections with nurturing adults who can be a resource and positive guiding influence in ~~his or her~~their life after leaving foster care;

(4) Provide the youth with basic information and documentation regarding ~~his or her~~their biological family and personal history;

(5)(A) Provide the youth with information that relates to the healthcare needs of youth aging out of foster care, including options for health insurance after exiting care and the importance of designating another individual to make healthcare treatment decisions on behalf of the youth, if ~~he or she~~he or she~~they becomes~~becomes unable to participate in such decisions and ~~does not~~do not have, or ~~does~~do not want, a relative who would otherwise be authorized to make such decisions;

(B) Provide the youth with the option to execute a healthcare power of attorney, healthcare proxy, or other similar document recognized under state law; and

(6) Inform the youth of ~~his or her~~their right to stay in care until age twenty-one (21).

(c)(1) Each youth shall be given the opportunity to create a transitional plan which encompasses all the life skills, resources, and future-planning for the youth's successful transition into adult life.

(2) The transition plan will be created with the support of the youth's transitional team which will consist of adults whom the youth identifies as significant.

(3) The youth's primary ~~Family Service Worker~~Social Service Specialist shall be responsible for the coordination of the youth's transitional team and is responsible for the transitional plan and family case plan as reflected in the court report.

(4) The Transitional Services Coordinator is an appropriate support for some of the youth's transitional plans and may serve on the transitional team if appropriate.

(5) Because APPLA is the least permanent goal for a youth, the family case plan and transitional plan shall address life connections.

(d)(1) The transitional plan shall allow for client protection.

(2) If a youth is identified as legally impaired and likely to become endangered, the transitional plan shall include automatic referrals to the Division of Developmental Disabilities Services ~~and~~or Adult Protective Services as appropriate.

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(3) For youth with significant mental health issues, the transitional plan shall consider appropriate referrals and applications for ~~postcare~~ post care services (e.g., such as, adult Social Security Insurance).

(4) The youth and ~~his or her~~ their attorney shall have the right to attend all ~~staffings~~ family team meetings and to fully participate in the development of the transitional plan, to the extent that the youth is able to participate medically and developmentally.

(e) Chafee services.

(1)(A) Each youth in ~~Department of Human Services~~ division Division of Children and Family Services custody, fourteen (14) years of age or older, is eligible for Chafee services.

(B) All Chafee services are voluntary.

(C) Services provided are primarily education-oriented and training-oriented and are intended to keep youth in school while they obtain life skills and participate in other life preparation activities and plans to promote a successful transition to adulthood.

(2) Chafee provides support for three (3) groups of the foster care population:

(A) Youth in-experiencing foster care, beginning at fourteen (14) years of age and continuing until the youth completes high school or other secondary educational program, may receive services such as life skills assessment, basic life skills training, and other services such as tutoring that can be approved on a case-by-case basis;

(B) Youth may choose to remain in care until the age of twenty-one (21) and are eligible for Chafee services if they meet any of the following conditions:

(i) Youth is completing secondary education or a program leading to an equivalent credential;

(ii) Youth is enrolled in an institution which provides post-secondary or vocational education;

(iii) Youth is participating in a program or activity designed to promote, or remove barriers to, employment;

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(iv) Youth is employed for at least eighty (80) hours per month; and
(v) Youth is incapable of doing any of the above described activities due to a medical condition, which incapability is supported by regularly updated information in the case plan; and

(C) If a youth was ~~in-experiencing~~ foster care on ~~his or her~~their eighteenth birthday, and the ~~foster-care~~permanency case is closed, ~~he or she~~he or shethey will be eligible for after care services and support until twenty-one (21) years of age.

(3)(A) Chafee also provides support for youth whose adoption or guardianship is finalized at sixteen (16) years of age or older.

(B) Such youth are eligible for ~~ETV (education training voucher)~~ and may attend youth development activities and life skills classes.

(4)(A) Assessments begin at fourteen (14) years of age and transitional services may begin at fourteen (14) years of age for youth already ~~in-experiencing~~ foster care.

(B) In cases where a youth younger than fourteen (14) years of age needs life skills training, the Director of the Division of Children and Family Services or designee may grant a waiver for services.

(5)(A) The ~~Division of Children and Family Services~~divisionDivision of Children and Family Services shall provide, either directly or through contract, those services identified in the life skills assessment that are indicated to help the youth achieve independence.

(B) The family case plan and ~~for~~ transition plan must identify and address the specific skill needs of each youth.

(C)(i) Each youth fourteen (14) to seventeen (17) years of age receiving transitional services shall be assessed annually using an appropriate life skills assessment tool.

(ii) However, an individualized assessment shall be conducted every six (6) months to determine the youth's progress in acquiring basic life skills and the skills necessary for a successful transition to adulthood.

(D) Basic life skills will be assessed at each staffing-family team meeting held for a youth fourteen (14) years of age and older.

(E) When the youth turns eighteen (18) years of age, assessments will be highly individualized.

(6) If a youth was in-experiencing foster care on or after his-or-her/their sixteenth birthday and was adopted before his-or-her/their eighteenth birthday, he-or-she/he or shethey will be eligible for services until his-or-her/their twenty-first birthday.

(7) While incarcerated youth (including but not limited to prison, jail, or Division of Youth Services custody) are ineligible for Chafee funding, the youth shall still be given the opportunity to plan for his-or-her/their future.

(8) Opportunities shall be available for each foster-resource parent caring for, or interested in caring for, a youth fourteen (14) years of age or older, and each Family Service Worker/Social Service Specialist responsible for any youth, age fourteen (14) years of age or older, in helping youth acquire basic life skills.

(9) Within thirty (30) days after the youth leaves foster care, the Division of Children and Family Services ~~division~~ Division of Children and Family Services shall provide the youth the following:

(A) A full accounting of all funds held by the department ~~division~~ Division of Children and Family Services to which he-or-she-is/they ~~he or she is~~ he or she is-are entitled;

(B) Information on how to access the funds; and

(C) When the funds will be available.

9-CAR § 40-902. Referral for transitional services.

~~—(a) The Family Service Worker will:~~

~~——(1)(A) Complete the CFS-001: Referral for Transitional Services & Support on all youth entering foster care between fourteen (14) and eighteen (18) years of age.~~

~~——(B) The CFS-001: Referral for Transitional Services & Support will be completed also on youth who turn fourteen (14) years of age while in foster care.~~

~~——(C) All youth must be assessed for life skills within thirty (30) days of entering care or within thirty (30) days after their fourteenth birthday;~~

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- ~~—————(2)(A) Forward the completed and signed CFS-001: Referral for Transitional Services & Support to the TSC.~~
- ~~—————(B) The youth must sign the CFS-001: Referral for Transitional Services & Support to be eligible for Chafee-specific services and support;~~
- ~~—————(3) If the youth chooses to participate, notify the TSC Supervisor and he or she will assign the TSC, as appropriate;~~
- ~~—————(4) Assist the youth in completing a life skills assessment within thirty (30) days of entering care or within thirty (30) days after their fourteenth birthday;~~
- ~~—————(5) After case plan is completed, initiate a transitional team meeting and document on the contact screen and in the transitional plan as appropriate;~~
- ~~—————(6) Ensure that each youth fourteen (14) to seventeen (17) years of age is individually assessed every six (6) months to:~~
 - ~~—————(A) Review their life plan;~~
 - ~~—————(B) Determine what life skills they have attained; and~~
 - ~~—————(C) Determine what life skills they still need;~~
- ~~—————(7) Ensure that each youth fourteen (14) to seventeen (17) years of age is assessed annually using the appropriate life skills assessment tool;~~
- ~~—————(8) Share the reassessment results with the TSC and document the reasons for noncompletion;~~
- ~~—————(9) Coordinate logistics for life skills training or other youth development activities with the foster parent or caretaker;~~
- ~~—————(10) Prepare the youth for transitional team meetings; and~~
- ~~—————(11) Enter date into CHRIS in a timely manner.~~
- ~~—————(b) If the youth makes a planned move (e.g., college) to another county, the supervisor in the primary county should communicate with the supervisor in the placement county before the youth moves.~~
- ~~—————(c)(1) If the youth makes an unplanned move to another county, the supervisor in the primary county should notify within ten (10) days, by email, the supervisor in the placement county.~~
- ~~—————(2) The receiving supervisor should then make secondary caseload~~

~~assignments to the FSW and the TSC and directly notify them of the assignment.~~

~~—— (3) All workload assignments will go through the Coordinator's immediate supervisor and not the individual county supervisors.~~

~~—— (d) If a youth is transferred to another area/county not designated as primary, the FSW in the residence area/county should:~~

~~—— (1) Assist in obtaining an assessment/reassessment if the date occurs while the client is in the other county;~~

~~—— (2) Transfer case files and all records of life skills training sessions attended, skills acquired or mastered, and copies of assessment results to the FSW and the TSC in the secondary county to ensure that training needs and goals will continue to be addressed; and~~

~~—— (3) Assist youth in completing the NYTD survey, if applicable.~~

~~—— (e) The Transitional Services Coordinator will:~~

~~—— (1)(A) Update the contact screen in CHRIS each time contact is made with a youth.~~

~~—— (B) Contacts include group training sessions, face to face contact, phone contact, the youth's attendance in life skills training, transitional team meetings, or ETV consultation.~~

~~—— (C) Indicate the title or content and information concerning the youth's participation;~~

~~—— (2) Complete education and employment screens when appropriate;~~

~~—— (3) Develop life skills training resources;~~

~~—— (4) Complete the CFS-035: Coordinator Monthly Summary;~~

~~—— (5) Submit the CFS-035 to the TSC Supervisor and the TYS Program Manager by the sixth day of the month;~~

~~—— (6) Coordinate and support transitional activities with the FSW when appropriate;~~

~~—— (7) Document the completion of the initial life skills assessment and any reassessments on the IL checklist screen and that the results were routed to the youth, FSW, and foster parents/provider in the document tracking screen; and~~

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~~—————(8) Document all transitional activities and services on the client contact information screen.~~

~~—————**9 CAR § 40-903. Youth transitional plan and life plan.**~~

~~—————(a) The Family Service Worker will:~~

~~—————(1) Develop a transitional plan with all youth in foster care between fourteen (14) and twenty one (21) years of age, and for all youth who turn fourteen (14) years of age while in foster care, within ninety (90) days of entering care or within ninety (90) days after their fourteenth birthday;~~

~~—————(2) Assist the youth in developing a transitional team to include individuals identified by the youth as significant (e.g., foster parents, bio family, AAL, CASA, mentors, therapists, TSC, teachers, coaches);~~

~~—————(3) Review the transitional plan every six (6) months to ensure consistency with education plan, case plan, and life plan and coordinate with the youth's school at least annually, until the youth exits foster care or secondary school;~~

~~—————(4) Determine, based on the youth's age, maturity, disabilities, and other factors, what shall be appropriate to include in the transition plan;~~

~~—————(5) Determine at which point in the youth's development to include the following components (all components must be present by the time the youth is seventeen (17) years of age):~~

~~—————(A) Education component;~~

~~—————(B) Employment component;~~

~~—————(C) Health component to include information on:~~

~~—————(i) Options for health insurance; and~~

~~—————(ii) Documentation of a healthcare power of attorney or healthcare proxy if the youth chooses to designate one;~~

~~—————(D) Housing component;~~

~~—————(E) Lifelong connections component;~~

~~—————(F) Written confirmation that the youth has been informed of his or her right to stay in foster care after reaching eighteen (18) years of age for education;~~

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~~treatment, work, or other specific programs and services, including but not be limited to the John H. Chafee Foster Care Independence Program and other transitional services;~~

~~_____ (G) The youth's court case record, including information on:~~

~~_____ (i) His or her biological family;~~

~~_____ (ii) Foster care placement history;~~

~~_____ (iii) Tribal information, if applicable; and~~

~~_____ (iv) Whereabouts of siblings, if any, unless a court determines that release of information pertaining to siblings would jeopardize the safety or welfare of the sibling;~~

~~_____ (H) List of significant individuals in the youth's life; and~~

~~_____ (I) Assistance in obtaining a free credit report and if the youth has a bad credit report because of identity theft, assistance in correcting the credit report;~~

~~_____ (6) Assist the youth or arrange for assistance in:~~

~~_____ (A) Procuring life skills training;~~

~~_____ (B) Completing applications for:~~

~~_____ (i) ARKids First, Medicaid, or assistance in obtaining other health insurance;~~

~~_____ (ii) Referrals to transitional housing, if available, or assistance in securing other housing; and~~

~~_____ (iii) Assistance in obtaining employment or other financial support;~~

~~_____ (C) Applying for admission to a college or university, or to a vocational training program, or another educational institution and in obtaining financial aid, when appropriate; and~~

~~_____ (D) Developing and maintaining relationships with individuals who are important to the youth and who may serve as a resource to the youth based on his or her best interests;~~

~~_____ (7) Discuss with the youth the importance of designating someone to make healthcare decisions on their behalf when they exit from foster care, if they become unable, or if they do not have or do not want, an otherwise authorized relative to do so;~~

~~_____ (8)(A) Assist the youth in contacting the individual or individuals who they~~

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~~would like to serve as their healthcare power of attorney or healthcare proxy and completing documentation authorizing a healthcare power of attorney or healthcare proxy;~~

~~_____ (B) The Department of Human Services serves as the youth's healthcare power of attorney or healthcare proxy until the youth exits foster care;~~

~~_____ (9) With court permission and if the youth desires, facilitate visits between the youth and his or her relatives;~~

~~_____ (10)(A) Assist all youth in or entering foster care at fourteen (14) years of age or older or in the ninth grade, whichever comes first, within ninety (90) days after their fourteenth birthday or ninety days (90) days after entering the ninth grade, in developing a life plan (CFS 002: Life Plan and Agreement for Youth in Transition).~~

~~_____ (B) The life plan shall be youth driven.~~

~~_____ (C) The life plan shall contain a concrete to do list for youth, staff, and stakeholders.~~

~~_____ (D) The life plan should be adopted by the transitional team within six (6) months of the youth's sixteenth birthday or entry into foster care, whichever comes first;~~

~~_____ (11) Hold a final transitional team meeting within ninety (90) days of youth's planned exit from foster care;~~

~~_____ (12) Invite the youth's TSC to the transitional team meeting to discuss Chafee after care support and ETV;~~

~~_____ (13) At the final transitional team meeting, complete CFS 003: Checklist for Youth Exiting Care and provide the youth with the following and obtain his or her signature and that of his or her attorney ad litem confirming receipt:~~

~~_____ (A) Social Security card;~~

~~_____ (B) Certified birth certificate or verification of birth record, if available or should have been available;~~

~~_____ (C) Family photos in the possession of the Division of Children and Family Services;~~

~~_____ (D)(i) All the youth's health records for the time the youth was in foster~~

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~~care and any other medical records that were available or should have been available to the division.~~

~~_____ (ii) A youth who chooses to remain in foster care after reaching eighteen (18) years of age may request that his or her health records remain private;~~

~~_____ (E) All of the youth's educational records for the time the youth was in foster care and any other educational records that were available or should have been available to the division;~~

~~_____ (F) Driver's license and other picture identification;~~

~~_____ (G) Transitional resource book and life book, if applicable;~~

~~_____ (H) Life plan;~~

~~_____ (I) If the youth elected not to designate a healthcare power of attorney or healthcare proxy before aging out of care, whether at eighteen (18) or twenty one (21) years of age, contact information for legal services if at a later point the youth decides to designate someone to make healthcare decisions on his or her behalf, if he or she:~~

~~_____ (i) Becomes unable to participate in such decisions; and~~

~~_____ (ii) Does not have, or does not want, a relative who would otherwise be authorized to make such decisions;~~

~~_____ (J) All information contained within the youth's case plan (current or former, as requested); and~~

~~_____ (K) A list of all the youth's former placements;~~

~~_____ (14)(A) Document a current address and contact information for youth who reside outside the foster home in order to study, work, or for any other reason.~~

~~_____ (B) This information must be kept current; and~~

~~_____ (15) Within seventy two (72) hours of case closure, notify the eligibility unit of the case closing and provide the Trust Coordinator with any information requested.~~

~~_____ (b) The Transitional Youth Services Unit Manager or designee will:~~

~~_____ (1)(A) Review CHRIS report regarding TYS credit check alerts monthly to determine when to run an annual credit check on youth who are sixteen (16) years of age and older.~~

~~_____ (B) Submit information on each appropriate youth to each of the three (3)~~

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~~credit reporting agencies (CRAs) — TransUnion, Equifax, and Experian — in succession, i.e., do not contact all three (3) CRAs at the same time, in order to request a credit check.~~

~~—————(C)(i) This process will begin within thirty (30) days of the youth's sixteenth birthday or within thirty (30) days of the youth coming into care, whichever comes first, until the youth exits care.~~

~~—————(ii)(a) One (1) CRA must be contacted, the credit check information received from that CRA, and any inaccuracies corrected before the next CRA is contacted.~~

~~—————(b) Ensure that one (1) full year has passed since accessing the previous year's report before viewing the current year's report.~~

~~—————(iii) Obtain a copy of the credit report, if one exists (the majority of youth under eighteen (18) years of age should not have a credit report), from each of the three (3) nationwide credit reporting agencies (CRAs) — TransUnion, Equifax, and Experian — for each youth (information must be obtained from each CRA in succession (i.e., all three (3) CRAs are not to be contacted at the same time regarding a particular youth));~~

~~—————(2)(A) If problems or inaccuracies are detected on a youth's credit report, contact the CRA that issued the report to resolve any inaccuracies found in the report.~~

~~—————(B) Explain that the child is a minor and cannot legally enter into any type of contract.~~

~~—————(C) To prove that the child is a minor, send the CRA:~~

~~—————(i) A copy of the child's birth certificate or other documentation of age, such as a court order;~~

~~—————(ii) A letter asking them to remove all accounts, application inquiries, and collection notices from the credit report associated with the child's name or personal information; and~~

~~—————(iii) Documentation verifying that the youth is in foster care and the agency is authorized to act on the youth's behalf.~~

~~—————(D) Discuss with the CRA the appropriate course of action and initiate~~

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applicable next step for the action or actions;

~~———— (3) Share relevant information with the youth and the youth's FSW and TSC;~~
and

~~———— (4) Document credit report review in contacts screen in CHRIS.~~

~~———— (c) The Eligibility Unit Trust Coordinator will, within thirty (30) days after the youth leaves foster care, provide the youth with the following information:~~

~~———— (1) A full accounting of all funds held by the department to which he or she is entitled;~~

~~———— (2) How to access the funds; and~~

~~———— (3) When the funds will be available.~~

9 CAR § 40-904. Interagency support for youth with disabilities.

(a) In order to promote continuity of care for youth with disabilities, the Adult Protective Services Unit of the Department of Human Services, the Division of Children and Family Services, the Division of Youth Services, the Division of Developmental Disability Services, and the Division of Behavioral Health Services have signed a memorandum of understanding that describes each division's roles and responsibilities.

~~(b) The Family Service Worker will:~~

~~———— (1) Arrange an interagency case staffing and initiation of transition plan following youth's fourteenth birthday;~~

~~———— (2) Arrange an interagency case staffing within thirty (30) days to include PACE determination and DD diagnosis identified for individuals taken into custody after age fourteen (14);~~

~~———— (3) Arrange an interagency review every six (6) months for youth likely to require state custody status as an adult; and~~

~~———— (4) Invite the youth's TSC and any other appropriate individuals to the interagency case staffing and all subsequent interagency reviews.~~

~~———— (c) APS will:~~

~~———— (1) Review plan and identify issues requiring clarification or issues that might have been omitted and request this information from the Division of Children and~~

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Family Services; and

~~——(2) Participate in case staffing and transition plan review following client's seventeenth birthday.~~

~~——(d) The Adult Protective Services Unit of the Department of Human Services, the Division of Children and Family Services, Division of Youth Services, and the Office of Chief Counsel will inform the court of the transition plan.~~

~~——(e) The Adult Protective Services Unit of the Department of Human Services and the Division of Children and Family Services will review the transition plan and arrange appropriate placement prior to client's eighteenth birthday.~~

9 CAR § 40-905. Extended foster care.

(a)(1) Even after reaching the legal age of majority (that being eighteen (18) years of age), all youth need additional support and access to an array of resources as they continue their transition into adulthood.

(2) As such, youth who are eighteen ~~(18)~~ through twenty-one (18-21) years of age, or such other age as may be required under federal law, may choose to participate in the Extended Foster Care Program for education, work, or other programs and services in order to help them achieve a successful transition into adulthood.

(b) Extended foster care provides case management services and support, as well as financial assistance with room and board costs for a youth who:

- (1) Was adjudicated dependent or dependent-neglected;
 - (2) Was in-experiencing foster care at eighteen (18) years of age but is not yet twenty-one (21) years of age, or such other age as may be required under federal law;
 - (3) Wishes to participate in extended foster care to benefit from the program;
- and

- (4) Is one (1) or more of the following:
 - (A) Completing secondary education or a program leading to an equivalent credential;
 - (B) Enrolled in an institution that provides post-secondary or vocational education;

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(C) Participating in a program or activity designed to promote, or remove barriers to, employment;

(D) Employed for at least eighty (80) hours per month;

(E) Has a viable plan to meet the requirements of subdivision (b)(4)(A) – (D); or

(F) Incapable of completing school or work activities above due to a documented medical condition, which incapability is supported by regularly updated information in the youth's family case plan.

(c) Participation in extended foster care does not impede or otherwise alter any right afforded to the youth by virtue of their age of majority, including without limitation the right to consent to medical treatment or enter into contracts.

(d) A six-month review hearing is not required for a juvenile who is over eighteen (18) years of age and has elected to remain in extended foster care or to return to extended foster care.

(e) A copy of the youth's entire record will be made available to them at no cost at the final transitional team meeting, which will occur within ninety (90) days of youth's planned exit from care.

(f) Transitional Youth Services sponsor.

(1)(A) Youth who elect to participate in the Extended Foster Care Program will select a Transitional Youth Services (TYS) Sponsor.

(B) The sponsor will be a supportive adult with whom the youth already has a connection, such as the youth's previous out-of-home provider.

(C) For youth who are unable to identify such an individual, staff may recommend someone who is already serving as a sponsor to other youth in extended foster care or a volunteer from the community.

(D) The role of the sponsor is to provide support and guidance to the youth as they transition to adulthood.

(E) The sponsor will also receive the board payment on the youth's behalf.

(F) The sponsor will then assist the youth in managing the board payment according to their established budget developed by the youth and their transitional

team.

(G) Exceptions for sponsors may be approved by the Director of the Division of Child and Family Services (the division) or designee.

(H) See 9 CAR § 40-907, for more information regarding TYS sponsors.

(2)(A) Board payments for IV-E eligible youth may be made through Title IV-E funds as appropriate.

(B) Board payments for youth who are not IV-E eligible will be paid using state general revenue funds or other federal funds as allowed under federal law and regulations.

(g) Participation in extended foster care.

(1)(A) Youth who left foster care at eighteen (18) years of age or older may later participate in the Extended Foster Care Program if the youth submits a request in writing or in person to the [Department of Human Services division](#) to participate in extended foster care.

(B) Division ~~of Children and Family Services~~ staff will inform the youth of the option to have a petition filed on their behalf by their previous attorney ad litem if the youth also wishes for the court to have jurisdiction over their extended foster care case.

(2)(A) After receiving a request to return to the Extended Foster Care Program, the youth's case will be reopened in the division's information management system by the next business day.

(B) A TYS sponsor will be secured and keyed with a corresponding board rate within seven (7) business days after the request to return to the Extended Foster Care Program is received.

(C) Additional urgency in keying the sponsor and board rate will be exercised as needed to ensure this information is keyed prior to the monthly board payment run that occurs after the youth's return date.

(3) The ~~department division~~ may discharge a juvenile from extended foster care program if the juvenile:

(A) Is over eighteen (18) years of age;

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(B) Reenters extended foster care after having ~~his or her~~their request to reenter foster care approved; and

(C) Fails to engage in or have a viable plan to meet the extended foster care requirements listed above or have a viable plan to meet those requirements for more than sixty (60) days.

~~9-CAR § 40-906. Extended foster care.~~

~~—The Family Service Worker, with support from the Transitional Youth Services Coordinator, will:~~

~~——(1) Explain and complete CFS 009: Extended Foster Care Agreement with the youth when the youth decides to participate in extended foster care and preferably before turning eighteen (18) years of age;~~

~~——(2) Consider the following issues with the youth:~~

~~——(A) The school the youth will attend, if applicable;~~

~~——(B) Searching for and securing a job, if applicable;~~

~~——(C) Living arrangements, including without limitation helping the youth locate a residence and assisting with any apartment applications;~~

~~——(D) Choosing a sponsor;~~

~~——(E) Budgeted income/expenses;~~

~~——(F) Amount of board payment;~~

~~——(G) Start-up items;~~

~~——(H) Transportation needs;~~

~~——(I) Continued life skills training;~~

~~——(J) Support needed to help youth remain in school, if applicable; and~~

~~——(K) Designating a healthcare power of attorney or healthcare proxy;~~

~~——(3) Assist the youth and their transitional team in determining appropriate housing and needed support;~~

~~——(4) Complete CFS 370: Residence Checklist for Youth for any youth living in their own apartment or other independent setting;~~

~~——(5) Develop a budget via CFS 025 with the youth and their transitional team;~~

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- ~~———— (6) Visit the youth face-to-face at least once a month;~~
- ~~———— (7) Obtain approval for less than twice monthly visits from the county supervisor, if appropriate;~~
- ~~———— (8)(A) Maintain monthly contacts with the youth's sponsor.~~
- ~~———— (B) Contacts may be by telephone;~~
- ~~———— (9) Obtain the youth's consumer credit report annually until the youth exits foster care, and:~~
 - ~~———— (A)(i) Access the report via www.annualcreditreport.com within thirty (30) days of the youth's birthday or within thirty (30) days of the youth entering care, whichever comes first.~~
 - ~~———— (ii) However, only access it on an annual basis, that being, ensure that one (1) full year has passed since accessing the previous year's report before viewing the current year's report;~~
 - ~~———— (B) Review report with the youth and help youth in interpreting the report within ten (10) working days of accessing the report;~~
 - ~~———— (C) Assist youth in resolving any inaccuracies found in the report;~~
 - ~~———— (D) Document the credit report review in the Division of Children and Family Services' information management system, selecting "Annual Credit Check—Engage Youth"; and~~
 - ~~———— (E) Share relevant information with the youth's Transitional Services Coordinator; and~~
- ~~———— (10) Update or otherwise complete CFS 003: Checklist for Youth Approaching Adulthood as the youth approaches twenty-one (21) years of age or other planned exit from the Extended Foster Care Program.~~

~~———— **9 CAR § 40-907. TYS sponsors.**~~

- ~~———— (a) The Family Service Worker, with support from the TYS Coordinator, will:~~
 - ~~———— (1)(A) Assist the youth in locating and choosing a sponsor who is not the person from whom the youth was removed.~~
 - ~~———— (B) Before finalizing a sponsor for a youth, a Division of Arkansas State~~

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~~Police Criminal Record check and Child Maltreatment Central Registry check will be conducted on the proposed sponsor.~~

~~—————(C) In emergency situations in which a family member (other than the person from whom the youth was removed) wishes to serve as the sponsor, a Lexis Nexis check may be run in lieu of the Division of Arkansas State Police criminal record check and Child Maltreatment Central Registry check; and~~

~~—————(2) Request that the local resource team establish an ILP sponsor service for the approved sponsor in the Division of Children and Family Services' information management system and key the youth into the placement service with the board amount listed in the youth's approved budget.~~

~~—————(b) The youth's TYS Sponsor will:~~

~~—————(1) Serve as a member of the youth's transitional team to include participating in the youth's transitional team meetings;~~

~~—————(2) Provide support and guidance to the youth as they transition to adulthood, for example, assisting with decision making, including without limitation decisions regarding:~~

~~—————(A) Education;~~

~~—————(B) Employment; and~~

~~—————(C) Housing;~~

~~—————(3) Assist the youth with budgeting the youth's board payment;~~

~~—————(4) Help to ensure the youth meets at least one (1) of the Extended Foster Care Program requirements or has a viable plan in place to meet one (1) of the Extended Foster Care Program requirements; and~~

~~—————(5) Maintain regular contact with the youth.~~

~~—————(c) In addition, youth eighteen (18) years of age and older who are participating in the Extended Foster Care Program may live with their TYS Sponsors (even if the TYS sponsor is not an approved resource home) as appropriate, provided that:~~

~~—————(1) A Division of Arkansas State Police Criminal Background and Child Maltreatment Registry checks are clear and up to date (that being within the past two (2) years);~~

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~~—————(2) A visual inspection of the sponsor's home is conducted, and the home is deemed safe and appropriate for a young adult;~~

~~—————(3) The Area Director or designee and the youth's attorney ad litem approves the living arrangement with the sponsor; and~~

~~—————(4) A transitional team meeting is held to ensure the sponsor understands their role and that individualized guidelines and expectations are established for any youth who will reside with their sponsor, including without limitation curfews and responsibility for assisting with costs of living, if applicable, via the youth's board payment.~~

~~——(d)(1) An approved resource parent may serve as both a resource parent for children placed in their home and a TYS Sponsor for a youth in extended foster care but who is not residing in the resource home.~~

~~—————(2) However, an ILP Sponsor service will have to be opened for that individual.~~

~~—————(3) Any resource parent who wishes to serve as a sponsor for a youth and who is set up under a master provider (such as Therapeutic Foster Care or Private Licensed Placement Agencies), must be set up with a new ILP Sponsor service with a new provider number.~~

~~——(e) If a youth in foster care was placed in a resource home prior to turning eighteen (18) years of age and continues to stay in that resource home after turning eighteen (18) years of age (and while participating in the Extended Foster Care Program), the youth will remain keyed into the resource home as a regular placement rather than keying the resource parent as the sponsor for the youth.~~

9 CAR § 40-908. After care services and support.

(a)(1) After care funds may provide assistance and services to youth who have left foster care because they have attained eighteen (18) years of age and who have not attained twenty-one (21) years of age.

(2) The youth must have been in foster care on ~~his or her~~their eighteenth birthday and not currently participating in the Extended Foster Care Program to be eligible for after care services and support.

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(3) However, associated financial paperwork processes for after care services may begin prior to a youth's exit from care in order to ensure a more seamless transition.

(4) After care is funded by the John F. Chafee Foster Care Program for Successful Transition to Adulthood grant award.

(b)(1) Additionally, a youth is encouraged to have a budget and a viable plan that includes participation in:

- (A) Education;
- (B) Employment; or
- (C) Training.

(2) If the youth is incapable of school or work requirements due to a documented medical condition, they are also eligible for after care.

(3) After care support:

(A) Is generally limited to five hundred dollars (\$500) in any one (1) month; and

(B) May be requested for a total of two thousand dollars (\$2,000).

(4) However, more than five hundred dollars (\$500) per month may be provided to a youth on an as needed basis.

(5) After care support may include but is not limited to expenditures for housing, insurance, housing set-up, transportation, utility bills, or utility deposits, ~~etc.~~

(6) After care support does not include amounts available through the education and training voucher (ETV) program.

(c)(1) After care support is paid to the provider of the good or service rather than the youth.

(2) However, reimbursement may be made to the youth if the documentation of the expense as well as the paperwork needed by the Division of Children and Family Services ~~division~~ for reimbursement is provided.

(d) For youth who initially elect to participate in the Extended Foster Care Program, but then choose to leave that program prior to twenty-one (21) years of age, after care funding will still be available on a prorated amount based on the number of months

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remaining until the youth's twenty-first birthday.

(e) Youth eligible for after care may also participate in life skills classes and staff may help with transportation needs of these youth as staff capacity allows.

~~9-CAR § 40-909. After care and follow-up.~~

~~—(a) If the youth is still in foster care, the Family Service Worker will:~~

~~—(1)(A) Work with the youth requesting after care support.~~

~~—(B) Request will be made via CFS-004: Request for After Care Support;~~

~~—(2) Send CFS-004: Request for After Care Support to the youth's TSC; and~~

~~—(3) Assign the TSC as the primary worker.~~

~~—(b) If the youth has already left foster care, the Transitional Service Coordinator will:~~

~~—(1)(A) Work with the youth requesting after care support.~~

~~—(B) Request will be made via CFS-004: Request for After Care Support;~~

~~and~~

~~—(2) Request his or her Supervisor to reopen the youth's closed child protective service case and assign the TSC as the primary worker.~~

~~—(c) Once the Transitional Services Coordinator is assigned as primary worker, he or she will:~~

~~—(1) Select Transitional Youth Services Program as the case type on the case summary screen;~~

~~—(2) Complete the contact screen for all contacts with youth and update as appropriate;~~

~~—(3) Complete education and employment screens and update as appropriate;~~

~~—(4) Update client contact information as appropriate;~~

~~—(5) Document in the client contact information screen, the type and extent of financial assistance to be provided;~~

~~—(6) Assist the youth in selecting a residence that is appropriate for his or her immediate needs, if needed;~~

~~—(7) Complete a CFS-370: Residence Checklist for Youth to ensure the~~

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~~residence and location are acceptable and document in the document tracking screen in CHRIS;~~

~~———(8) Provide the youth with available alternatives for meeting their immediate housing needs, if appropriate;~~

~~———(9) Recommend and assist in arranging for personal or community support as requested;~~

~~———(10) Assist the youth in applying for assistance if he or she wishes to start or continue a post-secondary educational program;~~

~~———(11)(A) Document purchase requests in the Document Tracking screen, and if approved, document client contact information screen.~~

~~———(B) Payment is not made directly to the youth, except for approved travel reimbursement;~~

~~———(12) Forward after care support requests to Financial Support Unit at least two (2) weeks before payment is due; and~~

~~———(13) Maintain monthly contact with the youth.~~

9 CAR § 40-910. Termination of parental rights.

(a)(1) All children have a right to a safe, permanent family.

(2) The Division of Children and Family Services shall develop and implement permanency plans for children.

(3) ~~An~~^{One} option is to terminate parental rights to a child for adoptive placement, when it has been determined that reunification with the family is not a viable option.

(4) The court may consider a petition to terminate parental rights (TPR) if the court finds that there is an appropriate permanency placement plan for the child.

(5) A court may terminate the rights of one (1) parent and not the other parent if the court finds that it is in the best interest of the child.

(b) It is not required that a permanency planning hearing be held as a prerequisite to the filing of a petition to terminate parental rights, or as a prerequisite to the court considering a petition to terminate parental rights.

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(c) The division will file a petition to terminate parental rights under the following circumstances:

(1)(A) A child (of any age) has been in an out-of-home placement for fifteen (15) of the most recent twenty-two (22) months.

(B) The petition must be filed by the end of the child's fifteenth month in foster care.

(C) In calculating when to file a petition for TPR, the division:

(i) Will calculate the fifteen (15) out of the most recent twenty-two-month period from the date the child entered foster care;

(ii) Will use a cumulative method of calculation when a child experiences multiple exits from and entries into foster care during the twenty-two-month period; and

(iii) Will not include trial home visits or runaway episodes in calculating fifteen (15) months in foster care; or

(2) The parent is found by a court of competent jurisdiction to:

(A) Have committed murder of any child;

(B) Have committed manslaughter of any child;

(C) Have aided or abetted, attempted, conspired, or solicited to commit such a murder or such an act of manslaughter;

(D) Have committed a felony battery that results in serious bodily injury to any child or have aided or abetted, attempted, conspired, or solicited to commit felony battery that results in serious bodily injury to any child;

(E) Have subjected any child to aggravated circumstances (see 9 CAR § 40-102, definitions);

(F) Have had ~~his or her~~their parental rights involuntarily terminated as to a sibling of the child; or

(G) Have abandoned an infant, as defined at Arkansas Code § 9-27-303(2) (the petition to TPR will be made within thirty (30) days of the judicial determination that the child is an abandoned infant).

(d) The petition to terminate parental rights will be made within thirty (30) days of

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a judicial determination that reasonable efforts to reunify the child and parent are not required.

(e) The division may elect not to file or join a petition to terminate parental rights if:

(1) The child is being cared for by a relative, the relative has made a long-term commitment to the child, and the relative is willing to pursue guardianship or permanent custody of the juvenile;

(2) The child is being cared for by ~~his or her~~their ~~parent caregiver~~ who is ~~in~~ experiencing foster care, and TPR is not in the best interest of the child;

(3) The division has documented in the family case plan a compelling reason why filing such a petition is not in the best interest of the child and the court approves the compelling reason as documented in the family case plan; or

(4) The division has not provided to the family of the child, consistent with the time period in the family case plan, such services as the division deemed necessary for the safe return of the child to the child's home if reunification services were required to be made to the family.

(f) If a juvenile is the subject of an open case filed under the Arkansas Juvenile Code, Arkansas Code § 9-27-301 et seq., the Office of Chief Counsel will file all subsequent petitions (~~i.e.,~~including but not limited to TPR, adoption, guardianship) in that same circuit court and case.

(g) If the court adopts the goal of termination of parental rights, the division shall file a petition to terminate parental rights within thirty (30) days from the date of the entry of the order establishing such goal.

(h) If the court finds that the child should remain in an out-of-home placement, either long-term or otherwise, the child's case shall be reviewed every six (6) months, with an annual permanency planning hearing.

(i) Additionally, if the child has been in an out-of-home placement fifteen (15) of the last twenty-two (22) months, and a termination petition has been filed by another party, the division will seek to join the petition.

(j) Concurrent with the filing of a termination petition, the division will identify,

recruit, process, and approve a qualified family for adoption.

~~9 CAR § 40-911. Division of Children and Family Services initiates termination of parental rights.~~

~~— (a) The Family Service Worker will:~~

~~— (1) Consult the Office of Chief Counsel attorney to determine if legal grounds exist for disposition recommendation of termination of parental rights;~~

~~— (2)(A) Schedule and conduct a permanency planning staffing prior to the permanency planning hearing to determine if continuing contact with the custodial/noncustodial parent or parents or putative parent could cause harm to the child and to determine the likelihood that the child will be adopted if the termination petition is granted.~~

~~— (B) Those invited to participate in the staffing are the:~~

~~— (i) Custodial/noncustodial parent or parents;~~

~~— (ii) Attorney for the parent or parents;~~

~~— (iii) Age appropriate child;~~

~~— (iv) Office of Chief Counsel attorney;;~~

~~— (v) County supervisor;~~

~~— (vi) Adoption specialist;~~

~~— (vii) Attorney ad litem; and~~

~~— (viii) Foster parents;~~

~~— (3) Obtain written consent of the Area Director, if applicable;~~

~~— (4) Prepare a CFS-6024: Permanency Planning Court Report and submit it to the Office of Chief Counsel attorney at least fourteen (14) days before the permanency planning hearing;~~

~~— (5) Work with the Office of Chief Counsel attorney to file a petition to terminate parental rights;~~

~~— (6) Work with the Office of Chief Counsel attorney to prepare for termination of parental rights hearing within thirty (30) days from the date of the entry of the court order;~~

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~~—————(7) Provide the Office of Chief Counsel attorney with information on the CFS-408: Federal Parent Locator System Information regarding the custodial/noncustodial parent or parents or putative parent so that notice of the termination petition can be provided;~~

~~—————(8) Provide the Office of Chief Counsel attorney with the name and address of any grandparent who is entitled to notice based on the conditions listed in 9 CAR § 40-406, notification of relatives and fictive kin, when a child is taken into custody by the Division of Children and Family Services and related procedures; and~~

~~—————(9) Refer to 9 CAR § 40-917 or 9 CAR § 40-928 if termination of parental rights with power to consent to adoption is granted.~~

~~————(b) The Adoption Specialist will:~~

~~—————(1) Participate in the staffing if adoption is to be considered as a permanent plan for a child; and~~

~~—————(2) Work with the Office of Chief Counsel attorney to prepare for the termination of parental rights hearing.~~

~~———— **9 CAR § 40-912. Court initiates termination of parental rights.**~~

~~————(a)(1) Sometimes the court will determine that the goal should be termination of parental rights when it is not the recommendation of the Department of Human Services.~~

~~—————(2) In these instances, the following procedures will apply.~~

~~————(b) The Family Service Worker will:~~

~~—————(1) Work with the Office of Chief Counsel attorney to file a petition to terminate parental rights within thirty (30) days from the date of the entry of the court order;~~

~~—————(2) Notify the Area Director in writing with a copy of the order attached;~~

~~—————(3) Consult the County Supervisor and the Office of Chief Counsel attorney immediately if the order should be appealed or if a rehearing is appropriate;~~

~~—————(4) Work with the Office of Chief Counsel attorney to prepare for termination of parental rights hearing;~~

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~~—————(5)(A) Schedule and conduct a staffing, if applicable, to determine if continuing contact with the birth/legal parent or parents or putative parent could cause harm to the child and to determine the likelihood that the child will be adopted if the termination petition is granted.~~

~~—————(B) Those invited to participate in the staffing are the birth/legal parent, attorney for the parent, age appropriate child, the Office of Chief Counsel attorney, County Supervisor, Adoption Specialist, attorney ad litem, and foster parents;~~

~~—————(6) Provide the Office of Chief Counsel attorney with the name and address of any grandparent who is entitled to notice based on the conditions listed in 9 CAR § 40-406, notification of relatives and fictive kin, when a child is taken into custody by the Division of Children and Family Services and related procedures;~~

~~—————(7) Provide the Office of Chief Counsel attorney with the name and last known address of a birth/legal parent or parents or putative parent or parents so that notice of the termination petition can be provided; and~~

~~—————(8) Refer to 9 CAR § 40-917 or 9 CAR § 40-928 if termination of parental rights with power to consent to adoption is granted.~~

~~—————**9 CAR § 40-913. Custodial/noncustodial parent or parents requests termination of parental rights.**~~

~~—————(a) When parents want to relinquish custody to the Department of Human Services and free a child for a permanent placement (refer to 9 CAR § 40-916), the Family Service Worker or the Adoption Specialist (for unborn or newborn infants only) will:~~

~~—————(1) Discuss service options and offer services to maintain the family unit;~~

~~—————(2)(A) Read to the parent the section of the consent form that explains the right to withdraw consent to termination of parental rights form.~~

~~—————(B) The consent to terminate parental rights shall state the person has the right to withdraw consent, within ten (10) calendar days from the signature date, by filing an affidavit with the clerk of the Juvenile Division of Circuit Court in the county designated by the consent as the county in which the termination of parental rights will be filed, and providing the address of the juvenile court clerk of the county in which the~~

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~~termination of parental rights will be filed.~~

~~_____ (C) The Family Service Worker will assist the parent in filing the affidavit to withdraw parental consent.~~

~~_____ (D) If the ten-day period ends on a weekend or legal holiday, the parent may file the affidavit the next working day.~~

~~_____ (E) No fee shall be charged for the filing of the affidavit; and~~

~~_____ (3) Notify the Office of Chief Counsel attorney.~~

~~_____ (b) If the parents still wish to relinquish custody to the Department of Human Services (refer to 9 CAR § 40-916) after efforts to preserve the family have been offered, the Family Service Worker or the Adoption Specialist (for unborn or newborn infants only), will:~~

~~_____ (1) Present an OCC 410: Consent to Termination of Parental Rights to the parents and explain the form;~~

~~_____ (2) Notify County Supervisor in writing if parents sign OCC 410, with a copy attached;~~

~~_____ (3) Notify the Office of Chief Counsel attorney in writing with the original OCC 410 attached;~~

~~_____ (4)(A) Schedule and conduct a staffing, if applicable, to determine if continuing contact with the custodial/noncustodial parent or parents or putative parent could cause harm to the child and to determine the likelihood that the child will be adopted if the termination petition is granted.~~

~~_____ (B) Those invited to participate in the staffing are the custodial/noncustodial parent or parents, attorney for the parent, age appropriate child, the Office of Chief Counsel attorney, County Supervisor, Adoption Specialist, attorney ad litem, and foster parents;~~

~~_____ (5) Obtain written consent of the Area Director, if applicable;~~

~~_____ (6) Work with the Office of Chief Counsel attorney to prepare for termination of parental rights hearing;~~

~~_____ (7) Provide the Office of Chief Counsel attorney with the name and last known address of a custodial/noncustodial parent or parents or putative parent or parents so~~

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that notice of the termination petition can be provided; and

—————(8) Refer to 9 CAR § 40-917 or 9 CAR § 40-928 if termination of parental rights with power to consent to adoption is granted.

—————**9 CAR § 40-914. Fast track adoption under Garrett's Law:**

—————(a)(1) If a report of neglect under the Arkansas Code § 12-18-103(14)(B)(i)(a) or Arkansas Code § 12-18-103(14)(B)(i)(b) (herein after referred to as a Garrett's Law report) is made to the Division of Arkansas State Police Child Abuse Hotline, the mother has the option to fast track the adoption of her newborn.

—————(2) As used in this procedure, "newborn" means an infant who is thirty (30) days of age or younger.

—————(3) The ability of the newborn's mother to fast track the adoption under Garrett's Law means the mother has the option to place the newborn for:

—————(A) Adoption through a licensed child placement agency under the Child Welfare Agency Licensing Act, Arkansas Code § 9-28-401 et seq.; or

—————(B) A private adoption through a person licensed to practice medicine or law.

—————(b)(1) A fast track adoption under Garrett's Law may occur for newborns not in the custody of the Division of Children and Family Services and for those newborns who are already in Division of Children and Family Services custody.

—————(2) Each scenario is described below.

—————(c) **Fast track adoption under Garrett's Law for a newborn not in Division of Children and Family Services custody:**

—————(1)(A) If the mother elects to perform subdivision (a)(3)(A) of this section or subdivision (a)(3)(B) of this section, above, during the course of a child maltreatment investigation, the Division of Children and Family Services will consult with the Office of Chief Counsel immediately.

—————(B) The Division of Children and Family Services will not take a hold of the newborn before consulting with the Office of Chief Counsel.

—————(2) If a hold is not taken on the newborn and the mother carries out

~~subdivision (a)(3)(A) of this section or subdivision (a)(3)(B) of this section, above, the Division of Children and Family Services is not required to make a home visit to the selected adoptive home since it is not considered a Division of Children and Family Services adoptive home and also because the newborn is not in Division of Children and Family Services custody.~~

~~—————(3) The home visit is performed by the licensed child placement agency facilitating the adoption or overseen by the person licensed to practice medicine or law who is facilitating the adoption.~~

~~—————(4)(A) Similarly, if the mother elects to perform subdivision (a)(3)(A) of this section or subdivision (a)(3)(B) of this section, above, during the course of a child maltreatment investigation, the Division of Children and Family Services is not required to conduct a home visit at the biological mother's residence unless there are siblings or other children under the care of the mother living in the home whose safety must be assessed.~~

~~—————(B) The Division of Children and Family Services will consult with Office of Chief Counsel in this regard to verify the need, or lack thereof, for a home visit to the biological mother's home when a fast track adoption of a newborn involved in a Garrett's Law referral is in process.~~

~~—————(C) The Division of Children and Family Services and the Office of Chief Counsel will also confer each business day until the fast track adoption has finalized to monitor whether the mother withdraws her consent to the adoption.~~

~~—————(D) If the mother withdraws her consent to the adoption, the Department of Human Services will initiate an action to ensure the protection of the child, including without limitation taking the child into custody if custody is warranted to protect the health and safety of the child.~~

~~————(d) **Fast track adoption under Garrett's Law for a newborn in the Division of Children and Family Services custody.**~~

~~—————(1) If the Division of Children and Family Services takes custody of the newborn as the result of the Garrett's Law investigation, the mother still has the option for a fast track adoption to place the newborn for:~~

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~~_____ (A) Adoption through a licensed child placement agency under the Child Welfare Agency Licensing Act; or~~

~~_____ (B) A private adoption with a person licensed to practice medicine or law.~~

~~_____ (2)(A) However, if the proposed adoptive family, to include a relative family, has not completed the adoptive home study process, including the required criminal background checks, the Division of Children and Family Services will place the newborn in a resource home that is licensed and approved under the Child Welfare Agency Licensing Act.~~

~~_____ (B) The newborn will remain in a licensed or approved resource home or in the custody of the department until the required home study and criminal background checks are completed on the proposed adoptive parents.~~

~~_____ (C) In addition, if the newborn is in the custody of the department:~~

~~_____ (i) An order transferring custody to the proposed adoptive parents is required before the newborn is placed in the home of the proposed adoptive parents;~~

~~_____ (ii) Any petition for adoption shall be filed in the open dependency-neglect case; and~~

~~_____ (iii) The adoption shall be granted only if the proposed adoptive placement is in the best interests of the newborn.~~

~~_____ (3) An adoption by a relative of the newborn shall be denied unless:~~

~~_____ (A) The proposed relative adoptive parents have an approved home study, or the Division of Children and Family Services approves the adoption (under state law on adoption, child welfare agency licensing laws and regulations, and department policy and procedures);~~

~~_____ (B) The court determines the proposed relative adoptive parents have the capacity and willingness to abide by orders regarding care, supervision, and custody (so that child protection will not be an issue if the adoption is granted); or~~

~~_____ (C) The court enters an order describing the level of contact, if any, that is permitted between the birth parent and the proposed relative adoptive parents and the consequences for violation of the order.~~

~~_____ (4) If the Division of Children and Family Services is the licensed child~~

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~~placement agency selected by the mother to facilitate the adoption of her newborn that has already entered the Division of Children and Family Services custody, the Division of Children and Family Services will conduct the required home study and all other requirements for opening a resource home with an adoptive service on the proposed adoptive family, including a relative family, as prescribed by 9 CAR § 40-806.~~

9 CAR § 40-915. Decisions involving children in Department of Human Services custody whose parents' rights have been terminated.

(a)(1) The Department of Human Services, Division of Children and Family Services, has designated the ~~Area Director~~ Social Service Area Manager or designee as having the authority to give consent for major decisions for children under the age of eighteen (18) whose parental rights have been terminated.

(2) The Social Service Area ~~Director~~ Manager or designee will make decisions regarding such consents with input from local division staff who work directly with the child, as well as other members of the child's team such as the child's attorney ad litem, Court Appointed Special Advocate, and therapist, as applicable.

(3) Major decisions that require the ~~Area Director's~~ Social Service Area Manager's or designee's written consent include:

- (A) Marriage;
- (B) Entry into the United States Armed Forces;
- (C) Out-of-state or out-of-country travel; and
- (D) Media release that identifies the child as ~~being in~~ experiencing foster care (also requires consultation with the department Office of Communications, the department Privacy Officer, and the child's attorney ad litem).

(b)(1) For youth eighteen ~~(18)~~ to twenty-one (18-21) years of age who elect to participate in the Extended Foster Care Program, the ~~Area Director's~~ Social Service Manager's or designee's consent is not required for the decisions listed above.

(2) However, division staff will hold a staffing family team meeting with the youth and the youth's team to discuss the benefits and drawbacks associated with such decisions and to provide guidance to the youth as needed.

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9 CAR § 40-916. Birth parents relinquishing infants for adoption under the Safe Haven Act.

(a) Any medical provider, law enforcement agency, or fire department will take possession of a child who is thirty (30) days old or younger, without a court order, if the parents of the child, without expressing an intent to return for the child, leave the child:

(1) With or voluntarily deliver the child to a medical provider (including when a parent leaves a newborn child with a medical provider staff member after delivery of the newborn child), law enforcement agency, fire department; or

(2) In a newborn safety device as described in Arkansas Code § 9-34-202.

(b) A medical provider, law enforcement agency, or fire department that takes possession of a child under the Safe Haven Act will perform any act necessary to protect the physical health and safety of the child.

(c) A medical provider, law enforcement agency, or fire department will keep the identity of a parent who relinquishes a child under Safe Haven provisions confidential and will not release or otherwise make the identity of the parent available, except to a:

(1) Law enforcement agency investigating abuse or neglect of the child that was committed before the child was relinquished; or

(2) Prosecuting attorney pursuing charges against a parent for abuse or neglect of the child that was committed before the child was relinquished.

(d)(1) If the identity of a parent or child is released or made known to the Department of Human Services in violation of Arkansas Code § 9-34-202(b)(2), the case shall proceed as a dependency-neglect action, but with the same protections from liability as if an anonymous Safe Haven surrender was made.

(2) As such, the parent shall not be held criminally liable for the relinquishment or have a true finding of maltreatment or abandonment entered against the parent if that parent's identity is known and the department proceeds under Arkansas Code § 9-27-341.

(3) Rather, a "true but exempt" selection will be made, as applicable, in the

~~Division of Children and Family Services' approved~~division information management system.

(e) Further, the ~~department~~division shall not subsequently use a resulting termination of parental rights against a parent who surrendered ~~his or her~~their child as allowed under the Voluntary Placement of a Child chapter, Title 9, Chapter 34, in Arkansas law.

(f)(1) Upon delivery of the child (to a medical provider, law enforcement agency, or fire department), an appropriate employee (of the medical provider, law enforcement agency, or fire department) will take the child into protective custody for seventy-two (72) hours under the Child Maltreatment Act, Arkansas Code § 12-18-101 et seq.

(2) The person taking the child into protective custody will immediately notify the division.

(g)(1) The division will contact the Office of Chief Counsel to request a petition be filed with the court for an order of emergency custody.

(2) The division will also utilize the Attorney General's Missing Children Services Program along with any other national and state resources to determine whether the child is a missing child before placing the infant in an appropriate legal risk adoptive placement.

9 CAR § 40-917. Selection, preparation, and finalization of adoptive placements.

(a) Jurisdiction and residency requirements.

(1) The Division of Children and Family Services will participate in the adoption of a minor who is in Department of Human Services custody or for whom the court has retained jurisdiction only if either the person seeking to adopt the child, or the child, is currently a resident of Arkansas.

(2)(A) The family planning to adopt may live in Arkansas or reside out-of-state and have an approved adoption home study from a licensed adoption agency in their state.

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(B) The family's home study must be on file in the Adoption Services Unit.

(3) Residency to determine jurisdiction over an adoption may be established in accordance with one (1) of the three (3) following sets of criteria:

(A) A child under the age of six (6) months is a resident of Arkansas if:

(i) The biological mother resided in Arkansas for more than four (4) months prior to the child's birth;

(ii) The child was born in Arkansas or in any city which adjoins the state line or is separated only by a navigable river from an Arkansas city which adjoins the state line; and

~~(iii)(a) The child remains in this state until the interlocutory decree has been entered.~~

~~(ba)~~ Or in the case of a nonresident adoptive family, upon receipt of Interstate Compact on the Placement of Children (ICPC), Arkansas Code § 9-29-201 et seq., approval, the child and the prospective adoptive parents may go back to their state of residence and subsequently may return to Arkansas for a hearing on the petition for adoption;

(B) A child over the age of six (6) months is a resident of Arkansas if that child:

(i) Has resided in this state for at least six (6) months;

(ii) Currently resides in Arkansas; and

(iii) Is present in this state when the petition for adoption is filed and heard by a court of competent jurisdiction; or

(C) A person seeking to adopt a child is a resident of Arkansas if that person:

(i) Occupies a dwelling within the state;

(ii) Has a present intent to remain within the state for a period of time; and

(iii) Manifests the genuineness of that intent by establishing an ongoing physical presence within the state with indications that the person's presence within the state is something other than merely transitory in nature.

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(b) Development and assessment of adoptive placements.

(1)(A) The division recruits, assesses, prepares, and retains resource families interested in adoption.

(B) Development and maintenance of resource homes, including homes designated for adoptive services (to include preadoptive services), will be done as required by policies within 9 CAR § 40-801 et seq.

(C) Criteria for consideration in determining the appropriateness of homes wishing to provide adoptive services will be the same as that of any other approved resource home as outlined in policies within 9 CAR § 40-801 et seq.

(2)(A) When identifying an adoptive family, the division focuses on finding families for children rather than finding children for families.

(B) Assessment and preparation of prospective resource families, that desire to adopt, are completed according to a specific child's needs.

(C) The child's health, safety, and well-being will be of paramount concern in the development of the adoptive placement.

(3)(A) Members of the adoptive household must be physically capable of sustaining a meaningful relationship with the child on a level that meets the child's developmental and therapeutic needs until the child reaches the age of majority.

(B) The adoptive caregivers must be physically capable of providing the child with opportunities for growth and development both emotionally and socially.

(C) Adoption staff may request additional personal health information, based on healthcare records received.

(4)(A) Each family and child will be carefully assessed and prepared for adoption.

(B) The division provides preplacement services for adoptions to move children into adoptive families in a timely manner.

(C) A child in-experiencing foster care, placed in an adoptive home, continues status as a child in foster care until finalization of the adoption.

(5)(A) A child in-experiencing foster care may be placed in a relative or fictive kin resource home that may later adopt the child as appropriate and when in the best

interest of the child.

(B) When appropriate, a child's relatives will also be pursued as possible adoptive placements including after termination of parental rights (TPR) (see 9 CAR § 40-910, termination of parental rights) and even if those relatives had not previously or are not currently serving as a relative resource home.

(C) This includes adoption by noncitizen relatives if such a placement is in the best interest of the child.

(6)(A) When in the best interest of the child, the division supports adoption by resource parents or provisional resource parents, who have a well-established relationship with the child in ~~his or her~~their care and who express an interest in adoption without regard to any racial or ethnic differences.

(B) A child ~~in~~experiencing foster care, who resides in a residential or long-term care facility due to illness or disability, may be adopted by a person who has been approved by the division.

(7)(A) ~~The~~ division employees who are related to children ~~in~~experiencing foster care may be approved to adopt their relatives, if they are an appropriate placement.

(B) Other division employees may apply to become resource parents with the intent of adopting.

(C) These employee applications will be considered on a case-by-case basis and must have Director of the Division of Children and Family Services approval.

(8)(A) Siblings will be placed together in the same adoptive home.

(B) Siblings may only be placed separately upon written documentation by a mental health professional, or a judicial ruling that placement of the siblings together would be detrimental to their best interests or is otherwise not possible at the time of placement due to treatment needs of one (1) or more of the siblings (~~e.g., for example,~~ one (1) of the children is currently in a residential treatment facility and will need to be placed with the siblings in the adoptive home upon completion of treatment).

(C) Maintaining sibling groups will be paramount in adoption considerations.

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(c) Recruitment activities.

(1) Recruitment for an adoptive placement for a child may begin at any point as appropriate while the child is ~~in~~experiencing foster care.

(2) However, children may not attend matching events until after termination of parental rights has occurred and all relatives and fictive kin for the child have been explored as permanency options for the child.

(3) A thorough search for and evaluation of all relatives and fictive kin must be documented prior to beginning nonrelative recruitment efforts for a child.

(4) Children will attend matching events after termination of parental rights has occurred, even if an appeal of the termination of parental rights is pending.

(5) However, recruitment efforts will not include use of the Arkansas Heart Gallery if an appeal of the termination of parental rights is pending.

(d) Legal risk placements.

(1) A legal risk placement is a preadoptive placement with a resource family, involving a child whose parents' rights have not been terminated or an appeal of termination of parental rights is pending.

(2) Legal risk placements may be considered at any time after a child enters foster care.

(3) The division may, in consultation with other parties to the case, consider a legal risk placement when there is limited likelihood that reunification will occur.

(4) The division will be purposeful in the use of legal risk placement, by carefully assessing each individual family's circumstances and the best interest of the child.

(e) Disclosure preparation and requirements.

(1)(A) As soon as an adoptive placement is identified for a child, the Adoption Specialist will create a disclosure for adoption packet for each adoptive child in preparation for formal disclosure to prospective adoptive families.

(B) During the formal disclosure, once the prospective adoptive parents are identified, the Adoption Specialist will discuss the disclosure packet in detail with them.

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(C) The disclosure packet is a detailed, health, genetic, and social history of the child, which excludes identifying information pertaining to ~~parent or~~ parents or members of a parent's or parents' family.

(D) The information shall be set forth in a document that is separate from any document containing information identifying the parents or members of the parents' family.

(2)(A) The ~~"CFS-471: Disclosure for Adoption"~~, shall be identified as a detailed, written, health, genetic, and social history, and shall be filed with the clerk before the entry of the adoption decree.

(B) Upon order of the court for good cause shown, the clerk of the circuit court may tender to a person identified by the court a copy of the disclosure for adoption.

(3)(A) If there is a pending child maltreatment report on the family, the Adoption Specialist will stop proceedings until a determination is made.

(B) The investigation is to be reviewed and discussed with the Adoption Supervisor and the Adoption Manager.

(f) Death of a child in a preadoptive placement.

(1)(A) When a child in a preadoptive placement dies prior to the finalization of the adoption decree and there is no probable cause to suspect abuse or neglect, the presumptive adoptive parents may be entitled to an adoption decree and birth certificate for the deceased child.

(B) All postmortem adoptions require the division consent.

(C) The preadoptive parents may also be eligible for additional court approved services and accommodations upon request for postmortem adoption services but will not be eligible for an adoption subsidy (this does not refer to legal assistance provided by the Office of Chief Counsel when finalizing the adoption decree).

(2) Specific to the issue of postmortem adoptions, preadoptive homes include:

(A) Placements where the child has been placed in resource care for preadoption with parental rights terminated;

(B) Resource homes in which the parents have made a formal request

~~(CFS 489: Request for Consideration to Adopt)~~ to adopt a child currently placed in their home for foster care; and

(C) Any home in which a provisional resource parent with custody has submitted official notice of intent to adopt the child placed with them.

(3) However, if the child's death is a result of abuse or neglect on the part of the preadoptive ~~parent or~~ parents the adoption decree will not be finalized through the division.

(g) **Residency requirements and waiver.** To comply with A.C.A. § 9-9-213, in an adoption where the child is in the custody of the division, a final decree of adoption shall not be issued and an adoption does not become final until the minor to be adopted has lived in the home for at least six (6) months unless:

(1) The minor to be adopted must reside outside the home to receive medically necessary health care;

(2) The minor to be adopted is less than six (6) months of age; or

(3) The Director of the Division of Children and Family Services waives the residency requirement for a minor to be adopted when the minor is (16) years of age or older and is participating in life skills, technical, or vocational program.

(gh) Services and supports to preadoptive and postadoptive placements.

The division works to support resource families and children placed in resource homes in preadoptive placements and after the finalization of adoptions, to ensure that adoption, when that is the best permanency option, is timely, well-supported, and lifelong.

(hi) Adoption records.

(1) All records of any adoption, finalized in the State of Arkansas, shall be maintained for ninety-nine (99) years.

(2) The Juvenile Division of Circuit Court shall retain jurisdiction to issue orders of adoption, ~~interlocutory or final~~, when a juvenile is placed outside the State of Arkansas, unless the court allows for finalization in the receiving state.

~~9-CAR § 40-918. Adoption staffing recommendations.~~

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- ~~——(a) The Family Service Worker will:~~
- ~~——(1) Invite Adoption Specialist to permanency planning staffing;~~
- ~~——(2)(A) Prior to the permanency planning staffing, complete CFS 426: Adoption Packet Checklist, ensuring that the child's out of home placement record is up to date and that all attachments which are required for an adoption packet (Appendix A) are in the child's record.~~
- ~~——(B) These will be copied and forwarded to the Adoption Specialist within three (3) business days after the permanency planning hearing;~~
- ~~——(3) Conduct permanency planning staffing and enter a contact, detailing the outcome of the staffing in the Division of Children and Family Services' information management system;~~
- ~~——(4) Notify the Adoption Specialist within fourteen (14) days prior to TPR staffing and hearing;~~
- ~~——(5) Notify the Adoption Specialist, in writing within two (2) working days of the court hearing, that termination of parental rights with power to consent to adoption has been granted (if the Adoption Specialist was not at the hearing);~~
- ~~——(6) Determine if the resource parent, provisional resource parent, or a relative is interested in adopting the child if parental rights have been terminated;~~
- ~~——(7)(A) Complete a written account of all relatives for the child, via CFS 305: Relative and Fictive Kin Efforts, including but not limited to, the name, address, phone number, and reasons for denial of placement in the relative or fictive kin home.~~
- ~~——(B) This written account should also address the location of the child's siblings and current visitation arrangements.~~
- ~~——(C) Provide this written account, of all relatives and fictive kin for the child, to the adoption staff during the permanency planning staffing (as part of the adoption packet).~~
- ~~——(D) Document this written account of relatives in the following locations in the division's information management system:~~
- ~~——(i) Contacts screen;~~
- ~~——(ii) Collateral information screen;~~

~~_____ (iii) Court report relative interest screen;~~

~~_____ (iv) Child and Adolescent Needs and Strengths (CANS) assessment collateral; and~~

~~_____ (v) Case plan needs;~~

~~_____ (8) Schedule and conduct a consideration to adopt staffing within ten (10) working days from the court hearing that terminates parental rights, being sure to include:~~

~~_____ (A) Adoption Specialist;~~

~~_____ (B) Age appropriate child;~~

~~_____ (C) Provisional or relative/fictive kin resource parent, as applicable;~~

~~_____ (D) Resource parent (to include private licensed placement agency (PLPA) and therapeutic foster care (TFC) parents, as applicable);~~

~~_____ (E) PLPA or TFC staff, as applicable;~~

~~_____ (F) Resource parent's assigned Resource Worker, as applicable;~~

~~_____ (G) FSW Supervisor;~~

~~_____ (H) Other county staff;~~

~~_____ (I) Attorney ad litem;~~

~~_____ (J) Office of Chief Counsel attorney;~~

~~_____ (K) CASA; and~~

~~_____ (L) Other professionals, if applicable;~~

~~_____ (9) Utilize CFS 489: Resource Parent Consideration to Adopt to record the desire of the resource parents; and~~

~~_____ (10) Enter a contact in the division's information management system detailing the outcome of the consideration to adopt staffing.~~

~~_____ (b) The Adoption Specialist will:~~

~~_____ (1) Participate in the permanency planning staffing;~~

~~_____ (2) Complete a CFS 471: Disclosure for Adoption for each child in need of adoptive placement;~~

~~_____ (3) Complete an adoption data match for each child; and~~

~~_____ (4) Participate in the consideration to adopt staffing.~~

~~——(c) After termination of parental rights has occurred the Adoption Specialist will:~~

~~——(1) If the recommendation from the staffing supports the resource parent, provisional resource parent, or relative adoption, the Adoption Specialist will:~~

~~——(A) Staff with the Adoption Supervisor;~~

~~——(B) Within five (5) working days of the staffing, enter a contact in the division's information management system that provides the date of the staffing, names and titles of persons participating, and findings on compliance to the placement criteria and recommendation; and~~

~~——(C) Complete and send a copy of CFS 447: Consideration to Adopt Staffing Notification to the Family Service Worker, County Supervisor, Adoption Supervisor, resource parent, Office of Chief Counsel attorney, ad litem, and CASA, as appropriate.~~

~~——(2) If the recommendation from the staffing does not support the resource parent, provisional resource parent, or relative adoption, the Adoption Specialist will:~~

~~——(A) Assess the recommendation and request any additional information for review with Adoption Supervisor;~~

~~——(B) Notify the resource parent, provisional resource parent, or relative, in writing, within ten (10) working days of the decision and state the reason or reasons for the decision and internal review procedures; and~~

~~——(C) Complete and send a copy of CFS 447: Consideration to Adopt Staffing Notification, to the Family Service Worker, County Supervisor, Adoption Supervisor, Office of Chief Counsel attorney, resource parent, ad litem, and CASA, as appropriate.~~

~~——(3) If those attending the staffing disagree about support of the resource parent, provisional resource parent, or relative adoption, the Adoption Specialist will:~~

~~——(A) Schedule another staffing within ten (10) working days, to include the Area Director or designee, Adoption Supervisor, and any other appropriate parties; and~~

~~——(B) Depending on the outcome of the staffing, follow the procedures listed above.~~

~~——(4) After consultation with Adoption Supervisor, make a decision to approve or~~

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~~deny the resource parent, provisional resource parent, relative or fictive kin's application to adopt within ten (10) working days of receiving the completed home study, and send a written notification to the resource parent, provisional resource parent, or relative, utilizing CFS 447: Consideration to Adopt Staffing Decision.~~

~~—————(5) Explain in the written notification the reason or reasons for denial and the internal review procedures.~~

~~—————**9 CAR § 40-919. Identification of an adoptive placement disclosure.**~~

~~—————(a) The Family Service Worker will:~~

~~—————(1) Notify the Adoption Specialist within fourteen (14) days prior to the termination of parental rights (TPR) staffing and hearing;~~

~~—————(2) Send additional attachments to the Adoption Specialist once the initial adoption packet is completed, in order to maintain current information until a child is placed with an adoptive family;~~

~~—————(3) Document the efforts to secure needed attachments and the reason for an attachment not being available, in the child's out of home placement record and in the Division of Children and Family Services' information management system;~~

~~—————(4) Provide information requested by the Adoption Specialist in the preparation of the child's "CFS 418: Adoption Summary" and in the selection of an adoptive family; and~~

~~—————(5)(A) Place siblings together in the same resource home.~~

~~—————(B) But see policy section above for exceptions.~~

~~—————(b) The Child's Adoption Specialist will:~~

~~—————(1)(A) Prior to the TPR hearing, determine if there is a resource home with an open adoptive service, to consider for a child who may have a permanency goal of adoption (enter characteristics of child into the computer matching system to obtain listing of approved adoptive applicants).~~

~~—————(B) If there is not an adequate resource of approved resource homes with an open adoptive service, the Adoption Specialist will initiate generalized recruitment for an adoptive family who may be interested in adopting a child with similar~~

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characteristics;

~~————— (2) Respond to notification of inquiries timely;~~

~~————— (A)(i) Reply to adoption inquiries within three (3) business days of receipt of notification of inquiry.~~

~~————— (ii) Notification to potential adoptive families can be made by phone or email;~~

~~————— (B) Collect and review home studies for inquiring families within fourteen (14) business days;~~

~~————— (C) Notify inquiring parties of selection status within three (3) business days of reviewing home study;~~

~~————— (D) Respond to out of state inquiries:~~

~~————— (i) Ensure all in state relatives and fictive kin options have been exhausted;~~

~~————— (ii) Ensure all in state recruitment efforts have been exhausted (i.e., child is in the Arkansas Heart Gallery, child has been attending matching events, short film has been completed);~~

~~————— (iii) Submit inquirer's home study to Adoption Manager or designee for review;~~

~~————— (iv) Participate in staffing scheduled by and with Adoption Manager or designee regarding best interests of the child in considering an out of state inquiry;~~

~~————— (v) Schedule and participate in phone meeting with the inquiring family to include Adoption Supervisor, Adoption Manager or designee, and the child's team;~~

~~————— (vi) If appropriate, schedule a disclosure with the family in Arkansas with expectation the family will travel to Arkansas (at the family's expense) for the disclosure; and~~

~~————— (vii) Complete and submit an ICPC request for adoptive placement and if approved:~~

~~————— (a) Notify Adoption Manager or designee of desire to move forward with out of state placement; and~~

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~~_____ (b) Schedule preplacement visits in Arkansas (inquiring family is responsible for costs associated with arrangements for travel and occurrence of preplacement visits) according to 9 CAR § 40-920, disclosure, preplacement, and placement activities;~~

~~_____ (3) Assist the Family Service Worker in preparing the child for adoption;~~

~~_____ (4) Ensure compliance with Indian Child Welfare Act of 1978, 25 U.S.C. § 1901 et seq., if applicable, by notifying and working with the Office of Chief Counsel attorney;~~

~~_____ (5)(A) Prepare the child's adoption disclosure packet (CFS 418: Adoption Summary and attachments—see Appendix A: Adoption Summary Guidelines) within forty five (45) days from receipt of the completed adoption packet.~~

~~_____ (B)(i) Delete identifying information in the child's disclosure packet as it relates to the child's birth or legal parent and extended family.~~

~~_____ (ii) The entire name of all family members should be redacted from all documents;~~

~~_____ (C) Send the child's disclosure packet to the Adoption Supervisor within four (4) months of the court hearing that terminates parental rights.~~

~~_____ (D) Make a copy of the nonidentified disclosure packet for the selected adoptive family and one for the family's Adoption Specialist, if different from the child's Adoption Specialist.~~

~~_____ (E) Complete and submit encumbrance paperwork for completion of the child's adoption summary;~~

~~_____ (6) Enter characteristics of the child into the division's information management matching system, adoption data matching, prior to the termination of parental rights hearing to obtain a listing of approved and registered adoptive applicants;~~

~~_____ (7) Decide within fourteen (14) working days from receiving the listing and home studies if recruitment of an adoptive family is needed;~~

~~_____ (8) Complete and maintain a "CFS 433: Individualized Recruitment Plan" if an appropriate adoptive family is not available;~~

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~~_____ (9) Refer eligible children for placement on the Arkansas Heart Gallery:~~

~~_____ (A) Ensure the child meets the following eligibility requirements:~~

~~_____ (i) Termination of parental rights occurred more than thirty (30) days ago;~~

~~_____ (ii) No legal appeals are pending;~~

~~_____ (iii) Child is not in a preadoptive placement; and~~

~~_____ (iv) Child is not placed with resource parents who are likely to adopt or with relatives or fictive kin who will likely assume custody or adopt;~~

~~_____ (B) Within ten (10) business days of determining the child is eligible for placement on the Arkansas Heart Gallery, send a referral email to the Project Zero Logistics Coordinator, the division Public Information Specialist, and the division Adoption Manager including:~~

~~_____ (i) Child's full name;~~

~~_____ (ii) Child's gender;~~

~~_____ (iii) Child's case number;~~

~~_____ (iv) Child's client ID;~~

~~_____ (v) Child's date of birth;~~

~~_____ (vi) The division area;~~

~~_____ (vii) The division county; and~~

~~_____ (viii) Information about sibling group, as applicable, detailing if joint adoptive placement is being sought; and~~

~~_____ (C) Upon approval for placement on the Arkansas Heart Gallery:~~

~~_____ (i)(a) Complete an Arkansas Heart Gallery bio request form on the child or sibling group.~~

~~_____ (b) The bio request form can be obtained from the division or downloaded from DHS Share;~~

~~_____ (ii) Submit completed bio request form to Project Zero Logistics Coordinator;~~

~~_____ (iii) Coordinate with Project Zero Logistics Coordinator to complete a professional photo shoot for the child or sibling group, including coordination of photo~~

location and transportation arrangements for the child or sibling group;

_____ (iv) Respond to inquiries from the Arkansas Heart Gallery within three (3) business days;

_____ (v) Notify the Project Zero Logistics Coordinator within five (5) business days of identification of a placement match; and

_____ (vi) Coordinate with the Project Zero Logistics Coordinator for removal of the child from the Arkansas Heart Gallery within five (5) business days when:

_____ (a) The child's adoption is finalized;

_____ (b) The child's permanency goal changes;

_____ (c) The child ages out of foster care;

_____ (d) The child enters extended foster care; or

_____ (e) The child is placed with relatives or fictive kin;

_____ (10) Monitor and document the recruitment activities on the "CFS 433: Individualized Recruitment Plan";

_____ (11) Enter characteristics of the child into the computer matching system on a consistent basis if the initial listing did not result in the selection of an appropriate adoptive family;

_____ (12)(A) Update the child's CFS 418: Adoption Summary, annually until an appropriate adoptive family is selected, and ensure that attachments are updated.

_____ (B) Send a copy of the updated adoption summary and special evaluations to the Adoptions Manager or designee if the child has a photo listing, website, or adoption exchange registration;

_____ (13)(A) Conduct identification staffing by providing home studies for adoptive homes, chosen by child's Adoption Specialist as potential matches for the child, to CASA and ad litem, as appropriate.

_____ (B) This should include a narrowed pool of one (1) to three (3) home studies.

_____ (C) All input and recommendations from the child's support team should be considered in making a final selection of home study;

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~~—————(14)(A) Select the most appropriate approved adoptive applicant for the child, consistent with the child's needs.~~

~~—————(B) Ensure the applicant's ability to meet the special needs of the child, Minimum Licensing Standards for Child Welfare Agencies (Placement), and the division policy for resource homes (see 9 CAR § 40-801 et seq., Development of Resource Homes and Support to Resource Parents);~~

~~—————(15)(A) Upon approval of the identified family forward packets and "CFS-471: Disclosure for Adoption" to the family's Adoption Specialist, if different from the child's Adoption Specialist.~~

~~—————(B) The disclosure packet should include significant information about the child including the need for special resources or services, provide a schedule for preplacement activities, and convey any other significant information that relates to the placement of the child;~~

~~—————(16) Prepare and present to the Family's Adoption Specialist, resource parent, provisional resource parent, relative, or fictive kin, one (1) nonidentifying copy of the child's disclosure packet and a complete "CFS-471: Disclosure for Adoption" during the assessment and preparation process;~~

~~—————(17)(A) Schedule and conduct a selection staffing with the Family Service Worker, the family's Adoption Specialist, and other appropriate division staff and professionals (including the child's attorney ad litem, CASA appointed to the child, and PLPA or TFC staff, as applicable);~~

~~—————(B) Complete and route "CFS-590: Invitation to Family Centered Meeting" to all court parties.~~

~~—————(C)(i) Create a written preplacement visitation plan in conjunction with the parties which addresses the logistical, therapeutic, and developmental needs of all parties.~~

~~—————(ii) Ensure that the plan is modified throughout the preplacement process according to the adjustment of the child and adoptive family.~~

~~—————(iii) Refer to 9 CAR § 40-920, disclosure, preplacement, and placement activities, for preplacement visitation guidelines.~~

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~~—————(D) In the division's information management system, complete the provider adoption considerations tab on the selected family (preadoptive home service) identifying the considered foster child.~~

~~—————(E)(i) Send the completed "CFS 470: Selection of Adoptive Family" to the Adoption Supervisor within thirty (30) working days.~~

~~—————(ii) Attach a copy of the child's "CFS 418: Adoption Summary" and the selected family's home study to the CFS 470.~~

~~—————(F) Discuss delays in the selection of an adoptive family with the Adoption Supervisor and document reasons for the delay.~~

~~—————(G) Document the selection by completing the "CFS 470: Selection of Adoptive Family";~~

~~—————(18)(A) Determine immediately if another approved adoptive applicant can be selected if the Adoption Supervisor, the adoptive family, or child does not agree with a selection.~~

~~—————(B) Document if another approved adoptive family cannot be selected and continue recruitment activities;~~

~~—————(19)(A) Provide written or verbal notification to the Family's Resource Worker for each approved adoptive applicant who has been considered, and document in the division's information management system.~~

~~—————(B) The Child's Adoption Specialist will notify the approved applicant in writing if he or she had asked to be considered for a child who is registered in the division photo listing and website but was not selected;~~

~~—————(20) Initiate and follow ICPC procedures if an out of state approved adoptive applicant is selected; and~~

~~—————(21) Discuss any delays in completing the assessment and preparation process with the Adoption Supervisor and document reasons for the delay.~~

~~————(c) The Adoption Supervisor will:~~

~~—————(1) Ensure eligible children are referred to the Arkansas Heart Gallery;~~

~~—————(2) Assess the child's disclosure packet, the home study of the approved adoptive applicant, and the "CFS 470: Selection of Adoptive Family" from the Adoption~~

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~~Specialist and then determine the appropriateness of the selection within ten (10) working days;~~

~~——— (3) Document the determination to approve or deny the selection on the “CFS-470: Selection of Adoptive Family” from the Adoption Specialist, then explain in writing the reason or reasons for a denial; and~~

~~——— (1) Return all information to the Adoption Specialist.~~

~~—— (d) The Adoptions Manager or designee will:~~

~~——— (1) Coordinate and maintain the computer matching system, to assist in the selection of an adoptive family;~~

~~——— (2) Maintain the file for home studies of approved adoptive applicants (regardless of the state they reside in); and~~

~~——— (3) Provide technical assistance on recruitment and selection of adoptive families.~~

~~—— **9 CAR § 40-920. Disclosure, preplacement, and placement activities.**~~

~~—— (a) The Family Service Worker will:~~

~~——— (1) Continue to prepare the child for adoption;~~

~~——— (2) Prepare and support the resource family, or out-of-home placement provider, for separation and enlist their help with the child;~~

~~——— (3) Prepare child’s school personnel, therapist, and other professionals for the proposed adoption;~~

~~——— (4) Participate in preplacement and placement activities and remain involved until the process is completed;~~

~~——— (5) Assess the feelings and reactions of the child and the resource parents or out-of-home placement provider, then share these with the child’s Adoption Specialist;~~

~~——— (6) Ensure that the child’s clothing and personal belongings are appropriately prepared and packed for the move to the adoptive family’s home;~~

~~——— (7)(A) Transfer the child’s out-of-home placement record (including in the Division of Children and Family Services’ information management system) to the child’s Adoption Specialist within five (5) working days of the placement date (after~~

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~~preplacement visits have been completed);~~

~~—————(B) The child's Adoption Specialist will assume primary case management responsibility at the time of placement; and~~

~~—————(8) In the division's information management system:~~

~~—————(A) Complete the foster child's termination of parents rights screen on each parent;~~

~~—————(B) Update contact screen, characteristic screen, medical screen, CANS, case plan (change goal to adoption), risk assessment, and court hearing screen to document all current available information on the child; and~~

~~—————(C) In the assign or transfer screen, assign the family's Adoption Specialist as the primary responsible person for case.~~

~~——(b) The child's Adoption Specialist will:~~

~~—————(1) Review and discuss the disclosure packet with the family's Adoption Specialist, resource parent, provisional resource parent, relative, or fictive kin;~~

~~—————(2) Secure signatures on the "CFS 471: Disclosure for Adoption";~~

~~—————(3) Prepare the child to meet the selected adoptive family, with the assistance of the family's Adoption Specialist, after the adoptive parents have signed the "CFS 471: Disclosure for Adoption";~~

~~—————(4) Coordinate with the family's Adoption Specialist times, dates, places, and activities for the preplacement visitation schedule; and~~

~~—————(5) In the enter or exit screen, exit foster child from current resource home placement, selecting preadoptive placement, and enter the child in the preadoptive service of the adoptive family's home.~~

~~——(c) After the selection of an adoptive family has been approved, all the following activities will be conducted collaboratively between the child's and the family's Adoption Specialists (if the child and family do not have the same Adoption Specialist):~~

~~—————(1) Continue to assist the Family Service Worker in preparing the child for adoption;~~

~~—————(2) Prepare the child to meet the selected adoptive family (including the presentation of the family's photograph album) after the adoptive parents have signed~~

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the disclosure form;

~~————— (3) Arrange and conduct preplacement visits between the child and the selected adoptive family according to the following guidelines:~~

~~————— (A) There must be at least three (3) preplacement visits for a child who is two (2) years of age or older;~~

~~————— (B) No preplacement visits shall be scheduled until the selected adoptive parents have signed the disclosure form;~~

~~————— (C) Supervise the first two (2) preplacement visits for every child; and~~

~~————— (D) Follow a natural progression for increasing visitation, as appropriate for the child's age and development, to include:~~

~~————— (i) Supervise first two (2) visits for every child;~~

~~————— (ii) Complete at least one (1) all-day visit;~~

~~————— (iii) Complete at least one (1) overnight visit that does not transition directly into a placement in the home;~~

~~————— (iv) Complete at least one (1) weekend visit that does not transition directly into a placement in the home; and~~

~~————— (v) Notify the child's attorney ad litem when preadoptive visits begin and when placement is to be made;~~

~~————— (4) Supervise visits of the child with the selected adoptive family, as appropriate;~~

~~————— (5)(A) Review information about the child with the selected adoptive family and answer questions.~~

~~————— (B) If adopted youth is age sixteen (16) or older, inform the family that the youth is eligible for ETV (educational training voucher), and that they may participate in youth development activities and life skills classes.~~

~~————— (C) Refer youth age sixteen (16) or older to the TYS, if youth desires to participate in said activities;~~

~~————— (6) Provide the preadoptive family with CFS 468: Notification of Adoptive Placement;~~

~~————— (7) Provide support to the selected adoptive family;~~

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- ~~—————(8) Assess the development of the relationship between the selected adoptive family and the child;~~
- ~~—————(9) Arrange any needed appointments with the family's Adoption Specialist, for the selected adoptive family to meet with special providers (i.e., mental health counselors, doctors, school personnel, etc.);~~
- ~~—————(10) Ensure the preadoptive family obtains a PCP for the child, within thirty (30) working days prior to adoptive placement, and ensure the family understands the need for completion of the "CFS 352: Episodic Form" for each medical appointment occurring prior to finalization of the adoption;~~
- ~~—————(11) Document dates of preplacement visits, contacts, activities, progress, concerns, etc., and send a copy to the Adoption Supervisor, Family Service Worker, and Office of Chief Counsel attorney for the child's initiating county;~~
- ~~—————(12) Enter current resource parent or relative as an adoptive resource completing the resource screens;~~
- ~~—————(13) Forward a "CFS 300 A: Attorney Ad Litem, Court Appointed Special Advocate and Child Notification of Changes in Out of Home Placement" to the Adoption Supervisor and all other parties, within five (5) working days of preadoptive placement;~~
- ~~—————(14) Assume primary case management once preadoptive placement occurs;~~
- ~~—————(15) Request a resident county Adoption Specialist to be assigned by completing the assign or transfer screen in the division's information management system, as appropriate; and~~
- ~~—————(16) If child is to exit current resource care placement to enter relative's adoptive home, exit child from current resource parent placement and enter child into the relative's adoptive home in the placement screens in the child's protective service case.~~
- ~~———(d) The family's Adoption Specialist will:~~
 - ~~—————(1)(A) Discuss and coordinate with the selected adoptive parent, resources which a child may need (adoption subsidy, counseling, medical, educational services, etc.);~~
 - ~~—————(B) In addition, when discussing an adoption subsidy, the family's~~

~~Adoption Specialist will be clear that they will only be screening for a determination of special needs, subsidy eligibility, and making a recommendation to the adoption unit.~~

~~—————(C) The Adoption Specialist will notify the family of approval or denial of an adoption subsidy (see 9 CAR § 40-931, initial application for adoption subsidy).~~

~~—————(D) The family's Adoption Specialist must also explore other resources and assistance that may be available for the child and adoptive family when screening for a subsidy; and~~

~~—————(2) Retrieve and properly dispose of "CFS 471: Adoption Disclosure" provided to any preadoptive resource family choosing not to move forward with preadoptive placement.~~

~~————(e) The Adoption/Resource Supervisor will:~~

~~—————(1)(A) Assign the child's Adoption Specialist as the Primary Worker in the assign/transfer screen.~~

~~—————(B) The child remains in the current resource placement until finalization;~~

~~—————(2) Enter current resource parent or relative, as an adoptive resource, by completing the resource screens; and~~

~~—————(3) Monitor and ensure an appropriate preplacement visitation schedule is developed and maintained while ensuring that the plan is modified according to the adjustment of the child and adoptive family throughout the preplacement process.~~

~~————(f) The resource parent or out-of-home placement provider will:~~

~~—————(1) Help prepare the child for adoption;~~

~~—————(2) Participate in the preplacement and placement activities, as requested by Adoption Specialist;~~

~~—————(3) Provide the selected adoptive family with information about the child, as requested by Adoption Specialist;~~

~~—————(4) Assess and report the child's feelings, actions, and reactions to the Family Service Worker or the Adoption Specialist; and~~

~~—————(5) Encourage and support the child to accept the adoptive family.~~

~~———— **9 CAR § 40-921. Legal risk placement.**~~

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~~— (a) The Family Service Worker will:~~

~~— (1) Evaluate if legal risk placement is appropriate for the child based on the following considerations:~~

~~— (A) Family history of foster care episodes or prior involuntary termination of parental rights;~~

~~— (B) Prior placement history of the child;~~

~~— (C) Special needs of the child;~~

~~— (D) Sibling group information and placement needs;~~

~~— (E) Parent's level of current participation in case planning and court ordered services; and~~

~~— (F) Availability of relative placement and relative permanency options (do not consider legal risk placement if all relative and fictive kin options have not been explored);~~

~~— (2) Conduct a conference with the Adoption Specialist and County Supervisor requesting location of a legal risk placement; and~~

~~— (3) Provide all information listed above to the Adoption Specialist during the conference.~~

~~— (b) The child's Adoption Specialist will:~~

~~— (1) Email a request for approval of legal risk placement, to the Area Director or designee, to include:~~

~~— (A) Relative information;~~

~~— (B) Sibling information;~~

~~— (C) General circumstances of the case and family;~~

~~— (D) Special needs of the child;~~

~~— (E) Legal status of the case; and~~

~~— (F) Data matching information;~~

~~— (2) Expedite concurrent planning efforts, by preparing CFS 471: Disclosure for Adoption, as soon as discussions of legal risk placement occur; and~~

~~— (3) Upon receipt of approval for legal risk placement from Area Director or designee:~~

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~~—————(A) Recruit a legal risk placement for the child or sibling group or verify that the current resource parent wishes to be a legal risk placement; and~~

~~—————(B)(i) Present and explain the “CFS 420: Legal Risk Adoption Placement Agreement”, to the selected resource parent or parents if a legal risk adoptive placement is planned:~~

~~—————(ii) Secure the signature of the resource parent or parents on the CFS 420, and secure approval from the Adoptions Manager or designee prior to placement:~~

~~——(c) The Area Director or designee will:~~

~~—————(1) Review the request for legal risk placement;~~

~~—————(2) Submit the request for legal risk placement to the Assistant Director of Field Operations or designee; and~~

~~—————(3) Email an approval or denial of request to the Adoption Specialist within five (5) business days:~~

~~——(d) The Assistant Director of Field Operations or designee will:~~

~~—————(1) Review the request for legal risk placement; and~~

~~—————(2) Consult with the Adoption Manager or designee as necessary and email an approval or denial of request to the Area Director or designee within three (3) business days:~~

~~—— **9 CAR § 40-922. When a petition to adopt is filed without prior knowledge or consent of the Division of Children and Family Services.**~~

~~——(a) The Family Service Worker or Adoption Specialist, when learning about the petition to adopt, will immediately notify the Area Director or designee, Adoption Supervisor, Office of Chief Counsel attorney, and Adoption Manager or designee, then follow up with written notification:~~

~~——(b) The Family Service Worker will:~~

~~—————(1) Arrange a staffing to determine if adoptive placement is appropriate to consider;~~

~~—————(2) Submit the results and recommendations from the staffing to the Area~~

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~~Director or designee, Adoptions Specialist, and Adoptions Supervisor;~~

~~———— (3) Direct staff to follow procedures outlined above;~~

~~———— (4) Work with the Office of Chief Counsel attorney in regard to pending litigation if it appears that the resource parent, provisional resource parent, relative, or fictive kin would not be suitable adoptive parents for the child; and~~

~~———— (5) Notify the Adoption Supervisor if information regarding other prospective adoptive families for the child is needed.~~

~~———— **9 CAR § 40-923. Postplacement services.**~~

~~———— (a) The Family's Adoption Specialist will:~~

~~———— (1) Provide casework, counseling, support, and referral to needed resources and services until the adoption is finalized;~~

~~———— (2) Inform the family about postadoption services, via "PUB-31: Post Adoptive Services", and document such in document tracking in the Division of Children and Family Services' information management system;~~

~~———— (3) Visit weekly during the first month of placement, biweekly during the second month of placement (monthly thereafter), and make contact as needed with the family until the adoption is finalized;~~

~~———— (4) Have a private conversation with age appropriate children during each visit;~~

~~———— (5)(A) Submit a narrative, documenting the place and dates of postplacement contacts, conversations about post adoptive services, activities, progress, concerns, etc.~~

~~———— (B) Narrative entries regarding visits and services will be approved in the division's information management system by the Adoption Supervisor;~~

~~———— (6) During the fourth month of adoptive placement, complete the adoption subsidy request packet and submit to Adoption Supervisor by following all procedures as outlined in 9 CAR § 40-931; and~~

~~———— (7) Forward approved subsidy request to Subsidy Coordinator.~~

~~———— (b) The child's Adoption Specialist will:~~

~~———— (1) Notify preadoptive family of the date for a judicial review;~~

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~~—————(2)(A) Recommend initiation of procedures to finalize the adoption, upon receipt of approval of the adoption by the Adoption Supervisor and approval of adoption subsidy, if applicable, and if the child has resided with the resource parent, provisional resource parent, or relative for at least six (6) months.~~

~~—————(B) However, residence in the home is not required for a minor to be adopted (if in Department of Human Services custody) and the minor must reside outside the home to receive medically necessary health care;~~

~~—————(3) Inform the family about postadoption services, via "PUB 31: Post Adoptive Services", and document such in document tracking in the division's information management system; and~~

~~—————(4) Complete all court hearing screens, for all judicial reviews, in the division's information management system.~~

~~————(c) Finally, the Adoptions Supervisor will review all requests for adoption subsidy and forward a written determination for each request to the family's Adoption Specialist within three (3) business days of receipt of request.~~

~~———— **9 CAR § 40-924. Disruption of preadoptive placement.**~~

~~————(a) If disruption of an adoptive placement is imminent, the family's Adoption Specialist will:~~

~~————(1) Provide appropriate services to preserve the family and prevent disruption, if applicable; and~~

~~————(2) Prepare the adoptive family for the disruption and provide casework counseling and referrals for needed services.~~

~~————(b) If disruption of an adoptive placement is imminent, the child's Adoption Specialist will:~~

~~————(1) Schedule and conduct a staffing to include those listed above and the resource parents, provisional resource parent or parents or relative, any age appropriate child, and any other significant individuals;~~

~~————(2) Immediately notify the Adoption Supervisor, Adoptions Manager, County Supervisor, Family Service Worker, Adoption Manager, Office of Chief Counsel attorney,~~

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~~and attorney ad litem;~~

~~—————(3) In the Division of Children and Family Services' information management system:~~

~~—————(A) Document the staffing, reason for disruption, and all contacts with adoptive family in the contacts screen; and~~

~~—————(B) Exit the child from their current adoptive home placement by selecting placement resource requested removal or child requested change of placement, in the enter/exit screen; and~~

~~—————(4) Prepare the child for the disruption and provide casework, counseling, and referrals for needed services.~~

~~——(c) The Adoption Supervisor will:~~

~~—————(1) Transfer the case back to the last Primary Assigned Family Service Worker in the assign/transfer screen; and~~

~~—————(2)(A) Return case management responsibility to the Family Service Worker (of the initiating county) and transfer primary worker designation (in the division's information management system) back to the Family Service Worker if it is not the plan to immediately select another adoptive family, and disruption occurs.~~

~~—————(B) Return the child's paper record back to the Family Service Worker within five (5) working days of the disruption.~~

~~—— **9 CAR § 40-925. When a child dies prior to finalization for adoption.**~~

~~——(a) Upon the death of a child who is in a preadoptive placement, the child's Adoption Specialist will inform the resource parent or parents that:~~

~~—————(1)(A) The adoption decree may be finalized through the court, upon parent's request.~~

~~—————(B) The parents have thirty (30) days to make such request;~~

~~——(2) The child's last name may be:~~

~~—————(A) Legally changed to that of the adoptive family; and~~

~~—————(B) Inscribed on a headstone or other memorial marker;~~

~~——(3) The child may be buried in a location specified by the family; and~~

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- ~~_____ (4) The Division of Children and Family Services will pay for reasonable, ordinary, and necessary funeral expenses.~~
- ~~_____ (b) Adoption staff will include the following documents in the adoption packet:~~
- ~~_____ (1) "CFS 432: Checklist for Recommendation for Finalization";~~
- ~~_____ (2) Initial home study of the adoptive family and all updates;~~
- ~~_____ (3) "CFS 418: Adoption Summary" of the child and all updates;~~
- ~~_____ (4) "CFS 471: Signed Disclosure for Adoption";~~
- ~~_____ (5) Report of adoption (accessible at:~~
- ~~_____ (6) Court order terminating parental rights;~~
- ~~_____ (7) Certified birth certificate of child;~~
- ~~_____ (8) Federal Bureau of Investigation, state criminal record checks, and child maltreatment checks as applicable;~~
- ~~_____ (9) "CFS 428: Adoption Assistance", if applicable;~~
- ~~_____ (10) Adoption information sheet; and~~
- ~~_____ (11) Death certificate or medical notes recording the death.~~
- ~~_____ (c)(1) The Adoption Supervisor may approve the adoption consent.~~
- ~~_____ (2) Any denial of a postmortem adoption decree must be reviewed by the Director of the Division of Children and Family Services or designee.~~

~~_____ **9 CAR § 40-926. Finalization of an adoption.**~~

- ~~_____ (a) The child's Adoption Specialist will:~~
- ~~_____ (1) Forward the following to the Adoption Supervisor when submitting the recommendation to finalize the adoption:~~
- ~~_____ (A) "CFS 432: Checklist for Recommendation for Finalization";~~
- ~~_____ (B) Initial home study of the adoptive family and all updates;~~
- ~~_____ (C) "CFS 418: Adoption Summary" of the child and all updates;~~
- ~~_____ (D) "CFS 471: Signed Disclosure for Adoption";~~
- ~~_____ (E) Report of adoption (accessible at~~

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- ~~_____ (F) Court order terminating parental rights;~~
- ~~_____ (G) Certified birth certificate of child;~~
- ~~_____ (H) Federal Bureau of Investigation, state criminal record checks, and child maltreatment checks as applicable;~~
- ~~_____ (I) "CFS 428: Adoption Assistance" (if applicable); and~~
- ~~_____ (J) Adoption information sheet;~~
- ~~_____ (2) In the Division of Children and Family Services' information management system, complete the adoption characteristics and medical section of the child's characteristics screen;~~
- ~~_____ (3) Inform the family of postadoption services utilizing "Pub 31: Post Adoptive Services";~~
- ~~_____ (4)(A) Document in the division's information management system narrative the plan of action to resolve barriers to finalizing the adoption (if the Adoption Supervisor does not agree with the recommendation);~~
- ~~_____ (B) Inform the family of the recommendation;~~
- ~~_____ (5) Monitor and document the implementation of the plan of action and progress toward achieving the plan;~~
- ~~_____ (6) Assist Office of Chief Counsel attorney in completing the report of adoption;~~
- ~~_____ (7) Provide detailed instructions for obtaining a new birth certificate to the adoptive family upon adoption finalization;~~
- ~~_____ (8) Forward within five (5) working days of Supervisor approval a packet of information to the Office of Chief Counsel attorney or private agency attorney which includes:~~
 - ~~_____ (A) Signed CFS 471: Adoption Disclosure;~~
 - ~~_____ (B) Certified birth certificate of child;~~
 - ~~_____ (C) Termination of parental rights court order;~~
 - ~~_____ (D) Home study of the adoptive family;~~
 - ~~_____ (E) Child's CFS 418: Adoption Summary and updates;~~
 - ~~_____ (F) CFS 428: Adoption Assistance, if applicable;~~

~~_____ (G) Federal Bureau of Investigations, state criminal and child maltreatment record checks as applicable;~~

~~_____ (H) Adoption information sheet; and~~

~~_____ (I) Report of adoption;~~

~~_____ (9) Obtain a certified copy of the final decree of adoption and supplemental adoption order and place them in the child's case file;~~

~~_____ (10) In the division's information management system:~~

~~_____ (A) Child protective service case:~~

~~_____ (i) Ensure preadoptive parent has been added as a collateral in the collateral information screen;~~

~~_____ (ii) Enter a contact in the contacts screen, addressing the court hearing and documenting, as appropriate, case closure staffing, adoption contact, and legal services;~~

~~_____ (iii) Complete affidavit screen, including the postadoptive services tab;~~

~~_____ (iv) Complete a discharge CANS and update service status for all children to be adopted;~~

~~_____ (v) Exit child out of current preadoptive placement by selecting adoption as exit reason and entering the finalized adoption date as exit date;~~

~~_____ (vi) Ensure completion of the termination of parental rights screen, for each of the child's parents, in the division's information management system;~~

~~_____ (vii) Complete the court hearing screen for the hearing that finalized the adoption;~~

~~_____ (viii) Complete necessary steps under "Adoption Case" below;~~

~~_____ (ix) Close child protective service case in case summary screen if all children are adopted and no other child protective services are being offered to birth family or siblings; and~~

~~_____ (x) End date all children to be adopted in the client screen, if protective services case is to remain open; and~~

~~_____ (B) Adoption case:~~

~~_____ (i) Open new adoption case with adoptive parents and adoptive child as clients or locate previous adoption case and reopen, as appropriate;~~

~~_____ (ii) Complete client general information screens on all clients, including relationship screens (retrieve the adoptive child's characteristics, eligibility, and affidavit of disclosure screens from old child protective service case);~~

~~_____ (iii) Complete adoption screens;~~

~~_____ (iv) Complete adoption subsidy screens, as applicable, and click approval button to submit subsidy for supervisor approval;~~

~~_____ (v)(a) Associate the adoptive case with the child's protective service case by entering other and then make association.~~

~~_____ (b) Enter the case number for the protective service case to create an association; and~~

~~_____ (vi) Document contacts with adoptive family in contacts screen;~~

~~_____ (11) Scan and email the following to Eligibility Unit Analyst and Subsidy Coordinator:~~

~~_____ (A) CFS 494: Notification of Adoption for Medicaid;~~

~~_____ (B) Decree of adoption; and~~

~~_____ (C) Approved adoption subsidy; and~~

~~_____ (12) By interoffice mail, deliver to the Subsidy Coordinator the decree of adoption, petition for adoption, and original signed adoption subsidy.~~

~~_____ (b) The Adoption Supervisor will:~~

~~_____ (1) Assess the legal packet, information, and recommendation which has been forwarded by the Adoption Specialist, within five (5) working days;~~

~~_____ (2) Prepare and sign a consent for adoption if it is agreed that procedures to finalize the adoption should be initiated;~~

~~_____ (3) Notify the Adoption Specialist in writing to explain if there is disagreement to initiating the procedures to finalize the adoption;~~

~~_____ (4) Formulate with the Adoption Specialist a plan of action to resolve the barriers to finalizing the adoption; and~~

~~_____ (5) Assign the finalized adoption case as primary to the Adoption Manager.~~

9 CAR § 40-927. Postadoption services.

(a) After an adoption has been finalized, the following services may be offered to help preserve adoptive families:

- (1) Adoption subsidy;
- (2) Casework management;
- (3) Education and training;
- (4) Family support services;
- (5) Information about, and referral to, service providers;
- (6) Mutual consent voluntary adoption registry;
- (7) Resource library;
- (8) Respite care; and
- (9) Support groups.

~~(b) The Adoption Specialist will:~~

- ~~—— (1) Open a supportive services case for the family;~~
- ~~—— (2) Make referrals and arrange services upon request from the adoptive family;~~
- ~~—— (3) Assist the adoptive family in completing forms and in following procedures;~~
- ~~—— (4) Document contacts, activities, progress, concerns, etc., in provider screens;~~
- ~~—— (5) Request and participate in an interdivisional staffing, as appropriate; and~~
- ~~—— (6) For cases remaining open more than thirty (30) days, transfer the supportive services case to a protective services unit for assignment to FSW for further provision of services.~~

~~—— (c) The Adoption Supervisor will:~~

- ~~—— (1) Assign the case to a protective services case unit inbox; and~~
- ~~—— (2) Consult with Protective Services Unit Supervisor to provide information regarding the needs of the family.~~

~~—— (d) The Protective Services Unit Supervisor will:~~

- ~~—— (1) Assign the case to an FSW for service provision;~~

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- ~~————(2) Transfer information from Adoption Supervisor to FSW; and~~
- ~~————(3) Ensure appropriate services are provided for family preservation.~~
- ~~————(c) The FSW will provide foster care and reunification services as appropriate.~~

9 CAR § 40-928. Legal custodian petition to adopt a child previously ~~inexperiencing~~ foster care.

(a)(1) When a child ~~in-experiencing~~ foster care achieves permanency through a guardianship or an order of permanent custody, the child's guardian or custodian may wish to adopt the child in the future.

(2) The guardian or custodian may request that the Division of Children and Family Services provide services to assist the guardian or custodian with the adoption.

(b)(1) The division will forward a request for adoption services to the division's contracted provider for legal services.

(2) The legal services contract provider will review the request and determine if adoption is likely to be granted under the circumstances.

(3) If there is likelihood of success in finalizing an adoption for the guardian or custodian, the division will request that the legal services contract provider proceed with initiating the adoption proceedings on the guardian or custodian's behalf.

(c)(1) In such circumstances, the division will encourage individuals to become a fully approved resource home.

(2) If a child was IV-E eligible prior to the guardianship or custody order being granted, then the child is eligible for an adoption subsidy.

(3) If a child was non-IV-E eligible prior to the guardianship or custody order being granted, then the child is not eligible for adoption subsidy.

(d) The legal services contract provider will enter into a representation agreement with the guardian or custodian and the division will agree to pay for the associated fees pursuant to the division's contract with the provider for legal services.

~~9 CAR § 40-929. Legal custodian petition to adopt a child previously in foster care.~~

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- ~~—(a) The Family Service Worker will:~~
- ~~——(1) Verify that termination of parental rights has occurred;~~
- ~~——(2) Request secondary assignment to Resource Worker;~~
- ~~——(3) Complete CFS 426: Adoption Packet Checklist for child and provide to Adoption Supervisor within fourteen (14) business days; and~~
- ~~——(4) Upon provision of completed CFS 426: Adoption Packet Checklist request primary assignment be made to Adoption Specialist.~~
- ~~—(b) The Resource Worker will:~~
- ~~——(1)(A) For custodians who elect to become an open resource home:~~
- ~~——(B) Follow 9 CAR § 40-806, resource home assessment process, to open the home as a fully licensed resource home; and~~
- ~~——(2) For custodians who do not elect to become an open resource home:~~
- ~~——(A) Gather all available documentation and document in provider screens in the Division of Children and Family Services' information management system as appropriate;~~
- ~~——(B) Work with the family to obtain background checks; and~~
- ~~——(C) Ensure the family is opened as a resource home by working with the division's information management system support staff to complete necessary provider screens (despite gaps in available information).~~
- ~~—(c) The Adoption Specialist will follow 9 CAR § 40-926, finalization of an adoption, and 9 CAR § 40-927, postadoption services, with the exception that, rather than working with Office of Chief Counsel for the associated legal proceedings, the Adoption Specialist will make a request to the Adoptions Manager to make a referral to the division's contracted provider for legal services.~~
- ~~—(d) The Adoptions Supervisor will:~~
- ~~——(1) Review CFS 426: Adoption Packet Checklist to ensure completeness; and~~
- ~~——(2) Upon verification of CFS 426: Adoption Packet Checklist, complete primary case assignment to Adoption Specialist.~~
- ~~—(e) The Adoption Manager will collaborate with the Program Administrator or designee who oversees the division's contracted provider for legal services.~~

9 CAR § 40-930. Adoption subsidy.

(a)(1) The Division of Children and Family Services provides an adoption subsidy as a service to assist in making adoption possible for a child, who, with special needs, might not otherwise be adopted and for whom a family is not readily available.

(2) A subsidy is allocated for the purpose of meeting the needs of the child.

(3) In addition, payments for one-time expenses, known as a nonrecurring adoption subsidy, may be obtained in order to reimburse the family for out-of-pocket preadoptive or finalization expenditures.

(b)(1) A child must be legally free for adoption with parental rights terminated for an adoption subsidy to be put in place.

(2) No payment may be made to parents with respect to any applicable child that:

(A) Is not a citizen or resident of the United States;

(B) Was adopted outside of the United States; or

(C) Was brought into the United States for the purpose of being adopted.

(3) A child that is not a citizen or resident of the United States, was adopted outside the United States, or brought into the United States for the purpose of being adopted, may become eligible for adoption assistance payments if:

(A) The initial adoption of the child by the parents is a failure; and

(B) The child is subsequently placed into foster care.

(c) A child in-experiencing foster care placed in an adoptive home continues status as a child in foster care until finalization of the adoption and the adoption subsidy is initiated.

(d) Any individual who is adopting or who is considering adopting a child who is in foster care will be notified of their potential eligibility for a Federal Adoption Tax Credit.

(e) The adoptive parents are required to inform the Division of Children and Family Services of circumstances that would make them ineligible for adoption assistance payments or eligible for adoption assistance payments in a different amount.

(f) Adoption subsidies can be funded through federal Title IV-E adoption assistance

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or state funds depending on the child's eligibility.

(g) **Federal Title IV-E subsidy.** To be eligible for federal Title IV-E adoption assistance, the child must meet the special needs determination and IV-E eligibility rules.

(h) **Special needs determination.** To be considered a child with special needs, a child must meet the criteria below:

(1) The state has determined the child cannot or should not be returned to the home of ~~his or her~~their parents;

(2)(A) The state has determined that a specific factor or condition, or combination of factors and conditions, make the child more difficult to place for adoption without providing Title IV-E adoption assistance or Title XIX medical assistance.

(B) In Arkansas these factors are:

(i) A Caucasian child nine (9) years of age or older;

(ii) A child of color who is two (2) years of age or older;

(iii) A member of any sibling group being placed together, who share at least one (1) biological parent and who have either lived together or otherwise developed a bond prior to adoptive placement; or

(iv)(a) A child with a severe medical or psychological need that requires ongoing rehabilitation or treatment.

(b) Children at high risk for the development of a serious physical, mental, developmental, or emotional condition may also be considered special needs if documentation of the risk is provided by a medical professional specializing in the area of the condition for which the child is considered at risk, including children exposed to or affected by maternal misuse of substances at birth (Garrett's Law).

(c) But no subsidy payment will be made without documentation that the child has developed the actual condition (see 9 CAR § 40-931); and

(3)(A) The state must determine that in each case a reasonable, but unsuccessful, effort to place the child with appropriate parents without providing adoption assistance has been made such as the use of adoption exchanges, referral to

appropriate specialized adoption agencies.

(B) The exception to this requirement is when it would not be in the best interests of the child because of factors such as the existence of significant emotional ties with prospective adoptive parents while in the care of those parents as a foster child experiencing foster care or adoption by a relative.

(C)(i) In an effort to find an appropriate adoptive home for a child, and meet the requirement that a reasonable, but unsuccessful, effort be made to place the child without adoption assistance, the Division of Children and Family Services will not unnecessarily lengthen the child's time in-experiencing foster care in doing so.

(ii) Once it is determined that placement with a certain family is in the child's best interest, the Division of Children and Family Services will continue to work toward adoption finalization.

(D)(i) If it is determined that the child cannot or should not return home and the child meets the special needs definition, then the Adoption Specialist can pose the question of whether the prospective adoptive parents are willing to adopt without assistance.

(ii) If they say they cannot adopt the child without adoption assistance, the requirement for a reasonable, but unsuccessful, effort to place the child without providing adoption assistance will be met.

(E) It must be documented in each child's case record the specific factor ~~or~~ factors that make the child difficult to place and describe the efforts to place the child for adoption without providing assistance.

(i) Title IV-E eligibility rules.

(1) Once the above special needs criteria are met, there are six (6) ways by which a child can be eligible for Title IV-E adoption assistance.

(2) The child only needs to qualify in one (1) of the following ways:

(A)(i) The child is AFDC-eligible.

(ii) Adoption assistance eligibility that is based on a child's AFDC eligibility is predicated on a child meeting the criteria both at the time of removal and in the month the adoption petition is initiated.

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(iii) At the time adoption proceedings were initiated, the child must have been removed from the home of a specified relative as a result of a judicial determination to the effect that continuation therein would be contrary to the welfare of the child.

(iv) For the purpose of adoption assistance, a child must meet the AFDC criteria in the specified relative's home from which ~~he or she is~~ he or she ~~they~~ was removed.

(v) In addition, the special needs determination must be made prior to finalization of the adoption;

(B)(i) The child is eligible for Supplemental Security Income (SSI) benefits.

(ii) A child is eligible for adoption assistance if, at the time the adoption petition is filed, the child meets the requirements for Title XVI Supplemental Security Income benefits, and prior to the finalization of the adoption is determined by the state to be a child with special needs.

(iii) There are no additional criteria that a child must meet to be eligible for Title IV-E adoption assistance when eligibility is based on a child with special needs meeting Supplemental Security Income requirements.

(iv) Specifically, how a child is removed from ~~his or her~~ their home or whether the state has responsibility for the child's placement and care is irrelevant in this situation.

(v) The child's eligibility for Supplemental Security Income benefits must be established no later than at the time the adoption petition is filed;

(C)(i) The child is eligible as a child of a minor parent.

(ii) A child is eligible for Title IV-E adoption assistance in this circumstance if:

(a) The child's parent is ~~in~~ experiencing foster care and receiving Title IV-E foster care maintenance payments that cover both the minor parent and the child at the time the adoption petition is initiated; and

(b) Prior to the finalization of the adoption, the child of the minor parent is determined by the state to meet the definition of a child with special needs.

(iii) There is no requirement that a child must have been removed from the home as a result of a judicial determination.

(iv) However, if the child and minor parent have been separated in foster care prior to the time of the adoption petition, the child's eligibility for Title IV-E adoption assistance must be determined based on the child's current and individual circumstances;

(D)(i) Age at adoption.

~~Beginning January 1, 2018 through June 30, 2024, all children age two (2) or older by the end of that fiscal year are eligible based on age.~~

~~(iii)~~ Starting July 1, 2024 all All children will be eligible based on age.

~~(iv)~~ Younger children adopted with their age-eligible siblings are also IV-E eligible;

(E)(i) Length of time ~~in~~ experiencing foster care.

(ii) ~~As of October 1, 2009, children~~ Children with special needs who have been in care for at least sixty (60) consecutive months ~~became~~ become eligible for IV-E adoption assistance.

(iii) Siblings of these children will also be eligible (regardless of their length of time in care) if they are adopted with the eligible sibling; and

(F)(i) The child is eligible due to prior Title IV-E adoption assistance eligibility.

(ii) In the situation where a child is adopted and receives Title IV-E adoption assistance, but the adoption later dissolves or the adoptive parents die, a child may continue to be eligible for Title IV-E adoption assistance in a subsequent adoption.

(iii) The only determination that must be made by the state prior to the finalization of the subsequent adoption is whether the child is a child with special needs.

(iv) Need and eligibility factors must not be redetermined when such a child is subsequently adopted because the child is to be treated as though ~~his or her~~ their circumstances are the same as those prior to ~~his or her~~ their previous adoption.

(v) Since Title IV-E adoption assistance eligibility need not be

reestablished in such subsequent adoptions, the manner of a child's removal from the adoptive home, including whether the child is voluntarily relinquished to an individual or private agency, is irrelevant.

(j) State subsidy.

(1) A state funded adoption subsidy may be available to a child who is not IV-E eligible, provided that the child is in ~~Department of Human Services~~division custody and meets the special needs definition.

(2)(A) A state legal subsidy may be defined as the Office of Chief Counsel legal services provided for children in ~~department~~division custody.

(B) A legal subsidy does not include the use of a private attorney.

(C) The children are eligible for a legal subsidy whether or not they meet the criteria for special needs and without regard to eligibility for IV-E, state maintenance subsidy, or nonrecurring subsidy.

(D) Adoption assistance payments may be terminated if it is determined that:

(i) The child has attained eighteen (18) years of age;

(ii) The parents are no longer legally responsible for the support of the child; or

(iii) The child is no longer receiving support from the adoptive parents.

(k) Subsidy amount.

(1) If eligible, the ~~Division of Children and Family Services~~division will make adoption assistance payments to adoptive parents in amounts so determined through an adoption assistance agreement.

(2) The amount of such payment:

(A) Will take into account the circumstances of the adopting parents and the needs of the child being adopted;

(B) May be adjusted periodically with the concurrence of the adoptive parents to reflect changing circumstances; and

(C) May not exceed the child's foster care maintenance payment that is in

effect at the time a subsidy is approved (if the child with respect to whom the adoption assistance payment is made had been in a resource home).

~~(3)(A) The standard foster care maintenance board rate scale is found below.~~

~~(B) New rates will not be paid until the child reaches the next age range.~~

Age of Child

**Amount of Monthly
Maintenance**

~~Birth through five (5) years~~

~~\$451.00~~

~~Six (6) through eleven (11) years~~

~~\$484.00~~

~~Twelve (12) through fourteen (14) years~~

~~\$517.00~~

~~Fifteen (15) through seventeen (17) years~~

~~\$550.00~~

(43)(A) A request for a larger monthly adoption maintenance subsidy may be made for a child who has received a higher than standard monthly foster care board payment.

(B) A monthly subsidy payment cannot exceed the child's foster care board rate which is in effect at the time a subsidy is approved.

(54)(A) Special board rate formulas and procedures will be used strictly as guides in determining an appropriate nonstandard rate to discuss with the family and to use in negotiating a lower subsidy rate (when appropriate).

(B) No subsidy will exceed four hundred sixty dollars (\$460) above the standard board rate for the child's age group.

(C) However, if the child is Supplemental Security Insurance eligible, the rate can go up four hundred and sixty dollars (\$460) above the Supplemental Security Insurance rate.

(65)(A) Special subsidies are state funded, and the Adoption Subsidy Coordinator, Adoption Services Unit, will consider the child's eligibility on a case-by-case basis.

(B) The consideration will be based on the information developed during the Adoption Specialist's determination of the child's special needs in relation to

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adoption planning.

(C) The adoptive parent's gross income will be considered, as well as other financial resources and health insurance, in determining eligibility for a special subsidy.

(D) For more information, see 9 CAR § 40-931, initial application for adoption subsidy.

(l) Subsidy denial.

(1) If any application for an adoption subsidy for a child under eighteen (18) years of age is initially denied, in accordance with federal regulations, the adoptive family may appeal the decision.

(2) The types of situations that would constitute grounds for an appeal include:

(A) Relevant facts regarding the child, the biological family or the child's background were known, but not presented to the adoptive parents prior to the adoption's finalization;

(B) Any subsidy decision which the adoptive parents deem adverse to the child;

(C) Erroneous determination by the ~~Division of Children and Family Services~~division that a child is ineligible for adoption assistance; and

(D) Failure by the ~~Division of Children and Family Services~~division to advise adoptive parents of the availability of adoption assistance.

(3)(A) If an appeal is upheld, the child may be eligible for a federal (Title IV-E) or state subsidized adoption.

(B) The effective date of a federal (Title IV-E) retroactive subsidy payment will be the date of final order issued by the administrative law judge.

(m) Subsidy extension.

(1)(A) Adoption assistance payments may be extended to twenty-one (21) years of age if the child has a mental or physical disability which warrants continuation and a federally-funded subsidy or state maintenance is received.

(B) If the state determines the youth has a mental or physical handicap

that warrants the continuation of the adoption subsidy assistance up to twenty-one (21) years of age, that youth is not subject to the education and employment requirements listed below for youth eighteen (18) through twenty-one (21) years of age.

(2)(A) Requests for extension of adoption subsidy agreements up to twenty-one (21) years of age, due to a mental or physical handicap, must be submitted by the adoptive parent or parents to the Adoption Manager or designee at least three (3) months prior to the termination of the current adoption subsidy agreement.

(B) Such extension requests received after this timeframe, to include after the youth has turned eighteen (18) years of age but not yet reached twenty-one (21) years of age, may still be considered.

(C) However, any subsidy agreement that is extended past the age of eighteen (18) due to a mental or physical handicap will take effect on the date of the new subsidy agreement (reflecting that the extension is signed).

(D) Any monthly subsidy payments that were not made between the end date of the initial subsidy agreement and the date of the new subsidy agreement, reflecting a subsidy extension past eighteen (18) years of age, will not be made retroactively.

(3) In addition, if the child was adopted at sixteen (16) years of age or older, the adoption subsidy may be extended until twenty-one (21) years of age under the following circumstances:

(A) The child is completing secondary education or a program leading to an equivalent credential;

(B) The child is enrolled in an institution which provides postsecondary or vocational education;

(C) The child is participating in a program or activity designed to promote, or remove barriers to, employment;

(D) The child is employed for at least eighty (80) hours per month; or

(E) The child is incapable of doing any of the above described activities due to a medical condition.

(4)(A) The ~~Division of Children and Family Services~~division will ensure that the

child meets these employment or education requirements.

(B) If a child is incapable of meeting the above referenced education or employment requirements due to a medical condition, the reason for which the child is incapable of meeting the education or employment requirements must be documented by a medical professional and updated annually until the child reaches twenty-one (21) years of age.

(n) Adoption assistance agreement.

(1) An adoption assistance agreement, which is a written binding agreement between the adoptive parents, the ~~Division of Children and Family Services~~division, and other relevant agencies, must be signed and in effect at the time of or prior to the final decree of adoption.

(2) The adoption assistance agreement must:

(A) Be signed by the adoptive parents and the Division of Children and Family Services, and be in effect before adoption assistance payments are made under Title IV-E, but no later than the finalization of the adoption;

(B) Specify the duration of the agreement;

(C) Specify the amount of the adoption assistance payment (if any) and the nature and amount of any other payments, services, and assistance to be provided (including nonrecurring adoption expenses in agreements that became effective on or after January 1, 1987, for expenditures incurred by the parents on or after that date);

(D) Specify the child's eligibility for Title XIX and Title XX;

(E) Specify, with respect to agreements entered into on or after October 1, 1983, that the agreement remains in effect regardless of the state of residence of the adoptive parents; and

(F) Contain provisions for the protection of the interests of the child in case the adoptive parents and child should move to another state while the agreement is in effect, or for agreements entered on or after October 1, 1983 (if needed).

(3) If the service specified in the agreement is not available in the new state of residence, the state making the original assistance payment remains financially responsible for providing the specified service or services.

(4)(A) Any subsidy requests that are denied may undergo the appellate process to be upheld or reversed.

(B) For adoption subsidies that are requested and approved after adoption finalization has occurred, the adoption assistance agreement (and, therefore, subsidy payments) will go into effect based on the adoption subsidy application approval date (~~i.e., that is,~~ not the adoption finalization date).

(C) This includes both IV-E and non-IV-E subsidies.

(5) Any adoption assistance agreement put in place after finalization of an adoption must:

(A) Be signed by the adoptive parents and the ~~Division of Children and Family Services~~division and be in effect before adoption assistance payments are made under Title IV-E;

(B) Specify the duration of the agreement;

(C) Specify the amount of the adoption assistance payment (if any) and the nature and amount of any other payments, services, and assistance to be provided (including nonrecurring adoption expenses in agreements that became effective on or after January 1, 1987, for expenditures incurred by the parents on or after that date);

(D) Specify the child's eligibility for Title XIX and Title XX;

(E) Specify, with respect to agreements entered into on or after October 1, 1983, that the agreement remains in effect regardless of the state of residence of the adoptive parents; and

(F) Contain provisions for the protection of the interests of the child in case the adoptive parents and child should move to another state while the agreement is in effect and for agreements entered on or after October 1, 1983, if needed.

(o) Status of subsidy when a child reenters foster care.

(1) When a child with an approved adoption subsidy enters foster care, adoption subsidy payments will continue to the adoptive parents.

(2) The ~~Division of Children and Family Services~~division will work with the Office of Chief Counsel to identify parents receiving adoption subsidy payments to request an order of child support for the subsidy amount.

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(3) Child support will continue, as applicable, until the child is reunified in the family home or termination of parental rights occurs.

(4) If termination of parental rights ~~occurs~~occurs, adoption subsidy payments will be terminated.

(p) Subsidy redeterminations.

(1) The federal Title IV-E adoption assistance program does not require redeterminations of a child's eligibility.

(2) Although the Title XIX Medicaid program and the programs that, in part, may qualify a child initially for adoption assistance, such as AFDC and SSI, require redeterminations, they are unnecessary for the purpose of maintaining a child's eligibility for Title IV-E adoption assistance.

(q) Subsidy terminations.

(1) Once a child has been determined eligible and is receiving Title IV-E adoption assistance, the state may terminate the assistance only under the following circumstances:

(A) Upon the adoptive parent's or parents' request;

(B) Upon the child's death;

(C) Upon the death of the adoptive parents or parents of the child (in a two-parent family, this means both parents);

(D) At the cessation of legal responsibility of the adoptive parent or parents for the child;

(E) If the ~~Division of Children and Family Services~~division determines that the child is no longer receiving support from the adoptive ~~parent or~~ parents; or

(F) When the child reaches the age of eighteen (18) unless:

(i) The child's subsidy was extended (per the adoption subsidy agreement) past eighteen (18) years of age, due to a mental or physical disability which warranted continuation of a federally funded subsidy or state maintenance to be received, in which case the adoption subsidy would be terminated when the child attains twenty-one (21) years of age; or

(ii) The child's subsidy was extended past eighteen (18) years of age

(per the adoption subsidy agreement) because the child was adopted at sixteen (16) years of age or older, in which case the child's subsidy would be terminated when the child attains twenty-one (21) years of age, provided that the child also met one (1) of the following circumstances from eighteen (18) years of age through twenty-one (21) years of age:

(a) The child is completing secondary education or a program leading to an equivalent credential;

(b) The child is enrolled in an institution which provides postsecondary or vocational education;

(c) The child is participating in a program or activity designed to promote, or remove barriers to, employment;

(d) The child is employed for at least eighty (80) hours per month; or

(e) The child is incapable of doing any of the above described activities due to a medical condition.

(2)(A) A fourteen-calendar-day written notice will be sent to the adoptive ~~parent or~~ parents informing them of the ~~Division of Children and Family Services'~~division's intent to terminate the subsidy.

(B) The notice will also inform the ~~parent or~~ parents of their right to appeal the decision and how to request an administrative hearing in order to appeal.

(C) The notice will be sent via process server or via certified mail, restricted delivery with a returned receipt requested.

(r) Medical coverage.

(1)(A) The ~~Division of Children and Family Services~~division will ensure health insurance coverage for any child determined to be a child with special needs for whom there is an adoption subsidy agreement in effect.

(B) Federal Title IV-E Medicaid will be utilized to provide medical coverage for a Title IV-E eligible child.

(C) Medical coverage, for a non-Title IV-E eligible child who has a special need for medical or rehabilitative care, may be provided under the Medicaid category

Non-Title IV-E Special Needs Adoptive Child, if the child is eligible for state maintenance subsidy and meets specified Medicaid eligibility requirements (see Medical Services Policy 6590.2 Eligibility Requirements).

(2)(A) IV-E eligible children, who are adopted on January 1, 2019, and thereafter, are eligible for Medicaid coverage regardless of whether or not IV-E adoption subsidy payments are actually made for the child.

(B) Children approved for deferred adoption subsidy payments will qualify, as applicable, for Medicaid coverage to begin when subsidy eligibility begins.

(3) If the child does not qualify for Medicaid under federal Title IV-E or Non-Title IV-E Special Needs Adoptive coverage, the family may make application for Medicaid under a different category.

(4)(A) Medicaid coverage associated with the adoption subsidy will cease when the subsidy case is closed.

(B) The child may qualify for other categories of Medicaid if certain eligibility criteria are met.

(5)(A) However, once the adoption subsidy case is closed, it is the responsibility of the child, or the child's family, to apply for other categories of Medicaid at their local Department of Human Services county office (via the Division of County Operations).

(B) Medicaid coverage through the local department county office is not guaranteed.

(6)(A) Any eligible child for whom there is an adoption assistance agreement in effect is deemed to be a dependent child and is deemed to be a recipient of AFDC (per AFDC requirements in effect July 16, 1996).

(B) Any child of such eligible child will be eligible for such services.

(7)(A) The ~~Division of Children and Family Services~~division shall access resources as necessary in Arkansas, the region, and nation to find adoptive families for children with special needs.

(B) When a child with an approved adoption subsidy enters foster care, adoption subsidy payments will continue to the adoptive parents.

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(C) The ~~Division of Children and Family Services~~ division will work with Office of Chief Counsel to identify parents receiving adoption subsidy payments to request an order of child support for the subsidy amount.

(D) Child support will continue, as applicable, until the child is reunified in the family home or termination of parental rights occurs.

(E) If termination of parental rights ~~occurs~~ occurs, adoption subsidy payments will be terminated.

~~9-CAR § 40-931. Initial application for adoption subsidy.~~

~~—(a) The Family's Adoption Specialist will:~~

~~—(1) Follow the same subsidy related policy and procedures, including subsidies for nonrecurring legal expenses, regardless if the adoption is being handled in-state or out-of-state;~~

~~—(2) Ensure close coordination with the other state's adoption worker, if applicable;~~

~~—(3) Determine that the child has a special need in relation to adoption planning, is between the age of birth to eighteen (18) years of age, is in the custody of the Department of Human Services (for state subsidy only), and is legally free for adoption;~~

~~—(4)(A) Determine if the child is eligible for federal IV-E adoption maintenance subsidy first.~~

~~—(B) If ineligible for Title IV-E, determine if the child is eligible for state funded adoption maintenance subsidy;~~

~~—(5) Determine that a reasonable, but unsuccessful, effort has been made to place the child without providing adoption subsidy;~~

~~—(6) Document in each child's case record the specific factor or factors that make the child difficult to place and describe the efforts to place the child for adoption without providing assistance;~~

~~—(7) Determine what type of adoption subsidies are needed, and complete all application procedures by the fourth month of placement;~~

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~~—————(8) Review and sign the CFS 425: Application for Adoption Subsidy after the adoptive parent completes it;~~

~~—————(9) Print Title IV E verification of eligibility from the Division of Children and Family Services' information management system;~~

~~—————(10)(A) Be clear in the discussion with the family that they will only be:~~

~~—————(i) Screening for a determination of special needs, subsidy eligibility;~~

~~and~~

~~—————(ii) Making a recommendation to the adoption services unit.~~

~~—————(B) Under no circumstances will the Adoption Specialist give the adoptive family the subsidy determination prior to receipt of approval from the Adoption Services Unit.~~

~~—————(C) The Adoption Specialist must also explore other resources and assistance that may be available for the child and adoptive family when screening for a subsidy;~~

~~—————(11) Complete the "CFS 427: Determination of Eligibility for Adoption Subsidy" and attach the following to the CFS 427:~~

~~—————(A) Verification of the costs for a private attorney to finalize an adoption whether in state or out of state, if applicable; and~~

~~—————(B) Verification of court costs to finalize an adoption, if applicable;~~

~~—————(12) Complete the following:~~

~~—————(A)(i) Special board rate request to have a professional verify the child's complete medical condition, including dental, psychological, etc., as well as the diagnosis, prognosis, and costs of treatment for one (1) year if a special subsidy is requested.~~

~~—————(ii) Children at high risk for the development of a serious physical, mental, developmental, or emotional condition may be considered special needs if documentation of the risk is provided by a medical professional specializing in the area of the condition for which the child is considered at risk.~~

~~—————(iii) However, no subsidy payment will be made without documentation that the child has developed the actual condition.~~

~~_____ (iv) In order to be eligible for special needs subsidy based on developmental delay, documentation must be provided, current within six (6) months, attesting to the fact that the child has a delay of twenty four percent (24%) or more in two (2) major developmental categories;~~

~~_____ (B) Statement that lists the child's source of financial resources and amount, other than foster care board payment, if applicable;~~

~~_____ (C)(i) Verification from the appropriate agency which explains the child's eligibility for financial benefits (Supplemental Security Insurance, other types of Social Security benefits, United States Department of Veterans Affairs, etc.) once the adoption is finalized, if applicable.~~

~~_____ (ii) Provide the agency with the amount of the adoptive parent's income in order that a statement can be prepared.~~

~~_____ (iii) Once a child has been determined eligible for a federal subsidy, the adoptive parents cannot be rejected for adoption assistance nor can they have payments reduced without their agreement, as a result of:~~

~~_____ (a) Their income;~~

~~_____ (b) Their resources; or~~

~~_____ (c) The child's resources; and~~

~~_____ (D)(i) Verification from Children's Medical Services (CMS) which explains the child's eligibility for services once the adoption is finalized, if applicable.~~

~~_____ (ii) Provide CMS with the amount of the adoptive parent's income in order that a statement can be prepared;~~

~~_____ (13) Inform the adoptive parents that subsidy payments may continue until the end of the month of the child's eighteenth birthday, or by the end of the month of the child's twenty first birthday if he or she meets one (1) of the established criteria described in the "Subsidy Extension" policy subsection above and the extension is requested by the adoptive parent as described in the "Subsidy Extension" policy subsection above;~~

~~_____ (14) Provide the following documentation with the initial adoption subsidy application packet:~~

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- ~~_____ (A) Emergency petition;~~
- ~~_____ (B) Emergency order or other initial custody court order;~~
- ~~_____ (C) Order for termination of parental rights with power to consent to adoption;~~
- ~~_____ (D) A copy of the CMA worksheet in CHRIS or, if applicable, award letter for Supplemental Security Income; and~~
- ~~_____ (E) A copy of the approved selection form, as applicable;~~
- ~~_____ (15) Prepare a narrative entitled "Subsidy Family Profile" about the adoptive family to include:~~
 - ~~_____ (A) Type of adoption (foster parent, nonfoster parent, relative, or fictive kin);~~
 - ~~_____ (B) Type of subsidy (maintenance, special, nonrecurring, non-IV-E Medicaid);~~
 - ~~_____ (C) Funding source (federal or state);~~
 - ~~_____ (D) Child to receive subsidy (first name, age, race, developmental information, description of special needs, problems, limitation, reasons for being in out-of-home placement, and brief description of out-of-home placement history);~~
 - ~~_____ (E) Adoptive father (name, age, education, employment, and health);~~
 - ~~_____ (F) Adoptive mother (name, age, education, employment, and health);~~
 - ~~_____ (G) Other children in family (adopted, birth, custody, out-of-home placement, name, age, education, and health);~~
 - ~~_____ (H) Others in household (explain if applicable);~~
 - ~~_____ (I) Marriage (length and comments about the quality of the relationship);~~
 - ~~_____ (J) Housing (brief description);~~
 - ~~_____ (K) Income/resources (sources and amounts, health insurance coverage, etc.);~~
 - ~~_____ (L) Exploration of other resources and assistance that may be available for the child and adoptive family when screening for a subsidy;~~
 - ~~_____ (M) Family and adoptive child relationship (description to include strengths and challenges);~~

~~_____ (N) Reason for adoption subsidy (explain reason child needs adoption subsidy and reason for the adoptive parent requesting it);~~

~~_____ (O) Subsidy request (maintenance costs per month and for not more than a year), special subsidy type of service and costs for not more than a year, legal assistance, if the Office of Chief Counsel attorney is requested to finalize the adoption, court costs, etc., other subsidy requests and costs, etc.; and~~

~~_____ (P) Recommendation to approve or deny;~~

~~_____ (16) Submit the completed packet to the Adoption Supervisor for review and comment; and~~

~~_____ (17) Upon completion of supervisory review, send completed forms, narrative, documents, and other attachments to the Adoption Subsidy Coordinator.~~

~~_____ (b) The Adoptive Subsidy Coordinator will:~~

~~_____ (1)(A) Assess all submitted forms and documentation, make a recommendation to approve or deny the adoption subsidy application, and provide written notification to the Adoption Specialist of the recommendation within three (3) working days of receiving the initial application packet from the Adoption Specialist.~~

~~_____ (B) Contact the Adoption Specialist if additional information or forms are needed;~~

~~_____ (2) Prepare the "CFS 428: Adoption Assistance Agreement" and route it to the Adoption Manager for approval, then send the CFS 428 to the Director of the Division of Children and Family Services or designee for signature;~~

~~_____ (3) Send the signed CFS 428 to the Adoption Specialist with written instructions;~~

~~_____ (4) Notify the adoptive parent in writing if the application is denied and explain the:~~

~~_____ (A) Reason;~~

~~_____ (B) Internal review procedures; and~~

~~_____ (C) Administrative fair hearing procedures;~~

~~_____ (5) Send a copy of the notification of denial to the Adoption Specialist; and~~

~~_____ (6) Scan all subsidy packets into Edoctus.~~

~~—(c) Upon receipt of approval of the adoption subsidy, the Adoption Specialist will:~~

- ~~—(1) Meet with the adoptive parent to explain an approval;~~
- ~~—(2) Review the "CFS 428: Adoption Assistance Agreement";~~
- ~~—(3) Secure the adoptive parent's signature on the CFS 428 within five (5) working days from receipt of the agreement or prior to finalization;~~
- ~~—(4) Send the Adoption Subsidy Coordinator and adoptive parent a copy of the signed CFS 428 within three (3) working days upon receipt;~~
- ~~—(5) Contact the Adoption Subsidy Coordinator in writing within three (3) working days from the meeting if the adoptive parent has a disagreement with the contents of the CFS 428;~~
- ~~—(6) Meet with the adoptive parent to explain a denial, review the decision, and explain internal review procedures within ten (10) working days from receipt of written notification to deny; and~~
- ~~—(7) Send a copy of the adoption petition and final decree of adoption to the Adoption Subsidy Coordinator within five (5) working days upon receipt.~~

9 CAR § 40-932. Title IV-E redetermination.

(a)(1) The federal Title IV-E adoption assistance program does not require redeterminations of a child's eligibility.

(2) Although the Title XIX Medicaid program and the programs that, in part, may qualify a child initially for adoption assistance, such as AFDC and Supplemental Security Insurance, require redeterminations, they are unnecessary for the purpose of maintaining a child's eligibility for Title IV-E adoption assistance.

(3) Once a child has been determined eligible and is receiving Title IV-E adoption assistance, the state may terminate the assistance only under the following circumstances:

- (A) Upon the adoptive ~~parent's or~~ parents' request;
- (B) Upon the child's death;
- (C)(i) Upon the death of the adoptive ~~parent or~~ parents of the child.
 - (ii) In a two-parent family, this means both parents;

(D) At the cessation of legal responsibility of the adoptive ~~parent or~~ parents for the child;

(E) If the ~~Division of Children and Family Services~~division determines that the child is no longer receiving support from the adoptive parent or parents; or

(F) When the child reaches eighteen (18) years of age unless:

(i) The child's subsidy was extended (per the adoption subsidy agreement) past eighteen (18) years of age, due to a mental or physical disability which warranted continuation of a federally funded subsidy or state maintenance to be received, in which case the adoption subsidy would be terminated when the child attains twenty-one (21) years of age; or

(ii) The child's subsidy was extended past eighteen (18) years of age (per the adoption subsidy agreement) because the child was adopted at sixteen (16) years of age or older, in which case the child's subsidy would be terminated when the child attains twenty-one (21) years of age, provided that the child also met one (1) of the following circumstances from eighteen (18) years of age through twenty-one (21) years of age:

(a) The child is completing secondary education or a program leading to an equivalent credential;

(b) The child is enrolled in an institution which provides postsecondary or vocational education;

(c) The child is participating in a program or activity designed to promote, or remove barriers to, employment;

(d) The child is employed for at least eighty (80) hours per month; or

(e) The child is incapable of doing any of the above described activities due to a medical condition.

(b)(1) The division will ensure that the child meets these employment or education requirements.

(2) If a child is incapable of meeting the above referenced education or employment requirements due to a medical condition, the reason for which the child is

incapable of meeting the education or employment requirements must be documented by a medical professional and updated annually until the child reaches twenty-one (21) years of age.

9 CAR § 40-933. Criteria for Supplemental Security Insurance-eligible private agency and independent adoptions.

(a) A child who is SSI eligible and is part of an independent adoption (~~i.e., that is,~~ not in the custody of a public or private agency) is eligible for a Title IV-E subsidy.

(b)(1) If a child received Title IV-E adoption assistance in a previous adoption that dissolved or in which the adoptive parents died, the child is eligible for Title IV-E assistance when ~~he or she is~~ he or she they are subsequently adopted.

(2)(A) See adoption subsidy, 9 CAR § 40-930.

(B) The Adoption Subsidy Coordinator must be contacted for an application packet.

~~(c) The Adoption Subsidy Coordinator will:~~

~~———— (1) Accept and review referrals for independent adoption and private agency subsidy applications;~~

~~———— (2) Assess all submitted forms and documentation, make a recommendation to approve or deny the adoption subsidy application, and provide written notification to the applicant, the person who arranged the independent adoption, or the private agency representative of the decision, within fifteen (15) working days of receiving the initial application packet from the Adoption Specialist;~~

~~———— (3) Contact the applicant, the person who arranged the independent adoption, or private agency representative, if additional information or forms are needed;~~

~~———— (4) Prepare the CFS 428: Adoption Assistance Agreement if it is recommended the adoption subsidy application be approved, and route the CFS 428 to the Adoption Manager for approval, then send the CFS 428 to the Director of the Division of Children and Family Services or designee for signature;~~

~~———— (5) Send signed CFS 428: Adoption Assistance Agreement to the applicant and~~

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private agency representative, if applicable, with written instructions;

——— (6) Notify the adoptive parent in writing if the application is denied, to explain the reason for the denial, the internal review, and the administrative fair hearing procedures; and

——— (7) In CHRIS:

——— (A) Enter the adoptive parents and adoptive child as clients in the newly opened adoption case;

——— (B) Complete the adoptive child's characteristic screen to identify the special needs; and

——— (C) Complete the adoption screens (general information, affidavit of disclosure, and subsidy) and request the approval of the adoption subsidy.

~~9 CAR § 40-934. Amendment to an adoption subsidy.~~

——— The Adoption Support Specialist will:

——— (1) Follow the same subsidy related policy and procedures, regardless if the adoption is being handled in state or out of state;

——— (2) Ensure close coordination with the other state's adoption worker, if applicable;

——— (3) Amend a subsidy if there is documentation that an "at risk" child has developed a serious physical, mental, or emotional condition;

——— (4)(A) Determine with adoptive parent if an amendment to the existing adoption subsidy is needed.

——— (B) An amendment may be requested at any time.

——— (C) The adoptive family must consent to any subsidy amendment (Title IV-E only);

——— (5) Determine if a change in subsidy payee is appropriate, based on documentation of divorce and custody, by:

——— (A) Reviewing the divorce decree and custody order to determine which parent was granted full custody of the child;

——— (B) Ensuring that the parent awarded full custody of the child in the

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~~divorce decree or custody order signed the original adoption subsidy; and~~

~~_____ (C) Rerouting the subsidy payment to the adoptive parent only after verification of steps one (1) and two (2) above;~~

~~_____ (6)(A) Determine if there has been a significant change in type of condition of the child to warrant the amendment of a federally funded subsidy.~~

~~_____ (B) A state may renegotiate an adoption assistance agreement if the adoptive parents request an increase in payment due to a change in type of condition of the child.~~

~~_____ (C) A higher foster care rate would have been paid on behalf of the child if the child had still been in foster care.~~

~~_____ (D) Review and sign the "CFS 425: Application for Adoption" after the adoptive parent completes it;~~

~~_____ (7)(A) Carefully review all requests for increases in payment for state funded subsidies and special subsidies.~~

~~_____ (B) As state dollars are limited, an exploration of other resources is required and must be documented in the narrative when submitting an amendment request.~~

~~_____ (C) The Director of the Division of Children and Family Services can review extraordinary circumstances at his or her discretion;~~

~~_____ (8) Complete the "CFS 427: Determination of Eligibility for Adoption Assistance" if a special subsidy is requested;~~

~~_____ (9) Complete a narrative to address the type of subsidy needed, the source of funding, the reason for the:~~

~~_____ (A) Subsidy;~~

~~_____ (B) Costs; and~~

~~_____ (C) Recommendation;~~

~~_____ (10)(A) Send all requests, the forms, narrative, and any other documents to the Adoption Subsidy Coordinator within twenty (20) working days from the initial contact with the adoptive parent.~~

~~_____ (B) For requests of special board rate increases, forward completed~~

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packets to the Adoption Subsidy Coordinator for review and comment.

_____ (C) Communicate with the adoptive parent to explain an approval, to review the "CFS 428: Adoption Assistance" and to secure the adoptive parent's signature on the CFS 428 within ten (10) working days from receipt of the agreement;

_____ (11) Send the Adoption Subsidy Coordinator and adoptive parent a copy of the signed CFS 428;

_____ (12) Send the Adoption Subsidy Coordinator a written notification within three (3) working days from the meeting with the adoptive parent to explain a disagreement with the contents of the CFS 428;

_____ (13) Meet with the adoptive parent or parents to explain a denial, review the decision, and explain internal review procedures within ten (10) working days from receipt of the written notification to deny;

_____ (14)(A) In the Division of Children and Family Services' information management system, if subsidy amendment is approved, change the subsidy ending date on the adoption subsidy screen to stop the existing adoption subsidy.

_____ (B) Then, click clear and enter the new amended subsidy with the new beginning and ending dates and the subsidy amount.

_____ (C) Request the approval for the amended subsidy amount;

_____ (15) Prepare the CFS 428 if the adoption subsidy application is approved, and route the CFS 428 to the Adoption Manager for approval, then send the CFS 428 to the director or designee for signature; and

_____ (16) Notify the adoptive parent in writing if the application is denied, to explain the:

_____ (A) Reason for the denial;

_____ (B) Internal review; and

_____ (C) Administrative Fair Hearing procedures.

9 CAR § 40-935. Request for continuation of federal and state-funded adoption maintenance subsidy after age 18.

(a)(1) In some cases, a federal adoption maintenance subsidy or state-funded

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maintenance subsidy may be continued for adoptees eighteen ~~(18)~~ to twenty-one (18-21) years of age.

(2)(A) Medicaid, however, cannot be extended past eighteen (18) years of age for state-funded subsidies.

(B) While the foster care Medicaid cannot be extended beyond the month the child turns eighteen (18) years of age, the family may apply for another type of Medicaid at their local county office via the Division of County Operations.

(3) Medicaid coverage through the local Department of Human Services county office is not guaranteed.

(b) If the adoptive parent requests that the adoption subsidy be continued past the child's eighteenth birthday, the following criteria must be met:

(1) The adoptive parent must be receiving a federal or state-funded adoption maintenance subsidy prior to the child's eighteenth birthday; and

(2) The adoptive parent must make a formal written request of the Division of Children and Family Services Adoption Support Specialist to continue the subsidy and provide proof that the child:

(A) Has a mental or physical disability which warrants continuation; or

(B) Was adopted at sixteen (16) years of age or older and is:

(i) Completing secondary education or a program leading to an equivalent credential;

(ii) Enrolled in an institution which provides postsecondary or vocational education;

(iii) Participating in a program or activity designed to promote or remove barriers to employment;

(iv) Employed for at least eighty (80) hours per month; or

(v) Incapable of doing any of the above described activities due to a medical condition.

(c)(1) The Division of Children and Family Services will ensure that the child meets these employment or education requirements.

(2) If a child is incapable of meeting the above referenced education or

employment requirements due to a medical condition, the reason for which the child is incapable of meeting the education or employment requirements must be documented by a medical professional and updated annually until the child reaches twenty-one (21) years of age.

~~(d) The Adoption Support Specialist will:~~

~~—————(1) Include the above documentation and recommend whether the adoption subsidy should be continued past the child's eighteenth birthday;~~

~~—————(2) If the adoption subsidy is approved to continue past the child's eighteenth birthday:~~

~~—————(A) Prepare the CFS 428 A: Adoption Assistance Agreement for State Funded Payments or CFS 428 B: Adoption Assistance Agreement for Federal IV-E Funded Assistance, as appropriate;~~

~~—————(B) Route the CFS 428 A: Adoption Assistance Agreement for State Funded Payments or CFS 428 B: Adoption Assistance Agreement for Federal IV-E Funded Assistance, as appropriate, to the Adoption Services Unit Manager for review; and~~

~~—————(C) If the Adoption Services Unit Manager and Director of the Division of Children and Family Services approve the CFS 428 A or CFS 428 B as appropriate, change the subsidy ending date on the adoption subsidy screen in the Division of Children and Family Services' information management system to continue subsidy past the child's eighteenth birthday;~~

~~—————(3) If the adoption subsidy is not approved to continue past the child's eighteenth birthday by either the Adoption Support Specialist, Adoption Manager, or director or designee:~~

~~—————(A) Notify the adoptive parent in writing and explain the reason for denial; and~~

~~—————(B) Document the denial in CHRIS.~~

~~————(e) The Adoption Manager will:~~

~~—————(1) Approve or deny the "CFS 428 A: Adoption Assistance Agreement for State Funded Payments" or "CFS 428 B: Adoption Assistance Agreement for Federal IV-E~~

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~~Funded Assistance", as appropriate;~~

~~———— (2) If the Adoption Assistance Agreement is approved, send to the director or designee for signature; and~~

~~———— (3) If the Adoption Assistance Agreement is denied, notify the Adoption Support Specialist and explain the reason for denial.~~

~~———— (f) The director or designee will:~~

~~———— (1) Approve or deny the CFS 428-A or CFS 428-B, as appropriate; and~~

~~———— (2) Return the CFS 428-A or CFS 428-B, as appropriate, to the Adoption Manager.~~

9 CAR § 40-936. Interstate Compact on Adoption and Medical Assistance (ICAMA).

(a) A child who is receiving Medicaid as a result of an adoption subsidy may continue to receive the subsidy if the child moves to or from another state.

~~(b) The Adoption Support Specialist will:~~

~~———— (1) Contact the ICAMA Coordinator or refer an adoptive parent to the ICAMA Coordinator in the Division of Children and Family Services Adoption Services Unit; and~~

~~———— (2) Provide the ICAMA Coordinator with the adoptive family's new address, phone number, and the effective date of the move.~~

~~———— (c) The ICAMA Coordinator will:~~

~~———— (1)(A) Complete the ICAMA forms in relation to a child who is moving from the state and forward the forms to the new state of residence.~~

~~———— (B) Forward the following:~~

~~———— (i) Form 6.01 (Notice of Medicaid Eligibility/Case Activation);~~

~~———— (ii) Form 6.02 (Notice of Action); and~~

~~———— (iii) Form 6.03 (Change in Child/Family Status), if applicable; and~~

~~———— (2) Forward completed ICAMA forms to the Eligibility Unit in relation to a child who moves into the state:~~

~~———— (A) Form 6.01 or a COBRA letter; and~~

~~———— (B) Copy of the Adoption Subsidy Agreement.~~

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~~— 9 CAR § 40-937. Payment for nonrecurring adoption expenses and special subsidy.~~

~~— (a) The Adoption Specialist will:~~

~~— (1)(A) Submit a billing packet to the Adoption Subsidy Coordinator for nonrecurring adoption expenses within sixty (60) days after the finalization of the adoption.~~

~~— (B) Nonrecurring adoption expenses shall not exceed a total of one thousand five hundred dollars (\$1,500);~~

~~— (2) For nontravel related expenses, the packet will include: the DHS 1914, original invoice, a copy of the CFS 428 A: Adoption Assistance Agreement for State Funded Subsidy Payments or CFS 428 B: Adoption Assistance Agreement for Federal IV-E Funded Assistance, as applicable, and final adoption decree;~~

~~— (3) For travel related expenses, the packet will include:~~

~~— (A) TR-1;~~

~~— (B) Receipts;~~

~~— (C) A copy of the 428 A: Adoption Assistance Agreement for State Funded Subsidy Payments or CFS 428 B: Adoption Assistance Agreement for Federal IV-E Funded Assistance; and~~

~~— (D) The final adoption decree; and~~

~~— (4) For payment of a special subsidy, the packet will include:~~

~~— (A) DHS 1914;~~

~~— (B) Original invoice;~~

~~— (C) Copy of the 428 A: Adoption Assistance Agreement for State Funded Subsidy Payments or CFS 428 B: Adoption Assistance Agreement for Federal IV-E Funded Assistance; and~~

~~— (D) The final adoption decree.~~

~~— (b) The Adoption Subsidy Coordinator will review, code, and forward each completed billing packet within ten (10) business days and forward to the Adoptions Manager for approval.~~

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~~—(c) The Adoptions Manager will forward the approved packet to the office of finance for payment within ten (10) working days of receipt from the subsidy coordinator.~~

~~— **9 CAR § 40-938. Termination of adoption subsidy.**~~

~~—(a) The Family Service Worker will:~~

~~—(1) In the event a child with an adoption subsidy enters foster care:~~

~~—(A) Contact the Office of Chief Counsel and discuss a petition for child support in the amount of the full adoption subsidy; and~~

~~—(B) Explain to adoptive parents that any monies received by them on behalf of the child should be maintained by the adoptive parents until the issue is resolved by the Office of Child Support Enforcement; and~~

~~—(2) If termination of parental rights occurs for a child whose parents are receiving an adoption subsidy:~~

~~—(A) Within five (5) business days, notify the Adoption Support Specialist that termination of parental rights has occurred for a child whose adoptive parents were receiving adoption subsidy payments; and~~

~~—(B) Provide a copy of the order terminating parental rights to the Adoption Support Specialist within ten (10) business days of receipt of the signed order.~~

~~—(b) The Adoption Specialist will:~~

~~—(1) Assess any change in the adoptive family's circumstances which would warrant termination of the adoption subsidy;~~

~~—(2) Determine if termination of the adoption subsidy is necessary;~~

~~—(3) Conduct a staffing with the Adoption Manager or designee; and~~

~~—(4) Provide written notification to the adoptive parent to explain the reason for the termination of the adoption subsidy and the internal review procedures.~~

~~—(c) The Adoption Support Specialist will:~~

~~—(1)(A) Upon receipt of the copy of the court order terminating parental rights or other documentation indicating that the subsidy must be terminated as prescribed in the adoption assistant agreement, send written notice to the adoptive parent or parents~~

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~~informing them of the Division of Children and Family Services intent to terminate the subsidy fourteen (14) calendar days from receipt of the notice.~~

~~_____ (B) The notice will also inform the parent or parents of their right to appeal the termination and how to request an administrative hearing for such an appeal.~~

~~_____ (C) The notice will be sent via process server or via certified mail, restricted delivery with a returned receipt requested;~~

~~_____ (2) In the division's information management system:~~

~~_____ (A) If adoption subsidy is terminated, change the subsidy ending date on the adoption subsidy screen to stop the existing adoption subsidy;~~

~~_____ (B) If there are other adoptive siblings with existing adoption subsidies, end date the adoptive child's involvement in the case by selecting the appropriate reason on the child's general information screen;~~

~~_____ (C) If there are no other adoptive siblings with existing adoption subsidies, close the adoption case on the case summary screen selecting the appropriate reason; and~~

~~_____ (D) Upon receipt of an order terminating parental rights, end date the subsidy on the adoption subsidy screen and close the adoption case on the case summary screen selecting the appropriate reason.~~

9 CAR § 40-939. Mutual consent voluntary adoption registry.

(a)(1) Some adults who were adopted as children and some birth parents who voluntarily or involuntarily relinquished a child for adoption, as well as relatives within the second degree to the adoptee, may wish to be identified to each other.

(2) There are other adult adoptees, birth ~~parent or~~ parents, ~~and/or~~ relatives to the second degree of the adoptee who may be unwilling to be identified.

(3) Further, some adult adoptees, birth ~~parent or~~ parents of the adoptee, adoptive ~~parent or~~ parents or, in the event of an adoptive parents' death, guardians of the adoptee, may wish to obtain nonidentifying information pertaining to the birth family.

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(b)(1) In order to protect the privacy of those who choose not to be identified and to attempt to meet the needs of those who wish to be identified, as allowed by state and federal law, the Adoption Services Unit administers the Mutual Consent Voluntary Adoption Registry in accordance with Acts 1985, No. 957 and Acts 1987, No. 1060.

(2) The Division of Children and Family Services will keep records of every adult adoptee and birth parent reunited through the use of the Mutual Consent Voluntary Adoption Registry.

(c) Arkansas Code § 9-9-505 requires compilations of nonidentifying histories of adoptions be available upon request throughout the time the agency division is required to maintain records to the following persons only:

(1) Adoptive parents of the child or, in the event of death of the adoptive parents, the child's guardian;

(2) Adoptee;

(3) In the event of the death of the adoptee, the adoptee's children, the adoptee's widow or widower, or the guardian of any child of the adoptee;

(4) The birth parent of the adoptee; or

(5) Any child welfare agency having custody of the adoptee.

(d) Any additional nonidentifying information which may have been added regarding health, genetic, or social history (excluding information identifying any birth parent, member of a birth parent's family, or any other adoptees for the adoptive parent) will be made available only to the persons listed above.

(e)(1) Any affidavits filed for placements on the registry and any other information collected shall be retained for ninety-nine (99) years following the date of registration.

(2) Any qualified person may choose to remove his or her~~their~~ name from the registry at any time by filing a notarized affidavit with the registry.

~~9-CAR § 40-940. Mutual consent voluntary adoption registry and related services.~~

~~—(a) The Registry Administrator will:~~

~~—(1) Prepare forms to be shared with administrators of other agencies when an~~

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~~applicant identifies another agency as the agency having completed the adoption;~~

~~———— (2) Establish office procedures which will ensure the confidentiality of:~~

~~———— (A) The registry;~~

~~———— (B) Its records; and~~

~~———— (C) Identifying information;~~

~~———— (3) Ensure that information contained in the registry or obtained by registry staff consists of nonidentifying information only;~~

~~———— (4) Send information packets containing registration requirements, procedures, and an affidavit to any person inquiring about registration;~~

~~———— (5) Access the agency's closed adoption records and court records (limited to the act of verifying a registry match or for compilation of nonidentifying information);~~

~~———— (6) Collect fees for registration services and accept affidavits for registration;~~

~~———— (7) Provide written notification to qualified registrants as to the status of the initial search of all registrants who wish to be identified;~~

~~———— (8) Send notification to match registrants by certified mail;~~

~~———— (9) Determine if nonidentifying information is available and if the registrant is eligible to receive it;~~

~~———— (10) Provide nonidentifying genetic, health, and social history of the adoptee in the form of a written adoption summary;~~

~~———— (11) Mail nonidentifying written summary of information to the registrant by certified mail;~~

~~———— (12) Maintain copies of nonidentifying information in a secured location;~~

~~———— (13) Keep records of every adult adoptee and birth parent reunited through the use of the Mutual Consent Voluntary Adoption Registry;~~

~~———— (14)(A) Provide a deidentified copy of the foster care record to the adoptee upon request.~~

~~———— (B) Deidentify the names of any reporters of child abuse and/or neglect;~~

~~and~~

~~———— (15)(A) Arrange for an adoptee to review his or her foster care record upon request.~~

~~—————(B) This access is not available to adoptees who were placed as infants for the sole purpose of adoption.~~

~~————(b) The Adoption Specialist will:~~

~~————(1) Refer any person inquiring about the registry to the Registry Administrator, Adoption Services Unit; and~~

~~————(2) Provide a minimum of no less than one (1) hour of counseling to registry applicants for receipt of identifying information and sign the affidavit to verify the service.~~

9 CAR § 40-941. International adoptions.

(a) The Adoption Services Unit shall provide assistance with intercountry adoptions.

(b) However, federal IV-E funds shall not be used to support intercountry adoptions.

~~9 CAR § 40-942. International adoptions.~~

~~————(a) The Adoptions Manager or designee will:~~

~~————(1) Respond to inquiries/referrals about international adoptions;~~

~~————(2) Provide list of licensed private adoption agencies who will complete adoption assessments for intercountry adoptions;~~

~~————(3)(A) Determine if an adoption assessment prepared by a qualified licensed social worker or others designated by the court meet child placement licensing requirements for adoption in Arkansas.~~

~~————(B) Licensed adoption agencies are exempt from this review;~~

~~————(4) Provide an approval letter to the United States Citizenship and Immigration Service upon request to verify compliance to licensing requirements;~~

~~————(5) Maintain permanent adoption files; and~~

~~————(6) Train staff with licensed private adoption agencies, licensed social workers, and others designated by the court involved with intercountry adoption.~~

~~————(b) The Adoption Specialist will refer intercountry adoption inquiries/referrals to the Adoptions Manager or designee.~~

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9 CAR § 40-943. Subsidized guardianship.

(a) Overview.

(1)(A) For children for whom a permanency goal of guardianship with a relative has been established, the Division of Children and Family Services offers a federal (Title IV-E) Subsidized Guardianship Program to further promote permanency for those children, provided subsidized guardianship eligibility criteria are met.

(B) Any non-IV-E eligible child may enter into a subsidized guardianship supported by Arkansas State General Revenue if the ~~Department of Human Services~~Division of Children and Family Services determines that adequate funding is available, and all other Subsidized Guardianship Program criteria are met.

(C) The monthly subsidized guardianship payment shall be used to help ~~relative and fictive kin~~kinship guardian or guardians defray some costs of caring for the child's needs.

(2)(A) During the permanency planning ~~staffings~~family team meeting guardianship should be explored as a potential permanency option.

(B) If it is determined at the permanency planning hearing that a guardianship arrangement with ~~relatives or fictive~~ kin is in the child's best interest and the child's permanency goal is changed to legal guardianship, the ~~Division of Children and Family Services~~Division of Children and Family Services shall then determine if a specific guardianship arrangement may be supported by a subsidy through the ~~Division of Children and Family Services'~~division the Division of Children and Family Services's Subsidized Guardianship Program.

(C) Only guardians who initially served as an approved ~~relative or fictive kin~~kinship foster resource home may apply for a guardianship subsidy.

(D)(i) For the purposes of determining eligibility for a guardianship subsidy, the necessary degree of relationship is satisfied by a relative or fictive kin as defined in Arkansas Code § 9-28-108.

(ii)(a) A relative means a person within the fifth degree of kinship by virtue of blood or adoption.

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(b) The fifth degree is calculated according to the child.

(iii) Fictive kin is defined as a person selected by the ~~department~~
~~division~~ Division of Children and Family Services who:

(a) Is not related to a child by blood or marriage; and

(b) Has a strong, positive, and emotional tie or role in the child's life or the child's parent's life if the child is an infant.

(3)(A) When it is in the best interest of each of the children, the ~~Division of Children and Family Services~~
~~division~~ Division of Children and Family Services shall attempt to place siblings together in the same guardianship arrangement.

(B) Siblings may be related by biological, marital, or legal ties.

(C) A child who meets the eligibility criteria for a subsidized guardianship will qualify ~~his or her~~ their siblings for subsidized guardianship as well, provided the siblings are placed in the same relative or fictive kin home.

(D) The child who qualifies for a guardianship subsidy does not necessarily have to be placed at the same time as ~~his or her~~ their siblings in the relative or fictive kin home.

(E) The guardianships for each child in the same ~~relative or fictive~~
~~kin~~ kinship home do not need to be finalized in any particular sequence.

(b) **Eligibility criteria for subsidized guardianship.** A child is eligible for a subsidized guardianship in Arkansas if the ~~Division of Children and Family Services~~
~~division~~ Division of Children and Family Services ~~determines~~ determines that:

(1) The child has been removed from ~~his or her~~ their home pursuant to a judicial determination that continuation in the home would be contrary to the welfare of the child and, as such, the child has been placed in ~~department~~ ~~division~~ the Division of Children and Family Services custody per judicial order;

(2)(A) The child has resided for at least six (6) consecutive months in the fully approved ~~foster resource~~ home of the prospective ~~relative or fictive kin~~ kinship guardian ~~or~~ guardians which is eligible to receive payments on behalf of the child, (~~i.e., the~~ prospective ~~relative or fictive kin~~ kinship guardian's home is no longer a provisional ~~foster resource~~ home) and has been serving as a fully approved ~~foster resource~~ home

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to the child seeking a legal guardianship arrangement for at least six (6) consecutive months (see 9 CAR § 40-801 et seq., Development of Resource Homes and Support to Resource Parents).

(B) Any disruption in placement with the prospective ~~relative or fictive~~ kinkinship guardian that is less than fourteen (14) days will not affect the six-consecutive-month qualifying period;

(3) Being returned home to the person from whom ~~he or she was~~ they were ~~he or she was~~ removed or is being adopted are not appropriate permanency options for the child, the guardianship arrangement is in the child's best interest, and documentation supporting these determinations is provided;

(4) The child demonstrates a strong attachment to the prospective relative ~~guardian or~~ guardians and the ~~guardian or~~ guardians ~~has~~ have a strong commitment to caring permanently for the child ~~or~~ / youth;

(5) Each child is consulted regarding the guardianship arrangement; ~~and~~
 ~~_____ (6) The youth, if more than twelve (12) years of age, signs a consent to guardianship if he or she agrees to the guardianship arrangement, and it is agreed that procedures to finalize the guardianship should be initiated, unless the court determines it is in the minor's best interest to dispense with the minor's consent.~~

(c) **Case-Family case plan requirements for subsidized guardianship.** If legal guardianship with ~~a relative or fictive kinkin~~ is the intended permanency goal for a child and the ~~relative or fictive kinkin~~ guardian or guardians intend to apply for a guardianship subsidy, the child's family case plan shall include a description of the ways in which the child meets the eligibility requirements for a subsidized guardianship arrangement to include:

(1) The steps that the ~~agency division~~ Division of Children and Family Services has taken to determine that it is not appropriate for the child to be returned home or adopted;

(2) The reasons for any separation of siblings during placement and description of the efforts made to place currently separated siblings together, the efforts made to provide frequent ~~visitation~~ sibling family time or other ongoing

interaction between siblings, and efforts to reunify separated siblings;

(3) The reasons why a permanent placement with ~~an appropriate and willing relative or fictive~~ an appropriate kin supported by a subsidized guardianship arrangement is in the child's best interest;

(4) The efforts that the ~~Division of Children and Family Services~~ division Division of Children and Family Services has made to discuss adoption by the child's ~~relative or fictive kin~~ kinship foster resource parent as a more permanent alternative to legal guardianship and, in the case of a ~~relative or fictive kin~~ kinship foster resource parent who has chosen not to pursue adoption, documentation of the reasons;

(5) The efforts made by the ~~Division of Children and Family Services~~ division Division of Children and Family Services to discuss with the child's ~~parent or~~ parents the guardianship arrangement, or the reasons why the efforts were not made;

(6) The process in place to allow for a successor guardian in the event that the relative or fictive kin guardian of the child dies or is no longer able to care for the child; and

(7) Any appropriate transitional youth services for those youth who exit foster care and enter into a guardianship arrangement supported by a subsidy after sixteen (16) years of age.

(d) Additional requirements for subsidized guardianship when proposed guardian resides out-of-state.

(1) If a guardianship supported by a subsidy is being pursued with ~~a relative or fictive~~ kin who resides outside of Arkansas, that ~~relative or fictive~~ kin must identify a willing resident agent for service within Arkansas.

(2) The resident agent for service is a person who must accept service of any action or suit with respect to the guardianship, as applicable, on behalf of the out-of-state guardian.

(3) The resident agent of service must provide any action or suit with respect to the guardianship received as the resident agent to the out-of-state guardian.

(4) Any individual who agrees to serve as the resident agent for service must accept ~~his or her~~ their designation in writing and this designation will be filed with the

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court.

(e) **Subsidized guardianship payments.**

(1)(A) The ~~Division of Children and Family Services~~division ~~Division of Children and Family Services~~ will provide subsidized guardianship payments on behalf of eligible children and their siblings (when placed in the same ~~relative or fictive kin~~kinship home) to approved relatives or fictive kin who assume legal guardianship of the youth for whom they have cared as fully approved ~~foster~~resource parents.

(B) Subsidized guardianship payments cannot be made prior to the transfer of guardianship.

(C) The prospective ~~relative or fictive~~ kin guardians will receive foster care board payments until the transfer of guardianship occurs.

(2) For an eligible child entering a subsidized guardianship arrangement prior to reaching sixteen (16) years of age (and their siblings placed in the same home prior to reaching sixteen (16) years of age), the subsidized guardianship payment will cease when the child reaches eighteen (18) years of age.

(3) Any eligible child ~~in~~experiencing foster care entering a subsidized guardianship arrangement at sixteen (16) years of age or older (and ~~his or her~~their siblings in the same home at sixteen (16) years of age or older) is eligible for subsidized guardianship until ~~he or she reaches~~he or she~~they reaches~~ twenty-one (21) years of age provided at least one (1) of the following criteria are met:

(A) The child is completing secondary education or a program leading to an equivalent credential;

(B) The child is enrolled in an institution which provides postsecondary or vocational education;

(C) The child is participating in a program or activity designed to promote or remove barriers to employment;

(D) The child is employed for at least eighty (80) hours per month; or

(E) The child is incapable of doing any of the above described activities due to a medical condition.

(4)(A) In addition, guardianship subsidy payments may also continue for a

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child up to twenty-one (21) years of age if the state determines that the child has a mental or physical handicap that warrants the continuation of assistance.

(B) If the state determines the youth has a mental or physical handicap that warrants the continuation of the guardianship subsidy assistance up to twenty-one (21) years of age, that youth is not subject to the education and employment requirements listed above for youth eighteen to twenty-one (18-21) years of age.

(C) Requests for extension of subsidy agreements up to twenty-one (21) years of age due to a mental or physical handicap must be submitted by the ~~guardian or guardians~~ to the ~~subsidized guardianship coordinator~~ Subsidized Guardianship Coordinator or designee at least three (3) months prior to the termination of the current subsidy agreement.

(D) Such extension requests received after this time frame, to include after the youth has turned eighteen (18) years of age but not yet reached twenty-one (21) years of age, may still be considered.

(E) However, any subsidy agreement that is extended past eighteen (18) years of age due to a mental or physical handicap will take effect on the date the new subsidy agreement reflecting the extension is signed.

(F) Any monthly subsidy payments that were not made between the end date of the initial subsidy agreement and the date of the new subsidy agreement reflecting a subsidy extension past eighteen (18) years of age will not be made retroactively.

(5) The ~~Division of Children and Family Services~~ division Division of Children and Family Services will ensure that the ~~relatives or fictive~~ kin receiving a subsidized guardianship payment on behalf of a child over eighteen (18) years of age provide documentation annually that the child meets the employment or education requirements listed above up to twenty-one (21) years of age.

(6) If a child is incapable of meeting the above referenced education or employment requirements due to a medical condition or has a mental or physical handicap or handicaps the reason for which the child is incapable of meeting the education or employment requirements must be documented by a medical professional

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and updated annually until the child reaches twenty-one (21) years of age.

(7)(A) When siblings are placed together in a subsidized guardianship arrangement, the subsidized guardianship payments will be paid on behalf of each of the siblings.

(B) The sibling of a child eligible for subsidized guardianship does not need to meet any subsidized guardianship eligibility requirements ~~him or herself~~himself or herself~~themselves~~.

(8) When determining the amount of each subsidized guardianship payment the following shall be considered:

(A)(i) The needs of the child as supported by accompanying documentation.

(ii) The rate should not be linked to the means of the prospective relative or fictive kin guardians;

(B)(i) The subsidized guardianship payment shall not exceed the foster care board payment that would have been paid on that child's behalf if ~~he or she~~he or she~~they~~ had remained in a ~~foster family~~resource home.

(ii) Any child receiving a subsidized guardianship payment may have ~~his or her~~their guardianship subsidy adjusted per Arkansas rate structure based on the child's age or the child's special needs.

(iii) The subsidy shall not be greater than the amount which the child would have received had the child remained in a ~~foster family~~resource home;

(C)(i) The ~~relative or fictive~~ kin guardians may not draw both a Supplementary Security Income payment and a subsidized guardianship payment.

(ii) ~~The relatives or fictive kin~~Kin shall determine which form of assistance best meets the needs of the child;

(D) The ~~relative or fictive kin~~kinship guardians may draw both a Title II Social Security Administration payment and a subsidized guardianship payment but the total amount of the combined payments may not exceed the child's foster care board payment; and

(E)(i) Any conserved funds in a child's trust account shall not affect a

child's subsidized guardianship eligibility or payments.

(ii) However, the ~~Division of Children and Family Services~~division
Division of Children and Family Services Eligibility Unit shall close any trust account or accounts when a child exits care.

(iii) The administering agency of the trust account will redistribute the funds per its respective regulations after any board payments, contract reimbursements, and ~~or~~ overpayments are deducted from the account balance prior to close out.

(9)(A) In addition to the monthly subsidized guardianship payments, approved ~~relative or fictive kin~~kinship guardian or guardians of a child eligible for the subsidized guardianship program will also receive funding for the total cost of nonrecurring expenses related to obtaining legal guardianship up to two thousand dollars (\$2,000) per child.

(B) The majority of legal services should be provided by the department Office of Chief Counsel which would not incur legal fees upon the relative or fictive kin guardians.

(10)(A) The ~~relative or fictive kin~~kinship guardian or guardians are required to inform the ~~Division of Children and Family Services~~division
Division of Children and Family Services of circumstances that would make them ineligible for subsidized guardianship payments or eligible for payments in a different amount, ~~e.g., for example,~~ if the child becomes eligible for and begins receiving SSA payments.

(B) The ~~relative or fictive kin~~kinship guardian or guardians must also notify the ~~Division of Children and Family Services~~division
Division of Children and Family Services of any change of address.

(C) Any subsidized guardianship payment will remain in effect without regard to the state of residence of the ~~relative or fictive kin~~ guardian or guardians.

(f) Medical coverage for subsidized guardianship arrangements.

(1)(A) The ~~Division of Children and Family Services~~division
Division of Children and Family Services will ensure health insurance coverage under Medicaid Title XIX for any Title IV-E eligible child, and their Title IV-E eligible siblings when placed in the same

~~relative or fictive kinship~~ home, who receives a subsidized guardianship payment as the child must be eligible for and receiving Title IV-E guardianship subsidy payments in order to be categorically eligible for Medicaid.

(B) The subsidized guardianship agreement will indicate Medicaid coverage for Title IV-E eligible children.

(2)(A) A non-Title IV-E eligible child may qualify for certain Medicaid categories depending on the needs of the child.

(B) The ~~relative or fictive kinship~~ guardian of a non-Title IV-E eligible child may apply for health insurance ~~(e.g., ARKids First Program)~~ for the child through their local ~~department division~~ Division of Children and Family Services county office.

(C) Coverage through the local ~~department division~~ Division of Children and Family Services county office is not guaranteed and may only extend until the time the child reaches nineteen (19) years of age.

(g) Subsidized guardianship program determinations.

(1) The child's permanency planning ~~staffing family team meeting~~ shall be the forum in which the determination regarding whether a guardianship arrangement is in the child's best interest and ~~his or her~~ their siblings', if applicable.

(2)(A) If the child's permanency planning hearing results in a permanency goal of a legal guardianship with a specific relative or fictive kin, the ~~Division of Children and Family Services~~ division Division of Children and Family Services shall then determine if the child (and ~~his or her~~ their siblings if applicable) and prospective relative or fictive kin ~~guardian or~~ guardians may qualify for a subsidized guardianship.

(B) If the child's ~~FSW Social Service Specialist~~ believes the child and ~~relative or fictive kinship~~ guardians may qualify based on the subsidized guardianship eligibility and family case plan criteria, ~~he or she~~ they he or she will make a referral to the ~~Division of Children and Family Services~~ division Division of Children and Family Services Subsidized Guardianship Coordinator or designee.

(3)(A) If the ~~Division of Children and Family Services~~ division Division of Children and Family Services Subsidized Guardianship Coordinator or designee agrees that the family is a candidate for subsidized guardianship, a family-centered subsidized

guardianship determination meeting will be held.

(B) The purpose of the meeting is to explain the Subsidized Guardianship Program to the prospective ~~relative or fictive~~ kin ~~guardian or~~ guardians and ensure that eligibility and family case plan criteria for the program are met.

(C) The ~~Division of Children and Family Services~~divisionDivision of Children and Family Services Subsidized Guardianship Coordinator or designee will facilitate the family-centered subsidized guardianship determination meetings.

(4)(A) If it is determined that all Subsidized Guardianship Program eligibility and family case plan criteria are satisfied, the decision shall be relayed to the Subsidized Guardianship Oversight Committee via the ~~Division of Children and Family Services~~divisionDivision of Children and Family Services Subsidized Guardianship Coordinator or designee.

(B) The committee serves as an auditing entity to ensure all eligibility and family case plan requirements have been met.

(5) The committee shall include, but is not limited to the ~~Division of Children and Family Services~~divisionDivision of Children and Family Services:

- (A) Subsidized Guardianship Coordinator or designee;
- (B) Foster Care Manager or designee;
- (C) Adoption Manager or designee; and
- (D) Director or designee in cases involving special subsidy requests.

(6) If the committee verifies that all Subsidized Guardianship Program eligibility and family case plan criteria have been met, the ~~department~~divisionDivision of Children and Family Services may then petition the court for a guardianship hearing to finalize the guardianship and subsidized guardianship agreement.

(h) Subsidized guardianship agreements.

(1)(A) Once guardianship with ~~a~~ specific ~~relative or fictive~~ kin has been established as the child's permanency goal and then after the ~~Division of Children and Family Services~~divisionDivision of Children and Family Services has determined that the guardianship may be supported by a guardianship subsidy, the family and the ~~Division of Children and Family Services~~divisionDivision of Children and Family Services will

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finalize the subsidized guardianship agreement.

(B) A subsidized guardianship agreement, a written, binding agreement negotiated between the ~~relative or fictive kin guardian or~~ guardians, the ~~Division of Children and Family Services~~ division Division of Children and Family Services, and other relevant agencies must be in place prior to the finalization of the legal guardianship supported by a subsidy.

(C) The prospective ~~relative or fictive kin kinship guardian or~~ guardians shall receive a copy of the agreement.

(2) The subsidized guardianship agreement will specify:

(A)(i) The amount of, and manner in which, each subsidized guardianship payment will be provided under the agreement.

(ii) Subsidized guardianship payment should not exceed the amount of the child's foster care board payment unless special circumstances related to the child's care warrant a special subsidy rate;

(B) That (and the manner in which) the payment may be adjusted periodically, in consultation with the ~~relative or fictive kin kinship guardian or~~ guardians based on the circumstances of the relative or fictive kin guardian and the needs of the child;

(C) The additional services and assistance that the child and ~~relative or fictive kin guardian or~~ guardians will be eligible for under the agreement including Medicaid coverage that may be available through the ~~Division of Children and Family Services~~ division Division of Children and Family Services Eligibility Unit or, in the case of non-IV-E children, through the local ~~department~~ division Division of Children and Family Services county office;

(D) The procedure by which the ~~relative or fictive kin kinship guardian or~~ guardians may apply for additional services needed;

(E) That the ~~Division of Children and Family Services~~ division Division of Children and Family Services will pay the total cost of nonrecurring expenses associated with obtaining legal guardianship of the child/~~youth~~ up to two thousand dollars (\$2,000);

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(F) That the child shall retain eligibility for federal adoption assistance payments under Title IV-E, provided ~~he or she was~~he or she was~~they were~~ eligible when the subsidized guardianship agreement was negotiated, if the guardian later decides to adopt the child;

(G) That the agreement will become effective upon the entering of a court order granting guardianship of the child to the ~~guardian or~~ guardians;

(H) That the agreement shall remain in effect without regard to state residency of the relative or fictive kin guardian;

(I) That the ~~relative or fictive kin~~kinship ~~guardian or~~ guardians are required to respond to guardianship agreement review requests from the ~~Division of Children and Family Services~~division ~~Division of Children and Family Services~~ so that the ~~Division of Children and Family Services~~division ~~Division of Children and Family Services~~ can file an annual report with the court as required ~~by~~in law; and

(J)(i) Designated successor ~~guardian or~~ guardians, if desired, for the child in the event that the current ~~relative or fictive kin~~kinship guardian is no longer able to fulfill guardianship responsibilities.

(ii)(a) Successor guardian or guardians and all household members within that individual's home must clear any applicable Child Maltreatment Central Registry checks, Division of Arkansas State Police criminal record checks, and a vehicle safety check before being identified as a potential successor guardian in the subsidized guardianship agreement.

(b) In the event the initial ~~relative or fictive kin~~kinship guardian dies or is otherwise incapacitated, placement with the successor guardian identified in the initial guardianship agreement (or any amendments to the agreement) may be pursued, as appropriate.

(c) After a new guardianship subsidy agreement is signed by the successor guardian and the ~~Division of Children and Family Services~~division ~~Division of Children and Family Services~~ and the new guardianship is subsequently entered before the court, the subsidized guardianship assistance payments will continue to the successor guardian.

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(iii) However, the child must also continue to meet all subsidized guardianship eligibility criteria in order to move forward with a subsidized guardianship arrangement with the identified successor guardian.

(i) Annual progress report and review of subsidized guardianship agreement.

(1) An annual progress report and review of the subsidized guardianship agreement are required ~~annually~~ in order for the subsidized guardianship and subsidized guardianship payments of any amount or payment rate to continue.

(2) The progress report and review shall be provided to the ~~guardian or~~ guardians by the ~~Division of Children and Family Services~~ division Division of Children and Family Services Subsidized Guardianship Coordinator or designee.

(3) Upon receipt of the completed progress report and review, the Subsidized Guardianship Coordinator or designee will send those documents to the appropriate court so that the progress report can be filed with the court as required ~~by~~ in law.

(4) An accounting of the guardianship subsidy is not required.

(5) The subsidized guardianship payments granted at the time of the annual progress report will reflect the child's current documented level of need.

(j) Revision or termination of subsidized guardianship agreement.

(1)(A) Revisions to the subsidized guardianship agreement and ~~or~~ payments may be requested any time:

(i) There is a significant change in the child's circumstance; and

(ii) The ~~relative or fictive~~ kin guardian can provide the required and ~~or~~ requested documentation.

(B) To request a revision to the subsidized guardianship agreement ~~and/or~~ payments, the family shall contact the ~~Division of Children and Family Services~~ division Division of Children and Family Services Subsidized Guardianship Coordinator or designee.

(2) The subsidized guardianship agreement and, consequently the subsidized guardianship payments, shall be revised or terminated as appropriate:

(A) If the child is absent from the ~~relative or fictive kin~~ kinship guardian

home for more than fourteen (14) days in a month (in such an event, the child will be eligible for only a portion of the month that ~~he or she was~~he or she was~~they were~~ in the relative or fictive kin guardian home) excluding when a child eighteen (18) years of age or older lives in an approved transitional living situation outside of the home (~~e.g., such as a~~ college dorm);

(B) When the terms of the subsidized guardianship agreement are fulfilled;

(C)(i) If the child begins receiving SSI, Social Security Administration, or any other source of income excluding any income that the child may earn from ~~his or her~~their own employment.

(ii) The ~~relative or fictive kin~~kinship guardian is responsible for notifying the ~~Division of Children and Family Services~~division ~~Division of Children and Family Services~~ if the child begins receiving other sources of income;

(D) If the child has attained the age of eighteen (18) years of age for those who entered into the subsidized guardianship arrangement prior to sixteen (16) years of age;

(E) If the child has attained twenty-one (21) years of age for those who entered into the subsidized guardianship arrangement at sixteen (16) years of age or older;

(F) If the child who has an extended subsidy (~~i.e.,~~ up to twenty-one (21) years of age) does not meet the education or employment conditions outlined above in the subsidized guardianship payments section;

(G) If the child who has extended subsidy, ~~i.e.,~~ (up to twenty-one (21) years of age), is no longer determined to have a mental or physical handicap which warrants the continuation of assistance;

(H) If the child who has an extended subsidy, ~~i.e.,~~ (up to twenty-one (21) years of age), upon reaching eighteen (18) years of age or older requests the guardianship be terminated;

(I) If the child becomes an emancipated minor;

(J) If the child marries;

(K) If the child enlists in the military;

(L) If the relative or fictive kin ~~guardian or~~ guardians are no longer legally or financially responsible for the support of the child;

(M) If the guardian or guardians die;

(N) If the guardianship is vacated; or

(O) If the child dies.

(3) Subsidized guardianship payments may continue to be paid on behalf of the child if the child moves out of the ~~relative or fictive kin~~ kinship guardian's home or otherwise lives independently of the ~~guardian or~~ guardians as long as the ~~guardian or~~ guardians continue to provide support to the child.

(4)(A) If a child whose ~~relatives or fictive~~ kin are receiving subsidized guardianship payments on ~~his or her~~ their behalf re-enters ~~department~~ division the Division of Children and Family Services custody, the subsidized guardianship agreement will be terminated until such time that the child is reunified with the ~~relative or fictive kin~~ kinship ~~guardian or~~ guardians or, in certain cases until such time that a legal guardianship with the successor guardian is determined to be in the child's best interest, it is determined that:

(i) The child and successor guardian qualify for a subsidized guardianship; and

(ii) A new subsidized guardianship agreement with the successor guardian is finalized.

(B) A successor guardian is not entitled to any payments that would have been made to the initial guardian during the time a child spends in ~~department~~ division Division of Children and Family Services custody.

(C) The successor guardian may only receive subsidized guardianship payments once the court has formally appointed the successor guardian as the child's legal guardian and the subsidized guardianship agreement is in effect.

(k) Appeals.

(1)(A) Relative or fictive kin ~~guardian or~~ guardians may appeal the ~~Division of Children and Family Services'~~ division Division of Children and Family Services's decision

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to deny, terminate, or modify their child's subsidized guardianship agreement ~~and/or~~ payments in accordance with the rules and procedures of the state's fair hearing and appeal process per the Appeals and Hearings Procedures, 25 CAR pt. 34.

(B) The ~~relative or fictive kin~~ kinship guardian or guardians must appeal an adverse decision within thirty (30) calendar days of written notice of the adverse action.

(C) Subsidized guardianship payments will be suspended pending the determination of all appeals.

(D) Families receiving a favorable ruling in their hearing may be entitled to assistance (back payment) that had been suspended.

(2)(A) The child would only be eligible for Title IV-E subsidized guardianship if all eligibility criteria had been met prior to the finalization of the guardianship (including executing a subsidized guardianship agreement).

(B) Therefore, even if the Office of Hearings and Appeals orders the ~~Division of Children and Family Services~~ division Division of Children and Family Services to provide subsidized guardianship payments and services for the child, the state shall not claim FFP under Title IV-E if a subsidized guardianship agreement was not in place prior to the guardianship.

~~**9 CAR § 40-944. Initial subsidized guardianship program determinations.**~~

~~(a) If a goal of guardianship with a relative or fictive kin has been determined to be in the child's best interest, the FSW will:~~

~~(1) Gather and review all relevant documentation to determine the child's eligibility for the Subsidized Guardianship Program;~~

~~(2) Complete CFS-435-A: Subsidized Guardianship Program Application and Checklist with the child (if age appropriate), prospective relative or fictive kin guardians, and child's biological parents (if appropriate) to make the initial determination that the child and prospective or fictive kin relative guardians meet all subsidized guardianship eligibility requirements;~~

~~(3) Update the case plan to reflect guardianship goal and other required program information (see case plan requirements for subsidized guardianship in~~

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subsection (c) of this section);

~~————— (4) Submit the completed CFS 435-A to the FSW supervisor for review and approval and attach any other documentation that would be important to the child's case (financial information, special board rate justification), but at minimum the following to complete the referral packet:~~

~~————— (A) Case history memorandum detailing the specifics of the child's overall situation, e.g., parent information, special needs, connection to the proposed guardian, how reunification and adoption have been ruled out, whether child is IV-E eligible, length of time placed in the approved relative or fictive kin foster home;~~

~~————— (B) Child's signed consent to guardianship for children fourteen (14) years of age and older;~~

~~————— (C) Final SAFE home study report update, as applicable;~~

~~————— (D) Most recent foster home approval letter;~~

~~————— (E) Court orders documenting reasonable efforts, ruling out reunification and adoption, and establishing a goal of guardianship; and~~

~~————— (F) Notarized statement from relative or fictive kin verifying discussion of all permanency options available and understanding of those options as well as decision to elect guardianship and apply for a subsidy; and~~

~~————— (5) If the FSW Supervisor:~~

~~————— (A) Denies moving forward with the subsidized guardianship arrangement, proceed to 9 CAR § 40-945, denial of subsidized guardianship arrangement; or~~

~~————— (B) Approves moving forward with the subsidized guardianship arrangement:~~

~~————— (i) Update the child's case plan in CHRIS to describe the ways in which the child meets the eligibility requirements for a subsidized guardianship arrangement to include:~~

~~————— (a) Steps the agency has taken to determine that it is not appropriate for the child to be returned home or adopted;~~

~~————— (b) Reasons for any separation of siblings during placement, the efforts made to place currently separated siblings together, the efforts made to provide~~

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~~frequent visitation or other ongoing interaction between siblings not placed together, and efforts to reunify separated siblings in the same home;~~

~~_____ (c) Reasons why a permanent placement with an appropriate and willing relative or fictive kin through a subsidized guardianship arrangement is in the child's best interest;~~

~~_____ (d) Efforts that the Division of Children and Family Services has made to discuss adoption by the child's relative or fictive kin foster parent as a more permanent alternative to legal guardianship and, in the case of a relative or fictive kin foster parent who has chosen not to pursue adoption, documentation of those reasons;~~

~~_____ (e) Efforts made by the Division of Children and Family Services to discuss with the child's parent or parents subsidized guardianship arrangement, or the reasons why the efforts were not made;~~

~~_____ (f) Process in place to allow for a successor guardian in the event that the relative or fictive kin guardian of the child dies or is no longer able to care for the child; and~~

~~_____ (g) Any appropriate transitional youth services for those youth who exit foster care at or after sixteen (16) years of age;~~

~~_____ (ii) Notify the child's biological parents, if appropriate, attorney ad litem, the Office of Chief Counsel representative, parent counsel (if applicable), and the Division of Children and Family Services Subsidized Guardianship Coordinator or designee that the child and prospective relative or fictive kin guardians would like to proceed with the subsidized guardianship arrangement; and~~

~~_____ (iii) If the Division of Children and Family Services Subsidized Guardianship Coordinator or designee determines that:~~

~~_____ (a) All initial eligibility and case plan criteria have been met, notify the FSW to proceed with subsidized guardianship determination meeting arrangements to discuss the Subsidized Guardianship Program (per 9 CAR § 40-947, subsidized guardianship determination meeting); or~~

~~_____ (b) All eligibility and case plan criteria have not been met, then discuss with the Division of Children and Family Services Subsidized Guardianship~~

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~~Coordinator or designee how to meet said criteria and/or other possible permanency options or proceed to 9 CAR § 40-945, denial of subsidized guardianship arrangement, as applicable.~~

~~——(b) The FSW supervisor will:~~

~~——(1) Conference with the FSW as to the appropriateness of a guardianship arrangement supported by a subsidy for the child with the prospective relative or fictive kin guardians;~~

~~——(2) Review the completed CFS 435-A: Subsidized Guardianship Application and Checklist and other required referral packet documentation;~~

~~——(3) Notify FSW of approval or denial to move forward with the subsidized guardianship arrangement; and~~

~~——(4) Notify the Area Director of any approval or denial to move forward with a subsidized guardianship arrangement.~~

~~——(c) The Division of Children and Family Services Subsidized Guardianship Coordinator or designee will:~~

~~——(1) Review each submitted CFS 435-A: Subsidized Guardianship Program Application and Checklist and other supporting documentation to determine if the family meets the initial eligibility and case plan criteria to further pursue a subsidized guardianship arrangement; and~~

~~——(2) Make the determination as to whether it is appropriate to continue pursuing the subsidized guardianship arrangement and either:~~

~~——(A) Notify the FSW, FSW Supervisor, and Area Director to proceed to 9 CAR § 40-946, if the subsidized guardianship arrangement is appropriate;~~

~~——(B) Notify the FSW, FSW Supervisor, and Area Director that a subsidized guardianship arrangement is not currently appropriate and discuss how to meet needed criteria;~~

~~——(C) Discuss other possible permanency options; or~~

~~——(D) Instruct FSW to proceed to 9 CAR § 40-945, denial of subsidized guardianship arrangement.~~

~~— **9 CAR § 40-945. Denial of subsidized guardianship arrangement.**~~

~~— If at any point in time it is determined in consultation with the FSW supervisor and the Division of Children and Family Services Subsidized Guardianship Coordinator or designee that a legal guardianship supported by a subsidy is not appropriate for the child and/or relative or fictive kin guardian applicant, the division Subsidized Guardianship Coordinator will:~~

~~— (1) Complete and provide to the relative or fictive kin guardian applicant CFS-435-B: Notification of Subsidized Guardianship Program Denial;~~

~~— (2) Keep a copy of CFS-435-B: Notification of Subsidized Guardianship Program Denial in the division Subsidized Guardianship Coordinator or designee's file;~~

~~— (3) Notify the FSW and FSW Supervisor of the decision;~~

~~— (4) Note in CHRIS contacts screen the reason for subsidized guardianship denial; and~~

~~— (5) Work with the family and county office, as appropriate, to determine the permanency goal that is in the child's best interest and/or how the child and/or relative or fictive kin guardian applicant may become eligible for a legal guardianship supported by a subsidy if appropriate.~~

~~— **9 CAR § 40-946. Subsidized guardianship determination meeting.**~~

~~— (a) The FSW will:~~

~~— (1) Coordinate the subsidized guardianship determination meeting to discuss the potential subsidized guardianship arrangement and agreement within fourteen (14) days of receiving notification from the Division of Children and Family Services Subsidized Guardianship Coordinator or designee to move forward with pursuing a subsidized guardianship arrangement;~~

~~— (2)(A) Arrange a date for the following participants to attend the family-centered meeting with a preference of at least seven (7) days' notice before the meeting date (though the meeting may take place earlier if all participants agree to an earlier date):~~

~~— (i) Child, if age appropriate;~~

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~~_____ (ii) Prospective relative or fictive kin guardians;~~
~~_____ (iii) Child's biological parents, if appropriate;~~
~~_____ (iv) Any grandparent who is entitled to notice based on the conditions listed in 9 CAR § 40-406, notification of relatives and fictive kin when a child is taken into custody by the Division of Children and Family Services, and related procedures;~~
~~_____ (v) Child's FSW;~~
~~_____ (vi) FSW Supervisor~~
~~_____ (vii) Adoption representative (if Adoption Representative did not participate in permanency planning staffing); and~~
~~_____ (viii) The division Subsidized Guardianship Coordinator or designee.~~
~~_____ (B) The following shall be invited to the meeting but attendance is not required:~~
~~_____ (i) Area director or designee;~~
~~_____ (ii) Child's attorney ad litem;~~
~~_____ (iii) Child's CASA (if applicable);~~
~~_____ (iv) Office of Chief Counsel representative; and~~
~~_____ (v) Parent counsel (if applicable); and~~
~~_____ (3) If it is determined during the meeting that it is not appropriate for the family to move forward with the legal guardianship supported by a guardianship subsidy, see 9 CAR § 40-945, denial of subsidized guardianship arrangement.~~
~~_____ (b) The FSW supervisor will:~~
~~_____ (1) Conference with the FSW as needed;~~
~~_____ (2) Participate in the subsidized guardianship determination meeting; and~~
~~_____ (3) Inform the Area Director of issues related to pursuing the subsidized guardianship arrangement for the child.~~
~~_____ (c) The division Subsidized Guardianship Coordinator or designee will:~~
~~_____ (1) Facilitate the subsidized guardianship determination meeting;~~
~~_____ (2) Provide an overview of subsidized guardianship to ensure that all participants have a thorough understanding of the intent and requirements of the program;~~

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~~—————(3)(A) Discuss the subsidy rate with the prospective relative or fictive kin guardians.~~

~~—————(B) The subsidy rate should not exceed the child's current foster care board payment;~~

~~—————(4) If the prospective relative or fictive kin guardians inquire about a special subsidy rate, i.e., more than the child's current foster care board payment, due to special circumstances related to the youth's care, ask them to complete CFS 435-C: Subsidized Guardianship Special Subsidy Request and to provide the division with a written statement from the child's physician or treatment professional that provides:~~

~~—————(A) Child's diagnosis;~~

~~—————(B) Child's prognosis;~~

~~—————(C) Identification of any current treatment being provided; and~~

~~—————(D) Reasoning as to why the preceding information would warrant a special subsidy rate;~~

~~—————(5) Inform the prospective relative or fictive kin guardians that any approved guardianship subsidy:~~

~~—————(A) Will be paid according to the terms outlined in the CFS 435-F: Subsidized Guardianship Agreement, which will not be effective until the court enters an order of guardianship; and~~

~~—————(B) May be modified at the annual review based on changes in policy or significant changes in the child's circumstances; and~~

~~—————(6) If determined during the subsidized guardianship determination meeting that it is appropriate for the family to move forward with the legal guardianship supported by a guardianship subsidy, submit all related forms and supporting documentation to the committee within forty-eight (48) hours of the staffing of the family's intent to move forward.~~

~~**9-CAR § 40-947. Subsidized Guardianship Oversight Committee review.**~~

~~—————(a) The Subsidized Guardianship Oversight Committee will:~~

~~—————(1)(A) Meet to review and discuss all subsidized guardianship forms and~~

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~~supporting documentation within fourteen (14) calendar days of receiving the information from the Division of Children and Family Services Subsidized Guardianship Coordinator.~~

~~—————(B) This includes review of CFS 435-C: Subsidized Guardianship Special Subsidy Request and any documentation received from the family that would support the need for a special subsidy rate;~~

~~—————(2) Verify that all subsidized guardianship eligibility and case plan criteria have been met; and~~

~~—————(3) Determine if a special subsidy rate is warranted, if requested.~~

~~——(b) The division Subsidized Guardianship Coordinator or designee will:~~

~~—————(1) Facilitate the committee meeting; and~~

~~—————(2) Notify the FSW, FSW Supervisor, and Area Director of the Subsidized Guardianship Oversight Committee's verification regarding the subsidized guardianship arrangement and any special subsidy rate determination (if applicable):~~

~~—————(A) If the committee verifies that the subsidized guardianship arrangement should move forward, ask the FSW to work with the local Office of Chief Counsel attorney to file a petition for guardianship (and determine a court date for the guardianship hearing if date has not already been set) and proceed to 9-CAR § 40-951, subsidized guardianship agreement finalization; and~~

~~—————(B) If the committee cannot verify that the subsidized guardianship arrangement should move forward, tell the FSW to:~~

~~—————(i) Work with the family to meet any needed adjustments determined by the committee that may qualify them to move forward with a subsidized guardianship arrangement at a later date; or~~

~~—————(ii) See 9-CAR § 40-945, denial of subsidized guardianship arrangement, if appropriate.~~

~~——(c) The FSW will:~~

~~—————(1) If moving forward with the subsidized guardianship arrangement, request that the local Office of Chief Counsel attorney petition the court to finalize the guardianship and the subsidized guardianship agreement by providing the Office of~~

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Chief Counsel attorney with a copy of the CFS 435-A: Subsidized Guardianship Application and Checklist that includes the division Subsidized Guardianship Coordinator or designee's signature; or

——— (2) If not moving forward with the subsidized guardianship arrangement:

——— (A) Work with the family to meet any needed adjustments determined by the committee that may qualify them to move forward with a subsidized guardianship arrangement at a later date, if applicable; or

——— (B) See 9 CAR § 40-945, denial of subsidized guardianship arrangement, if applicable.

——— (d) The FSW Supervisor will:

——— (1) Conference with the FSW as needed; and

——— (2) Inform the Area Director of issues related to pursuing the subsidized guardianship arrangement for the child.

~~——— 9 CAR § 40-948. Subsidized guardianship agreement finalization.~~

——— (a) The Division of Children and Family Services Subsidized Guardianship Coordinator or designee will:

——— (1) Complete the CFS 435-D: Recommendation for Finalization of Guardianship and submit to the appropriate Office of Chief Counsel attorney who will use the information on the form to prepare the guardianship petition;

——— (2) Draft and complete the CFS 435-F: Subsidized Guardianship Agreement with the prospective guardians and FSW prior to the guardianship hearing;

——— (3) Submit the CFS 435-F: Subsidized Guardianship Agreement to the Adoption's Manager or designee for review and approval; and

——— (4) Sign the CFS 435-F: Subsidized Guardianship Agreement.

——— (b) The Adoption Manager or designee will:

——— (1) Review the CFS 435-F: Subsidized Guardianship Agreement and approve or deny as appropriate; and

——— (2) Inform the Subsidized Guardianship Coordinator or designee of approval or denial.

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~~——(c) The FSW will:~~

~~——(1) Assist the division Subsidized Guardianship Coordinator or designee in completing the CFS 435 F: Subsidized Guardianship Agreement with the prospective guardian or guardians prior to the guardianship hearing; and~~

~~——(2) Ensure all signatures required on the CFS 435 F: Subsidized Guardianship Agreement are obtained.~~

~~——(d) The FSW Supervisor will:~~

~~——(1) Conference with the FSW regarding decisions related to and preparation for the finalization of the subsidized guardianship agreement; and~~

~~——(2) Inform the Area Director of issues related to pursuing the subsidized guardianship arrangement for the child.~~

~~—— **9 CAR § 40-949. Guardianship hearing for subsidized guardianship.**~~

~~——(a) The FSW will:~~

~~——(1) Receive the confirmed guardianship hearing court date from the Office of Chief Counsel attorney (if guardianship hearing date was not previously set);~~

~~——(2)(A) Provide notice to the participants (e.g., foster parents, other relatives, etc.) at least fourteen (14) calendar days before the guardianship hearing.~~

~~——(B) The Office of Chief Counsel will provide notice to parties to the legal case;~~

~~——(3)(A) If siblings will not also be placed in the subsidized guardianship arrangement, make a recommendation to the court to allow visits between siblings and with other relatives (if in the best interest of the children).~~

~~——(B) Document the recommendation in the court report;~~

~~——(4) Complete court report for the guardianship hearing and submit to supervisor for review;~~

~~——(5) Submit the CFS 6011: Court Report to the Office of Chief Counsel attorney within fourteen (14) calendar days prior to the hearing;~~

~~——(6) Document distribution of court reports to all parties or their attorneys and CASA, if applicable via the CFS 423: Certificate of Service;~~

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~~—————(7) Attend the hearing with the case file and be prepared to provide testimony regarding services offered or provided, progress, and recommendations to the court;~~

~~—————(8) Present the completed CFS 435 F: Subsidized Guardianship Agreement to the court; and~~

~~—————(9) Once the court finalizes legal guardianship and the subsidized guardianship agreement with the relative or fictive kin guardians:~~

~~—————(A) Discuss the court orders with the family;~~

~~—————(B) File the CFS 435 F: Subsidized Guardianship Agreement in the provider record;~~

~~—————(C)(i) Provide a copy of the CFS 435 F: Subsidized Guardianship Agreement to the relative or fictive kin guardian or guardians.~~

~~—————(ii) Once approved (i.e., once the court enters an order granting guardianship), the subsidized guardianship agreement will remain in effect without regard to the state residency of the legal relative or fictive kin guardian as long as the guardianship remains in effect or has not been terminated;~~

~~—————(D) For Title IV E eligible children, provide the Division of Children and Family Services Eligibility Unit a copy of the finalized court decree indicating the legal guardianship and a copy of the finalized CFS 435 F: Subsidized Guardianship Agreement in order to continue Medicaid coverage for the child;~~

~~—————(E) For non Title IV E eligible children, instruct the relative or fictive kin guardian or guardians to apply for healthcare coverage at their local Department of Human Services county office;~~

~~—————(F) Exit the child out of foster care and into a subsidized guardianship arrangement supported by a guardianship subsidy in CHRIS; and~~

~~—————(G) Notify the relative or fictive kin guardian Resource Worker that legal guardianship has been granted.~~

~~————(b) The FSW Supervisor will:~~

~~—————(1) Conference with the FSW as needed;~~

~~—————(2) Review and approve CFS 6011: Court Report;~~

~~—————(3) Attend the guardianship hearing; and~~

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~~—————(4) Inform the Area Director of issues related to the subsidized guardianship arrangement for the child.~~

~~—————(c) The Resource Worker will end date the foster family service on the provider service tab selecting the appropriate reason for end date in CHRIS noting in the comment box on the provider services tab that home was closed due to the parent or parents assuming legal guardianship of the child supported by guardianship subsidy.~~

~~—————(d) The division Eligibility Unit will:~~

~~—————(1) Process the copy of the child's court decree and copy of the finalized CFS-435 F: Subsidized Guardianship Agreement to ensure continued Medicaid coverage for Title IV-E eligible children; and~~

~~—————(2) Close any trust account or accounts when any child exits foster care.~~

~~—————**9 CAR § 40-950. Annual subsidized guardianship review.**~~

~~—————(a) The Division of Children and Family Services Subsidized Guardianship Coordinator or designee will:~~

~~—————(1) Mail the relative guardians the CFS-435 G: Annual Progress Report and Subsidized Guardianship Agreement Review at least sixty (60) calendar days before the anniversary date of the finalization of the family's subsidized guardianship agreement with instructions to return in the provided envelope addressed to the Subsidized Guardianship Coordinator or designee:~~

~~—————(A) The completed CFS-435 G; and~~

~~—————(B) Required documentation:~~

~~—————(i) For nonschool age children, documentation must include:~~

~~—————(a) Up to date immunization records;~~

~~—————(b) A typed statement on letterhead from the child's early intervention services provider indicating the child's participation and progress, if applicable; and~~

~~—————(c) A typed statement on letterhead from the child's daycare provider confirming enrollment, if applicable;~~

~~—————(ii) For school age children, documentation must include:~~

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~~_____ (a) Up-to-date immunization records; and~~

~~_____ (b) A written confirmation on letterhead from the child's Department of Education accredited school or home school program verifying enrollment and regular attendance; and~~

~~_____ (iii) For children ages eighteen (18) years of age up to twenty one (21) years of age, documentation must include:~~

~~_____ (a) A current transcript from the child's secondary education, postsecondary, or vocational education program, as applicable;~~

~~_____ (b) A typed statement on letterhead from the person responsible for managing the child's program or activity designed to promote, or remove barriers to, employment confirming the child's enrollment and participation;~~

~~_____ (c) The most recent pay stubs from the child's employer indicating that the child is working at least eighty (80) hours per month for that particular employer; or~~

~~_____ (d) A typed statement on letterhead from the child's medical professional stating the reason for which the child is incapable of meeting the education or employment requirements listed above;~~

~~_____ (2) Document in CHRIS date the CFS 435-G: Annual Progress Report and Subsidized Guardianship Agreement Review is mailed to the relative guardians;~~

~~_____ (3) If the family has not returned the completed CFS 435-G: Annual Progress Report and Subsidized Guardianship Agreement Review and required documentation within thirty (30) calendar days from the date the form was mailed, contact the family by phone to ensure that said documents will be delivered to the division Subsidized Guardianship Coordinator or designee within two (2) weeks;~~

~~_____ (4) Review the completed CFS 435-G: Annual Progress Report and Subsidized Guardianship Agreement Review and related supporting documentation prior to the anniversary date of finalization of the family's subsidized guardianship agreement:~~

~~_____ (A) If the supporting documentation shows that the child's condition has not changed:~~

~~_____ (i) Send completed copy of CFS 435-G: Annual Progress Report and~~

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~~Subsidized Guardianship Agreement Review with the division Subsidized Guardianship Coordinator or designee's signature to the family noting that the subsidized guardianship agreement will continue unchanged for the forthcoming year;~~

~~_____ (ii) Send the original CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review with signatures to the appropriate court for filing;~~

~~_____ (iii) Maintain a copy of the completed CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review with signatures in guardian record; and~~

~~_____ (iv) Enter appropriate CHRIS updates; or~~

~~_____ (B) If the supporting documentation shows that the child's condition or status within the home has changed and the change or changes warrant a revision of the subsidized guardianship agreement or termination of the agreement:~~

~~_____ (i)(a) Schedule a meeting with the relative or fictive kin guardians and adoption manager or designee to discuss needed revisions or termination including any requests for special subsidy rates.~~

~~_____ (b) If a request for a special subsidy rate has been made, the subsidy will remain the same until the special subsidy is approved.~~

~~_____ (c) Approval is not guaranteed;~~

~~_____ (ii)(a) Revise CFS 435 F: Subsidized Guardianship Agreement if appropriate and complete CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review.~~

~~_____ (b) Provide copy of completed CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review and new CFS 435 F: Subsidized Guardianship Agreement to family.~~

~~_____ (c) Provide original CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review with signatures to the appropriate court for filing.~~

~~_____ (d) Maintain a copy of completed CFS 435 F: Subsidized Guardianship Agreement and CFS 435 G: Annual Progress Report and Subsidized~~

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~~Guardianship Agreement Review in the guardian record; and~~

~~_____ (iii) Enter appropriate CHRIS updates; and~~

~~_____ (5) If relative or fictive kin guardian or guardians do not submit CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review and/or requested documentation within the required timeframe:~~

~~_____ (A) Complete CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review and CFS 435 H: Notice of Modification or Termination to Subsidized Guardianship Agreement;~~

~~_____ (B) Send the family a copy of the completed CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review and CFS 435 H: Notice of Modification or Termination to Subsidized Guardianship Agreement indicating termination of the agreement and associated payments and benefits;~~

~~_____ (C) File the original CFS 435 G: Annual Progress Report and Subsidized Guardianship Agreement Review and CFS 435 H: Notice of Modification or Termination to Subsidized Guardianship Agreement in the guardian record; and~~

~~_____ (D) Enter appropriate CHRIS updates including termination of subsidized guardianship payments.~~

~~_____ (b) The Adoption Manager or designee will:~~

~~_____ (1) Conference with the division Subsidized Guardianship Coordinator or designee as needed regarding decisions related to annual reviews of subsidized guardianship arrangements;~~

~~_____ (2) Participate in meetings with the relative or fictive kin guardians and the division Subsidized Guardianship Coordinator or designee when discussing revisions to a subsidized guardianship agreement; and~~

~~_____ (3) Submit any requests for an increase in a guardianship subsidy to the Director of the Division of Children and Family Services or designee for review.~~

~~_____ (c) The director will review requests for increases in subsidized guardianship payments and approve or deny as appropriate.~~

~~_____ **9 CAR § 40-951. Placement with successor guardian.**~~

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~~—(a) The information below does not apply to situations in which the initial guardian dies or is otherwise incapacitated.~~

~~—(b) If a child whose relatives or fictive kin are receiving a guardianship subsidy on his or her behalf re-enters Department of Human Services custody, the Area Director or designee will:~~

~~———(1) Notify the Division of Children and Family Services Subsidized Guardianship Coordinator that the child has re-entered care;~~

~~———(2) Consult with the division Subsidized Guardianship Coordinator or designee and appropriate FSW supervisor as to whether:~~

~~—————(A) It is appropriate for the child to work toward reunification with the initial relative or fictive kin guardians;~~

~~—————(B) If the guardianship with the successor guardian is in the child's best interest and, if so, if the identified successor guardian and child meet the requirements of the eligibility criteria for the Subsidized Guardianship Program; or~~

~~—————(C) If another permanency option is more appropriate;~~

~~———(3) If a subsidized guardianship arrangement with the successor guardian is determined to be appropriate, assign the appropriate Resource Worker to open the successor guardian's home as a provisional foster home per 9 CAR § 40-801 et seq., Development of Resource Homes and Support for Resource Parents; and~~

~~———(4) If the successor guardian is determined not be an appropriate placement at that point in time, have the assigned FSW find an appropriate approved or licensed placement for the child per Arkansas Code § 9-28-402.~~

~~—(c) The Resource Worker will:~~

~~———(1) If notified by the Area Director or designee, open the successor guardian's home as a provisional foster home per 9 CAR § 40-801 et seq., Development of Resource Homes and Support for Resource Parents;~~

~~———(2) Collaborate with the FSW to evaluate:~~

~~—————(A) How the other children and adults in the home will affect the successful development of the child; and~~

~~—————(B) How the child will impact the other members of the home;~~

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~~—————(3) Support the relative or fictive kin throughout the process of becoming a provisional and regular division foster home; and~~

~~—————(4) If and when legal guardianship is granted to the successor guardian, end date the foster family service on the provider service tab selecting the appropriate reason for end date in CHRIS noting in the comment box on the provider services tab that home was closed due to the parent or parents assuming legal guardianship of the child supported by a guardianship subsidy.~~

~~————(d) The FSW Supervisor will:~~

~~—————(1) Consult with the FSW, Area Director, and the division Subsidized Guardianship Coordinator as to whether a subsidized guardianship arrangement with the initial relative or fictive kin guardians (i.e., reunification) or with the successor guardian is in the child's best interest or if another permanency option is more appropriate; and~~

~~—————(2) Conference with the FSW on decisions regarding the child.~~

~~————(e) The FSW will:~~

~~—————(1) Consult with the FSW Supervisor, Area Director and the division Subsidized Guardianship Coordinator as to whether a subsidized guardianship arrangement with the initial relative or fictive kin guardians (i.e., reunification) or the successor guardian is in the child's best interest or if another permanency option is more appropriate;~~

~~—————(2) If appropriate, request that the Office of Chief Counsel attorney petition the court for a permanency planning hearing to review the child's case plan goal of legal guardianship supported by a guardianship subsidy with the successor guardian; and~~

~~—————(3) Follow 9 CAR § 40-950, subsidized guardianship agreement finalization and 9 CAR § 40-951, guardianship hearing for subsidized guardianship.~~

~~————(f) The division Subsidized Guardianship Coordinator or designee will:~~

~~—————(1) Consult with the FSW, FSW Supervisor, and Area Director as to whether a subsidized guardianship arrangement with the initial relative or fictive kin guardians (i.e., reunification) or the successor guardian is in the child's best interest or if another permanency option is more appropriate; and~~

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~~—————(2) Follow 9 CAR § 40-950, subsidized guardianship agreement finalization, 9 CAR § 40-951, guardianship hearing for subsidized guardianship, and 9 CAR § 40-952, annual subsidized guardianship program review, as appropriate.~~

~~—————**9 CAR § 40-952. Appeals.**~~

~~—————If the family wishes to appeal a decision regarding their subsidized guardianship agreement, the Division of Children and Family Services Subsidized Guardianship Coordinator or designee will:~~

~~—————(1)(A) Direct the family to 25 CAR pt. 34 for information on administrative hearings if questions from the family are received.~~

~~—————(B) Instructions regarding how to request an administrative hearing are included on CFS 435-H: Notice of Modification or Termination to Subsidized Guardianship Agreement; and~~

~~—————(2) Keep the family and Adoption Manager or designee informed to any further proceedings related to the appeal request.~~

9 CAR § 40-953. Resumption of services post-termination and reinstatement of parental rights.

(a) Overview.

(1) Given that behavior change and the work of change is a part of the child welfare system's daily challenge, the Division of Children and Family Services recognizes that there may be parents who previously had their parental rights terminated, but at a later point in time significantly alter the life circumstances that contributed to the removal of their children and the subsequent termination.

(2) These parents may qualify for resumption of services ~~as described in the policy below.~~

(3) Based on the outcome of the resumption of services, the court may then consider reinstatement of parental rights.

(4) Resumption of services and a subsequent reinstatement of parental rights may provide additional permanency options for children in-experiencing foster care,

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particularly for youth who have been in the foster care system for an extended period of time without finding a permanent family.

(b) Initial eligibility.

(1)(A) The Department of Human Services, the division, or an attorney ad litem may file a motion to resume services for a parent whose parental rights were previously terminated.

(B) Resumption of services may be considered if the child:

(i) Is currently in the custody of the ~~department~~division;

(ii) Is not in an adoptive placement, preadoptive placement, or under another permanent placement and there is some evidence that the child is not likely to achieve permanency within a reasonable period of time as viewed from the child's perspective; or

(iii) Was previously adopted, appointed a permanent guardian, or placed in the permanent custody of another individual and the adoption, guardianship, or custodial placement was disrupted or otherwise dissolved.

(2)(A) In addition, at least three (3) years must have passed between the date the order terminating parental rights was entered and the date a motion to resume services on behalf of that parent is filed.

(B) The three-year waiting period may be waived by the court if it is in the best interest of the child.

(C) It must also be determined that the parent in no way interfered with the child's ability to achieve permanency prior to the consideration of resumption of services.

(c) Assessment.

(1)(A) If all of the criteria above are met, the agency must then assess whether the parent and child are appropriate candidates for resumption of services before the division requests to file a motion to resume services.

(B) This will be determined, at a minimum, through:

(i) An initial walk-through of the parent's home to identify any ~~safety factors or risk concerns~~immediate safety threats;

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(ii) Discussions with the parent, child, parties to the case, and relevant stakeholders (~~e.g., including but not limited to~~ child's therapist, or child's teacher, ~~etc.~~); and

(iii) The completion of a home study.

(2) The home study will include background checks to identify current issues and differentiate between current maltreatment and criminal issues versus issues occurring prior to the termination of parental rights.

(3)(A) Through the assessment above, it must be determined that the parent is appropriate at the time of filing the motion for resumption of services.

(B) The division Area ~~Director~~ Manager approval must be obtained prior to moving forward with a petition for resumption of services.

(4) When determining whether to grant or deny a motion to resume services, the court will consider:

(A) Efforts made by the division to achieve adoption or other permanent placement for the child, including any barriers preventing permanency from being achieved;

(B) Current status of the parent, including the extent to which the parent has remedied any conditions that led to the termination of parental rights (TPR);

(C) Willingness of the parent to participate in services offered; and

(D) The child's wishes regarding resumption of contact, ~~visitation~~ family time, or placement with the parent.

(d) Resumption of services.

(1)(A) If an order granting a motion for resumption of services is entered, a ~~staffing~~ family team meeting will be held within thirty (30) days.

(B) An updated ~~Child and Adolescent Needs and Strengths (CANS)~~ Safety and Risk assessment and corresponding family case plan will also be developed within thirty (30) days.

(C) Extensive services or supports should not be required to establish parental fitness.

(D) Rather, services and supports offered through a family case plan for

resumption of services will be designed to help facilitate the re-establishment of the parent-child bond.

(E) Examples may include regular ~~visitation~~ family time and family counseling.

(F) Such services and supports will be put in place through the family case plan in an effort to work toward a reinstatement of parental rights, if appropriate, and, ultimately, a stable and permanent reunification.

(2) If multiple counties have been involved over the life of a case that is deemed appropriate for resumption of services, the applicable division Area ~~Directors~~ Managers will collaborate to determine which county will serve as primary regarding the development, execution, and oversight of the family case plan.

(3)(A) A parent will not be named as a party to a motion filed for resumption of services, but the parent will have the right to be heard at a hearing on the motion.

(B) The court may order the parent to pay for some or all of the costs associated with the court-ordered family services.

(e) Reinstatement of parental rights.

(1)(A) Based on the outcome of the resumption of services, the court may then consider reinstatement of parental rights, as appropriate.

(B) Services to the family must continue for at least one hundred eighty (180) days before the ~~department~~ division or an attorney ad litem may file a petition to reinstate parental rights.

(C) A petition to reinstate parental rights will be filed in the circuit court that had jurisdiction over the petition to terminate parental rights.

(D) Parental rights may be reinstated if the court finds by clear and convincing evidence that:

(i) Reinstatement of parental rights is in the best interest of the child; and

(ii) There has been a material change in circumstance for the parent since TPR.

(2) If parental rights are reinstated, the case will remain open until the child

has resided with the parent for at least six (6) months.

(3)(A) An order reinstating parental rights restores all rights, powers, privileges, immunities, duties, and obligations of the parent as to the child, including custody, control, and support of the child.

(B) However, an order reinstating parental rights does not vacate or affect the validity of a previous order terminating parental rights.

~~9-CAR § 40-954. Resumption of services post termination.~~

~~—(a) The Family Service Worker will:~~

~~—(1) Determine if the juvenile qualifies for a motion for resumption of services (see initial eligibility above);~~

~~—(2) Contact the parent who is the subject of the motion for resumption of services and determine if the parent is fit by:~~

~~—(A) Conducting a walk through of the family home and identifying any safety factors or risk concerns;~~

~~—(B)(i) Discussing the motion for resumption of services and determine if the parent is willing to participate in the resumption of services.~~

~~—(ii) Detail for the parent the financial and logistical implications for the parent if the parent agrees to a motion for resumption of services;~~

~~—(C) Identifying any evidence that the parent engaged in conduct that interfered with the child's ability to achieve permanency;~~

~~—(D) Identifying any barriers to placement of the juvenile in the parent's home and determining if the barriers may be remedied with limited assistance from the Department of Human Services; and~~

~~—(E) Determining whether the parent has remedied the conditions that existed at the time of the termination of his or her parental rights;~~

~~—(3)(A) Consult with County Supervisory staff and Area Director to obtain the Division of Children and Family Services position on appropriateness of resumption of services based on information gathered.~~

~~—(B) Area Director approval must be obtained in writing prior to moving~~

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~~forward with a petition for resumption of services;~~

~~———— (4) Complete a home study on the parent who is the subject of the motion for resumption of services;~~

~~———— (5) Provide the completed home study to the Office of Chief Counsel and request that the attorney take action to file a motion for resumption of services; and~~

~~———— (6) Upon receipt of a written order to resume services to the parent:~~

~~———— (A) Update the CANS assessment with input from the:~~

~~———— (i) Family;~~

~~———— (ii) Parties to the case; and~~

~~———— (iii) Other stakeholders;~~

~~———— (B) Develop a case plan with input from the:~~

~~———— (i) Family;~~

~~———— (ii) Parties to the case; and~~

~~———— (iii) Other stakeholders;~~

~~———— (C) Hold a staffing within thirty (30) days of the date on which the order granting a motion for resumption of services is entered to review the CANS and case plan and discuss other relevant information related to the resumption of services;~~

~~———— (D) Complete visits to the parent's home as outlined in 9 CAR § 40-818 until parental rights have been re-established or the resumption of services has been dismissed by the court and the juvenile has returned to a licensed out-of-home placement;~~

~~———— (E) Complete a court report and provide to all parties seven (7) business days prior to each hearing;~~

~~———— (F) Attend review hearings every ninety (90) days until the court has closed the court case; and~~

~~———— (G) Monitor the case for a minimum of six (6) months prior to recommending reinstatement of parental rights.~~

~~—— (b) The FSW Supervisor will:~~

~~———— (1) Participate in internal staffing with FSW and Area Director to determine if a motion to resume services is in the juvenile's best interest based on information~~

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~~presented during the staffing; and~~

~~———— (2) Ensure all the division court reports demonstrate best interest for the juvenile.~~

~~———— (c) The Area Director will:~~

~~———— (1) Participate in internal staffing with FSW and FSW Supervisor to determine if a motion to resume services is in the juvenile's best interest based on information presented during the staffing; and~~

~~———— (2) Provide a best interest determination in writing upon conclusion of the staffing.~~

~~———— **9 CAR § 40-955. Reinstatement of parental rights.**~~

~~———— (a) The Family Service Worker will:~~

~~———— (1) Seven (7) business days prior to any hearing on the motion, provide the parent, parent's counsel, attorney ad litem, court-appointed special advocate, and any other parent to the petition with a written report that includes:~~

~~———— (A) The efforts made by the Department of Human Services to achieve adoption or another permanent placement for the child, including any barriers to the adoption or permanent placement of the child;~~

~~———— (B) The extent to which the parent who is the subject of the petition has complied with the case plan and order of the court as of the date on which services were ordered to be resumed;~~

~~———— (C) The impact of the resumed services on the parent and on the health, safety, and well-being of the child; and~~

~~———— (D) Recommendations of the department.~~

~~———— (2) Monitor the family for at least six (6) months after a reinstatement of parental rights has been granted to ensure a successful reunification.~~

~~———— (b) The FSW supervisor will:~~

~~———— (1) Ensure the Division of Children and Family Services maintains consistent contact with the family while the juvenile is placed in the parent's home; and~~

~~———— (2) Ensure all the division court reports are provided to the parties timely and~~

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~~demonstrate best interest for the juvenile.~~

Subpart 10. Services Accountability

9 CAR § 40-1001. Internal review and administrative hearing process.

(a) Determination of certain adverse actions as defined below shall be subject to an internal review process.

(b) Decisions made by the Director of the Division of Children and Family Services regarding an internal review are final and are not appealable.

(c) Appeals of decisions regarding child maltreatment are not subject to internal review and will be considered only through the appeals and hearings process.

9 CAR § 40-1002. Internal review of adverse action.

(a) The internal review process is as follows:

(1) The individual who is the subject of an adverse action may request verbally or in writing an internal review from the appropriate manager or administrator;

(2) The manager or administrator will review the request and forward it with a recommendation to the appropriate Assistant Director for review within ten (10) business days of receipt of request and any supporting materials;

(3) The Assistant Director will notify the applicant in writing of the decision of the review within ten (10) business days of receiving the request; and

(4) If the decision is unfavorable to the individual, the Assistant Director will inform the individual that ~~he or she has~~they~~he or she has have~~ fifteen (15) business days in which to submit a written appeal to the Director of the Division of Children and Family Services.

(b)(1) The Director of the ~~Division of Children and Family Services~~division will notify the individual within ten (10) business days of the appeal decision.

(2) This is a final action and is not appealable.

(c) Actions subject to internal review are:

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- (1) Closure of a foster-resource home due to any circumstance;
- (2) Removal of a child from the foster-resource home without appropriate cause ~~and/or~~ or without appropriate notice;
- (3) Failure by the division to share appropriate information with foster-resource parents;
- (4) Failure by the division to provide necessary support to foster-resource parents;
- (5) Failure by the division to keep the terms of the initial written agreement with the foster-resource home (~~CFS 462: Initial Foster Home Agreement and CFS 462A: Foster Home Agreement Addendum~~);
- (6) Denial of a home study, including ICPC, which results in a decision not to open the home of any relative within the third degree of kinship;
- (7) Denial of an adoption application;
- (8) Denial of name removal from Child Maltreatment Central Registry after one (1) year; and
- (9) Additionally, an age-appropriate child or ~~his or her~~their attorney ad litem on ~~his or her~~their behalf may appeal a change in ~~his or her~~their out-of-home placement according to 9 CAR § 40-820.

9 CAR § 40-1003. Appeals and hearings of unfavorable decisions.

(a)(1) Certain unfavorable decisions may be appealed through the appeals and hearings process.

(2) Actions which may be appealed are:

- (A) True child maltreatment determinations;
- (B) Denials of adoption subsidies; and
- (C) Denials or modifications of guardianship subsidies.

(b)(1) An individual must request an administrative hearing within thirty (30) calendar days of receiving a notice of an unfavorable decision from the Division of Children and Family Services.

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(2) The appeal must be made in writing to:

Department of Human Services
Office of Appeals & Hearings
P.O. Box 1437, Slot 101
Little Rock, AR 72203

(c)(1) The Appeals and Hearing Section will notify the division when an appeal has been filed.

(2) Upon receiving notice of an appeal, the following entities will immediately prepare a file and make it available to the petitioner, any representative, the Office of Chief Counsel attorney, and the Appeals and Hearings Section:

(A) In child maltreatment-related appeals: Child Maltreatment Central Registry;

(B) In adoption subsidy denials: Adoptions Unit; and

(C) In guardianship subsidy denials or modifications: Foster Care Unit (Permanency Specialist).

(d) At least ten (10) days prior to the administrative hearing, the alleged offender and the department division will share any information (with the other party) that -the party intends to introduce into evidence at the hearing that is not contained in the record.

(e)(1) The Appeals and Hearings Section will send a notice of hearing which contains the time, date, and place of the hearing and the name of the hearing officer who will conduct the hearing.

(2) The hearing will be held by telephone if neither party requests that the hearing be conducted in person.

(3) If the hearing is held in person, the location will be in an office of the department nearest to the petitioner's residence unless the administrative law judge determines that the hearing will be conducted via video teleconference.

9 CAR § 40-1004. Appeals and hearings of true child maltreatment decisionsdeterminations.

(a)(1) The Appeals and Hearings Section will notify the Division of Children and Family Services (DCFS) that an appeal has been filed.

(2) The ~~Division of Children and Family Services~~DCFS investigator responsible for the case will:

(A) Prepare an investigative file immediately; and

(B) Make it available to:

(i) The petitioner;

(ii) Any representative;

(iii) The Office of Chief Counsel attorney; and

(iv) The Appeals and Hearings Section.

(b)(1) At least ten (10) days prior to the administrative hearing, the alleged offender and ~~the Department of Human Services~~DCFS will share any information ~~(with the other party)~~, that the party intends to introduce into evidence at the hearing but that is not previously contained in the record.

(2) Additionally, if any child served with a subpoena to be a witness in an administrative hearing is a party to an open dependency-neglect case, the child's attorney ad litem will be provided a copy of the subpoena.

(c)(1) The Appeals and Hearings Section will send a notice of hearing which contains the time, date, and place of the hearing and as well as the name of the hearing officer who will conduct the hearing.

(2) The hearing will be held by telephone if neither party requests that the hearing be conducted in person.

(3) If the hearing is held in person, the location will be in an office of the department nearest to the petitioner's residence unless the ~~administrative law judge~~Administrative Law Judge (ALJ) determines that the hearing will be conducted via video teleconference.

(d)(1) Upon receipt of notice that a true child maltreatment determination is the

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subject of an appeal, the ~~Division of Children and Family Services~~DCFS investigator and the ~~Division of Children and Family Services~~DCFS Supervisor-supervisor or Crimes Against Children Division investigator and Crimes Against Children Division supervisor (as appropriate), Office of Chief Counsel attorney and the ~~Area Director~~DCFS Area Manager will consult to review the evidence used to establish the true determination and ascertain the impact of any subsequent events of the case after the determination was made.

(2) If the consultation reveals no merit for defending the true finding, the ~~Area Director~~DCFS Area Manager will complete the ~~CFS-313: Office of Chief Counsel Review of Administrative Hearing Investigative Determination~~Notice of Non-Defense of a True Child Maltreatment Investigative Determination and provide a copy to the:

- (A) ~~County Supervisor~~Social Service County ManagerCounty Supervisor;
- (B) Office of Chief Counsel (OCC) attorney; and
- (C) Assistant Director of Field Operations.

(3) The Office of Chief Counsel attorney will inform Appeals and Hearings of the decision not to defend.

(4) The ~~CFS-313~~ ~~Office of Chief Counsel Review of Administrative Hearing Investigative Determination~~ Notice of Non-Defense of a True Child Maltreatment Investigative Determination will be included in the investigative file, as applicable.

(5) If the consultation reveals merit for defending the true findingdetermination, the appropriate office//or unit, or both must designate a representative who must be familiar with the circumstances leading to the adverse decision.

~~(6) The representative and~~ must be able to summarize the pertinent aspects of the situation and present the documentation to support the basis for the findingsdetermination.

~~(67)~~ The representative will also be able to answer questions posed by the petitioner or the hearing officer relative to the issue and should be prepared to cross-examine witnesses.

(e)(1) ~~The department~~DCFS must notify the hearing officer and respondent of the

~~status of any proceeding of the juvenile division of the circuit court if the child maltreatment at issue in the administrative hearing proceeding is also an issue in the juvenile division of the circuit court proceeding.~~

~~(2) The notice may include issues such as:~~

~~_____ (A) Whether a seventy two hour hold was exercised on the victim;~~

~~_____ (B) Whether the child was released; or~~

~~_____ (C) If a petition for emergency custody or dependency neglect was dismissed.~~

(f)(1) ~~Office of Chief Counsel~~OCC will assign an attorney to represent the investigative agency at the hearing only if the petitioner has an attorney.

(2) However, an OCC attorney may provide assistance in case preparation even if the attorney will not be at the hearing.

(3) If the petitioner appears at the hearing with an attorney without having first notified the department~~division~~, the investigator shall ask for a continuance so that an Office of Chief Counsel attorney may be appointed.

~~(g) If the petitioner fails to appear for the hearing and does not contact the Appeals and Hearings Section prior to the date of the hearing, the appeal will be dismissed.~~Division employees will be expected to attend hearings and present testimony without the benefit of a subpoena and will be notified by the Office of Appeals and Hearings of their required presence at the hearing.

(h) If a division employee receives a subpoena requesting the appearance at an administrative hearing or to provide documents, the employee shall send the subpoena to their local OCC attorney upon request.

(i)(1) The DCFS representative will be notified of any witnesses requested by the petitioner requesting the hearing.

(2) The DCFS representative will have five (5) calendar days from the receipt of this notice to request a rebuttal witness list.

(j)(1) OCC will issue the subpoenas under the authority of Ark. Code Ann. §20-76-201 and 12-18-802.

(2) The Chief Counsel of DHS may designate someone to sign subpoenas issued for administrative hearings on child maltreatment.

(k) Administrative hearing decisions and all exhibits submitted at the hearing are confidential and may be used or disclosed only as provided in A.C.A §12-18-809.

(l)(1) The ALJ may amend an investigative determination during (but not after) an administrative hearing to conform with the evidence presented.

(2) If the alleged offender could not reasonably infer the amended investigative determination from the investigative records and information submitted by the division, the ALJ may grant a request for continuance to the alleged offender.

(j) final administrative action must be completed within one hundred eighty (180) calendar days from the receipt of the appeal by the Appeals and Hearings Section unless otherwise allowed by Arkansas state law.

(k) Delays in completing the administrative hearing that are attributable to either party shall not count against the limit of the one hundred eighty (180) days if the ALJ determines that good cause for the delay is shown by the party requesting the delay and the request for the delay is made in writing and delivered to the DHS Office of Appeals and Hearings and all other parties.

(l) Failure to complete the hearing process in a timely fashion shall not deprive the division or a court reviewing the child maltreatment determination of jurisdiction to make a final agency determination or review a final agency determination pursuant to the Administrative Procedures Act.

(m) The decision becomes final unless appealed and subsequently overturned in a court of law.

(n)(1) Upon request by the petitioner, DCFS shall provide a list

of persons who were told previously that the report was "True".

(2) The Social Service Specialist will provide a copy of the administrative hearing order upon request by a subject of the report.

(o) If the petitioner fails to appear for the hearing and does not contact the Appeals and Hearings Section prior to the date of the hearing, the appeal will be dismissed.

9 CAR § 40-1005. Regular administrative hearing process.

(a)(1) A Hearing Officer from the Appeals and Hearings Section will conduct the hearing in an informal but orderly manner.

(2) The Hearing Officer will explain the hearing procedure.

(b) The petitioner may be accompanied by friends or other persons and may be represented by a:

- (1) Friend;
- (2) Legal counsel; or
- (3) Other designated representative.

(c) The hearing officer may not review material prior to the hearing unless the material is also made available to the petitioner or ~~his or her~~their representative.

(d) The representative will read the administrative hearing statement and will then present the ~~Department of Human Services~~Division of Children and Family Services case, which includes introducing evidence and questioning witnesses subpoenaed to the hearing as well as cross-examining the petitioner's witnesses.

(e)(1) After completion of the ~~Division of Children and Family Services~~DCFS case, the petitioner's case will be presented.

(2) This includes the opportunity to:

- (A) Present witnesses;
- (B) Advance arguments;

- (C) Offer additional evidence;
- (D) Question the agency representative; and
- (E) Confront and cross-examine witnesses.

(3) Questioning of all parties will be confined to the issues involved.

(f) In all cases, the petitioner will be advised of the right to judicial review in the event of an adverse ruling.

(g)(1) The ALJ may amend an investigative determination during (but not after) an administrative hearing to conform with the evidence presented.

(2) If the alleged offender could not reasonably infer the amended investigative determination from the investigative record and information submitted by the division, the ALJ may grant a request for continuance to the alleged offender.

(h)(1) The hearing officer will prepare a hearing decision based on a comprehensive report of the proceedings.

(2) The format will consist of an introduction, findings of fact, conclusions of law, and a decision.

(3) Final administrative action must be completed within one hundred eighty (180) calendar days from the receipt of the appeal by the Appeals and Hearings Section with the following exceptions:

(A)(i) The one--hundred--eighty-day--limit will not apply if upon request of any party a stay is granted as permitted pursuant to Arkansas Code § 12-18-801 et seq.

(ii) The administrative law judge may stay the case upon a showing by any party that there is an ongoing criminal or delinquency investigation regarding the occurrence that is the subject of the child maltreatment report; and

(B)(i) If a criminal or delinquency proceeding is filed regarding the occurrence that is the subject of the child maltreatment report and a request for a stay is accompanied by the written notification of the date the criminal or delinquency proceeding was filed by a party, the administrative hearing shall be stayed for a period of not more than one (1) year from the date the criminal or delinquency proceeding is filed.

(ii) The stay shall be lifted and the case set for a hearing upon the

earlier of:

(a) A petition and showing by any party that there is good cause to conduct the administrative hearing before the conclusion of the criminal or delinquency proceeding;

(b) The final disposition of the criminal or delinquency proceeding; or

(c) The expiration of one (1) year from the date the criminal or delinquency proceeding was filed.

(iii) A stay granted per the rules described above may be extended after the one-year expiration upon a written notice from the requesting party that the criminal or delinquency proceeding is still ongoing.

(iv)(a) It is the duty of the petitioner to report the final disposition of the criminal or delinquency proceeding to the department Office of Appeals and Hearings for a stay as described above.

(b) The case shall be dismissed and the petitioner's name placed on the Child Maltreatment Central Registry if the petitioner fails to provide a file-marked copy of the final disposition of the criminal or delinquency proceeding within thirty (30) days of the entry of the final disposition.

(i) Delays in completing the administrative hearing that are attributable to either party shall not count against the limit of the one hundred eighty (180) days if the administrative law judge determines that good cause for the delay is shown by the party requesting the delay and the request for delay is made in writing and delivered to the department Office of Appeals and Hearings and all other parties.

(j) Failure to complete the hearing process in a timely fashion shall not deprive the department or a court reviewing the child maltreatment determination of jurisdiction to make a final agency determination or review a final agency determination pursuant to the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq.

(k)(1) If a court of competent jurisdiction adjudicates a question that is an issue to be determined by the department Office of Appeals and Hearings, the prevailing party to the judicial adjudication who is also a party to the administrative adjudication shall

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file a certified copy of the judicial adjudication with the office.

(2) The office shall determine whether and to what extent the judicial adjudication has preclusive effect on the administrative adjudication by applying the principles of claim preclusion and issue preclusion.

(3) The office shall not readjudicate any precluded issue.

(4) If the judicial adjudication is modified or reversed, the office shall determine whether and to what extent any issue in the administrative adjudication remains precluded and shall schedule a hearing with respect to any matter that is no longer precluded.

(l)(1) The decision becomes final unless appealed and subsequently overturned in a court of law.

(2) Upon request by the petitioner, the division shall provide a list of persons who were told previously that the report was "True".

(3) The ~~Family Service Worker~~Social Service Specialist will provide a copy of the ~~administrative~~ hearing order upon request by a subject of the report.

9 CAR § 40-1006. Expedited hearing process.

(a)(1) If the alleged offender requests a hearing, the Division of Children and Family Services may then request an expedited hearing if:

(A) The alleged offender is engaged in child-related activities or employment or is employed or a volunteer with persons with disabilities, persons with mental illness, or elderly persons; and

(B) Those persons are at risk of harm because of the alleged offender's employment or volunteer activities.

(2) The division will notify the alleged offender using certified mail within three (3) business days of the request via the ~~CFS-233-T~~ Child Maltreatment Expedited Hearing Notice to Alleged Offender that an expedited hearing has been requested.

(3) The alleged offender will have five (5) days from receipt of the notice of the request to object to the request to expedite the administrative hearing.

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(4) The alleged offender must notify the Department of Human Services in writing via mail, fax, or email of ~~his or her~~their objection.

(b)(1) The ~~Area Director~~Social Service Area Manager or Crimes Against Children Division Area Manager will determine if the request for the expedited hearing should be submitted to the Office of Appeals and Hearings.

(2) The request for the expedited hearing should be made using the ~~CFS-232-TEH~~-Expedited Hearing Request.

(3) If approved for an expedited hearing, Office of Appeals and Hearings will notify the alleged offender of the date of the hearing.

(c)(1) If approved for an expedited hearing, the investigator shall provide the alleged offender with a complete copy of ~~his or her~~their file.

(2) The department may charge:

(A) A reasonable fee not to exceed ten dollars (\$10.00) for researching, copying, or mailing records from a child maltreatment investigative file; and

(B) A reasonable fee for reproducing copies of electronic media, such as audio tapes, video recordings, compact discs or DVDs, and photographs.

(3) However, no fee may be charged to a person who is indigent.

(d)(1) The investigator shall document when the file was made available to the alleged offender.

(2) The file is considered to have been made available when notification is made to the offender or ~~his or her~~their attorney that a copy of the investigative record is available for pickup at the department office in the county in which the alleged offender resides or in the department office in the county designated by the alleged offender or ~~his or her~~their attorney.

(e)(1) The expedited hearing may not be held until thirty (30) days have elapsed since the division made available to the alleged offender a complete copy of ~~his or her~~their file.

(2) The alleged offender may waive the requirement for the thirty-day wait period.

9 CAR § 40-1007. Preliminary administrative hearing.

(a) If the Division of Children and Family Services is unable to notify the alleged offender of the investigation determination, the ~~Area Director~~Social ServiceDCFS Area Manager may request a preliminary hearing using the ~~CFS-232-T-PH~~Request for Preliminary Administrative Hearing to allow provisional placement of the alleged offender's name in the Child Maltreatment Central Registry.

(b) The ~~Area Director~~Social ServiceDCFS Area Manager will determine if the request for the preliminary hearing should be submitted to the Department of Human Services Office of Appeals and Hearings.

(c) The division must prove:

(1)(A) That it diligently attempted to notify the alleged offender of the investigative determination.

(B) This means that the division used a reasonable degree of care to discover the alleged offender's whereabouts and notify the alleged offender.

(C) The division will ensure that documented proof of service of the alleged offender's right to administrative appeal is maintained in the file.

(D) Documentation would include proof that a process server was unsuccessful in locating the alleged offender; and

(2) That a child, an elderly person, or a person with a disability or mental illness may be at risk of maltreatment.

(d)(1) The division representative must tell the ~~ALJ~~Administrative Law Judge (ALJ) if there is any criminal action pertaining to the investigation.

(2) A preliminary administrative hearing shall proceed even if:

(A) There is an ongoing criminal or delinquency investigation regarding the occurrence that is the subject of the child maltreatment investigation; and

(B) Criminal or delinquency charges are filed or will be filed regarding the occurrence that is the subject of the child maltreatment investigation.

(e) At the preliminary hearing, the ~~ALJ~~Administrative Law Judge will determine whether there is a prima facie case that:

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(1) The offender committed child maltreatment, that is, whether the evidence, if not contradicted, is sufficient to support a judgment that the allegations are true; and

(2) A child, an elderly person, or a person with a disability or mental illness may be at risk of maltreatment.

(f)(1) If the ~~ALJ~~ Administrative Law Judge determines that there is a prima facie case, the division will provisionally place the offender's name in the Child Maltreatment Central Registry.

(2) The division will make notification of the determination to persons as described in 9 CAR § 40-1506, notices that offender's name will be placed in the Child Maltreatment Registry.

(3) The division will continue to attempt to notify the alleged offender using the ~~CFS-292-N~~: Notice of Name Placement on Central Registry to Offender no less frequently than once a year for no fewer than three (3) years from the date the name is placed on the Child Maltreatment Central Registry.

(4) After three (3) years, no further contact will be made and the alleged offender's name will provisionally remain on the Child Maltreatment Central Registry.

(g)(1) Within thirty (30) days of receiving notice of the determination of ~~his or her~~ their listing in the Child Maltreatment Central Registry, the offender may request a hearing as outlined in the notice.

(2) If the offender fails to request a regular administrative hearing within thirty (30) days of receipt of the notice of the investigative determination, the ~~ALJ~~ Administrative Law Judge may determine that the provisional designation is removed and the offender's name be officially placed in the Child Maltreatment Central Registry.

(h)(1) If the ~~ALJ~~ Administrative Law Judge determines that there is no prima facie case, the division will not place the alleged offender's name in the Child Maltreatment Central Registry.

(2) The division will continue to provide notice to the alleged offender using the ~~CFS-232-T1~~: Notice to Alleged Adult Offender of True Maltreatment Investigative Determination of the true investigation hearing and the opportunity for a regular administrative hearing no less frequently than once a year for no fewer than three (3)

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years from the date when the name is placed on the Child Maltreatment Central Registry.

9 CAR § 40-1008. Investigative file for the administrative hearing.

~~(a) The file prepared for the hearing will contain all information obtained during the course of the investigation.~~

~~—(b)(1) The office that prepares the investigative file will present evidence to support the decision that is the subject of disagreement.~~

~~——(2) For a hearing request based on a child maltreatment investigation report, All the investigative files involving a true determination will be uploaded in the approved document library or information management system within five (5) business days from the completion of the investigation, the file will contain a copy of the:~~

~~—(b) The Investigative file for any true determination will include:~~

~~(A) CFS-6001: Referral Information Report to Prosecuting Attorney;~~

~~(B) CFS-212-A: Notice of Child Maltreatment Allegation to Alleged Maltreatment Summary;~~

~~(C) Color photographs (if applicable);~~

~~(D) Media recordings (audio or video) (if applicable);~~

~~(E) Screenshots of text messages pertaining to the investigation (if applicable);~~

~~(F) Drug screen results and hair follicle results (if applicable);~~

~~(G) Police records and mug shots (if applicable);~~

~~(H) Court Connect print out (if applicable);~~

~~(I) Medical records (if applicable);~~

~~(J) Investigation notes;~~

~~(K) Safety and Risk Assessments; and~~

~~(L) Any other documentation used to gather information during the investigation (if applicable). -Offender;~~

~~——(C) CFS-384 LEA: Notification to LEA;~~

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~~—————(D) CFS 320: Administrative Hearing Statement; and~~

~~—————(E) CFS 232 T1: Notice to Alleged Adult Offender of True Maltreatment Investigative Determination.~~

(c) County staff will have five (5) calendar days to respond to a request from the Central Registry Unit for a copy of the investigative file or any documents that may be missing from the investigative file previously uploaded to the division's approved document library or information management system, as applicable.

(d)(1) DCFS Notifications Unit will issue the notices regarding true investigative determinations.

(2) A copy of the return receipt verification (green card) or documentation of delivery by a process server ~~must~~will also be attached to the file by the DCFS Notifications Unit via the division's approved document library or information management system, as applicable.

~~(2) The CFS 313: Office of Chief Counsel Review of Administrative Hearing Investigative Determination will be included with the investigative file if the agency has decided that the true child maltreatment determination will not be defended.~~

~~————(d)(1) The CFS 320: Administrative Hearing Statement will summarize the nature of the complaint, a summary of the Child Maltreatment Investigation, and the decision.~~

~~————(2) The CFS 320: Administrative Hearing Statement, however, is not evidence.~~

~~————(3) Complete documentation will be required in the investigative file to support the administrative hearing statement.~~

~~————(e) If the investigative file prepared is incomplete the ALJ Administrative Law Judge may grant a continuance and direct the Division of Children and Family Servicesdivision to make diligent inquiry, and obtain the missing information, and provide it to the offender.~~

~~————(f)(1) County staff will have ten (10) calendar days to respond to a request from the Child Maltreatment Central Registry for a copy of the investigative file.~~

~~————(2) The investigative file shall include any copies of pictures, audio tapes, and video tapes that are a part of a particular file.~~

(ge)(1) ~~County~~In addition, county staff must complete the ~~CFS 320: Administrative~~

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Hearing Statement upon request by the DCFS Central Registry Unit for the investigative file.

~~(2)~~ Staff will route the ~~CFS-320~~ Administrative Hearing Statement directly to Appeals and Hearings, with a copy to the Office of Chief Counsel (OCC) attorney, if an attorney is assigned.

~~(32)~~ If the name of the assigned Office of Chief Counsel attorney is not known, the copy of the ~~CFS-320~~ Administrative Hearing Statement should be sent to the County Legal Operations Coordinator.

~~(43)~~ The individual requesting the hearing (the petitioner) will be advised by the Appeals and Hearings Section that the petitioner has ten (10) calendar days to provide a witness list. If the investigative file prepared is incomplete, the Administrative Law Judge (ALJ) may grant a continuance and direct the division to make diligent inquiry to obtain the missing information and provide it to the offender.

~~—(h)(1) An Office of Chief Counsel attorney may provide assistance in the case preparation, even if the attorney will not be at the hearing.~~

~~—(2) The Office of Chief Counsel will provide relevant information pertinent to the defense of the determination on CFS 313: the Office of Chief Counsel Review of Administrative Hearing Investigative Determination.~~

~~(i) Department of Human Services employees will be expected to attend hearings and present testimony without the benefit of a subpoena and will be notified by the Appeals and Hearings Section of their required presence at the hearing.~~

~~—(j)(1) The division representative will be notified of any witness requested by the petitioner requesting the hearing.~~

~~—(2) The division representative will have five (5) calendar days from receipt of this notice to request a for rebuttal witness list.~~

~~—(k)(1) The department's Office of Chief Counsel, will issue the subpoenas under the authority of Arkansas Code §§ 20-18-802 and 20-76-201.~~

~~—(2) The Chief Counsel of the department may designate someone to sign subpoenas issued for administrative hearings on child maltreatment.~~

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~~——(l) Administrative hearing decisions and all exhibits submitted at the hearing are confidential and may be used or disclosed only as provided in Arkansas Code § 12-18-809.~~

~~9 CAR § 40-1009. Request for investigation review by Child Maltreatment Investigations Oversight Committee.~~

~~——(a)(1) Pursuant to Arkansas Code § 10-3-3202 the Division of Children and Family Services will work with the Child Maltreatment Investigations Oversight Committee to promote transparency and efficiency concerning procedures of child maltreatment investigations in the state.~~

~~——(2) The Child Maltreatment Investigations Oversight Committee will review and evaluate the conduct of child maltreatment investigations completed by the Division of Children and Family Services or the Crimes Against Children Division and service delivery to children and families involved in an investigation of child maltreatment.~~

~~——(3) The Child Maltreatment Investigations Oversight Committee meetings are closed and confidential.~~

~~(b) Upon receipt of a request from the Child Maltreatment Investigations Oversight Committee to review an investigation, the CPS Manager will:~~

~~——(1) Report the review request to the Assistant Director of Prevention and Reunification and the Assistant Director of Field Operations immediately;~~

~~——(2) Immediately (within twenty four (24) hours or as required by the Director of the Division of Children and Family Services) print out the prosecuting attorney report pertaining to the identified investigation and inquire for additional information from the following entities, as appropriate:~~

~~——(A) Area Director~~

~~——(B) Office of Chief Counsel;~~

~~——(C) Office of Appeals and Hearings;~~

~~——(D) Quality Assurance Unit; and~~

~~——(E) Central Registry Unit;~~

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~~_____ (3) Document the request for review of the investigation from the Child Maltreatment Investigations Oversight Committee in the contact screen for each investigation to be reviewed;~~

~~_____ (4) Within forty-eight (48) hours, ensure that the investigation which is to be subject to the review meets criteria for review by ensuring the investigation:~~

~~_____ (A) Is a completed investigation of child maltreatment with no pending due process; and~~

~~_____ (B) Is not associated with a pending dependency neglect case;~~

~~_____ (5) Request updated information from the counties as needed;~~

~~_____ (6)(A) Schedule a meeting with the Division of Children and Family Services staff to ascertain information involving facts surrounding the investigation determination if needed.~~

~~_____ (B) The meeting will include the following:~~

~~_____ (i) FSW;~~

~~_____ (ii) County Supervisor/Investigative Supervisor;~~

~~_____ (iii) Area Director;~~

~~_____ (iv) Assistant Director of Field Operations or designee;~~

~~_____ (v) The Director of the Division of Children and Family Services or designee; and~~

~~_____ (vi) Appropriate staff as needed;~~

~~_____ (7) Work with the chair of the Child Maltreatment Investigations Oversight Committee as appropriate in coordinating logistics and necessary reports for presentation to the Child Maltreatment Investigations Oversight Committee;~~

~~_____ (8)(A) Prepare a report of the identified information as well as all records related to the investigation review request and send the information to the members of the Child Maltreatment Investigations Oversight Committee at least ten (10) calendar days prior to a scheduled Child Maltreatment Investigations Oversight Committee meeting.~~

~~_____ (B) This information may be sent as hard copies or electronically; and~~

~~_____ (9) Prepare a summary of information learned during the review of the~~

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~~investigation by the Child Maltreatment Investigations Oversight Committee to include any Department of Human Services actions and recommendations for the Child Maltreatment Investigations Oversight Internal Review Committee prior to each meeting of the review Child Maltreatment Investigations Oversight Committee.~~

~~— (c) The Director of the Division of Children and Family Services, or designee, will:~~

~~— (1) Participate in the Child Maltreatment Investigations Oversight Committee Meetings; and~~

~~— (2) Ensure reports made by the Child Maltreatment Investigations Oversight Committee to the Senate Committee on Children and Youth and the House Committee on Aging, Children and Youth, Legislative and Military Affairs do not contain information that identifies the subject of a report of child maltreatment or the person who made the report of child maltreatment.~~

~~9 CAR § 40-1010. Disclosure of information on overturned true findings of child maltreatment to the Legislative Oversight Committee.~~

~~— (a) Pursuant to Arkansas Code § 12-18-713 the Department of Human Services, Division of Children and Family Services and the Crimes Against Children Division will submit two (2) reports annually on true investigative determinations that are administratively or judicially overturned to the Senate Committee on Children and Youth and the House Committee on Aging, Children and Youth, Legislative and Military Affairs.~~

~~— (b) Twice annually, on or about June 1 and December 1, the Director of the Division of Children and Family Services or designee will:~~

~~— (1)(A) Request a report summarizing by county the true investigative findings which have been overturned administratively or judicially for the reporting period.~~

~~— (B) This report will include:~~

~~— (i) County of report origin;~~

~~— (ii) Number of true reports with the finding overturned judicially; and~~

~~— (iii) Number of true reports with the finding overturned administratively;~~

~~— (2) Provide the completed report to the Senate Committee on Children and~~

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~~Youth and the House Committee on Aging, Children and Youth, Legislative and Military Affairs; and~~

~~———— (3) Respond to subsequent requests for information from the Senate Committee on Children and Youth and the House Committee on Aging, Children and Youth, Legislative and Military Affairs pertaining to the reported overturned true findings by county.~~

~~———— (c) **Information not to be released.**~~

~~———— (1) Concerning true findings which have been overturned administratively or judicially, the department shall not release:~~

~~———— (A) Information identifying the individual family or child;~~

~~———— (B) Information identifying the individual investigator; and~~

~~———— (C) Any information if release of such information would identify the individual investigation or individual investigative parties.~~

~~———— (2) The Quality Assurance Unit will:~~

~~———— (A)(i) Compile a report twice annually, on or about June 1 and December 1, summarizing by county the true investigative findings which have been overturned administratively or judicially for the reporting period.~~

~~———— (ii) This report will include:~~

~~———— (a) County of report origin;~~

~~———— (b) Number of true reports with the finding overturned judicially; and~~

~~———— (c) Number of true reports with the finding overturned administratively;~~

~~———— (B) Provide the completed report to the director, or designee; and~~

~~———— (C) Respond to subsequent requests for information from the director, or designee, pertaining to the reported overturned true findings by county.~~

9 CAR § 40-1011. Child near fatalities and fatalities.

(a)(1) Although an infrequent occurrence, near fatalities and fatalities of children

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who are receiving services or who have recently received services from the Division of Children and Family Services do occur.

(2) Fatalities may occur due to an illness or other medical condition, as a result of child neglect or abuse, or because of a nonchild maltreatment related accident.

(3) Regardless of the cause of a near fatality or fatality, these events are extremely traumatic for the family of the child, the foster-resource family (if applicable), Division of Children and Family Services staff, and service providers.

(4) Division of Children and Family Services staff will be supportive and helpful to those who have had a meaningful and/or legal relationship with the child including relatives and foster-resource parents.

(5) Division of Children and Family Services leadership and management will:

(A) Recognize the importance of appropriately supporting staff who worked directly with the child; and

(B) Encourage those staff members to seek appropriate, individualized services as needed.

(b)(1) Pursuant to Arkansas Code § 12-18-103 a near fatality (also referred to in DHS Policy 1090 as a serious injury) means an act that, as certified by a physician, places a child in serious or critical condition.

(2) As such, the Division of Children and Family Services will rely on the involved medical facility's designation of the child's condition in determining if a particular incident meets the criteria of near fatality as defined by law.

(c) The Division of Children and Family Services county office will immediately, within one (1) hour, notify the appropriate Area Director Social Service Area Manager or designee and the Assistant Director of Field Operations or designee and initiate action to ensure the safety of other children in the home when the Division of Children and Family Services becomes aware of a child near fatality or fatality that may be the result of maltreatment and:

(1) The child or sibling of the child is a subject of a pending child maltreatment investigation or a child maltreatment investigation within the preceding twenty-four (24) months;

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(2) The child or sibling of the child is a client in any ~~open supportive or protective services or out of home case~~ prevention, in-home services, or permanency case; and

(3) The child or sibling of the child was a client in a ~~supportive, protective services, or out of home~~ prevention, in-home services, or permanency case during the previous twenty-four (24) months.

(d)(1) The Assistant Director of Field Operations or designee will immediately, within one (1) -hour, notify the Director of the Division of Children and Family Services who will notify the Department of Human Services Deputy Director, the Office of Chief Counsel of the Department of Human Services (per DHS Policy 1090) ~~and the~~ Department of Human Services' Director of Communications.

(2) As such, the ~~Division of Children and Family Services~~ division will not automatically issue press releases on cases of child near fatality or fatality related to maltreatment but will respond to requests for information as they are received in consultation with the Department of Human Services' Director of Communications.

(e) The ~~Division of Children and Family Services~~ division will ensure that DHS Policy 1090 is adhered to regarding all near fatalities and fatalities.

(f) When a fatality occurs in an open ~~out of home case~~ permanency case, the ~~Division of Children and Family Services~~ division will respectfully assist and support the parents in making funeral arrangements or take other actions deemed necessary by the ~~Area Director~~ Social Service Area Manager.

(g)(1) Because quality improvement and accountability guides the work of the Division of Children and Family Services, an internal team of ~~Division of Children and Family Services~~ division staff will meet following a child fatality that meets at least one (1) of the criteria established in subsection (c) of this section, above.

(2) The team will review the case and identify systemic issues, public health concerns, and where practice could have been improved in that particular case in an effort to prevent future child fatalities and near fatalities.

(h)(1) Following a Division of Children and Family Services internal near fatality or fatality review, the ~~Division of Children and Family Services~~ division will also be

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responsible for holding a meeting with the External Child Near Fatality and Fatality Review Team to review any certified near fatality or fatality for which there is a current child death investigation (~~i.e.,~~ related to child maltreatment).

(2) The External Child Near Fatality and Fatality Review Team will conduct a comprehensive review of the circumstances leading to the near fatalities and fatalities of children who have been reported through the Child Abuse Hotline.

(3) Based on the findings of the reviews, the External Child Near Fatality and Fatality Review Team will develop recommendations and actions, as appropriate, to be implemented to prevent other child near fatalities and fatalities.

(i) The External Child Near Fatality and Fatality Review Team will be comprised of the following members:

- (1) The Director of the Division of Children and Family Services or designee;
- (2) The ~~Division of Children and Family Services~~division Assistant Director of Field Operations or designee;
- (3) The ~~Division of Children and Family Services FSW~~division Supervisor designated by the Director of the Division of Children and Family Services;
- (4) The ~~Division of Children and Family Services FSW~~division Investigative Supervisor designated by the Director of the Division of Children and Family Services;
- (5) Commander of the Crimes Against Children Division or designee;
- (6) Executive Director of the Arkansas Child Abuse/Rape/Domestic Violence Commission or designee;
- (7) Children's Advocacy Centers of Arkansas Director or designee;
- (8) Arkansas State CASA Association Director or designee;
- (9) Arkansas Children's Hospital's Team for Children at Risk and Arkansas Children's House Director or designee;
- (10) Dependency-Neglect Attorney Ad Litem Director or designee;
- (11) Office of Chief Counsel Director or designee;
- (12) The Governor's Senior Advisor for Child Welfare;
- (13) A member of the Arkansas Child Death Review Panel;
- (14) A member of the Department of Health;

(15) A member appointed by the Chair of the Subcommittee on Children and Youth of the House Committee on Aging, Children and Youth, Legislative and Military Affairs; and

(16) A member appointed by the Chief Justice of the Supreme Court.

(j)(1) This External Child Near Fatality and Fatality Review Team will meet at least quarterly each calendar year.

(2) The committee meetings will be closed and information discussed at the meeting will be confidential.

(3) Individuals who are not members of the External Child Near Fatality and Fatality Review Team will not be allowed to attend or otherwise participate in a committee meeting unless a majority of the members vote to request the attendance or participation of a noncommittee member.

(k) These external reviews will provide the ~~Division of Children and Family Services~~division and other stakeholders involved with child serving systems with an additional opportunity to collaboratively review the facts surrounding the fatality and accurately assess child deaths, work to improve systemic issues, address public health concerns, and determine recommendations to improve practice and work together as a system to prevent future child fatalities and near fatalities.

~~9-CAR § 40-1012. Near fatality of child.~~

~~—(a) In the case of a child near fatality the county office will:~~

~~—(1) Report maltreatment or any suspected maltreatment to the Child Abuse Hotline immediately if it has not already been called into the Child Abuse Hotline; and~~

~~—(2) Notify the Area Director of the near fatality of the child immediately.~~

~~—(b) The Area Director will:~~

~~—(1)(A) Schedule and hold the internal review of the near fatality within fourteen (14) calendar days (or earlier upon the Director of the Division of Children and Family Services' request) with the division staff to ascertain information involving facts surrounding the near fatality.~~

~~—(B) The meeting will include:~~

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~~_____ (i) FSW;~~
~~_____ (ii) County Supervisor/Investigative Supervisor;~~
~~_____ (iii) Area director;~~
~~_____ (iv) Child Protective Services (CPS) Manager;~~
~~_____ (v) Assistant Director of Field Operations or designee; and~~
~~_____ (vi) Other appropriate staff as needed.~~
~~_____ (C) The individuals above may participate in the meeting by phone as appropriate;~~
~~_____ (2) Immediately (within twenty four (24) hours or as required by the Director of the Division of Children and Family Services) prepare CFS 307: Near Fatality/Fatality Disclosure Case Briefing Summary and the CFS 309: Children and Family Services Internal Review of Child Near Fatality/Death and fax or email it to the CPS Manager; and~~
~~_____ (3) Ensure the completion of CFS 306: Documentation of Child's Medical Episode Related to Near Fatality by the child's attending physician or other attending medical personnel who treated the child during the child's medical episode.~~
~~_____ (c) The CPS Manager will:~~
~~_____ (1) Review the completed CFS 307: Near Fatality/Fatality Disclosure Case Briefing Summary and forward it to:~~
~~_____ (A) Assistant Director of Field Operations or designee;~~
~~_____ (B) Assistant Director of Prevention and Reunification or designee; and~~
~~_____ (C) Quality Assurance Unit Manager or designee;~~
~~_____ (2) Request updated information from the counties as needed;~~
~~_____ (3) Review the CFS 306: Documentation of Child's Medical Episode Related to Near Fatality;~~
~~_____ (4) Work with the chair of the External Child Near Fatality and Fatality Review Team as appropriate in coordinating logistics and necessary reports for the quarterly External Child Near Fatality and Fatality Review Team; and~~
~~_____ (5)(A) Prepare the list of all certified near fatalities as well as all records related to the child and send the information to the members of the External Child Near~~

~~Fatality and Fatality Review Team at least fourteen (14) calendar days prior to a scheduled committee meeting.~~

~~—————(B) This information may be sent as hard copies or electronically.~~

~~————(d) The Quality Assurance Unit will enter information regarding near fatalities related to maltreatment on the Child Fatality/Near Fatality Disclosure Log.~~

9 CAR § 40-1013. Disclosure of information on near fatalities.

(a) **Pending.** Upon request, the Division of Children and Family Services shall release the following information via the Department of Human Services Director of Communications to the general public when an investigation is pending on a report of a near fatality of a child to the Child Abuse Hotline:

- (1) Age, race, and gender of the child;
- (2) Date of the child's near fatality;
- (3) Allegations or preliminary cause of the near fatality;
- (4) County and type of placement of the child at the time of incident leading to the near ~~-~~fatality;
- (5) Generic relationship of the alleged offender to child;
- (6) Agency conducting the investigation;
- (7) Legal action taken by the department; and
- (8) Services offered or provided by the department presently and in the past.

(b) **True reports.** Upon request, the department shall release the following information via the department's Director of Communications to the general public when the investigative determination is true on a report of a near fatality of a child:

- (1) A nonidentifying summary of any previous child maltreatment investigations;
- (2) A nonidentifying summary of the current child maltreatment investigation, including:
 - (A) The nature and extent of the child's present and past injuries; and
 - (B) Medical information pertaining to the incident;
- (3) Information about criminal charges, if known; and

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(4) Any action taken by the department or the Crimes Against Children Division of the Division of Arkansas State Police, including personnel action and licensing action.

(c) **Unsubstantiated reports.** Upon request the department shall release the following information via the department's Director of Communications to the general public when the investigative determination is unsubstantiated on a report of a near fatality of a child:

- (1) A nonidentifying summary of any previous child maltreatment investigations;
- (2) A nonidentifying summary of the current child maltreatment investigation;
- (3) Information about criminal charges, if known; and
- (4) Any action taken by the department or the Crimes Against Children Division, including personnel action and licensing action.

(d) **Information not to be released.** Concerning the near fatality of a child, the department shall not release:

- (1) Information on siblings of the child;
- (2) Attorney-client communications; or
- (3) Any information if release of such information would jeopardize a criminal investigation.

~~9-CAR § 40-1014. Child fatality notification.~~

~~—(a) The Crimes Against Children Division will:~~

~~—(1) Investigate child maltreatment allegations according to established procedures;~~

~~—(2)(A) If safety concerns are identified, immediately contact the Division of Children and Family Services to conduct the remaining components of the health and safety assessment (safety planning and investigation risk assessment) as appropriate.~~

~~—(B) The Division of Children and Family Services will then be assigned as the secondary investigator on that particular investigation;~~

~~—(3) Coordinate with law enforcement and relinquish their case to them if the possibility of criminal charges is involved and law enforcement prefers to assume~~

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responsibility;

~~———— (4) Initiate needed affidavits for legal action;~~

~~———— (5) Keep the county office advised of the status of the investigation, including initial notification when appropriate; and~~

~~———— (6) Share all information with the parents, offender, and victim, as appropriate.~~

~~—— (b) The Family Service Worker assigned as secondary to the investigation will:~~

~~———— (1) If the Crimes Against Children Division contacted the Division of Children and Family Services to conduct the remaining components of the health and safety assessment (safety planning and investigation risk assessment), immediately ascertain the safety of other children remaining under the care of the alleged offender and develop a protection plan or pursue protective custody, as appropriate;~~

~~———— (2) Provide any services to the family as needed;~~

~~———— (3) Enter all contacts with the family into the CHRIS; and~~

~~———— (4) Share all information about prior contacts with the family with agency staff and law enforcement who are investigating the case.~~

~~—— (c) In the case of a fatality of a child the county office will:~~

~~———— (1) Immediately notify the Area Director by phone;~~

~~———— (2) Report maltreatment or any suspected maltreatment to the Child Abuse Hotline immediately if it has not already been called into the Child Abuse Hotline;~~

~~———— (3) Immediately, within twenty four (24) hours or as required by the Director of the Division of Children and Family Services, complete CFS 307: Child Near Fatality/Fatality Disclosure Case Briefing Summary and CFS 308: Child Fatality Review Packet Checklist and forward the CFS 307 and CFS 308 and all required documents listed on CFS 308 to the CPS Manager;~~

~~———— (4) Place copies of CFS 307 and CFS 308 in the child's record;~~

~~———— (5) If the child fatality is a result of a prior near fatality event and the fatality occurred more than twenty four (24) hours after the near fatality, ensure the completion of CFS 306 A: Documentation of Near Fatality Subsequently Resulting in Fatality by the child's attending physician or other attending medical personnel who~~

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~~treated the child during the child's medical episode;~~

~~———— (6) Fax or email the completed CFS 306 A: Documentation of Original Near Fatality Subsequently Resulting in Fatality to the CPS Manager within seventy two (72) hours of the fatality, if applicable; and~~

~~———— (7) Place a copy of the CFS 306 A in the child's record, if applicable.~~

~~———— (d) The Area Director or designee will:~~

~~———— (1) Notify the Assistant Director of Field Operations or designee immediately by phone;~~

~~———— (2) Ensure employee immediately, within twenty four (24) hours or as required by the Director of the Division of Children and Family Services, completes and forwards completed CFS 307: Child Near Fatality/Fatality Disclosure Case Briefing Summary and forward the CFS 307 to the CPS Manager;~~

~~———— (3)(A) Complete the CFS 308: Child Fatality Review Packet Checklist within seven (7) calendar days of the fatality and fax or email both forms along with all required documents listed on the CFS 308 to the CPS Manager.~~

~~———— (B)(i) Schedule and hold an Internal Fatality Review meeting with the Division of Children and Family Services staff within fourteen (14) calendar days of the fatality in order to ascertain the facts surrounding the child's death.~~

~~———— (ii) The meeting will include:~~

~~———— (a) FSW;~~

~~———— (b) Crimes Against Children Division Investigator;~~

~~———— (c) County Supervisor/Investigative Supervisor;~~

~~———— (d) Crimes Against Children Division Supervisor;~~

~~———— (e) Area Director;~~

~~———— (f) CPS Manager;~~

~~———— (g) Assistant Director of Field Operations, or designee;~~

~~———— (h) Assistant Director of Prevention and Reunification, or designee; and~~

~~———— (i) Any other needed staff as appropriate; and~~

~~———— (4) Expeditiously provide all other information requested by CPS Manager.~~

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~~——(e) The Assistant Director of Field Operations or designee will:~~

~~——(1) Notify the Department of Human Services' Director of Communications by phone within one (1) hour of occurrence if the incident is expected to receive media attention;~~

~~——(2)(A) Discuss relevant details of the case with the department Director of Communications to determine the type of information that will be released to the media.~~

~~——(B) Pertinent information that can be released will include disclosable information as provided by the department disclosure policy (DHS Policy Group 4009).~~

~~——(C) Any information concerning siblings or attorney client communications will not be released; and~~

~~——(3) Remain in direct contact with appropriate field personnel in order to develop a clear understanding of the circumstances surrounding the incident.~~

~~——(f) The CPS Manager will:~~

~~——(1) Review CFS 307: Child Near Fatality/Fatality Disclosure Case Briefing Summary;~~

~~——(2) Forward the CFS 307: Child Near Fatality/Fatality Disclosure Case Briefing Summary to the:~~

~~——(A) Assistant Director of Field Operations or designee;~~

~~——(B) Assistant Director of Prevention and Reunification or designee;~~

~~——(C) Director of the Division of Children and Family Services;~~

~~——(D) Department's Director of Communications; and~~

~~——(E) Department's Deputy Director over the Division of Children and Family Services;~~

~~——(3) Review the CFS 308: Child Fatality Review Packet Checklist and all required documents listed on CFS 308;~~

~~——(4) Enter information regarding the fatality on the Child Death Log and Child Death Public Disclosure Log;~~

~~——(5) Serve as the point of contact for follow up and subsequent briefings of the assistant directors, Director of the Division of Children and Family Services, and~~

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department deputy director;

~~——— (6) Work with the chair of the External Child Near Fatality and Fatality Review Team as appropriate in coordinating logistics and necessary reports for the quarterly External Child Near Fatality and Fatality Review Team; and~~

~~——— (7)(A) Prepare the list of all child deaths as well as all records related to the child and send the information to the members of the External Child Near Fatality and Fatality Review Team at least fourteen (14) calendar days prior to a scheduled committee meeting.~~

~~——— (B) This information may be sent as hard copies or electronically.~~

~~——— (g) The Quality Assurance Unit will enter information regarding fatalities related to maltreatment on the Child Fatality/Near Fatality Disclosure Log.~~

9 CAR § 40-1015. Disclosure of information on fatalities.

(a) **Pending.** Upon request, the Division of Children and Family Services shall release the following information via the Department of Human Services Director of Communications to the general public when an investigation is pending on a report of a fatality of a child to the Child Abuse Hotline:

- (1) Age, race, and gender of the child;
 - (2) Date of the child's death;
 - (3) Allegations or preliminary cause of death;
 - (4) County and type of placement of the child at the time of incident leading to the child's death;
 - (5) Generic relationship of the alleged offender to child;
 - (6) Agency conducting the investigation;
 - (7) Legal action taken by the department;
 - (8) Services offered or provided by the department presently and in the past;
- and
- (9) Name of the child.

(b) **True reports.** Upon request, the department shall release the following information via the department Director of Communications to the general public when

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the investigative determination is true on a report of a fatality of a child:

- (1) A summary of previous child maltreatment investigations, but the disclosure shall not include the name of the offender or offenders;
- (2) A summary of the current child maltreatment investigation including:
 - (A) The nature and extent of the child's present and past injuries;
 - (B) Medical information pertaining to the death; and
 - (C) The name of the offender if due process has been satisfied or the offender has been arrested;
- (3) All relevant risk and safety assessments completed on the child;
- (4) Information about criminal charges, if known; and
- (5) Any action taken by the department or the Crimes Against Children Division, including personnel action and licensing action.

(c) **Unsubstantiated reports.** Upon request, the department shall release the following information via the department Director of Communications to the general public when the investigative determination is an unsubstantiated report of a fatality of a child:

- (1) A summary of previous child maltreatment investigations, but the disclosure shall not include the name of the alleged offender or offenders;
- (2) A summary of the current child maltreatment investigation including medical information pertaining to the death, however, the name of the alleged offender shall not be disclosed;
- (3) All relevant risk and safety assessments completed on the child;
- (4) Information about criminal charges, if known; and
- (5) Any action taken by the department or the Crimes Against Children Division, including personnel action and licensing action.

(d) **Information not to be released.** Concerning the fatality of a child, the department shall not release:

- (1) Information on siblings of the child;
- (2) Attorney-client communications; and
- (3) Any information, if release of such information would jeopardize a criminal

investigation.

9 CAR § 40-1016. Driver's license and insurance reimbursement programs for youth in out-of-home placement.

(a)(1) In accordance with Arkansas Code § 27-16-702(a)(1)(D), the Director of the Division of Children and Family Services may authorize an employee of the Department of Human Services or the foster-resource parent to sign the youth's application.

(2) The youth in-experiencing out-of-home placement shall be able to meet all state requirements listed in Arkansas Code § 27-16-804 (restricted licenses, learner's licenses, and intermediate licenses):

(A) Be at least sixteen (16) years of age;

(B) Have tested uncorrected visual acuity of at least 20/40 or 20/50 with corrective lenses;

(C) Have tested field of vision of at least one hundred forty degrees (140°) with two (2) functioning eyes or one hundred five degrees (105°) with one (1) functioning eye; and

(D) Be free of a serious accident and conviction of a serious traffic violation in the last twelve (12) months.

(b) In addition, the Division of Children and Family Services must be provided with the following information that will be used to determine whether the director will authorize an employee or foster-resource parent to sign for a driver's license for a youth in out-of-home placement:

(1) Delinquent acts and history of behavior;

(2) A minimum 2.0 [C] grade point average, or record of regular attendance and satisfactory progress in an adult education program, or documentation of compliance with an individual education plan;

(3) The Division of Children and Family Services review and acceptance of the driving history and record of violations over the last twelve (12) months;

(4) Placement stability;

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(5) Enrollment of the youth in the Chafee Foster Care Transitional Youth Services by the [FSW Social Service Specialist](#); and

(6) Other pertinent information deemed necessary.

(c) Driver's license privilege.

(1)(A) Participating in the [Division of Children and Family Services](#) division Foster Care Driver's License Program and Driving Insurance Reimbursement Program is a privilege, not an entitlement, requiring compliance with both Arkansas state laws and [Division of Children and Family Services](#) division policy.

(B) Any youth, sixteen (16) years of age or older, who is in [department division](#) custody, may request permission to obtain a driver's license and be reimbursed for insurance.

(C) Completion of a driver's education course is not a requirement.

(D) If a [foster-resource](#) parent elects to have the youth participate in one, [Division of Children and Family Services](#) division funds may be utilized to pay enrollment or tuition fees on a reimbursement basis.

(2) Youth who remain in care past the age of eighteen (18) years of age, do not need approval to apply for a driver's license.

(3) In order to maintain the privilege of driving, the youth in out-of-home placement shall abide by the following:

(A) Operate a motor vehicle on public streets and highways only when all passengers are wearing their seat belts;

(B) Not use a cell phone or any other electronic device that may distract the driver; and

(C) Not transport anyone under eighteen (18) years of age without licensed adult (twenty-one (21) years of age or older) supervision in the vehicle.

(4) The [Division of Children and Family Services](#) division will monitor the following items when a youth in out-of-home placement has a driver's license:

(A) Youth's driving record;

(B) Youth's behavior;

(C) Youth's school performance; and

(D) Compliance with state law and the ~~Division of Children and Family Services~~division requirements as outlined above.

(5)(A) The director may cancel the authorization for the driver's license.

(B) State law permits the Arkansas Office of Driver's Services to cancel, revoke, or suspend any learner's permit or driver's license upon request.

(6) If at any time, the youth in out-of-home placement no longer meets all of the state and ~~Division of Children and Family Services~~division requirements, the ~~Division of Children and Family Services~~division may take possession of the youth's learner's permit or driver's license until all requirements are again met.

(7)(A) If a youth enters foster care with a valid learner's permit or driver's license from any state, maintaining possession of that license is subject to meeting all state and ~~Division of Children and Family Services~~division requirements.

(B) The youth must complete the ~~CFS 388~~: Application and Agreement to Participate in Division of Children and Family Services Foster Care Driver's License Program with all of the required attachments indicating that the youth already has a driver's license and submit the form, attachments as outlined above, and a copy of the driver's license.

(C) Upon review, the director or designee may determine that the youth can continue to drive and will authorize the youth to keep possession of the driver's license.

(D) If the director or designee denies the request to keep the driver's license, the ~~FSW Social Service Specialist~~ shall obtain possession of the driver's license and the youth will not be able to drive.

(E) The ~~Division of Children and Family Services~~division will notify the appropriate state Office of Driver Services to cancel the driver's license.

(d) Insurance reimbursement program for youth in out-of-home placement.

(1) Any motor vehicle a youth operates must be owned by the ~~foster resource~~ parent or the youth.

(2) A youth in out-of-home placement must be insured to drive a specific

vehicle before ~~he or she is~~he or she is~~they are~~ allowed to operate that motor vehicle, and the youth must be included as a driver on the insurance policy for that specific vehicle.

(3) The insurance policy must meet minimum Arkansas motor vehicle liability standards or ~~Division of Children and Family Services~~division requirements, if higher, as determined by the Office of Chief Counsel.

(4)(A) The ~~Division of Children and Family Services~~division will reimburse ~~foster-resource~~ parents for the actual amount of the additional cost of adding a specific youth ~~in-experiencing~~ foster care as a driver on the insurance policy for a specific motor vehicle.

(B) The ~~foster-resource~~ parent must present documentation from the insurance company of the actual amount of the additional cost to qualify for reimbursement.

(5)(A) If the youth owns ~~his or her~~their own car, ~~he or she~~he or she~~they~~ must present documentation of the cost of the policy that insures them.

(B) The ~~Division of Children and Family Services~~division will reimburse the youth for the actual amount of the insurance policy.

(6) All reimbursement requests will be reviewed and approved by the director or designee.

(e) Requirements for participation in the insurance reimbursement program.

(1)(A) The minimum requirements to participate in the ~~Division of Children and Family Services~~division Insurance Reimbursement Program are approval and permission to participate in the Driver's License Program for youth in out-of-home placement.

(B) When participating in the Insurance Reimbursement Program, the youth agrees to give the ~~Division of Children and Family Services~~division authority to:

- (i) Take possession of their driver's license;
- (ii) Suspend driving and insurance reimbursement privileges; and
- (iii) Petition the Revenue Division for revocation of their driver's

license.

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(2)(A) The ~~Division of Children and Family Services~~division will monitor the driving record, behavior, and school performance of all youth in ~~department~~division custody who have elected to participate in the ~~Division of Children and Family Services~~division Insurance Reimbursement Program.

(B) If at any time, the youth no longer meets all of the state and the ~~Division of Children and Family Services~~division requirements, the ~~Division of Children and Family Services~~division may elect to discontinue reimbursing the ~~foster resource~~ parents or the youth for the actual costs of insuring the youth.

~~9-CAR § 40-1017. Driver's license program for youth in out-of-home placement.~~

~~—(a) The Family Service Worker will:~~

~~—(1) Provide written notification to every youth in out-of-home placement sixteen (16) years of age or older, that they may submit a request to the Division of Children and Family Services for permission to apply for an Arkansas learner's or intermediate driver's license as appropriate;~~

~~—(2) Advise the youth and foster parents of criteria to be considered by the division in determining whether to approve a request for an Arkansas learner's or intermediate driver's license;~~

~~—(3) Provide the youth with a copy of CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program;~~

~~—(4) Assist or arrange for the foster parent or other adult approved by the County Supervisor or Area Director to assist the youth in completing and submitting the CFS 388 along with all required documentation which includes:~~

~~—(A) A written statement addressing placement stability;~~

~~—(B)(i) The youth's report card or school transcript showing cumulative and current GPA, or record of regular attendance and satisfactory progress in an adult education program, or documentation of compliance with the individual education plan.~~

~~—(ii) The youth making the application must obtain the appropriate official document from the appropriate authority;~~

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~~_____ (C)(i) Statement of behavior history;~~

~~_____ (ii) The FSW must review and write a statement concerning the youth's behavior over the last six (6) months;~~

~~_____ (D)(i) Proof of participation in Transitional Youth Services (TYS) program.~~

~~_____ (ii) The FSW must attach proof of the youth's enrollment in the TYS program.~~

~~_____ (iii) If the youth is not already enrolled, the FSW must enroll the applicant and attach proof of enrollment;~~

~~_____ (5) If requested, assist the youth and foster parent in:~~

~~_____ (i) Finding a state approved driver's education program; and~~

~~_____ (ii) Arranging division reimbursement funding for any reasonable driver's education program cost if the location is reasonably accessible by the youth;~~

~~_____ (6) Compile the original CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and supporting documents into a packet and document in CHRIS;~~

~~_____ (7) Submit the packet to the County Supervisor;~~

~~_____ (8)(A) Ensure the youth is enrolled in the TYS.~~

~~_____ (B) If not, the FSW must enroll the youth in TYS;~~

~~_____ (9) File a copy of the CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and supporting documents in the foster care record and provide copies to the foster parent and youth;~~

~~_____ (10) If approved, assist or arrange for the foster parent to take the youth to an Arkansas revenue office; and~~

~~_____ (11) Document in CHRIS.~~

~~_____ (b) The youth in out of home placement will:~~

~~_____ (1) Inform the foster parent or FSW that he or she wants to obtain an Arkansas learner's or intermediate driver's license;~~

~~_____ (2) Meet all division criteria before applying for a learner's or intermediate driver's license; and~~

~~_____ (3)(A) Work with the FSW, foster parent, and/or other approved adult to~~

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~~complete and submit the CFS 388 and supporting documents.~~

~~—————(B) It will be the youth's responsibility to request and obtain the appropriate academic records and documents.~~

~~————(c) The foster parents will:~~

~~—————(1) Document on the CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program if they are willing to support the youth's application for an Arkansas learner's or intermediate driver's license;~~

~~—————(2) Assist the youth in completing and submitting the CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and supporting documents, if needed;~~

~~—————(3) Transport the youth to and from the state approved driver's education program as needed; and~~

~~—————(4) Sign any needed documents not signed by the FSW or youth.~~

~~————(d) The division County Supervisor will:~~

~~—————(1) Review the CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and supporting documents for completeness and prepare the request packet; and~~

~~—————(2) Forward the request packet to the Area Director for review and certification.~~

~~————(e) The division Area Director will:~~

~~—————(1) Review the packet, certify its completeness and accuracy and recommend approval or disapproval;~~

~~—————(2) Document the approval or disapproval in CHRIS; and~~

~~—————(3) Forward the packet to Central Office Vehicle Safety Coordinator.~~

~~————(f) The division Vehicle Safety Coordinator will:~~

~~—————(1) Check the youth's driving record, if any, and document any traffic violations and/or at fault accidents; and~~

~~—————(2) Add appropriate documentation to the packet and forward it to the Director of the Division of Children and Family Services or designee for approval or disapproval.~~

~~————(g) The director or designee will:~~

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~~_____ (1) Review the packet and approve or disapprove the youth's request; and~~

~~_____ (2)(A) If the youth is approved to obtain a driver's license, the director or designee will send a notarized letter designating the person authorized to sign the application.~~

~~_____ (B) The youth will take the notarized letter to the Arkansas driver's license office.~~

~~**— 9 CAR § 40-1018. Insurance reimbursement program for youth in out-of-home placement.**~~

~~_____ (a) The Family Service Worker will:~~

~~_____ (1) Check if the youth has a valid driver's license and submit required documentation;~~

~~_____ (2) Advise the youth and foster parents that motor vehicle liability insurance is required before the youth is allowed to operate any specific motor vehicle;~~

~~_____ (3) Advise the youth and the foster parents that they may submit CFS-389: Application & Agreement to Participate in DCFS Foster Care Driving Insurance Reimbursement Program along with all required documentation which includes:~~

~~_____ (A) A copy of the foster parents' insurance policy listing the youth as an insured driver and delineating the actual additional premium increase; or~~

~~_____ (B) A copy of the youth's insurance policy including the actual cost;~~

~~_____ (4) Ensure that everyone has completed their part of the CFS-388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and CFS-389: Application & Agreement to Participate in DCFS Foster Care Driving Insurance Reimbursement Program, that the original forms are filed in the foster case record, and that the youth and foster parents each have a copy;~~

~~_____ (5) Ensure that the youth and the foster parents understand the program and answer any questions they may have;~~

~~_____ (6) Submit the completed CFS-388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and CFS-389: Application & Agreement to Participate in DCFS Foster Care Driving Insurance Reimbursement Program to the~~

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County Supervisor for review and approval;

———(7) Ensure that a copy of proof of insurance regarding each specific vehicle is received from the foster parents or the youth, if they own their own car, and filed in the case file before the youth is allowed to operate that motor vehicle;

———(8) Ensure that the foster parents or youth are reimbursed for the actual amount of additional costs of adding a specific youth to the insurance policy of a specific motor vehicle;

———(9) Monitor the youth's driving record for current and continued compliance with all state and Division of Children and Family Services requirements; and

———(10) Take possession of and hold the youth's driver's license, as soon as practical, following any ticketed traffic violation, at fault motor vehicle accident, or other legal problem involving the youth as a driver, or whenever the youth no longer meets the state's requirements.

——(b) The youth in out of home placement will:

———(1) Sign the CFS 389: Application & Agreement to Participate in DCFS Foster Care Driving Insurance Reimbursement Program;

———(2) If the youth owns a vehicle, provide the division with proof of insurance covering the youth and his or her specific vehicle;

———(3) If the youth owns a vehicle, provide the division with documentation of the actual additional cost of insuring the youth when claiming reimbursement;

———(4) Carry his or her driver's license when operating any motor vehicle;

———(5) Follow all state motor vehicle laws;

———(6) Abide by all division guidelines and program requirements; and

———(7) Immediately report any traffic ticket received or motor vehicle accident in which they are involved in as a driver to the foster parents or FSW and give their license to the foster parent or FSW until the situation can be reviewed.

——(c) Youth who remain in care past eighteen (18) years of age will work with their FSW or TYS sponsor to complete the required documents.

——(d) The foster parents will:

———(1) Insure the youth for each specific motor vehicle that he or she will be

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allowed to operate;

———(2) Provide the division with proof of insurance covering the youth on each specific vehicle;

———(3) Provide the division with documentation of the actual additional costs of insuring the youth when claiming reimbursement;

———(4) Immediately report to the FSW any traffic ticket received by the youth or motor vehicle accident in which they are involved as a driver; and

———(5) Immediately take possession of the youth's driver's license and give it to the FSW as soon as practical, following any ticketed traffic violation or motor vehicle accident involving the youth as a driver.

——(c) The division County Supervisor will:

———(1) Review CFS 388: Application & Agreement to Participate in DCFS Foster Care Driver's License Program and CFS 389: Application & Agreement to Participate in DCFS Foster Care Driving Insurance Reimbursement Program and supporting documents for completeness;

———(2) Forward the packet to the Area Director for review and certification; and

———(3) Notify the Director of the Division of Children and Family Services' office when a youth's driver's license has been taken because of a ticketed traffic violation, at-fault motor vehicle accident, or other legal problem involving the youth as a driver so that the youth's driving privileges can be reviewed.

——(f) The division Area Director will:

———(1) Review the packet, certify its completeness and accuracy, and recommend approval or disapproval;

———(2) Document the approval or disapproval in CHRIS; and

———(3) Forward the packet to the central office.

——(g) The Director of the Division of Children and Family Services or designee will review the packet and approve or disapprove the youth's request.

Subpart 11. Special Services

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9 CAR § 40-1101. Home studies and supervision.

(a)(1) The Division of Children and Family Services will conduct home studies or provide supervision services when ordered by the juvenile division of the circuit court.

(2) The division will also conduct home studies for cases in which the division is a party of the litigation and for Interstate Compact on the Placement of Children (ICPC), Arkansas Code § 9-29-201 et seq., cases.

(3) A court order to conduct a home study is not required for cases in which the division is a party to the litigation or for ICPC cases.

(4) Requests for home studies on adoption cases requested from other states will only be conducted through ICPC.

(b) The division will not be required to conduct a court ordered home study, investigation, or supervision related to private litigation cases (~~i.e., such as~~ divorce, or custody) unless the court has first determined that the responsible party is indigent, and the investigation, study, or supervision is to take place within the State of Arkansas.

(c)(1) The following policy statements are in accordance ~~with~~ the Revised Uniform Adoption Act, Arkansas Code § 9-9-201 et seq.

(2) The Department of Human Services or any licensed social worker shall conduct a home study before placement of a child in the home of the petitioner.

(3) Home studies on non-Arkansas residents may also be conducted by the person or agency in the same state as the person wishing to adopt as long as the person or agency is authorized under the law of that state to conduct home studies for adoptive purposes.

(d) The ~~department~~ division shall not be ordered by any court to conduct an adoptive home study, unless:

(1) The court has first determined the responsible party to be indigent or the child to be adopted is the subject of an open dependency-neglect case and the goal of the case is adoption; and

(2) The person to be studied lives in the State of Arkansas.

(e) The home study shall be prepared and submitted in conformity with regulations

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promulgated pursuant to the Child Welfare Agency Licensing Act, Arkansas Code § 9-28-401 et seq., as stated in PUB-04.

(f) The home study shall not be waived when the case is a fast-track adoption of a Garrett's Law baby under Arkansas Code § 9-9-702.

~~9 CAR § 40-1102. Guidelines for a home study.~~

~~—(a) Upon receipt of a request for a home study, the Services Supervisor will:~~

~~—(1) Assign the case to a Family Service Worker or, if it is a request to conduct a nonrelative independent adoption study, forward the request to the Adoption Unit, Slot S565 for assignment to an Adoption Specialist; and~~

~~—(2) Contact the Office of Chief Counsel if an in-state court ordered home study request is received on a private litigation case that does not contain indigent language indicating the responsible party is unable to pay.~~

~~—(b) The Family Service Worker will:~~

~~—(1)(A) Contact the family by letter to advise of the request to conduct a home study.~~

~~—(B) Enclose with the letter the appropriate forms to be completed by the family.~~

~~—(C) The family will be advised to return the following completed forms to the worker within seven (7) working days:~~

~~—(i) CFS 316: Request for Child Maltreatment Central Registry Check;~~

~~—(ii) CFS 342: State Police Criminal Record Check;~~

~~—(iii) Three (3) positive, confidential references; and~~

~~—(iv) Home study report;~~

~~—(2)(A) Contact the family a second time if the family has not returned the completed forms within the seven-day period.~~

~~—(B) Advise the family that the completed forms must be returned within five (5) working days.~~

~~—(C) If the family does not respond to the second request, the worker will send a letter to the requesting party advising that the family has not responded to~~

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efforts to conduct the home study.

~~_____ (D) Completion of the home study should not proceed if the information forms are not completed.~~

~~_____ (E) Any assistance in completion of the forms should be provided or arranged by the worker in situations of physical or mental disabilities or illiteracy;~~

~~_____ (3) Contact the family to schedule a home interview upon receipt of the completed forms;~~

~~_____ (4)(A) Interview the family.~~

~~_____ (B) Follow the guidelines as outlined in policy for completing a home study.~~

~~_____ (C) The home study is to be completed within thirty (30) working days of receipt of the request.~~

~~_____ (D) Notify the requesting party if additional time will be required to complete the home study;~~

~~_____ (5)(A) Forward the completed home study with a cover letter to the court and the requesting party if different.~~

~~_____ (B) A copy of the home study will be retained in the county office case file; and~~

~~_____ (6) In CHRIS:~~

~~_____ (A) Enter the family as a resource by completing the general information screen, status screen, and homes screens; and~~

~~_____ (B) Close the family as a resource on the general information screen upon completion of the home study.~~

9 CAR § 40-1103. Content of the home study.

(a) **Purpose of the home study.** Discuss the basis of the action and primary persons involved.

(b) **Motivation.** The individual's or individuals' motivation for opening ~~his or~~ her~~their~~ home.

(c) **Household composition.** The full legal names of everyone residing in the

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home, birth dates, relationships to ~~one (1) each other~~^{another}, and a brief physical description.

(d) **Housing.** Address and location, type of structure, length of time at residence, upkeep and housekeeping standards, future residence plans, and sleeping arrangements.

(e) **Safety hazards.** An assessment of the safety of the home and grounds including:

- (1) Water hazards;
- (2) Swimming pools;
- (3) Hot tubs;
- (4) Dangerous pets; and
- (5) Other hazardous items or ~~areas~~.

(f) **Income and expenses.**

(1) Employment history for the last six (6) years (including but not limited to duration, salary, duties, ~~title~~, degree of job security, and, ~~hours~~), other sources of income, monthly living expenses, outstanding debts, and insurance.

(2) A recent check stub and the previous year's income tax return are required to verify income and employment.

(g) **Health.** Current health of each family member, prior illnesses or medical problems, disabilities, clinic or doctor utilized and frequency of use, counseling (when and purpose), ~~and~~ hospitalization for alcohol abuse, drug abuse, or mental illness.

(h) **Education.** Family members' educational attainment, future educational plans, parenting classes attended, child's school, child's teacher (verification with school personnel on how the child is doing, academically and behaviorally), child's current school grades, child's educational functioning, any school problems or successes experienced by the child.

(i) **Childcare arrangements or plans.** Current arrangement or proposed arrangement as it relates to their working hours and income.

(j) **Child rearing practices.** Purpose of discipline, correction methods, how they show affection, how they handle stress, allowance, chores, and homework.

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(k) **Daily schedule.** Routines, sleeping habits, feeding habits, personal hygiene habits, and consistency with routine.

(l) **Social history.** Highlights and verification regarding action of marriages and divorces, children, relationships' support system, future plans, any significant extended family members not living in the home, and any significant personal, developmental, personality, or legal problems.

(m) **Family activities.** Religious interests, social organizations, activities with children, and family roles.

(n) **Collateral and reference contacts.**

(1) Discuss the results of contacts with the ~~CFS-316~~ Request for Child Maltreatment Central Registry Check, ~~CFS-342~~ State Police Criminal Record Check (this check is also required), school, childcare providers, and reference letters for the home study.

(2) Any problems or concerns identified through collateral or reference contacts should be shared when appropriate with the family for clarification and further discussion.

(o) **Impressions, conclusions, and recommendations.** Evaluate the family's situation and ability to provide for a child based on the information obtained during the home study.

(p) **Approval.** If the agency division approves the ~~foster parent or resource~~ parents the agency division shall specify in the home study the number, age, sex, and other characteristics of children for whom the home is approved to provide care.

~~9 CAR § 40-1104. Supervision record.~~

~~The Family Service Worker or Adoption Specialist will:~~

~~(1) In CHRIS, document services delivered and activities conducted on the services provided to resource screen in resource; and~~

~~(2) Maintain a file containing the court order, correspondence, narrative, and any forms.~~

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Subpart 12. Services to Children of Immigrant Families

9 CAR § 40-1201. Services to children of immigrant families.

(a)(1) There will be special situations when the Division of Children and Family Services will be required to respond to child welfare related emergencies that occur in the immigrant community.

(2) The division may provide needed services to families in the community, including information and ~~referral~~referrals, ~~supportive, protective, and foster care~~prevention, in-home, and permanency services to children (birth to seventeen (17) years of age).

(3) Any children at immediate risk of harm or apparently in need of protection will receive the division services, regardless of the immigration status of the child or their ~~parent or~~ parents.

(b)(1) The division staff members are not required to verify any client's citizenship or immigration status.

(2) If a division ~~worker~~staff member has any reason to suspect that a client is in the United States illegally, the ~~worker~~staff member will ask the client to verify ~~his or her~~their citizenship or immigration status.

(3) The division staff member will accept the client's documentation or verbal response at face value without further questioning and will document all information provided (documents or verbal statements) regarding the client's citizenship and ~~or~~ immigration status in ~~CHRIS~~the division information management system.

(c)(1) If it is believed that a client child is an undocumented immigrant, the case will be reviewed by the division ~~worker~~Social Service Specialist, ~~county supervisor~~Social Service County Manager, and ~~Area Director~~Social Service Area Manager.

(2) If they believe that the child is an undocumented immigrant, they will refer the case to the Special Assistant to the Director of the ~~Division of Children and Family Services~~division.

(3) The Special Assistant to the director will discuss the case with the attorney

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designated to handle Special Immigrant Juvenile Status (SIJS) cases to determine if the case is appropriate for SIJS.

(4) If the case is appropriate, the Office of Chief Counsel attorney will prepare and submit the SIJS application to the appropriate agency.

9 CAR § 40-1202. The Division of Children and Family Services response to children of actual or suspected undocumented immigrants.

(a) **Maltreatment reports.** The Division of Children and Family Services will accept a maltreatment report regarding a suspected undocumented immigrant.

(b) **Protective-In-Home services.**

(1) The ~~Division of Children and Family Services~~division will open a case as appropriate and ask for documentation of the parent and child's birth.

(2) The funding source for services to undocumented immigrants will be state general revenue.

(3) Staff will contact their ~~Area Director~~Social Service Area Manager to receive approval from the ~~Division of Children and Family Services~~division Administrative Services prior to any purchase of services for suspected undocumented immigrants.

(4) Contact the Division of County Operations and request any available information regarding the identity and citizenship or immigration status of the family members.

(5)(A) If any family members involved in the case are in the United States illegally, the ~~worker~~division staff will report them through the ~~County Supervisor~~Social Service County Manager and ~~Area Director~~Social Service Area Manager.

(B) The ~~Area Director~~Social Service Area Manager will discuss the case with the Office of Chief Counsel attorney designated to handle such cases.

(C) The ~~Division of Children and Family Services~~division worker staff member will make every reasonable effort to keep the family together.

(c) **Supportive-Prevention services.**

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(1)(A) Will be available to undocumented immigrants.

(B) Ask the client to verify ~~his or her~~their citizenship or immigration status and accept their documents or verbal statement without further questioning.

(C) If any family member involved in the case is in the United States illegally, report them through the ~~County Supervisor~~Social Service County Manager and ~~Area Director~~Social Service Area Manager.

(D) The ~~Area Director~~Social Service Area Manager will discuss the case with the Office of Chief Counsel attorney designated to handle such cases.

(2) All requests for exception must go up through the supervisory chain and be referred to the Director of Division of Children and Family Services for the same processing as a request for alternative compliance ~~(see Appendix F for protocol for requesting an alternative compliance or a policy waiver)~~.

(d) ~~Foster care~~Permanency services.

(1) Document citizenship status in ~~CHRIS~~the division information management system.

(2) Address the issue of resolving alien status in the family case plan.

(3) **Judicial proceedings.** If the parent of the child ~~is~~in-experiencing foster care is deported and it is not in best interest of the child to be returned to the parent and parent's country, the ~~Division of Children and Family Services~~division may request special immigrant juvenile status (SIJS) if the child is an undocumented immigrant.

(4) Hold a staffing to determine if reunification is in the child's best interest or if the child's goal should be:

(A) Another planned permanent living arrangement (APPLA);

(B) Adoption; or

(C) Guardian.

(5)(A) If the child's goal is APPLA, adoption, or guardianship, SIJS must be applied for if the child in care is an undocumented immigrant.

(B) Contact the ~~Area Director~~Social Service Area Manager for assistance in completing the application for special immigrant juvenile status.

(6) Immigrant status must be verified for Chafee services.

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(e) **Adoption.**

(1) A child whose immigration status is in question may be eligible for a state adoption subsidy.

(2) If the child is granted SIJS the child will be Medicaid eligible and may be Title IV-E eligible.

(f) **FINS.** Verify immigrant status on FINS cases when working with immigrant population.

~~(g) **CHRIS.**~~

~~———— (1)(A) Documenting citizenship in CHRIS is done on the client general information screen for each specific client in a case.~~

~~———— (B) There is a field called citizenship/alienage, which has picklist choices, which are listed below.~~

~~———— (C) To the right of the citizenship/alienage field is a blank box called "alien registration number".~~

~~———— (D) That box is used to input the client's specific alien registration number, if he or she has one.~~

~~———— (2) To select a citizenship/alienage picklist choice and insert an associated alien registration number, the worker must do the following:~~

~~———— (A)(i) Go to the workload toolbar in CHRIS to select case and click on the client button.~~

~~———— (ii) The "select client" box will come up;~~

~~———— (B) Highlight the correct client and click show;~~

~~———— (C) Click on the gen info button, which will bring up the client information screen for that specific client;~~

~~———— (D) The citizenship/alienage picklist field and the alien registration number box are at the bottom of the client information screen in the citizenship grouping; and~~

~~———— (E)(i) Click on the citizenship/alienage picklist field and select the appropriate choice.~~

~~———— (ii) If the client has an alien registration number, type it into the~~

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~~"Alien Registration Number" box.~~

~~_____ (iii) Citizenship/alienage (picklist choices):~~

~~_____ (a) United States citizen;~~

~~_____ (b) Qualified alien; and~~

~~_____ (c) Nonqualified alien.~~

Subpart 13. Child Maltreatment Central Registry

9 CAR § 40-1301. Child Maltreatment Central Registry.

(a)(1) The Arkansas Child Maltreatment Central Registry ~~is established within of~~ the Department of Human Services (DHS) for the collection of ~~collects~~ records of ~~cases involving allegations of~~ child maltreatment reports which are determined to be true pursuant to Arkansas Code § 12-18-901.

(2) The goal of the Child Maltreatment Central Registry is to ensure protection of children and other vulnerable populations from individuals named as an offender in a true report of child maltreatment.

(23) The Division of Children and Family Services (DCFS) maintains the statewide Child Maltreatment Central Registry.

(34) Reports made to the division are confidential and may be disclosed only as provided by Arkansas Code §§ 12-18-909 and 12-18-910.

(b)(1) Names of offenders and alleged offenders shall be placed on the Child Maltreatment Central Registry as specified by Arkansas Code § 12-18-903.

(2) Names will be removed automatically or at the request of the offender according to Arkansas Code § 12-18-908.

(c) All requests for Child Maltreatment Central Registry information will be made through the Child Maltreatment Central Registry Unit in the division's Central Office.

(d)(1) The division may charge a reasonable fee, not to exceed ten dollars (\$10.00) for research, copying, and mailing records of the investigative files of child maltreatment cases and Central Registry information.

(2) The division may also charge a reasonable fee for reproducing copies of

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electronic media, such as audio tapes, video recordings, compact discs, or DVDs, and photographs.

(e) No fee will be charged to a:

- (1) Nonprofit or volunteer agency that requests searches of the investigative files; and/or
- (2) Person who is indigent.

9 CAR § 40-1302. Placement of name on the child maltreatment central registry.

(a) An offender's name shall be placed in the Child Maltreatment Central Registry in the following cases, as provided by Arkansas Code § 12-18-903:

(1) After notice, the offender eighteen (18) years of age or older at the time the act or omission occurred does not request an administrative hearing within thirty (30) days;

(2) The offender was a child ~~age~~ fourteen ~~(14)~~ to seventeen ~~((14-17))~~ years of age at the time of the act or omission and the child or his or her legal guardian waived the administrative hearing;

(3) The administrative law judge upheld the investigative determination of true pursuant to a preliminary administrative hearing; and

(4) Upon completion of the administrative hearing process, the Division of Children and Family Services determination of true is upheld.

(b) In addition to the requirements above, the name of an offender will be placed in the Child Maltreatment Central Registry only if the Department of Human Services determines pursuant to Arkansas Code § 12-18-702 that the offender may pose a risk of maltreatment to a vulnerable population that includes without limitation:

- (1) Children;
- (2) The elderly;
- (3) Persons with a disability; and
- (4) Persons with a mental health illness.

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(c) **Provisional placement.**

(1)(A) An offender's name shall be placed provisionally in the Child Maltreatment Central Registry as specified by Arkansas Code § 12-18-905 when directed by an Administrative Law Judge (ALJ) after the determination of a prima facie case in a preliminary administrative hearing (refer to 9 CAR §§ 40-1502 and 40-1007).

(B) The alleged offender may request a regular administrative hearing within thirty (30) days of receipt of the notice of the investigative determination.

(C) Failure to do so shall result in a finding by the ALJ that the provisional designation shall be removed and the offender's name shall be officially placed in the Child Maltreatment Central Registry.

(2) If an alleged offender's name is provisionally placed in the Child Maltreatment Central Registry, any disclosure by the Child Maltreatment Central Registry shall include the notation that the name has only been provisionally placed in the Child Maltreatment Central Registry.

(d) **Permanent placement.** Pursuant to Arkansas Code § 12-18-908, an offender shall permanently remain on the Child Maltreatment Central Registry if the:

(1) Adult offender:

(A) Is convicted of a criminal offense for an act or omission that constitutes child maltreatment and for which the offender is named in the Child Maltreatment Central Registry regardless of any subsequent expungement of the offense from the adult offender's criminal record;

(B) Has a conviction for the criminal offense described in subdivision (d)(1)(A) of this section, above, that has not been reversed or vacated; and

(C) Has ~~his or her~~their name placed in the registry for severe maltreatment; or

(2) Offender was a juvenile fourteen to seventeen (14 – 17) years of age, and:

(A) Is convicted of a felony as an adult for an act or omission for which the offender is named in the Child Maltreatment Central Registry, regardless of any subsequent expungement of the felony from the offender's criminal record;

(B) The offender's conviction for the felony described in subdivision

(d)(1)(A) of this section, above, has not been reversed or vacated; and

(C) The offender's name is placed in the registry for severe maltreatment.

9 CAR § 40-1303. Automatic name removal from child maltreatment central registry — Criteria for removal.

(a) ~~-(a)~~ The offender's name will be automatically removed from the Child Maltreatment Central Registry if: for the following types of child maltreatment or types of maltreatment involving the following injury characteristics or other details, as designated by Arkansas Code § 12-18-908, dependent upon the offender having not had a subsequent true report of this type for one (1) year and more

(1) ~~than~~ More than one (1) year having has passed since the offender's name was placed on the Child Maltreatment Central Registry:

(2) The offender has not had a subsequent true report of this type for one (1) year;

(3) The offender was not placed in the Child Maltreatment Registry for child maltreatment that resulted in or was related to a child fatality; and

(4) The offender was placed in the Child Maltreatment Central Registry for the following type of maltreatment;

(A) Educational neglect;

(B) Failure to provide care, maintenance, or support

(C) Failure to provide essential needs; or

(D) Failure to provide food, clothing, shelter, or medical treatment

~~— (1) Educational neglect;~~

~~— (2) Environmental neglect;~~

~~— (3) Inadequate clothing;~~

~~— (4) Inadequate food;~~

~~— (5) Inadequate shelter; and~~

~~— (6) Inadequate supervision, children six (6) years of age or older.~~

(b)(1) Arkansas Code § 12-18-908 allows these to be set at the discretion of the Secretary of the Department of Human Services.

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(2) However, these can only be changed through normal promulgation after a special review by the House Interim Committee on Aging, Children and Youth, Legislative and Military Affairs and the Senate Interim Committee on Children and Youth (~~Arkansas Code § 12-18-908~~).

9 CAR § 40-1304. Child Maltreatment Central Registry Review Team.

(a) If the offender's name is not eligible to be automatically removed from the Child Maltreatment Central Registry as described in 9 CAR § 40-1303, the Child Maltreatment Central Registry Review Team shall review removal requests.

(b) The Child Maltreatment Central Registry Review Team shall operate as follows:

(1)(A) The Director of the Division of Children and Family Services will appoint the members of the Child Maltreatment Central Registry Review Team.

(B) The Review Team will be made up of the Division of Children and Family Services central office and field staff and the Crimes Against Children Division.

(C) There will be five (5) members with alternates in case of scheduling conflicts.

(D) A representative of the Office of Chief Counsel may provide legal advice and assistance to the team but will not be a member of the Child Maltreatment Central Registry Review Team;

(2) The Review Team will select an alternating chairperson for each quarter;

(3) The Review Team will determine a regular meeting schedule for the review of any requests that meet all criteria but shall meet no ~~less frequently~~ less frequently than on a quarterly basis;

(4)(A) Review requests must be received sixty (60) days in advance of the review meeting, and all Review Team members will be provided with the case information fifteen (15) days prior to the review team meeting.

(B) All decisions will be by a majority vote of the team members; and

(5)(A) All team decisions will be sent in writing by the Central Registry Manager or designee.

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(B) Denials will be sent to the applicants by certified mail within fifteen (15) days of the review team meeting.

(C) Approvals will be sent to the applicants by regular mail within fifteen (15) days of the review team meeting.

9 CAR § ~~5940~~-1305. Name removal from Child Maltreatment Central Registry by an adult offender's request.

(a) Removal criteria.

(1) An adult offender is defined as a person ~~age~~ eighteen (18) years of age or older at the time of the act or omission that resulted in a true finding of child maltreatment.

(2) An adult offender may request ~~his or her~~their name be removed from the Child Maltreatment Central Registry when:

(A) More than one (1) year has passed since the adult offender's name was placed on the Child Maltreatment Central Registry; and

~~(B) The individual has not had a subsequent true report of this type or type involving the specified injury characteristic or other detail for~~ for one (1) year;~~and~~

~~(B) More than one (1) year has passed since the adult offender's name was placed on the Child Maltreatment Central Registry.~~

(3) However, the adult offender may not request removal from the Child Maltreatment Central Registry if any of the following apply:

(A) The adult offender was placed into the Child Maltreatment Central Registry for any type of child maltreatment that resulted in a child fatality as a direct result of the offender's act or omission;

~~(B) The adult offender is still involved in an open protective in-home services or foster care~~permanency case for the type of maltreatment for which he or she was ~~he or she was~~they were placed into the Child Maltreatment Central Registry; or

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(~~EB~~) The adult offender was placed into the Child Maltreatment Central Registry for any of the child maltreatment type or types involving any of the injury characteristics or details listed below and his or her parental rights were subsequently terminated either voluntarily or involuntarily:

- (i) Abuse with deadly weapon;
- (ii) Bone fractures;
- (iii) Brain damage or /skull fracture;
- (iv) Burns or /scalding;
- (v) Immersion;
- ~~(vi) Inadequate supervision, children less than six (6) years of age;~~
- ~~(vii) Interfering with a child's breathing;~~
- ~~(viii) Internal injuries;~~
- ~~(ix) Malnutrition;~~
- ~~(x) Oral sex;~~
- ~~(xi) Poison or /noxious substances;~~
- ~~(xii) Presence of illegal substance in child or its mother at time of birth resulting from mother's knowing use of the substance;~~
- ~~(xiii) Sexual exploitation;~~
- ~~(xiv) Sexual penetration;~~
- ~~(xv) Shaking a child age three (3) years of age or younger;~~
- ~~(xvi) Striking a child with a closed fist;~~
- ~~(xvii) Subdural hematoma; and~~
- ~~(xviii) Suffocation.~~

~~(4)(A) Arkansas Code § 12-18-908 allows the types of maltreatment that may be considered for removal to be set at the discretion of the Secretary of the Department of Human Services.~~

~~—————(B) However, these can only be changed through normal promulgation after a special review by the House Interim Committee on Aging, Children and Youth, Legislative and Military Affairs and the Senate Interim Committee on Children and Youth, Arkansas Code § 12-18-908.~~

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(5) ~~Finally~~In addition, per~~pursuant to~~ Arkansas Code § 12-18-908, an adult offender shall permanently remain on the Child Maltreatment Central Registry if the:

(A) Adult offender is convicted of a criminal offense for an act or omission that constitutes child maltreatment and for which the adult offender is named in the Child Maltreatment Central Registry regardless of any subsequent expungement of the offense from the adult offender's criminal record;

(B) Adult offender's conviction for the criminal offense as described in subdivision (a)(5)(A) of this section, above, has not been reversed or vacated; ~~and~~or

(C) Adult offender's name is placed in the registry for severe maltreatment.

(b) Application format for an adult offender.

(1)(A) An application for name removal from the Child Maltreatment Central Registry shall conform to the following.

(B) The adult offender will submit his or her request to the ~~Director of the Division of Children and Family Services~~Child Maltreatment Central Registry Review Team via the CFS-328-A: Request for Name Removal from the Child Maltreatment Central Registry by Adult Offender and shall also submit:

(i) A personal letter describing:

(a) The offender's reason for the removal request;

(b) The events and circumstances surrounding the child maltreatment finding;

(c) The offender's rehabilitation; and

(d) Why the offender does not pose a risk of maltreatment to vulnerable populations, including without limitation, children, the elderly, persons with a disability, and persons with a mental health illness;

(ii) Arkansas Child Maltreatment Central Registry results free from a true finding of the same maltreatment type for the preceding year;

~~(iii) Child Maltreatment Registry results from the offender's current state of residence and/or any state in which the offender has resided in the preceding year free from a true finding of the same maltreatment type for the preceding year;~~

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(iviii) Completed State Criminal and FBI Record Check Release to allow the Division to access the applicant's Arkansas Crime Information Center background check results to determine if he or she is free from child maltreatment-related offense for the preceding one (1) year;

~~(v) State background check results from the offender's current state of residence and/or any state in which the offender has resided in the preceding year free from child maltreatment-related offense for the preceding one (1) year;~~

(viiv) Description and documentation (~~e.g., such as~~ for example, court records, letter from the adult offender's attorney, probation officer, or prosecuting attorney) of any current pending criminal charges, if applicable; and

(vii) Evidence of the offender's rehabilitation, ~~including, but not limited to:~~

Examples may include:

(a)(1) Documentation ~~proving completion~~ of treatment, remediation, or rehabilitation programs as related to the specific offense if applicable.

(2) For removal requests related to sexual abuse, ~~proof documentation~~ of rehabilitation ~~must include~~ may be requested by the Child Maltreatment Central Registry Review Team as documentation from a licensed mental health professional that:

(A) States that the requestor has participated in therapy with the licensed mental health professional to address the issues related to the sexual abuse offense;

(B) States total length of time the requestor has participated in therapy with the licensed mental health professional to address the issues related to the sexual abuse offense and the frequency of therapy sessions during that period of time;

(C) Indicates whether a sex-offender-specific assessment was conducted during the therapy period (~~e.g., such as~~ the Vermont Assessment of Sex Offender Risk (VASOR), Clarke Sex History Questionnaire for Males—

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Revised, or Hare Psychotherapy Scale) (note: the use of such an assessment is not necessarily a requirement for removal but the presence or absence of such an assessment will be considered); and/or

(D) Provides the licensed mental health professional's assessment of the requestor's participation during the therapy period; and

(b)(1) One (1) to three (3) letters of reference from professionals (not to include Division of Children and Family Services employees), employers, spiritual counselors, friends, or family describing the offender's rehabilitation and whether the offender poses a risk of maltreatment to vulnerable populations, including without limitation, children, the elderly, persons with a disability, and persons with a mental health illness.

(2) No more than one (1) letter of reference can be submitted from a family member.

(2)(A) As part of the review of a request for removal from the Child Maltreatment Central Registry, the division shall conduct all required background and Central Registry checks, including:

(iB) Child Maltreatment Registry results from the offender's current state of residence and/or any state in which the offender has resided in the preceding year free from a true finding of the same maltreatment type for the preceding year;

(iiE) State background check results from the offender's current state of residence and/or any state in which the offender has resided in the preceding year free from child maltreatment-related offense for the preceding one (1) year;

(iiiD) The Child Maltreatment Central Registry Review Team may select additional, non-child maltreatment-related offenses which prevent name removal from the Child Maltreatment Central Registry. In addition, the Child Maltreatment Central Registry Team or designated staff member supporting the Child Maltreatment Central Registry Review Team will conduct a search in the Division's information management system to

verify whether the applicant has not had a true determination of the same maltreatment type for the preceding year.

(B3) As part of this process, the Child Maltreatment Central Registry Review Team will also conduct a detailed review for proof of service of the determination notification to the alleged offender (regardless of the time frame) and his or her right to a hearing.

(C4) If there is no proof of service and exhaustion of due process, all cases will be treated as true pending due process in accordance with A.C.A § 12-18-908 with an evaluation of whether an expedited hearing may be needed to ensure the safety of a vulnerable population.

(c) Determination of name removal request by an adult offender.

(1)(A) The Child Maltreatment Central Registry Review Team will consider requests for removal of names from the registry.

(B) In determining whether ~~or not~~ to remove an offender from the Child Maltreatment Central Registry the review team shall consider any relevant evidence, which may include, but is not limited to the following:

- (i) The circumstances surrounding the maltreatment;
- (ii) The seriousness of the harm caused by the maltreatment to the child or children;
- (iii) The probability of the offender engaging in future maltreatment;
- (iv) Evidence of the offender's completion of training, rehabilitation, and efforts to learn effective strategies to care for children; and
- (v) Any other information that is relevant to the specific offense.

(2) If the child maltreatment type is in the removal-by-request category, and the adult offender has not had a subsequent true report of this type for one (1) year and more than one (1) year has passed since the offender's name was placed on the Child Maltreatment Central Registry, he or she will have a right to a review of the case.

-(3) If the Review Team determines upon review of the initial investigation and all documentation associated with the name removal request that the investigation determination or the assessment of risk to a vulnerable population resulted in the offender being placed on the Child Maltreatment Central Registry was not supported by the evidence documented within the investigation, the Review Team may remove the adult offender from the Child Maltreatment Central Registry based on this assessment.

(4) If the review team denies the request-for-removal of the name from the Child Maltreatment Central Registry, the review team shall send a denial letter to the adult offender explaining the reason for denial as it relates to:

- (A) The circumstances surrounding the maltreatment;
- (B) The seriousness of the harm caused by the maltreatment to the child or children;
- (C) The probability of the offender engaging in future maltreatment;
- (D) Evidence of the offender's completion of training, rehabilitation, and efforts to learn effective strategies to care for children;
- (E) Any pending criminal charges surrounding the maltreatment; and
- (F) Any other information that is relevant to the specific offense.

(4)(A) The adult offender shall wait one (1) year from the date of the request for removal before filing a new petition with the division's requesting the offender's name be removed from the Child Maltreatment Central Registry.

(B) However, if the review team needs additional information from the adult offender in order to make the determination as to whether to remove his or her name from the Child Maltreatment Central Registry, the review team may request that the adult offender provide the additional information without requiring the adult offender to wait an additional year to file a new petition.

(C) The review team shall inform the adult offender in writing of the specific additional information requested.

(D) The adult offender shall have ten (10) calendar days from the date of

the request to submit the requested additional information.

(E) If the request is sent via mail, the adult offender shall be given an additional three (3) calendar days to submit the information.

(F) If the requested information is not submitted within the specified timeframe, then the adult offender shall wait one (1) year from the date of the request to file a new petition requesting his or her name be removed from the Child Maltreatment Central Registry.

(5) If the review team denies the request-for-removal of the name from the Child Maltreatment Central Registry, the adult offender may request an administrative hearing within thirty (30) days from the receipt of the division's decision.

9 CAR § 40-1306. Name removal from child maltreatment central registry by a juvenile offender's request.

(a) Removal criteria.

(1) Pursuant to Arkansas Code § 12-18-908, the name of an offender who was a juvenile at the time of the offense shall not be removed from the Child Maltreatment Central Registry if:

(A) The offender is convicted of a felony as an adult for an act or omission that is the same act or omission for which the offender is named in the Child Maltreatment Central Registry regardless of any subsequent expungement of the felony from the offender's criminal record;

(B) The offender's conviction for the felony described in subdivision (a)(1)(A) in this section, above, has not been reversed or vacated; and

(C) The offender's name is placed in the Child Maltreatment Central Registry for severe maltreatment.

(2) However, the name of an offender who was a juvenile at the time of the offense shall be removed from the Child Maltreatment Central Registry, as provided by Arkansas Code § 12-18-908, when:

(A) The juvenile has reached ~~the age of~~ eighteen (18) years of age or

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more than one (1) year has passed from the date of the act or omission that caused the true finding of child maltreatment and there have been no subsequent acts or omissions resulting in a true finding of child maltreatment; and

(B) The juvenile offender can prove by a preponderance of the evidence that he or she has been rehabilitated.

(b) Application format for a juvenile offender.

(1) An application for name removal from the Child Maltreatment Central Registry shall conform to the following.

(2) The juvenile offender will submit his or her request to the Director of the Division of Children and Family Services via the CFS-328-B: Request for Name Removal from the Child Maltreatment Central Registry by Juvenile Offender and shall also submit:

~~(A) Child Maltreatment Central Registry results free from a true finding of the same maltreatment type for the preceding year;~~

~~(BA) Completed State Police Criminal and FBI Record Check Release to allow the Division to access the applicant's Child Maltreatment Registry results from the offender's current state of residence and/or any state in which the offender has resided in the preceding year free from a true finding of the same maltreatment type for the preceding year;~~

~~(C) Arkansas Crime Information Center background check results free from child maltreatment-related offense for the preceding one (1) year;~~

~~(D) State background check results from the offender's current state of residence and any state in which the offender has resided in the preceding year free from child maltreatment related offense for the preceding one (1) year; and~~

(EB) Evidence of the offender's rehabilitation, which may include, but is not limited to:

(i) A personal letter from the offender describing ~~his or her~~their rehabilitation;

(ii) Documents proving participation in treatment, remediation, or rehabilitation programs; and

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(iii) One ~~(1)~~ to three (1-3) letters of reference from professionals (not to include Division of Children and Family Services employees), employers, spiritual counselors, friends, or family describing the offender's rehabilitation.

(C) As part of the review of a request for removal from the Child Maltreatment Central Registry, the division shall conduct all required background and Central Registry checks, including:

(D) Child Maltreatment Registry results from the offender's current state of residence and ~~for~~ any state in which the offender has resided in the preceding year free from a true finding of the same maltreatment type for the preceding year;

(E) State background check results from the offender's current state of residence and ~~for~~ any state in which the offender has resided in the preceding year free from child maltreatment-related offense for the preceding one (1) year;

(1) In addition, the Child Maltreatment Central Registry Review Team or designated staff member supporting the Child Maltreatment Central Registry Review Team will conduct a search in the Division's information management system to verify whether the applicant has not had a true determination of the same maltreatment type for the preceding year.

(2) As part of this process, the Child Maltreatment Central Registry Review Team will also conduct a detailed review for proof of service of the determination notification to the alleged offender (regardless of the time frame) and his or her right to a hearing.

(3) If there is no proof of service and exhaustion of due process, all cases will be treated as true pending due process in accordance with A.C.A § 12-18-908 with an evaluation of whether an expedited hearing may be needed to ensure the safety of a vulnerable population.

(ef) Determination of name removal request by a juvenile offender.

(1)(A) The Child Maltreatment Central Registry review team will consider requests for removal of names from the Child Maltreatment Registry.

(B) In determining whether ~~or not~~ to remove a juvenile offender's name from the Child Maltreatment Central Registry, the review team shall consider the following:

(i) Whether the criminal history reveals any convictions as an adult for the same act for which the offender is named in the registry;

(ii) Whether the juvenile offender has reached eighteen (18) years of age, or one (1) year has passed from the date of the act or omission that caused the true finding of child maltreatment;

(iii) There have been no subsequent acts or omissions resulting in a true finding of child maltreatment; and

(iv) The information submitted proves, by a preponderance of the evidence, that the juvenile offender has been rehabilitated.

(2)(A) If the review team determines upon review of the initial investigation and all documentation associated with the name removal request that the investigation determination or the assessment of risk to a vulnerable population resulted in the juvenile offender being placed on the Child Maltreatment Central Registry was not supported by the evidence documented within the investigation, the Review Team may remove the juvenile offender from the Child Maltreatment Central Registry based on this assessment.

(3)(A) If the Review Team denies the request-for-removal of the name from the Child Maltreatment Central Registry, the review team shall send a denial letter to the juvenile offender explaining the reason for denial.

(B) The juvenile offender shall wait one (1) year from the date of the request for removal before filing a new petition with the division requesting the offender's name be removed from the Child Maltreatment Central Registry.

(C) If the review team denies the request-for-removal of the name from

the Child Maltreatment Central Registry, the juvenile offender may request an administrative hearing within thirty (30) days from the receipt of the division's decision.

(3)(A) However, if the review team needs additional information from the juvenile offender ~~in order~~ to make the determination as to whether to remove ~~his or her~~ their name from the Child Maltreatment Central Registry, the review team may request that the juvenile offender provide the additional information without requiring the juvenile offender to wait an additional year to file a new petition.

(B) The review team shall inform the juvenile offender in writing of the specific additional information requested.

(C) The juvenile offender shall have ten (10) calendar days from the date of the request to submit the requested additional information.

(D) If the request is sent via email, the juvenile offender shall be given an additional three (3) calendar days to submit the information.

(E) If the requested information is not submitted within the specified timeframe, then the juvenile offender shall wait one (1) year from the date of the request to file a new petition requesting his or her name be removed from the Child Maltreatment Central Registry.

Subpart 14. Child Maltreatment Notices

9 CAR § 40-1401. Notices regarding child maltreatment.

(a) The Division of Children and Family Services will issue notices regarding child maltreatment allegations, child maltreatment investigative findings, and appeal decisions to all persons pursuant to Arkansas Code § 12-18-703 et seq.

(b) The ~~Division of Children and Family Services~~division will issue notices in such a way as to ensure the rights to due process of the alleged offender and to protect others who may be at risk of harm from the alleged offender.

9 CAR § 40-1402. Notices of allegations of child maltreatment.

Upon receipt of an initial report of child maltreatment, the investigating agency shall notify the following:

(1)(A) Law enforcement.

(B) **Type of allegation.** Severe maltreatment only.

(C) **What information.**

(i) Name of each alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Immediately, by telephone.

(E) **Form (optional).** CFS-201-A: Notice of Child Maltreatment Allegation to Law Enforcement and Prosecuting Attorney or CACD-201-A: Notice of Child Maltreatment Allegation to Law Enforcement and Prosecuting Attorney as appropriate;

(2)(A) Prosecuting attorney.

(B) **Type of allegation.** Severe maltreatment only, unless the prosecuting attorney has provided written notice to the Department of Human Services that the department need not send notification of the initial maltreatment report.

(C) **What Information.**

(i) Name of each alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-201-A: Notice of Child Maltreatment Allegation to Law Enforcement and Prosecuting Attorney or CACD-201-A: Notice of Child Maltreatment Allegation to Law Enforcement and Prosecuting Attorney as appropriate;

(3)(A) Facility Director or Licensing or Registering Authority or the Director of the Division of Children and Family Services.

(B) **Type of allegation.** All maltreatment, only if the maltreatment occurred at the facility or if the alleged offender holds a license or registration from the

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authority.

(C) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(D) **When.** Immediately, by telephone.

(E) **Form (optional).** CFS-202-A or CACD-202-A as appropriate;

(4)(A) Legal parent or legal guardian of alleged offender in-experiencing foster care.

(B) **Type of allegation.** All maltreatment.

(C) **What information.** Name of alleged offender.

(D) **Form.** CFS-204-A: Notice of Child Maltreatment Allegation to Licensing/Registering Authority or CACD-204-A: Notice of Child Maltreatment Allegation to Licensing/Registering Authority as appropriate;

(5)(A) Current foster-resource parent of alleged offender.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-204-A: Notice of Child Maltreatment Allegation to Licensing/Registering Authority or CACD-204-A: Notice of Child Maltreatment Allegation to Licensing/Registering Authority as appropriate;

(6)(A) Legal parent or legal guardian of alleged victim in-experiencing foster care.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-205-A: Notice of Child Maltreatment Allegation to Legal

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~~Parent(s), Legal Guardian(s), Caregivers~~ and Current ~~Foster Resource Parent(s)~~ Parents of Alleged ~~Victim(s)~~ Victims in-experiencing Foster Care;

(7)(A) Current foster resource parent of alleged victim.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-205-A: Notice of Child Maltreatment Allegation to Legal ~~Parent(s), Legal Guardian(s), Caregivers~~ and Current ~~Foster Resource Parent(s)~~ Parents of Alleged ~~Victim(s)~~ Victims in-experiencing Foster Care;

(8)(A) Attorney ad litem of alleged victim.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-206-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim~~(s)~~;

(9)(A) Court appointed special advocate of alleged victim.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-206-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim~~(s)~~;

(10)(A) Counsel in dependency neglect or FINS case if alleged victim has an

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open court case.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(D) **Form.** CFS-206-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim~~(s)~~;

(11)(A) Attorney ad litem of alleged offender.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-208-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem and CASA of Alleged Offender;

(12)(A) Court appointed special advocate of alleged offender.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-208-A: Notice of Child Maltreatment Allegation to Attorney Ad Litem and CASA of Alleged Offender;

(13)(A) Attorney ad litem of child in foster-resource home where maltreatment is reported or where an alleged juvenile offender or underaged juvenile offender is placed.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of child represented by AAL only.

(ii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** Notice of Child Maltreatment Allegation to AAL or CASA of Child in [Foster Resource](#) Home Where Maltreatment Is Reported or Where an Alleged Juvenile Offender or Underaged Juvenile Offender is Placed;

(14)(A) Court appointed special advocate of a child in a [foster resource](#) home where maltreatment is reported or where an alleged juvenile offender or underaged juvenile offender is placed.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

(i) Name of child represented by the CASA only.

(ii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** Notice of Child Maltreatment Allegation to AAL or CASA of Child in [Foster Resource](#) Home Where Maltreatment Is Reported or Where an Alleged Juvenile Offender or Underaged Juvenile Offender is Placed;

(15)(A) Counsel in dependency neglect or FINS case if alleged offender has an open court case.

(B) **Type of allegation.** All maltreatment.

(C) **What Information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-210-A: Notice of Child Maltreatment Allegation to Coordinator of Multidisciplinary Team for Alleged Victim or Offender and Counsel in Dependency Neglect or FINS Case for Alleged Offender;

(16)(A) Multidisciplinary team for alleged victim or offender.

(B) **Type of allegation.** All maltreatment.

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(C) **What Information.**

- (i) Name of alleged offender.
- (ii) Name of alleged victim.
- (iii) Type of maltreatment.

(D) **When.** Within five (5) business days.

(E) **Form.** CFS-210-A: Notice of Child Maltreatment Allegation to Coordinator of Multidisciplinary Team for Alleged Victim or Offender and Counsel in Dependency Neglect or FINS Case for Alleged Offender;

(17)(A) School where any child who comes into department-division custody is enrolled, only if the Division of Children and Family Services exercises a seventy-two-hour hold, or if court awards department-division custody of a child.

(B) **Type of allegation.** All maltreatment.

(C) **What information.** Name of child in custody.

(D) **When.** By next business day.

(E) **Form.** CFS-384-LEA: Notification to Local Education Agency of Changes in Child Placement, Changes in Schools or Experiences of Traumatic Events or CACD-384-LEA: Notification to Local Education Agency of Changes in Child Placement, Changes in Schools or Experiences of Traumatic Events as appropriate;

(18)(A) School where alleged juvenile offender is enrolled.

(B) No notice is given until due process is satisfied; and

(19)(A) Alleged offender.

(B) **Type of allegation.** All maltreatment.

(C) **What information.**

- (i) Name of alleged offender.
- (ii) Name of alleged victim.
- (iii) Type of maltreatment.

(D) **When.** Hand-deliver at initial contact with alleged offender.

(E) **Form.** CFS-212-A: Notice of Child Maltreatment Allegation to Alleged Offender or CACD-212-A: Notice of Child Maltreatment Allegation to Alleged Offender as appropriate.

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9 CAR § 40-1403. Notices of at-risk determinations.

(a) If it is determined that the alleged offender is a juvenile or works with children or is otherwise engaged in paid or volunteer child-related activities or works with the elderly or an individual with a disability or mental illness (see 9 CAR § 40-327 for more information regarding how to make at risk determination), the investigator will:

(1) Complete applicable sections of CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender and immediately submit to ~~his or her~~their supervisor; and

(2) If notified by the Area ~~Director~~Manager that the Director of the Division of Children and Family Services or designee has confirmed the at-risk determination via CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender:

(A) Issue the at-risk determination notice as applicable via CFS-214: Notice of Child Maltreatment Allegation to Employer, Volunteer Coordinator, or Licensing or Registering Authority; and

(B) Place a copy of the CFS-214: Notice of Child Maltreatment Allegation to Employer, Volunteer Coordinator, or Licensing or Registering Authority and completed CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender in the investigative file.

(b) The supervisor will:

(1) Review CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender immediately upon receipt;

(2) Conference immediately with the investigator regarding the at-risk determination; and

(3) Complete applicable sections of CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender and immediately submit to ~~his or her~~their Area ~~Director~~Manager.

(c) The Area ~~Director~~Manager or designee ~~/ or~~ Crimes Against Children Division Administrator or designee will:

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(1) Review CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender immediately upon receipt;

(2) Conference immediately with the supervisor regarding the at-risk determination;

(3) Consult with the Office of Chief Counsel as necessary prior to making a notice of at-risk determination;

(4) Complete applicable sections of CFS-215-R: Risk Determination of Certain Individuals Under Care of Alleged Offender; and

(5)(A) Fax CFS-215-R: Risk Determination to the Director of the Division of Children and Family Services or designee immediately.

(B) If the Director of the Division of Children and Family Services or designee confirms the at-risk determination in writing via CFS-215-R:

(i) Give written approval to the investigator and supervisor to issue the at-risk determination notices as applicable via CFS-214: Notice of Child Maltreatment Allegation to Employer, Volunteer Coordinator, or Licensing or Registering Authority; and

(ii) Ensure investigator receives completed CFS-215-R: Risk Determination (with the Director of the Division of Children and Family Services or designee signature) for placement in investigative file.

(d) The Director of the Division of Children and Family Services or designee will:

(1) Immediately confirm or deny at risk determination via completion of application sections of CFS-215-R: Risk Determination; and

(2) Immediately fax completed CFS-215-R: Risk Determination to Area [Director Manager](#) or designee or Crimes Against Children Division Administrator or designee, as applicable.

9 CAR § 40-1404. Follow-up notices of at-risk determinations.

(a) If upon further investigation the investigator concludes children, the elderly, or individuals with a disability or mental illness under the care of the alleged offender are

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not at risk, the "at risk" determination will be changed and the investigator will immediately:

(1) Notify ~~his or her~~their supervisor of the determination that children are not at risk; and

~~(2) If the Area Director notifies:~~

(b) The supervisor will:

(1) Conference immediately with the investigator regarding the new determination of child not at risk; and

(2) Immediately notify the Area ~~Director~~Manager regarding the new determination of child not at risk.

(c) The Area ~~Director~~Manager or designee ~~/ or~~ Crimes Against Children Division Administrator or designee will:

(1) Conference immediately with the supervisor regarding the new determination of children not at risk;

(2) Immediately notify the Director of the Division of Children and Family Services or designee regarding the new determination of child not at risk; and

(3) If the Director of the Division of Children and Family Services or designee agrees that children are no longer determined to be at risk immediately notify the investigator and supervisor to immediately issue CFS-214-R1: Follow-Up Notice to Employer, Volunteer Coordinator, or Licensing or Registering Authority Regarding Child Maltreatment Allegation, as applicable.

(d) The Director of the Division of Children and Family Services or designee will immediately:

(1) Confirm or deny determination that children are no longer at risk; and

(2) Notify Area ~~Director~~Manager or designee or Crimes Against Children Division or designee, as applicable.

9 CAR § 40-1405. Notices of true investigative ~~findings~~determinations.

(a)(1) When a preponderance of the evidence found during an investigation

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indicates that an allegation should be determined true, the investigating agency shall ~~notify certain persons as noted below or may~~ notify the certain persons as noted below if the Department of Human Services, Division of Children and Family Service (DCFS) determines the notification is necessary to ensure the health or safety of a child or confirm the investigative determination upon request as noted below or by another form of notification of the investigative determination as approved by the DCFS Director.-

(2) These notices may be made prior to satisfaction of due process for the alleged offender.

(3) If notice cannot be made to the alleged offender, see 9 CAR § 40-1006, expedited hearing process.

(b)(1) Any person or agency to whom disclosure is made may not disclose to any other person a report or other information included in the notices.

(2) However, the person or agency is permitted to consult ~~his or her~~their own attorney regarding the information in any notice provided to them.

(c) Law enforcement.

(1) **Type of allegation.** Severe maltreatment only.

(2) **What information.**

(A) Name of each victim.

(B) Name of alleged offender type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-221-T: Child Maltreatment True Investigative Determination Notice to Law Enforcement and Prosecuting Attorney or CACD-221-T: Child Maltreatment True Investigative Determination Notice to Law Enforcement and Prosecuting Attorney as appropriate.

(d) Prosecuting attorney.

(1) **Type of allegation.** Severe maltreatment only.

(2) **What information.**

(A) Name of each victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-221-T: Child Maltreatment True Investigative Determination Notice to Law Enforcement and Prosecuting Attorney or CACD-221-T: Child Maltreatment True Investigative Determination Notice to Law Enforcement and Prosecuting Attorney as appropriate.

(e) Facility director or licensing or registering authority.

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at the facility or if the alleged offender holds a license ~~or registration~~ from the registration authority ~~information~~.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-234-T: Child Maltreatment True Investigative Determination Notice to Licensing or Registering Authority and Employer or Volunteer Coordinator or CACD-234-T: Child Maltreatment True Investigative Determination Notice to Licensing or Registering Authority and Employer or Volunteer Coordinator as appropriate.

(f) **Facility director.**

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at the facility and the facility is licensed or registered ~~by, or by or~~ is operated by or operated under contract with the State of Arkansas.

(2) **What Information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Upon request or if the department division determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-222-T: Child Maltreatment True Investigative Determination Notice to Facility Director or CACD-222-T: Child Maltreatment True Investigative

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Determination Notice to Facility Director as appropriate.

(g) The Director of the Division of Children and Family Services.

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at a facility operated by or operated under contract with the department.

(2) What information.

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Upon request or if ~~department~~ the division determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-230-T: Child Maltreatment True Investigative Determination Notice to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(h) Alleged underaged juvenile offender (under fourteen (14) years of age).

(1) **Type of allegation.** All maltreatment.

(2) What information.

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-223-T1: Child Maltreatment True Investigative Determination Notice to Underaged Juvenile Offender (Under 14 Years old) or CACD-223-T1: Child Maltreatment True Investigative Determination Notice to Underaged Juvenile Offender (Under 14 Years old) as appropriate.

(i) Alleged juvenile offender fourteen to seventeen (14 – 17) years of age.

(1) **Type of allegation.** All maltreatment.

(2) What information.

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(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-223-T3: Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender 14-17 Years of Age or CACD-223-T3: Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender 14-17 Years of Age as appropriate.

(j) **Alleged juvenile offender (at time of offense) currently eighteen (18) years of age or older (at time of notification).**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-223-T4: Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender Currently 18 or Older or CACD-223-T4: Child Maltreatment True Investigative Determination Notice to Alleged Juvenile Offender Currently 18 or Older, as appropriate.

(k) **Legal ~~parents and legal guardians~~ caregivers of alleged underaged juvenile offender (under fourteen (14) years of age).**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-224-T1: Child Maltreatment True Investigative Determination Notice to Legal ~~Parents and Guardians~~ Caregivers of Underaged Juvenile Offender (under 14 years old) or CACD-224-T1: Child Maltreatment True Investigative

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Determination Notice to ~~Legal Parents and Guardians~~Legal Caregivers of Underaged Juvenile Offender (under 14 years old) as appropriate.

(l) Legal ~~parents and legal guardians~~caregivers of alleged juvenile offender fourteen to seventeen (14 – 17) years of age.

(1) **Type of allegation.** Sexual abuse.

(2) **What information.**

(A) Name of alleged juvenile offender.

(B) Name of alleged victim.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-224-T3 or CACD-224-T3 as appropriate.

(m) Current ~~foster-resource~~ parent of alleged offender ~~in-experiencing~~ foster care.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-224-T4: Child Maltreatment True Investigative Determination

Notice to Current ~~Foster-Resource~~ Parents of the Alleged Offender ~~in-experiencing~~ Foster Care.

(n) Current ~~foster-resource~~ parent of alleged offender ~~in-experiencing~~ foster care.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-224-T4: Child Maltreatment True Investigative Determination

Notice to Current ~~Foster-Resource~~ Parents of the Alleged Offender ~~in-Experiencing~~ Foster Care.

(o) Legal ~~parents or legal guardians~~caregivers of alleged victim ~~in~~

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experiencing foster care.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal ~~Parent(s), and Legal Guardian(s)~~Caregivers of the Alleged Victim or CACD-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal ~~Parent(s), and Legal Guardian(s)~~Caregivers of the Alleged Victim, as appropriate.

(p) **Victim, if fourteen (14) years of age or older.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal ~~Parent(s), and Legal Guardian(s)~~Caregivers of the Alleged Victim or CACD-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal ~~Parent(s), and Legal Guardian(s)~~Caregivers of the Alleged Victim as appropriate.

(q) **Custodial, noncustodial parent, guardians, legal custodians of victim, regardless of the age of the child.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

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(4) **Form.** CFS-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal ~~Parent(s), and Legal Guardian(s)~~Caregivers of the Alleged Victim or CACD-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal ~~Parent(s), and Legal Guardian(s)~~Caregivers of the Alleged Victim as appropriate.

~~(r) Victim, if ten (10) years of age or older.~~

~~_____ (1) Type of allegation. All maltreatment.~~

~~_____ (2) What information.~~

~~_____ (A) Name of alleged victim.~~

~~_____ (B) Name of alleged offender.~~

~~_____ (C) Type of maltreatment.~~

~~_____ (3) When. Within ten (10) business days of determination.~~

~~_____ (4) Form. CFS-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal Parent(s), and Legal Guardian(s) of the Alleged Victim or CACD-225-T1: Child Maltreatment True Investigative Determination Notice to Victim, Legal Parent(s), and Legal Guardian(s) of the Alleged Victim as appropriate.~~

~~(sr)~~ **Attorney ad litem of alleged victim.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-226-T1: Child Maltreatment True Investigative Determination Notice to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

~~(ts)~~ **Court appointed special advocate of alleged victim.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

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(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-226-T1: Child Maltreatment True Investigative Determination Notice to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(ut) Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case of alleged victim.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim over whom the court has jurisdiction.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-226-T1: Child Maltreatment True Investigative Determination Notice to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(vu) Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case of alleged offender.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender over whom the court has jurisdiction.

(C) Type of maltreatment.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-230-T: Child Maltreatment True Investigative Determination Notice to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case for

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Alleged Offender.

(wv) **Attorney ad litem of alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-228-T: Child Maltreatment True Investigative Determination Notice to Attorney Ad Litem and CASA of Alleged Offender.

(xw) **Court appointed special advocate of alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-228-T: Child Maltreatment True Investigative Determination Notice to Attorney Ad Litem and CASA of Alleged Offender.

(yx) **Counsel in dependency neglect or FINS case of an alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-230-T: Child Maltreatment True Investigative Determination Notice to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim

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or Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(zy) Counsel in dependency neglect or FINS case of an alleged victim.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-226-T1: Child Maltreatment True Investigative Determination Notice to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(aaz) Attorney ad litem of child in foster-resource home where maltreatment is reported.

(1) **Type of allegation.** All maltreatment.

(2) **What information.** Name of child represented by the AAL only.

(3) **When.** Upon request or if the department determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-229-T: Child Maltreatment True Investigative Determination Notice to Attorney Ad Litem and CASA for Child in Foster-Resource Home Where Maltreatment Is Reported.

(baa) Court-appointed special advocate of child in foster-resource home where maltreatment is reported or when alleged juvenile offender or under-aged juvenile offender is placed in the same placement as client.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of child represented by the CASA only.

(B) Type of maltreatment.

(3) **When.** Upon request or if the department-division determines notification is necessary to ensure the health or safety of the child.

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(4) **Form.** CFS-229-T: Child Maltreatment True Investigative Determination Notice to Attorney Ad Litem and CASA for Child in [Foster-Resource](#) Home Where Maltreatment Is Reported.

(eebb) Multidisciplinary team for alleged offender or victim.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request or if the [department division](#) determines notification is necessary to ensure the health or safety of the child.

(4) **Form.** CFS-230-T: Child Maltreatment True Investigative Determination Notice to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(edcc) Offender (see "true determination and special process for notice to offender" below).

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS 232-T1: Child Maltreatment True Investigative Determination Notice to Alleged Adult Offender and CFS-232-T1-A: Witness Statement of Notice of Investigative Determination or CACD-232-T1: Child Maltreatment True Investigative Determination Notice to Alleged Adult Offender and CACD-232-T1-A: Witness Statement of Notice of Investigative Determination as appropriate.

(eedd) School where alleged juvenile offender is enrolled. No notice at this time.

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(~~fee~~) Offender, thirteen (13) years of age and older (see “true determination and special process for notice to offender” below).

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS 232-T1: Child Maltreatment True Investigative Determination Notice to Alleged Adult Offender and CFS-232-T1-A: Witness Statement of Notice of Investigative Determination or CACD-232-T1: Child Maltreatment True Investigative Determination Notice to Alleged Adult Offender and CACD-232-T1-A: Witness Statement of Notice of Investigative Determination as appropriate.

(~~gff~~) (1) Offender, exempt, Garrett’s Law or religious.

(2) **Type of allegation.** All maltreatment.

(3) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(4) **When.** Within ten (10) business days of determination.

(5) **Form.** CFS-232-T2: True but Exempt Child Maltreatment Investigative Determination Notice to Offender or CACD-232-T2: True but Exempt Child Maltreatment Investigative Determination Notice to Offender as appropriate.

(~~hgg~~) **True determination and special process for notice to offender.**

(1) ——— (1) If the investigation is determined true and not exempt, the offender must be notified of the right to request an administrative hearing within thirty (30) days of the investigative determination.

(2) The division shall ensure that documented proof of service of the alleged offender’s right to administrative appeal is maintained in the file.

(23) (A) If the alleged offender is a juvenile fourteen (14) years of age or older at the time of the act or omission, the notification must include a statement that the matter has been referred for an automatic administrative hearing.

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(B) The hearing may be waived by the juvenile offender or ~~his or her~~their parent in writing.

(C) This hearing may not be waived by the ~~department~~division if the child is ~~in~~experiencing foster care, but may be waived by the attorney of the child ~~in~~experiencing foster care.

~~(34)~~(A) The ~~investigator~~division ~~may elect to~~will provide notice via certified mail with restricted delivery, ~~or by face-to-face meeting.~~

(B) If ~~either or both methods~~this method ~~fails to make contact with the offender,~~ the ~~investigator should~~division shall utilize a process server.

~~(45)~~ Upon completion of the investigation, the ~~investigator will~~division shall provide the alleged offender with a copy of the CFS-232-T1: Notice to Offender of True Child Maltreatment Investigative Determination or Expedited Hearing or other form of notification of the investigative determination as approved by the DCFS Director within ten (10) business days of determination.

~~(A)(i) Go into the document tracking screen in CHRIS~~the division information management system, click on the "standard" line, go to the pick list and select the CFS-232-T1: Notice to Offender of True Child Maltreatment Investigative Determination or Expedited Hearing.

~~_____ (ii) Enter the date.~~

~~_____ (iii) The CFS-232-T1 will be mailed or presented in a face-to-face meeting in the "Date Requested" field; and~~

~~_____ (B)(i) Provide the alleged offender a copy of the CFS-232-T1: Notice to Offender of True Child Maltreatment Investigative Determination or Expedited Hearing within ten (10) business days of determination.~~

~~(#6)~~ Notice via certified mail.

~~(iii) If the investigator elects to mail the notice to the offender, he or she~~he or she they ~~(A)(1) The division shall send the CFS-232-T1: Notice to Offender of~~

True Child Maltreatment Investigative Determination or Expedited Hearing or other form of notification of the investigative determination approved by the DCFS Director to the offender via certified mail with restricted delivery.

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~~——(5) Notice via face-to-face meeting.~~

~~——(A)(i) If the investigator elects to hand_ deliver the notice to the offender in the county office or at a safe location outside the office, he or shehe or shethey must use the CFS-232-T1: Notice to Offender of True Child Maltreatment Investigative Determination.~~

~~——(ii)(a) When the investigator has presented the CFS-232-T1: Notice to Offender to the offender in the county office, and if the offender refuses to sign the form, the CFS-232-T1-A: Witness Statement of Notice of Investigative Determination must be used, the investigator must obtain a department employee in the county office who is unbiased and available to witness that the offender has been presented with the notice, but refuses to sign.~~

~~——(b) The available department county office employee will fill_ out the CFS-232-T1-A in the presence of the offender and the investigator who is attempting to provide notice.~~

~~——(c)(1) If the investigator schedules a meeting to present notice to the offender in the county office and the offender does not keep the appointment, then the investigator should attempt to deliver by certified mail restricted delivery.~~

~~——(2) If the certified mail delivery is unsuccessful, the investigator should utilize a process server.~~

~~——(iii)(a) If the investigator elects to hand-deliver the notice at a safe location outside the county office, he or shehe or shethey must be accompanied by an available department division county office employee.~~

~~(b) When the investigator has presented the CFS-232-T1: Notice to Offender to the offender, and if the offender refuses to sign the form, the accompanying department employee will fill out the CFS-232-T1-A in the presence of the offender and the investigator who is attempting to provide notice.~~

~~(c) If an investigator isn't able to make contact with the offender outside the office, he should utilize a process server.~~

(67) Notice via process server.

(A) The ~~investigator should~~division will utilize a process server only after

the:

- ~~(i) Postal~~postal service returns the green card unsigned; or
- ~~(ii) Investigator was unsuccessful in making face to face contact with the offender.~~

(B) Upon successfully providing notification of the determination to the alleged offender, the investigator division will:

- ~~(i) Enter the date the offender received the notice in the "Date Received/Issued" field on CHRIS in the~~division information management system after the postal service returns the green card (return receipt); ~~or~~
- ~~(ii) Enter the date the offender was provided with the notice in a face to face meeting.~~

(7)(A) Continuing attempts to notify when unable to locate offender.

(B) If the process server is unable to serve the offender, the division shall continue to attempt to notify the offender no less frequently than once a year for no fewer than three (3) years.

(#hh) True determination and children, the elderly, or individuals with disabilities or mental illness at risk.

(1)(A) Upon satisfaction of due process and if the investigative determination is true, if the offender is a juvenile or is engaged in child-related activities or employment, works with the elderly, an individual with disabilities or mental illness, or is a juvenile and the department division has determined that children, the elderly, or individuals with disabilities or mental illness under the care of the offender appear to be at risk of maltreatment by the alleged offender, the department division may notify the following of the investigative determination upon receiving written approval from the Director of the Division of Children and Family Services or designee.

(B)(i) Alleged offender's employer, entity, or person in charge of the alleged offender's paid or volunteer activity.

(ii) A licensing or registering authority to the extent necessary to carry out its official responsibilities.

(C) **Type of allegation.** All maltreatment.

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(D) **What information.**

- (i) Name of alleged offender.
- (ii) Type of maltreatment.

(E) **When.** Within ten (10) business days of determination.

(F) **Form.** CFS-234-T: Child Maltreatment True Investigative Determination Notice to Licensing or Registering Authority and Employer or Volunteer Coordinator or CACD-234-T: Child Maltreatment True Investigative Determination Notice to Licensing or Registering Authority and Employer or Volunteer Coordinator as appropriate.

(2) If the division later determines that there is not a preponderance of the evidence indicating that children under the care of the alleged offender appear to be at risk, the division shall immediately notify the previously notified person or entity of that information.

9 CAR § 40-1406. Notices of unsubstantiated allegations of child maltreatment.

(a) When a determination that an allegation of child maltreatment is not supported by a preponderance of evidence and is determined to be unsubstantiated, the investigating agency shall notify as outlined below or confirm upon request as outlined below, only if notice of the allegation was given.

(b) **Law enforcement.**

(1) **Type of allegation.** Severe maltreatment only.

(2) **What information.**

- (A) Name of each victim.
- (B) Name of alleged offender.
- (C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-241-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney or CACD-

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241-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney as appropriate.

(c) **Prosecuting attorney.**

(1) **Type of allegation.** Severe maltreatment only.

(2) **What information.**

(A) Name of each victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-241-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney or CACD-241-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney as appropriate.

(d) **Licensing or registering authority.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-242-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Licensing or Registering Authority or CACD-242-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Licensing or Registering Authority as appropriate.

(e) **Facility director.**

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at the facility and the facility is licensed or registered by⁷ or is operated by or operated under contract with the State of Arkansas.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-243-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Facility Director or CACD-243-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Facility Director as appropriate.

(f) **Director of the Division of Children and Family Services.**

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at a facility operated by or operated under contract with the department.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-250-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge or Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(g) **Alleged underaged juvenile offender (under fourteen (14) years of age).**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-240-U1: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Underaged Juvenile Offender (under 14 Years Old) or CACD-240-U1: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Underaged Juvenile Offender (under 14 Years Old) as appropriate.

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(h) **Alleged juvenile offender (fourteen to seventeen (14 – 17) years of age).**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-240-U2: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Juvenile Offender (14-17 Years of age) or CACD-240-U2: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Juvenile Offender (14-17 Years of age) as appropriate.

(i) **Legal parent or legal guardian of alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-244-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parents and Legal Guardians~~Caregivers of Alleged Offender or CACD-244-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parents and Legal Guardians~~Caregivers of Alleged Offender as appropriate.

(j) **Legal ~~parent or legal guardian~~caregiver of alleged victim in experiencing foster care.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-245-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parent(s), Legal Guardians~~Caregivers, and Current ~~Foster-Resource~~ Parents of the Alleged Victim or CACD-245-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal Parent(s), Legal Guardians, and Current Foster Parents of the Alleged Victim as appropriate.

(k) **Current ~~foster-resource~~ parent of alleged victim.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-245-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parent(s), Legal Guardians~~Caregivers, and Current ~~Foster-Resource~~ Parents of the Alleged Victim or CACD-245-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parent(s), Legal Guardians~~Caregivers, and Current ~~Foster-Resource~~ Parents of the Alleged Victim as appropriate.

(l) **Custodial, noncustodial parent, guardians, legal custodians of victim, regardless of the age of the child.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-245-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parent(s), Legal Guardians~~Caregivers, and Current ~~Foster-Resource~~ Parents of the Alleged Victim or CACD-245-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal ~~Parent(s), Legal Guardians~~Caregivers, and Current ~~Foster-Resource~~ Parents of the Alleged Victim

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as appropriate.

(m) **Alleged victim.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-245-U-1: Notice of Unsubstantiated Child Maltreatment

Investigative Determination to Alleged Victim or CACD-245-U-1: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Victim as appropriate.

(n) **Attorney ad litem of alleged victim.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-246-U: Notice of Unsubstantiated Child Maltreatment

Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(o) **Court appointed special advocate of alleged victim.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-246-U: Notice of Unsubstantiated Child Maltreatment

Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in

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Dependency Neglect or FINS Case of Alleged Victim.

(p) Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case for alleged victim.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-246-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(q) Counsel in dependency neglect or FINS case if alleged victim has an open court case.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-246-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(r) Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case for alleged offender.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-250-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge or Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(s) **Counsel in dependency neglect or FINS case if alleged offender has an open court case.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged victim.

(B) Name of alleged offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-250-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge or Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(t) **Attorney ad litem of alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-248-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA for Alleged Offender.

(u) **Court appointed special advocate of alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-248-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA for Alleged Offender.

(v) **Attorney ad litem of other children in foster-resource home where maltreatment is reported.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of child represented by the AAL only.

(B) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-249-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Child in Foster-Resource Home Where Maltreatment Is Reported.

(w) **Court appointed special advocate of other children in foster-resource home.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of child represented by the CASA only.

(B) Type of maltreatment.

(3) **When.** Upon request.

(4) **Form.** CFS-249-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Child in Foster-Resource Home Where Maltreatment Is Reported.

(x) **Multidisciplinary team of alleged victim and alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Upon request.

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(4) **Form.** CFS-250-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim or Offender; and Circuit Judge or Counsel in Dependency Neglect or FINS Case for Alleged Offender.

(y) **Alleged offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Name of alleged victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-252-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender or CACD-252-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender as appropriate.

(z) **Alleged offender's employer when other children under the care of the alleged offender appeared to have been at risk, only if notified initially.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-254-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender's Employer or Entity in Charge of Alleged Offender's Paid or Volunteer Activity; or Licensing or Registering Authority or CACD-254-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender's Employer or Entity in Charge of Alleged Offender's Paid or Volunteer Activity; or Licensing or Registering Authority as appropriate.

(aa) **Person in charge of alleged offender's paid or volunteer activity when other children under the care of the alleged offender appeared to have**

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been at risk, only if notified initially.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-254-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender's Employer or Entity in Charge of Alleged Offender's Paid or Volunteer Activity; or Licensing or Registering Authority or CACD-254-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender's Employer or Entity in Charge of Alleged Offender's Paid or Volunteer Activity; or Licensing or Registering Authority as appropriate.

(bb) Licensing or registering authority when children under care of the alleged offender appeared to have been at risk, only if notified initially:

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of alleged offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days of determination.

(4) **Form.** CFS-254-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender's Employer or Entity in Charge of Alleged Offender's Paid or Volunteer Activity; or Licensing or Registering Authority or CACD-254-U: Notice of Unsubstantiated Child Maltreatment Investigative Determination to Alleged Offender's Employer or Entity in Charge of Alleged Offender's Paid or Volunteer Activity; or Licensing or Registering Authority as appropriate.

9 CAR § 40-1407. Notices of overturned true investigation determination.

(a) Due process is satisfied by providing the alleged offender with notice and an opportunity for an administrative hearing and when:

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(1) The administrative law judge makes a decision to either uphold or overturn the “true” investigative determination;

(2) Thirty (30) days have passed and the alleged offender did not request a hearing;

(3) The alleged offender was a juvenile and he or she~~he or his~~they or their legal parent or guardian~~caregiver~~ waived the administrative hearing or the administrative law judge issued a decision; or

(4) The administrative law judge upheld the true determination because of a preliminary administrative hearing and allowed provisional placement of the alleged offender’s name on the Child Maltreatment Central Registry.

(b)(1) Notices of overturned decisions may be sent only after due process is satisfied.

(2) Verification must be obtained of either the judicial determination or the fact that alleged offender prevailed in the administrative hearing.

(3) These notices serve to inform that the investigative determination was overturned.

(4) **Law enforcement.**

(A) **Type of allegation.** Severe maltreatment only.

(B) **What information.**

(i) Name of each alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after central registry receives notice that the alleged offender prevailed in the administrative hearing, but only if the notice of true determination was provided.

(D) **Form.** CFS-261-O: Notice of Overturned True Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney or CACD-261-O: Notice of Overturned True Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney as appropriate.

(5) **Prosecuting attorney.**

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(A) **Type of allegation.** Severe maltreatment only.

(B) **What information.**

(i) Name of each alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after central registry receives notice that the alleged offender prevailed in the administrative hearing, but only if the notice of true determination was provided.

(D) **Form.** CFS-261-O: Notice of Overturned True Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney or CACD-261-O: Notice of Overturned True Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney as appropriate.

(6) **Licensing or registering authority.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity or CACD-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity as appropriate.

(7) **Facility director.**

(A) **Type of allegation.** All maltreatment, only if the maltreatment occurred at the facility, and the facility is licensed or registered by, or is operated by or operated under contract with the State of Arkansas.

(B) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-263-O: Notice of Overturned True Child Maltreatment Investigative Determination to Facility Director or CACD-263-O: Notice of Overturned True Child Maltreatment Investigative Determination to facility director, as appropriate.

(8) **Director of the Division of Children and Family Services.**

(A) **Type of allegation.** All maltreatment, only if the maltreatment occurred at a facility operated by or operated under contract with the department.

(B) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-270-O: Notice of Overturned True Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim and Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Alleged Offender or CACD-270-O: Notice of Overturned True Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim and Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Alleged Offender as appropriate.

(9) **Legal ~~parent or legal guardian~~ caregiver of an alleged offender in experiencing foster care.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

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(D) **Form.** CFS-264-O: Notice of Overturned True Child Maltreatment Investigative Determination to Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of the Alleged Offender or CACD-264-O: Notice of Overturned True Child Maltreatment Investigative Determination to Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of the Alleged Offender as appropriate.

(10) **Legal ~~parent or legal guardian~~caregiver of alleged victim ~~in~~ experiencing foster care.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-265-O-1: Notice of Overturned True Child Maltreatment Investigative Determination to Victim and Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of Alleged Victim or CACD-265-O-1: Notice of Overturned True Child Maltreatment Investigative Determination to Victim and Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of Alleged Victim as appropriate.

(11) **Current ~~foster resource~~ parent of alleged victim ~~in~~ experiencing foster care.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-265-O-2: Notice of Overturned True Child Maltreatment Investigative Determination to Current ~~Foster Resource~~ ~~Parent(s) Parents~~ of the Alleged Victim.

(12) **Legal ~~parents, custodial, noncustodial parents, guardians, legal~~**

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custodians/caregivers of alleged victim regardless of the age of the child.

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-265-O-1: Notice of Overturned True Child Maltreatment Investigative Determination to Victim and Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of Alleged Victim or CACD-265-O-1: Notice of Overturned True Child Maltreatment Investigative Determination to Victim and Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of Alleged Victim as appropriate.

(13) Alleged victim, if fourteen (14) years of age or older.

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-265-O-1: Notice of Overturned True Child Maltreatment Investigative Determination to Victim and Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of Alleged Victim or CACD-265-O-1: Notice of Overturned True Child Maltreatment Investigative Determination to Victim and Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of Alleged Victim as appropriate.

(14) Attorney ad litem of alleged victim.

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-266-O: Notice of Overturned True Child Maltreatment Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(15) **Court appointed special advocate of alleged victim.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-266-O: Notice of Overturned True Child Maltreatment Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(16) **Circuit judge with jurisdiction of an ongoing dependency neglect or FINS case of alleged victim.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim over whom the court has jurisdiction.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-266-O: Notice of Overturned True Child Maltreatment Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(17) **Counsel in dependency neglect or FINS case of an alleged victim.**

(A) **Type of allegation.** All maltreatment.

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(B) **What information.**

- (i) Name of alleged victim.
- (ii) Name of alleged offender.
- (iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-266-O: Notice of Overturned True Child Maltreatment Investigative Determination to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Alleged Victim.

(18) **Circuit judge with jurisdiction of an ongoing dependency neglect or FINS case of alleged offender.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

- (i) Name of alleged victim over whom the court has jurisdiction.
- (ii) Name of alleged offender.
- (iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-270-O: Notice of Overturned True Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim and Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Alleged Offender.

(19) **Counsel in dependency neglect or FINS case of an alleged offender.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

- (i) Name of alleged victim.
- (ii) Name of alleged offender.
- (iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives

notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-270-O: Notice of Overturned True Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim and Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Alleged Offender.

(20) **Attorney ad litem of alleged offender.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-268-O: Notice of Overturned True Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Alleged Offender.

(21) **Court appointed special advocate of alleged offender.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-268-O: Notice of Overturned True Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Alleged Offender.

(22) **Attorney ad litem of child in foster-resource home where maltreatment is reported.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of child represented by AAL only.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-269-O: Notice of Overturned True Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Child in [Foster-Resource Home Where Maltreatment Is Reported](#).

(23) **CASA of child in [foster-resource](#) home where maltreatment is reported.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of child represented by CASA only.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-269-O: Notice of Overturned True Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Child in [Foster-Resource Home Where Maltreatment Is Reported](#).

(24) **Multidisciplinary team.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim or victims.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-270-O: Notice of Overturned True Child Maltreatment Investigative Determination to DHS Division Director; Coordinator of Multidisciplinary Team for Alleged Victim and Offender; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Alleged Offender.

(25) **Alleged offender.**

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(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged victim or victims.

(ii) Name of alleged offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-272-O: Notice of Overturned True Child Maltreatment Investigative Determination to Alleged Offender or CACD-272-O: Notice of Overturned True Child Maltreatment Investigative Determination to Alleged Offender as appropriate.

(26) Alleged offender's employer when other children under the care of the alleged offender may be at risk, only if they received notice.

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity or CACD-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity as appropriate.

(27) Entity or person in charge of the alleged offender's paid or volunteer activity when other children under the care of the alleged offender may be at risk, only if they received notice.

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity or CACD-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity as appropriate.

(28) **Licensing or registering authority when other children under the care of the alleged offender may be at risk, only if they received notice.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of alleged offender.

(ii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives notice that the alleged offender prevailed in the administrative hearing.

(D) **Form.** CFS-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity or CACD-274-O: Notice of Overturned True Child Maltreatment Investigative Determination to Licensing or Registering Authority and Employer or Entity in Charge of Paid or Volunteer Activity as appropriate.

(29) **School where alleged juvenile offender is enrolled.** No notice.

(30) **Child Safety Center, if involved in the investigation.**

(A) **Type of allegation.** All maltreatment.

(B) **What information.**

(i) Name of victim.

(ii) Name of offender.

(iii) Type of maltreatment.

(C) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not

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request a hearing.

(D) **Form.** CFS-275-O: Notice of Overturned True Child Maltreatment Investigative Determination to Child Safety Center Involved in Investigation of Maltreatment or CACD-275-O: Notice of Overturned True Child Maltreatment Investigative Determination to Child Safety Center Involved in Investigation of Maltreatment as appropriate.

9 CAR § 40-1408. Notices that offender's name will be placed in the Child Maltreatment Central Registry.

(a)(1) Due process is accomplished by providing the alleged offender with notice and an opportunity for an administrative hearing.

(2) Due process is satisfied when:

(A) The administrative law judge makes a decision to either uphold or overturn the "true" investigative determination;

(B) Thirty (30) days have passed and the offender did not request a hearing;

(C) The alleged offender was a juvenile and ~~he or she~~he or she~~they~~ or ~~his or her~~their legal ~~parent or guardian~~caregiver waived the administrative hearing or the administrative law judge issued a decision; or

(D) The administrative law judge upheld the true determination because of a preliminary administrative hearing and allowed provisional placement of the offender's name on the Child Maltreatment Central Registry.

(b)(1) These notices of name placement in the Child Maltreatment Central Registry must be sent only after due process is satisfied.

(2) Verification must be obtained that the judicial determination of the original true finding was upheld in either the regular or preliminary administrative hearing or of the fact that no hearing was requested.

(3) These notices serve to inform that the investigative determination was upheld and that the offender's name will be placed in the Child Maltreatment Central

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Registry, or that a prima facie case was established, allowing provisional placement of the name.

(c) **Law enforcement.**

(1) **Type of allegation.** Severe maltreatment only.

(2) **What information.**

(A) Name of each victim.

(B) Name of offender.

(C) Type of Maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-281-N: Notice of Name Placement on Central Registry to Law Enforcement and Prosecuting Attorney or CACD-281-N: Notice of Name Placement on Central Registry to Law Enforcement and Prosecuting Attorney as appropriate.

(d) **Prosecuting attorney.**

(1) **Type of allegation.** Severe maltreatment only.

(2) **What information.**

(A) Name of each victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-281-N: Notice of Name Placement on Central Registry to Law Enforcement and Prosecuting Attorney or CACD-281-N: Notice of Name Placement on Central Registry to Law Enforcement and Prosecuting Attorney as appropriate.

(e) **Licensing or registering authority (to the extent necessary for the authority to carry out its official responsibilities, when the licensing or registering authority is responsible for licensing or registering the agency or business location where the alleged abuse occurred).**

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(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-294-N: Notice of Name Placement on Central Registry to Licensing or Registering Authority, Employer, or Entity in Charge of a Paid or Volunteer Activity or CACD-294-N: Notice of Name Placement on Central Registry to Licensing or Registering Authority, Employer, or Entity in Charge of a Paid or Volunteer Activity as appropriate.

(f) **Facility director.**

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at the facility, and the facility is licensed or registered by, or is operated by or operated under contract with the State of Arkansas.

(2) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-283-N: Notice of Name Placement on Central Registry to Facility Director or CACD-283-N: Notice of Name Placement on Central Registry to Facility Director as appropriate.

(g) **Director of the Division of Children and Family Services.**

(1) **Type of allegation.** All maltreatment, only if the maltreatment occurred at a facility operated by or operated under contract with the department.

(2) **What information.**

(A) Name of victim.

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(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-290-N: Notice of Name Placement on Central Registry to DHS Division Director; Coordinator of Multidisciplinary Team for Offender and Victim; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Offender.

(h) **Legal ~~parents and legal custodians~~caregivers of the juvenile offender (fourteen (14) through seventeen (17) years of age).**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-284-N: Notice of Name Placement on Central Registry to Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of the Juvenile Offender (14 to 17 Years of Age) or CACD-284-N: Notice of Name Placement on Central Registry to Legal ~~Parent(s) and Legal Guardian(s)~~Caregivers of the Juvenile Offender (14 to 17 Years of Age) as appropriate.

(i) **Legal ~~parent or legal guardian~~caregiver of victim ~~in-experiencing~~ foster care.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-285-N: Notice of Name Placement on Central Registry to Victim, Legal ~~Parent(s), Legal Guardian(s)Caregivers~~, and Current ~~Foster Resource Parent(s)Parents~~ of Victim or CACD-285-N: Notice of Name Placement on Central Registry to Victim, Legal ~~Parent(s), Legal Guardian(s)Caregivers~~, and Current ~~Foster Resource Parent(s)Parents~~ of Victim as appropriate.

(j) **Current ~~foster resource~~ parent of victim in-experiencing foster care.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-285-N: Notice of Name Placement on Central Registry to Victim, Legal ~~Parent(s), Legal Guardian(s)Caregivers~~, and Current ~~Foster Resource Parent(s)Parents~~ of Victim or CACD-285-N: Notice of Name Placement on Central Registry to Victim, Legal ~~Parent(s), Legal Guardian(s)Caregivers~~, and Current ~~Foster Parent(s)Parents~~ of Victim as appropriate.

(k) **Victim, if fourteen (14) years of age or older.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not

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request a hearing.

(4) **Form.** CFS-285-N: Notice of Name Placement on Central Registry to Victim, Legal ~~Parent(s), Legal Guardian(s) Caregivers~~, and Current ~~Foster Resource Parent(s) Parents~~ of Victim or CACD-285-N: Notice of Name Placement on Central Registry to Victim, Legal ~~Parent(s), Legal Guardian(s) Caregivers~~, and Current ~~Foster Resource Parent(s) Parents~~ of Victim as appropriate.

~~(l) **Victim, if ten (10) years of age or older.**~~

~~_____ (1) **Type of allegation.** All maltreatment.~~

~~_____ (2) **What information.**~~

~~_____ (A) Name of victim.~~

~~_____ (B) Name of offender.~~

~~_____ (C) Type of maltreatment.~~

~~_____ (3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty five (35) business days have passed and the offender did not request a hearing.~~

~~_____ (4) **Form.** CFS 285 N: Notice of Name Placement on Central Registry to Victim, Legal Parent(s), Legal Guardian(s), and Current Foster Parent(s) of Victim or CACD 285 N: Notice of Name Placement on Central Registry to Victim, Legal Parent(s), Legal Guardian(s), and Current Foster Parent(s) of Victim as appropriate.~~

~~(m) **Attorney ad litem of victim.**~~

~~(1) **Type of allegation.** All maltreatment.~~

~~(2) **What information.**~~

~~(A) Name of victim.~~

~~(B) Name of offender.~~

~~(C) Type of maltreatment.~~

~~(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.~~

~~(4) **Form.** CFS-286-N: Notice of Name Placement on Central Registry to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of~~

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Victim.

(am) Court-appointed special advocate of victim.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-286-N: Notice of Name Placement on Central Registry to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Victim.

(en) Circuit judge with jurisdiction of an ongoing dependency neglect or FINS case of victim.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim over whom the court has jurisdiction.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-286-N: Notice of Name Placement on Central Registry to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Victim.

(po) Counsel in dependency neglect or FINS case of a victim experiencing foster care.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

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- (A) Name of victim.
- (B) Name of offender.
- (C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-286-N: Notice of Name Placement on Central Registry to Circuit Judge, Attorney Ad Litem, CASA, and Counsel in Dependency Neglect or FINS Case of Victim.

(ep) Attorney ad litem of offender.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

- (A) Name of victim.
- (B) Name of offender.
- (C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-288-N: Notice of Name Placement on Central Registry to attorney ad litem and CASA of offender.

(fq) Court appointed special advocate of offender.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

- (A) Name of victim.
- (B) Name of offender.
- (C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-288-N: Notice of Name Placement on Central Registry to

Attorney Ad Litem and CASA of Offender.

(st) Circuit judge with jurisdiction of an ongoing dependency neglect or FINS case of offender.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of offender over whom the court has jurisdiction.

(B) Name of victim.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-290-N: Notice of Name Placement on Central Registry to DHS Division Director; Coordinator of Multidisciplinary Team for Offender and Victim; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Offender.

(ts) Counsel in dependency neglect or FINS case of an offender in experiencing foster care.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-290-N: Notice of Name Placement on Central Registry to DHS Division Director; Coordinator of Multidisciplinary Team for Offender and Victim; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Offender.

(ut) Attorney ad litem of child in foster-resource home where maltreatment is reported.

(1) **Type of allegation.** All maltreatment.

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(2) **What information.**

- (A) Name of child represented by AAL.
- (B) Name of victim.
- (C) Name of offender.
- (D) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-289-N: Notice of Name Placement on Central Registry to Attorney Ad Litem and CASA of Child in Foster-Resource Home Where Maltreatment Is Reported.

(wu) **Court appointed special advocate of child in foster-resource home where maltreatment is reported.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

- (A) Name of child represented by CASA.
- (B) Name of victim.
- (C) Name of offender.
- (D) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-289-N: Notice of Name Placement on Central Registry to attorney ad litem and CASA of child in foster-resource home where maltreatment is reported.

(wv) **Multidisciplinary team for victim or offender.**

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

- (A) Name of victim.
- (B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-290-N: Notice of Name Placement on Central Registry to DHS Division Director; Coordinator of Multidisciplinary Team for Offender and Victim; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Offender.

(xw) School where juvenile offender, fourteen (14) years of age or older is enrolled.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(C) Services offered or provided by the department.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-291-N2: or CACD-291-N2, as appropriate.

~~(y) School where juvenile offender, ten (10) years of age or older is enrolled.~~

~~(1) Type of allegation. All maltreatment.~~

~~(2) What information.~~

~~(A) Name of offender.~~

~~(B) Type of maltreatment.~~

~~(C) Services offered or provided by the department.~~

~~(3) When. Within ten (10) business days after Central Registry receives the order or after thirty five (35) business days have passed and the offender did not request a hearing.~~

~~(4) Form. CFS 291 N2 or CACD 291 N2 as appropriate.~~

(zx) Offender.

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(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-292-N1: Notice of Name Placement on Central Registry to School Where Victim Is Enrolled or CACD-292-N1: Notice of Name Placement on Central Registry to School Where Victim Is Enrolled as appropriate.

(aay) Child safety center, if involved in the investigation.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-295-N: Notice of Name Placement on Central Registry to Child Safety Center Involved in Investigation of Maltreatment or CACD-295-N: Notice of Name Placement on Central Registry to Child Safety Center Involved in Investigation of Maltreatment as appropriate.

(bbz) Mandated reporter.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of victim.

(B) Name of offender.

(C) Type of maltreatment.

(D) Services offered or provided to the victim and offender.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(4) **Form.** CFS-293-N: Notice of Name Placement on Central Registry to Mandated Reporter or CACD-293-N: Notice of Name Placement on Central Registry to Mandated Reporter as appropriate.

(~~eeaa~~) Offender's employer when other children under the care of the offender may be at risk.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing and only if a supervisor has determined that children under the care of the offender may be at risk of maltreatment by the offender.

(4) **Form.** CFS-294-N or CACD-294-N as appropriate.

(~~eebb~~) Entity in charge of offender's volunteer activity when other children under the care of the offender may be at risk.

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing and only if a supervisor has determined that children under the care of the offender may be at risk of maltreatment by the offender.

(4) **Form.** CFS-294-N: Notice of Name Placement on Central Registry to Licensing or Registering Authority, Employer, or Entity in Charge of a Paid or Volunteer

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Activity or CACD-294-N: Notice of Name Placement on Central Registry to Licensing or Registering Authority, Employer, or Entity in Charge of a Paid or Volunteer Activity as appropriate.

(eccc) Licensing or registering authority, if children under the care of the offender may be at risk (to the extent necessary for the authority to carry out its official responsibilities, when the licensing or registering authority is responsible for licensing or registering the agency or business location where the alleged abuse occurred or when other children at the agency or business under the care of the alleged offender are at risk or when the licensing or registering authority are responsible for monitoring the professional behavior of the registered or licensed professional who is the alleged offender).

(1) **Type of allegation.** All maltreatment.

(2) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(3) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing and only if a supervisor has determined that children under the care of the offender may be at risk of maltreatment by the offender.

(4) **Form.** CFS-294-N: Notice of Name Placement on Central Registry to Licensing or Registering Authority, Employer, or Entity in Charge of a Paid or Volunteer Activity or CACD-294-N: Notice of Name Placement on Central Registry to Licensing or Registering Authority, Employer, or Entity in Charge of a Paid or Volunteer Activity as appropriate.

(ffdd) Employer of any offender in a designated position with a state agency per Arkansas Code § 21-15-110, if a state employee is determined to be an offender or perpetrator in a true, substantiated, or founded report of child maltreatment or adult abuse and the state employee is employed in a “designated position”, the investigating agency shall immediately notify the employer of that state employee.

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(ggee)(1) Per Arkansas Code § 21-15-101, "designated Position" means a position in which a person is employed by a state agency to provide care, supervision, treatment, or any other services to the elderly, to individuals with mental illness or illnesses, or to individuals with developmental disabilities or to children who reside in any state-operated facility or a position in which the applicant or employee will have direct contact with a child or any individual who is elderly or any individual who has mental illness or illnesses or developmental disabilities.

(2) **Type of allegation.** All maltreatment.

(3) **What information.**

(A) Name of offender.

(B) Type of maltreatment.

(4) **When.** Within ten (10) business days after Central Registry receives the order or after thirty-five (35) business days have passed and the offender did not request a hearing.

(5) **Form.** CFS-296-N: Notice of Name Placement on Central Registry to Employer of Offender in a Designated Position with an Arkansas State Agency or CACD-296-N: Notice of Name Placement on Central Registry to Employer of Offender in a Designated Position with an Arkansas State Agency as appropriate.

Appendix A. Adoption Summary Guidelines

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/402/9CARpt.40.AppendixA.AdoptionSummaryGuidelines.pdf>

Appendix B. Resource Home Records

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/403/9CARpt.40.AppendixB.ResourceHomeRecords.pdf>

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~~Appendix C. Case Record Order for Out-of-Home Placement Cases~~

~~Link:~~

~~<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/404/9CARpt.40.AppendixC.CaseRecordOrderForOutOfHomePlacementCases.pdf>~~

~~Appendix D. Protocol for Family Service Workers~~Social Service Specialist ~~Responding to Methamphetamine and Meth Lab Exposure of Children~~

~~Link:~~

~~<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/405/9CARpt.40.AppendixD.ProtocolForFamilyServiceWorkersRespondingToMethamphetamineAndMethLabExposureOfChildren.pdf>~~

~~Appendix E. Safeguards for Child Victims Testifying in Judicial and Administrative Proceedings~~

~~Link:~~

~~<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/406/9CARpt.40.AppendixE.SafeguardsForChildVictimsTestifyingInJudicialAndAdministrativeProceedings.pdf>~~

~~Appendix F. Alternative Compliance and Policy Waiver Protocol~~

~~Link:~~

~~<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/407/9CARpt.40.AppendixF.AlternativeComplianceAndPolicyWaiverProtocol>~~

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Appendix G. Arkansas Health and Safety Factors

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/408/9CARpt.40-AppendixG-ArkansasHealthAndSafetyFactors.pdf>

State of Arkansas *As Engrossed: H2/4/25 H2/13/25*

95th General Assembly

A Bill

Regular Session, 2025

HOUSE BILL 1292

By: Representative Bentley

By: Senator K. Hammer

For An Act To Be Entitled

AN ACT TO AMEND THE RESIDENCY REQUIREMENTS FOR THE
ADOPTION OF A MINOR; AND FOR OTHER PURPOSES.

Subtitle

TO AMEND THE RESIDENCY REQUIREMENTS FOR
THE ADOPTION OF A MINOR.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 9-9-213 is amended to read as follows:
9-9-213. Required residence of minor.

(a)(1) A In an adoption where the child is not in the custody of the
Department of Human Services, a final decree of adoption shall not be issued
and an interlocutory decree of adoption does not become final until the minor
to be adopted, other than a stepchild of the petitioner, has lived in the
home for at least six (6) months after:

(A) ~~placement~~ Placement by an a child placement agency
licensed under the Child Welfare Agency Licensing Act, § 9-28-401 et seq.; or
(B) ~~for at least six (6) months after the~~ The petition for
adoption is filed.

(2) This subsection does not apply if the minor to be adopted
is:

(A) The stepchild of the petitioner; or
(B) Less than six (6) months of age at the time the
petition was filed.

(b) In an adoption where the child is in the custody of the
department, a final decree of adoption shall not be issued and an

1 interlocutory decree of adoption does not become final until the minor to be
2 adopted has lived in the home for at least six (6) months unless:

3 (1) Residence in the home is not required for a The minor to be
4 adopted if the minor is in the custody of the Department of Human Services,
5 and the minor must reside outside of the home to receive medically necessary
6 health care;

7 (2) The minor to be adopted is less than six (6) months of age;
8 or

9 (3) The Director of the Division of Children and Family Services
10 waives the residency requirement for a minor to be adopted when the minor is
11 sixteen (16) years of age or older and is participating in a life skills,
12 technical, or vocational program.

13 ~~(c) This section does not apply to a minor who is:~~

14 ~~(1) Less than six (6) months of age at the time the petition for~~
15 ~~adoption is filed; and~~

16 ~~(2) Not in the custody of the Department of Human Services.~~

17
18 /s/Bentley

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21 **APPROVED: 2/25/25**
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State of Arkansas

As Engrossed: S3/7/23

94th General Assembly

A Bill

Regular Session, 2023

SENATE BILL 346

By: Senator Hester

By: Representative C. Fite

For An Act To Be Entitled

AN ACT TO PROMOTE PERMANENCY AND TO STRENGTHEN
KINSHIP PLACEMENTS FOR CHILDREN IN FOSTER CARE; TO
AMEND AND UPDATE THE LAW REGARDING ADOPTION,
DEPENDENCY-NEGLECT CASES, CHILD WELFARE AGENCIES, AND
PLACEMENT OF CHILDREN; TO AMEND AND UPDATE THE LAW
REGARDING GUARDIANSHIP AND ADOPTION SUBSIDIES; TO
AMEND THE LAW REGARDING EXTENDED JUVENILE
JURISDICTION UNDER THE ARKANSAS JUVENILE CODE OF
1989; AND FOR OTHER PURPOSES.

Subtitle

TO PROMOTE PERMANENCY AND TO STRENGTHEN
KINSHIP PLACEMENTS FOR CHILDREN IN FOSTER
CARE.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 9-8-204(a)(10), concerning the time a child
is required to have been in the home of a prospective relative guardian after
the prospective guardian's home was opened as a foster home in order for the
child to be eligible for subsidized guardianship, is amended to read as
follows:

(10)(A) While in the custody of the department, the child
resided in the home of the prospective relative guardian for at least six (6)
consecutive months after the prospective guardian's home was opened as a
foster home.

1 (B) If the department determines that adequate funding is
2 available for a guardianship subsidy for a child who is not Title IV-E
3 eligible under subdivision (a)(8) of this section, the department may waive
4 the time requirement under this subdivision.

5
6 SECTION 2. Arkansas Code § 9-9-407, concerning a family's eligibility
7 for a subsidy for purposes of an adoption, is amended to add an additional
8 subsection to read as follows:

9 (d) State-funded subsidies may be available, as determined by the
10 department for an adult who:

11 (1) Is in foster care at eighteen (18) years of age;

12 (2) Participates in an extended foster care program under § 9-
13 27-306 or § 9-28-114; and

14 (3) Is not Title IV-E eligible.

15
16 SECTION 3. Arkansas Code § 9-9-504(b)(1), concerning counseling
17 requirements when a birth parent or adult adoptee is registered in a
18 voluntary adoption registry, is amended to read as follows:

19 (b)(1)(A) Upon registering, the registrant shall participate in not
20 less than one (1) hour of counseling with ~~a social worker employed by an~~
21 employee or contractor as designated by the entity that operates the
22 registry. If a birth parent or adult adoptee is domiciled outside the state,
23 he or she shall obtain counseling from ~~a social worker employed by an~~
24 employee or contractor as designated by a licensed agency in that other state
25 selected by the entity that operates the registry.

26 (B) If a birth parent or adult adoptee is domiciled outside
27 the state, he or she shall obtain counseling from ~~a social worker employed by~~
28 an employee or contractor as designated by a licensed agency in that other
29 state selected by the entity that operates the registry.

30
31 SECTION 4. Arkansas Code § 9-27-306(a)(1)(D), concerning extended
32 juvenile jurisdiction under the Arkansas Juvenile Code of 1989, is amended to
33 read as follows:

34 (D) Proceedings in which a family is alleged to be in need
35 of services as defined by this subchapter, which shall include juveniles from
36 birth to eighteen (18) years of age, except for the following:

1 (i) A juvenile whose family has been adjudicated as
2 a family in need of services and who is in foster care before eighteen (18)
3 years of age may request that the court continue jurisdiction until twenty-
4 one (21) years of age if ~~the juvenile is engaged in a course of instruction~~
5 ~~or treatment, or is working at least eighty (80) hours a month towards self-~~
6 ~~sufficiency to receive independent living or transitional services~~ the
7 requirements in subdivision (a)(1)(B)(i)(a) of this section are met;

8 (ii) The court shall retain jurisdiction only if the
9 juvenile ~~remains~~ meets or has a viable plan to ~~remain in instruction or~~
10 ~~treatment to receive independent living services~~ meet the requirements in
11 subdivision (a)(1)(B)(i)(a) of this section; or

12 (iii) The court shall discontinue jurisdiction upon
13 request of the juvenile or when the juvenile completes or is discontinued
14 ~~from the instruction or treatment~~ requirements to receive independent living
15 services;

16
17 SECTION 5. Arkansas Code § 9-27-306(e) and (f), concerning when a
18 juvenile over eighteen (18) years of age is allowed to reenter extended
19 foster care, are amended to read as follows:

20 (e) Regardless of funding, a juvenile will be allowed to return to
21 foster care if:

22 (1) evidence Evidence is presented to the circuit court that the
23 department failed to comply with §§ 9-27-363 and 9-28-114 or if there is
24 evidence that the juvenile was coerced by an employee or agent of the
25 department to leave foster care; or

26 (2) The juvenile submits a request to reenter foster care in
27 writing or verbally to the department.

28 (f) If a juvenile over eighteen (18) years of age who is allowed to
29 reenter extended foster care fails to be engaged in or have a viable plan to
30 meet the requirements in subdivision (a)(1)(B)(i)(a) of this section or have
31 a viable plan to meet the requirements of subdivision (a)(1)(B)(i)(a) of this
32 section for more than sixty (60) days, the department may:

33 (1) file File a motion to terminate the jurisdiction of the
34 court and discharge the juvenile from foster care; or

35 (2) Provide notice to the juvenile not under the jurisdiction of
36 the court that his or her case will be closed and discharge the juvenile from

1 foster care.

2
3 SECTION 6. Arkansas Code § 9-27-311(e)(2)(C), concerning required
4 contents of a petition filed under the Arkansas Juvenile Code of 1989, is
5 amended to read as follows:

6 (C) The supporting affidavit of facts shall include known
7 information regarding the fitness of the noncustodial parent to be considered
8 for custody, placement, or ~~visitation~~ family time with the juvenile.

9
10 SECTION 7. Arkansas Code § 9-27-315(a)(1)(B)(iii)(a), concerning the
11 probable cause hearing in a dependency-neglect case, is amended to read as
12 follows:

13 (a) Evidence pertaining to ~~visitation~~ family
14 time; and

15
16 SECTION 8. Arkansas Code § 9-27-325(o) and (p), concerning visitation
17 between a juvenile and parent in a dependency-neglect case, are amended to
18 read as follows:

19 (o)(1)(A) If the court determines that the health and safety of the
20 juvenile can be adequately protected and it is in the best interest of the
21 child, unsupervised ~~visitation~~ family time may occur between a juvenile and a
22 parent.

23 (B) Unless the court has restricted unsupervised family
24 time, the department may allow unsupervised family time between a juvenile
25 and a parent at any time.

26 (2)(A) A petitioner has the burden of proving at every hearing
27 that unsupervised ~~visitation~~ family time is not in the best interest of a
28 child.

29 (B) If the court determines that unsupervised ~~visitation~~
30 family time between a juvenile and a parent is not in the best interest of
31 the child, ~~visitation~~ family time between the juvenile and the parent shall
32 be supervised.

33 (C)(i) A rebuttable presumption that unsupervised
34 ~~visitation~~ family time is in the best interest of the juvenile applies at
35 every hearing.

36 (ii) The burden of proof to rebut the presumption is

1 proof by a preponderance of the evidence.

2 (D)(i) If the court orders supervised ~~visitation~~ family
3 time, the parent from whom custody of the juvenile has been removed shall
4 receive a minimum of four (4) hours of supervised ~~visitation~~ family time per
5 week.

6 (ii) The court may order less than four (4) hours of
7 supervised ~~visitation~~ family time if the court determines that the supervised
8 ~~visitation~~ family time:

9 (a) Is not in the best interest of the
10 juvenile; or

11 (b) Will impose an extreme hardship on one (1)
12 of the parties.

13 (p) When ~~visitation~~ family time is ordered between a juvenile and the
14 parent:

15 (1)(A) A parent's positive result from a drug test is
16 insufficient to deny the parent ~~visitation~~ family time with a juvenile.

17 (B) If at the time that ~~visitation~~ family time between the
18 parent and a juvenile occurs a parent is under the influence of drugs or
19 alcohol, exhibits behavior that may create an unsafe environment for a child,
20 or appears to be actively impaired, the ~~visitation~~ family time may be
21 cancelled; and

22 (2) A relative or fictive kin may transport a juvenile to and
23 from ~~visits~~ family time with a parent if:

24 (A) It is in the best interest of a child;

25 (B) The relative or fictive kin submits to a background
26 check and a child maltreatment registry check; and

27 (C) The relative or fictive kin meets the driving
28 requirements established by the department.

29
30 SECTION 9. Arkansas Code § 9-27-327(a)(1)(B), concerning findings made
31 by the court after a juvenile is found dependent-neglected in the
32 adjudication hearing in a dependency-neglect case, is amended to read as
33 follows:

34 (B)(i) If the court finds that the juvenile is dependent-
35 neglected, the court shall determine whether a noncustodial parent
36 contributed to the dependency-neglect and whether the noncustodial parent is

1 a fit parent for purposes of custody or ~~visitation~~ family time.

2 (ii) A noncustodial parent in subdivision
3 (a)(1)(B)(i) of this section is presumed to be a fit parent.

4 (iii)(a) If no prior court order has been entered
5 into evidence concerning custody or ~~visitation~~ family time with the
6 noncustodial parent of the juvenile subject to the dependency-neglect
7 petition, the petitioner shall, and any party may, provide evidence to the
8 court whether the noncustodial parent is unfit for purposes of custody or
9 ~~visitation~~ family time.

10 (b) The petitioner shall provide evidence as
11 to whether the noncustodial parent contributed to the dependency-neglect.

12 (iv)(a) The court may transfer temporary custody or
13 permanent custody to the noncustodial parent after a review of evidence and a
14 finding that it is in the best interest of the juvenile to transfer custody,
15 or the court may order ~~visitation~~ family time with the noncustodial parent.

16 (b) An order of transfer of custody to the
17 noncustodial parent does not relieve the Department of Human Services of the
18 responsibility to provide services to the parent from whom custody was
19 removed, unless the court enters an order to relieve the department of the
20 responsibility.

21 (c) A home study is not required to transfer
22 custody to a parent of the juvenile.

23 (v) If the court determines that the child cannot
24 safely be placed in the custody of the noncustodial parent, the court shall
25 make specific findings of fact regarding the safety factors that need to be
26 corrected by the noncustodial parent before placement or ~~visitation~~ family
27 time with the juvenile.

28
29 SECTION 10. Arkansas Code § 9-27-335(d), concerning home study
30 requirements after a juvenile is found dependent-neglected in a dependency-
31 neglect case, is amended to read as follows:

32 (d)(1) Custody of a juvenile may be transferred to a relative or other
33 individual only after a home study of the placement is conducted by the
34 department or by a licensed social worker who is approved to do home studies
35 and submitted to the court in writing and the court determines that the
36 placement is in the best interest of the juvenile.

1 (2) A home study is not required for a parent of a juvenile.

2
3 SECTION 11. Arkansas Code § 9-27-355(b)(1)(B)(ii), concerning
4 placement of juveniles, is amended to read as follows:

5 (ii) If there is not a safety issue identified in a
6 Child Maltreatment Central Registry check or criminal background check
7 regarding all the persons identified under subdivision (b)(1)(A) of this
8 section, the department shall provide in writing to the persons identified
9 the following notice:

10 (a) A statement saying that the juvenile has
11 been or is being removed from his or her parent;

12 (b) An explanation concerning how to
13 participate and be considered for care, placement, and ~~visitation~~ family time
14 with the juvenile;

15 (c) Information needed for a child welfare
16 safety check and home study, if the person is interested in placement;

17 (d) Information about provisional relative
18 foster care, fictive kin, and other supportive benefits available through the
19 department;

20 (e) A statement saying that failure to timely
21 respond may result in the loss of opportunities to be involved in the care,
22 placement, and ~~visitation~~ family time with the juvenile; and

23 (f) The name, phone number, email address, and
24 physical address of the caseworker and supervisor assigned to the case.

25
26 SECTION 12. Arkansas Code § 9-27-355(b)(1)(F), concerning placement of
27 juveniles, is amended to read as follows:

28 (F)(i) The court may transfer custody to any relative or
29 any other person recommended by the department, the parent, or any party upon
30 review of a home study, including criminal background and child maltreatment
31 reports, and a finding that custody is in the best interest of the child.

32 (ii) A home study is not required for a parent of a
33 juvenile.

34
35 SECTION 13. Arkansas Code § 9-27-355(b)(3)(B)(ii), concerning
36 placement of juveniles, is amended to read as follows:

1 (ii)(a) If the relative or fictive kin opts to have
2 his or her home opened as a provisional foster home, the relative or fictive
3 kin shall not be paid a board payment until the relative or fictive kin meets
4 all of the requirements and his or her home is opened as a regular foster
5 home.

6 (b) A relative or fictive kin who has his or
7 her home opened as a provisional foster home may receive a board payment from
8 the department for no more than six (6) months unless fully opened as a
9 foster home;

10
11 SECTION 14. Arkansas Code § 9-27-355(b)(4)(B), concerning placement of
12 juveniles, is amended to read as follows:

13 (B)(i) The relative, fictive kin, or other person shall
14 not receive any financial assistance, including board payments, from the
15 department, except for financial assistance for which the relative, fictive
16 kin, or other person has applied and for which the relative, fictive kin, or
17 other person qualifies under the program guidelines, such as the Transitional
18 Employment Assistance Program, ~~§ 20-76-401, food stamps~~ the Supplemental
19 Nutrition Assistance Program, Medicaid, and ~~the~~ a federal adoption subsidy.

20 (ii) A relative or fictive kin who has his or her
21 home opened as a provisional foster home may receive a monthly board payment
22 from the department for no more than six (6) months unless fully opened as a
23 foster home; and

24
25 SECTION 15. Arkansas Code § 9-27-361(a)(2)(C)(ii)(d), concerning items
26 that must be included in a court report prepared by the Department of Human
27 Services in a dependency-neglect case, is amended to read as follows:

28 (d) Whether the adult grandparent or other
29 adult relative is interested in ~~visitation~~ family time.

30
31 SECTION 16. Arkansas Code § 9-27-361(a)(3)(C), concerning items that
32 must be included in a court report prepared by the court-appointed special
33 advocate in a dependency-neglect case, is amended to read as follows:

34 (C) Any information on adult relatives, including their
35 contact information and the volunteer's recommendation about relative
36 placement and ~~visitation~~ family time; and

1
2 SECTION 17. Arkansas Code § 9-27-361(b)(3)(C), concerning items that
3 must be included in a court report prepared by the court-appointed special
4 advocate in a dependency-neglect case, is amended to read as follows:

5 (C) Any information on adult relatives, including their
6 contact information and the volunteer's recommendation about relative
7 placement and ~~visitation~~ family time; and
8

9 SECTION 18. Arkansas Code § 9-27-369(d)(1), concerning when the court
10 in a dependency-neglect case may grant a motion for resumption of services
11 for a parent whose parental rights were previously terminated, is amended to
12 read as follows:

13 (d)(1) A court may grant a motion filed under this section if it finds
14 by a preponderance of the evidence that it is in the best interest of the
15 child to resume services and establish appropriate contact or ~~visitation~~
16 family time between the child and the parent or placement of the child with
17 the parent.
18

19 SECTION 19. Arkansas Code § 9-27-369(d)(2)(C)(i), concerning how
20 frequently a review hearing must be held in a dependency-neglect case when
21 services for a parent whose parental rights were previously terminated have
22 been resumed, is amended to read as follows:

23 (i) Finds that it is not in the best interest of the
24 child to have contact, ~~visitation~~ family time, or placement with the parent;
25

26 SECTION 20. Arkansas Code § 9-28-108(a)(2), concerning the definition
27 of "relative" in regard to the placement of juveniles, is amended to read as
28 follows:

29 (2) "Relative" means a person within the fifth degree of kinship
30 by virtue of blood, marriage, or adoption.
31

32 SECTION 21. Arkansas Code § 9-28-108(c)(4)(B)(i), concerning placement
33 of juveniles in a provisional foster home, is amended to read as follows:

34 (i)(a) The juvenile and his or her siblings or ~~step-~~
35 ~~siblings~~ stepsiblings may be placed in the home of a relative or fictive kin
36 of the juvenile on a provisional basis no more than six (6) months pending

1 the home of the relative or fictive kin being opened as a regular foster
2 home.

3 (b) A relative or fictive kin who has his or
4 her home opened as a provisional foster home may receive a board support
5 payment from the department for no more than six (6) months unless fully
6 opened as a foster home;

7
8 SECTION 22. Arkansas Code § 9-28-108(c)(5)(B), concerning the receipt
9 of financial assistance by a relative or other person who is awarded custody
10 of a juvenile and any siblings or stepsiblings, is amended to read as
11 follows:

12 (B)(i) The relative or other person shall not receive any
13 financial assistance, including board payments, from the department, but may
14 receive other financial assistance that the relative or other person has
15 applied for and qualifies for under other program guidelines, such as the
16 Transitional Employment Assistance Program, ~~§ 20-76-401, food stamps the~~
17 Supplemental Nutrition Assistance Program, Medicaid, and ~~the a~~ federal
18 adoption subsidy.

19 (ii) A relative or fictive kin who has his or her
20 home opened as a provisional foster home may receive a board support payment
21 from the department for no more than six (6) months unless fully opened as a
22 foster home; and

23
24 SECTION 23. Arkansas Code § 9-28-111(a)(4)(C), concerning what
25 constitutes a substantive change to a case plan, is amended to read as
26 follows:

27 (C) A substantive change to a case plan includes without
28 limitation a change in the placement of the juvenile, the ~~visitation~~ family
29 time rights of any party, or the goal of the case plan.

30
31 SECTION 24. Arkansas Code § 9-28-111(c)(6), concerning visitation
32 rights and obligations of a parent, guardian, or custodian and the state
33 agency which must be included in a case plan when a juvenile is receiving
34 services in an out-of-home placement, is amended to read as follows:

35 (6) The ~~visitation~~ family time rights and obligations of the
36 parent, guardian, or custodian and the state agency during the time period

1 the juvenile is in the out-of-home placement;

2
3 SECTION 25. Arkansas Code § 9-28-111(c)(10)(C), concerning
4 documentation in a case plan of the efforts made to provide visitation or
5 other ongoing interaction between siblings removed from their home who are
6 not placed together, is amended to read as follows:

7 (C) Documentation of the efforts made to provide for
8 frequent ~~visitation~~ family time or other ongoing interaction between the
9 siblings in the case of siblings removed from their home who are not placed
10 together, unless the department documents that frequent ~~visitation~~ family
11 time or other ongoing interaction would be contrary to the safety or well-
12 being of any of the siblings;

13
14 SECTION 26. Arkansas Code § 9-28-402(13)(A)(i), concerning the
15 definition of "fictive kin" under the Child Welfare Agency Licensing Act, is
16 amended to read as follows:

17 (i) Is not related to a child by blood ~~or marriage,~~
18 marriage, or adoption; and

19
20 SECTION 27. Arkansas Code § 9-28-402(20), concerning the definition of
21 "relative" under the Child Welfare Agency Licensing Act, is amended to read
22 as follows:

23 (20) "Relative" means a person within the fifth degree of
24 kinship by virtue of blood, marriage, or adoption;

25
26 SECTION 28. Arkansas Code § 9-28-903(14)(B)(ii), concerning a foster
27 parent's opportunity to participate in the planning of visitation with a
28 child in foster care and his or her birth family, is amended to read as
29 follows:

30 (ii) The opportunity to participate in the planning
31 of ~~visitation~~ family time with the child in foster care and his or her birth
32 family;

33
34 SECTION 29. Arkansas Code § 9-28-1003(d)(4), concerning a foster
35 child's entitlement to visitation with siblings that are not in the same
36 placement, is amended to read as follows:

(4) If separated, to have ~~visitation~~ family time with all siblings that shall be:

- (A) ~~Regular~~ Be regular and consistent;
- (B) Include face-to-face meetings or alternate methods of communication at least one (1) time per week when possible; and
- (C) ~~Outlined~~ Be outlined in the case plan and approved by the court;

SECTION 30. Arkansas Code § 9-28-407(h)(2), concerning release of foster and adoptive home records, is amended to add an additional subsection to read as follows:

(J)(i) To a person, agency, or organization engaged in a bona fide research or evaluation project that is determined by the Division of Children and Family Services to have value for the evaluation or development of policies and programs within the Division of Children and Family Services.

(ii) Any confidential information provided by the department for a research or evaluation project under subdivision (h)(2)(J) of this section shall not be redisclosed or published.

SECTION 31. Arkansas Code § 9-27-316(f)(4), concerning an attorney ad litem's access to records relevant to a juvenile's case under the Arkansas Juvenile Code of 1989, is amended to read as follows:

(4) An attorney ad litem shall be provided access to all records relevant to the juvenile's case, including, but not limited to, school records, medical records, all court records relating to the juvenile and his or her family, and records, including those maintained electronically and in the ~~Children's Reporting and Information System~~ case management system, of the Department of Human Services relating to the juvenile and his or her family to the extent permitted by federal law.

/s/Hester

APPROVED: 3/21/23

State of Arkansas
94th General Assembly
Regular Session, 2023

A Bill

SENATE BILL 347

By: Senator Hester
By: Representative C. Fite

For An Act To Be Entitled

AN ACT TO PROMOTE CHILD SAFETY WHILE REDUCING CHILD
WELFARE AGENCY INVOLVEMENT IN THE LIVES OF ARKANSAS
RESIDENTS; TO AMEND AND UPDATE THE LAW REGARDING
DEPENDENCY-NEGLECT AND CHILD MALTREATMENT; TO AMEND
AND UPDATE DEFINITIONS UNDER THE ARKANSAS JUVENILE
CODE OF 1989 AND THE CHILD MALTREATMENT ACT; TO AMEND
INVESTIGATION ACCEPTANCE, ASSIGNMENT, AND NOTICE
PROVISIONS UNDER THE CHILD MALTREATMENT ACT; TO AMEND
LANGUAGE REGARDING PROTECTION PLANS IN THE CHILD
MALTREATMENT ACT; AND FOR OTHER PURPOSES.

Subtitle

TO PROMOTE CHILD SAFETY WHILE REDUCING
CHILD WELFARE AGENCY INVOLVEMENT IN THE
LIVES OF ARKANSAS RESIDENTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 9-27-303(37)(A)(iii)-(viii), concerning the
definition of "neglect" under the Arkansas Juvenile Code of 1989, are amended
to read as follows:

(iii) Failure to take reasonable action to protect
the juvenile from abandonment, abuse, sexual abuse, sexual exploitation, or
~~neglect, or parental unfitness~~ when the existence of this condition was known
or should have been known, and, if for abuse or neglect, the failure to take
reasonable action to protect the juvenile causes the juvenile serious bodily

1 injury;

2 (iv) Failure or irremediable inability to provide
3 for the essential and necessary physical, mental, or emotional needs of the
4 juvenile, including failure to provide a shelter that does not pose a risk to
5 the health or safety of the juvenile;

6 (v) Failure to provide for the juvenile's care and
7 maintenance, proper or necessary support, or medical, surgical, or other
8 necessary care;

9 (vi) Failure, although able, to assume
10 responsibility for the care and custody of the juvenile or to participate in
11 a plan to assume the responsibility;

12 (vii) Failure to appropriately supervise the
13 juvenile that results in the juvenile's being left alone:

14 (a) At an inappropriate age, creating a
15 dangerous situation ~~or a situation that puts the juvenile at risk of harm;~~ or

16 (b) In inappropriate circumstances, creating a
17 dangerous situation ~~or a situation that puts the juvenile at risk of harm;~~

18 (viii) Failure to appropriately supervise the
19 juvenile that results in the juvenile being placed in+

20 ~~(a) Inappropriate~~ inappropriate circumstances,
21 creating a dangerous situation; or

22 ~~(b) A situation that puts the juvenile at risk~~
23 ~~of harm; or~~

24
25 SECTION 2. Arkansas Code § 9-27-303(53)(D), concerning acts that are
26 considered sexual abuse under the Arkansas Juvenile Code of 1989 when the act
27 is performed by a caretaker to a person younger than eighteen (18) years of
28 age, is amended to add an additional subdivision to read as follows:

29 (vii) Solicitation of sexual intercourse, deviant
30 sexual activity, or sexual contact;

31
32 SECTION 3. Arkansas Code § 9-27-303(53), concerning the definition of
33 "sexual abuse" under the Arkansas Juvenile Code of 1989, is amended to add an
34 additional subdivision to read as follows:

35 (G) Grooming, by a:

36 (i) Person eighteen (18) years of age or older to a

1 person not his or her spouse who is younger than fourteen (14) years of age;
2 or

3 (ii) Caretaker to a person younger than fourteen
4 (14) years of age;

5
6 SECTION 4. Arkansas Code § 9-27-303, concerning the definitions under
7 the Arkansas Juvenile Code of 1989, is amended to add an additional
8 subdivision to read as follows:

9 (67)(A) "Grooming" means to knowingly disseminate to a child
10 thirteen (13) years of age or younger with or without consideration a visual
11 or print medium depicting sexually explicit content with the purpose to
12 entice, induce, or groom the child to engage in the following with a person:

13 (i) Sexual intercourse;

14 (ii) Sexually explicit conduct; or

15 (iii) Deviant sexual activity.

16 (B) As used in subdivision (67)(A) of this section,
17 "disseminate" means to allow to view, expose, furnish, present, sell, or
18 otherwise distribute, including on an electronic device or virtual platform,
19 and is not limited to an act that takes place in the physical presence of a
20 child.

21 (C) It is an affirmative defense to an allegation of
22 grooming that the actor is not more than three (3) years older than the
23 victim.

24
25 SECTION 5. Arkansas Code § 12-18-103(14)(A)(iii)-(viii), concerning
26 the definition of "neglect" under the Child Maltreatment Act, are amended to
27 read as follows:

28 (iii) Failure to take reasonable action to protect
29 the child from abandonment, abuse, sexual abuse, sexual exploitation, or
30 neglect, ~~or parental unfitness~~ when the existence of the condition was known
31 or should have been known, and, if for abuse or neglect, the failure to take
32 reasonable action to protect the juvenile causes the juvenile serious bodily
33 injury;

34 (iv) Failure or irremediable inability to provide
35 for the essential and necessary physical, mental, or emotional needs of the
36 child, including the failure to provide a shelter that does not pose a risk

1 to the health or safety of the child;

2 (v) Failure to provide for the child's care and
3 maintenance, proper or necessary support, or medical, surgical, or other
4 necessary care;

5 (vi) Failure, although able, to assume
6 responsibility for the care and custody of the child or to participate in a
7 plan to assume such responsibility;

8 (vii) Failure to appropriately supervise the child
9 that results in the child's being left alone:

10 (a) At an inappropriate age creating a
11 dangerous situation ~~or a situation that puts the child at risk of harm~~; or

12 (b) In inappropriate circumstances creating a
13 dangerous situation ~~or a situation that puts the child at risk of harm~~;

14 (viii) Failure to appropriately supervise the child
15 that results in the child's being placed in+

16 ~~(a) Inappropriate~~ inappropriate circumstances
17 creating a dangerous situation; ~~or~~

18 ~~(b) A situation that puts the child at risk of~~
19 ~~harm~~;

20
21 SECTION 6. Arkansas Code § 12-18-103(20), concerning the definition of
22 "sexual abuse" under the Child Maltreatment Act, is amended to add an
23 additional subdivision to read as follows:

24 (G) Grooming, by a:

25 (i) Person eighteen (18) years of age or older to a
26 person not his or her spouse who is younger than fourteen (14) years of age;
27 or

28 (ii) Caretaker to a person younger than fourteen
29 (14) years of age;

30
31 SECTION 7. Arkansas Code § 12-18-103, concerning the definitions under
32 the Child Maltreatment Act, is amended to add an additional subdivision to
33 read as follows:

34 (32)(A) "Grooming" means to knowingly disseminate to a child
35 thirteen (13) years of age or younger with or without consideration a visual
36 or print medium depicting sexually explicit content with the purpose to

entice, induce, or groom the child to engage in the following with a person:

(i) Sexual intercourse;

(ii) Sexually explicit conduct; or

(iii) Deviate sexual activity.

(B) As used in subdivision (32)(A) of this section, "disseminate" means to allow to view, expose, furnish, present, sell, or otherwise distribute, including on an electronic device or virtual platform, and is not limited to an act that takes place in the physical presence of a child.

(C) It is an affirmative defense to an allegation of grooming that the actor is not more than three (3) years older than the victim.

SECTION 8. Arkansas Code § 12-18-304(d), concerning acceptance of a report of child maltreatment under the Child Maltreatment Act involving a bruise to a child even if at the time of the report the bruise is not visible, is repealed.

~~(d)(1) The Child Abuse Hotline shall accept a report of child maltreatment involving a bruise to a child even if at the time of the report the bruise is not visible if the bruising occurred.~~

~~(A) Within the past fourteen (14) days; and~~

~~(B) As a result of child maltreatment as described under subsections (a) (c) of this section.~~

~~(2) However, the report under this subsection shall not be determined to be true unless the existence of the bruise is corroborated.~~

SECTION 9. Arkansas Code § 12-18-304, concerning what reports qualify for acceptance by the Child Abuse Hotline, is amended to add an additional subsection to read as follows:

(h) The Child Abuse Hotline shall accept a report from a medical provider concerning a child eleven (11) years of age or younger if there is documented evidence of the child being pregnant or having a sexually transmitted disease, despite insufficient evidence of child maltreatment.

SECTION 10. Arkansas Code § 12-18-506(a), concerning notice of a report made to the Child Abuse Hotline when the alleged offender is engaged

1 in certain activities or employment, is amended to add an additional
2 subdivision to read as follows:

3 (5) The school the alleged offender is enrolled in, if the
4 alleged offender is eighteen (18) years of age or older.

5
6 SECTION 11. Arkansas Code § 12-18-601(a)(1), concerning procedures
7 followed after the Child Abuse Hotline's acceptance of a report of child
8 maltreatment under the Child Maltreatment Act, is amended to read as follows:

9 (a)(1) If a report of child maltreatment is accepted by the Child
10 Abuse Hotline, an investigation shall be conducted under procedures
11 established by the Department of Human Services unless the report is accepted
12 for triage under subdivision (a)(2)(C) of this section.

13
14 SECTION 12. Arkansas Code § 12-18-601(a)(2)(B)(ii), concerning the
15 circumstances in which a report of child maltreatment is assigned to the
16 Division of Arkansas State Police under the Child Maltreatment Act, is
17 amended to read as follows:

18 (ii) ~~A person,~~ An agency, corporation, or
19 partnership that provides substitute care for a child who is in the custody
20 of the Department of Human Services; or

21
22 SECTION 13. Arkansas Code § 12-18-601(b)(1)(A), concerning the
23 initiation of an investigation under the Child Maltreatment Act after the
24 assignment of a report of child maltreatment, is amended to read as follows:

25 (b)(1)(A) After the assignment of a report of child maltreatment, the
26 investigating agency shall initiate an investigation as provided under this
27 subchapter or follow triage procedures under subdivision (a)(2)(C) of this
28 section.

29
30 SECTION 14. Arkansas Code § 12-18-601(c)(1), concerning the
31 development and implementation of triage procedures for accepting and
32 documenting reports of child maltreatment of a child not at risk of immediate
33 harm under the Child Maltreatment Act, is amended to read as follows:

34 (c)(1) The Department of Human Services and the Division of Arkansas
35 State Police may develop and implement triage procedures for accepting ~~and,~~
36 documenting, and assigning reports of child maltreatment ~~of a child not at~~

1 ~~risk of imminent harm.~~

2
3 SECTION 15. Arkansas Code § 12-18-710(e)(1), concerning the release of
4 information on a true investigative determination pending due process to the
5 alleged offender under the Child Maltreatment Act, is amended to read as
6 follows:

7 (1) The alleged offender and any person, agency, or potential employer
8 with the written consent of the alleged offender;

9
10 SECTION 16. Arkansas Code § 12-18-807(a), concerning the filing of a
11 certified copy of a judicial determination with the Office of Appeals and
12 Hearings, is amended to read as follows:

13 (a) If a court of competent jurisdiction adjudicates a question that
14 is an issue to be determined by the Office of Appeals and Hearings ~~of the~~
15 ~~Department of Human Services~~, the prevailing party to the judicial
16 adjudication who is also a party to the administrative adjudication shall
17 file a ~~certified~~ copy of the judicial adjudication with the office.

18
19 SECTION 17. Arkansas Code § 12-18-1001(d)(1) and (2), concerning the
20 implementation of a protection plan under the Child Maltreatment Act, are
21 amended to read as follows:

22 (d)(1) If the department assesses the health and safety of a child and
23 determines that the child cannot safely remain in the care, custody, or
24 control of the legal parent, guardian, or custodian without the
25 implementation of ~~a protection plan~~ an immediate safety plan, the department
26 may implement ~~a protection plan~~ an immediate safety plan that allows the
27 child to remain in his or her place of residence and includes services to
28 address the safety of the child.

29 (2)(A) If ~~a protection plan~~ an immediate safety plan is
30 implemented under subdivision (d)(1) of this section, then the department
31 shall reassess the health and safety of the child within thirty (30) days of
32 the date on which the ~~protection plan~~ immediate safety plan was implemented.

33 (B) If the department determines that a substantial risk
34 of serious harm to the health and safety of the child remains after a
35 reassessment under subdivision (d)(2)(A) of this section is performed, then
36 the department shall file a petition for dependency-neglect

1

APPROVED: 3/21/23

2

State of Arkansas

As Engrossed: S3/31/25

95th General Assembly

A Bill

Regular Session, 2025

SENATE BILL 392

By: Senator B. Davis

By: Representatives Maddox, Wooten

For An Act To Be Entitled

AN ACT TO AMEND ARKANSAS LAW CONCERNING THE
CLASSIFICATION AND COMPENSATION OF STATE EMPLOYEES;
TO DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES.

Subtitle

TO AMEND ARKANSAS LAW CONCERNING THE
CLASSIFICATION AND COMPENSATION OF STATE
EMPLOYEES; AND TO DECLARE AN EMERGENCY.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code Title 21, Chapter 1, is amended to add an
additional section to read as follows:

21-1-107 Arkansas State Employee Student Loan Program – Definition.

(a) As used in this section, "state agency" means the same as defined
in § 21-5-203.

(b) There is established the Arkansas State Employee Student Loan
Program to assist an eligible employee of a state agency with the repayment
of student loans.

(c) The program shall be administrated by participating state agencies
from existing appropriations.

(d)(1) To be eligible for the program, an employee shall:

(A) Complete a six-month probationary period that begins
with the employee's first day of employment with the state agency;

(B) Provide proof that the employee incurred student loan
debt for the purpose of obtaining a degree in a field related to the
employee's employment position, including without limitation the name and

1 address of the student loan creditor;

2 (C) Provide proof that the student loan is unpaid at the
3 time the employee applies for the program; and

4 (D) Execute an agreement in which the employee agrees:

5 (i) To continue employment with the state agency for
6 a reasonable length of time as determined by the state agency; and

7 (ii) That the state agency is not obligated to issue
8 further payments under the program if the employee resigns or is terminated
9 while participating in the program.

10 (2) A state agency may provide for additional eligibility
11 requirements by rule.

12 (d) Payments under the program shall be made directly to the
13 employee's student loan creditor subject to the following limitations:

14 (1) Payments shall be issued in installments not to exceed two
15 thousand dollars (\$2,000); and

16 (2) An employee may receive no more than:

17 (A) Five (5) installment payments; or

18 (B) A total of ten thousand dollars (\$10,000) in payments.

19 (e) Each state agency shall promulgate rules necessary to implement
20 the program within the state agency, including without limitation rules
21 regarding:

22 (1) Eligibility for the program;

23 (2) The payments an employee is eligible to receive; and

24 (3) The management of the program within the state agency.

25
26 SECTION 2. Arkansas Code § 21-1-407 is amended to read as follows:

27 21-1-407. Employment by state agency.

28 A person whose spouse is elected to a constitutional office may be
29 employed by a state agency without the approval of the employment required by
30 § 21-1-402(b) if the person's entry salary does not exceed ~~the amount~~
31 ~~prescribed by Level 4 of Grade 13 of the state compensation plan found in §~~
32 ~~21-5-209~~ fifty thousand dollars (\$50,000).

33
34 SECTION 3. Arkansas Code § 21-5-203 is amended to read as follows:

35 21-5-203. Definitions.

36 As used in this subchapter:

1 (1) "Agency director" means the ~~executive head of all agencies,~~
2 ~~authorities, departments, boards, commissions, bureaus, councils, or other~~
3 ~~agencies of the state~~ head of an independent executive state agency who has
4 autonomous authority over the administration and operations of the state
5 agency;

6 (2)(A) "Apprenticeship" means an employee who is learning a
7 trade or obtaining other job skills and knowledge from a state agency;

8 (3) "Cabinet-level department" means the same as defined in §
9 25-43-103;

10 ~~(2)~~(4) "Class" or "classification" means a group of positions
11 sufficiently similar as to duties performed, scope of discretion and
12 responsibility, minimum requirements of training and experience or skill, and
13 other characteristics that the same title, the same test of fitness, and the
14 same scale of compensation have been or may be applied to each position in
15 the group;

16 (5) "Classification realignment" means a temporary change of a
17 position to a classification within a different job series or job family;

18 ~~(3) "Class specification" means a written document which~~
19 ~~identifies a group of positions that have the same type of work and~~
20 ~~responsibility and states the general components by providing a class title,~~
21 ~~class code, distinguishing features and examples of work, knowledge, skills,~~
22 ~~and abilities, and the necessary minimum education and experience~~
23 ~~requirements to perform the assigned duties;~~

24 ~~(4)(A) "Crossgrade" means a temporary reclassification of a~~
25 ~~position during the fiscal year.~~

26 ~~(B)(i) The Office of Personnel Management may authorize a~~
27 ~~temporary change in the classification of a position from the classification~~
28 ~~authorized in a state agency appropriation act between legislative sessions~~
29 ~~to assure correct classification and for other purposes.~~

30 ~~(ii) The Office of Personnel Management shall~~
31 ~~establish the procedures for crossgrades with review by the Legislative~~
32 ~~Council or, if the General Assembly is in session, the Joint Budget~~
33 ~~Committee;~~

34 ~~(5)~~(6) "Demotion" means the change in duty assignment of an
35 employee from a position in one classification to a position in another
36 classification of a lower salary grade within the same pay table;

1 ~~(6)~~(7) "Employee" means a person regularly appointed or employed
2 in a position of state service by a state agency for which:

3 (A) He or she is compensated on a full-time basis or on a
4 pro rata basis; and

5 (B) A class title and pay grade is established in the
6 appropriation act for the state agency in accordance with the classification
7 and compensation plan enacted in this subchapter;

8 ~~(7)~~(8) "Entry pay level" means the minimum entrance salary rate
9 for a grade established on a pay table;

10 ~~(8)~~(9) "Grade" means an authorized pay range;

11 (10) "Job description" means a written document developed by the
12 Office of Personnel Management that identifies a group of positions that have
13 the same type of work and responsibility and states the general components by
14 providing a class title, class code, distinguishing features and examples of
15 work, knowledge, skills, and abilities, and the necessary minimum education
16 and experience requirements to perform the assigned duties;

17 (11) "Job family" means a category designation that identifies a
18 group of related occupations;

19 (12)(A) "Job series" means a subcategory within a job family
20 that identifies classifications with similar types of work or similar skills
21 and knowledge.

22 (B) A job series designates the classifications eligible
23 for career-path progression;

24 ~~(9)~~(13) "Job sharing" means a form of employment, approved by
25 the Office of Personnel Management, in which the hours of work of two (2) or
26 more persons are arranged in such a way as to cover a single, regular full-
27 time position;

28 ~~(10)~~(14) "Maximum pay level" means the highest authorized level
29 of pay for a pay grade for normal compensation administration purposes;

30 ~~(11)~~(15) "Midpoint" means the rate of pay midway between the
31 entry pay level and the maximum pay level established for each grade;

32 ~~(12)~~(16) "Office of Personnel Management" means the Office of
33 Personnel Management within the Department of Transformation and Shared
34 Services acting under the authority granted in this subchapter and subject to
35 the direction of the Secretary of the Department of Transformation and Shared
36 Services;

1 ~~(13)~~(17) "Pay table" means the grades and pay ranges assigned to
2 one (1) of the ~~General Salaries, Information Technology, Medical~~
3 ~~Professional, and Senior Executive tables~~ State Government Services,
4 Information Systems and Technology, Medical, Law Enforcement and Safety,
5 Specialized Services, and Executive pay tables;

6 ~~(14)~~(18) "Position" means employment that is legislatively
7 authorized in a state agency, occupied or vacant, requiring the services of
8 one (1) full-time equivalent employee;

9 ~~(15)~~(19) "Promotion" means the change in duty assignment of an
10 employee from a position in one classification to a position in another
11 classification of a higher salary grade within the same pay table or the same
12 job series;

13 ~~(16)~~(A)~~(20)~~(A) "Reclassification" means a change in the
14 assignment of a position from one classification title to another
15 classification title of either a higher or lower salary grade when material
16 and permanent changes in the duties and responsibilities of the position
17 being recommended for reclassification have occurred or when it is necessary
18 to establish a new classification title to meet federal standards as a
19 prerequisite for federal programs.

20 (B) The Office of Personnel Management shall establish
21 procedures for reclassifying positions upon approval by the Legislative
22 Council or, if the General Assembly is in session, the Joint Budget
23 Committee;

24 ~~(17)~~(21) "State agencies" means all agencies, authorities,
25 departments, boards, commissions, bureaus, councils, or other agencies of the
26 state supported by appropriation of state or federal funds, except those
27 agencies excluded in § 21-5-204;

28 ~~(18)~~(22) "State Personnel Administrator" means the State
29 Personnel Administrator of the Office of Personnel Management; and

30 ~~(19)~~(23) "Transfer" means a change in duty assignment of an
31 employee from one position to another position in the same classification or
32 between pay tables.

33
34 SECTION 4. Arkansas Code § 21-5-207 is amended to read as follows:

35 21-5-207. Office of Personnel Management – Duties.

36 (a) It shall be the duty of the Office of Personnel Management to

1 perform the following administrative responsibilities, subject to this
2 subchapter:

3 (1) To determine that each position of a state agency affected
4 by this subchapter is allocated to a class having a written ~~class~~
5 ~~specification~~ job description based on the duties and responsibilities
6 assigned to the position and the requirements necessary to satisfactorily
7 perform the duties;

8 (2) To assist the various state agencies in the allocation of
9 positions to classes established in this subchapter and in the appropriation
10 acts covering each of the several state agencies affected by this subchapter,
11 and to disallow the allocation of a position to a class that is not in
12 conformance with this subchapter;

13 (3) To cooperate with any other state agency, department, board,
14 commission, or institution that is not covered by this subchapter which may
15 wish to voluntarily establish its positions into classifications in a like
16 manner as provided in this subchapter for state agencies covered by it;

17 (4)(A) ~~To authorize the temporary reclassification of positions~~
18 ~~in a state agency affected by this subchapter in cases in which it has been~~
19 ~~determined by the Office of Personnel Management that there are material~~
20 ~~changes in the duties and responsibilities assigned to the position when~~
21 ~~there is no available vacant position having the proper classification and~~
22 ~~where it is impracticable to restructure the duties of the position to the~~
23 ~~proper classification.~~

24 ~~(B) The reclassification of positions may also be~~
25 ~~authorized when it is necessary to establish a new classification to meet~~
26 ~~federal standards as a prerequisite for federal programs, provided that no~~
27 ~~position may be reclassified to a class with a higher salary grade than that~~
28 ~~approved by the General Assembly, and the reclassified positions shall not be~~
29 ~~placed in a class and receive pay at a salary rate in excess of the maximum~~
30 ~~pay level authorized for the position that was reclassified as provided in~~
31 ~~the appropriation act of the state agency~~ establish a career path for
32 classifications within a job series;

33 (5)(A) To review all ~~class specifications~~ job descriptions,
34 including without limitation a state agency's functional job description and
35 functional job title, and all classes and grades and the compensation plan
36 affecting all state agencies covered by this subchapter and to submit to the

1 Legislative Council and the Governor in advance of the regular session and
2 fiscal session of the General Assembly recommendations for revisions,
3 modifications, or additions.

4 (B) When necessary, the Office of Personnel Management
5 shall confer with the staff of the Legislative Council on the development of
6 and revisions to uniform classification and compensation systems.

7 (C) Time periods for the development of recommendations
8 and time periods for the review by the Legislative Council of those
9 recommendations shall be as established by the Legislative Council or, if the
10 General Assembly is in session, the Joint Budget Committee.

11 (D) The time period shall be sufficiently in advance of
12 budget hearings for the regular session and fiscal session to allow for the
13 thorough review by the Legislative Council;

14 (6) To develop and implement uniform personnel policies and
15 procedures;

16 (7)(A) To establish a procedure to allow for the review of the
17 qualifications of applicants whose education and experience do not meet or
18 exceed that required by the ~~class specification~~ job description but who have
19 other job-related qualifications which might be validly substituted for the
20 class requirements.

21 (B) This procedure is intended to allow state agencies to
22 substitute job-related education and experience for the specific requirements
23 stated on the ~~class specification~~ job description without the necessity for
24 the revision of the class requirements.

25 (C) The procedure shall require the final approval of the
26 State Personnel Administrator, with the review of the Legislative Council or,
27 if the General Assembly is in session, the Joint Budget Committee;

28 (8)(A) To monitor agency personnel transactions, including
29 unqualified appointments, promotions, and reductions in grade.

30 (B) Unqualified appointments shall be reported by the
31 Office of Personnel Management to the Legislative Council or, if the General
32 Assembly is in session, the Joint Budget Committee, unless one (1) of the
33 following actions is taken:

34 (i) Questionable appointments were forwarded by the
35 Office of Personnel Management to the State Personnel Administrator for
36 further review;

(ii) Payroll actions for questionable appointments that are determined by the State Personnel Administrator to be unqualified for the specific appointment are not processed until the unqualified appointment is removed from the payroll or is placed into a position in the state agency for which the individual meets the minimum qualifications of the classification; or

(iii) Corrective action has been documented by the state agency.

(C) It is the specific responsibility of ~~the director of each state agency~~ each agency director and secretary of a cabinet-level department covered by this subchapter to certify that the qualifications of persons appointed to positions within the state agency do meet or exceed the minimum education and experience requirements as stated on the ~~class specification~~ job description;

(9)(A) To establish each year, upon the review of the Legislative Council, new classifications at an appropriate grade level in order to meet new or changed conditions and to report at the end of each fiscal year all class titles contained in § 21-5-208 for which a ~~class specification~~ job description has not been written.

(B) Any classification established under this subdivision (a)(9) shall remain in effect for the remainder of the fiscal year during which it was established unless specifically authorized to continue by the General Assembly as an addition to this subchapter;

(10) To revise, as necessary, the ~~class specification~~ job description of a classification in order to ensure the accuracy of the description of the assigned duties and the minimum requirements necessary to perform these duties to maintain a valid relationship between the requirements and the duties and responsibilities of the jobs;

(11) To administer and maintain a system for the evaluation of employee performance effectiveness;

(12) To ~~provide assistance to state agencies in identifying, developing, and maintaining~~ administer state training and resource outreach programs;

(13) To develop and implement, as needed, upon the review of the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee, rules to ensure a uniform system of personnel

1 administration within state government;

2 (14) To review and approve both the classification and number of
3 positions for each state agency on a biennial basis and provide a
4 recommendation to the Legislative Council; ~~and~~

5 (15) To review and recommend changes to state agency personnel
6 policies, including without limitation disciplinary policies;

7 (16) To determine the delivery of human resources and personnel
8 services within cabinet-level departments to ensure efficient use of taxpayer
9 funds; and

10 (17)(A) Notwithstanding any other provision of law to the
11 contrary, to approve a cabinet-level department's request for the
12 reassignment of positions to make proper adjustments to the budgets within
13 each cabinet-level department.

14 (B) A reassignment of positions under subdivision
15 (a)(17)(A) of this section may be approved to redirect internal resources to
16 meet the needs of the cabinet-level department and the services provided.

17 (C) The secretary of the cabinet-level department shall
18 submit a request for reassignment of positions under subdivision (a)(17)(A)
19 of this section to the office, which shall transmit the request to the Chief
20 Fiscal Officer of the State and the Legislative Council or, if the General
21 Assembly is in regular session, fiscal session, or extraordinary session, the
22 Joint Budget Committee.

23 (D) The office may approve a request for a reassignment of
24 positions under subdivision (a)(17)(A) of this section after approval by the:

25 (i) Chief Fiscal Officer of the State; and

26 (ii) Legislative Council or, if the General Assembly
27 is in regular session, fiscal session, or extraordinary session, the Joint
28 Budget Committee.

29 (E) Upon approval by the office of a reassignment of
30 positions that is necessary for the efficient and effective operation of the
31 cabinet-level department, the cabinet-level department may request from the
32 Chief Fiscal Officer of the State a transfer of positions, appropriations,
33 line-item appropriations, and funds within or between existing and newly
34 created divisions, offices, sections, or units of the requesting cabinet-
35 level department.

36 (F) Upon approval by the office, the Chief Fiscal Officer

1 of the State shall initiate the necessary documents to reflect the
2 reassignment upon the fiscal records of the Treasurer of State, the Auditor
3 of State, the Chief Fiscal Officer of the State, and the requesting cabinet-
4 level department.

5 (G) The office may approve requests for the reassignment
6 of positions on an emergency basis:

7 (i) If the reassignment is necessary for the
8 immediate preservation of the public peace, health, and safety; and

9 (ii) Upon the approval of the Chief Fiscal Officer
10 of the State and the cochaIRS of the Legislative Council or, if the General
11 Assembly is in regular session, fiscal session, or extraordinary session, the
12 cochaIRS of the Joint Budget Committee. The approval by the cochaIRS of the
13 Legislative Council or Joint Budget Committee shall be reported at the next
14 meeting of the Legislative Council or Joint Budget Committee.

15 (G) A reassignment of positions under this subdivision
16 (a)(17) shall not exceed five percent (5%) of the cabinet-level department's
17 total appropriation and funding authorized for the cabinet-level department.

18 (H) A cabinet-level department shall not be approved for
19 more than four (4) transfer requests for reassignment of positions during one
20 (1) fiscal year.

21 (I)(i) Determining the maximum number of employees and the
22 maximum amount of appropriation of general revenue funding for a state agency
23 each fiscal year is the prerogative of the General Assembly and is usually
24 accomplished by delineating the maximums in the appropriation act for a state
25 agency and the general revenue allocations authorized for each fund and fund
26 account by amendment to the Revenue Stabilization Law.

27 (ii) In light of subdivision (a)(17)(I)(i) of this
28 section, it is both necessary and appropriate that the General Assembly
29 maintain oversight by requiring prior approval of the Legislative Council or
30 Joint Budget Committee or their cochaIRS as provided by this subdivision
31 (a)(17).

32 (iii) The requirement of approval by the Legislative
33 Council or Joint Budget Committee or their cochaIRS is not a severable part
34 of this subdivision (a)(17). If the requirement of approval by the
35 Legislative Council or Joint Budget Committee is ruled unconstitutional by a
36 court of competent jurisdiction, this subdivision (a)(17) is void.

(b) In order to ensure and provide for the accuracy and efficiency of this subchapter and to provide for an efficient and equitable system of personnel management, the ~~Office of Personnel Management~~ office, with the review of the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee, is directed to:

(1) Study on a continuing basis and modify and revise when necessary the current classifications, the ~~class specifications~~ job descriptions, minimum requirements, and other requirements;

(2) Create when necessary new classifications at an appropriate grade level that will accurately describe those positions for which no appropriate classification exists;

(3) Determine those positions that are improperly classified and reclassify those positions to the appropriate classification subject to this subchapter; and

(4) Develop and implement the policies, rules, and procedures necessary for the establishment and maintenance of this subchapter.

SECTION 5. Arkansas Code § 21-5-208 is amended to read as follows:
21-5-208. Classification of positions.

(a) There are established for state agencies covered by this subchapter the following classification titles and grades.

(b) The following classification titles with grades indicated are approved for the state classification plan, subject to the appropriation acts for the various state agencies and various institutions affected by this subchapter:

<u>Job Code</u>	<u>Job Title</u>	<u>Job Grade</u>
ESE01A	SECRETARY OF AGRICULTURE	EXE04
ESE02A	SECRETARY OF COMMERCE	EXE04
ESE03A	SECRETARY OF CORRECTIONS	EXE04
ESE04A	SECRETARY OF DEPARTMENT OF FINANCE AND ADMINISTRATION	EXE04
ESE05A	SECRETARY OF EDUCATION	EXE04
ESE06A	SECRETARY OF ENERGY & ENVIRONMENT	EXE04
ESE07A	SECRETARY OF HEALTH	EXE04
ESE08A	SECRETARY OF HUMAN SERVICES	EXE04
ESE09A	SECRETARY OF INSPECTOR GENERAL	EXE04
ESE10A	SECRETARY OF LABOR & LICENSING	EXE04

1	ESE11A SECRETARY OF PARKS, HERITAGE & TOURISM	EXE04
2	ESE12A SECRETARY OF PUBLIC SAFETY	EXE04
3	ESE13A SECRETARY OF THE MILITARY	EXE04
4	ESE14A SECRETARY OF TRANSFORMATION & SHARED SERVICES	EXE04
5	ESE15A SECRETARY OF VETERANS AFFAIRS	EXE04
6	EEX05A ASSISTANT ADJUTANT GENERAL	EXE03
7	EEX06A BANK COMMISSIONER	EXE03
8	EEX11A CHIEF PROGRAMS DIRECTOR	EXE03
9	EEX13A COMMISSIONER OF HIGHER EDUCATION	EXE03
10	EEX36A RETIREMENT SYSTEM DIRECTOR	EXE03
11	EEX42A STATE CHIEF INFORMATION OFFICER	EXE03
12	EEX01A AEDC EXECUTIVE DIRECTOR	EXE02
13	EEX03A AR PBS DIRECTOR	EXE02
14	EEX10A CHIEF OF STAFF II	EXE02
15	EEX12A CHIEF WORKFORCE OFFICER	EXE02
16	EEX20A FINANCE AUTHORITY DIRECTOR	EXE02
17	EEX21A HEALTH DEPUTY DIRECTOR	EXE02
18	EEX22A HUMAN SERVICES DIVISION DIRECTOR	EXE02
19	EEX23A INSURANCE COMMISSIONER	EXE02
20	LLO13C OAL DIRECTOR	EXE02
21	EEX30A PROSECUTOR COORDINATOR	EXE02
22	EEX31A PSC CHAIRMAN	EXE02
23	EEX32A PSC COMMISSIONER	EXE02
24	EEX34A PUBLIC DEFENDER DIRECTOR	EXE02
25	EEX37A REVENUE DIRECTOR	EXE02
26	EEX38A SECURITIES COMMISSIONER	EXE02
27	EEX40A STATE BUDGET DIRECTOR	EXE02
28	EEX41A STATE BUILDING AUTHORITY DIRECTOR	EXE02
29	EEX43A STATE CONTROLLER	EXE02
30	EEX45A STATE EMPLOYEE BENEFITS DIRECTOR	EXE02
31	EEX47A STATE INTERNAL AUDIT DIRECTOR	EXE02
32	EEX48A STATE PERSONNEL DIRECTOR	EXE02
33	EEX49A STATE PROCUREMENT DIRECTOR	EXE02
34	EEX50A TAX APPEALS COMMISSIONER	EXE02
35	EEX52A TSS GEOGRAPHIC INFORMATION OFFICER	EXE02
36	EEX53A WORKERS COMPENSATION CHAIRMAN	EXE02

1	EEX56A WORKFORCE EXECUTIVE DIRECTOR	EXE02
2	EEX02A AGRICULTURE DIVISION DIRECTOR	EXE01
3	EEX04A ASP COLONEL	EXE01
4	EEX09A CHIEF OF STAFF I	EXE01
5	SCP07C CORRECTIONS DIVISION DIRECTOR	EXE01
6	EEX15A CRIME INFORMATION DIRECTOR	EXE01
7	EEX16A DDSSA DIRECTOR	EXE01
8	EEX17A DFA DIVISION ADMINISTRATOR	EXE01
9	EEX18A EMERGENCY MANAGEMENT DIRECTOR	EXE01
10	EEX19A ENERGY & ENVIRONMENT DIRECTOR	EXE01
11	LLO16C OAL GAMING DIRECTOR	EXE01
12	EEX27A PARKS, HERITAGE, & TOURISM DIVISION DIRECTOR	EXE01
13	EEX29A POST PRISON TRANSFER BOARD CHAIRMAN	EXE01
14	EEX33A PSC DIRECTOR	EXE01
15	EEX35A REGULATORY ENFORCEMENT DIRECTOR	EXE01
16	EEX39A STATE BROADBAND DIRECTOR	EXE01
17	EEX44A STATE DEPUTY CHIEF INFORMATION OFFICER	EXE01
18	EEX54A WORKERS COMPENSATION COMMISSIONER	EXE01
19	EEX08A CHIEF LEGAL COUNSEL II	SPC11
20	LAT02C APPEALS TRIBUNAL CHAIRMAN	SPC10
21	EEX07A BANK DEPUTY COMMISSIONER	SPC10
22	FAC09C CHIEF FISCAL OFFICER II	SPC10
23	LAT08C CHIEF LEGAL COUNSEL I	SPC10
24	LPD02C CHIEF PUBLIC DEFENDER II	SPC10
25	EEX14A CORRECTIONS CHIEF DEPUTY DIRECTOR	SPC10
26	PPE06C INSURANCE DEPUTY COMMISSIONER	SPC10
27	EEX24A MEDICAID INSPECTOR GENERAL	SPC10
28	EEX26A PARKS DEPUTY DIRECTOR	SPC10
29	SRL04C REGULATORY ENFORCEMENT ADMINISTRATOR	SPC10
30	PRE06C RETIREMENT SYSTEM INVESTMENT DIRECTOR	SPC10
31	MHS03C STATE HEALTH SCIENTIST	SPC10
32	ILP06C WORKERS COMP CEO	SPC10
33	EEX55A WORKFORCE DIRECTOR	SPC10
34	PPB01C AR PBS DEPUTY DIRECTOR	SPC09
35	PRP01C ASSESSMENT COORDINATION DIRECTOR	SPC09
36	LAT06C ATTORNEY IV	SPC09

1	FBF01C BANK DEPUTY ADMINISTRATOR	SPC09
2	LAT07C CHIEF ADMINISTRATIVE LAW JUDGE	SPC09
3	FAC08C CHIEF FISCAL OFFICER I	SPC09
4	LPD01C CHIEF PUBLIC DEFENDER I	SPC09
5	SCP06C CORRECTIONS DEPUTY DIRECTOR	SPC09
6	PPE03C DEPUTY SECURITIES COMMISSIONER	SPC09
7	SSP03C DHS DIVISION ADMINISTRATOR	SPC09
8	EEA02C EDUCATION DIVISION DIRECTOR	SPC09
9	PHP06C HEALTH PROGRAM ADMINISTRATOR	SPC09
10	EEA03C HIGHER EDUCATION PROGRAM MANAGER	SPC09
11	SLA01C LABORATORY DIRECTOR	SPC09
12	SAS02C MANAGING ARCHITECT	SPC09
13	MHA03C NURSING HOME DIRECTOR	SPC09
14	LLO04P OAL CHIEF FISCAL OFFICER	SPC09
15	LLO05P OAL CHIEF LEGAL COUNSEL	SPC09
16	LLO18P OAL INTERNAL AUDITOR	SPC09
17	PEM05C PRODUCTION AND CONSERVATION DIRECTOR	SPC09
18	PPE10C PUBLIC EMPLOYEES CLAIMS MANAGER	SPC09
19	FSA04C STATE BUDGET ASSISTANT ADMINISTRATOR	SPC09
20	EEX46A STATE GEOLOGIST	SPC09
21	HSP02C STATE PERSONNEL ASSISTANT ADMINISTRATOR	SPC09
22	PPE12C STUDENT LOAN DIRECTOR	SPC09
23	PSS01C TSS CHIEF PRIVACY OFFICER	SPC09
24	ILP05C WORKERS COMP ASST CEO	SPC09
25	LAT01C ADMINISTRATIVE LAW JUDGE	SPC08
26	SCP02C ARKANSAS SENTENCING COMMISSION DIRECTOR	SPC08
27	LAT05P ATTORNEY III	SPC08
28	PBC01C CLAIMS COMMISSION DIRECTOR	SPC08
29	PRP03C DFA ASSISTANT DIVISION ADMINISTRATOR	SPC08
30	PDIO9C DISABILITY DIVISION DIRECTOR	SPC08
31	PPE04C ECONOMIC DEVELOPMENT ADMINISTRATOR	SPC08
32	EEA01C EDUCATION DIVISION ADMINISTRATOR	SPC08
33	PBC03C ELECTION COMMISSION DIRECTOR	SPC08
34	PEM02C ENERGY & ENVIRONMENT DEPUTY DIRECTOR	SPC08
35	PBC05C ETHICS COMMISSION DIRECTOR	SPC08
36	SEN03C HEALTH ENGINEER DIRECTOR	SPC08

1	HDH03C HR ADMINISTRATOR II	SPC08
2	FAU06C INTERNAL AUDIT DEPUTY DIRECTOR	SPC08
3	PBC06C JDDC DIRECTOR	SPC08
4	FAC12C MEDICAID FISCAL OFFICER	SPC08
5	MHA01C NURSING HOME ADMINISTRATOR	SPC08
6	PAV02P PILOT	SPC08
7	SCP19C POST PRISON TRANSFER BOARD MEMBER	SPC08
8	LPD05P PUBLIC DEFENDER III	SPC08
9	PPU04C PUBLIC SERVICE DIVISION DIRECTOR	SPC08
10	PRE03C RETIREMENT SYSTEM ADMINISTRATOR	SPC08
11	PRE05C RETIREMENT SYSTEM DEPUTY DIRECTOR	SPC08
12	ESA04C SCHOOL SUPERINTENDENT	SPC08
13	SSP07C SOCIAL SERVICES ADMINISTRATOR	SPC08
14	ELI05C STATE LIBRARIAN	SPC08
15	EEX51A TOURISM DIVISION ADMINISTRATOR	SPC08
16	PSS02C TSS DIVISION ADMINISTRATOR	SPC08
17	PPE14C WORKFORCE DEPUTY DIRECTOR	SPC08
18	PPE01C AERONAUTICS DIRECTOR	SPC07
19	PAG01C AGRICULTURE DIVISION ADMINISTRATOR	SPC07
20	RPA02C ASSISTANT PARK DIRECTOR	SPC07
21	PAV01P AVIATION MANAGER	SPC07
22	FBF06P BANK EXAMINER SUPERVISOR/EXPERT	SPC07
23	CPR02C CHIEF OF COMMUNICATIONS II	SPC07
24	FIF02C CHIEF SECURITIES EXAMINER	SPC07
25	SSP04C DHS DIVISION MANAGER	SPC07
26	PDIO8C DISABILITY DIVISION DEPUTY DIRECTOR	SPC07
27	FAC11C DIVISION FISCAL ADMINISTRATOR	SPC07
28	PED04P ECONOMIC DEVELOPMENT SUPERVISOR/EXPERT	SPC07
29	EEP02C EDUCATION PROGRAM ADMINISTRATOR	SPC07
30	FIF06P INSURANCE EXAMINER SUPERVISOR/EXPERT	SPC07
31	SEN04C MANAGING ENGINEER	SPC07
32	PHP07C MEDICAL BOARD DIRECTOR	SPC07
33	PHP08C MINORITY HEALTH COMMISSION DIRECTOR	SPC07
34	LLO12P OAL DIR SECURITY & COMPLIANCE	SPC07
35	LLO24P OAL MARKETING & ADVERTISING DIR	SPC07
36	LLO33P OAL SALES DIRECTOR	SPC07

1	PPF02P PUBLIC FINANCE OFFICER SUPERVISOR/EXPERT	SPC07
2	PRP07P REVENUE DIVISION SUPERVISOR/EXPERT	SPC07
3	PRM02C RISK MANAGEMENT MANAGER	SPC07
4	FSA02C STATE ACCOUNTING SUPERVISOR/EXPERT	SPC07
5	PRP13C STATE ECONOMIST	SPC07
6	PRP14P STATE INFRASTRUCTURE COORDINATOR	SPC07
7	PSS05C TSS PROGRAM MANAGER	SPC07
8	FAC04C ACCOUNTING MANAGER	SPC06
9	PAG02C AGRICULTURE DIVISION MANAGER	SPC06
10	FAU01C AUDIT MANAGER	SPC06
11	FBF08P BANK EXAMINER VI	SPC06
12	FIF01P CERTIFIED FINANCIAL EXAMINER	SPC06
13	CPR01C CHIEF OF COMMUNICATIONS I	SPC06
14	FAC10C CONTROLLER	SPC06
15	SCP05C CORRECTIONS ASSISTANT DIRECTOR II	SPC06
16	PED02P ECONOMIC DEVELOPMENT PROJECT CONSULTANT	SPC06
17	EES03P EDUCATION PROFESSIONAL SUPERVISOR/EXPERT	SPC06
18	EEP04C EDUCATION PROGRAM MANAGER	SPC06
19	SEN02P ENGINEER SUPERVISOR/EXPERT	SPC06
20	SEP02C EPIDEMIOLOGY MANAGER	SPC06
21	SSP05C FAIR HOUSING DIRECTOR	SPC06
22	FIN03P FINANCE SUPERVISOR/EXPERT	SPC06
23	PHP04C HEALTH CENTER MANAGER	SPC06
24	FIF05P INSURANCE EXAMINER III	SPC06
25	FAU07P INTERNAL AUDIT SUPERVISOR/EXPERT	SPC06
26	EEA04C MLK COMMISSION DIRECTOR	SPC06
27	MHA02C NURSING HOME ASSISTANT ADMINISTRATOR	SPC06
28	LLO10P OAL CONTROLLER	SPC06
29	LLO38P OAL TREASURER	SPC06
30	SPS05C PUBLIC SAFETY DEPUTY DIRECTOR	SPC06
31	PRQ01C RESEARCH AND PLANNING DIRECTOR	SPC06
32	FSA07P STATE BUDGET SUPERVISOR/EXPERT	SPC06
33	HSP05P STATE PERSONNEL SUPERVISOR/EXPERT	SPC06
34	PTA01P TAX AUDIT SUPERVISOR/EXPERT	SPC06
35	PSS03C TSS DIVISION MANAGER	SPC06
36	PWD04P WORKFORCE DEVELOPMENT SUPERVISOR/EXPERT	SPC06

1	PPB02C AR PBS DIVISION DIRECTOR	SPC05
2	FAC06C ASSISTANT CONTROLLER	SPC05
3	LAT04P ATTORNEY II	SPC05
4	FBF07P BANK EXAMINER V	SPC05
5	FAC07P CERTIFIED PUBLIC ACCOUNTANT	SPC05
6	PCO02C COMMERCE PROGRAM MANAGER	SPC05
7	SCP04C CORRECTIONS ASSISTANT DIRECTOR I	SPC05
8	SSP02C DEV DISABILITY COUNCIL DIRECTOR	SPC05
9	PEM01C E & E ASSOCIATE DIRECTOR	SPC05
10	PEM03C ENERGY & ENVIRONMENT PROGRAM MANAGER	SPC05
11	SEP03P EPIDEMIOLOGY SUPERVISOR/EXPERT	SPC05
12	SFO05P FORENSIC SUPERVISOR/EXPERT	SPC05
13	PAG10C FORESTER MANAGER	SPC05
14	CPR03C GOVERNMENT AFFAIRS SPECIALIST	SPC05
15	PHS06C HEALTH PROGRAM MANAGER	SPC05
16	RMA05C HERITAGE DEPUTY DIRECTOR	SPC05
17	HDH02C HR ADMINISTRATOR I	SPC05
18	FAU08P INTERNAL AUDITOR	SPC05
19	ILP02C LABOR & LICENSING DIVISION DIRECTOR II	SPC05
20	SLA02C LABORATORY MANAGER	SPC05
21	PEM04C LP GAS BOARD DIRECTOR	SPC05
22	SGE03C MANAGING GEOLOGIST	SPC05
23	CMA02C MARKETING DIRECTOR	SPC05
24	SGE04P PETROLEUM GEOLOGIST	SPC05
25	SCP18C POST PRISON TRANSFER BOARD ADMINISTRATOR	SPC05
26	ESA03C PRINCIPAL	SPC05
27	SEN05P PROFESSIONAL ENGINEER	SPC05
28	LPD04P PUBLIC DEFENDER II	SPC05
29	PPF01P PUBLIC FINANCE OFFICER	SPC05
30	SPS06C PUBLIC SAFETY PROGRAM MANAGER	SPC05
31	SCP20I REVOCATION HEARING OFFICER	SPC05
32	PRM03P RISK MANAGEMENT SUPERVISOR/EXPERT	SPC05
33	PPE11C RURAL SERVICES DIRECTOR	SPC05
34	FIF09P SECURITIES EXAMINER SUPERVISOR/EXPERT	SPC05
35	FSA05P STATE BUDGET COORDINATOR	SPC05
36	HSP03P STATE PERSONNEL COORDINATOR	SPC05

1	SAS03C STATE SURVEYOR	SPC05
2	ILP07C WORKERS COMP DIVISION MANAGER	SPC05
3	PWD02P WORKFORCE DEVELOPMENT PROJECT CONSULTANT	SPC05
4	FAC05P ACCOUNTING SUPERVISOR/EXPERT	SPC04
5	FAU02P AUDIT SUPERVISOR/EXPERT	SPC04
6	FBF05P BANK EXAMINER IV	SPC04
7	SBI03P BIOLOGIST SUPERVISOR/EXPERT	SPC04
8	SCH03P CHEMIST SUPERVISOR/EXPERT	SPC04
9	PED01P ECONOMIC DEVELOPMENT COORDINATOR	SPC04
10	EES02P EDUCATION PROFESSIONAL II	SPC04
11	SEP01P EPIDEMIOLOGIST	SPC04
12	SGE02P GEOLOGIST SUPERVISOR/EXPERT	SPC04
13	PHP02C HEALTH BOARD DIRECTOR II	SPC04
14	PHP03C HEALTH BRANCH MANAGER	SPC04
15	RMA07C HERITAGE MANAGER II	SPC04
16	HDH06C HR MANAGER	SPC04
17	LLO34P OAL SECURITY DEPUTY DIR	SPC04
18	PPU03I PUBLIC SERVICE COMMISSION SUPERVISOR/EXPERT	SPC04
19	FRC02P PUBLIC SERVICE RATE CASE ANALYST II	SPC04
20	MHS02P RADIOLOGICAL PROGRAM SUPERVISOR/EXPERT	SPC04
21	FSA03P STATE BUDGET ANALYST	SPC04
22	HSP01P STATE PERSONNEL ANALYST	SPC04
23	PSP02C STATE PROCUREMENT MANAGER	SPC04
24	PTA03P TAX AUDITOR II	SPC04
25	PPE13C WATERWAYS COMMISSION DIRECTOR	SPC04
26	FAC03P ACCOUNTING COORDINATOR	SPC03
27	PAG03C AGRICULTURE DIVISION SUPERVISOR/EXPERT	SPC03
28	SAS01I ARCHITECT	SPC03
29	LAT03P ATTORNEY I	SPC03
30	FAU05P AUDITOR III	SPC03
31	FBF04P BANK EXAMINER III	SPC03
32	PAG07C DISTRICT FORESTER	SPC03
33	SEN01P ENGINEER	SPC03
34	FIN02P FINANCE COORDINATOR	SPC03
35	FSA01P FINANCIAL ACCOUNTANT	SPC03
36	SFO03P FORENSIC SCIENTIST	SPC03

1	PHP05C HEALTH DISTRICT MANAGER	SPC03
2	RMA06C HERITAGE MANAGER I	SPC03
3	FIF04P INSURANCE EXAMINER II	SPC03
4	FIN05P INVESTMENT SUPERVISOR/EXPERT	SPC03
5	SLA03P LABORATORY SUPERVISOR/EXPERT	SPC03
6	SCM03P LICENSED CLINICAL SOCIAL WORKER	SPC03
7	SCM05P LICENSED PROFESSIONAL COUNSELOR	SPC03
8	SGE05P PROFESSIONAL GEOLOGIST	SPC03
9	LPD03P PUBLIC DEFENDER I	SPC03
10	PHP09C PUBLIC HEALTH SECTION CHIEF	SPC03
11	FRC01P PUBLIC SERVICE RATE CASE ANALYST I	SPC03
12	PRP09P REVENUE PROGRAM COORDINATOR	SPC03
13	FIF08P SECURITIES EXAMINER II	SPC03
14	PSP01P STATE PROCUREMENT COORDINATOR	SPC03
15	SAS04I SURVEYOR	SPC03
16	PWD01P WORKFORCE DEVELOPMENT COORDINATOR	SPC03
17	FAC02P ACCOUNTANT II	SPC02
18	FAU04P AUDITOR II	SPC02
19	FBF03P BANK EXAMINER II	SPC02
20	SBI02P BIOLOGIST II	SPC02
21	PHS02I CERTIFIED TUMOR REGISTRAR	SPC02
22	SCH02P CHEMIST II	SPC02
23	SCN03P ECOLOGIST SUPERVISOR/EXPERT	SPC02
24	PED03P ECONOMIC DEVELOPMENT SPECIALIST	SPC02
25	EES01P EDUCATION PROFESSIONAL I	SPC02
26	SCM04P LICENSED MASTER SOCIAL WORKER	SPC02
27	RMA10I MUSEUM COORDINATOR	SPC02
28	LLO01P OAL ACCOUNTANT	SPC02
29	SPH02P PHYSICIST SUPERVISOR/EXPERT	SPC02
30	MHS01P RADIOLOGICAL PROGRAM SPECIALIST	SPC02
31	FAC01P ACCOUNTANT I	SPC01
32	SCN01I ARCHAEOLOGIST	SPC01
33	FAU03P AUDITOR I	SPC01
34	FBF02P BANK EXAMINER I	SPC01
35	SBI01P BIOLOGIST I	SPC01
36	SCH01P CHEMIST I	SPC01

1	RMA03I CURATOR	SPC01
2	SCN02P ECOLOGIST	SPC01
3	FIN01P FINANCE ANALYST	SPC01
4	SFO04P FORENSIC SPECIALIST	SPC01
5	PAG09P FORESTER	SPC01
6	SGE01P GEOLOGIST	SPC01
7	FIF03P INSURANCE EXAMINER I	SPC01
8	FIN04P INVESTMENT ANALYST	SPC01
9	SCM02P LICENSED ASSOCIATE COUNSELOR	SPC01
10	SCM06P LICENSED SOCIAL WORKER	SPC01
11	SPH01P PHYSICIST	SPC01
12	PRM01P RISK CONSULTANT	SPC01
13	SCM07P SCHOOL COUNSELOR	SPC01
14	FIF07P SECURITIES EXAMINER I	SPC01
15	FSA06P STATE BUDGET SPECIALIST	SPC01
16	HSP04P STATE PERSONNEL SPECIALIST	SPC01
17	PSP03P STATE PROCUREMENT SPECIALIST	SPC01
18	PTA02P TAX AUDITOR I	SPC01
19	PWD03P WORKFORCE DEVELOPMENT SPECIALIST	SPC01
20	ISI01C STATE CHIEF DATA OFFICER	IST15
21	ISI02C STATE IT SECURITY OFFICER	IST15
22	IIA03C CHIEF INFORMATION OFFICER III	IST14
23	IDA01C DATA ARCHITECT	IST13
24	IIA02C CHIEF INFORMATION OFFICER II	IST12
25	IIE01C CHIEF INFORMATION SECURITY OFFICER	IST12
26	IDA02C DATA ENGINEER	IST12
27	IIA04C IT ADMINISTRATOR	IST12
28	IIA05C IT DIVISION MANAGER	IST12
29	IIS05C IT INFRASTRUCTURE ARCHITECT	IST11
30	IIS08C IT INFRASTRUCTURE MANAGER	IST11
31	IAS07C STATE APPLICATIONS ADMINISTRATOR	IST11
32	ISI03C STATE SYSTEMS EXPERT	IST11
33	IAS06C APPLICATIONS SUPERVISOR/EXPERT	IST10
34	IIA01C CHIEF INFORMATION OFFICER I	IST10
35	IIS07C IT INFRASTRUCTURE ENGINEER	IST10
36	IIS10C IT INFRASTRUCTURE SUPERVISOR/EXPERT	IST10

1	IIA06C IT MANAGER	IST10
2	IIE04C IT SECURITY EXPERT	IST10
3	IIP03P IT SENIOR PROJECT MANAGER	IST10
4	LLO11P OAL DEPUTY IT GAMING DIRECTOR	IST10
5	IAS03P APPLICATIONS COORDINATOR	IST09
6	IDN02P DATA ANALYST SUPERVISOR/EXPERT	IST09
7	IDM01P DATABASE ADMINISTRATOR	IST09
8	IIE05C IT SECURITY MANAGER	IST09
9	IIS11P IT SUPERVISOR/EXPERT	IST09
10	IAS02P APPLICATIONS ANALYST II	IST08
11	IAS05P APPLICATIONS DEVELOPER II	IST08
12	IDN03P DATA SCIENTIST	IST08
13	IIS01P IT COORDINATOR	IST08
14	IIS02P IT DISASTER RECOVERY ANALYST	IST08
15	IIS06P IT INFRASTRUCTURE COORDINATOR	IST08
16	IIP02P IT PROJECT MANAGER	IST08
17	IIE06P IT SECURITY SUPERVISOR	IST08
18	LLO37P OAL SR. DATABASE ADMINISTRATOR	IST08
19	IAS01P APPLICATIONS ANALYST I	IST07
20	IDN01P DATA ANALYST	IST07
21	IDM02P DATABASE ANALYST	IST07
22	IIE03P IT SECURITY ANALYST II	IST07
23	IGI03P STATE GIS ANALYST	IST07
24	IUS03C USER SUPPORT MANAGER	IST07
25	IAS04P APPLICATIONS DEVELOPER I	IST06
26	IIS04P IT INFRASTRUCTURE ANALYST	IST06
27	IIP01P IT PROJECT COORDINATOR	IST06
28	IIE02P IT SECURITY ANALYST I	IST06
29	LLO19P OAL IT SECURITY ANALYST	IST06
30	LLO30P OAL QA SYSTEMS ANALYST	IST06
31	IGI02P SENIOR GIS ANALYST	IST06
32	IUS05P USER SUPPORT SUPERVISOR/EXPERT	IST06
33	IDM03P DATABASE SPECIALIST	IST05
34	IGI01P GIS ANALYST	IST05
35	IIS03P IT DISASTER RECOVERY SPECIALIST	IST05
36	LLO02P OAL APPLICATION SUPP SPECIALIST	IST05

1	IUS02P USER SUPPORT COORDINATOR	IST05
2	IAS08I WEBSITE SPECIALIST	IST05
3	IIS09P IT INFRASTRUCTURE SPECIALIST	IST04
4	IUS01P USER SUPPORT ANALYST	IST04
5	LLO21P OAL LEAD COMPUTER OPERATOR	IST03
6	IUS04P USER SUPPORT SPECIALIST	IST02
7	LLO09P OAL COMPUTER OPERATOR	IST01
8	SPO04C ASP LIEUTENANT COLONEL	LES12
9	SPO05C ASP MAJOR	LES11
10	SPS01C CLEST DIRECTOR	LES11
11	SCP22C WARDEN II	LES11
12	SPO01C ASP CAPTAIN	LES10
13	SRL05C REGULATORY ENFORCEMENT MANAGER	LES10
14	SCP21C WARDEN I	LES10
15	SPO03C ASP LIEUTENANT	LES09
16	SCP13C DEPUTY WARDEN II	LES09
17	SAL03C AGRICULTURE LAW ENFORCEMENT CHIEF	LES08
18	SPO06C ASP SERGEANT	LES08
19	SCP12C DEPUTY WARDEN I	LES08
20	SPO02P ASP CORPORAL	LES07
21	SCO04C CORRECTIONS MAJOR	LES07
22	SPL01C PARK LIEUTENANT COLONEL	LES07
23	SPO08P ASP TROOPER 1ST CLASS	LES06
24	SCL01C COMMUNITY SUPERVISION MANAGER	LES06
25	SCO01C CORRECTIONS CAPTAIN	LES06
26	SPS04P LAW ENFORCEMENT TRAINING SUPERVISOR/EXPERT	LES06
27	SPL02C PARK MAJOR	LES06
28	SPO07P ASP TROOPER	LES05
29	SCL05P COMMUNITY SUPERVISION SUPERVISOR/EXPERT	LES05
30	SCO03C CORRECTIONS LIEUTENANT	LES05
31	SRL03P ENFORCEMENT AGENT III	LES05
32	SIA20C INTERNAL AFFAIRS MANAGER	LES05
33	SPS07P SENIOR LAW ENFORCEMENT TRAINING OFFICER	LES05
34	SAL02P AGRICULTURE ENFORCEMENT AGENT II	LES04
35	SCL04P COMMUNITY SUPERVISION OFFICER III	LES04
36	SCO06P CORRECTIONS SERGEANT	LES04

1	SRL02P ENFORCEMENT AGENT II	LES04
2	SIA21P INTERNAL AFFAIRS SUPERVISOR/EXPERT	LES04
3	SPS03P LAW ENFORCEMENT TRAINING OFFICER	LES04
4	SPL04C PARK SERGEANT	LES04
5	SAL01P AGRICULTURE ENFORCEMENT AGENT I	LES03
6	SCL03P COMMUNITY SUPERVISION OFFICER II	LES03
7	SCO02P CORRECTIONS CORPORAL	LES03
8	SPS02P CORRECTIONS TRAINING OFFICER	LES03
9	SRL01P ENFORCEMENT AGENT I	LES03
10	SIA19P INTERNAL AFFAIRS INVESTIGATOR	LES03
11	SPL03P PARK RANGER	LES03
12	SLE01C POLICE CHIEF	LES03
13	SCL02P COMMUNITY SUPERVISION OFFICER I	LES02
14	SCO05P CORRECTIONS OFFICER	LES02
15	SLE03P POLICE OFFICER SUPERVISOR/EXPERT	LES02
16	SLE02P POLICE OFFICER	LES01
17	SFO01C CHIEF MEDICAL EXAMINER	MED16
18	MHA04C STATE HEALTH DIRECTOR	MED16
19	MPH01C DEPUTY MEDICAL EXAMINER	MED15
20	SFO02C CRIME LAB MEDICAL EXAMINER	MED14
21	MDM01C DISABILITY CHIEF PHYSICIAN SPECIALIST	MED14
22	MPH04P PHYSICIAN SUPERVISOR/EXPERT	MED14
23	MDM05P DISABILITY SENIOR PHYSICIAN SPECIALIST	MED12
24	EEX28A PHARMACY BOARD DIRECTOR	MED12
25	MPH02P PHYSICIAN SPECIALIST	MED12
26	MLM08C STATE HOSPITAL ADMINISTRATOR	MED12
27	MDM03P DISABILITY PHYSICIAN SPECIALIST	MED11
28	MPA02C PHARMACY BOARD ADMINISTRATOR	MED11
29	MDM02P DISABILITY PHYSICIAN CONSULTANT	MED10
30	EEX25A NURSING BOARD DIRECTOR	MED10
31	MPA04C PHARMACY MANAGER	MED10
32	MPH03P PHYSICIAN	MED10
33	MVE01C STATE VETERINARIAN	MED10
34	MDE01I DENTIST	MED09
35	MDM04P DISABILITY PSYCHOLOGIST	MED09
36	MPA01P PHARMACIST	MED09

1	MPA03P PHARMACY INSPECTOR	MED09
2	MPS04P PSYCHOLOGIST II	MED09
3	MVE03P VETERINARY SPECIALIST	MED09
4	MNU04P NURSE PRACTITIONER	MED08
5	MNU05C NURSING ADMINISTRATOR	MED08
6	MPS03P PSYCHOLOGIST I	MED08
7	MVE02P VETERINARIAN	MED08
8	MLM01C AUDIOLOGIST	MED07
9	MLM03C OCCUPATIONAL THERAPIST	MED07
10	MLM05C PHYSICAL THERAPIST	MED07
11	MNU07C REGISTERED NURSE MANAGER	MED07
12	MLM07C SPEECH PATHOLOGIST	MED07
13	MDI02P DIETICIAN SUPERVISOR/EXPERT	MED06
14	MNU03P NURSE INSTRUCTOR	MED06
15	MNU08P REGISTERED NURSE SUPERVISOR/EXPERT	MED06
16	MRE01C REHABILITATION ADMINISTRATOR	MED06
17	MDI03P REGISTERED DIETICIAN	MED05
18	MNU06P REGISTERED NURSE	MED05
19	MRE04C REHABILITATION MANAGER	MED05
20	MLM02C MEDICAL TECHNOLOGIST	MED04
21	MRE05P REHABILITATION SUPERVISOR/EXPERT	MED04
22	MLM06C RESPIRATORY THERAPIST	MED04
23	MRE06P VOCATIONAL REHABILITATION COUNSELOR	MED04
24	MDI01P DIETICIAN	MED03
25	MNU02P LICENSED PRACTICAL NURSE SUPERVISOR/EXPERT	MED03
26	MPS02P PSYCHOLOGICAL EXAMINER	MED03
27	PHS01P CERTIFIED HEALTH EDUCATOR	MED02
28	MNU01P LICENSED PRACTICAL NURSE	MED02
29	MRE02P REHABILITATION COORDINATOR	MED02
30	MRE03P REHABILITATION INSTRUCTOR	MED02
31	SSP01C ADULT PUBLIC GUARDIAN ADMINISTRATOR	SGS12
32	PVC02C CEMETERY SERVICE ADMINISTRATOR	SGS12
33	RPA07C OUTDOOR RECREATION DIRECTOR	SGS12
34	RPA08C PARK ADMINISTRATOR	SGS12
35	PVS01C VETERANS SERVICE ADMINISTRATOR	SGS12
36	PDI11C DISABILITY PROFESSIONAL RELATIONS MANAGER	SGS11

1	PDI13C DISABILITY UNIT MANAGER	SGS11
2	RPA09C PARK AREA MANAGER	SGS11
3	RPA13C PARK MANAGER	SGS11
4	SSP09C SOCIAL SERVICES AREA MANAGER	SGS11
5	SCP09C CORRECTIONS PROGRAM MANAGER	SGS10
6	PDI05C DISABILITY ADJUDICATOR V	SGS10
7	PDI10C DISABILITY HEARING OFFICER	SGS10
8	PDI12C DISABILITY QUALITY ASSURANCE COORDINATOR	SGS10
9	PDI14C DISABILITY UNIT SUPERVISOR/EXPERT	SGS10
10	EEC01C EARLY CHILDHOOD PROGRAM ADMINISTRATOR	SGS10
11	EEP06P EDUCATION PROGRAM SUPERVISOR/EXPERT	SGS10
12	TAG02C FARM MANAGER	SGS10
13	FFS01C FISCAL SUPPORT ADMINISTRATOR	SGS10
14	ELI02C LIBRARY MANAGER	SGS10
15	LLO20P OAL KEY CHAIN ACCOUNT MANAGER	SGS10
16	LLO28P OAL PRODUCT MANAGER	SGS10
17	LLO32P OAL REGIONAL SALES MANAGER	SGS10
18	RPA20C PARK SUPERINTENDENT IV	SGS10
19	PPU02P PIPELINE SAFETY SUPERVISOR/EXPERT	SGS10
20	PPR03C PROCUREMENT MANAGER	SGS10
21	SSP14C SOCIAL SERVICES COUNTY MANAGER III	SGS10
22	HSB04P STATE BENEFITS SUPERVISOR/EXPERT	SGS10
23	CTR03C TRAINING MANAGER	SGS10
24	PSS06P TSS PROGRAM SUPERVISOR/EXPERT	SGS10
25	SIA07C CHILD ABUSE PROGRAM ADMINISTRATOR	SGS09
26	PBC02A CLAIMS COMMISSIONER	SGS09
27	PCA02C CLAIMS MANAGER	SGS09
28	SIA09P CRIMINAL DETENTION FACILITIES COORDINATOR	SGS09
29	EEC03C EARLY CHILDHOOD PROGRAM MANAGER	SGS09
30	SEM02C EMERGENCY MANAGEMENT MANAGER	SGS09
31	PEP03P ENERGY & ENVIRONMENT PROGRAM SUPERVISOR/EXPERT	SGS09
32	IEH03P ENVIRONMENTAL HEALTH INSPECTOR SUPERVISOR/EXPERT	SGS09
33	FFS03C FISCAL SUPPORT MANAGER	SGS09
34	TAT04P FLEET COORDINATOR	SGS09
35	TFS03C FOOD SERVICES MANAGER	SGS09
36	PHS09C HEALTH UNIT ADMINISTRATOR	SGS09

1	TIS02P INDUSTRIAL SAFETY SUPERVISOR/EXPERT	SGS09
2	IIV01C INVESTIGATIONS MANAGER	SGS09
3	RPA04C LODGE MANAGER	SGS09
4	TIW05C MARKETING & REDISTRIBUTION MANAGER	SGS09
5	IMP02C MILITARY PROGRAM MANAGER	SGS09
6	LLO14P OAL FINANCIAL ANALYST	SGS09
7	LLO26P OAL OFFICE CAMPAIGN COORDINATOR	SGS09
8	RPA19C PARK SUPERINTENDENT III	SGS09
9	CPR06C PUBLIC INFORMATION MANAGER	SGS09
10	PQA02C QUALITY ASSURANCE MANAGER	SGS09
11	FIN06P RETIREMENT SYSTEM INVESTMENT COORDINATOR	SGS09
12	PRP10C REVENUE REGIONAL MANAGER	SGS09
13	SSP13C SOCIAL SERVICES COUNTY MANAGER II	SGS09
14	SSP15C SOCIAL SERVICES MANAGER	SGS09
15	SFI05C STATE FIRE MARSHALL	SGS09
16	HBE03P BENEFITS SUPERVISOR/EXPERT	SGS08
17	FBU02C BUDGET MANAGER	SGS08
18	PPE02C BURIAL ASSOCIATION BOARD COORDINATOR	SGS08
19	CTR01P CHANGE MANAGEMENT ANALYST	SGS08
20	PCA03P CLAIMS SUPERVISOR/EXPERT	SGS08
21	PCO04P COMMERCE PROGRAM SUPERVISOR/EXPERT	SGS08
22	TCO03P CONSTRUCTION PROJECT MANAGER	SGS08
23	TCO04P CONSTRUCTION SUPERVISOR/EXPERT	SGS08
24	SCP11P CORRECTIONS PROGRAM SUPERVISOR/EXPERT	SGS08
25	ILS01I COURT REPORTER	SGS08
26	PDIO4P DISABILITY ADJUDICATOR IV	SGS08
27	EEC05P EARLY CHILDHOOD PROGRAM SUPERVISOR/EXPERT	SGS08
28	PBC04A ELECTION COORDINATOR	SGS08
29	SEM04P EMERGENCY MANAGEMENT SUPERVISOR/EXPERT	SGS08
30	IEH02P ENVIRONMENTAL HEALTH INSPECTOR II	SGS08
31	TAG03P FARM SUPERVISOR/EXPERT	SGS08
32	PHS08P HEALTH PROGRAM SUPERVISOR/EXPERT	SGS08
33	PHS10P HEALTH UNIT SUPERVISOR/EXPERT	SGS08
34	HDH08P HR SUPERVISOR/EXPERT	SGS08
35	IIN04C INSPECTOR MANAGER	SGS08
36	IMS01P ITAM COORDINATOR	SGS08

1	SLA06P LABORATORY TECHNICIAN III	SGS08
2	ELI04P LIBRARY SUPERVISOR/EXPERT	SGS08
3	TST03P LICENSED TRADESMAN SUPERVISOR/EXPERT	SGS08
4	SSP06I OMBUDSMAN	SGS08
5	RPA18C PARK SUPERINTENDENT II	SGS08
6	RPA25P PARKS, HERITAGE, & TOURISM PROGRAM SUPERVISOR/EXPERT	SGS08
7	PPU01P PIPELINE SAFETY COORDINATOR	SGS08
8	PPR05P PROCUREMENT SUPERVISOR/EXPERT	SGS08
9	CPR08P PUBLIC INFORMATION SUPERVISOR/EXPERT	SGS08
10	SIA23P PUBLIC SAFETY SUPERVISOR/EXPERT	SGS08
11	PQA04P QUALITY ASSURANCE SUPERVISOR/EXPERT	SGS08
12	PRE07P RETIREMENT SYSTEM SUPERVISOR/EXPERT	SGS08
13	PRP08C REVENUE MANAGER	SGS08
14	ILS04I RULES & REGULATIONS COORDINATOR	SGS08
15	SSP12C SOCIAL SERVICES COUNTY MANAGER I	SGS08
16	SSP17P SOCIAL SERVICES SUPERVISOR/EXPERT	SGS08
17	SCM10P SUBSTANCE USE DISORDER SUPERVISOR/EXPERT	SGS08
18	CTR04P TRAINING SUPERVISOR/EXPERT	SGS08
19	PVS03P VETERANS SERVICE OFFICER SUPERVISOR/EXPERT	SGS08
20	ETF07P VOCATIONAL INSTRUCTOR	SGS08
21	PAG05P AGRICULTURE PROGRAM SUPERVISOR/EXPERT	SGS07
22	RPA01C ASSISTANT LODGE MANAGER	SGS07
23	CME01P BROADCAST EDITOR	SGS07
24	FBU01P BUDGET ANALYST	SGS07
25	PVC01C CEMETERY MANAGER	SGS07
26	SIA03P CERTIFIED DOG HANDLER COORDINATOR	SGS07
27	SIA05P CHILD ABUSE INVESTIGATIVE SUPERVISOR/EXPERT	SGS07
28	PCA01P CLAIMS COORDINATOR	SGS07
29	PCO01P COMMERCE PROGRAM COORDINATOR	SGS07
30	TCO01P CONSTRUCTION COORDINATOR	SGS07
31	SCP08P CORRECTIONS PROGRAM COORDINATOR	SGS07
32	SIA11P CRIMINAL INTELLIGENCE SUPERVISOR/EXPERT	SGS07
33	PDA01P DATA/RESEARCH ANALYST	SGS07
34	SFI01C DEPUTY FIRE CHIEF	SGS07
35	PDIO3P DISABILITY ADJUDICATOR III	SGS07
36	CME02P EDITOR	SGS07

1	EEP03P EDUCATION PROGRAM COORDINATOR	SGS07
2	IEH01P ENVIRONMENTAL HEALTH INSPECTOR I	SGS07
3	PAS08I EXECUTIVE ASSISTANT	SGS07
4	TFM02C FACILITY MANAGER	SGS07
5	PAG08P FARM SCHOOL COORDINATOR	SGS07
6	PPE01P FIELD OFFICE SUPERVISOR/EXPERT	SGS07
7	SFI04P FIREFIGHTER SUPERVISOR/EXPERT	SGS07
8	FFS05P FISCAL SUPPORT SUPERVISOR/EXPERT	SGS07
9	SAL06P FOREST RANGER SUPERVISOR/EXPERT	SGS07
10	FGM03C GRANTS MANAGER	SGS07
11	CME03P GRAPHIC ARTIST	SGS07
12	PHS05P HEALTH PROGRAM COORDINATOR	SGS07
13	HDH05P HR COORDINATOR	SGS07
14	TIS01P INDUSTRIAL SAFETY COORDINATOR	SGS07
15	IIN05P INSPECTOR SUPERVISOR/EXPERT	SGS07
16	SCP17P INTAKE SUPERVISOR/EXPERT	SGS07
17	CPR04I INTERPRETER	SGS07
18	IIV05P INVESTIGATOR SUPERVISOR/EXPERT	SGS07
19	ILP01C LABOR & LICENSING DIVISION DIRECTOR I	SGS07
20	ILP03P LABOR MEDIATOR	SGS07
21	SLA05P LABORATORY TECHNICIAN II	SGS07
22	TST02P LICENSED TRADESMAN	SGS07
23	TMA02C MAINTENANCE MANAGER	SGS07
24	TAT07P MECHANIC SUPERVISOR/EXPERT	SGS07
25	IMP04P MILITARY PROGRAM SUPERVISOR/EXPERT	SGS07
26	IIV06P MITIGATION INVESTIGATOR	SGS07
27	LLO03P OAL AUDITOR	SGS07
28	LLO17P OAL GRAPHIC SPECIALIST	SGS07
29	RPA15P PARK PLANNER SUPERVISOR/EXPERT	SGS07
30	PPR02P PROCUREMENT COORDINATOR	SGS07
31	CME06P PRODUCER	SGS07
32	PPE04P PROGRAM ELIGIBILITY SUPERVISOR/EXPERT	SGS07
33	PRP05P PROPERTY ASSESSMENT SUPERVISOR/EXPERT	SGS07
34	CPR05P PUBLIC INFORMATION COORDINATOR	SGS07
35	PQA01P QUALITY ASSURANCE COORDINATOR	SGS07
36	PRC07C RESIDENTIAL CARE MANAGER	SGS07

1	PRC02C RESIDENTIAL SERVICES MANAGER	SGS07
2	PRE04P RETIREMENT SYSTEM COORDINATOR	SGS07
3	SSE02C SECURITY MANAGER	SGS07
4	TST05P SKILLED TRADESMAN SUPERVISOR/EXPERT	SGS07
5	SSP11P SOCIAL SERVICES COORDINATOR	SGS07
6	HSB02P STATE BENEFITS COORDINATOR	SGS07
7	SCM08P SUBSTANCE USE DISORDER COORDINATOR	SGS07
8	SCM12P SUICIDE PREVENTION SUPERVISOR/EXPERT	SGS07
9	ETF06P TEACHER II	SGS07
10	CTR02P TRAINER	SGS07
11	PSS04P TSS PROGRAM COORDINATOR	SGS07
12	PVS02P VETERANS SERVICE OFFICER	SGS07
13	PAS04C ADMINISTRATIVE SUPERVISOR	SGS06
14	PAG04P AGRICULTURE PROGRAM COORDINATOR	SGS06
15	RMA02P ARCHIVIST	SGS06
16	HBE02P BENEFITS COORDINATOR	SGS06
17	SIA01P CDL EXAMINER	SGS06
18	SIA02P CERTIFIED DOG HANDLER	SGS06
19	SCM01I CHAPLAIN	SGS06
20	SIA06P CHILD ABUSE INVESTIGATOR	SGS06
21	PCR03P CLAIMS REVIEW SUPERVISOR/EXPERT	SGS06
22	PCO03P COMMERCE PROGRAM SPECIALIST	SGS06
23	TCO02P CONSTRUCTION PROJECT COORDINATOR	SGS06
24	PHS03P CONSUMER SCIENCE SPECIALIST	SGS06
25	SCP10P CORRECTIONS PROGRAM SPECIALIST	SGS06
26	SIA10P CRIMINAL INTELLIGENCE ANALYST	SGS06
27	PDIO2P DISABILITY ADJUDICATOR II	SGS06
28	SIA13P DISPATCHER SUPERVISOR/EXPERT	SGS06
29	SIA14P DRIVER LICENSE COORDINATOR	SGS06
30	EEC02P EARLY CHILDHOOD PROGRAM COORDINATOR	SGS06
31	EEP05P EDUCATION PROGRAM SPECIALIST	SGS06
32	SEM01P EMERGENCY MANAGEMENT COORDINATOR	SGS06
33	PEP02P ENERGY & ENVIRONMENT PROGRAM COORDINATOR	SGS06
34	TAG01P FARM COORDINATOR	SGS06
35	SFI03P FIREFIGHTER II	SGS06
36	FFS02P FISCAL SUPPORT COORDINATOR	SGS06

1	RRE01C FOOD & BEVERAGE MANAGER	SGS06
2	SAL05P FOREST RANGER II	SGS06
3	FGM04P GRANTS SUPERVISOR/EXPERT	SGS06
4	PHP01C HEALTH BOARD DIRECTOR I	SGS06
5	PHS07P HEALTH PROGRAM SPECIALIST	SGS06
6	ILS02I HEARING OFFICER	SGS06
7	HDH04P HR ANALYST	SGS06
8	SCP16P INMATE HEARING OFFICER	SGS06
9	IIN03P INSPECTOR III	SGS06
10	PIC01I INSURANCE COMPLIANCE OFFICER	SGS06
11	TIW02P INVENTORY MANAGER	SGS06
12	IIV04P INVESTIGATOR III	SGS06
13	SLA04P LABORATORY TECHNICIAN I	SGS06
14	ILS03I LEGAL SUPPORT SPECIALIST	SGS06
15	ELI01P LIBRARIAN	SGS06
16	IMS02P LRAM COORDINATOR	SGS06
17	TMA04P MAINTENANCE SUPERVISOR/EXPERT	SGS06
18	CMA04P MARKETING SUPERVISOR/EXPERT	SGS06
19	TAT06P MECHANIC	SGS06
20	IMP01P MILITARY PROGRAM COORDINATOR	SGS06
21	RMA12P MUSEUM SUPERVISOR/EXPERT	SGS06
22	LLO07P OAL CLAIMS CENTER MANAGER	SGS06
23	LLO08P OAL COLLECTIONS SPECIALIST	SGS06
24	LLO36P OAL SENIOR SECURITY SPECIALIST	SGS06
25	RPA14P PARK PLANNER	SGS06
26	RPA17C PARK SUPERINTENDENT I	SGS06
27	RPA24P PARKS, HERITAGE, & TOURISM PROGRAM COORDINATOR	SGS06
28	PPR01P PROCUREMENT ANALYST	SGS06
29	PPE03P PROGRAM ELIGIBILITY SPECIALIST II	SGS06
30	PRP04P PROPERTY ASSESSMENT SPECIALIST	SGS06
31	CPR07P PUBLIC INFORMATION SPECIALIST	SGS06
32	SIA22P PUBLIC SAFETY COORDINATOR	SGS06
33	PQA03P QUALITY ASSURANCE SPECIALIST	SGS06
34	ILP04I REAL ESTATE ANALYST	SGS06
35	PAS15P RECORDS SUPERVISOR/EXPERT	SGS06
36	PRE02P RETIREMENT COUNSELOR II	SGS06

1	PRP12P REVENUE SUPERVISOR/EXPERT	SGS06
2	SSE03P SECURITY SUPERVISOR/EXPERT	SGS06
3	TST04P SKILLED TRADESMAN	SGS06
4	SSP16P SOCIAL SERVICES SPECIALIST	SGS06
5	HSB01P STATE BENEFITS ANALYST	SGS06
6	SCM09P SUBSTANCE USE DISORDER SPECIALIST	SGS06
7	SCM11P SUICIDE PREVENTION SPECIALIST	SGS06
8	TIW07P SURPLUS PROPERTY SUPERVISOR/EXPERT	SGS06
9	ETF05P TEACHER I	SGS06
10	TAT11I TRUCK DRIVER	SGS06
11	RTO02C WELCOME CENTER MANAGER	SGS06
12	PAS01P ADMINISTRATIVE ANALYST	SGS05
13	FBU03P BUDGET SPECIALIST	SGS05
14	SIA08P CHILD ABUSE PROGRAM SUPERVISOR/EXPERT	SGS05
15	PCS02P CHILD SUPPORT SUPERVISOR/EXPERT	SGS05
16	PCR01P CLAIMS REVIEW ANALYST	SGS05
17	PDA02P DATA/RESEARCH SPECIALIST	SGS05
18	PDIO1P DISABILITY ADJUDICATOR I	SGS05
19	SIA12P DISPATCHER	SGS05
20	SIA16P DRIVER LICENSE SUPERVISOR/EXPERT	SGS05
21	HDH01P EEO/GRIEVANCE SPECIALIST	SGS05
22	SEM03P EMERGENCY MANAGEMENT SPECIALIST	SGS05
23	TAT03I ENGINEERING SPECIALIST	SGS05
24	RMA04P EXHIBIT COORDINATOR	SGS05
25	TFM03P FACILITY SUPERVISOR/EXPERT	SGS05
26	SFI02P FIREFIGHTER I	SGS05
27	IFR02P FIRING RANGE SUPERVISOR/EXPERT	SGS05
28	TFS04C FOOD SERVICES SUPERVISOR/EXPERT	SGS05
29	SFO06P FORENSIC TECHNICIAN	SGS05
30	SAL04P FOREST RANGER I	SGS05
31	RPA03P GIFT SHOP SUPERVISOR/EXPERT	SGS05
32	FGM02P GRANTS COORDINATOR	SGS05
33	PHS04P HEALTH EDUCATOR	SGS05
34	RMA08P HISTORIAN	SGS05
35	RMA09P HISTORIC PROPERTY COORDINATOR	SGS05
36	SCP15P INMATE GRIEVANCE COORDINATOR	SGS05

1	IIN02P INSPECTOR II	SGS05
2	TIW04P INVENTORY SUPERVISOR/EXPERT	SGS05
3	IIV03P INVESTIGATOR II	SGS05
4	RPA05P LODGE SALES COORDINATOR	SGS05
5	TMA01P MAINTENANCE COORDINATOR	SGS05
6	CMA01P MARKETING COORDINATOR	SGS05
7	CME04P MEDIA SPECIALIST	SGS05
8	FFS06P MEDICAL BILLING SPECIALIST	SGS05
9	IMP03P MILITARY PROGRAM SPECIALIST	SGS05
10	LLO22P OAL LICENSING MANAGER	SGS05
11	LLO25P OAL MARKETING SALES REP	SGS05
12	LLO27P OAL OFFICE COORDINATOR	SGS05
13	RPA10P PARK COORDINATOR	SGS05
14	RPA21P PARK SUPERINTENDENT TRAINEE	SGS05
15	RPA23P PARKS, HERITAGE, & TOURISM INTERPRETER II	SGS05
16	PAS13C POLICY COORDINATOR	SGS05
17	TAT09P PRINTER SUPERVISOR/EXPERT	SGS05
18	PPR04P PROCUREMENT SPECIALIST	SGS05
19	TGC01I PROFESSIONAL APPRENTICE	SGS05
20	PPE02P PROGRAM ELIGIBILITY SPECIALIST I	SGS05
21	PAS14P RECORDS COORDINATOR	SGS05
22	PRC06C RESIDENTIAL CARE TEAM SUPERVISOR/EXPERT	SGS05
23	PRE01P RETIREMENT COUNSELOR I	SGS05
24	PRP06P REVENUE COORDINATOR	SGS05
25	TAT10I SCHOOL BUS TRAINER	SGS05
26	SSP08P SOCIAL SERVICES ADVISOR	SGS05
27	HSB03P STATE BENEFITS SPECIALIST	SGS05
28	TIW06P SURPLUS PROPERTY AGENT	SGS05
29	TST06P TRADES APPRENTICE	SGS05
30	PCA04P WORKERS COMP COORDINATOR	SGS05
31	PAS02P ADMINISTRATIVE COORDINATOR	SGS04
32	PAG06P AGRICULTURE UNIT COORDINATOR	SGS04
33	HBE01P BENEFITS ANALYST	SGS04
34	TAT02I CALIBRATION TECHNICIAN	SGS04
35	PAS06I CAREER PLACEMENT SPECIALIST	SGS04
36	SIA04P CHILD ABUSE HOTLINE REPRESENTATIVE	SGS04

1	PCS01P CHILD SUPPORT SPECIALIST	SGS04
2	SCP03I COMMISSARY COORDINATOR	SGS04
3	PEP01P CONSERVATION SPECIALIST	SGS04
4	PAS07I COUNTY ADMINISTRATIVE SUPERVISOR	SGS04
5	THT02I DENTAL ASSISTANT	SGS04
6	PDIO7P DISABILITY CLAIMS SPECIALIST	SGS04
7	SIA15P DRIVER LICENSE EXAMINER	SGS04
8	EEC04P EARLY CHILDHOOD PROGRAM SPECIALIST	SGS04
9	TFM01P FACILITY COORDINATOR	SGS04
10	SIA17P FINGERPRINT TECHNICIAN	SGS04
11	FFS04P FISCAL SUPPORT SPECIALIST	SGS04
12	FGM01P GRANTS ANALYST	SGS04
13	TAT05I HEAVY EQUIPMENT OPERATOR	SGS04
14	HDH07P HR SPECIALIST	SGS04
15	SIA18P INFORMATION SECURITY OFFICER	SGS04
16	IIN01P INSPECTOR I	SGS04
17	TIW01P INVENTORY COORDINATOR	SGS04
18	IIV02P INVESTIGATOR I	SGS04
19	THT03I LACTATION SPECIALIST	SGS04
20	TMA03P MAINTENANCE SPECIALIST	SGS04
21	CMA03P MARKETING SPECIALIST	SGS04
22	CME05P MEDIA TECHNICIAN	SGS04
23	LLO15P OAL FISCAL SPECIALIST	SGS04
24	LLO23P OAL LICENSING SPECIALIST	SGS04
25	LLO29P OAL PUBLICATION SPECIALIST	SGS04
26	LLO35P OAL SECURITY SPECIALIST	SGS04
27	RPA22P PARKS, HERITAGE, & TOURISM INTERPRETER I	SGS04
28	MLM04P PHLEBOTOMIST	SGS04
29	TAT08P PRINTER	SGS04
30	PPU05I PUBLIC SERVICE VALUATION SPECIALIST	SGS04
31	PRC05P RESIDENTIAL CARE SUPERVISOR/EXPERT	SGS04
32	RRE02P RESTAURANT SUPERVISOR/EXPERT	SGS04
33	PRP11P REVENUE SPECIALIST	SGS04
34	PCO05P TAX SPECIALIST	SGS04
35	TST07P TRADES SPECIALIST	SGS04
36	RT003P WELCOME CENTER SUPERVISOR/EXPERT	SGS04

1	SCP01I ACCREDITATION SPECIALIST	SGS03
2	RMA01P ARCHIVAL ASSISTANT	SGS03
3	THT01I CERTIFIED NURSING ASSISTANT	SGS03
4	PCR02P CLAIMS REVIEW SPECIALIST	SGS03
5	TGT02I COMMERCIAL VEHICLE DRIVER	SGS03
6	PRP02P CUSTOMER SERVICE SPECIALIST	SGS03
7	PDI06P DISABILITY CLAIMS ASSISTANT	SGS03
8	EEP01P EDUCATION PARAPROFESSIONAL	SGS03
9	SEM05P EMERGENCY MANAGEMENT WATCH OFFICER	SGS03
10	IFR01P FIRING RANGE SPECIALIST	SGS03
11	SCP14P INMATE CLASSIFICATION ANALYST	SGS03
12	TIW03P INVENTORY SPECIALIST	SGS03
13	TFS05P KITCHEN SUPERVISOR/EXPERT	SGS03
14	TGR02P LANDSCAPE SUPERVISOR/EXPERT	SGS03
15	PAS09P LICENSING COORDINATOR	SGS03
16	RPA06P LODGE SUPERVISOR/EXPERT	SGS03
17	TMA05P MAINTENANCE TECHNICIAN	SGS03
18	LLO06P OAL CLAIMS ASSISTANT	SGS03
19	LLO31P OAL RECEPTIONIST	SGS03
20	RPA12P PARK HOUSEKEEPER SUPERVISOR/EXPERT	SGS03
21	MPS01P PSYCHOLOGICAL EVALUATOR	SGS03
22	IMS03P RTLA COORDINATOR	SGS03
23	SSE01P SECURITY GUARD	SGS03
24	PAS03P ADMINISTRATIVE SPECIALIST	SGS02
25	PAS05I CALL CENTER SPECIALIST	SGS02
26	TFS02P FOOD PREPARATION AND SERVICE WORKER	SGS02
27	PAG11P FORESTRY TECHNICIAN	SGS02
28	THO02P HOUSEKEEPER SUPERVISOR/EXPERT	SGS02
29	TGR01P LANDSCAPE COORDINATOR	SGS02
30	ELI03P LIBRARY SPECIALIST	SGS02
31	PAS10P LICENSING SPECIALIST	SGS02
32	PAS12P MAILROOM SUPERVISOR/EXPERT	SGS02
33	RMA11P MUSEUM SPECIALIST	SGS02
34	RPA11P PARK HOUSEKEEPER	SGS02
35	RPA16P PARK SPECIALIST	SGS02
36	THT04I PHARMACY TECHNICIAN	SGS02

1	PRC03P RESIDENTIAL CARE COORDINATOR	SGS02
2	SSP10P SOCIAL SERVICES ASSISTANT	SGS02
3	RTO01P TRAVEL CONSULTANT	SGS02
4	TAT01I BEAUTICIAN	SGS01
5	TGT01I CASHIER	SGS01
6	TFS01P COOK	SGS01
7	TST01P GENERAL LABORER	SGS01
8	PRC01P HEALTH AIDE	SGS01
9	THO01P HOUSEKEEPER	SGS01
10	PAS11P MAILROOM SPECIALIST	SGS01
11	TGC02I PUBLIC SERVICE INTERN	SGS01
12	PRC04P RESIDENTIAL CARE SPECIALIST	SGS01
13	RRE03P SERVER	SGS01
14	TGT03I VETERINARY AIDE	SGS01

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16 (c)(1) There are established the following job series:

17

18	<u>Family/Series</u>	<u>Job Code</u>	<u>Job Title</u>	<u>Grade</u>	<u>Car.</u>	<u>Prog.</u>	<u>Design</u>
19	<u>COMMUNICATION</u>						
20	<u>MARKETING</u>						
21	CMA02C		MARKETING DIRECTOR	SPC05			COMPETITIVE
22	CMA04P		MARKETING SUPERVISOR/EXPERT	SGS06			CAREER-PATH
23	CMA01P		MARKETING COORDINATOR	SGS05			CAREER-PATH
24	CMA03P		MARKETING SPECIALIST	SGS04			CAREER-PATH
25	<u>MEDIA</u>						
26	CME01P		BROADCAST EDITOR	SGS07			CAREER-PATH
27	CME02P		EDITOR	SGS07			CAREER-PATH
28	CME03P		GRAPHIC ARTIST	SGS07			CAREER-PATH
29	CME06P		PRODUCER	SGS07			CAREER-PATH
30	CME04P		MEDIA SPECIALIST	SGS05			CAREER-PATH
31	CME05P		MEDIA TECHNICIAN	SGS04			CAREER-PATH
32	<u>PUBLIC RELATIONS</u>						
33	CPR02C		CHIEF OF COMMUNICATIONS II	SPC07			COMPETITIVE
34	CPR01C		CHIEF OF COMMUNICATIONS I	SPC06			COMPETITIVE
35	CPR03C		GOVERNMENT AFFAIRS SPECIALIST	SPC05			COMPETITIVE
36	CPR06C		PUBLIC INFORMATION MANAGER	SGS09			COMPETITIVE

1	<u>CPR08P PUBLIC INFORMATION SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
2	<u>CPR05P PUBLIC INFORMATION COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
3	<u>CPR07P PUBLIC INFORMATION SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
4	<u>CPR04I INTERPRETER</u>	<u>SGS07 INDEPENDENT</u>
5	<u>TRAINING</u>	
6	<u>CTR03C TRAINING MANAGER</u>	<u>SGS10 COMPETITIVE</u>
7	<u>CTR01P CHANGE MANAGEMENT ANALYST</u>	<u>SGS08 CAREER-PATH</u>
8	<u>CTR04P TRAINING SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
9	<u>CTR02P TRAINER</u>	<u>SGS07 CAREER-PATH</u>
10	<u>EDUCATION</u>	
11	<u>EARLY CHILDHOOD</u>	
12	<u>EEC01C EARLY CHILDHOOD PROGRAM ADMINISTRATOR</u>	<u>SGS10 COMPETITIVE</u>
13	<u>EEC03C EARLY CHILDHOOD PROGRAM MANAGER</u>	<u>SGS09 COMPETITIVE</u>
14	<u>EEC05P EARLY CHILDHOOD PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
15	<u>EEC02P EARLY CHILDHOOD PROGRAM COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
16	<u>EEC04P EARLY CHILDHOOD PROGRAM SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
17	<u>EDUCATION ADMINISTRATION</u>	
18	<u>EEA02C EDUCATION DIVISION DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
19	<u>EEA03C HIGHER EDUCATION PROGRAM MANAGER</u>	<u>SPC09 COMPETITIVE</u>
20	<u>EEA01C EDUCATION DIVISION ADMINISTRATOR</u>	<u>SPC08 COMPETITIVE</u>
21	<u>EEA04C MLK COMMISSION DIRECTOR</u>	<u>SPC06 COMPETITIVE</u>
22	<u>EDUCATION PROFESSIONAL SERVICES</u>	
23	<u>EES03P EDUCATION PROFESSIONAL SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
24	<u>EES02P EDUCATION PROFESSIONAL II</u>	<u>SPC04 CAREER-PATH</u>
25	<u>EES01P EDUCATION PROFESSIONAL I</u>	<u>SPC02 CAREER-PATH</u>
26	<u>EDUCATION PROGRAM ADMINISTRATION</u>	
27	<u>EEP02C EDUCATION PROGRAM ADMINISTRATOR</u>	<u>SPC07 COMPETITIVE</u>
28	<u>EEP04C EDUCATION PROGRAM MANAGER</u>	<u>SPC06 COMPETITIVE</u>
29	<u>EEP06P EDUCATION PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS10 CAREER-PATH</u>
30	<u>EEP03P EDUCATION PROGRAM COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
31	<u>EEP05P EDUCATION PROGRAM SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
32	<u>EEP01P EDUCATION PARAPROFESSIONAL</u>	<u>SGS03 CAREER-PATH</u>
33	<u>LIBRARIANS</u>	
34	<u>ELI05C STATE LIBRARIAN</u>	<u>SPC08 COMPETITIVE</u>
35	<u>ELI02C LIBRARY MANAGER</u>	<u>SGS10 COMPETITIVE</u>
36	<u>ELI04P LIBRARY SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>

1	<u>ELI01P LIBRARIAN</u>	<u>SGS06 CAREER-PATH</u>
2	<u>ELI03P LIBRARY SPECIALIST</u>	<u>SGS02 CAREER-PATH</u>
3	<u>SCHOOL ADMINISTRATION</u>	
4	<u>ESA04C SCHOOL SUPERINTENDENT</u>	<u>SPC08 COMPETITIVE</u>
5	<u>ESA03C PRINCIPAL</u>	<u>SPC05 COMPETITIVE</u>
6	<u>TEACHERS & FACULTY</u>	
7	<u>ETF07P VOCATIONAL INSTRUCTOR</u>	<u>SGS08 CAREER-PATH</u>
8	<u>ETF06P TEACHER II</u>	<u>SGS07 CAREER-PATH</u>
9	<u>ETF05P TEACHER I</u>	<u>SGS06 CAREER-PATH</u>
10	<u>EXECUTIVE</u>	
11	<u>EXECUTIVES</u>	
12	<u>EEX05A ASSISTANT ADJUTANT GENERAL</u>	<u>EXE03 APPOINTED</u>
13	<u>EEX06A BANK COMMISSIONER</u>	<u>EXE03 APPOINTED</u>
14	<u>EEX11A CHIEF PROGRAMS DIRECTOR</u>	<u>EXE03 APPOINTED</u>
15	<u>EEX13A COMMISSIONER OF HIGHER EDUCATION</u>	<u>EXE03 APPOINTED</u>
16	<u>EEX36A RETIREMENT SYSTEM DIRECTOR</u>	<u>EXE03 APPOINTED</u>
17	<u>EEX42A STATE CHIEF INFORMATION OFFICER</u>	<u>EXE03 APPOINTED</u>
18	<u>EEX01A AEDC EXECUTIVE DIRECTOR</u>	<u>EXE02 APPOINTED</u>
19	<u>EEX03A AR PBS DIRECTOR</u>	<u>EXE02 APPOINTED</u>
20	<u>EEX08A CHIEF LEGAL COUNSEL II</u>	<u>SPC11 APPOINTED</u>
21	<u>EEX10A CHIEF OF STAFF II</u>	<u>EXE02 APPOINTED</u>
22	<u>EEX12A CHIEF WORKFORCE OFFICER</u>	<u>EXE02 APPOINTED</u>
23	<u>EEX20A FINANCE AUTHORITY DIRECTOR</u>	<u>EXE02 APPOINTED</u>
24	<u>EEX21A HEALTH DEPUTY DIRECTOR</u>	<u>EXE02 APPOINTED</u>
25	<u>EEX22A HUMAN SERVICES DIVISION DIRECTOR</u>	<u>EXE02 APPOINTED</u>
26	<u>EEX23A INSURANCE COMMISSIONER</u>	<u>EXE02 APPOINTED</u>
27	<u>EEX30A PROSECUTOR COORDINATOR</u>	<u>EXE02 APPOINTED</u>
28	<u>EEX31A PSC CHAIRMAN</u>	<u>EXE02 APPOINTED</u>
29	<u>EEX32A PSC COMMISSIONER</u>	<u>EXE02 APPOINTED</u>
30	<u>EEX34A PUBLIC DEFENDER DIRECTOR</u>	<u>EXE02 APPOINTED</u>
31	<u>EEX37A REVENUE DIRECTOR</u>	<u>EXE02 APPOINTED</u>
32	<u>EEX38A SECURITIES COMMISSIONER</u>	<u>EXE02 APPOINTED</u>
33	<u>EEX40A STATE BUDGET DIRECTOR</u>	<u>EXE02 APPOINTED</u>
34	<u>EEX41A STATE BUILDING AUTHORITY DIRECTOR</u>	<u>EXE02 APPOINTED</u>
35	<u>EEX43A STATE CONTROLLER</u>	<u>EXE02 APPOINTED</u>
36	<u>EEX45A STATE EMPLOYEE BENEFITS DIRECTOR</u>	<u>EXE02 APPOINTED</u>

1	<u>EEX47A STATE INTERNAL AUDIT DIRECTOR</u>	<u>EXE02 APPOINTED</u>
2	<u>EEX48A STATE PERSONNEL DIRECTOR</u>	<u>EXE02 APPOINTED</u>
3	<u>EEX49A STATE PROCUREMENT DIRECTOR</u>	<u>EXE02 APPOINTED</u>
4	<u>EEX50A TAX APPEALS COMMISSIONER</u>	<u>EXE02 APPOINTED</u>
5	<u>EEX53A WORKERS COMPENSATION CHAIRMAN</u>	<u>EXE02 APPOINTED</u>
6	<u>EEX56A WORKFORCE EXECUTIVE DIRECTOR</u>	<u>EXE02 APPOINTED</u>
7	<u>EEX52A TSS GEOGRAPHIC INFORMATION OFFICER</u>	<u>EXE02 APPOINTED</u>
8	<u>EEX02A AGRICULTURE DIVISION DIRECTOR</u>	<u>EXE01 APPOINTED</u>
9	<u>EEX04A ASP COLONEL</u>	<u>EXE01 APPOINTED</u>
10	<u>EEX09A CHIEF OF STAFF I</u>	<u>EXE01 APPOINTED</u>
11	<u>EEX15A CRIME INFORMATION DIRECTOR</u>	<u>EXE01 APPOINTED</u>
12	<u>EEX16A DDSSA DIRECTOR</u>	<u>EXE01 APPOINTED</u>
13	<u>EEX17A DFA DIVISION ADMINISTRATOR</u>	<u>EXE01 APPOINTED</u>
14	<u>EEX18A EMERGENCY MANAGEMENT DIRECTOR</u>	<u>EXE01 APPOINTED</u>
15	<u>EEX19A ENERGY & ENVIRONMENT DIRECTOR</u>	<u>EXE01 APPOINTED</u>
16	<u>EEX27A PARKS, HERITAGE, & TOURISM DIVISION DIRECTOR</u>	<u>EXE01 APPOINTED</u>
17	<u>EEX29A POST PRISON TRANSFER BOARD CHAIRMAN</u>	<u>EXE01 APPOINTED</u>
18	<u>EEX33A PSC DIRECTOR</u>	<u>EXE01 APPOINTED</u>
19	<u>EEX35A REGULATORY ENFORCEMENT DIRECTOR</u>	<u>EXE01 APPOINTED</u>
20	<u>EEX39A STATE BROADBAND DIRECTOR</u>	<u>EXE01 APPOINTED</u>
21	<u>EEX54A WORKERS COMPENSATION COMMISSIONER</u>	<u>EXE01 APPOINTED</u>
22	<u>EEX44A STATE DEPUTY CHIEF INFORMATION OFFICER</u>	<u>EXE01 APPOINTED</u>
23	<u>EEX07A BANK DEPUTY COMMISSIONER</u>	<u>SPC10 APPOINTED</u>
24	<u>EEX14A CORRECTIONS CHIEF DEPUTY DIRECTOR</u>	<u>SPC10 APPOINTED</u>
25	<u>EEX24A MEDICAID INSPECTOR GENERAL</u>	<u>SPC10 APPOINTED</u>
26	<u>EEX26A PARKS DEPUTY DIRECTOR</u>	<u>SPC10 APPOINTED</u>
27	<u>EEX55A WORKFORCE DIRECTOR</u>	<u>SPC10 APPOINTED</u>
28	<u>EEX46A STATE GEOLOGIST</u>	<u>SPC09 APPOINTED</u>
29	<u>EEX51A TOURISM DIVISION ADMINISTRATOR</u>	<u>SPC08 APPOINTED</u>
30	<u>EEX28A PHARMACY BOARD DIRECTOR</u>	<u>MED12 APPOINTED</u>
31	<u>EEX25A NURSING BOARD DIRECTOR</u>	<u>MED10 APPOINTED</u>
32	<u>SECRETARIES</u>	
33	<u>ESE01A SECRETARY OF AGRICULTURE</u>	<u>EXE04 APPOINTED</u>
34	<u>ESE02A SECRETARY OF COMMERCE</u>	<u>EXE04 APPOINTED</u>
35	<u>ESE03A SECRETARY OF CORRECTIONS</u>	<u>EXE04 APPOINTED</u>
36	<u>ESE04A SECRETARY OF DEPARTMENT OF FINANCE AND ADMINI</u>	<u>EXE04 APPOINTED</u>

1	<u>ESE05A SECRETARY OF EDUCATION</u>	<u>EXE04 APPOINTED</u>
2	<u>ESE06A SECRETARY OF ENERGY & ENVIRONMENT</u>	<u>EXE04 APPOINTED</u>
3	<u>ESE07A SECRETARY OF HEALTH</u>	<u>EXE04 APPOINTED</u>
4	<u>ESE08A SECRETARY OF HUMAN SERVICES</u>	<u>EXE04 APPOINTED</u>
5	<u>ESE09A SECRETARY OF INSPECTOR GENERAL</u>	<u>EXE04 APPOINTED</u>
6	<u>ESE10A SECRETARY OF LABOR & LICENSING</u>	<u>EXE04 APPOINTED</u>
7	<u>ESE11A SECRETARY OF PARKS, HERITAGE, & TOURISM</u>	<u>EXE04 APPOINTED</u>
8	<u>ESE12A SECRETARY OF PUBLIC SAFETY</u>	<u>EXE04 APPOINTED</u>
9	<u>ESE13A SECRETARY OF THE MILITARY</u>	<u>EXE04 APPOINTED</u>
10	<u>ESE14A SECRETARY OF TRANSFORMATION & SHARED SEVICES</u>	<u>EXE04 APPOINTED</u>
11	<u>ESE15A SECRETARY OF VETERANS AFFAIRS</u>	<u>EXE04 APPOINTED</u>
12	<u>FINANCIAL</u>	
13	<u>ACCOUNTANTS</u>	
14	<u>FAC09C CHIEF FISCAL OFFICER II</u>	<u>SPC10 COMPETITIVE</u>
15	<u>FAC08C CHIEF FISCAL OFFICER I</u>	<u>SPC09 COMPETITIVE</u>
16	<u>FAC12C MEDICAID FISCAL OFFICER</u>	<u>SPC08 COMPETITIVE</u>
17	<u>FAC11C DIVISION FISCAL ADMINISTRATOR</u>	<u>SPC07 COMPETITIVE</u>
18	<u>FAC10C CONTROLLER</u>	<u>SPC06 COMPETITIVE</u>
19	<u>FAC06C ASSISTANT CONTROLLER</u>	<u>SPC05 COMPETITIVE</u>
20	<u>FAC04C ACCOUNTING MANAGER</u>	<u>SPC06 COMPETITIVE</u>
21	<u>FAC07P CERTIFIED PUBLIC ACCOUNTANT</u>	<u>SPC05 CAREER-PATH</u>
22	<u>FAC05P ACCOUNTING SUPERVISOR/EXPERT</u>	<u>SPC04 CAREER-PATH</u>
23	<u>FAC03P ACCOUNTING COORDINATOR</u>	<u>SPC03 CAREER-PATH</u>
24	<u>FAC02P ACCOUNTANT II</u>	<u>SPC02 CAREER-PATH</u>
25	<u>FAC01P ACCOUNTANT I</u>	<u>SPC01 CAREER-PATH</u>
26	<u>AUDITORS</u>	
27	<u>FAU06C INTERNAL AUDIT DEPUTY DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
28	<u>FAU01C AUDIT MANAGER</u>	<u>SPC06 COMPETITIVE</u>
29	<u>FAU07P INTERNAL AUDIT SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
30	<u>FAU08P INTERNAL AUDITOR</u>	<u>SPC05 CAREER-PATH</u>
31	<u>FAU05P AUDITOR III</u>	<u>SPC03 CAREER-PATH</u>
32	<u>FAU02P AUDIT SUPERVISOR/EXPERT</u>	<u>SPC04 CAREER-PATH</u>
33	<u>FAU04P AUDITOR II</u>	<u>SPC02 CAREER-PATH</u>
34	<u>FAU03P AUDITOR I</u>	<u>SPC01 CAREER-PATH</u>
35	<u>BUDGET</u>	
36	<u>FBU02C BUDGET MANAGER</u>	<u>SGS08 COMPETITIVE</u>

1	<u>FBU01P BUDGET ANALYST</u>	<u>SGS07 CAREER-PATH</u>
2	<u>FBU03P BUDGET SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
3	<u>BANK FINANCIAL EXAMINERS</u>	
4	<u>FBF01C BANK DEPUTY ADMINISTRATOR</u>	<u>SPC09 COMPETITIVE</u>
5	<u>FBF06P BANK EXAMINER SUPERVISOR/EXPERT</u>	<u>SPC07 CAREER-PATH</u>
6	<u>FBF08P BANK EXAMINER VI</u>	<u>SPC06 CAREER-PATH</u>
7	<u>FBF07P BANK EXAMINER V</u>	<u>SPC05 CAREER-PATH</u>
8	<u>FBF05P BANK EXAMINER IV</u>	<u>SPC04 CAREER-PATH</u>
9	<u>FBF04P BANK EXAMINER III</u>	<u>SPC03 CAREER-PATH</u>
10	<u>FBF03P BANK EXAMINER II</u>	<u>SPC02 CAREER-PATH</u>
11	<u>FBF02P BANK EXAMINER I</u>	<u>SPC01 CAREER-PATH</u>
12	<u>FISCAL SUPPORT</u>	
13	<u>FFS01C FISCAL SUPPORT ADMINISTRATOR</u>	<u>SGS10 COMPETITIVE</u>
14	<u>FFS03C FISCAL SUPPORT MANAGER</u>	<u>SGS09 COMPETITIVE</u>
15	<u>FFS05P FISCAL SUPPORT SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
16	<u>FFS02P FISCAL SUPPORT COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
17	<u>FFS06P MEDICAL BILLING SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
18	<u>FFS04P FISCAL SUPPORT SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
19	<u>GRANT MANAGEMENT</u>	
20	<u>FGM03C GRANTS MANAGER</u>	<u>SGS07 COMPETITIVE</u>
21	<u>FGM04P GRANTS SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
22	<u>FGM02P GRANTS COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
23	<u>FGM01P GRANTS ANALYST</u>	<u>SGS04 CAREER-PATH</u>
24	<u>INSURANCE FINANCIAL EXAMINERS</u>	
25	<u>FIF06P INSURANCE EXAMINER SUPERVISOR/EXPERT</u>	<u>SPC07 CAREER-PATH</u>
26	<u>FIF01P CERTIFIED FINANCIAL EXAMINER</u>	<u>SPC06 CAREER-PATH</u>
27	<u>FIF05P INSURANCE EXAMINER III</u>	<u>SPC06 CAREER-PATH</u>
28	<u>FIF04P INSURANCE EXAMINER II</u>	<u>SPC03 CAREER-PATH</u>
29	<u>FIF03P INSURANCE EXAMINER I</u>	<u>SPC01 CAREER-PATH</u>
30	<u>FIF02C CHIEF SECURITIES EXAMINER</u>	<u>SPC07 COMPETITIVE</u>
31	<u>FIF09P SECURITIES EXAMINER SUPERVISOR/EXPERT</u>	<u>SPC05 CAREER-PATH</u>
32	<u>FIF08P SECURITIES EXAMINER II</u>	<u>SPC03 CAREER-PATH</u>
33	<u>FIF07P SECURITIES EXAMINER I</u>	<u>SPC01 CAREER-PATH</u>
34	<u>INVESTMENT</u>	
35	<u>FIN03P FINANCE SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
36	<u>FIN02P FINANCE COORDINATOR</u>	<u>SPC03 CAREER-PATH</u>

1	<u>FIN01P FINANCE ANALYST</u>	<u>SPC01 CAREER-PATH</u>
2	<u>FIN06P RETIREMENT SYSTEM INVESTMENT COORDINATOR</u>	<u>SGS09 CAREER-PATH</u>
3	<u>FIN05P INVESTMENT SUPERVISOR/EXPERT</u>	<u>SPC03 CAREER-PATH</u>
4	<u>FIN04P INVESTMENT ANALYST</u>	<u>SPC01 CAREER-PATH</u>
5	<u>RATE CASE ANALYSIS</u>	
6	<u>FRC01P PUBLIC SERVICE RATE CASE ANALYST I</u>	<u>SPC03 CAREER-PATH</u>
7	<u>FRC02P PUBLIC SERVICE RATE CASE ANALYST II</u>	<u>SPC04 CAREER-PATH</u>
8	<u>STATE ACCOUNTANTS</u>	
9	<u>FSA02C STATE ACCOUNTING SUPERVISOR/EXPERT</u>	<u>SPC07</u>
10	<u>FSA01P FINANCIAL ACCOUNTANT</u>	<u>SPC03 CAREER-PATH</u>
11	<u>STATE BUDGET</u>	
12	<u>FSA04C STATE BUDGET ASSISTANT ADMINISTRATOR</u>	<u>SPC09 COMPETITIVE</u>
13	<u>FSA07P STATE BUDGET SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
14	<u>FSA05P STATE BUDGET COORDINATOR</u>	<u>SPC05 CAREER-PATH</u>
15	<u>FSA03P STATE BUDGET ANALYST</u>	<u>SPC04 CAREER-PATH</u>
16	<u>FSA06P STATE BUDGET SPECIALIST</u>	<u>SPC01 CAREER-PATH</u>
17	<u>HUMAN RESOURCES</u>	
18	<u>BENEFITS</u>	
19	<u>HBE03P BENEFITS SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
20	<u>HBE02P BENEFITS COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
21	<u>HBE01P BENEFITS ANALYST</u>	<u>SGS04 CAREER-PATH</u>
22	<u>DEPARTMENT HR</u>	
23	<u>HDH03C HR ADMINISTRATOR II</u>	<u>SPC08 COMPETITIVE</u>
24	<u>HDH02C HR ADMINISTRATOR I</u>	<u>SPC05 COMPETITIVE</u>
25	<u>HDH06C HR MANAGER</u>	<u>SPC04 COMPETITIVE</u>
26	<u>HDH08P HR SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
27	<u>HDH05P HR COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
28	<u>HDH04P HR ANALYST</u>	<u>SGS06 CAREER-PATH</u>
29	<u>HDH01P EEO/GRIEVANCE SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
30	<u>HDH07P HR SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
31	<u>STATE BENEFITS</u>	
32	<u>HSB04P STATE BENEFITS SUPERVISOR/EXPERT</u>	<u>SGS10 CAREER-PATH</u>
33	<u>HSB02P STATE BENEFITS COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
34	<u>HSB01P STATE BENEFITS ANALYST</u>	<u>SGS06 CAREER-PATH</u>
35	<u>HSB03P STATE BENEFITS SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
36	<u>STATE PERSONNEL</u>	

1	<u>HSP02C STATE PERSONNEL ASSISTANT ADMINISTRATOR</u>	<u>SPC09 COMPETITIVE</u>
2	<u>HSP05P STATE PERSONNEL SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
3	<u>HSP03P STATE PERSONNEL COORDINATOR</u>	<u>SPC05 CAREER-PATH</u>
4	<u>HSP01P STATE PERSONNEL ANALYST</u>	<u>SPC04 CAREER-PATH</u>
5	<u>HSP04P STATE PERSONNEL SPECIALIST</u>	<u>SPC01 CAREER-PATH</u>
6	<u>INFORMATION TECHNOLOGY</u>	
7	<u>APPLICATION SUPPORT</u>	
8	<u>IAS07C STATE APPLICATIONS ADMINISTRATOR</u>	<u>IST11 COMPETITIVE</u>
9	<u>IAS06C APPLICATIONS SUPERVISOR/EXPERT</u>	<u>IST10 COMPETITIVE</u>
10	<u>IAS03P APPLICATIONS COORDINATOR</u>	<u>IST09 CAREER-PATH</u>
11	<u>IAS02P APPLICATIONS ANALYST II</u>	<u>IST08 CAREER-PATH</u>
12	<u>IAS01P APPLICATIONS ANALYST I</u>	<u>IST07 CAREER-PATH</u>
13	<u>IAS05P APPLICATIONS DEVELOPER II</u>	<u>IST08 CAREER-PATH</u>
14	<u>IAS04P APPLICATIONS DEVELOPER I</u>	<u>IST06 CAREER-PATH</u>
15	<u>IAS08I WEBSITE SPECIALIST</u>	<u>IST05 INDEPENDENT</u>
16	<u>DATA ADMINISTRATION</u>	
17	<u>IDA01C DATA ARCHITECT</u>	<u>IST13 COMPETITIVE</u>
18	<u>IDA02C DATA ENGINEER</u>	<u>IST12 COMPETITIVE</u>
19	<u>DATA ANALYTICS</u>	
20	<u>IDN02P DATA ANALYST SUPERVISOR/EXPERT</u>	<u>IST09 CAREER-PATH</u>
21	<u>IDN03P DATA SCIENTIST</u>	<u>IST08 CAREER-PATH</u>
22	<u>IDN01P DATA ANALYST</u>	<u>IST07 CAREER-PATH</u>
23	<u>DATABASE MANAGEMENT</u>	
24	<u>IDM01P DATABASE ADMINISTRATOR</u>	<u>IST09 CAREER-PATH</u>
25	<u>IDM02P DATABASE ANALYST</u>	<u>IST07 CAREER-PATH</u>
26	<u>IDM03P DATABASE SPECIALIST</u>	<u>IST05 CAREER-PATH</u>
27	<u>GIS</u>	
28	<u>IGI03P STATE GIS ANALYST</u>	<u>IST07 CAREER-PATH</u>
29	<u>IGI02P SENIOR GIS ANALYST</u>	<u>IST06 CAREER-PATH</u>
30	<u>IGI01P GIS ANALYST</u>	<u>IST05 CAREER-PATH</u>
31	<u>IT ADMINISTRATION</u>	
32	<u>IIA03C CHIEF INFORMATION OFFICER III</u>	<u>IST14 COMPETITIVE</u>
33	<u>IIA02C CHIEF INFORMATION OFFICER II</u>	<u>IST12 COMPETITIVE</u>
34	<u>IIA04C IT ADMINISTRATOR</u>	<u>IST12 COMPETITIVE</u>
35	<u>IIA05C IT DIVISION MANAGER</u>	<u>IST12 COMPETITIVE</u>
36	<u>IIA01C CHIEF INFORMATION OFFICER I</u>	<u>IST10 COMPETITIVE</u>

1	<u>IIA06C IT MANAGER</u>	<u>IST10 COMPETITIVE</u>
2	<u>IT PROJECT MANAGEMENT</u>	
3	<u>IIP03P IT SENIOR PROJECT MANAGER</u>	<u>IST10 CAREER-PATH</u>
4	<u>IIP02P IT PROJECT MANAGER</u>	<u>IST08 CAREER-PATH</u>
5	<u>IIP01P IT PROJECT COORDINATOR</u>	<u>IST06 CAREER-PATH</u>
6	<u>IT SECURITY</u>	
7	<u>IIE01C CHIEF INFORMATION SECURITY OFFICER</u>	<u>IST12 COMPETITIVE</u>
8	<u>IIE04C IT SECURITY EXPERT</u>	<u>IST10 COMPETITIVE</u>
9	<u>IIE05C IT SECURITY MANAGER</u>	<u>IST09 COMPETITIVE</u>
10	<u>IIE06P IT SECURITY SUPERVISOR</u>	<u>IST08 CAREER-PATH</u>
11	<u>IIE03P IT SECURITY ANALYST II</u>	<u>IST07 CAREER-PATH</u>
12	<u>IIE02P IT SECURITY ANALYST I</u>	<u>IST06 CAREER-PATH</u>
13	<u>INFRASTRUCTURE SUPPORT</u>	
14	<u>IIS05C IT INFRASTRUCTURE ARCHITECT</u>	<u>IST11 COMPETITIVE</u>
15	<u>IIS07C IT INFRASTRUCTURE ENGINEER</u>	<u>IST10 COMPETITIVE</u>
16	<u>IIS11P IT SUPERVISOR/EXPERT</u>	<u>IST09 CAREER-PATH</u>
17	<u>IIS01P IT COORDINATOR</u>	<u>IST08 CAREER-PATH</u>
18	<u>IIS02P IT DISASTER RECOVERY ANALYST</u>	<u>IST08 CAREER-PATH</u>
19	<u>IIS03P IT DISASTER RECOVERY SPECIALIST</u>	<u>IST05 CAREER-PATH</u>
20	<u>IIS08C IT INFRASTRUCTURE MANAGER</u>	<u>IST11 COMPETITIVE</u>
21	<u>IIS10C IT INFRASTRUCTURE SUPERVISOR/EXPERT</u>	<u>IST10 COMPETITIVE</u>
22	<u>IIS06P IT INFRASTRUCTURE COORDINATOR</u>	<u>IST08 CAREER-PATH</u>
23	<u>IIS04P IT INFRASTRUCTURE ANALYST</u>	<u>IST06 CAREER-PATH</u>
24	<u>IIS09P IT INFRASTRUCTURE SPECIALIST</u>	<u>IST04 CAREER-PATH</u>
25	<u>STATE IT</u>	
26	<u>ISI01C STATE CHIEF DATA OFFICER</u>	<u>IST15 COMPETITIVE</u>
27	<u>ISI02C STATE IT SECURITY OFFICER</u>	<u>IST15 COMPETITIVE</u>
28	<u>ISI03C STATE SYSTEMS EXPERT</u>	<u>IST11 COMPETITIVE</u>
29	<u>USER SUPPORT</u>	
30	<u>IUS03C USER SUPPORT MANAGER</u>	<u>IST07 COMPETITIVE</u>
31	<u>IUS05P USER SUPPORT SUPERVISOR/EXPERT</u>	<u>IST06 CAREER-PATH</u>
32	<u>IUS02P USER SUPPORT COORDINATOR</u>	<u>IST05 CAREER-PATH</u>
33	<u>IUS01P USER SUPPORT ANALYST</u>	<u>IST04 CAREER-PATH</u>
34	<u>IUS04P USER SUPPORT SPECIALIST</u>	<u>IST02 CAREER-PATH</u>
35	<u>INSPECTORS & INVESTIGATORS</u>	
36	<u>ENVIRONMENTAL HEALTH IEH03P ENVIRONMENTAL HEALTH INSPECTOR SUPERVISOR/EXP</u>	

1	<u>SGS09 CAREER-PATH</u>	
2	<u>IEH02P ENVIRONMENTAL HEALTH INSPECTOR II</u>	<u>SGS08 CAREER-PATH</u>
3	<u>IEH01P ENVIRONMENTAL HEALTH INSPECTOR I</u>	<u>SGS07 CAREER-PATH</u>
4	<u>FIRING RANGE</u>	
5	<u>IFR02P FIRING RANGE SUPERVISOR/EXPERT</u>	<u>SGS05 CAREER-PATH</u>
6	<u>IFR01P FIRING RANGE SPECIALIST</u>	<u>SGS03 CAREER-PATH</u>
7	<u>INSPECTORS</u>	
8	<u>IIN04C INSPECTOR MANAGER</u>	<u>SGS08 COMPETITIVE</u>
9	<u>IIN05P INSPECTOR SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
10	<u>IIN03P INSPECTOR III</u>	<u>SGS06 CAREER-PATH</u>
11	<u>IIN02P INSPECTOR II</u>	<u>SGS05 CAREER-PATH</u>
12	<u>IIN01P INSPECTOR I</u>	<u>SGS04 CAREER-PATH</u>
13	<u>INVESTIGATORS</u>	
14	<u>IIV01C INVESTIGATIONS MANAGER</u>	<u>SGS09 COMPETITIVE</u>
15	<u>IIV06P MITIGATION INVESTIGATOR</u>	<u>SGS07 CAREER-PATH</u>
16	<u>IIV05P INVESTIGATOR SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
17	<u>IIV04P INVESTIGATOR III</u>	<u>SGS06 CAREER-PATH</u>
18	<u>IIV03P INVESTIGATOR II</u>	<u>SGS05 CAREER-PATH</u>
19	<u>IIV02P INVESTIGATOR I</u>	<u>SGS04 CAREER-PATH</u>
20	<u>LABOR PROGRAMS MANAGEMENT</u>	
21	<u>ILP06C WORKERS COMP CEO</u>	<u>SPC10 COMPETITIVE</u>
22	<u>ILP05C WORKERS COMP ASST CEO</u>	<u>SPC09 COMPETITIVE</u>
23	<u>ILP02C LABOR & LICENSING DIVISION DIRECTOR II</u>	<u>SPC05 COMPETITIVE</u>
24	<u>ILP07C WORKERS COMP DIVISION MANAGER</u>	<u>SPC05 COMPETITIVE</u>
25	<u>ILP01C LABOR & LICENSING DIVISION DIRECTOR I</u>	<u>SGS07 COMPETITIVE</u>
26	<u>ILP03P LABOR MEDIATOR</u>	<u>SGS07 CAREER-PATH</u>
27	<u>ILP04I REAL ESTATE ANALYST</u>	<u>SGS06 INDEPENDENT</u>
28	<u>LEGAL SUPPORT</u>	
29	<u>ILS01I COURT REPORTER</u>	<u>SGS08 INDEPENDENT</u>
30	<u>ILS03I LEGAL SUPPORT SPECIALIST</u>	<u>SGS06 INDEPENDENT</u>
31	<u>ILS04I RULES & REGULATIONS COORDINATOR</u>	<u>SGS08 INDEPENDENT</u>
32	<u>ILS02I HEARING OFFICER</u>	<u>SGS06 INDEPENDENT</u>
33	<u>MILITARY PROGRAMS MANAGEMENT</u>	
34	<u>IMP02C MILITARY PROGRAM MANAGER</u>	<u>SGS09 COMPETITIVE</u>
35	<u>IMP04P MILITARY PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
36	<u>IMP01P MILITARY PROGRAM COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>

1	<u>IMP03P MILITARY PROGRAM SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
2	<u>MILITARY SPECIAL PROGRAMS</u>	
3	<u>IMS01P ITAM COORDINATOR</u>	<u>SGS08 CAREER-PATH</u>
4	<u>IMS02P LRAM COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
5	<u>IMS03P RTLA COORDINATOR</u>	<u>SGS03 CAREER-PATH</u>
6	<u>LEGAL</u>	
7	<u>ATTORNEYS</u>	
8	<u>LAT02C APPEALS TRIBUNAL CHAIRMAN</u>	<u>SPC10 COMPETITIVE</u>
9	<u>LAT06C ATTORNEY IV</u>	<u>SPC09 COMPETITIVE</u>
10	<u>LAT07C CHIEF ADMINISTRATIVE LAW JUDGE</u>	<u>SPC09 COMPETITIVE</u>
11	<u>LAT08C CHIEF LEGAL COUNSEL I</u>	<u>SPC10 COMPETITIVE</u>
12	<u>LAT01C ADMINISTRATIVE LAW JUDGE</u>	<u>SPC08 COMPETITIVE</u>
13	<u>LAT05P ATTORNEY III</u>	<u>SPC08 CAREER-PATH</u>
14	<u>LAT04P ATTORNEY II</u>	<u>SPC05 CAREER-PATH</u>
15	<u>LAT03P ATTORNEY I</u>	<u>SPC03 CAREER-PATH</u>
16	<u>PUBLIC DEFENDERS</u>	
17	<u>LPD02C CHIEF PUBLIC DEFENDER II</u>	<u>SPC10 COMPETITIVE</u>
18	<u>LPD01C CHIEF PUBLIC DEFENDER I</u>	<u>SPC09 COMPETITIVE</u>
19	<u>LPD05P PUBLIC DEFENDER III</u>	<u>SPC08 CAREER-PATH</u>
20	<u>LPD04P PUBLIC DEFENDER II</u>	<u>SPC05 CAREER-PATH</u>
21	<u>LPD03P PUBLIC DEFENDER I</u>	<u>SPC03 CAREER-PATH</u>
22	<u>LOTTERY</u>	
23	<u>LOTTERY</u>	
24	<u>LLO13C OAL DIRECTOR</u>	<u>EXE02 COMPETITIVE</u>
25	<u>LLO16C OAL GAMING DIRECTOR</u>	<u>EXE01 COMPETITIVE</u>
26	<u>LLO05P OAL CHIEF LEGAL COUNSEL</u>	<u>SPC09 CAREER-PATH</u>
27	<u>LLO18P OAL INTERNAL AUDITOR</u>	<u>SPC09 CAREER-PATH</u>
28	<u>LLO04P OAL CHIEF FISCAL OFFICER</u>	<u>SPC09 CAREER-PATH</u>
29	<u>LLO12P OAL DIR SECURITY & COMPLIANCE</u>	<u>SPC07 CAREER-PATH</u>
30	<u>LLO10P OAL CONTROLLER</u>	<u>SPC06 CAREER-PATH</u>
31	<u>LLO38P OAL TREASURER</u>	<u>SPC06 CAREER-PATH</u>
32	<u>LLO24P OAL MARKETING & ADVERTISING DIR</u>	<u>SPC07 CAREER-PATH</u>
33	<u>LLO34P OAL SECURITY DEPUTY DIR</u>	<u>SPC04 CAREER-PATH</u>
34	<u>LLO01P OAL ACCOUNTANT</u>	<u>SPC02 CAREER-PATH</u>
35	<u>LLO11P OAL DEPUTY IT GAMING DIRECTOR</u>	<u>IST10 CAREER-PATH</u>
36	<u>LLO37P OAL SR. DATABASE ADMINISTRATOR</u>	<u>IST08 CAREER-PATH</u>

1	<u>LLO30P OAL QA SYSTEMS ANALYST</u>	<u>IST06 CAREER-PATH</u>
2	<u>LLO19P OAL IT SECURITY ANALYST</u>	<u>IST06 CAREER-PATH</u>
3	<u>LLO02P OAL APPLICATION SUPP SPECIALIST</u>	<u>IST05 CAREER-PATH</u>
4	<u>LLO21P OAL LEAD COMPUTER OPERATOR</u>	<u>IST03 CAREER-PATH</u>
5	<u>LLO09P OAL COMPUTER OPERATOR</u>	<u>IST01 CAREER-PATH</u>
6	<u>LLO33P OAL SALES DIRECTOR</u>	<u>SPC07 CAREER-PATH</u>
7	<u>LLO20P OAL KEY CHAIN ACCOUNT MANAGER</u>	<u>SGS10 CAREER-PATH</u>
8	<u>LLO28P OAL PRODUCT MANAGER</u>	<u>SGS10 CAREER-PATH</u>
9	<u>LLO32P OAL REGIONAL SALES MANAGER</u>	<u>SGS10 CAREER-PATH</u>
10	<u>LLO14P OAL FINANCIAL ANALYST</u>	<u>SGS09 CAREER-PATH</u>
11	<u>LLO26P OAL OFFICE CAMPAIGN COORDINATOR</u>	<u>SGS09 CAREER-PATH</u>
12	<u>LLO08P OAL COLLECTIONS SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
13	<u>LLO03P OAL AUDITOR</u>	<u>SGS07 CAREER-PATH</u>
14	<u>LLO17P OAL GRAPHIC SPECIALIST</u>	<u>SGS07 CAREER-PATH</u>
15	<u>LLO07P OAL CLAIMS CENTER MANAGER</u>	<u>SGS06 CAREER-PATH</u>
16	<u>LLO36P OAL SENIOR SECURITY SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
17	<u>LLO22P OAL LICENSING MANAGER</u>	<u>SGS05 CAREER-PATH</u>
18	<u>LLO25P OAL MARKETING SALES REP</u>	<u>SGS05 CAREER-PATH</u>
19	<u>LLO27P OAL OFFICE COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
20	<u>LLO15P OAL FISCAL SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
21	<u>LLO23P OAL LICENSING SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
22	<u>LLO29P OAL PUBLICATION SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
23	<u>LLO35P OAL SECURITY SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
24	<u>LLO06P OAL CLAIMS ASSISTANT</u>	<u>SGS03 CAREER-PATH</u>
25	<u>LLO31P OAL RECEPTIONIST</u>	<u>SGS03 CAREER-PATH</u>
26	<u>MEDICAL</u>	
27	<u>DENTAL</u>	
28	<u>MDE01I DENTIST</u>	<u>MED09 INDEPENDENT</u>
29	<u>DIETETICS</u>	
30	<u>MDI02P DIETICIAN SUPERVISOR/EXPERT</u>	<u>MED06 CAREER-PATH</u>
31	<u>MDI03P REGISTERED DIETICIAN</u>	<u>MED05 CAREER-PATH</u>
32	<u>MDI01P DIETICIAN</u>	<u>MED03 CAREER-PATH</u>
33	<u>DISABILITY MEDICAL</u>	
34	<u>MDM01C DISABILITY CHIEF PHYSICIAN SPECIALIST</u>	<u>MED14 COMPETITIVE</u>
35	<u>MDM05P DISABILITY SENIOR PHYSICIAN SPECIALIST</u>	<u>MED12 CAREER-PATH</u>
36	<u>MDM03P DISABILITY PHYSICIAN SPECIALIST</u>	<u>MED11 CAREER-PATH</u>

1	<u>MDM02P DISABILITY PHYSICIAN CONSULTANT</u>	<u>MED10 CAREER-PATH</u>
2	<u>MDM04P DISABILITY PSYCHOLOGIST</u>	<u>MED09 CAREER-PATH</u>
3	<u>HEALTH ADMINISTRATION</u>	
4	<u>MHA04C STATE HEALTH DIRECTOR</u>	<u>MED16 COMPETITIVE</u>
5	<u>MHA03C NURSING HOME DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
6	<u>MHA01C NURSING HOME ADMINISTRATOR</u>	<u>SPC08 COMPETITIVE</u>
7	<u>MHA02C NURSING HOME ASSISTANT ADMINISTRATOR</u>	<u>SPC06 COMPETITIVE</u>
8	<u>HEALTH SCIENTIST</u>	
9	<u>MHS03C STATE HEALTH SCIENTIST</u>	<u>SPC10 COMPETITIVE</u>
10	<u>MHS02P RADIOLOGICAL PROGRAM SUPERVISOR/EXPERT</u>	<u>SPC04 CAREER-PATH</u>
11	<u>MHS01P RADIOLOGICAL PROGRAM SPECIALIST</u>	<u>SPC02 CAREER-PATH</u>
12	<u>LICENSED MEDICAL PROFESSIONALS</u>	
13	<u>MLM08C STATE HOSPITAL ADMINISTRATOR</u>	<u>MED12 COMPETITIVE</u>
14	<u>MLM01C AUDIOLOGIST</u>	<u>MED07 COMPETITIVE</u>
15	<u>MLM03C OCCUPATIONAL THERAPIST</u>	<u>MED07 COMPETITIVE</u>
16	<u>MLM05C PHYSICAL THERAPIST</u>	<u>MED07 COMPETITIVE</u>
17	<u>MLM07C SPEECH PATHOLOGIST</u>	<u>MED07 COMPETITIVE</u>
18	<u>MLM06C RESPIRATORY THERAPIST</u>	<u>MED04 COMPETITIVE</u>
19	<u>MLM02C MEDICAL TECHNOLOGIST</u>	<u>MED04 COMPETITIVE</u>
20	<u>MLM04P PHLEBOTOMIST</u>	<u>SGS04 CAREER-PATH</u>
21	<u>NURSES</u>	
22	<u>MNU05C NURSING ADMINISTRATOR</u>	<u>MED08 COMPETITIVE</u>
23	<u>MNU07C REGISTERED NURSE MANAGER</u>	<u>MED07 COMPETITIVE</u>
24	<u>MNU04P NURSE PRACTITIONER</u>	<u>MED08 CAREER-PATH</u>
25	<u>MNU03P NURSE INSTRUCTOR</u>	<u>MED06 CAREER-PATH</u>
26	<u>MNU08P REGISTERED NURSE SUPERVISOR/EXPERT</u>	<u>MED06 CAREER-PATH</u>
27	<u>MNU06P REGISTERED NURSE</u>	<u>MED05 CAREER-PATH</u>
28	<u>MNU02P LICENSED PRACTICAL NURSE SUPERVISOR/EXPERT</u>	<u>MED03 CAREER-PATH</u>
29	<u>MNU01P LICENSED PRACTICAL NURSE</u>	<u>MED02 CAREER-PATH</u>
30	<u>PHARMACISTS</u>	
31	<u>MPA02C PHARMACY BOARD ADMINISTRATOR</u>	<u>MED11 COMPETITIVE</u>
32	<u>MPA04C PHARMACY MANAGER</u>	<u>MED10 COMPETITIVE</u>
33	<u>MPA03P PHARMACY INSPECTOR</u>	<u>MED09 CAREER-PATH</u>
34	<u>MPA01P PHARMACIST</u>	<u>MED09 CAREER-PATH</u>
35	<u>PHYSICIANS</u>	
36	<u>SFO01C CHIEF MEDICAL EXAMINER</u>	<u>MED16 COMPETITIVE</u>

1	<u>MPH01C DEPUTY MEDICAL EXAMINER</u>	<u>MED15 COMPETITIVE</u>
2	<u>SFO02C CRIME LAB MEDICAL EXAMINER</u>	<u>MED14 COMPETITIVE</u>
3	<u>MPH04P PHYSICIAN SUPERVISOR/EXPERT</u>	<u>MED14 CAREER-PATH</u>
4	<u>MPH02P PHYSICIAN SPECIALIST</u>	<u>MED12 CAREER-PATH</u>
5	<u>MPH03P PHYSICIAN</u>	<u>MED10 CAREER-PATH</u>
6	<u>PSYCHOLOGISTS</u>	
7	<u>MPS04P PSYCHOLOGIST II</u>	<u>MED09 CAREER-PATH</u>
8	<u>MPS03P PSYCHOLOGIST I</u>	<u>MED08 CAREER-PATH</u>
9	<u>MPS02P PSYCHOLOGICAL EXAMINER</u>	<u>MED03 CAREER-PATH</u>
10	<u>MPS01P PSYCHOLOGICAL EVALUATOR</u>	<u>SGS03 CAREER-PATH</u>
11	<u>REHABILITATION</u>	
12	<u>MRE01C REHABILITATION ADMINISTRATOR</u>	<u>MED06 COMPETITIVE</u>
13	<u>MRE04C REHABILITATION MANAGER</u>	<u>MED05 COMPETITIVE</u>
14	<u>MRE05P REHABILITATION SUPERVISOR/EXPERT</u>	<u>MED04 CAREER-PATH</u>
15	<u>MRE06P VOCATIONAL REHABILITATION COUNSELOR</u>	<u>MED04 CAREER-PATH</u>
16	<u>MRE02P REHABILITATION COORDINATOR</u>	<u>MED02 CAREER-PATH</u>
17	<u>MRE03P REHABILITATION INSTRUCTOR</u>	<u>MED02 CAREER-PATH</u>
18	<u>VETERINARY</u>	
19	<u>MVE01C STATE VETERINARIAN</u>	<u>MED10 COMPETITIVE</u>
20	<u>MVE03P VETERINARY SPECIALIST</u>	<u>MED09 CAREER-PATH</u>
21	<u>MVE02P VETERINARIAN</u>	<u>MED08 CAREER-PATH</u>
22	<u>PROCUREMENT</u>	
23	<u>PROCUREMENT</u>	
24	<u>PPR03C PROCUREMENT MANAGER</u>	<u>SGS10 COMPETITIVE</u>
25	<u>PPR05P PROCUREMENT SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
26	<u>PPR02P PROCUREMENT COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
27	<u>PPR01P PROCUREMENT ANALYST</u>	<u>SGS06 CAREER-PATH</u>
28	<u>PPR04P PROCUREMENT SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
29	<u>STATE PROCUREMENT</u>	
30	<u>PSP02C STATE PROCUREMENT MANAGER</u>	<u>SPC04 COMPETITIVE</u>
31	<u>PSP01P STATE PROCUREMENT COORDINATOR</u>	<u>SPC03 CAREER-PATH</u>
32	<u>PSP03P STATE PROCUREMENT SPECIALIST</u>	<u>SPC01 CAREER-PATH</u>
33	<u>PROGRAM OPERATIONS</u>	
34	<u>ADMINISTRATIVE SUPPORT</u>	
35	<u>PAS13C POLICY COORDINATOR</u>	<u>SGS05 COMPETITIVE</u>
36	<u>PAS06I CAREER PLACEMENT SPECIALIST</u>	<u>SGS04 INDEPENDENT</u>

1	<u>PAS05I CALL CENTER SPECIALIST</u>	<u>SGS02 INDEPENDENT</u>
2	<u>PAS09P LICENSING COORDINATOR</u>	<u>SGS03 CAREER-PATH</u>
3	<u>PAS10P LICENSING SPECIALIST</u>	<u>SGS02 CAREER-PATH</u>
4	<u>PAS08I EXECUTIVE ASSISTANT</u>	<u>SGS07 INDEPENDENT</u>
5	<u>PAS07I COUNTY ADMINISTRATIVE SUPERVISOR</u>	<u>SGS04 INDEPENDENT</u>
6	<u>PAS04C ADMINISTRATIVE SUPERVISOR</u>	<u>SGS06 COMPETITIVE</u>
7	<u>PAS01P ADMINISTRATIVE ANALYST</u>	<u>SGS05 CAREER-PATH</u>
8	<u>PAS02P ADMINISTRATIVE COORDINATOR</u>	<u>SGS04 CAREER-PATH</u>
9	<u>PAS03P ADMINISTRATIVE SPECIALIST</u>	<u>SGS02 CAREER-PATH</u>
10	<u>PAS12P MAILROOM SUPERVISOR/EXPERT</u>	<u>SGS02 CAREER-PATH</u>
11	<u>PAS11P MAILROOM SPECIALIST</u>	<u>SGS01 CAREER-PATH</u>
12	<u>PAS15P RECORDS SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
13	<u>PAS14P RECORDS COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
14	<u>AGRICULTURE PROGRAMS</u>	
15	<u>PAG01C AGRICULTURE DIVISION ADMINISTRATOR</u>	<u>SPC07 COMPETITIVE</u>
16	<u>PAG02C AGRICULTURE DIVISION MANAGER</u>	<u>SPC06 COMPETITIVE</u>
17	<u>PAG03C AGRICULTURE DIVISION SUPERVISOR/EXPERT</u>	<u>SPC03 COMPETITIVE</u>
18	<u>PAG10C FORESTER MANAGER</u>	<u>SPC05 COMPETITIVE</u>
19	<u>PAG07C DISTRICT FORESTER</u>	<u>SPC03 COMPETITIVE</u>
20	<u>PAG09P FORESTER</u>	<u>SPC01 CAREER-PATH</u>
21	<u>PAG08P FARM SCHOOL COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
22	<u>PAG05P AGRICULTURE PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
23	<u>PAG04P AGRICULTURE PROGRAM COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
24	<u>PAG06P AGRICULTURE UNIT COORDINATOR</u>	<u>SGS04 CAREER-PATH</u>
25	<u>PAG11P FORESTRY TECHNICIAN</u>	<u>SGS02 CAREER-PATH</u>
26	<u>AVIATION</u>	
27	<u>PAV02P PILOT</u>	<u>SPC08 CAREER-PATH</u>
28	<u>PAV01P AVIATION MANAGER</u>	<u>SPC07 CAREER-PATH</u>
29	<u>BOARDS & COMMISSIONS DIRECTOR</u>	
30	<u>PBC01C CLAIMS COMMISSION DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
31	<u>PBC03C ELECTION COMMISSION DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
32	<u>PBC05C ETHICS COMMISSION DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
33	<u>PBC06C JDDC DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
34	<u>PBC02A CLAIMS COMMISSIONER</u>	<u>SGS09 APPOINTED</u>
35	<u>PBC04A ELECTION COORDINATOR</u>	<u>SGS08 APPOINTED</u>
36	<u>CLAIMS ADMINISTRATION</u>	

1	<u>PCA02C CLAIMS MANAGER</u>	<u>SGS09 COMPETITIVE</u>
2	<u>PCA03P CLAIMS SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
3	<u>PCA01P CLAIMS COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
4	<u>PCA04P WORKERS COMP COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
5	<u>CLAIMS REVIEW</u>	
6	<u>PCR03P CLAIMS REVIEW SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
7	<u>PCR01P CLAIMS REVIEW ANALYST</u>	<u>SGS05 CAREER-PATH</u>
8	<u>PCR02P CLAIMS REVIEW SPECIALIST</u>	<u>SGS03 CAREER-PATH</u>
9	<u>COMMERCE PROGRAM MANAGEMENT</u>	
10	<u>PPE06C INSURANCE DEPUTY COMMISSIONER</u>	<u>SPC10 COMPETITIVE</u>
11	<u>PPE03C DEPUTY SECURITIES COMMISSIONER</u>	<u>SPC09 COMPETITIVE</u>
12	<u>PPE10C PUBLIC EMPLOYEES CLAIMS MANAGER</u>	<u>SPC09 COMPETITIVE</u>
13	<u>PPE12C STUDENT LOAN DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
14	<u>PPE14C WORKFORCE DEPUTY DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
15	<u>PPE04C ECONOMIC DEVELOPMENT ADMINISTRATOR</u>	<u>SPC08 COMPETITIVE</u>
16	<u>PPE01C AERONAUTICS DIRECTOR</u>	<u>SPC07 COMPETITIVE</u>
17	<u>PPE11C RURAL SERVICES DIRECTOR</u>	<u>SPC05 COMPETITIVE</u>
18	<u>PPE13C WATERWAYS COMMISSION DIRECTOR</u>	<u>SPC04 COMPETITIVE</u>
19	<u>PPE02C BURIAL ASSOCIATION BOARD COORDINATOR</u>	<u>SGS08 COMPETITIVE</u>
20	<u>COMMERCE PROGRAMS</u>	
21	<u>PCO02C COMMERCE PROGRAM MANAGER</u>	<u>SPC05 COMPETITIVE</u>
22	<u>PCO04P COMMERCE PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
23	<u>PCO01P COMMERCE PROGRAM COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
24	<u>PCO03P COMMERCE PROGRAM SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
25	<u>PCO05P TAX SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
26	<u>CHILD SUPPORT</u>	
27	<u>PCS02P CHILD SUPPORT SUPERVISOR/EXPERT</u>	<u>SGS05 CAREER-PATH</u>
28	<u>PCS01P CHILD SUPPORT SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
29	<u>DATA/RESEARCH</u>	
30	<u>PDA01P DATA/RESEARCH ANALYST</u>	<u>SGS07 CAREER-PATH</u>
31	<u>PDA02P DATA/RESEARCH SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
32	<u>DISABILITY</u>	
33	<u>PDI09C DISABILITY DIVISION DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
34	<u>PDI08C DISABILITY DIVISION DEPUTY DIRECTOR</u>	<u>SPC07 COMPETITIVE</u>
35	<u>PDI11C DISABILITY PROFESSIONAL RELATIONS MANAGER</u>	<u>SGS11 COMPETITIVE</u>
36	<u>PDI13C DISABILITY UNIT MANAGER</u>	<u>SGS11 COMPETITIVE</u>

1	<u>PDI10C DISABILITY HEARING OFFICER</u>	<u>SGS10 COMPETITIVE</u>
2	<u>PDI12C DISABILITY QUALITY ASSURANCE COORDINATOR</u>	<u>SGS10 COMPETITIVE</u>
3	<u>PDI14C DISABILITY UNIT SUPERVISOR/EXPERT</u>	<u>SGS10 COMPETITIVE</u>
4	<u>PDI05C DISABILITY ADJUDICATOR V</u>	<u>SGS10 COMPETITIVE</u>
5	<u>PDI04P DISABILITY ADJUDICATOR IV</u>	<u>SGS08 CAREER-PATH</u>
6	<u>PDI03P DISABILITY ADJUDICATOR III</u>	<u>SGS07 CAREER-PATH</u>
7	<u>PDI02P DISABILITY ADJUDICATOR II</u>	<u>SGS06 CAREER-PATH</u>
8	<u>PDI01P DISABILITY ADJUDICATOR I</u>	<u>SGS05 CAREER-PATH</u>
9	<u>PDI07P DISABILITY CLAIMS SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
10	<u>PDI06P DISABILITY CLAIMS ASSISTANT</u>	<u>SGS03 CAREER-PATH</u>
11	<u>ECONOMIC DEVELOPMENT</u>	
12	<u>PED04P ECONOMIC DEVELOPMENT SUPERVISOR/EXPERT</u>	<u>SPC07 CAREER-PATH</u>
13	<u>PED02P ECONOMIC DEVELOPMENT PROJECT CONSULTANT</u>	<u>SPC06 CAREER-PATH</u>
14	<u>PED01P ECONOMIC DEVELOPMENT COORDINATOR</u>	<u>SPC04 CAREER-PATH</u>
15	<u>PED03P ECONOMIC DEVELOPMENT SPECIALIST</u>	<u>SPC02 CAREER-PATH</u>
16	<u>ENVIRONMENTAL PROGRAM MANAGEMENT</u>	
17	<u>PEM05C PRODUCTION AND CONSERVATION DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
18	<u>PEM02C ENERGY & ENVIRONMENT DEPUTY DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
19	<u>PEM01C E & E ASSOCIATE DIRECTOR</u>	<u>SPC05 COMPETITIVE</u>
20	<u>PEM03C ENERGY & ENVIRONMENT PROGRAM MANAGER</u>	<u>SPC05 COMPETITIVE</u>
21	<u>PEM04C LP GAS BOARD DIRECTOR</u>	<u>SPC05 COMPETITIVE</u>
22	<u>ENVIRONMENTAL PROGRAMS</u>	
23	<u>PEP03P ENERGY & ENVIRONMENT PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS09 CAREER-PATH</u>
24	<u>PEP02P ENERGY & ENVIRONMENT PROGRAM COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
25	<u>PEP01P CONSERVATION SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
26	<u>HEALTH PROGRAMS MANAGEMENT</u>	
27	<u>PHP06C HEALTH PROGRAM ADMINISTRATOR</u>	<u>SPC09 COMPETITIVE</u>
28	<u>PHP07C MEDICAL BOARD DIRECTOR</u>	<u>SPC07 COMPETITIVE</u>
29	<u>PHP08C MINORITY HEALTH COMMISSION DIRECTOR</u>	<u>SPC07 COMPETITIVE</u>
30	<u>PHP04C HEALTH CENTER MANAGER</u>	<u>SPC06 COMPETITIVE</u>
31	<u>PHP02C HEALTH BOARD DIRECTOR II</u>	<u>SPC04 COMPETITIVE</u>
32	<u>PHP03C HEALTH BRANCH MANAGER</u>	<u>SPC04 COMPETITIVE</u>
33	<u>PHP05C HEALTH DISTRICT MANAGER</u>	<u>SPC03 COMPETITIVE</u>
34	<u>PHP09C PUBLIC HEALTH SECTION CHIEF</u>	<u>SPC03 COMPETITIVE</u>
35	<u>PHP01C HEALTH BOARD DIRECTOR I</u>	<u>SGS06 COMPETITIVE</u>
36	<u>HEALTH SPECIALTIES</u>	

1	<u>PHS02I CERTIFIED TUMOR REGISTRAR</u>	<u>SPC02 INDEPENDENT</u>
2	<u>PHS09C HEALTH UNIT ADMINISTRATOR</u>	<u>SGS09 COMPETITIVE</u>
3	<u>PHS10P HEALTH UNIT SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
4	<u>PHS03P CONSUMER SCIENCE SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
5	<u>PHS06C HEALTH PROGRAM MANAGER</u>	<u>SPC05 COMPETITIVE</u>
6	<u>PHS08P HEALTH PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
7	<u>PHS05P HEALTH PROGRAM COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
8	<u>PHS07P HEALTH PROGRAM SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
9	<u>PHS01P CERTIFIED HEALTH EDUCATOR</u>	<u>MED02 CAREER-PATH</u>
10	<u>PHS04P HEALTH EDUCATOR</u>	<u>SGS05 CAREER-PATH</u>
11	<u>INSURANCE COMPLIANCE</u>	
12	<u>PIC01I INSURANCE COMPLIANCE OFFICER</u>	<u>SGS06 INDEPENDENT</u>
13	<u>PROGRAM ELIGIBILITY</u>	
14	<u>PPE04P PROGRAM ELIGIBILITY SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
15	<u>PPE01P FIELD OFFICE SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
16	<u>PPE02P PROGRAM ELIGIBILITY SPECIALIST I</u>	<u>SGS05 CAREER-PATH</u>
17	<u>PPE03P PROGRAM ELIGIBILITY SPECIALIST II</u>	<u>SGS06 CAREER-PATH</u>
18	<u>PUBLIC BROADCASTING MANAGEMENT</u>	
19	<u>PPB01C AR PBS DEPUTY DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
20	<u>PPB02C AR PBS DIVISION DIRECTOR</u>	<u>SPC05 COMPETITIVE</u>
21	<u>PUBLIC FINANCE</u>	
22	<u>PPF02P PUBLIC FINANCE OFFICER SUPERVISOR/EXPERT</u>	<u>SPC07 CAREER-PATH</u>
23	<u>PPF01P PUBLIC FINANCE OFFICER</u>	<u>SPC05 CAREER-PATH</u>
24	<u>PUBLIC SERVICE UTILITY REGULATION</u>	
25	<u>PPU04C PUBLIC SERVICE DIVISION DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
26	<u>PPU03I PUBLIC SERVICE COMMISSION SUPERVISOR/EXPERT</u>	<u>SPC04 INDEPENDENT</u>
27	<u>PPU05I PUBLIC SERVICE VALUATION SPECIALIST</u>	<u>SGS04 INDEPENDENT</u>
28	<u>PPU02P PIPELINE SAFETY SUPERVISOR/EXPERT</u>	<u>SGS10 CAREER-PATH</u>
29	<u>PPU01P PIPELINE SAFETY COORDINATOR</u>	<u>SGS08 CAREER-PATH</u>
30	<u>QUALITY ASSURANCE</u>	
31	<u>PQA02C QUALITY ASSURANCE MANAGER</u>	<u>SGS09 COMPETITIVE</u>
32	<u>PQA04P QUALITY ASSURANCE SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
33	<u>PQA01P QUALITY ASSURANCE COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
34	<u>PQA03P QUALITY ASSURANCE SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
35	<u>RESEARCH & QUALITY ASSURANCE</u>	
36	<u>PRQ01C RESEARCH AND PLANNING DIRECTOR</u>	<u>SPC06 COMPETITIVE</u>

1	<u>RESIDENTIAL CARE</u>	
2	PRC02C RESIDENTIAL SERVICES MANAGER	SGS07 COMPETITIVE
3	PRC07C RESIDENTIAL CARE MANAGER	SGS07 COMPETITIVE
4	PRC06C RESIDENTIAL CARE TEAM SUPERVISOR/EXPERT	SGS05 COMPETITIVE
5	PRC05P RESIDENTIAL CARE SUPERVISOR/EXPERT	SGS04 CAREER-PATH
6	PRC03P RESIDENTIAL CARE COORDINATOR	SGS02 CAREER-PATH
7	PRC04P RESIDENTIAL CARE SPECIALIST	SGS01 CAREER-PATH
8	PRC01P HEALTH AIDE	SGS01 CAREER-PATH
9	<u>RETIREMENT</u>	
10	PRE06C RETIREMENT SYSTEM INVESTMENT DIRECTOR	SPC10 COMPETITIVE
11	PRE03C RETIREMENT SYSTEM ADMINISTRATOR	SPC08 COMPETITIVE
12	PRE05C RETIREMENT SYSTEM DEPUTY DIRECTOR	SPC08 COMPETITIVE
13	PRE07P RETIREMENT SYSTEM SUPERVISOR/EXPERT	SGS08 CAREER-PATH
14	PRE04P RETIREMENT SYSTEM COORDINATOR	SGS07 CAREER-PATH
15	PRE02P RETIREMENT COUNSELOR II	SGS06 CAREER-PATH
16	PRE01P RETIREMENT COUNSELOR I	SGS05 CAREER-PATH
17	<u>REVENUE PROGRAMS</u>	
18	PRP01C ASSESSMENT COORDINATION DIRECTOR	SPC09 COMPETITIVE
19	PRP03C DFA ASSISTANT DIVISION ADMINISTRATOR	SPC08 COMPETITIVE
20	PRP07P REVENUE DIVISION SUPERVISOR/EXPERT	SPC07 CAREER-PATH
21	PRP14P STATE INFRASTRUCTURE COORDINATOR	SPC07 CAREER-PATH
22	PRP13C STATE ECONOMIST	SPC07 COMPETITIVE
23	PRP09P REVENUE PROGRAM COORDINATOR	SPC03 CAREER-PATH
24	PRP10C REVENUE REGIONAL MANAGER	SGS09 COMPETITIVE
25	PRP08C REVENUE MANAGER	SGS08 COMPETITIVE
26	PRP05P PROPERTY ASSESSMENT SUPERVISOR/EXPERT	SGS07 CAREER-PATH
27	PRP04P PROPERTY ASSESSMENT SPECIALIST	SGS06 CAREER-PATH
28	PRP12P REVENUE SUPERVISOR/EXPERT	SGS06 CAREER-PATH
29	PRP06P REVENUE COORDINATOR	SGS05 CAREER-PATH
30	PRP11P REVENUE SPECIALIST	SGS04 CAREER-PATH
31	PRP02P CUSTOMER SERVICE SPECIALIST	SGS03 CAREER-PATH
32	<u>RISK MANAGEMENT</u>	
33	PRM02C RISK MANAGEMENT MANAGER	SPC07 COMPETITIVE
34	PRM03P RISK MANAGEMENT SUPERVISOR/EXPERT	SPC05 CAREER-PATH
35	PRM01P RISK CONSULTANT	SPC01 CAREER-PATH
36	<u>SHARED SERVICES PROGRAMS</u>	

1	<u>PSS01C TSS CHIEF PRIVACY OFFICER</u>	<u>SPC09 COMPETITIVE</u>
2	<u>PSS02C TSS DIVISION ADMINISTRATOR</u>	<u>SPC08 COMPETITIVE</u>
3	<u>PSS05C TSS PROGRAM MANAGER</u>	<u>SPC07 COMPETITIVE</u>
4	<u>PSS03C TSS DIVISION MANAGER</u>	<u>SPC06 COMPETITIVE</u>
5	<u>PSS06P TSS PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS10 CAREER-PATH</u>
6	<u>PSS04P TSS PROGRAM COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
7	<u>TAX AUDITORS</u>	
8	<u>PTA01P TAX AUDIT SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
9	<u>PTA03P TAX AUDITOR II</u>	<u>SPC04 CAREER-PATH</u>
10	<u>PTA02P TAX AUDITOR I</u>	<u>SPC01 CAREER-PATH</u>
11	<u>VETERANS CEMETERY</u>	
12	<u>PVC02C CEMETERY SERVICE ADMINISTRATOR</u>	<u>SGS12 COMPETITIVE</u>
13	<u>PVC01C CEMETERY MANAGER</u>	<u>SGS07 COMPETITIVE</u>
14	<u>VETERANS SERVICES</u>	
15	<u>PVS01C VETERANS SERVICE ADMINISTRATOR</u>	<u>SGS12 COMPETITIVE</u>
16	<u>PVS03P VETERANS SERVICE OFFICER SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
17	<u>PVS02P VETERANS SERVICE OFFICER</u>	<u>SGS07 CAREER-PATH</u>
18	<u>WORKFORCE DEVELOPMENT</u>	
19	<u>PWD04P WORKFORCE DEVELOPMENT SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
20	<u>PWD02P WORKFORCE DEVELOPMENT PROJECT CONSULTANT</u>	<u>SPC05 CAREER-PATH</u>
21	<u>PWD01P WORKFORCE DEVELOPMENT COORDINATOR</u>	<u>SPC03 CAREER-PATH</u>
22	<u>PWD03P WORKFORCE DEVELOPMENT SPECIALIST</u>	<u>SPC01 CAREER-PATH</u>
23	<u>RECREATION & HOSPITALITY</u>	
24	<u>MUSEUMS & ARCHIVES</u>	
25	<u>RMA05C HERITAGE DEPUTY DIRECTOR</u>	<u>SPC05 COMPETITIVE</u>
26	<u>RMA07C HERITAGE MANAGER II</u>	<u>SPC04 COMPETITIVE</u>
27	<u>RMA06C HERITAGE MANAGER I</u>	<u>SPC03 COMPETITIVE</u>
28	<u>RMA10I MUSEUM COORDINATOR</u>	<u>SPC02 INDEPENDENT</u>
29	<u>RMA03I CURATOR</u>	<u>SPC01 INDEPENDENT</u>
30	<u>RMA12P MUSEUM SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
31	<u>RMA02P ARCHIVIST</u>	<u>SGS06 CAREER-PATH</u>
32	<u>RMA04P EXHIBIT COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
33	<u>RMA08P HISTORIAN</u>	<u>SGS05 CAREER-PATH</u>
34	<u>RMA09P HISTORIC PROPERTY COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
35	<u>RMA01P ARCHIVAL ASSISTANT</u>	<u>SGS03 CAREER-PATH</u>
36	<u>RMA11P MUSEUM SPECIALIST</u>	<u>SGS02 CAREER-PATH</u>

1	<u>PARKS</u>	
2	RPA02C ASSISTANT PARK DIRECTOR	SPC07 COMPETITIVE
3	RPA08C PARK ADMINISTRATOR	SGS12 COMPETITIVE
4	RPA09C PARK AREA MANAGER	SGS11 COMPETITIVE
5	RPA13C PARK MANAGER	SGS11 COMPETITIVE
6	RPA20C PARK SUPERINTENDENT IV	SGS10 COMPETITIVE
7	RPA19C PARK SUPERINTENDENT III	SGS09 COMPETITIVE
8	RPA18C PARK SUPERINTENDENT II	SGS08 COMPETITIVE
9	RPA17C PARK SUPERINTENDENT I	SGS06 COMPETITIVE
10	RPA21P PARK SUPERINTENDENT TRAINEE	SGS05 CAREER-PATH
11	RPA25P PARKS, HERITAGE, & TOURISM PROGRAM SUPV/EXP	SGS08 CAREER-PATH
12	RPA24P PARKS, HERITAGE, & TOURISM PROGRAM COORDINATOR	SGS06 CAREER-PATH
13	RPA03P GIFT SHOP SUPERVISOR/EXPERT	SGS05 CAREER-PATH
14	RPA07C OUTDOOR RECREATION DIRECTOR	SGS12 COMPETITIVE
15	RPA14P PARK PLANNER	SGS06 CAREER-PATH
16	RPA15P PARK PLANNER SUPERVISOR/EXPERT	SGS07 CAREER-PATH
17	RPA10P PARK COORDINATOR	SGS05 CAREER-PATH
18	RPA16P PARK SPECIALIST	SGS02 CAREER-PATH
19	RPA04C LODGE MANAGER	SGS09 COMPETITIVE
20	RPA01C ASSISTANT LODGE MANAGER	SGS07 COMPETITIVE
21	RPA05P LODGE SALES COORDINATOR	SGS05 CAREER-PATH
22	RPA06P LODGE SUPERVISOR/EXPERT	SGS03 CAREER-PATH
23	RPA23P PARKS, HERITAGE, & TOURISM INTERPRETER II	SGS05 CAREER-PATH
24	RPA22P PARKS, HERITAGE, & TOURISM INTERPRETER I	SGS04 CAREER-PATH
25	RPA12P PARK HOUSEKEEPER SUPERVISOR/EXPERT	SGS03 CAREER-PATH
26	RPA11P PARK HOUSEKEEPER	SGS02 CAREER-PATH
27	<u>RESTAURANT</u>	
28	RRE01C FOOD & BEVERAGE MANAGER	SGS06 COMPETITIVE
29	RRE02P RESTAURANT SUPERVISOR/EXPERT	SGS04 CAREER-PATH
30	RRE03P SERVER	SGS01 CAREER-PATH
31	<u>TOURISM</u>	
32	RTO02C WELCOME CENTER MANAGER	SGS06 COMPETITIVE
33	RTO03P WELCOME CENTER SUPERVISOR/EXPERT	SGS04 CAREER-PATH
34	RTO01P TRAVEL CONSULTANT	SGS02 CAREER-PATH
35	<u>SAFETY & SECURITY</u>	
36	<u>AGRICULTURE LAW ENFORCEMENT</u>	

1	<u>SAL03C AGRICULTURE LAW ENFORCEMENT CHIEF</u>	<u>LES08 COMPETITIVE</u>
2	<u>SAL02P AGRICULTURE ENFORCEMENT AGENT II</u>	<u>LES04 CAREER-PATH</u>
3	<u>SAL01P AGRICULTURE ENFORCEMENT AGENT I</u>	<u>LES03 CAREER-PATH</u>
4	<u>SAL06P FOREST RANGER SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
5	<u>SAL05P FOREST RANGER II</u>	<u>SGS06 CAREER-PATH</u>
6	<u>SAL04P FOREST RANGER I</u>	<u>SGS05 CAREER-PATH</u>
7	<u>COMMUNITY LAW ENFORCEMENT</u>	
8	<u>SCL01C COMMUNITY SUPERVISION MANAGER</u>	<u>LES06 COMPETITIVE</u>
9	<u>SCL05P COMMUNITY SUPERVISION SUPERVISOR/EXPERT</u>	<u>LES05 CAREER-PATH</u>
10	<u>SCL04P COMMUNITY SUPERVISION OFFICER III</u>	<u>LES04 CAREER-PATH</u>
11	<u>SCL03P COMMUNITY SUPERVISION OFFICER II</u>	<u>LES03 CAREER-PATH</u>
12	<u>SCL02P COMMUNITY SUPERVISION OFFICER I</u>	<u>LES02 CAREER-PATH</u>
13	<u>CORRECTIONAL OFFICERS</u>	
14	<u>SCO04C CORRECTIONS MAJOR</u>	<u>LES07 COMPETITIVE</u>
15	<u>SCO01C CORRECTIONS CAPTAIN</u>	<u>LES06 COMPETITIVE</u>
16	<u>SCO03C CORRECTIONS LIEUTENANT</u>	<u>LES05 COMPETITIVE</u>
17	<u>SCO06P CORRECTIONS SERGEANT</u>	<u>LES04 CAREER-PATH</u>
18	<u>SCO02P CORRECTIONS CORPORAL</u>	<u>LES03 CAREER-PATH</u>
19	<u>SCO05P CORRECTIONS OFFICER</u>	<u>LES02 CAREER-PATH</u>
20	<u>CORRECTIONS PROGRAMS</u>	
21	<u>SCP07C CORRECTIONS DIVISION DIRECTOR</u>	<u>EXE01 COMPETITIVE</u>
22	<u>SCP06C CORRECTIONS DEPUTY DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
23	<u>SCP05C CORRECTIONS ASSISTANT DIRECTOR II</u>	<u>SPC06 COMPETITIVE</u>
24	<u>SCP04C CORRECTIONS ASSISTANT DIRECTOR I</u>	<u>SPC05 COMPETITIVE</u>
25	<u>SCP19C POST PRISON TRANSFER BOARD MEMBER</u>	<u>SPC08 COMPETITIVE</u>
26	<u>SCP18C POST PRISON TRANSFER BOARD ADMINISTRATOR</u>	<u>SPC05 COMPETITIVE</u>
27	<u>SCP02C ARKANSAS SENTENCING COMMISSION DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
28	<u>SCP20I REVOCATION HEARING OFFICER</u>	<u>SPC05 INDEPENDENT</u>
29	<u>SCP22C WARDEN II</u>	<u>LES11 COMPETITIVE</u>
30	<u>SCP21C WARDEN I</u>	<u>LES10 COMPETITIVE</u>
31	<u>SCP13C DEPUTY WARDEN II</u>	<u>LES09 COMPETITIVE</u>
32	<u>SCP12C DEPUTY WARDEN I</u>	<u>LES08 COMPETITIVE</u>
33	<u>SCP01I ACCREDITATION SPECIALIST</u>	<u>SGS03 INDEPENDENT</u>
34	<u>SCP09C CORRECTIONS PROGRAM MANAGER</u>	<u>SGS10 COMPETITIVE</u>
35	<u>SCP11P CORRECTIONS PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
36	<u>SCP08P CORRECTIONS PROGRAM COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>

1	<u>SCP10P CORRECTIONS PROGRAM SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
2	<u>SCP17P INTAKE SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
3	<u>SCP16P INMATE HEARING OFFICER</u>	<u>SGS06 CAREER-PATH</u>
4	<u>SCP15P INMATE GRIEVANCE COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
5	<u>SCP14P INMATE CLASSIFICATION ANALYST</u>	<u>SGS03 CAREER-PATH</u>
6	<u>SCP03I COMMISSARY COORDINATOR</u>	<u>SGS04 INDEPENDENT</u>
7	<u>EMERGENCY MANAGEMENT</u>	
8	<u>SEM02C EMERGENCY MANAGEMENT MANAGER</u>	<u>SGS09 COMPETITIVE</u>
9	<u>SEM04P EMERGENCY MANAGEMENT SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
10	<u>SEM01P EMERGENCY MANAGEMENT COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
11	<u>SEM03P EMERGENCY MANAGEMENT SPECIALIST</u>	<u>SGS05 CAREER-PATH</u>
12	<u>SEM05P EMERGENCY MANAGEMENT WATCH OFFICER</u>	<u>SGS03 CAREER-PATH</u>
13	<u>FIREFIGHTERS</u>	
14	<u>SFI05C STATE FIRE MARSHALL</u>	<u>SGS09 COMPETITIVE</u>
15	<u>SFI01C DEPUTY FIRE CHIEF</u>	<u>SGS07 COMPETITIVE</u>
16	<u>SFI04P FIREFIGHTER SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
17	<u>SFI03P FIREFIGHTER II</u>	<u>SGS06 CAREER-PATH</u>
18	<u>SFI02P FIREFIGHTER I</u>	<u>SGS05 CAREER-PATH</u>
19	<u>FORENSICS</u>	
20	<u>SFO05P FORENSIC SUPERVISOR/EXPERT</u>	<u>SPC05 CAREER-PATH</u>
21	<u>SFO03P FORENSIC SCIENTIST</u>	<u>SPC03 CAREER-PATH</u>
22	<u>SFO04P FORENSIC SPECIALIST</u>	<u>SPC01 CAREER-PATH</u>
23	<u>SFO06P FORENSIC TECHNICIAN</u>	<u>SGS05 CAREER-PATH</u>
24	<u>LAW ENFORCEMENT</u>	
25	<u>SLE01C POLICE CHIEF</u>	<u>LES03 COMPETITIVE</u>
26	<u>SLE03P POLICE OFFICER SUPERVISOR/EXPERT</u>	<u>LES02 CAREER-PATH</u>
27	<u>SLE02P POLICE OFFICER</u>	<u>LES01 CAREER-PATH</u>
28	<u>INTERNAL AFFAIRS</u>	
29	<u>SIA20C INTERNAL AFFAIRS MANAGER</u>	<u>LES05 COMPETITIVE</u>
30	<u>SIA21P INTERNAL AFFAIRS SUPERVISOR/EXPERT</u>	<u>LES04 CAREER-PATH</u>
31	<u>SIA19P INTERNAL AFFAIRS INVESTIGATOR</u>	<u>LES03 CAREER-PATH</u>
32	<u>SIA07C CHILD ABUSE PROGRAM ADMINISTRATOR</u>	<u>SGS09 COMPETITIVE</u>
33	<u>SIA05P CHILD ABUSE INVESTIGATIVE SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
34	<u>SIA06P CHILD ABUSE INVESTIGATOR</u>	<u>SGS06 CAREER-PATH</u>
35	<u>SIA08P CHILD ABUSE PROGRAM SUPERVISOR/EXPERT</u>	<u>SGS05 CAREER-PATH</u>
36	<u>SIA04P CHILD ABUSE HOTLINE REPRESENTATIVE</u>	<u>SGS04 CAREER-PATH</u>

1	<u>SIA03P CERTIFIED DOG HANDLER COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
2	<u>SIA02P CERTIFIED DOG HANDLER</u>	<u>SGS06 CAREER-PATH</u>
3	<u>SIA09P CRIMINAL DETENTION FACILITIES COORDINATOR</u>	<u>SGS09 CAREER-PATH</u>
4	<u>SIA18P INFORMATION SECURITY OFFICER</u>	<u>SGS04 CAREER-PATH</u>
5	<u>SIA11P CRIMINAL INTELLIGENCE SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
6	<u>SIA10P CRIMINAL INTELLIGENCE ANALYST</u>	<u>SGS06 CAREER-PATH</u>
7	<u>SIA01P CDL EXAMINER</u>	<u>SGS06 CAREER-PATH</u>
8	<u>SIA14P DRIVER LICENSE COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
9	<u>SIA16P DRIVER LICENSE SUPERVISOR/EXPERT</u>	<u>SGS05 CAREER-PATH</u>
10	<u>SIA15P DRIVER LICENSE EXAMINER</u>	<u>SGS04 CAREER-PATH</u>
11	<u>SIA13P DISPATCHER SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
12	<u>SIA12P DISPATCHER</u>	<u>SGS05 CAREER-PATH</u>
13	<u>SIA23P PUBLIC SAFETY SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
14	<u>SIA22P PUBLIC SAFETY COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
15	<u>SIA17P FINGERPRINT TECHNICIAN</u>	<u>SGS04 CAREER-PATH</u>
16	<u>PARK LAW ENFORCEMENT</u>	
17	<u>SPL01C PARK LIEUTENANT COLONEL</u>	<u>LES07 COMPETITIVE</u>
18	<u>SPL02C PARK MAJOR</u>	<u>LES06 COMPETITIVE</u>
19	<u>SPL04C PARK SERGEANT</u>	<u>LES04 COMPETITIVE</u>
20	<u>SPL03P PARK RANGER</u>	<u>LES03 CAREER-PATH</u>
21	<u>PUBLIC SAFETY SUPPORT</u>	
22	<u>SPS05C PUBLIC SAFETY DEPUTY DIRECTOR</u>	<u>SPC06 COMPETITIVE</u>
23	<u>SPS06C PUBLIC SAFETY PROGRAM MANAGER</u>	<u>SPC05 COMPETITIVE</u>
24	<u>SPS01C CLEST DIRECTOR</u>	<u>LES11 COMPETITIVE</u>
25	<u>SPS04P LAW ENFORCEMENT TRAINING SUPERVISOR/EXPERT</u>	<u>LES06 CAREER-PATH</u>
26	<u>SPS07P SENIOR LAW ENFORCEMENT TRAINING OFFICER</u>	<u>LES05 CAREER-PATH</u>
27	<u>SPS03P LAW ENFORCEMENT TRAINING OFFICER</u>	<u>LES04 CAREER-PATH</u>
28	<u>SPS02P CORRECTIONS TRAINING OFFICER</u>	<u>LES03 CAREER-PATH</u>
29	<u>REGULATORY LAW ENFORCEMENT</u>	
30	<u>SRL04C REGULATORY ENFORCEMENT ADMINISTRATOR</u>	<u>SPC10 COMPETITIVE</u>
31	<u>SRL05C REGULATORY ENFORCEMENT MANAGER</u>	<u>LES10 COMPETITIVE</u>
32	<u>SRL03P ENFORCEMENT AGENT III</u>	<u>LES05 CAREER-PATH</u>
33	<u>SRL02P ENFORCEMENT AGENT II</u>	<u>LES04 CAREER-PATH</u>
34	<u>SRL01P ENFORCEMENT AGENT I</u>	<u>LES03 CAREER-PATH</u>
35	<u>SECURITY</u>	
36	<u>SSE02C SECURITY MANAGER</u>	<u>SGS07 COMPETITIVE</u>

1	<u>SSE03P SECURITY SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
2	<u>SSE01P SECURITY GUARD</u>	<u>SGS03 CAREER-PATH</u>
3	<u>STATE POLICE</u>	
4	<u>SPO04C ASP LIEUTENANT COLONEL</u>	<u>LES12 COMPETITIVE</u>
5	<u>SPO05C ASP MAJOR</u>	<u>LES11 COMPETITIVE</u>
6	<u>SPO01C ASP CAPTAIN</u>	<u>LES10 COMPETITIVE</u>
7	<u>SPO03C ASP LIEUTENANT</u>	<u>LES09 COMPETITIVE</u>
8	<u>SPO06C ASP SERGEANT</u>	<u>LES08 COMPETITIVE</u>
9	<u>SPO02P ASP CORPORAL</u>	<u>LES07 CAREER-PATH</u>
10	<u>SPO08P ASP TROOPER 1ST CLASS</u>	<u>LES06 CAREER-PATH</u>
11	<u>SPO07P ASP TROOPER</u>	<u>LES05 CAREER-PATH</u>
12	<u>SCIENCES</u>	
13	<u>ARCHITECTS & SURVEYORS</u>	
14	<u>SAS02C MANAGING ARCHITECT</u>	<u>SPC09 COMPETITIVE</u>
15	<u>SAS01I ARCHITECT</u>	<u>SPC03 INDEPENDENT</u>
16	<u>SAS03C STATE SURVEYOR</u>	<u>SPC05 COMPETITIVE</u>
17	<u>SAS04I SURVEYOR</u>	<u>SPC03 INDEPENDENT</u>
18	<u>BIOLOGISTS</u>	
19	<u>SBI03P BIOLOGIST SUPERVISOR/EXPERT</u>	<u>SPC04 CAREER-PATH</u>
20	<u>SBI02P BIOLOGIST II</u>	<u>SPC02 CAREER-PATH</u>
21	<u>SBI01P BIOLOGIST I</u>	<u>SPC01 CAREER-PATH</u>
22	<u>CHEMISTS</u>	
23	<u>SCH03P CHEMIST SUPERVISOR/EXPERT</u>	<u>SPC04 CAREER-PATH</u>
24	<u>SCH02P CHEMIST II</u>	<u>SPC02 CAREER-PATH</u>
25	<u>SCH01P CHEMIST I</u>	<u>SPC01 CAREER-PATH</u>
26	<u>CONSERVATIONISTS</u>	
27	<u>SCN03P ECOLOGIST SUPERVISOR/EXPERT</u>	<u>SPC02 CAREER-PATH</u>
28	<u>SCN02P ECOLOGIST</u>	<u>SPC01 CAREER-PATH</u>
29	<u>SCN01I ARCHAEOLOGIST</u>	<u>SPC01 INDEPENDENT</u>
30	<u>ENGINEERS</u>	
31	<u>SEN03C HEALTH ENGINEER DIRECTOR</u>	<u>SPC08 COMPETITIVE</u>
32	<u>SEN04C MANAGING ENGINEER</u>	<u>SPC07 COMPETITIVE</u>
33	<u>SEN02P ENGINEER SUPERVISOR/EXPERT</u>	<u>SPC06 CAREER-PATH</u>
34	<u>SEN05P PROFESSIONAL ENGINEER</u>	<u>SPC05 CAREER-PATH</u>
35	<u>SEN01P ENGINEER</u>	<u>SPC03 CAREER-PATH</u>
36	<u>EPIDEMIOLOGY</u>	

1	<u>SEP02C EPIDEMIOLOGY MANAGER</u>	<u>SPC06 COMPETITIVE</u>
2	<u>SEP03P EPIDEMIOLOGY SUPERVISOR/EXPERT</u>	<u>SPC05 CAREER-PATH</u>
3	<u>SEP01P EPIDEMIOLOGIST</u>	<u>SPC04 CAREER-PATH</u>
4	<u>GEOLOGISTS</u>	
5	<u>SGE04P PETROLEUM GEOLOGIST</u>	<u>SPC05 CAREER-PATH</u>
6	<u>SGE03C MANAGING GEOLOGIST</u>	<u>SPC05 COMPETITIVE</u>
7	<u>SGE02P GEOLOGIST SUPERVISOR/EXPERT</u>	<u>SPC04 CAREER-PATH</u>
8	<u>SGE05P PROFESSIONAL GEOLOGIST</u>	<u>SPC03 CAREER-PATH</u>
9	<u>SGE01P GEOLOGIST</u>	<u>SPC01 CAREER-PATH</u>
10	<u>LABORATORY</u>	
11	<u>SLA01C LABORATORY DIRECTOR</u>	<u>SPC09 COMPETITIVE</u>
12	<u>SLA02C LABORATORY MANAGER</u>	<u>SPC05 COMPETITIVE</u>
13	<u>SLA03P LABORATORY SUPERVISOR/EXPERT</u>	<u>SPC03 CAREER-PATH</u>
14	<u>SLA06P LABORATORY TECHNICIAN III</u>	<u>SGS08 CAREER-PATH</u>
15	<u>SLA05P LABORATORY TECHNICIAN II</u>	<u>SGS07 CAREER-PATH</u>
16	<u>SLA04P LABORATORY TECHNICIAN I</u>	<u>SGS06 CAREER-PATH</u>
17	<u>PHYSICISTS</u>	
18	<u>SPH02P PHYSICIST SUPERVISOR/EXPERT</u>	<u>SPC02 CAREER-PATH</u>
19	<u>SPH01P PHYSICIST</u>	<u>SPC01 CAREER-PATH</u>
20	<u>SOCIAL SERVICES</u>	
21	<u>COUNSELING & MENTAL HEALTH</u>	
22	<u>SCM03P LICENSED CLINICAL SOCIAL WORKER</u>	<u>SPC03 CAREER-PATH</u>
23	<u>SCM04P LICENSED MASTER SOCIAL WORKER</u>	<u>SPC02 CAREER-PATH</u>
24	<u>SCM06P LICENSED SOCIAL WORKER</u>	<u>SPC01 CAREER-PATH</u>
25	<u>SCM05P LICENSED PROFESSIONAL COUNSELOR</u>	<u>SPC03 CAREER-PATH</u>
26	<u>SCM02P LICENSED ASSOCIATE COUNSELOR</u>	<u>SPC01 CAREER-PATH</u>
27	<u>SCM07P SCHOOL COUNSELOR</u>	<u>SPC01 CAREER-PATH</u>
28	<u>SCM10P SUBSTANCE USE DISORDER SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
29	<u>SCM08P SUBSTANCE USE DISORDER COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
30	<u>SCM09P SUBSTANCE USE DISORDER SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
31	<u>SCM01I CHAPLAIN</u>	<u>SGS06 INDEPENDENT</u>
32	<u>SCM12P SUICIDE PREVENTION SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
33	<u>SCM11P SUICIDE PREVENTION SPECIALIST</u>	<u>SGS06 CAREER-PATH</u>
34	<u>SOCIAL SERVICES PROGRAMS</u>	
35	<u>SSP03C DHS DIVISION ADMINISTRATOR</u>	<u>SPC09 COMPETITIVE</u>
36	<u>SSP07C SOCIAL SERVICES ADMINISTRATOR</u>	<u>SPC08 COMPETITIVE</u>

1	SSP04C DHS DIVISION MANAGER	SPC07 COMPETITIVE
2	SSP05C FAIR HOUSING DIRECTOR	SPC06 COMPETITIVE
3	SSP02C DEV DISABILITY COUNCIL DIRECTOR	SPC05 COMPETITIVE
4	SSP01C ADULT PUBLIC GUARDIAN ADMINISTRATOR	SGS12 COMPETITIVE
5	SSP09C SOCIAL SERVICES AREA MANAGER	SGS11 COMPETITIVE
6	SSP14C SOCIAL SERVICES COUNTY MANAGER III	SGS10 COMPETITIVE
7	SSP13C SOCIAL SERVICES COUNTY MANAGER II	SGS09 COMPETITIVE
8	SSP12C SOCIAL SERVICES COUNTY MANAGER I	SGS08 COMPETITIVE
9	SSP06I OMBUDSMAN	SGS08 INDEPENDENT
10	SSP15C SOCIAL SERVICES MANAGER	SGS09 COMPETITIVE
11	SSP17P SOCIAL SERVICES SUPERVISOR/EXPERT	SGS08 CAREER-PATH
12	SSP11P SOCIAL SERVICES COORDINATOR	SGS07 CAREER-PATH
13	SSP16P SOCIAL SERVICES SPECIALIST	SGS06 CAREER-PATH
14	SSP08P SOCIAL SERVICES ADVISOR	SGS05 CAREER-PATH
15	SSP10P SOCIAL SERVICES ASSISTANT	SGS02 CAREER-PATH
16	<u>TRADES</u>	
17	<u>AGRICULTURAL TRADES</u>	
18	TAG02C FARM MANAGER	SGS10 COMPETITIVE
19	TAG03P FARM SUPERVISOR/EXPERT	SGS08 CAREER-PATH
20	TAG01P FARM COORDINATOR	SGS06 CAREER-PATH
21	<u>APPLIED TRADES</u>	
22	TAT07P MECHANIC SUPERVISOR/EXPERT	SGS07 CAREER-PATH
23	TAT06P MECHANIC	SGS06 CAREER-PATH
24	TAT04P FLEET COORDINATOR	SGS09 CAREER-PATH
25	TAT11I TRUCK DRIVER	SGS06 INDEPENDENT
26	TAT03I ENGINEERING SPECIALIST	SGS05 INDEPENDENT
27	TAT10I SCHOOL BUS TRAINER	SGS05 INDEPENDENT
28	TAT02I CALIBRATION TECHNICIAN	SGS04 INDEPENDENT
29	TAT05I HEAVY EQUIPMENT OPERATOR	SGS04 INDEPENDENT
30	TAT09P PRINTER SUPERVISOR/EXPERT	SGS05 CAREER-PATH
31	TAT08P PRINTER	SGS04 CAREER-PATH
32	TAT01I BEAUTICIAN	SGS01 INDEPENDENT
33	<u>CONSTRUCTION</u>	
34	TCO03P CONSTRUCTION PROJECT MANAGER	SGS08 CAREER-PATH
35	TCO04P CONSTRUCTION SUPERVISOR/EXPERT	SGS08 CAREER-PATH
36	TCO01P CONSTRUCTION COORDINATOR	SGS07 CAREER-PATH

1	<u>TCO02P CONSTRUCTION PROJECT COORDINATOR</u>	<u>SGS06 CAREER-PATH</u>
2	<u>FACILITY MANAGEMENT</u>	
3	<u>TFM02C FACILITY MANAGER</u>	<u>SGS07 COMPETITIVE</u>
4	<u>TFM03P FACILITY SUPERVISOR/EXPERT</u>	<u>SGS05 CAREER-PATH</u>
5	<u>TFM01P FACILITY COORDINATOR</u>	<u>SGS04 CAREER-PATH</u>
6	<u>FOOD SERVICE</u>	
7	<u>TFS03C FOOD SERVICES MANAGER</u>	<u>SGS09 COMPETITIVE</u>
8	<u>TFS04C FOOD SERVICES SUPERVISOR/EXPERT</u>	<u>SGS05 COMPETITIVE</u>
9	<u>TFS05P KITCHEN SUPERVISOR/EXPERT</u>	<u>SGS03 CAREER-PATH</u>
10	<u>TFS02P FOOD PREPARATION AND SERVICE WORKER</u>	<u>SGS02 CAREER-PATH</u>
11	<u>TFS01P COOK</u>	<u>SGS01 CAREER-PATH</u>
12	<u>GENERAL TRADES</u>	
13	<u>TGT02I COMMERCIAL VEHICLE DRIVER</u>	<u>SGS03 INDEPENDENT</u>
14	<u>TGT01I CASHIER</u>	<u>SGS01 INDEPENDENT</u>
15	<u>TGT03I VETERINARY AIDE</u>	<u>SGS01 INDEPENDENT</u>
16	<u>GOVERNMENT CAREER DEVELOPMENT</u>	
17	<u>TGC01I PROFESSIONAL APPRENTICE</u>	<u>SGS05 INDEPENDENT</u>
18	<u>TGC02I PUBLIC SERVICE INTERN</u>	<u>SGS01 INDEPENDENT</u>
19	<u>GROUNDKEEPING</u>	
20	<u>TGR02P LANDSCAPE SUPERVISOR/EXPERT</u>	<u>SGS03 CAREER-PATH</u>
21	<u>TGR01P LANDSCAPE COORDINATOR</u>	<u>SGS02 CAREER-PATH</u>
22	<u>HEALTH TRADES</u>	
23	<u>THT02I DENTAL ASSISTANT</u>	<u>SGS04 INDEPENDENT</u>
24	<u>THT03I LACTATION SPECIALIST</u>	<u>SGS04 INDEPENDENT</u>
25	<u>THT01I CERTIFIED NURSING ASSISTANT</u>	<u>SGS03 INDEPENDENT</u>
26	<u>THT04I PHARMACY TECHNICIAN</u>	<u>SGS02 INDEPENDENT</u>
27	<u>HOUSEKEEPING</u>	
28	<u>THO02P HOUSEKEEPER SUPERVISOR/EXPERT</u>	<u>SGS02 CAREER-PATH</u>
29	<u>THO01P HOUSEKEEPER</u>	<u>SGS01 CAREER-PATH</u>
30	<u>INDUSTRIAL SAFETY</u>	
31	<u>TIS02P INDUSTRIAL SAFETY SUPERVISOR/EXPERT</u>	<u>SGS09 CAREER-PATH</u>
32	<u>TIS01P INDUSTRIAL SAFETY COORDINATOR</u>	<u>SGS07 CAREER-PATH</u>
33	<u>INVENTORY & WAREHOUSE</u>	
34	<u>TIW05C MARKETING & REDISTRIBUTION MANAGER</u>	<u>SGS09 COMPETITIVE</u>
35	<u>TIW02P INVENTORY MANAGER</u>	<u>SGS06 CAREER-PATH</u>
36	<u>TIW04P INVENTORY SUPERVISOR/EXPERT</u>	<u>SGS05 CAREER-PATH</u>

1	<u>TIW01P INVENTORY COORDINATOR</u>	<u>SGS04 CAREER-PATH</u>
2	<u>TIW03P INVENTORY SPECIALIST</u>	<u>SGS03 CAREER-PATH</u>
3		
4	<u>TIW07P SURPLUS PROPERTY SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
5	<u>TIW06P SURPLUS PROPERTY AGENT</u>	<u>SGS05 CAREER-PATH</u>
6	<u>MAINTENANCE</u>	
7	<u>TMA02C MAINTENANCE MANAGER</u>	<u>SGS07 COMPETITIVE</u>
8	<u>TMA04P MAINTENANCE SUPERVISOR/EXPERT</u>	<u>SGS06 CAREER-PATH</u>
9	<u>TMA01P MAINTENANCE COORDINATOR</u>	<u>SGS05 CAREER-PATH</u>
10	<u>TMA03P MAINTENANCE SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
11	<u>TMA05P MAINTENANCE TECHNICIAN</u>	<u>SGS03 CAREER-PATH</u>
12	<u>SKILLED TRADES</u>	
13	<u>TST03P LICENSED TRADESMAN SUPERVISOR/EXPERT</u>	<u>SGS08 CAREER-PATH</u>
14	<u>TST02P LICENSED TRADESMAN</u>	<u>SGS07 CAREER-PATH</u>
15	<u>TST05P SKILLED TRADESMAN SUPERVISOR/EXPERT</u>	<u>SGS07 CAREER-PATH</u>
16	<u>TST04P SKILLED TRADESMAN</u>	<u>SGS06 CAREER-PATH</u>
17	<u>TST06P TRADES APPRENTICE</u>	<u>SGS05 CAREER-PATH</u>
18	<u>TST07P TRADES SPECIALIST</u>	<u>SGS04 CAREER-PATH</u>
19	<u>TST01P GENERAL LABORER</u>	<u>SGS01 CAREER-PATH</u>

20 (2) The Office of Personnel Management may approve an adjustment
 21 in the classification of a position within the same job series after the
 22 secretary of the requesting cabinet-level department or the requesting agency
 23 director has demonstrated that the:

24 (A)(i) Employee has satisfied the eligibility criteria as
 25 established by the office.

26 (ii) The office shall submit the eligibility
 27 criteria under subdivision (c)(2)(A)(i) of this section for review by the
 28 Legislative Council or, if the General Assembly is in regular session, fiscal
 29 session, or extraordinary session, the Joint Budget Committee; and

30 (B) Employee's satisfactory performance justifies the
 31 change in classification.

32 (3) An adjustment approved under subdivision (c)(2) of this
 33 section shall not exceed the highest graded classification designated as
 34 career-path within the job series.

35 (4) The office shall file a report of job series adjustments
 36 approved under this subsection (c) with the Legislative Council or, if the

General Assembly is in regular session, fiscal session, or extraordinary session, the Joint Budget Committee, for review at the next regularly scheduled meeting following the approval.

SECTION 6. Arkansas Code § 21-5-209 is amended to read as follows:

21-5-209. Compensation plan.

(a) There is established for state agencies covered by this subchapter a compensation plan for the setting of salaries and salary increases, when deserved, of all employees serving in positions covered by this subchapter.

(b) An employee whose salary falls below the entry pay level for the grade assigned to his or her classification may be adjusted to the entry pay level if approved by the Office of Personnel Management.

~~(b)(1)(c)(1)~~ No employee shall be paid at a rate of pay higher than the maximum pay level in the grade assigned to his or her class unless otherwise provided for in this subchapter.

(2) However, an employee presently employed in a position who is being paid at a rate in excess of the maximum for his or her assigned grade may continue to receive his or her rate of pay.

~~(e)(d)~~ It is the specific intent of the General Assembly to authorize, in the enactment of the compensation plans, rates of pay for each of the appropriate grades assigned to a class, but it is not the intent that any pay increases shall be automatic or that any employee shall have a claim or a right to pay increases unless the department head of the state agency determines that the employee, by experience, ability, and work performance, is eligible for the increase in pay authorized for the appropriate rate.

~~(d)(e)~~ Pay levels established in this subchapter are for compensation management purposes and are not to be construed as a contract, right, or other expectation of actual employee salary determination.

~~(e)(1)(f)(1)~~ The following grades and pay levels shall be authorized for the ~~General Salaries~~ State Government Services pay table effective July 1, ~~2024~~ 2025, and thereafter, for the state service for all positions of state agencies covered by this subchapter to which a classification title and ~~General Salaries~~ State Government Services salary grade have been assigned in accordance with this subchapter and the appropriation act of the state agency:

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>

1	SGS01	\$33,280	\$41,267	\$49,254
2	SGS02	\$35,610	\$44,157	\$52,703
3	SGS03	\$39,171	\$48,572	\$57,973
4	SGS04	\$43,088	\$53,429	\$63,770
5	SGS05	\$47,397	\$58,773	\$70,148
6	SGS06	\$52,137	\$64,650	\$77,163
7	SGS07	\$57,351	\$71,115	\$84,879
8	SGS08	\$63,086	\$78,227	\$93,367
9	SGS09	\$69,395	\$86,050	\$102,705
10	SGS10	\$76,335	\$94,656	\$112,976
11	SGS11	\$83,969	\$104,122	\$124,274
12	SGS12	\$92,336	\$114,534	\$136,702

13

14 (2) The following grades and pay levels shall be authorized for
 15 the ~~Information Technology Salaries~~ Information Systems and Technology pay
 16 table, effective July 1, ~~2024~~ 2025, and thereafter, for the state service for
 17 all positions of state agencies covered by this subchapter to which a
 18 classification title and ~~Information Technology Salaries~~ Information Systems
 19 and Technology salary grade have been assigned in accordance with this
 20 subchapter and the appropriation act of the state agency:

21	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
22	IST01	\$41,265	\$54,296	\$67,327
23	IST02	\$45,392	\$59,726	\$74,060
24	IST03	\$49,931	\$65,699	\$81,466
25	IST04	\$54,924	\$72,269	\$89,613
26	IST05	\$60,416	\$79,496	\$98,574
27	IST06	\$66,458	\$87,446	\$108,431
28	IST07	\$73,104	\$96,191	\$119,274
29	IST08	\$80,414	\$105,810	\$131,201
30	IST09	\$88,455	\$116,391	\$144,321
31	IST10	\$97,301	\$128,030	\$158,753
32	IST11	\$107,031	\$140,833	\$174,628
33	IST12	\$117,734	\$154,916	\$192,091
34	IST13	\$129,507	\$170,408	\$211,300
35	IST14	\$142,458	\$187,449	\$232,430
36	IST15	\$156,704	\$206,194	\$255,673

(3) The following grades and pay levels shall be authorized for the Medical ~~Professional Salaries~~ pay table, effective July 1, ~~2024~~ 2025, and thereafter, for the state service for all positions of state agencies covered by this subchapter to which a classification title and Medical ~~Professional Salaries~~ salary grade have been assigned in accordance with this subchapter and the appropriation act of the state agency:

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
MED01	\$47,820	\$59,297	\$70,774
MED02	\$53,558	\$66,412	\$79,266
MED03	\$59,985	\$74,381	\$88,778
MED04	\$67,183	\$83,307	\$99,431
MED05	\$75,245	\$93,304	\$111,363
MED06	\$84,274	\$104,500	\$124,726
MED07	\$94,387	\$117,040	\$139,693
MED08	\$105,713	\$131,084	\$156,455
MED09	\$118,399	\$146,815	\$175,231
MED10	\$132,607	\$164,433	\$196,258
MED11	\$148,520	\$184,165	\$219,810
MED12	\$166,342	\$206,264	\$246,186
MED13	\$186,303	\$231,016	\$275,728
MED14	\$208,659	\$258,737	\$308,815
MED15	\$233,698	\$289,786	\$345,873
MED16	\$261,742	\$324,560	\$387,378

(4)(A) The following grades and pay levels shall be authorized for the Law Enforcement and Safety pay table, effective July 1, 2025, and thereafter, for the state service for all positions of state agencies covered by this subchapter to which a classification title and Law Enforcement and Safety salary grade has been assigned in accordance with this subchapter and the appropriation act of the state agency:

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
LES01	\$46,223	\$57,317	\$68,410
LES02	\$50,845	\$63,049	\$75,251
LES03	\$55,930	\$69,354	\$82,776
LES04	\$61,523	\$76,289	\$91,054

1	LES05	\$67,675	\$83,918	\$100,159
2	LES06	\$74,443	\$92,310	\$110,175
3	LES07	\$81,887	\$101,541	\$121,193
4	LES08	\$90,076	\$111,695	\$133,312
5	LES09	\$99,084	\$122,865	\$146,643
6	LES10	\$108,992	\$135,152	\$161,307
7	LES11	\$119,891	\$148,667	\$177,438
8	LES12	\$131,880	\$163,534	\$195,182

9 (B)(i) The office may establish a step plan for the Law
 10 Enforcement and Safety pay table under this subdivision (f)(4)(A) after
 11 approval of the step plan by the Legislative Council or, if the General
 12 Assembly is in regular session, fiscal session, or extraordinary session, the
 13 Joint Budget Committee.

14 (ii) A step plan under subdivision (f)(4)(B)(i) of
 15 this section shall include without limitation:

16 (a) The percentage increase for each step
 17 advancement; and

18 (b) The procedures for the administration of
 19 step advancements, including without limitation the requirements necessary
 20 for advancement.

21 (iii)(a) Determining the maximum number of
 22 employees, the maximum compensation of employees, and the maximum amount of
 23 appropriation of general revenue funding for a state agency each fiscal year
 24 is the prerogative of the General Assembly and is usually accomplished by
 25 delineating the maximums in the appropriation act for a state agency and the
 26 general revenue allocations authorized for each fund and fund account by
 27 amendment to the Revenue Stabilization Law.

28 (b) In light of subdivision (f)(4)(B)(iii)(a)
 29 of this section, it is both necessary and appropriate that the General
 30 Assembly maintain oversight by requiring prior approval of the Legislative
 31 Council or Joint Budget Committee as provided by this subdivision (f)(4)(B).

32 (iii) The requirement of approval by the Legislative
 33 Council or Joint Budget Committee is not a severable part of this subdivision
 34 (f)(4)(B). If the requirement of approval by the Legislative Council or
 35 Joint Budget Committee is ruled unconstitutional by a court of competent
 36 jurisdiction, this subdivision (f)(4)(B) is void.

(5) The following grades and pay levels shall be authorized for the Specialized Services pay table, effective July 1, 2025, and thereafter, for the state service for all positions of state agencies covered by this subchapter to which a classification title and Specialized Services salary grade has been assigned in accordance with this subchapter and the appropriation act of the state agency:

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
SPC01	\$58,700	\$72,788	\$86,876
SPC02	\$64,570	\$80,067	\$95,564
SPC03	\$71,027	\$88,074	\$105,120
SPC04	\$78,130	\$96,881	\$115,632
SPC05	\$85,943	\$106,569	\$127,195
SPC06	\$94,537	\$117,226	\$139,915
SPC07	\$103,991	\$128,949	\$153,907
SPC08	\$114,390	\$141,844	\$169,298
SPC09	\$125,829	\$156,028	\$186,228
SPC10	\$138,412	\$171,631	\$204,851
SPC11	\$152,253	\$179,659	\$207,064

~~(4)~~(6) The following grades and pay levels shall be authorized for the ~~Senior Executive Salaries~~ pay table, effective July 1, ~~2024~~ 2025, and thereafter, for the state service for all positions of state agencies covered by this subchapter to which a classification title and ~~Senior Executive Salaries~~ salary grade have been assigned in accordance with this subchapter and the appropriation act of the state agency:

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
EXE01	\$141,125	\$191,930
EXE02	\$155,238	\$211,123
EXE03	\$170,762	\$232,235
EXE04	\$187,838	\$255,459

~~(f)~~(g) It is the intent of the General Assembly that the compensation plans in this section shall be implemented and function in compliance with other provisions in this subchapter, the Regular Salary Procedures and Restrictions Act, §§ 19-4-1601 and 21-5-101, and other fiscal control laws of this state, when applicable.

1 ~~(g)(1)~~(h)(1) Except as provided in subdivision ~~(g)(2)~~(h)(2) of this
2 section, a payment of salaries shall not be made except in conformity with
3 the maximum pay level assigned to these grades for each year as provided in
4 the appropriation act of the state agency or in this subchapter.

5 (2)(A) With approval of the Legislative Council or, if the
6 General Assembly is in session, the Joint Budget Committee:

7 (i) The Governor may establish the salary of an
8 agency director or a secretary of a cabinet-level department that is up to
9 fifty percent (50%) above the maximum pay level for the grade assigned to the
10 classification;

11 (ii) The Office of Personnel Management may
12 establish the salary of a specialized physician position or classification
13 that is up to fifty percent (50%) above the maximum pay level for the grade
14 assigned to the classification; and

15 (iii) Salaries established by this section may
16 exceed the maximum pay level for the grade assigned to the classification by
17 no more than twenty-five percent (25%) for no more than ten percent (10%) of
18 the positions authorized in the state agency's appropriation act.

19 (B) It is both necessary and appropriate that the General
20 Assembly maintain oversight by requiring prior approval of the Legislative
21 Council or, if the General Assembly is in session, the Joint Budget
22 Committee, as provided by this subsection.

23 (C) The requirement of approval by the Legislative Council
24 or the Joint Budget Committee is not a severable part of this section. If the
25 requirement of approval is found unconstitutional by a court of competent
26 jurisdiction, the entire section is void.

27 ~~(h)~~(i) The compensation plan and pay tables shall be reviewed by the
28 Office of Personnel Management before each regular session of the General
29 Assembly.
30

31 SECTION 7. Arkansas Code § 21-5-210 is amended to read as follows:

32 21-5-210. Implementation of plan – Changes in ~~class specifications~~ job
33 descriptions.

34 (a) For the purposes of implementing the uniform employee
35 classification and compensation plan for the respective agencies covered by
36 this subchapter, the General Assembly determines that the ~~class~~

1 ~~specifications~~ job descriptions prepared by the Office of Personnel
2 Management in classifying the various positions authorized in the respective
3 appropriation acts shall be the ~~class specifications~~ job descriptions to be
4 followed in implementing the respective appropriations for all part-time and
5 full-time employees of the respective agencies covered by this subchapter.

6 (b) Changes in ~~class specifications~~ job descriptions may be made in
7 whole or in part by the Office of Personnel Management.

8
9 SECTION 8. Arkansas Code § 21-5-214 is amended to read as follows:

10 21-5-214. New appointments and other compensation plan provisions.

11 (a) A new appointment to a position in a state agency covered by this
12 subchapter shall be paid at the entry pay level for the grade assigned to the
13 classification unless otherwise authorized by law.

14 (b) Special rates of pay may be established for either classifications
15 or positions for the following reasons:

16 (1) ~~Prevailing labor market conditions~~ Compensation rate
17 adjustments;

18 (2) ~~An extraordinarily well-qualified candidate;~~

19 ~~(3) The need to retain trained, competent employees;~~

20 ~~(4)(3) An employee assigned additional duties as a result of the~~
21 ~~elimination of a position by a state agency; or~~

22 ~~(5)(4) To meet the requirements of state or federal laws.~~

23 ~~(c)(1) A state agency may request a special rate of pay for a specific~~
24 ~~classification or position due to prevailing market rates of pay up to the~~
25 ~~midpoint pay level of the appropriate grade of a classification on the~~
26 ~~appropriate pay table for the assigned grade with the written approval of the~~
27 ~~Secretary of the Department of Transformation and Shared Services.~~

28 ~~(2) A state agency may request a special rate of pay for a~~
29 ~~specific classification or position due to prevailing market rates of pay up~~
30 ~~to the maximum pay level for the assigned grade only with the approval of the~~
31 ~~secretary after review by the Legislative Council or, if the General Assembly~~
32 ~~is in session, the Joint Budget Committee.~~

33 ~~(3) The Office of Personnel Management shall maintain a register~~
34 ~~of classifications or positions for which special rates of pay have been~~
35 ~~established due to prevailing market rates of pay.~~

36 ~~(4) The office shall file a report of special rates of pay~~

1 established due to prevailing market rates of pay with the Legislative
2 Council or, if the General Assembly is in session, the Joint Budget
3 Committee, at the next regularly scheduled meeting following the approval.

4 ~~(d)(1) A special rate of pay may be established for an exceptionally~~
5 ~~well-qualified applicant whose educational background or experience qualifies~~
6 ~~the applicant to perform the job with little or substantially less~~
7 ~~orientation and training than would be required for another qualified~~
8 ~~applicant.~~

9 ~~(2)(A) An agency director may approve a special rate of pay~~
10 ~~under subdivision (d)(1) of this section up to fifteen percent (15%) above~~
11 ~~the entry pay level for the grade assigned to the classification and shall~~
12 ~~report all actions under the office's procedures.~~

13 ~~(B) The office may approve a special rate of pay under~~
14 ~~subdivision (d)(1) of this section above fifteen percent (15%) up to forty~~
15 ~~percent (40%) above the entry pay level for the grade assigned to the~~
16 ~~classification.~~

17 ~~(C) The office may approve a special rate of pay pursuant~~
18 ~~to subdivision (d)(1) of this section above forty percent (40%) up to the~~
19 ~~maximum pay level for the grade assigned to the classification after review~~
20 ~~by the Legislative Council or, if the General Assembly is in session, the~~
21 ~~Joint Budget Committee.~~

22 ~~(3) The office shall file a report of special rates of pay~~
23 ~~established under this subsection with the Legislative Council or, if the~~
24 ~~General Assembly is in session, the Joint Budget Committee, at the next~~
25 ~~regularly scheduled meeting following the approval.~~

26 (c)(1) The Office of Personnel Management may approve a special rate
27 of pay for a specific classification or position as a compensation rate
28 adjustment up to forty percent (40%) above the entry pay level for the grade
29 assigned to the classification.

30 (2)(A) Following approval by the Legislative Council or, if the
31 General Assembly is in regular session, fiscal session, or extraordinary
32 session, the Joint Budget Committee, the office may approve a special rate of
33 pay under subdivision (c)(1) of this section exceeding forty percent (40%)
34 above the entry pay level for the grade assigned to the classification.

35 (B) A special rate of pay under subdivision (c)(2)(A) of
36 this section shall not exceed the maximum pay level for the grade assigned to

1 the classification.

2 (C)(i) Determining the maximum number of employees, the
3 maximum compensation of employees, and the maximum amount of appropriation of
4 general revenue funding for a state agency each fiscal year is the
5 prerogative of the General Assembly and is usually accomplished by
6 delineating the maximums in the appropriation act for a state agency and the
7 general revenue allocations authorized for each fund and fund account by
8 amendment to the Revenue Stabilization Law.

9 (ii) In light of subdivision (c)(2)(C)(i) of this
10 section, it is both necessary and appropriate that the General Assembly
11 maintain oversight by requiring prior approval of the Legislative Council or
12 Joint Budget Committee as provided by this subdivision (c)(2).

13 (iii) The requirement of approval by the Legislative
14 Council or Joint Budget Committee is not a severable part of this subdivision
15 (c)(2). If the requirement of approval by the Legislative Council or Joint
16 Budget Committee is ruled unconstitutional by a court of competent
17 jurisdiction, this subdivision (c)(2) is void.

18 (3) The office shall:

19 (A) Maintain a list of classifications or positions for
20 which a compensation rate adjustment has been established under this
21 subsection; and

22 (B) File a report of special rates of pay established due
23 to compensation rate adjustments with the Legislative Council or, if the
24 General Assembly is in regular session, fiscal session, or extraordinary
25 session, the Joint Budget Committee, for review at the next regularly
26 scheduled meeting following the approval.

27 ~~(e)(1)(d)(1)(A) An agency director may approve special rates of pay A~~
28 special rate of pay may be established to retain a trained, competent
29 employee or due to the assignment of additional duties as a result of the
30 elimination of positions by the state agency, subject to the following+.

31 (B) Except as provided in subdivision (d)(1)(C) of this
32 section, a special rate of pay for the assignment of additional duties shall
33 result in the blocking or freezing of a position by the state agency.

34 (C) The office may approve a state agency's request not to
35 block or freeze a position in connection with the approval of a special rate
36 of pay for the assignment of additional duties if:

1 (i) The assignment of additional duties is due to a
2 newly established federal or state program or new requirements for an
3 existing federal or state program; and

4 (ii) The state agency agrees to not hire additional
5 employees for the additional duties.

6 ~~(A)(D)~~ The assignment of additional duties shall be
7 permanent and beyond the scope of work currently being performed by the
8 employee~~+~~.

9 ~~(B)(E)~~ The same employee ~~may not~~ shall not receive a
10 special rate of pay ~~pursuant to~~ under this subdivision ~~(e)(1)(d)(1)~~ more than
11 one (1) time ~~during a biennium~~ every two (2) years+.

12 ~~(G)(F)~~ An increase for an agency director or a secretary
13 of a cabinet-level department ~~pursuant to~~ under this subdivision ~~(e)(1)(d)(1)~~
14 shall be initiated and approved by the Governor~~+~~ and.

15 ~~(D)~~ All increases up to ten percent (10%) approved under
16 this subdivision ~~(e)(1)~~ shall be reported by the state agency to the office,
17 and increases above ten percent (10%) shall be approved by the office.

18 (2) The office shall file a report of all salary increases
19 established under this subsection with the Legislative Council or, if the
20 General Assembly is in session, the Joint Budget Committee, at the next
21 regularly scheduled meeting following the approval for review.

22 ~~(f)(1)(A)~~ (e)(1)(A) An employee who is promoted ~~shall~~ is eligible to
23 receive a salary increase up to ten percent (10%).

24 (B) However, an employee's rate of pay upon promotion
25 shall not exceed the maximum pay level of the grade assigned to the
26 classification.

27 (C) The office may establish policies for the
28 implementation of salary increases due to a promotion after review of the
29 policies by the Legislative Council or, if the General Assembly is in regular
30 session, fiscal session, or extraordinary session, the Joint Budget
31 Committee.

32 (2) An employee who upon promotion is receiving a rate of pay
33 below the entry pay level established for the new grade shall be adjusted to
34 the entry pay level for that grade.

35 (3) An employee who returns to a position in a classification
36 the employee formerly occupied within a twelve-month period after promotion

1 from the classification is eligible for a rate of pay no greater than that
2 for which the employee would have been eligible had the employee remained in
3 the lower-graded classification.

4 ~~(g)(1)(A)(i)(f)(1)(A)(i)~~ Upon demotion, an employee's pay shall be
5 decreased by ten percent (10%).

6 (ii) A state agency shall submit a request and
7 receive prior approval from the office to decrease an employee's pay less
8 than ten percent (10%).

9 (iii) An employee may voluntarily accept a lower rate
10 of pay that exceeds a decrease of ten percent (10%).

11 (B) However, an employee's rate of pay upon demotion shall
12 not exceed the maximum pay level of the grade assigned to the classification.

13 (2) If the employee's salary falls below the lowest entry pay
14 level of the new grade upon demotion, his or her salary shall be adjusted to
15 the entry pay level for the grade.

16 (3) If an employee's position is reclassified to a lower-graded
17 position or to a position on a different pay table, the state agency may
18 continue the employee's current rate of pay with the approval of the office.

19 ~~(h)(1)(g)(1)~~ If an employee accepts a new position that is a transfer,
20 the employee may receive a change in pay, as follows:

21 (A) If the employee's salary falls below the entry pay
22 level of the new grade, then his or her salary shall be adjusted to the entry
23 pay level for the grade; or

24 (B) If a special rate of pay has been established pursuant
25 to this section.

26 (2) A transferring employee's rate of pay shall not exceed the
27 maximum pay level of the grade assigned to the new position, unless otherwise
28 authorized.

29 ~~(i)(h)~~ An employee whose salary would be above the maximum salary
30 level of the new grade after being placed in a lower-graded position on the
31 same pay table because the original position has expired due to lack of
32 funding, program changes, reorganization, or withdrawal of federal grant
33 funds may continue to be paid at the same rate as the employee was being paid
34 in the higher-graded position upon approval of the office after seeking the
35 review of the Legislative Council or, if the General Assembly is in session,
36 the Joint Budget Committee.

1 ~~(j)~~(i) If an employee who has been terminated for more than thirty
2 (30) working days returns to state service, the state agency may offer up to
3 the employee's last rate of pay not to exceed the maximum pay level
4 established for the grade.

5 ~~(k)~~(j) Upon transfer of employment between state agencies, an employee
6 is to receive a lump-sum payment from the original state agency for any
7 overtime that has been accrued and not been paid and for any compensatory
8 time accrued that has not been used at the higher rate of either the:

9 (1) Average regular rate of pay received by the employee during
10 the last three (3) years of his or her employment; or

11 (2) Final regular rate of pay received by the employee.

12 ~~(l)~~(k) Any special rate of pay established under this section shall
13 not affect the salary level or salary eligibility of any existing employee
14 within the state agency.

15 ~~(m)~~~~(l)~~(1)(1) A special rate of pay is subject to the state agency's
16 ability to certify funding for a special rate of pay established under this
17 section.

18 (2) A state agency shall not use merit adjustment funds for a
19 special rate of pay established under this section.

20 ~~(n)~~(m) The secretary of a cabinet-level department, ~~or~~ the Governor,
21 or the agency director may suspend discretionary special salary actions.

22 (n)(1) The office may authorize a classification realignment between
23 legislative sessions to ensure proper classification of a position and
24 address operation needs not previously anticipated.

25 (2) A position that receives a classification realignment during
26 the interim between legislative sessions shall remain at the realigned
27 classification.

28 (3) The office shall adopt policies establishing the procedures
29 for classification realignments.

30 (o) A state agency may establish an apprenticeship program upon
31 approval of the office.

32
33 SECTION 9. Arkansas Code § 21-5-220(a), concerning shift
34 differentials, is amended to read as follows:

35 (a)(1) Upon the approval of the Office of Personnel Management, an
36 employee whose working hours do not conform to normal state business hours

1 shall be eligible for additional compensation up to twelve percent (12%) of
2 the hourly rate for which he or she is eligible under this subchapter as a
3 shift differential if:

4 (A) The state agency routinely schedules more than one (1)
5 work shift per day;

6 (B) The shift to which the employee is assigned is a full
7 work shift; and

8 (C) The employee is regularly assigned to the late shift
9 or is assigned to the shift on a regularly scheduled rotating basis.

10 (2) An employee assigned to an evening shift shall not receive
11 additional compensation that exceeds six percent (6%) above that for which he
12 or she is eligible under this subchapter.

13 (3) An employee assigned to a night shift shall not receive
14 additional compensation that exceeds twelve percent (12%) above that for
15 which he or she is eligible under this subchapter.

16 (4)(A) An employee at or near the maximum authorized salary
17 level for the grade assigned to his or her classification may be compensated
18 at an additional rate not to exceed twelve percent (12%) of his or her
19 eligible salary under this subchapter.

20 (B) In those instances in which the granting of the
21 additional compensation has the effect of temporarily exceeding the maximum
22 annual rate for the grade assigned to the employee's classification, the
23 additional compensation shall not be considered as exceeding the maximum
24 allowable rate for that grade.

25 (5) The office may adopt policies establishing the differential
26 percentage increments that are available for each shift.

27
28 SECTION 10. Arkansas Code § 21-5-221 is amended to read as follows:

29 21-5-221. Compensation differentials.

30 (a) To address specific employee compensation needs not otherwise
31 provided for in this subchapter, a state agency may pay additional
32 compensation for current employees in specific positions or for
33 classifications of positions assigned to a compensation plan authorized by
34 the General Assembly for one (1) or more compensation differentials.

35 (b)(1) Authorization for one (1) or more compensation differentials
36 may be approved if the:

1 (A) State agency has documented the need for a
2 compensation differential for specified positions or classifications;

3 (B) State agency submits to the Office of Personnel
4 Management a plan of the terms and conditions for eligibility that must
5 directly address the needs of the targeted positions or classifications for
6 any requested compensation differential;

7 (C) Cost of implementing and maintaining a compensation
8 differential is within the state agency's existing appropriation and shall
9 not be implemented using funds specifically set aside for other programs
10 within the state agency; and

11 (D) Compensation differential plan has been approved by
12 the ~~Office of Personnel Management~~ office after review by the Legislative
13 Council or, if the General Assembly is in session, the Joint Budget
14 Committee.

15 (2) Any compensation differential authorized under this section
16 shall be renewed each fiscal year.

17 (3) The cumulative total of any compensation differentials paid
18 to an employee shall not exceed twenty-five percent (25%) of the employee's
19 base salary.

20 ~~(c)(1) Hazardous duty differential of up to ten percent (10%) may be~~
21 ~~authorized for the increased risk of personal physical injury for an employee~~
22 ~~occupying a certain identified high-risk position if the:~~

23 ~~(A) Position classification is determined to be physically~~
24 ~~hazardous or dangerous due to location, facility, services provided, or other~~
25 ~~factors directly related to the duty assignment of the positions; and~~

26 ~~(B) Employee's regularly assigned work schedule exposes~~
27 ~~him or her to clear, direct, and unavoidable hazards during at least fifty~~
28 ~~percent (50%) of the work time and the employee is not compensated for the~~
29 ~~hazardous exposure.~~

30 ~~(2)(A) The director of the requesting state agency shall~~
31 ~~identify the facility or unit, location, and eligible positions and~~
32 ~~classifications within the facility or unit that are identified as high-risk.~~

33 ~~(B) The positions shall be certified by the state agency~~
34 ~~director as having been assigned to a work environment that poses an~~
35 ~~increased risk of personal injury and shall be submitted as part of the plan~~
36 ~~for payment of hazardous duty differential to the Office of Personnel~~

1 ~~Management for approval by the Secretary of the Department of Transformation~~
2 ~~and Shared Services in consultation with the Chief Fiscal Officer of the~~
3 ~~State after review and approval of the Legislative Council or, if the General~~
4 ~~Assembly is in session, the Joint Budget Committee.~~

5 ~~(C) Subsequent changes to the facility or unit, location,~~
6 ~~and eligible positions or classifications within the facility or unit on file~~
7 ~~with the Office of Personnel Management shall receive prior approval by the~~
8 ~~Secretary of the Department of Transformation and Shared Services after~~
9 ~~review and approval by the Legislative Council or, if the General Assembly is~~
10 ~~in session, the Joint Budget Committee.~~

11 ~~(d) It is the intent of this subsection that hazardous duty~~
12 ~~compensation shall be at the discretion of the Secretary of the Department of~~
13 ~~Transformation and Shared Services and the director of the state agency and~~
14 ~~shall not be implemented using funds specifically set aside for other~~
15 ~~programs within the state agency.~~

16 ~~(e) An additional ten percent (10%), but not to exceed a total of~~
17 ~~twelve percent (12%), hazardous duty differential may be authorized for~~
18 ~~employees occupying positions assigned to a maximum security unit or facility~~
19 ~~if the work schedules expose employees to clear, direct, and unavoidable~~
20 ~~hazards from clients, inmates, or patients who are in units or facilities~~
21 ~~that are classified as maximum security.~~

22 ~~(f) An employee who is receiving additional compensation for hazardous~~
23 ~~duty and then is reassigned to normal duty shall revert on the day of the~~
24 ~~reassignment to the rate of pay for which he or she is eligible under this~~
25 ~~subchapter.~~

26 ~~(g)(1)(c)(1)~~ A An education differential or professional certification
27 differential of up to ten percent (10%) for job-related education
28 certifications or professional certifications for individual positions or for
29 specific classifications within a state agency may be authorized if:

30 (A) the The education certification or professional
31 certification is not included as a minimum qualification established for the
32 classification by the official job description; and

33 (B) Either:

34 (i) Attainment of additional education is from an
35 accredited institution of higher education, documented by official
36 transcript, certificate, or degree award, and directly related to the

1 predominant purpose and use of the position or classification; or

2 ~~(A)(ii) From The certification is from a recognized~~
3 professional certifying organization and is determined to be directly related
4 to the predominant purpose and use of the position or classification; and

5 ~~(B) Not included as a minimum qualification established or~~
6 ~~as a special requirement for the classification by the official class~~
7 ~~specification.~~

8 (2)(A) A professional certification differential may be paid
9 only while the certification is current and maintained by the employee and
10 while employed in a position or classification covered by the plan.

11 (B) Documentation of continuation or renewal of the
12 certification of the employee is required for continuation of the
13 certification differential.

14 ~~(h) An education differential of up to ten percent (10%) for job-~~
15 ~~related education for individual positions or for specific classifications~~
16 ~~within a state agency may be authorized if:~~

17 ~~(1) Attainment of additional education is from an accredited~~
18 ~~institution of higher education, documented by official transcript,~~
19 ~~certificate, or degree award, and directly related to the predominant purpose~~
20 ~~and use of the position or classification; and~~

21 ~~(2) The education to be compensated is not included as a special~~
22 ~~requirement or minimum qualification established for the classification by~~
23 ~~the official class specification.~~

24 ~~(i) A geographic area differential of up to ten percent (10%) may be~~
25 ~~authorized to address the documented inability to recruit and retain certain~~
26 ~~employees in a specific geographic area of the state if the additional~~
27 ~~geographic area differential is based on documented recruitment, turnover, or~~
28 ~~other competitive pay issue in a specific geographic area but that does not~~
29 ~~justify a statewide labor market special entry rate.~~

30 ~~(j)-(1)(d)(1)~~ (1) A second-language differential of up to ten percent (10%)
31 may be authorized for an employee who has the demonstrated ability and skill
32 to communicate in a language other than English, including American Sign
33 Language, and that skill is determined by the state agency to be directly
34 related to the effective performance of the job duties for the position
35 occupied by the employee.

36 (2) An employee who receives additional compensation under this

1 section and who moves into a position that does not need the skill to
2 communicate in a language other than English shall revert on the effective
3 date of the change to the rate of pay that the employee would otherwise
4 receive.

5 ~~(k)-(1)~~(e)(1) On-call duty or standby-duty differential may be
6 authorized for an employee whose job requires him or her to provide services
7 on nights, weekends, or holidays or other situations when the state agency
8 does not have regularly scheduled staff coverage.

9 (2) On-call duty or standby-duty differential is to be used for
10 officially scheduled duty outside regular work hours during which an employee
11 is required to be accessible by telephone, pager, or other means and must
12 return to the designated work site upon notification of need within a
13 specified response time.

14 (3)(A) An employee who is required to be available for duty on
15 nights, weekends, and holidays will be eligible to receive on-call or
16 standby-duty pay equivalent of an hourly rate not to exceed twenty percent
17 (20%) of his or her base hourly pay rate for each on-call or standby hour for
18 not more than forty-eight (48) hours during any seven-day work period.

19 (B)(i) Compensation shall not be paid to any employee
20 required to be on-call and standby who fails to respond after the second
21 notification that his or her services are needed.

22 (ii) If the equipment or paging device malfunctions,
23 the penalty shall not apply.

24 (C)(i) An employee on on-call or standby duty who is
25 called in to work shall be compensated for the actual hours worked at the
26 appropriate rate of pay with a minimum of two (2) hours for each call back.

27 (ii) The employee shall not be paid on-call or
28 standby pay for hours actually worked during a call back.

29 ~~(1) If granting additional compensation would have the effect of~~
30 ~~exceeding the maximum pay level for the grade assigned to the employee's~~
31 ~~classification, the additional compensation shall not be considered as~~
32 ~~exceeding the maximum allowable rate for that grade.~~

33 (f) A hard-to-fill or retain differential up to ten percent (10%) may
34 be authorized for a position or classification if:

35 (1) The state agency has certified the inability to recruit and
36 retain certain employees in a specific geographic area of the state based on

1 documented recruitment, turnover, or other competitive pay issues; or

2 (2)(A) There is an increased risk of personal physical injury
3 for an employee occupying a certain identified high-risk position that is
4 physically hazardous or dangerous.

5 (B) A position is determined to be physically hazardous or
6 dangerous:

7 (i) Due to location, facility, services provided, or
8 other factors directly related to the duty assignment of the positions; and

9 (ii) If the employee's regularly assigned work
10 schedule exposes the employee to clear, direct, and unavoidable hazards
11 during at least fifty percent (50%) of the work time and the employee is not
12 otherwise compensated for the hazardous exposure.

13 (C)(i) The requesting agency director or secretary of a
14 cabinet-level department shall identify the facility or unit, location, and
15 eligible positions and classifications within the facility or unit that are
16 identified as high-risk positions that are physically hazardous or dangerous.

17 (ii) The positions shall be certified by the agency
18 director or secretary of a cabinet-level department as having been assigned
19 to a work environment that poses an increased risk of personal injury and
20 shall be submitted as part of the plan for payment of a hard-to-fill or
21 retain differential to the office for approval by the Secretary of the
22 Department and Transformation and Shared Services in consultation with the
23 Chief Fiscal Officer of the State and following approval by the Legislative
24 Council or, if the General Assembly is in regular session, fiscal session, or
25 extraordinary session, the Joint Budget Committee.

26 (iii) Subsequent changes to the facility or unit,
27 location, and eligible positions or classifications within the facility or
28 unit on file with the office shall receive prior approval by the Secretary of
29 the Department of Transformation and Shared Services after approval by the
30 Legislative Council or, if the General Assembly is in regular session, fiscal
31 session, or extraordinary session, the Joint Budget Committee.

32 (D) It is the intent of this subsection that hard-to-fill
33 or retain differentials shall be at the discretion of the Secretary of the
34 Department of Transformation and Shared Services and shall not be implemented
35 using funds specifically set aside for other programs within the state
36 agency.

1 (g) An additional hard-to-fill or retain differential may be
2 authorized for employees occupying positions assigned to a maximum security
3 unit or facility if the work schedules expose employees to clear, direct, and
4 unavoidable hazards for clients, inmates, or patients who are in facilities
5 or units that are classified as maximum security.

6 (h) An employee who is receiving additional compensation for a high-
7 risk position that is physically hazardous or dangerous and then is
8 reassigned to normal duty shall revert on the day of the reassignment to the
9 rate of pay for which he or she is eligible under this subchapter.

10 ~~(m)~~(i) Other compensation differentials may be administered by the
11 Office of Personnel Management office after:

12 (1) Approval by the State Personnel Administrator; and

13 (2) Review by the Legislative Council or, if the General
14 Assembly is in session, the Joint Budget Committee.

15 (j) If granting additional compensation under this section would have
16 the effect of exceeding the maximum pay level for the grade assigned to the
17 employee's classification, the additional compensation shall not be
18 considered as exceeding the maximum allowable rate for that grade.

19 (k) The office may adopt policies establishing the percentage
20 increments that are available for each compensation differential.

21 (l)(1) Determining the maximum number of employees, the maximum
22 compensation of employees, and the maximum amount of appropriation of general
23 revenue funding for a state agency each fiscal year is the prerogative of the
24 General Assembly and is usually accomplished by delineating the maximums in
25 the appropriation act for a state agency and the general revenue allocations
26 authorized for each fund and fund account by amendment to the Revenue
27 Stabilization Law.

28 (2) In light of subdivision (1)(1) of this section, it is both
29 necessary and appropriate that the General Assembly maintain oversight by
30 requiring prior approval of the Legislative Council or Joint Budget Committee
31 as provided by subsection (f) of this section.

32 (3)(A) The requirement of approval by the Legislative Council or
33 Joint Budget Committee is not a severable part of subsection (f) of this
34 section.

35 (B) If the requirement of approval by the Legislative
36 Council or Joint Budget Committee is ruled unconstitutional by a court of

1 competent jurisdiction, subsection (f) of this section is void.

2
3 SECTION 11. Arkansas Code § 21-5-223(a), concerning severance pay, is
4 amended to read as follows:

5 (a)(1) If the agency director or the secretary of a cabinet-level
6 department determines that it is necessary to implement the state workforce
7 reduction policy due to state agency organization structure change, budgetary
8 reductions, abolishment of positions or duties, loss of functional
9 responsibility by the state agency, or the loss of federal funding, grants,
10 or other special funds, the agency director or the secretary of a cabinet-
11 level department, upon approval by the Secretary of the Department of
12 Transformation and Shared Services, may authorize the payment of funds on a
13 regular payroll schedule as severance pay to full-time, part-time, and job
14 sharing classified and nonclassified employees in regular positions affected
15 by the workforce reduction on the basis of the following pro rata lump sum
16 for completed years of service, including any formally implemented
17 probationary period:

18 Over one (1) year up to five (5)	Eight hundred dollars (\$800)
19 years	
20 Over five (5) years up to fifteen	One thousand two hundred dollars
21 (15) years	(\$1,200)
22 Over fifteen (15) years	One thousand six hundred dollars
23	(\$1,600)

24 (2) The severance payments under subdivision (a)(1) of this
25 section shall be in addition to the lump-sum payments allowed under the
26 Uniform Attendance and Leave Policy Act, § 21-4-201 et seq.

27 (3) The severance payments under subdivision (a)(1) of this
28 section shall not be construed as exceeding the maximum salary.

29 (4) The agency director or the secretary of a cabinet-level
30 department shall file a notice of the anticipated implementation of the
31 workforce reduction policy and of the lump-sum severance payments to be made
32 under the state workforce reduction policy with the Legislative Council or,
33 if the General Assembly is in session, the Joint Budget Committee.

34
35 SECTION 12. Arkansas Code § 21-5-224 is amended to read as follows:
36 21-5-224. Extra help positions.

1 (a)(1) A position authorized as extra help in a state agency shall be
2 assigned an authorized classification by the agency, and any person hired in
3 an extra help position shall meet the minimum qualifications and any other
4 requirements set by the official ~~class specification~~ job description of the
5 classification assigned to the position.

6 (2) The rates of pay for extra help employees shall be set in
7 accordance with and shall not exceed those provided in this subchapter, or
8 its successor, for the appropriate classification.

9 (3) Extra help employees of state agencies shall not exceed one
10 thousand five hundred (1,500) hours per fiscal year as set out in § 19-4-521
11 unless otherwise provided for by law, including without limitation a state
12 agency's appropriation act.

13 (b) The salary eligibility for an employee transferring or returning
14 from an extra help position to a regular position shall be determined in the
15 same manner as established for newly hired employees.

16 (c) ~~A former An employee from a state agency, board, or commission~~ who
17 ~~is rehired in~~ hired into or transfers to an extra-help position is ineligible
18 for benefits except holiday pay and as authorized by the Office of Personnel
19 Management.

20 (d) A Department of the Military employee hired in an extra help
21 position located at Robinson Maneuver Training Center or Fort Chaffee Joint
22 Maneuver Training Center shall not:

23 (1) Receive pay in an amount to exceed eighty-five percent (85%)
24 of the maximum annual salary for a comparable position under this subchapter;
25 and

26 (2) Be employed for a period of time to exceed one thousand
27 eight hundred (1,800) hours per fiscal year.

28
29 SECTION 13. Arkansas Code § 21-5-225(a)(1), concerning position pools,
30 is amended to read as follows:

31 (a)(1) There is established a pool of ~~one thousand five hundred~~
32 ~~(1,500)~~ five hundred (500) positions assigned to the Office of Personnel
33 Management to be used to reclassify positions in state agencies to the proper
34 classification and grade if the state agency does not have a vacant position
35 available with the appropriate classification and grade.

SECTION 14. Arkansas Code § 21-5-225(b)(1), concerning position pools, is amended to read as follows:

(b)(1) The Office of Personnel Management shall establish and maintain a central growth pool of ~~five hundred (500)~~ two hundred fifty (250) positions to be used to establish additional positions in state agencies of the proper classification and grade when the state agency does not have sufficient positions available with the appropriate classification and grade to meet a state agency's mandated responsibilities.

SECTION 15. Arkansas Code § 23-115-305 is amended to read as follows:
23-115-305. Regular salaries.

There are established for the Office of the Arkansas Lottery the following titles and grades for each position. The salary for the positions assigned to grades shall be determined in accordance with the pay level for the grade assigned in this section, as established in § 21-5-209.

Class		No. of	
Code	Title	Employees	Grade
~~U128U~~	~~OAL DIRECTOR~~	~~1~~	~~SE-4~~
~~G056N OAL~~	~~GAMING DIRECTOR~~	~~1~~	~~SE-4~~
~~A024N OAL~~	~~INTERNAL AUDITOR~~	~~1~~	~~SE-1~~
~~D029N OAL~~	~~DEPUTY IT GAMING DIRECTOR~~	~~1~~	~~IT08~~
~~D113G OAL~~	~~SR. DATABASE ADMINISTRATOR~~	~~1~~	~~IT07~~
~~D112G~~	~~OAL NETWORK ENGINEER~~	~~1~~	~~IT07~~
~~D110G OAL~~	~~QA SYSTEMS ANALYST~~	~~1~~	~~IT07~~
~~D111G OAL~~	~~IT SECURITY ANALYST~~	~~1~~	~~IT06~~
~~D119G OAL~~	~~LEAD COMPUTER OPERATOR~~	~~1~~	~~IT04~~
~~D108G OAL~~	~~APPLICATION SUPP SPECIALIST~~	~~1~~	~~IT02~~
~~D107G OAL~~	~~COMPUTER OPERATOR~~	~~2~~	~~IT01~~
~~G051N OAL~~	~~SALES DIRECTOR~~	~~1~~	~~GS15~~
~~G050N OAL~~	~~CHIEF LEGAL COUNSEL~~	~~1~~	~~GS15~~
~~A016N OAL~~	~~CHIEF FISCAL OFFICER~~	~~1~~	~~GS15~~
~~G057N OAL~~	~~DIR SECURITY & COMPLIANCE~~	~~1~~	~~GS14~~
~~G047N OAL~~	~~MARKETING & ADVERTISING DIR~~	~~1~~	~~GS14~~
~~G046N OAL~~	~~SALES TRNG & RETAIL COORD~~	~~1~~	~~GS13~~
~~G059N OAL~~	~~SECURITY DEPUTY DIR~~	~~1~~	~~GS12~~

1	~~A015N OAL~~	~~TREASURER~~	~~1~~	~~GS12~~
2	~~A014N OAL~~	~~CONTROLLER~~	~~1~~	~~GS12~~
3	~~G058N OAL~~	~~KEY CHAIN ACCOUNT MANAGER~~	~~1~~	~~GS11~~
4	~~G044N OAL~~	~~REGIONAL SALES MANAGER~~	~~2~~	~~GS11~~
5	~~A025N OAL~~	~~FINANCIAL ANALYST~~	~~1~~	~~GS10~~
6	~~G060N OAL~~	~~PRODUCT MANAGER~~	~~2~~	~~GS10~~
7	~~G106G OAL~~	~~OFFICE COORDINATOR~~	~~1~~	~~GS08~~
8	~~A026N OAL~~	~~AUDITOR~~	~~2~~	~~GS08~~
9	~~A120G OAL~~	~~ACCOUNTANT~~	~~4~~	~~GS08~~
10	~~A123G OAL~~	~~COLLECTIONS SPECIALIST~~	~~1~~	~~GS08~~
11	~~X211G OAL~~	~~SENIOR SECURITY SPECIALIST~~	~~1~~	~~GS08~~
12	~~-X208G~~	~~OAL CLAIMS CENTER MANAGER~~	~~1~~	~~GS07~~
13	~~P069G OAL~~	~~GRAPHIC SPECIALIST~~	~~1~~	~~GS07~~
14	~~G260G OAL~~	~~MARKETING SALES REP~~	~~20~~	~~GS07~~
15	~~P072G OAL~~	~~PUBLICATION SPECIALIST~~	~~1~~	~~GS07~~
16	~~P070G OAL~~	~~OFFICE CAMPAIGN COORDINATOR~~	~~1~~	~~GS07~~
17	~~X210G OAL~~	~~LICENSING MANAGER~~	~~1~~	~~GS07~~
18	~~A122G OAL~~	~~FISCAL SPECIALIST~~	~~1~~	~~GS06~~
19	~~G261G~~	~~OAL DRAW MANAGER~~	~~2~~	~~GS06~~
20	~~X209G OAL~~	~~SECURITY SPECIALIST~~	~~1~~	~~GS06~~
21	~~X213G OAL~~	~~LICENSING SPECIALIST~~	~~3~~	~~GS05~~
22	~~X212G OAL~~	~~SECURITY SUPPORT SPECIALIST~~	~~1~~	~~GS04~~
23	~~X214G OAL~~	~~CLAIMS ASSISTANT~~	~~2~~	~~GS04~~
24	~~G105G~~	~~OAL RECEPTIONIST~~	~~1~~	~~GS03~~

25

26 ~~TOTAL NO. OF POSITIONS: 72~~

27

28	<u>LLO13C OAL DIRECTOR</u>	<u>1 EXE02</u>
29	<u>LLO16C OAL GAMING DIRECTOR</u>	<u>1 EXE01</u>
30	<u>LLO04P OAL CHIEF FISCAL OFFICER</u>	<u>1 SPC09</u>
31	<u>LLO05P OAL CHIEF LEGAL COUNSEL</u>	<u>1 SPC09</u>
32	<u>LLO18P OAL INTERNAL AUDITOR</u>	<u>1 SPC09</u>
33	<u>LLO12P OAL DIR SECURITY & COMPLIANCE</u>	<u>1 SPC07</u>
34	<u>LLO24P OAL MARKETING & ADVERTISING DIR</u>	<u>1 SPC07</u>
35	<u>LLO33P OAL SALES DIRECTOR</u>	<u>1 SPC07</u>
36	<u>LLO10P OAL CONTROLLER</u>	<u>1 SPC06</u>

1	<u>LLO38P OAL TREASURER</u>	1 SPC06
2	<u>LLO34P OAL SECURITY DEPUTY DIR</u>	1 SPC04
3	<u>LLO01P OAL ACCOUNTANT</u>	1 SPC02
4	<u>LLO11P OAL DEPUTY IT GAMING DIRECTOR</u>	1 IST10
5	<u>IIS11P IT SUPERVISOR/EXPERT</u>	1 IST09
6	<u>LLO37P OAL SR. DATABASE ADMINISTRATOR</u>	1 IST08
7	<u>IIE02P IT SECURITY ANALYST I</u>	1 IST06
8	<u>LLO30P OAL QA SYSTEMS ANALYST</u>	1 IST06
9	<u>LLO02P OAL APPLICATION SUPP SPECIALIST</u>	1 IST05
10	<u>IUS01P USER SUPPORT ANALYST</u>	1 IST04
11	<u>LLO09P OAL COMPUTER OPERATOR</u>	2 IST01
12	<u>LLO20P OAL KEY CHAIN ACCOUNT MANAGER</u>	1 SGS10
13	<u>LLO28P OAL PRODUCT MANAGER</u>	3 SGS10
14	<u>LLO32P OAL REGIONAL SALES MANAGER</u>	2 SGS10
15	<u>LLO14P OAL FINANCIAL ANALYST</u>	1 SGS09
16	<u>LLO26P OAL OFFICE CAMPAIGN COORDINATOR</u>	2 SGS09
17	<u>PAS08I EXECUTIVE ASSISTANT</u>	1 SGS07
18	<u>LLO03P OAL AUDITOR</u>	1 SGS07
19	<u>LLO17P OAL GRAPHIC SPECIALIST</u>	1 SGS07
20	<u>PPR02P PROCUREMENT COORDINATOR</u>	1 SGS07
21	<u>LLO07P OAL CLAIMS CENTER MANAGER</u>	1 SGS06
22	<u>LLO08P OAL COLLECTIONS SPECIALIST</u>	1 SGS06
23	<u>LLO36P OAL SENIOR SECURITY SPECIALIST</u>	1 SGS06
24	<u>CPR07P PUBLIC INFORMATION SPECIALIST</u>	1 SGS06
25	<u>PAS01P ADMINISTRATIVE ANALYST</u>	1 SGS05
26	<u>LLO22P OAL LICENSING MANAGER</u>	1 SGS05
27	<u>LLO25P OAL MARKETING SALES REP</u>	20 SGS05
28	<u>PAS02P ADMINISTRATIVE COORDINATOR</u>	1 SGS04
29	<u>LLO15P OAL FISCAL SPECIALIST</u>	1 SGS04
30	<u>LLO23P OAL LICENSING SPECIALIST</u>	3 SGS04
31	<u>LLO35P OAL SECURITY SPECIALIST</u>	3 SGS04
32	<u>LLO06P OAL CLAIMS ASSISTANT</u>	3 SGS03
33	<u>LLO31P OAL RECEPTIONIST</u>	1 SGS03

34

35 SECTION 16. DO NOT CODIFY. (a) Upon approval by the Office of
36 Personnel Management, an employee of the Department of Corrections who is

1 receiving a compensation differential under § 21-5-221 on the last day of
 2 fiscal year 2025 shall have the compensation differential added to the
 3 employee's base salary before the implementation of the Fiscal Year 2026 pay
 4 plan.

5 (b) An employee who has a compensation differential added to the
 6 employee's base salary under subsection (a) of this section shall no longer
 7 be eligible for compensation differentials that have been removed.

8
 9 SECTION 17. DO NOT CODIFY. CROSSWALK.

10 (a) The General Assembly finds that:

11 (1) This act creates widespread revisions to the system used for
 12 the classification and compensation of state agency employees that are
 13 necessary to ensure the continued services and operations of the state;

14 (2) It is impossible to implement revisions of the scope
 15 contained within this act that coincide with the process for drafting and
 16 enacting appropriation acts of the General Assembly;

17 (3) As a result of this impossibility, the appropriation acts
 18 for state agencies enacted during the Ninety-Fifth General Assembly will not
 19 reflect the changes under this act; and

20 (4) It is the intent of this section to provide for the
 21 appropriation acts of state agencies enacted during the Ninety-Fifth General
 22 Assembly to be superseded with information from this act as necessary to
 23 fully implement this act and provide for the continued services and
 24 operations of state agencies.

25 (b) The classification titles and grades established in § 21-5-208
 26 under this act shall supersede the classification titles and grades
 27 established in a state agency appropriation act enacted by the Ninety-Fifth
 28 General Assembly that uses classification titles and grades other than those
 29 established by this act, regardless of the date that the state agency
 30 appropriation act becomes law.

31 (c) The classification titles and grades for state agencies
 32 established in a state agency appropriation act enacted by the Ninety-Fifth
 33 General Assembly shall be modified as follows during the fiscal year 2026,
 34 regardless of the date that the state agency appropriation act becomes law:

35
 36

<u>Curr</u>	<u>Curr</u>	<u>No. Curr</u>	<u>New</u>	<u>New</u>	<u>No. New</u>

1	Auth	Auth	of Auth		Auth	Auth	of Auth	
2	Job	Title	Pos	Grd	Job	Title	Pos	Grade
3	<u>DEPARTMENT OF AGRICULTURE</u>							
4	<u>9901 DEPT OF AGRICULTURE</u>							
5	<u>SC001</u>	<u>SEC OF AGRI</u>	1	SE05	<u>ESE01A</u>	<u>SEC OF AGRI</u>	1	<u>EXE04</u>
6	<u>U072U</u>	<u>DEP SEC OF AGRI</u>	1	SE02	<u>EEX09A</u>	<u>CHIEF OF STAFF I</u>	1	<u>EXE01</u>
7	<u>U057U</u>	<u>AGRI LAB DIR</u>	1	SE01	<u>SLA01C</u>	<u>LAB DIR</u>	1	<u>SPC09</u>
8	<u>L104C</u>	<u>AGRI LAB COORD</u>	1	MP04	<u>MVE03P</u>	<u>VETERINARY SPEC</u>	1	<u>MED09</u>
9	<u>D022N</u>	<u>IT SEN PROJ MGR</u>	1	IT09	<u>IIA01C</u>	<u>CIO I</u>	1	<u>IST10</u>
10	<u>D007C</u>	<u>INFO SYST MGR</u>	1	IT08	<u>IDM01P</u>	<u>DB ADMIN</u>	1	<u>IST09</u>
11	<u>D007C</u>	<u>INFO SYST MGR</u>	1	IT08	<u>IAS05P</u>	<u>APP DEVELOPER II</u>	1	<u>IST08</u>
12	<u>D054C</u>	<u>COMP SUPP COORD</u>	1	IT05	<u>IAS01P</u>	<u>APP ANLST I</u>	1	<u>IST07</u>
13	<u>D063C</u>	<u>COMP SUPP SPEC</u>	1	IT05	<u>IIS04P</u>	<u>IT INFRA ANLST</u>	1	<u>IST06</u>
14	<u>D061C</u>	<u>INFO SYST COORD SPEC</u>	1	IT05	<u>IIS04P</u>	<u>IT INFRA ANLST</u>	1	<u>IST06</u>
15	<u>D057C</u>	<u>INFO TECH MGR</u>	1	IT05	<u>IUS01P</u>	<u>USER SPprt ANLST</u>	1	<u>IST04</u>
16	<u>D052C</u>	<u>SFTWR SUPP ANLST</u>	1	IT05	<u>IIS04P</u>	<u>IT INFRA ANLST</u>	1	<u>IST06</u>
17	<u>D056C</u>	<u>SYST COORD ANLST</u>	1	IT05	<u>IIS04P</u>	<u>IT INFRA ANLST</u>	1	<u>IST06</u>
18	<u>G345C</u>	<u>AGRI GEN COUNSEL</u>	1	GS15	<u>LAT08C</u>	<u>CLC I</u>	1	<u>SPC10</u>
19	<u>A151C</u>	<u>CFO OF AGRI</u>	1	GS14	<u>FAC08C</u>	<u>CHIEF FISCAL OFC I</u>	1	<u>SPC09</u>
20	<u>A010C</u>	<u>AGENCY CONT II</u>	1	GS13	<u>FAC10C</u>	<u>CONTROLLER</u>	1	<u>SPC06</u>
21	<u>B006C</u>	<u>AGRI CONSERV DIV MGR</u>	1	GS13	<u>PAG04P</u>	<u>AGRI PRGM COORD</u>	1	<u>SGS06</u>
22	<u>A010N</u>	<u>AGRI CFO</u>	1	GS13	<u>FFS05P</u>	<u>FISC SPprt SUPV/EXP</u>	1	<u>SGS07</u>
23	<u>N001C</u>	<u>DEP CFO</u>	1	GS13	<u>CPR01C</u>	<u>CHIEF OF COMMS I</u>	1	<u>SPC06</u>
24	<u>G004C</u>	<u>MANAGING ATRNY</u>	3	GS13	<u>LAT04P</u>	<u>ATTY II</u>	3	<u>SPC05</u>
25	<u>B002C</u>	<u>AGRI DIR OF MRKTNG</u>	1	GS12	<u>CMA02C</u>	<u>MRKTNG DIR</u>	1	<u>SPC05</u>
26	<u>R006C</u>	<u>HR ADMIN</u>	1	GS12	<u>HDH02C</u>	<u>HR ADMIN I</u>	1	<u>SPC05</u>
27	<u>A027C</u>	<u>ACCNTNG OP MGR</u>	1	GS11	<u>FAC02P</u>	<u>ACCOUNTANT II</u>	1	<u>SPC02</u>
28	<u>B010C</u>	<u>AGRI DIV MGR</u>	1	GS11	<u>SLA02C</u>	<u>LAB MNGR</u>	1	<u>SPC05</u>
29	<u>G076C</u>	<u>ADMINST SVCS MGR</u>	2	GS10	<u>FFS01C</u>	<u>FISC SPprt ADMIN</u>	2	<u>SGS10</u>
30	<u>T110C</u>	<u>AG LAW ENFORCE CHIEF</u>	1	GS10	<u>SAL03C</u>	<u>AGRI LAW ENFORCE CHIE</u>	1	<u>LES08</u>
31	<u>B144C</u>	<u>FRM SCHOOL COORD</u>	1	GS10	<u>PAG08P</u>	<u>FARM SCHOOL COORD</u>	1	<u>SGS07</u>
32	<u>A050C</u>	<u>AGENCY FISCAL MGR</u>	2	GS09	<u>FFS03C</u>	<u>FISC SPprt MNGR</u>	2	<u>SGS09</u>
33	<u>T130C</u>	<u>AG LAW ENFORCE DEP CH</u>	1	GS09	<u>SAL02P</u>	<u>AGRI ENFORCE AGENT II</u>	1	<u>LES04</u>
34	<u>G109C</u>	<u>GRANTS MGR</u>	1	GS09	<u>FBU01P</u>	<u>BUDGET ANLST</u>	1	<u>SGS07</u>
35	<u>G109C</u>	<u>GRANTS MGR</u>	2	GS09	<u>FGM02P</u>	<u>GRANTS COORD</u>	2	<u>SGS05</u>
36	<u>G109C</u>	<u>GRANTS MGR</u>	1	GS09	<u>CMA03P</u>	<u>MRKTNG SPEC</u>	1	<u>SGS04</u>

1	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
2	<u>T121C AG LE ASST CHIEF</u>	1	<u>GS08 SAL02P AGRI ENFORCE AGENT II</u>	1	<u>LES04</u>
3	<u>B049C AGRI PRGM MGR</u>	1	<u>GS08 PPR02P PROC COORD</u>	1	<u>SGS07</u>
4	<u>B049C AGRI PRGM MGR</u>	1	<u>GS08 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
5	<u>B049C AGRI PRGM MGR</u>	1	<u>GS08 PAG04P AGRI PRGM COORD</u>	1	<u>SGS06</u>
6	<u>B049C AGRI PRGM MGR</u>	1	<u>GS08 CMA03P MRKTNG SPEC</u>	1	<u>SGS04</u>
7	<u>G126C FINAN PRGM COORD</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
8	<u>X109C AGRI INVSTIGTR</u>	3	<u>GS07 SAL01P AGRI ENFRCMNT AGENT I</u>	3	<u>LES03</u>
9	<u>B072C AGRI PRGM COORD</u>	1	<u>GS07 PAG05P AGRI PRGM SUPV/EXP</u>	1	<u>SGS07</u>
10	<u>R024C ASST PERSONNEL MGR</u>	2	<u>GS07 HDH05P HR COORD</u>	2	<u>SGS07</u>
11	<u>V008C BUYER SUPV</u>	1	<u>GS07 PPR02P PROC COORD</u>	1	<u>SGS07</u>
12	<u>A073C PRGM/FLD AUD SUPV</u>	1	<u>GS07 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
13	<u>C037C ADMINST ANLST</u>	1	<u>GS06 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
14	<u>P049C GRAPHIC ARTIST</u>	1	<u>GS06 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
15	<u>G179C LEGAL SVCS SPEC</u>	1	<u>GS06 ILS03I LEGAL SPRT SPEC</u>	1	<u>SGS06</u>
16	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
17	<u>V014C BUYER</u>	2	<u>GS05 PPR04P PROC SPEC</u>	2	<u>SGS05</u>
18	<u>V014C BUYER</u>	1	<u>GS05 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
19	<u>A091C FISCAL SUPP ANLST</u>	2	<u>GS05 FFS04P FISC SPRT SPEC</u>	2	<u>SGS04</u>
20	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
21	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
22	<u>A098C FISCAL SUPP SPEC</u>	2	<u>GS04 FFS04P FISC SPRT SPEC</u>	2	<u>SGS04</u>
23	<u>0400 DEPARTMENT OF AGRICULTURE</u>				
24	<u>U048U LVSTCK & PLT DIV DIR</u>	1	<u>SE01 EEX02A AGRI DIV DIR</u>	1	<u>EXE01</u>
25	<u>U043U NAT RES DIV DIR</u>	1	<u>SE01 EEX02A AGRI DIV DIR</u>	1	<u>EXE01</u>
26	<u>U044U PLANT INDST DIV DIR</u>	1	<u>SE01 EEX02A AGRI DIV DIR</u>	1	<u>EXE01</u>
27	<u>U003U STATE FORESTER</u>	1	<u>SE01 EEX02A AGRI DIV DIR</u>	1	<u>EXE01</u>
28	<u>B004N STATE VET</u>	1	<u>MP05 MVE01C STATE VETERINARIAN</u>	1	<u>MED10</u>
29	<u>L106C VETERINARY SPEC</u>	5	<u>MP04 MVE03P VETERINARY SPEC</u>	5	<u>MED09</u>
30	<u>D040C GIS ANLST</u>	1	<u>IT06 IGI01P GIS ANLST</u>	1	<u>IST05</u>
31	<u>G052N NAT RES DEP DIR</u>	1	<u>GS15 PAG01C AGRI DIV ADMIN</u>	1	<u>SPC07</u>
32	<u>B005C AGRI WAT DEV DIV MGR</u>	1	<u>GS13 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
33	<u>G344C AGRI WAT RES DIV MGR</u>	1	<u>GS13 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
34	<u>B004C AGRI WAT RES DIV MGR</u>	1	<u>GS13 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
35	<u>B001C DEP STATE FORESTER</u>	1	<u>GS13 PAG01C AGRI DIV ADMIN</u>	1	<u>SPC07</u>
36	<u>N058N LVSTCK & PLT DIV DEP</u>	1	<u>GS13 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>

1	<u>B015C ENG SUPV</u>	3	<u>GS12 SEN02P ENGINEER SUPV/EXP</u>	3	<u>SPC06</u>
2	<u>G036N PLANT INDST DIV DEP D</u>	1	<u>GS12 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
3	<u>B010C AGRI DIV MGR</u>	5	<u>GS11 PAG02C AGRI DIV MNGR</u>	5	<u>SPC06</u>
4	<u>B010C AGRI DIV MGR</u>	1	<u>GS11 PAG03C AGRI DIV SUPV/EXP</u>	1	<u>SPC03</u>
5	<u>B014C ASST STATE FORESTER</u>	1	<u>GS11 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
6	<u>B014C ASST STATE FORESTER</u>	2	<u>GS11 PAG10C FORESTER MNGR</u>	2	<u>SPC05</u>
7	<u>B023C ENG, P.E.</u>	1	<u>GS11 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
8	<u>B023C ENG, P.E.</u>	5	<u>GS11 SEN01P ENGINEER</u>	5	<u>SPC03</u>
9	<u>B023C ENG, P.E.</u>	1	<u>GS11 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
10	<u>B023C ENG, P.E.</u>	1	<u>GS11 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
11	<u>B149C SR LAB SCIENTIST</u>	2	<u>GS11 SLA02C LAB MNGR</u>	2	<u>SPC05</u>
12	<u>B022C DIST FORESTER</u>	7	<u>GS10 PAG07C DISTRICT FORESTER</u>	7	<u>SPC03</u>
13	<u>E013C ED PRGM MGR</u>	1	<u>GS10 PAG02C AGRI DIV MNGR</u>	1	<u>SPC06</u>
14	<u>X217C NAT PLT IMPRV PLAN CO</u>	1	<u>GS10 PAG03C AGRI DIV SUPV/EXP</u>	1	<u>SPC03</u>
15	<u>B136C AGRI LAB QUALITY MGR</u>	1	<u>GS09 SLA03P LAB SUPV/EXP</u>	1	<u>SPC03</u>
16	<u>S005C AVIATION MGR</u>	1	<u>GS09 PAV01P AVIATION MNGR</u>	1	<u>SPC07</u>
17	<u>B037C CHEMIST SUPV</u>	2	<u>GS09 SLA03P LAB SUPV/EXP</u>	2	<u>SPC03</u>
18	<u>B035C GEOLOGY SUPV</u>	1	<u>GS09 SGE02P GEOLOGIST SUPV/EXP</u>	1	<u>SPC04</u>
19	<u>G109C GRANTS MGR</u>	1	<u>GS09 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
20	<u>G109C GRANTS MGR</u>	1	<u>GS09 FGM04P GRANTS SUPV/EXP</u>	1	<u>SGS06</u>
21	<u>B034C MICROBIOLOGIST SUPV</u>	5	<u>GS09 SLA03P LAB SUPV/EXP</u>	5	<u>SPC03</u>
22	<u>B038C STATE FOREST MGR</u>	1	<u>GS09 PAG09P FORESTER</u>	1	<u>SPC01</u>
23	<u>B049C AGRI PRGM MGR</u>	1	<u>GS08 SLA03P LAB SUPV/EXP</u>	1	<u>SPC03</u>
24	<u>B049C AGRI PRGM MGR</u>	2	<u>GS08 PAG09P FORESTER</u>	2	<u>SPC01</u>
25	<u>B049C AGRI PRGM MGR</u>	1	<u>GS08 SLA06P LAB TECH III</u>	1	<u>SGS08</u>
26	<u>B049C AGRI PRGM MGR</u>	16	<u>GS08 PAG05P AGRI PRGM SUPV/EXP</u>	16	<u>SGS07</u>
27	<u>B049C AGRI PRGM MGR</u>	2	<u>GS08 PAG04P AGRI PRGM COORD</u>	2	<u>SGS06</u>
28	<u>X148C AIRCRAFT PILOT</u>	2	<u>GS08 PAV02P PILOT</u>	2	<u>SPC08</u>
29	<u>B067C ARCHAEOLOGIST</u>	8	<u>GS08 SCN01I ARCHAEOLOGIST</u>	8	<u>SPC01</u>
30	<u>B055C ECOLOGIST COORD</u>	1	<u>GS08 SCN02P ECOLOGIST</u>	1	<u>SPC01</u>
31	<u>G126C FINAN PRGM COORD</u>	1	<u>GS08 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
32	<u>B043C PROF GEO</u>	1	<u>GS08 SGE05P PROF GEOLOGIST</u>	1	<u>SPC03</u>
33	<u>B043C PROF GEO</u>	1	<u>GS08 SGE01P GEOLOGIST</u>	1	<u>SPC01</u>
34	<u>A041C PRGM FISCAL MGR</u>	2	<u>GS08 FFS05P FISC SPRT SUPV/EXP</u>	2	<u>SGS07</u>
35	<u>B127C SEN MICROBIOLOGIST</u>	1	<u>GS08 SBI02P BIOLOGIST II</u>	1	<u>SPC02</u>
36	<u>B058C STAFF FORESTER</u>	3	<u>GS08 PAG09P FORESTER</u>	3	<u>SPC01</u>

1	<u>B058C STAFF FORESTER</u>	2	<u>GS08 PAG05P AGRI PRGM SUPV/EXP</u>	2	<u>SGS07</u>
2	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 PAG04P AGRI PRGM COORD</u>	1	<u>SGS06</u>
3	<u>C015C AGRI ADMINST COORD</u>	2	<u>GS07 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
4	<u>X058C AGRI COMDTY AREA SUPV</u>	2	<u>GS07 IIN05P INSP SUPV/EXP</u>	2	<u>SGS07</u>
5	<u>X111C AGRI INSPCT SUPV</u>	1	<u>GS07 PAG05P AGRI PRGM SUPV/EXP</u>	1	<u>SGS07</u>
6	<u>X111C AGRI INSPCT SUPV</u>	3	<u>GS07 IIN05P INSP SUPV/EXP</u>	3	<u>SGS07</u>
7	<u>B072C AGRI PRGM COORD</u>	1	<u>GS07 PAG09P FORESTER</u>	1	<u>SPC01</u>
8	<u>B072C AGRI PRGM COORD</u>	1	<u>GS07 SLA06P LAB TECH III</u>	1	<u>SGS08</u>
9	<u>B072C AGRI PRGM COORD</u>	5	<u>GS07 PAG05P AGRI PRGM SUPV/EXP</u>	5	<u>SGS07</u>
10	<u>B072C AGRI PRGM COORD</u>	1	<u>GS07 PAS04C ADMIN SUPV</u>	1	<u>SGS06</u>
11	<u>B072C AGRI PRGM COORD</u>	1	<u>GS07 PAG04P AGRI PRGM COORD</u>	1	<u>SGS06</u>
12	<u>B081C CHEMIST</u>	5	<u>GS07 SBI02P BIOLOGIST II</u>	5	<u>SPC02</u>
13	<u>B081C CHEMIST</u>	11	<u>GS07 SCH02P CHEMIST II</u>	11	<u>SPC02</u>
14	<u>B065C ECOLOGIST</u>	1	<u>GS07 PAG04P AGRI PRGM COORD</u>	1	<u>SGS06</u>
15	<u>X054C ENVIRO PRGM COORD</u>	6	<u>GS07 PAG04P AGRI PRGM COORD</u>	6	<u>SGS06</u>
16	<u>X054C ENVIRO PRGM COORD</u>	1	<u>GS07 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
17	<u>B080C FORESTER</u>	37	<u>GS07 PAG09P FORESTER</u>	37	<u>SPC01</u>
18	<u>B080C FORESTER</u>	2	<u>GS07 PAG04P AGRI PRGM COORD</u>	2	<u>SGS06</u>
19	<u>G147C GRANTS COORD</u>	3	<u>GS07 FGM02P GRANTS COORD</u>	3	<u>SGS05</u>
20	<u>B060C LAND RES SPEC SUPV</u>	1	<u>GS07 PAG04P AGRI PRGM COORD</u>	1	<u>SGS06</u>
21	<u>B077C MICROBIOLOGIST</u>	12	<u>GS07 SBI02P BIOLOGIST II</u>	12	<u>SPC02</u>
22	<u>P013C PUB INFO COORD</u>	1	<u>GS07 CME04P MEDIA SPEC</u>	1	<u>SGS05</u>
23	<u>G145C RURAL CONST GRANT/FIN</u>	6	<u>GS07 FGM02P GRANTS COORD</u>	6	<u>SGS05</u>
24	<u>C037C ADMINST ANLST</u>	7	<u>GS06 PAS01P ADMIN ANLST</u>	7	<u>SGS05</u>
25	<u>X146C AGRI INSPCT III</u>	2	<u>GS06 PAG04P AGRI PRGM COORD</u>	2	<u>SGS06</u>
26	<u>X146C AGRI INSPCT III</u>	31	<u>GS06 IIN03P INSP III</u>	31	<u>SGS06</u>
27	<u>X146C AGRI INSPCT III</u>	1	<u>GS06 IIN02P INSP II</u>	1	<u>SGS05</u>
28	<u>B147C AGRI PRGM SPEC</u>	14	<u>GS06 PAG04P AGRI PRGM COORD</u>	14	<u>SGS06</u>
29	<u>D076C COMMS SYST SUPV</u>	1	<u>GS06 SIA13P DISPATCHER SUPV/EXP</u>	1	<u>SGS06</u>
30	<u>B088C CO FOREST RANGER</u>	59	<u>GS06 SAL06P FOREST RNGR SUPV/EXP</u>	59	<u>SGS07</u>
31	<u>B088C CO FOREST RANGER</u>	1	<u>GS06 PAG04P AGRI PRGM COORD</u>	1	<u>SGS06</u>
32	<u>G180C GRANTS ANLST</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
33	<u>B078C METROLOGIST</u>	2	<u>GS06 SLA05P LAB TECH II</u>	2	<u>SGS07</u>
34	<u>A084C PRGM/FLD AUDIT SPEC</u>	2	<u>GS06 IIN02P INSP II</u>	2	<u>SGS05</u>
35	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
36	<u>E046C TRNG INSTRUCTOR</u>	2	<u>GS06 CTR02P TRAINER</u>	2	<u>SGS07</u>

1	<u>X157C AGRI INSPCT II</u>	51	GS05 IIN02P INSP II	51	SGS05
2	<u>X157C AGRI INSPCT II</u>	45	GS05 IIN01P INSP I	45	SGS04
3	<u>X097C AGRI SPEC</u>	1	GS05 TIW03P INVENTORY SPEC	1	SGS03
4	<u>S036C AUTO/DIESEL MECH SUPV</u>	2	GS05 PAG04P AGRI PRGM COORD	2	SGS06
5	<u>X129C CNSTRCT INSPCT</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
6	<u>B098C FOREST RANGER II</u>	64	GS05 SAL05P FOREST RNGR II	64	SGS06
7	<u>B098C FOREST RANGER II</u>	44	GS05 SAL04P FOREST RNGR I	44	SGS05
8	<u>S034C INTERSTATE TRUCK DRIV</u>	2	GS05 TAT11I TRUCK DRIVER	2	SGS06
9	<u>B093C LAND RES SPEC</u>	3	GS05 PEP01P CONS SPEC	3	SGS04
10	<u>C054C LO ADMINST SPEC</u>	10	GS05 PAS01P ADMIN ANLST	10	SGS05
11	<u>C054C LO ADMINST SPEC</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
12	<u>D081C TELECOMMS SPEC</u>	7	GS05 SIA12P DISPATCHER	7	SGS05
13	<u>C056C ADMINST SPEC III</u>	11	GS04 PAS01P ADMIN ANLST	11	SGS05
14	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS03P ADMIN SPEC	2	SGS02
15	<u>X165C AGRI INSPCT I</u>	2	GS04 IIN01P INSP I	2	SGS04
16	<u>B096C AGRI SEED ANLST</u>	4	GS04 SLA05P LAB TECH II	4	SGS07
17	<u>B096C AGRI SEED ANLST</u>	1	GS04 SLA04P LAB TECH I	1	SGS06
18	<u>S053C AUTO/DIESEL MECH</u>	4	GS04 TAT06P MECHANIC	4	SGS06
19	<u>S040C CALIBRATION TECH</u>	2	GS04 TAT02I CALIBRATION TECH	2	SGS04
20	<u>B101C NAT RES PRGM TECH</u>	5	GS04 PAG11P FORESTRY TECH	5	SGS02
21	<u>C073C ADMINST SPEC II</u>	11	GS03 PAS03P ADMIN SPEC	11	SGS02
22	<u>S060C HEAVY EQUIP OP</u>	3	GS02 TST07P TRADES SPEC	3	SGS04
23	<u>DEPARTMENT OF COMMERCE</u>				
24	<u>9902 DEPT OF COMMERCE</u>				
25	<u>SC002 ACOM SEC OF COMM</u>	1	SE05 ESE02A SEC OF COMM	1	EXE04
26	<u>G329C CHIEF WRKFRCE OFF</u>	1	SE04 EEX12A CHIEF WRKFRC OFF	1	EXE02
27	<u>N263N COMM COS</u>	1	SE03 EEX10A CHIEF OF STAFF II	1	EXE02
28	<u>A152C ACOM CFO</u>	1	SE01 FAC09C CHIEF FISCAL OFC II	1	SPC10
29	<u>U065U ACOM DEP DIR</u>	1	SE01 PPE14C WRKFRC DEP DIR	1	SPC08
30	<u>D150C ACOM CIO</u>	1	IT12 IIA03C CIO III	1	IST14
31	<u>D128C TSS DIV ADMIN</u>	1	IT11 IIA04C IT ADMIN	1	IST12
32	<u>D007C INFO SYST MGR</u>	1	IT08 IAS03P APP COORD	1	IST09
33	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS04P USER SPRT SPEC	1	IST02
34	<u>N084N AEDC MRKT & COMMS DIR</u>	1	GS15 CPR02C CHIEF OF COMMS II	1	SPC07
35	<u>N066N ACOM CHIEF COMM & LEG</u>	1	GS14 LAT04P ATTY II	1	SPC05
36	<u>R001N ADH CHIEF HR OFF</u>	1	GS13 HDH03C HR ADMIN II	1	SPC08

1	<u>G010C ACOM DIV MGR</u>	1	<u>GS12 PWD02P WRKFRC DEV PROJ CONS</u>	1	<u>SPC05</u>
2	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 PPR03C PROC MNGR</u>	1	<u>SGS10</u>
3	<u>R006C HR ADMIN</u>	1	<u>GS12 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
4	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH05P HR COORD</u>	1	<u>SGS07</u>
5	<u>A040C ACOM ADFA FISC PRGM M</u>	1	<u>GS10 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
6	<u>E074C ACOM PRGM COORD</u>	3	<u>GS10 PWD01P WRKFRC DEV COORD</u>	3	<u>SPC03</u>
7	<u>E074C ACOM PRGM COORD</u>	1	<u>GS10 PWD03P WRKFRC DEV SPEC</u>	1	<u>SPC01</u>
8	<u>G076C ADMINST SVCS MGR</u>	2	<u>GS10 FAC03P ACCT COORD</u>	2	<u>SPC03</u>
9	<u>E073C APPRENT EXPANSION COO</u>	1	<u>GS10 PWD03P WRKFRC DEV SPEC</u>	1	<u>SPC01</u>
10	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
11	<u>E075C ACOM PRGM ADVSR</u>	3	<u>GS09 PWD03P WRKFRC DEV SPEC</u>	3	<u>SPC01</u>
12	<u>A038C FISCAL SUPP MGR</u>	1	<u>GS09 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
13	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
14	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
15	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
16	<u>G093C OP MGR</u>	1	<u>GS08 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
17	<u>V007C PROC COORD</u>	1	<u>GS08 PPR02P PROC COORD</u>	1	<u>SGS07</u>
18	<u>A041C PRGM FISCAL MGR</u>	1	<u>GS08 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
19	<u>A060C SEN AUD</u>	1	<u>GS08 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
20	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
21	<u>R025C HR ANLST</u>	1	<u>GS06 HDH07P HR SPEC</u>	1	<u>SGS04</u>
22	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
23	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
24	<u>0810 DEPT OF WORKFORCE SERVICES</u>				
25	<u>G323C DIR OF AR WRKFRC CON</u>	1	<u>SE04 EEX56A WRKFRC EXEC DIR</u>	1	<u>EXE02</u>
26	<u>U037U ACOM DWS DIR</u>	1	<u>SE03 EEX55A WRKFRC DIR</u>	1	<u>SPC10</u>
27	<u>U065U ACOM DEP DIR</u>	1	<u>SE01 PPE14C WRKFRC DEP DIR</u>	1	<u>SPC08</u>
28	<u>U070U ACOM DWS DEP DIR</u>	1	<u>SE01 PPE14C WRKFRC DEP DIR</u>	1	<u>SPC08</u>
29	<u>U070U ACOM DWS DEP DIR</u>	1	<u>SE01 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
30	<u>U036U AR APP TRIBUNAL CHAIR</u>	1	<u>SE01 LAT02C APPEALS TRIB CHAIR</u>	1	<u>SPC10</u>
31	<u>U076U DWS WRKFRC INVEST DI</u>	1	<u>SE01 PCO04P COMM PRGM SUPV/EXP</u>	1	<u>SGS08</u>
32	<u>D002N STATE DB ADMIN LEAD</u>	1	<u>IT11 IIA04C IT ADMIN</u>	1	<u>IST12</u>
33	<u>D002N STATE DB ADMIN LEAD</u>	1	<u>IT11 IIA05C IT DIV MNGR</u>	1	<u>IST12</u>
34	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IIA04C IT ADMIN</u>	1	<u>IST12</u>
35	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IAS03P APP COORD</u>	1	<u>IST09</u>
36	<u>D001C STATE DB ADMIN</u>	1	<u>IT09 IDM01P DB ADMIN</u>	1	<u>IST09</u>

1	<u>D001C STATE DB ADMIN</u>	2	<u>IT09 IIS11P IT SUPV/EXP</u>	2	<u>IST09</u>
2	<u>D007C INFO SYST MGR</u>	3	<u>IT08 IAS05P APP DEVELOPER II</u>	3	<u>IST08</u>
3	<u>D017C INFO SYST SEC SPEC</u>	1	<u>IT07 IIE04C IT SEC EXP</u>	1	<u>IST10</u>
4	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 FIN03P FINAN SUPV/EXP</u>	1	<u>SPC06</u>
5	<u>D038C SEN SFTWR SUPP ANLST</u>	2	<u>IT06 IAS01P APP ANLST I</u>	2	<u>IST07</u>
6	<u>D038C SEN SFTWR SUPP ANLST</u>	6	<u>IT06 IAS04P APP DEVELOPER I</u>	6	<u>IST06</u>
7	<u>D038C SEN SFTWR SUPP ANLST</u>	2	<u>IT06 IIE02P IT SEC ANLST I</u>	2	<u>IST06</u>
8	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IUS01P USER SPPRT ANLST</u>	1	<u>IST04</u>
9	<u>D022C SYST SPEC</u>	1	<u>IT06 IAS05P APP DEVELOPER II</u>	1	<u>IST08</u>
10	<u>D061C INFO SYST COORD SPEC</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
11	<u>D052C SFTWR SUPP ANLST</u>	6	<u>IT05 IUS04P USER SPPRT SPEC</u>	6	<u>IST02</u>
12	<u>D071C COMP SUPP ANLST</u>	2	<u>IT03 IUS04P USER SPPRT SPEC</u>	2	<u>IST02</u>
13	<u>G324C ASST DIR, REEMPLOYMEN</u>	1	<u>GS15 EEX55A WRKFRC DIR</u>	1	<u>SPC10</u>
14	<u>A139C CFO</u>	1	<u>GS15 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
15	<u>G349C DWS CHIEF OF LEGAL SV</u>	1	<u>GS15 LAT06C ATTY IV</u>	1	<u>SPC09</u>
16	<u>G007N ACOM DWS GEN COUNSEL</u>	1	<u>GS14 LAT05P ATTY III</u>	1	<u>SPC08</u>
17	<u>N051N ACOM DWS ASST DIR, EM</u>	1	<u>GS13 PWD04P WRKFRC DEV SUPV/EXP</u>	1	<u>SPC06</u>
18	<u>N050N ACOM DWS ASST DIR, FI</u>	1	<u>GS13 FAC04C ACCT MNGR</u>	1	<u>SPC06</u>
19	<u>N049N ACOM DWS ASST DIR, IN</u>	1	<u>GS13 IIS01P IT COORD</u>	1	<u>IST08</u>
20	<u>N074N ACOM DWS ASST DIR, UN</u>	1	<u>GS13 PC002C COMM PRGM MNGR</u>	1	<u>SPC05</u>
21	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
22	<u>G010C ACOM DIV MGR</u>	1	<u>GS12 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
23	<u>G010C ACOM DIV MGR</u>	1	<u>GS12 PWD04P WRKFRC DEV SUPV/EXP</u>	1	<u>SPC06</u>
24	<u>G016N ACOM DWS ASST DIR GRA</u>	1	<u>GS12 PC002C COMM PRGM MNGR</u>	1	<u>SPC05</u>
25	<u>P007N ACOM DWS DIR OF COMMS</u>	1	<u>GS12 CPR08P PUB INFO SUPV/EXP</u>	1	<u>SGS08</u>
26	<u>G020C ACOM DWS PRGM ADMIN</u>	1	<u>GS12 PC002C COMM PRGM MNGR</u>	1	<u>SPC05</u>
27	<u>G020C ACOM DWS PRGM ADMIN</u>	1	<u>GS12 PWD02P WRKFRC DEV PROJ CONS</u>	1	<u>SPC05</u>
28	<u>G020C ACOM DWS PRGM ADMIN</u>	1	<u>GS12 PWD01P WRKFRC DEV COORD</u>	1	<u>SPC03</u>
29	<u>R006C HR ADMIN</u>	1	<u>GS12 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
30	<u>A031C ASST CONT</u>	1	<u>GS11 FAC04C ACCT MNGR</u>	1	<u>SPC06</u>
31	<u>A031C ASST CONT</u>	2	<u>GS11 FAC06C ASST CONTROLLER</u>	2	<u>SPC05</u>
32	<u>G047C ATRNY SPEC</u>	4	<u>GS11 LAT04P ATTY II</u>	4	<u>SPC05</u>
33	<u>G068C ACOM DWS AREA OP CHIE</u>	2	<u>GS10 PC002C COMM PRGM MNGR</u>	2	<u>SPC05</u>
34	<u>G068C ACOM DWS AREA OP CHIE</u>	1	<u>GS10 PQA02C QA MNGR</u>	1	<u>SGS09</u>
35	<u>G068C ACOM DWS AREA OP CHIE</u>	3	<u>GS10 PC004P COMM PRGM SUPV/EXP</u>	3	<u>SGS08</u>
36	<u>E074C ACOM PRGM COORD</u>	1	<u>GS10 PC004P COMM PRGM SUPV/EXP</u>	1	<u>SGS08</u>

1	<u>E074C ACOM PRGM COORD</u>	1	GS10 PC001P COMM PRGM COORD	1	SGS07
2	<u>G076C ADMINST SVCS MGR</u>	1	GS10 FFS02P FISC SPPRT COORD	1	SGS06
3	<u>G073C ATRNY</u>	6	GS10 LAT04P ATTY II	6	SPC05
4	<u>G073C ATRNY</u>	2	GS10 PC002C COMM PRGM MNGR	2	SPC05
5	<u>G073C ATRNY</u>	1	GS10 FFS03C FISC SPPRT MNGR	1	SGS09
6	<u>G073C ATRNY</u>	1	GS10 PC004P COMM PRGM SUPV/EXP	1	SGS08
7	<u>G073C ATRNY</u>	1	GS10 PC001P COMM PRGM COORD	1	SGS07
8	<u>A044C AUDIT COORD</u>	1	GS10 FAU04P AUDITOR II	1	SPC02
9	<u>G288C ACOM DWS DIV MGR</u>	2	GS09 PC004P COMM PRGM SUPV/EXP	2	SGS08
10	<u>R015C ACOM DWS EQUAL OPPORT</u>	1	GS09 HDH05P HR COORD	1	SGS07
11	<u>G243C ACOM DWS FLD MGR III</u>	2	GS09 PPE01P FIELD OFF SUPV/EXP	2	SGS07
12	<u>G110C ACOM DWS PRGM MGR</u>	1	GS09 FAC05P ACCT SUPV/EXP	1	SPC04
13	<u>G110C ACOM DWS PRGM MGR</u>	1	GS09 PWD01P WRKFRC DEV COORD	1	SPC03
14	<u>G110C ACOM DWS PRGM MGR</u>	1	GS09 FAC01P ACCOUNTANT I	1	SPC01
15	<u>G110C ACOM DWS PRGM MGR</u>	6	GS09 PC004P COMM PRGM SUPV/EXP	6	SGS08
16	<u>G110C ACOM DWS PRGM MGR</u>	1	GS09 FBU01P BUDGET ANLST	1	SGS07
17	<u>G110C ACOM DWS PRGM MGR</u>	1	GS09 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
18	<u>G110C ACOM DWS PRGM MGR</u>	1	GS09 FGM04P GRANTS SUPV/EXP	1	SGS06
19	<u>E075C ACOM PRGM ADVSR</u>	1	GS09 PWD01P WRKFRC DEV COORD	1	SPC03
20	<u>E075C ACOM PRGM ADVSR</u>	3	GS09 EEP06P ED PRGM SUPV/EXP	3	SGS10
21	<u>E075C ACOM PRGM ADVSR</u>	5	GS09 PC001P COMM PRGM COORD	5	SGS07
22	<u>R019C BUDGET MGR</u>	1	GS09 FGM02P GRANTS COORD	1	SGS05
23	<u>G109C GRANTS MGR</u>	1	GS09 FAC02P ACCOUNTANT II	1	SPC02
24	<u>G109C GRANTS MGR</u>	1	GS09 FGM02P GRANTS COORD	1	SGS05
25	<u>A082C ACCOUNTANT II</u>	1	GS08 FBU01P BUDGET ANLST	1	SGS07
26	<u>G128C ACOM DWS FLD MGR II</u>	1	GS08 PC004P COMM PRGM SUPV/EXP	1	SGS08
27	<u>G128C ACOM DWS FLD MGR II</u>	1	GS08 PC001P COMM PRGM COORD	1	SGS07
28	<u>G128C ACOM DWS FLD MGR II</u>	10	GS08 PPE01P FIELD OFF SUPV/EXP	10	SGS07
29	<u>G128C ACOM DWS FLD MGR II</u>	2	GS08 PC003P COMM PRGM SPEC	2	SGS06
30	<u>G127C ACOM DWS PRGM OP MGR</u>	13	GS08 PC004P COMM PRGM SUPV/EXP	13	SGS08
31	<u>G127C ACOM DWS PRGM OP MGR</u>	1	GS08 PPR05P PROC SUPV/EXP	1	SGS08
32	<u>G127C ACOM DWS PRGM OP MGR</u>	13	GS08 PC001P COMM PRGM COORD	13	SGS07
33	<u>G127C ACOM DWS PRGM OP MGR</u>	2	GS08 PC003P COMM PRGM SPEC	2	SGS06
34	<u>G114C ACOM DWS WRKFRC INVE</u>	2	GS08 PC001P COMM PRGM COORD	2	SGS07
35	<u>R021C BUDGET ANLST</u>	1	GS08 FAC01P ACCOUNTANT I	1	SPC01
36	<u>R021C BUDGET ANLST</u>	1	GS08 FBU01P BUDGET ANLST	1	SGS07

1	<u>A116C BUS OP MGR</u>	1	GS08 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
2	<u>A066C INT AUD</u>	4	GS08 FAU04P AUDITOR II	4	SPC02
3	<u>R014C PERSONNEL MGR</u>	1	GS08 HDH05P HR COORD	1	SGS07
4	<u>V007C PROC COORD</u>	1	GS08 PPR02P PROC COORD	1	SGS07
5	<u>A041C PRGM FISCAL MGR</u>	1	GS08 FFS02P FISC SPPRT COORD	1	SGS06
6	<u>A060C SEN AUD</u>	4	GS08 FAU04P AUDITOR II	4	SPC02
7	<u>A060C SEN AUD</u>	1	GS08 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
8	<u>A089C ACCOUNTANT I</u>	2	GS07 FAC01P ACCOUNTANT I	2	SPC01
9	<u>A089C ACCOUNTANT I</u>	1	GS07 FAU03P AUDITOR I	1	SPC01
10	<u>A089C ACCOUNTANT I</u>	1	GS07 FGM02P GRANTS COORD	1	SGS05
11	<u>G149C ACOM DWS FLD MGR I</u>	2	GS07 PPE01P FIELD OFF SUPV/EXP	2	SGS07
12	<u>G149C ACOM DWS FLD MGR I</u>	1	GS07 PCR03P CLAIMS REV SUPV/EXP	1	SGS06
13	<u>G149C ACOM DWS FLD MGR I</u>	3	GS07 PCO03P COMM PRGM SPEC	3	SGS06
14	<u>G149C ACOM DWS FLD MGR I</u>	1	GS07 ILS02I HEARING OFF	1	SGS06
15	<u>G149C ACOM DWS FLD MGR I</u>	3	GS07 PPE02P PROG ELIG SPEC I	3	SGS05
16	<u>G181C ACOM DWS PRGM MONITOR</u>	7	GS07 FAU03P AUDITOR I	7	SPC01
17	<u>G181C ACOM DWS PRGM MONITOR</u>	1	GS07 PCO04P COMM PRGM SUPV/EXP	1	SGS08
18	<u>G181C ACOM DWS PRGM MONITOR</u>	1	GS07 HDH05P HR COORD	1	SGS07
19	<u>G181C ACOM DWS PRGM MONITOR</u>	2	GS07 PCR03P CLAIMS REV SUPV/EXP	2	SGS06
20	<u>G181C ACOM DWS PRGM MONITOR</u>	34	GS07 PCO03P COMM PRGM SPEC	34	SGS06
21	<u>G181C ACOM DWS PRGM MONITOR</u>	1	GS07 FFS02P FISC SPPRT COORD	1	SGS06
22	<u>G181C ACOM DWS PRGM MONITOR</u>	2	GS07 ILS02I HEARING OFF	2	SGS06
23	<u>G181C ACOM DWS PRGM MONITOR</u>	1	GS07 PPE03P PROG ELIG SPEC II	1	SGS06
24	<u>G181C ACOM DWS PRGM MONITOR</u>	3	GS07 PPE02P PROG ELIG SPEC I	3	SGS05
25	<u>G209C ACOM DWS PRGM SUPV</u>	1	GS07 PCO04P COMM PRGM SUPV/EXP	1	SGS08
26	<u>G209C ACOM DWS PRGM SUPV</u>	1	GS07 PCO01P COMM PRGM COORD	1	SGS07
27	<u>G209C ACOM DWS PRGM SUPV</u>	4	GS07 PCR03P CLAIMS REV SUPV/EXP	4	SGS06
28	<u>G209C ACOM DWS PRGM SUPV</u>	8	GS07 PCO03P COMM PRGM SPEC	8	SGS06
29	<u>G209C ACOM DWS PRGM SUPV</u>	6	GS07 PCR01P CLAIMS REV ANLST	6	SGS05
30	<u>G209C ACOM DWS PRGM SUPV</u>	2	GS07 PPE02P PROG ELIG SPEC I	2	SGS05
31	<u>G196C ACOM DWS SAT OFF SUPV</u>	5	GS07 PCO03P COMM PRGM SPEC	5	SGS06
32	<u>G196C ACOM DWS SAT OFF SUPV</u>	1	GS07 PPE02P PROG ELIG SPEC I	1	SGS05
33	<u>A085C ACOM DWS SR FLD TAX R</u>	2	GS07 FAU03P AUDITOR I	2	SPC01
34	<u>G138C AGENCY ADMINST REV OF</u>	1	GS07 PCO03P COMM PRGM SPEC	1	SGS06
35	<u>G138C AGENCY ADMINST REV OF</u>	7	GS07 ILS02I HEARING OFF	7	SGS06
36	<u>R024C ASST PERSONNEL MGR</u>	1	GS07 HDH05P HR COORD	1	SGS07

1	<u>A081C AUD</u>	1	GS07 FAC01P ACCOUNTANT I	1	SPC01
2	<u>A081C AUD</u>	2	GS07 FAU03P AUDITOR I	2	SPC01
3	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PC001P COMM PRGM COORD	1	SGS07
4	<u>C010C EXEC ASST TO THE DIR</u>	2	GS07 PAS08I EXEC ASST	2	SGS07
5	<u>A075C FINAN ANLST I</u>	2	GS07 FFS02P FISC SPPRT COORD	2	SGS06
6	<u>S017C MAINT COORD</u>	1	GS07 TMA04P MAINT SUPV/EXP	1	SGS06
7	<u>A065C PYRLI SVCS COORD</u>	1	GS07 HDH05P HR COORD	1	SGS07
8	<u>A073C PRGM/FLD AUD SUPV</u>	1	GS07 FAU03P AUDITOR I	1	SPC01
9	<u>A073C PRGM/FLD AUD SUPV</u>	1	GS07 PCA03P CLAIMS SUPV/EXP	1	SGS08
10	<u>X047C REAL ESTATE MGR</u>	1	GS07 PPR02P PROC COORD	1	SGS07
11	<u>E040C STAFF DEV COORD</u>	1	GS07 PC003P COMM PRGM SPEC	1	SGS06
12	<u>A092C ACOM DWS FLD TAX REP</u>	2	GS06 FAU04P AUDITOR II	2	SPC02
13	<u>A092C ACOM DWS FLD TAX REP</u>	12	GS06 PC005P TAX SPEC	12	SGS04
14	<u>C032C ACOM DWS UI CLAIM TEC</u>	1	GS06 PPE02P PROG ELIG SPEC I	1	SGS05
15	<u>C032C ACOM DWS UI CLAIM TEC</u>	1	GS06 PC005P TAX SPEC	1	SGS04
16	<u>C032C ACOM DWS UI CLAIM TEC</u>	7	GS06 PAS03P ADMIN SPEC	7	SGS02
17	<u>X139C ACOM DWS UI INVSTIGTR</u>	8	GS06 IIV03P INVEST II	8	SGS05
18	<u>X139C ACOM DWS UI INVSTIGTR</u>	1	GS06 PPE02P PROG ELIG SPEC I	1	SGS05
19	<u>X139C ACOM DWS UI INVSTIGTR</u>	1	GS06 PC005P TAX SPEC	1	SGS04
20	<u>G217C ACOM DWS WRKFRCE SPEC</u>	1	GS06 FFS02P FISC SPPRT COORD	1	SGS06
21	<u>G217C ACOM DWS WRKFRCE SPEC</u>	9	GS06 PAS01P ADMIN ANLST	9	SGS05
22	<u>G217C ACOM DWS WRKFRCE SPEC</u>	3	GS06 IIV03P INVEST II	3	SGS05
23	<u>G217C ACOM DWS WRKFRCE SPEC</u>	160	GS06 PPE02P PROG ELIG SPEC I	160	SGS05
24	<u>G217C ACOM DWS WRKFRCE SPEC</u>	15	GS06 PC005P TAX SPEC	15	SGS04
25	<u>G217C ACOM DWS WRKFRCE SPEC</u>	3	GS06 PAS03P ADMIN SPEC	3	SGS02
26	<u>C037C ADMINST ANLST</u>	10	GS06 PAS01P ADMIN ANLST	10	SGS05
27	<u>C037C ADMINST ANLST</u>	1	GS06 IIV03P INVEST II	1	SGS05
28	<u>R027C BUDGET SPEC</u>	2	GS06 FBU03P BUDGET SPEC	2	SGS05
29	<u>R027C BUDGET SPEC</u>	1	GS06 HDH07P HR SPEC	1	SGS04
30	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 FAC01P ACCOUNTANT I	1	SPC01
31	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 HDH05P HR COORD	1	SGS07
32	<u>A074C FISCAL SUPP SUPV</u>	2	GS06 FFS02P FISC SPPRT COORD	2	SGS06
33	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 FFS04P FISC SPPRT SPEC	1	SGS04
34	<u>R025C HR ANLST</u>	1	GS06 HDH07P HR SPEC	1	SGS04
35	<u>G179C LEGAL SVCS SPEC</u>	1	GS06 ILS03I LEGAL SPPRT SPEC	1	SGS06
36	<u>S033C MAINT SUPV</u>	3	GS06 TMA03P MAINT SPEC	3	SGS04

1	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	GS06 FFS02P FISC SPPRT COORD	1	SGS06
2	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	GS06 IIN02P INSP II	1	SGS05
3	<u>B076C RSRCH PROJ ANLST</u>	8	GS06 PAS01P ADMIN ANLST	8	SGS05
4	<u>B076C RSRCH PROJ ANLST</u>	1	GS06 PCR01P CLAIMS REV ANLST	1	SGS05
5	<u>E046C TRNG INSTRUCTOR</u>	11	GS06 PPE02P PROG ELIG SPEC I	11	SGS05
6	<u>C050C ADMINST SUPP SUPV</u>	1	GS05 PAS03P ADMIN SPEC	1	SGS02
7	<u>V014C BUYER</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
8	<u>G220C DWS UNIT SUPV</u>	1	GS05 PCO03P COMM PRGM SPEC	1	SGS06
9	<u>A091C FISCAL SUPP ANLST</u>	8	GS05 FFS04P FISC SPPRT SPEC	8	SGS04
10	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 HDH07P HR SPEC	1	SGS04
11	<u>S032C PRINT SHOP SUPV</u>	1	GS05 TST07P TRADES SPEC	1	SGS04
12	<u>S031C SKILLED TRADESMAN</u>	1	GS05 TST04P SKILL TRADES	1	SGS06
13	<u>C056C ADMINST SPEC III</u>	9	GS04 PAS02P ADMIN COORD	9	SGS04
14	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
15	<u>A098C FISCAL SUPP SPEC</u>	1	GS04 PPR04P PROC SPEC	1	SGS05
16	<u>A098C FISCAL SUPP SPEC</u>	11	GS04 FFS04P FISC SPPRT SPEC	11	SGS04
17	<u>A098C FISCAL SUPP SPEC</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
18	<u>R036C HR SPEC</u>	2	GS04 HDH07P HR SPEC	2	SGS04
19	<u>C046C LEGAL SUPP SPEC</u>	8	GS04 PAS01P ADMIN ANLST	8	SGS05
20	<u>C046C LEGAL SUPP SPEC</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
21	<u>S046C MAINT TECH</u>	1	GS04 TMA05P MAINT TECH	1	SGS03
22	<u>X183C ACOM DWS CLAIMS ADJ</u>	3	GS03 PCR02P CLAIMS REV SPEC	3	SGS03
23	<u>X183C ACOM DWS CLAIMS ADJ</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02
24	<u>C073C ADMINST SPEC II</u>	8	GS03 PAS03P ADMIN SPEC	8	SGS02
25	<u>C087C ADMINST SPEC I</u>	2	GS02 PAS03P ADMIN SPEC	2	SGS02
26	<u>0790 AR ECONOMIC DEVELOPMENT COMM</u>				
27	<u>U055U ACOM AEDC DIR</u>	1	SE04 EEX01A AEDC EXEC DIR	1	EXE02
28	<u>N214N AEDC EXEC VP GLOBAL B</u>	1	SE01 FAC04C ACCT MNGR	1	SPC06
29	<u>U063U ACOM CIO</u>	1	SE01 PPE04C ECON DEV ADMIN	1	SPC08
30	<u>D029C SEN GIS ANLST</u>	1	IT07 IGI01P GIS ANLST	1	IST05
31	<u>N062N AEDC BUS DEV DIV DIR</u>	1	GS15 PPE04C ECON DEV ADMIN	1	SPC08
32	<u>N061N AEDC BUS FINAN DIR</u>	1	GS15 PED04P ECON DEV SUPV/EXP	1	SPC07
33	<u>N225N AEDC EXEC VP& GC</u>	1	GS15 PED04P ECON DEV SUPV/EXP	1	SPC07
34	<u>N085N AEDC DIR TECH & ENTRE</u>	1	GS14 PPE04C ECON DEV ADMIN	1	SPC08
35	<u>G294C ACOM AEDC SEN COUNSEL</u>	1	GS14 PED02P ECON DEV PROJ CONS	1	SPC06
36	<u>N059N AEDC TRNG DIV DIR</u>	1	GS14 PPE14C WRKFRC DEP DIR	1	SPC08

1	<u>B139C AEDC DIR OF EPSCOR</u>	1	GS13 PED04P ECON DEV SUPV/EXP	1	SPC07
2	<u>B139C AEDC DIR OF EPSCOR</u>	1	GS13 PED02P ECON DEV PROJ CONS	1	SPC06
3	<u>B140C AEDC MANU SOLUTIONS D</u>	1	GS13 PC002C COMM PRGM MNGR	1	SPC05
4	<u>N196N MIL AFFRS DIR</u>	1	GS13 PED04P ECON DEV SUPV/EXP	1	SPC07
5	<u>G034N AEDC ASST DIR SALES A</u>	1	GS12 PWD02P WRKFRC DEV PROJ CONS	1	SPC05
6	<u>G245C AEDC DIR COMM DEV & I</u>	1	GS12 PED02P ECON DEV PROJ CONS	1	SPC06
7	<u>G014C AEDC DIR OF COMM DEV</u>	1	GS12 PED02P ECON DEV PROJ CONS	1	SPC06
8	<u>B018N ACOM AEDC FLD ENG</u>	3	GS12 PED04P ECON DEV SUPV/EXP	3	SPC07
9	<u>G035N AEDC SALES AND MRKTNG</u>	1	GS12 PED04P ECON DEV SUPV/EXP	1	SPC07
10	<u>G273C AEDC SEN PROJ CONS</u>	1	GS12 PED04P ECON DEV SUPV/EXP	1	SPC07
11	<u>G273C AEDC SEN PROJ CONS</u>	3	GS12 PED02P ECON DEV PROJ CONS	3	SPC06
12	<u>G015C AEDC SMALL/MIN BUS DI</u>	1	GS12 PED04P ECON DEV SUPV/EXP	1	SPC07
13	<u>U099U ACOM DIR OF RURAL SVC</u>	1	GS12 PC002C COMM PRGM MNGR	1	SPC05
14	<u>G025C ATRNY SUPV</u>	1	GS12 LAT04P ATTY II	1	SPC05
15	<u>B016C AEDC ASST DIR EPSCOR</u>	1	GS11 PC002C COMM PRGM MNGR	1	SPC05
16	<u>P076C AEDC DIG MRKTNG DIR</u>	1	GS11 CPR05P PUB INFO COORD	1	SGS07
17	<u>G062C ACOM AEDC PROJ CONS</u>	5	GS11 PED02P ECON DEV PROJ CONS	5	SPC06
18	<u>G062C ACOM AEDC PROJ CONS</u>	21	GS11 PED03P ECON DEV SPEC	21	SPC02
19	<u>G062C ACOM AEDC PROJ CONS</u>	2	GS11 PC001P COMM PRGM COORD	2	SGS07
20	<u>G062C ACOM AEDC PROJ CONS</u>	2	GS11 FFS02P FISC SPRT COORD	2	SGS06
21	<u>G048C AEDC STRAT PLNNG ASST</u>	1	GS11 CPR08P PUB INFO SUPV/EXP	1	SGS08
22	<u>A052C ACCNTNG COORD</u>	1	GS09 FAC02P ACCOUNTANT II	1	SPC02
23	<u>P004C PUB INFO MGR</u>	1	GS09 CPR05P PUB INFO COORD	1	SGS07
24	<u>R021C BUDGET ANLST</u>	1	GS08 FBU01P BUDGET ANLST	1	SGS07
25	<u>A116C BUS OP MGR</u>	1	GS08 PAS01P ADMIN ANLST	1	SGS05
26	<u>G126C FINAN PRGM COORD</u>	1	GS08 FFS02P FISC SPRT COORD	1	SGS06
27	<u>A041C PRGM FISCAL MGR</u>	1	GS08 PAS08I EXEC ASST	1	SGS07
28	<u>E023C TRNG PROJ MGR</u>	2	GS08 PED03P ECON DEV SPEC	2	SPC02
29	<u>G159C DEPT BUS COORD</u>	1	GS07 PED03P ECON DEV SPEC	1	SPC02
30	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS08I EXEC ASST	1	SGS07
31	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 FFS02P FISC SPRT COORD	1	SGS06
32	<u>G147C GRANTS COORD</u>	1	GS07 FGM02P GRANTS COORD	1	SGS05
33	<u>C037C ADMINST ANLST</u>	2	GS06 PAS01P ADMIN ANLST	2	SGS05
34	<u>R022C BENE COORD</u>	1	GS06 HBE02P BENE COORD	1	SGS06
35	<u>P027C PUB INFO SPEC</u>	1	GS06 CPR08P PUB INFO SUPV/EXP	1	SGS08
36	<u>P027C PUB INFO SPEC</u>	1	GS06 CME03P GRAPHIC ARTIST	1	SGS07

1	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
2	<u>C056C ADMINST SPEC III</u>	6	<u>GS04 PAS02P ADMIN COORD</u>	6	<u>SGS04</u>
3	<u>0520 ADWS - REHABILITATION SERVICES</u>				
4	<u>U012U REHAB SVCS COMM</u>	1	<u>SE01 PPE14C WRKFRC DEP DIR</u>	1	<u>SPC08</u>
5	<u>L013N GEN PHYS</u>	1	<u>MP06 MPH03P PHYSC</u>	1	<u>MED10</u>
6	<u>L013N GEN PHYS</u>	1	<u>MP06 MNU04P NURSE PRACTITIONER</u>	1	<u>MED08</u>
7	<u>L021N PHYSICAL THERAPIST</u>	1	<u>MP03 MLM03C OCCUPATIONAL THER</u>	1	<u>MED07</u>
8	<u>L003C PSYCHOLOGIST</u>	2	<u>MP03 MPS03P PSYCHOLOGIST I</u>	2	<u>MED08</u>
9	<u>L022N OCCU THERAPIST</u>	2	<u>MP02 MLM03C OCCUPATIONAL THER</u>	2	<u>MED07</u>
10	<u>L022N OCCU THERAPIST</u>	1	<u>MP02 MRE01C REHAB ADMIN</u>	1	<u>MED06</u>
11	<u>L032C RN - HOSP</u>	2	<u>MP01 MRE01C REHAB ADMIN</u>	2	<u>MED06</u>
12	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IIA04C IT ADMIN</u>	1	<u>IST12</u>
13	<u>D022N IT SEN PROJ MGR</u>	2	<u>IT09 IIP03P IT SR PROJ MNGR</u>	2	<u>IST10</u>
14	<u>D012C DB SPEC</u>	1	<u>IT08 IDM02P DB ANLST</u>	1	<u>IST07</u>
15	<u>D028C SEN SFTWR SUPP SPEC</u>	1	<u>IT07 IIE02P IT SEC ANLST I</u>	1	<u>IST06</u>
16	<u>D028C SEN SFTWR SUPP SPEC</u>	2	<u>IT07 IUS02P USER SPPRT COORD</u>	2	<u>IST05</u>
17	<u>D038C SEN SFTWR SUPP ANLST</u>	2	<u>IT06 IUS01P USER SPPRT ANLST</u>	2	<u>IST04</u>
18	<u>D022C SYST SPEC</u>	1	<u>IT06 IUS02P USER SPPRT COORD</u>	1	<u>IST05</u>
19	<u>D063C COMP SUPP SPEC</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
20	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
21	<u>D064C WEBSITE DEV</u>	1	<u>IT04 IAS08I WEBSITE SPEC</u>	1	<u>IST05</u>
22	<u>N125N ACOM DSB DEP DIR SVCS</u>	1	<u>GS15 PPE14C WRKFRC DEP DIR</u>	1	<u>SPC08</u>
23	<u>N172N ACOM REHAB OP DIR</u>	3	<u>GS13 PCO02C COMM PRGM MNGR</u>	3	<u>SPC05</u>
24	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 FFS01C FISC SPPRT ADMIN</u>	1	<u>SGS10</u>
25	<u>P078C ACOM ARS DIR OF COMMS</u>	1	<u>GS12 CPR08P PUB INFO SUPV/EXP</u>	1	<u>SGS08</u>
26	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 LAT05P ATTY III</u>	1	<u>SPC08</u>
27	<u>R006C HR ADMIN</u>	1	<u>GS12 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
28	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
29	<u>G021C ACOM DSB ASST DIR</u>	1	<u>GS11 PCO02C COMM PRGM MNGR</u>	1	<u>SPC05</u>
30	<u>E005C ACOM REHAB DIR OF VOC</u>	1	<u>GS10 MRE01C REHAB ADMIN</u>	1	<u>MED06</u>
31	<u>G040C ACOM REHAB DIR - SPCL</u>	1	<u>GS10 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
32	<u>G040C ACOM REHAB DIR - SPCL</u>	3	<u>GS10 MRE01C REHAB ADMIN</u>	3	<u>MED06</u>
33	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FGM04P GRANTS SUPV/EXP</u>	1	<u>SGS06</u>
34	<u>G070C ACOM DIR OF FLD OP</u>	1	<u>GS09 PCO04P COMM PRGM SUPV/EXP</u>	1	<u>SGS08</u>
35	<u>G303C ACOM DSB PRGM ADMIN</u>	2	<u>GS09 PCO04P COMM PRGM SUPV/EXP</u>	2	<u>SGS08</u>
36	<u>L037C ACOM REHAB AREA MGR</u>	16	<u>GS09 MRE04C REHAB MNGR</u>	16	<u>MED05</u>

1	<u>E011C ACOM VOC ED COORD</u>	4	GS09 PC004P COMM PRGM SUPV/EXP	4	SGS08
2	<u>M009C LIC CERT SOCIAL WRKR</u>	1	GS09 SCM03P LIC CLIN SOC WORKER	1	SPC03
3	<u>M009C LIC CERT SOCIAL WRKR</u>	2	GS09 PQA04P QA SUPV/EXP	2	SGS08
4	<u>L033C PSYCHOLOGICAL EXAM</u>	1	GS09 SCM03P LIC CLIN SOC WORKER	1	SPC03
5	<u>L033C PSYCHOLOGICAL EXAM</u>	7	GS09 MPS02P PSYCH EXAM	7	MED03
6	<u>X038C QA MGR</u>	4	GS09 PQA04P QA SUPV/EXP	4	SGS08
7	<u>L098C CERT VOC REHAB CNSLR</u>	1	GS08 FGM02P GRANTS COORD	1	SGS05
8	<u>L098C CERT VOC REHAB CNSLR</u>	61	GS08 MRE06P VOC REHAB COUNSELOR	61	MED04
9	<u>L098C CERT VOC REHAB CNSLR</u>	56	GS08 MRE02P REHAB COORD	56	MED02
10	<u>E026C ED & INSTRCTN COORD</u>	1	GS08 EEP03P ED PRGM COORD	1	SGS07
11	<u>S004C MAINT MGR</u>	1	GS08 TFM01P FACILITY COORD	1	SGS04
12	<u>V007C PROC COORD</u>	1	GS08 PPR02P PROC COORD	1	SGS07
13	<u>X062C QA COORD</u>	5	GS08 PQA01P QA COORD	5	SGS07
14	<u>G121C REHAB PRGM MGR</u>	12	GS08 MRE04C REHAB MNGR	12	MED05
15	<u>A060C SEN AUD</u>	1	GS08 HDH05P HR COORD	1	SGS07
16	<u>E023C TRNG PROJ MGR</u>	2	GS08 CTR02P TRAINER	2	SGS07
17	<u>G163C ACOM REHAB PRGM COORD</u>	11	GS07 MRE02P REHAB COORD	11	MED02
18	<u>L057C ACOM REHAB SVS FCLTY</u>	2	GS07 PQA03P QA SPEC	2	SGS06
19	<u>M032C ACOM VOC REHAB PLCMNT</u>	15	GS07 PPE02P PROG ELIG SPEC I	15	SGS05
20	<u>R024C ASST PERSONNEL MGR</u>	1	GS07 HDH07P HR SPEC	1	SGS04
21	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS08I EXEC ASST	1	SGS07
22	<u>G147C GRANTS COORD</u>	2	GS07 FGM02P GRANTS COORD	2	SGS05
23	<u>S017C MAINT COORD</u>	1	GS07 TMA04P MAINT SUPV/EXP	1	SGS06
24	<u>A065C PYRLS SVCS COORD</u>	1	GS07 HDH07P HR SPEC	1	SGS04
25	<u>E040C STAFF DEV COORD</u>	2	GS07 CTR02P TRAINER	2	SGS07
26	<u>C037C ADMINST ANLST</u>	11	GS06 PAS01P ADMIN ANLST	11	SGS05
27	<u>C037C ADMINST ANLST</u>	1	GS06 PAS02P ADMIN COORD	1	SGS04
28	<u>G172C CREER PLNNG & PLAC CO</u>	1	GS06 MRE02P REHAB COORD	1	MED02
29	<u>E043C CERT VOC TCHR</u>	2	GS06 ETF07P VOC INSTRUCTOR	2	SGS08
30	<u>E043C CERT VOC TCHR</u>	1	GS06 ETF05P TEACHER I	1	SGS06
31	<u>E043C CERT VOC TCHR</u>	1	GS06 MNU01P LPN	1	MED02
32	<u>E043C CERT VOC TCHR</u>	3	GS06 MRE02P REHAB COORD	3	MED02
33	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 FFS05P FISC SPRT SUPV/EXP	1	SGS07
34	<u>G214C GRANTS SPEC</u>	2	GS06 FGM01P GRANTS ANLST	2	SGS04
35	<u>R025C HR ANLST</u>	2	GS06 HDH07P HR SPEC	2	SGS04
36	<u>M050C INTERP</u>	1	GS06 CPR04I INTERPRETER	1	SGS07

1	<u>M050C INTERP</u>	3	GS06 PAS03P ADMIN SPEC	3	SGS02
2	<u>S033C MAINT SUPV</u>	1	GS06 TMA04P MAINT SUPV/EXP	1	SGS06
3	<u>P031C MEDIA SPEC</u>	1	GS06 CME04P MEDIA SPEC	1	SGS05
4	<u>P027C PUB INFO SPEC</u>	1	GS06 CPR07P PUB INFO SPEC	1	SGS06
5	<u>T062C PUB SAFE DIR</u>	1	GS06 SSE03P SEC SUPV/EXP	1	SGS06
6	<u>L051C REHAB CNSLR</u>	2	GS06 MRE02P REHAB COORD	2	MED02
7	<u>B076C RSRCH PROJ ANLST</u>	1	GS06 IUS04P USER SPRT SPEC	1	IST02
8	<u>S022C SKILLED TRADES SUPV</u>	1	GS06 TST05P SKILL TRADES SUPV/EXP	1	SGS07
9	<u>C036C ADMINST REV ANLST</u>	2	GS05 PAS01P ADMIN ANLST	2	SGS05
10	<u>C022C BUS OP SPEC</u>	1	GS05 FFS04P FISC SPRT SPEC	1	SGS04
11	<u>V014C BUYER</u>	2	GS05 PPR04P PROC SPEC	2	SGS05
12	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
13	<u>A091C FISCAL SUPP ANLST</u>	6	GS05 FFS04P FISC SPRT SPEC	6	SGS04
14	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 PAS03P ADMIN SPEC	1	SGS02
15	<u>C054C LO ADMINST SPEC</u>	4	GS05 PAS03P ADMIN SPEC	4	SGS02
16	<u>V018C WRHS MGR</u>	1	GS05 TIW03P INVENTORY SPEC	1	SGS03
17	<u>C056C ADMINST SPEC III</u>	22	GS04 PAS02P ADMIN COORD	22	SGS04
18	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
19	<u>A098C FISCAL SUPP SPEC</u>	2	GS04 FFS04P FISC SPRT SPEC	2	SGS04
20	<u>V020C INVNTY CONT MGR</u>	1	GS04 TIW04P INVENTORY SUPV/EXP	1	SGS05
21	<u>V022C PURCHASING TECH</u>	1	GS04 PPR04P PROC SPEC	1	SGS05
22	<u>C043C REC MNGMT ANLST</u>	2	GS04 PAS02P ADMIN COORD	2	SGS04
23	<u>C043C REC MNGMT ANLST</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
24	<u>S099C STATIONARY ENG</u>	1	GS04 TST07P TRADES SPEC	1	SGS04
25	<u>V023C STOREROOM SUPV</u>	1	GS04 PPR04P PROC SPEC	1	SGS05
26	<u>C073C ADMINST SPEC II</u>	75	GS03 PAS03P ADMIN SPEC	75	SGS02
27	<u>S056C FOOD PREP SUPV</u>	1	GS03 TFS05P KITCHEN SUPV/EXP	1	SGS03
28	<u>M081C RES CARE SHIFT SUPV</u>	1	GS03 PRC04P RES CRE SPEC	1	SGS01
29	<u>C087C ADMINST SPEC I</u>	4	GS02 PAS03P ADMIN SPEC	4	SGS02
30	<u>S068C FOOD PREP COORD</u>	1	GS02 TFS01P COOK	1	SGS01
31	<u>M076C REC ACTIVITY LEAD II</u>	1	GS02 PRC04P RES CRE SPEC	1	SGS01
32	<u>M083C RES CARE TECH</u>	2	GS02 PRC04P RES CRE SPEC	2	SGS01
33	<u>S087C INST SVCS ASST</u>	1	GS01 THO01P HOUSEKEEP	1	SGS01
34	<u>0425 STATE INSURANCE DEPARTMENT</u>				
35	<u>U047U ACOM STATE INS COMM</u>	1	SE03 EEX23A INS COMM	1	EXE02
36	<u>U042U ACOM INS CHIEF DEP CO</u>	1	SE02 PPE06C INS DEP COMMISH	1	SPC10

1	<u>N025N ACOM INS DEP COMM INF</u>	1	<u>SE01 IIA04C IT ADMIN</u>	1	<u>IST12</u>
2	<u>D028N REG HEALTH LINK TECH</u>	1	<u>IT10 IDA02C DATA ENGINEER</u>	1	<u>IST12</u>
3	<u>D010N ACOM INS CTO</u>	1	<u>IT08 IIS06P IT INFRA COORD</u>	1	<u>IST08</u>
4	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IAS06C APP SUPV/EXP</u>	1	<u>IST10</u>
5	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IAS04P APP DEVELOPER I</u>	1	<u>IST06</u>
6	<u>D022C SYST SPEC</u>	2	<u>IT06 IAS04P APP DEVELOPER I</u>	2	<u>IST06</u>
7	<u>D022C SYST SPEC</u>	2	<u>IT06 IIS04P IT INFRA ANLST</u>	2	<u>IST06</u>
8	<u>D052C SFTWR SUPP ANLST</u>	3	<u>IT05 IUS04P USER SPPRT SPEC</u>	3	<u>IST02</u>
9	<u>D044C SYST ANLST</u>	1	<u>IT05 IUS05P USER SPPRT SUPV/EXP</u>	1	<u>IST06</u>
10	<u>N014N ACOM INS DEP COMM FIN</u>	1	<u>GS15 PPE06C INS DEP COMMISH</u>	1	<u>SPC10</u>
11	<u>N201N DEP COMM OF CRIM INVE</u>	1	<u>GS15 PPE06C INS DEP COMMISH</u>	1	<u>SPC10</u>
12	<u>G018N ACOM DIR RISK MNGMT</u>	1	<u>GS14 PRM02C RISK MNGMNT MNGR</u>	1	<u>SPC07</u>
13	<u>N140N ACOM INS ASST DEP COM</u>	3	<u>GS14 FIF06P INS EXAM SUPV/EXP</u>	3	<u>SPC07</u>
14	<u>A128C ACOM INS CLAIMS DIR P</u>	1	<u>GS14 PPE10C PUB EMP CLAIMS MNGR</u>	1	<u>SPC09</u>
15	<u>N190N ACOM INS GEN COUNSEL</u>	1	<u>GS14 LAT06C ATTY IV</u>	1	<u>SPC09</u>
16	<u>X002N P&C MGR</u>	1	<u>GS14 PCO02C COMM PRGM MNGR</u>	1	<u>SPC05</u>
17	<u>A004N CERT FINAN EXAM MGR</u>	3	<u>GS13 FIF05P INS EXAM III</u>	3	<u>SPC06</u>
18	<u>G019C GEN COUNSEL</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
19	<u>G004C MANAGING ATRNY</u>	3	<u>GS13 LAT05P ATTY III</u>	3	<u>SPC08</u>
20	<u>G043N RISK MNGMT ASST DIR</u>	1	<u>GS13 PRM03P RISK MNGMNT SUPV/EXP</u>	1	<u>SPC05</u>
21	<u>G010C ACOM DIV MGR</u>	1	<u>GS12 MPA01P PHARMACIST</u>	1	<u>MED09</u>
22	<u>G025C ATRNY SUPV</u>	1	<u>GS12 LAT05P ATTY III</u>	1	<u>SPC08</u>
23	<u>A004C CERT FINAN EXAM</u>	2	<u>GS12 FIF01P CERT FINAN EXAM</u>	2	<u>SPC06</u>
24	<u>A004C CERT FINAN EXAM</u>	8	<u>GS12 FIF04P INS EXAM II</u>	8	<u>SPC03</u>
25	<u>A004C CERT FINAN EXAM</u>	1	<u>GS12 FBF03P BANK EXAM II</u>	1	<u>SPC02</u>
26	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
27	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
28	<u>G047C ATRNY SPEC</u>	6	<u>GS11 LAT04P ATTY II</u>	6	<u>SPC05</u>
29	<u>G047C ATRNY SPEC</u>	1	<u>GS11 SRL03P ENFRMNT AGENT III</u>	1	<u>LES05</u>
30	<u>A007C AUDIT MGR</u>	1	<u>GS11 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
31	<u>P074C ACOM AID PUB INFO OFF</u>	1	<u>GS10 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
32	<u>X009C ACOM INS DEPT DIR OF</u>	1	<u>GS10 SRL01P ENFRMNT AGENT I</u>	1	<u>LES03</u>
33	<u>G259C ACOM INS PRGM MGR</u>	4	<u>GS10 PCO04P COMM PRGM SUPV/EXP</u>	4	<u>SGS08</u>
34	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
35	<u>A044C AUDIT COORD</u>	1	<u>GS10 PCO02C COMM PRGM MNGR</u>	1	<u>SPC05</u>
36	<u>X032C ACOM SEN SECS EXAM</u>	1	<u>GS09 FIF08P SEC EXAM II</u>	1	<u>SPC03</u>

1	<u>G241C HEALTH INFO TECH OPER</u>	1	GS09 PC001P COMM PRGM COORD	1	SGS07
2	<u>A042C INS SEN EXAM</u>	6	GS09 FIF04P INS EXAM II	6	SPC03
3	<u>X020C ACOM BURIAL ASSOCIATI</u>	1	GS08 PPE02C BURIAL ASSOC BD COORD	1	SGS08
4	<u>X018C ACOM INS CONS PROTECT</u>	1	GS08 PC004P COMM PRGM SUPV/EXP	1	SGS08
5	<u>X017C ACOM INS LIC MGR</u>	1	GS08 PC004P COMM PRGM SUPV/EXP	1	SGS08
6	<u>G304C ACOM WRKRS' COMP PROG</u>	1	GS08 PC004P COMM PRGM SUPV/EXP	1	SGS08
7	<u>X192C ASST DIR FRAUD INVSTI</u>	1	GS08 PQA01P QA COORD	1	SGS07
8	<u>X072C CRIM INS FRAUD INVSTI</u>	7	GS08 SRL01P ENFRCMNT AGENT I	7	LES03
9	<u>R014C PERSONNEL MGR</u>	1	GS08 HDH05P HR COORD	1	SGS07
10	<u>A041C PRGM FISCAL MGR</u>	1	GS08 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
11	<u>A060C SEN AUD</u>	2	GS08 FAU04P AUDITOR II	2	SPC02
12	<u>G064C SR HLTH INS INFO PRG</u>	2	GS08 PPE04P PROG ELIG SUPV/EXP	2	SGS07
13	<u>G106C WCC CLAIMS SPEC</u>	5	GS08 PCA01P CLAIMS COORD	5	SGS07
14	<u>A067C ACOM INS EXAM</u>	1	GS07 FIF03P INS EXAM I	1	SPC01
15	<u>A067C ACOM INS EXAM</u>	1	GS07 FIN04P INVEST ANLST	1	SPC01
16	<u>X083C ACOM INS LIFE & HEALT</u>	4	GS07 PIC01I INS COMPE OFF	4	SGS06
17	<u>X066C ACOM INS PREM TAX EXA</u>	4	GS07 FAU03P AUDITOR I	4	SPC01
18	<u>A081C AUD</u>	1	GS07 FAU03P AUDITOR I	1	SPC01
19	<u>X080C P&C COMP OFF</u>	3	GS07 PIC01I INS COMPE OFF	3	SGS06
20	<u>G120C RISK CONS</u>	10	GS07 PRM01P RISK CONS	10	SPC01
21	<u>C037C ADMINST ANLST</u>	7	GS06 PAS01P ADMIN ANLST	7	SGS05
22	<u>X088C EMB & FNRL DIR INVSTI</u>	2	GS06 IIV03P INVEST II	2	SGS05
23	<u>R025C HR ANLST</u>	1	GS06 HDH07P HR SPEC	1	SGS04
24	<u>R029C HR RECRUITER</u>	1	GS06 HDH07P HR SPEC	1	SGS04
25	<u>G179C LEGAL SVCS SPEC</u>	2	GS06 ILS03I LEGAL SPPRT SPEC	2	SGS06
26	<u>M066C PRGM ELGBLTY SPEC</u>	3	GS06 PPE02P PROG ELIG SPEC I	3	SGS05
27	<u>G202C VOL PRGM COORD</u>	3	GS06 PC003P COMM PRGM SPEC	3	SGS06
28	<u>C016C ACOM INS ADMINST COOR</u>	1	GS05 PAS08I EXEC ASST	1	SGS07
29	<u>C016C ACOM INS ADMINST COOR</u>	2	GS05 PAS02P ADMIN COORD	2	SGS04
30	<u>R033C BENE ANLST</u>	1	GS05 HBE01P BENE ANLST	1	SGS04
31	<u>X123C INS INVSTIGTR</u>	9	GS05 IIV02P INVEST I	9	SGS04
32	<u>G201C WCC CLAIMS ANLST</u>	3	GS05 PCR02P CLAIMS REV SPEC	3	SGS03
33	<u>C056C ADMINST SPEC III</u>	13	GS04 PAS02P ADMIN COORD	13	SGS04
34	<u>A098C FISCAL SUPP SPEC</u>	4	GS04 FFS04P FISC SPPRT SPEC	4	SGS04
35	<u>R036C HR SPEC</u>	1	GS04 HDH07P HR SPEC	1	SGS04
36	<u>C046C LEGAL SUPP SPEC</u>	2	GS04 ILS03I LEGAL SPPRT SPEC	2	SGS06

1	<u>C046C LEGAL SUPP SPEC</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
2	<u>X180C ACOM INS LIC TECH</u>	7	GS03 PCR02P CLAIMS REV SPEC	7	SGS03
3	<u>C073C ADMINST SPEC II</u>	10	GS03 PAS03P ADMIN SPEC	10	SGS02
4	<u>C087C ADMINST SPEC I</u>	1	GS02 PAS03P ADMIN SPEC	1	SGS02
5	<u>C084C MAIL SVCS SPEC</u>	1	GS02 PAS03P ADMIN SPEC	1	SGS02
6	<u>0410 STATE SECURITIES DEPARTMENT</u>				
7	<u>U040U ACOM SECS COMM</u>	1	SE02 EEX38A SEC COMMER	1	EXE02
8	<u>D007C INFO SYST MGR</u>	1	IT08 IIS11P IT SUPV/EXP	1	IST09
9	<u>N137N ACOM SECS DEP COMM</u>	1	GS14 PPE03C DEP SEC COMMER	1	SPC09
10	<u>X008C ACOM SECS CHIEF EXAM</u>	1	GS13 LAT05P ATTY III	1	SPC08
11	<u>X008C ACOM SECS CHIEF EXAM</u>	1	GS13 FIF02C CHIEF SEC EXAM	1	SPC07
12	<u>G004C MANAGING ATRNY</u>	1	GS13 LAT05P ATTY III	1	SPC08
13	<u>G025C ATRNY SUPV</u>	1	GS12 LAT05P ATTY III	1	SPC08
14	<u>A014C FISCAL DIV MGR</u>	1	GS12 PC001P COMM PRGM COORD	1	SGS07
15	<u>A027C ACCNTNG OP MGR</u>	1	GS11 FAC03P ACCT COORD	1	SPC03
16	<u>X015C ACOM SECS EXAM SUPV</u>	5	GS11 FIF09P SEC EXAM SUPV/EXP	5	SPC05
17	<u>G047C ATRNY SPEC</u>	4	GS11 LAT04P ATTY II	4	SPC05
18	<u>X032C ACOM SEN SECS EXAM</u>	9	GS09 FIF08P SEC EXAM II	9	SPC03
19	<u>X061C ACOM SECS EXAM</u>	4	GS07 FIF07P SEC EXAM I	4	SPC01
20	<u>A076C FINAN PRGM ANLST</u>	1	GS07 PC001P COMM PRGM COORD	1	SGS07
21	<u>A075C FINAN ANLST I</u>	1	GS07 FIF08P SEC EXAM II	1	SPC03
22	<u>C037C ADMINST ANLST</u>	2	GS06 PAS01P ADMIN ANLST	2	SGS05
23	<u>0405 STATE BANK DEPARTMENT</u>				
24	<u>U049U ACOM STATE BANK COMM</u>	1	SE04 EEX06A BANK COMMISH	1	EXE03
25	<u>U086U ACOM BANK DEP COMM</u>	2	SE02 EEX07A BANK DEP COMMISH	2	SPC10
26	<u>D002N STATE DB ADMIN LEAD</u>	1	IT11 IIA05C IT DIV MNGR	1	IST12
27	<u>D012C DB SPEC</u>	2	IT08 IAS06C APP SUPV/EXP	2	IST10
28	<u>D022C SYST SPEC</u>	1	IT06 IAS04P APP DEVELOPER I	1	IST06
29	<u>A005N ACOM ASST DEP BNK COM</u>	6	GS15 FBF01C BANK DEP ADMIN	6	SPC09
30	<u>A030C ACOM BNK CERT EXAMS M</u>	9	GS14 FBF06P BANK EXAM SUPV/EXP	9	SPC07
31	<u>G257C ACOM BNK CHIEF COUNS</u>	1	GS14 LAT05P ATTY III	1	SPC08
32	<u>A018C ACOM BANK CHIEF EXAM</u>	1	GS14 FBF06P BANK EXAM SUPV/EXP	1	SPC07
33	<u>A039C CERT BANK SEN EXAM</u>	18	GS13 FBF08P BANK EXAM VI	18	SPC06
34	<u>A039C CERT BANK SEN EXAM</u>	4	GS13 FBF07P BANK EXAM V	4	SPC05
35	<u>A039C CERT BANK SEN EXAM</u>	7	GS13 FBF05P BANK EXAM IV	7	SPC04
36	<u>A039C CERT BANK SEN EXAM</u>	10	GS13 FBF04P BANK EXAM III	10	SPC03

1	<u>A039C CERT BANK SEN EXAM</u>	4	<u>GS13 FBF03P BANK EXAM II</u>	4	<u>SPC02</u>
2	<u>A039C CERT BANK SEN EXAM</u>	10	<u>GS13 FBF02P BANK EXAM I</u>	10	<u>SPC01</u>
3	<u>R019C BUDGET MGR</u>	1	<u>GS09 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
4	<u>A038C FISCAL SUPP MGR</u>	1	<u>GS09 HDH05P HR COORD</u>	1	<u>SGS07</u>
5	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
6	<u>C037C ADMINST ANLST</u>	3	<u>GS06 PAS01P ADMIN ANLST</u>	3	<u>SGS05</u>
7	<u>B076C RSRCH PROJ ANLST</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
8	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
9	<u>0402 AR DEPARTMENT OF AERONAUTICS</u>				
10	<u>U021U ACOM AERONAUTICS DIR</u>	1	<u>GS12 PPE01C AERONAUTICS DIR</u>	1	<u>SPC07</u>
11	<u>B023C ENG, P.E.</u>	1	<u>GS11 SEN05P PROF ENGINEER</u>	1	<u>SPC05</u>
12	<u>B025C ACOM AERO ASST DIR</u>	1	<u>GS08 PC004P COMM PRGM SUPV/EXP</u>	1	<u>SGS08</u>
13	<u>A116C BUS OP MGR</u>	1	<u>GS08 PC001P COMM PRGM COORD</u>	1	<u>SGS07</u>
14	<u>C114C ACOM EXEC ASST TO SEC</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
15	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
16	<u>0395 DEVELOPMENT FINANCE AUTHORITY</u>				
17	<u>U019U ACOM ADFA EXEC DIR</u>	1	<u>SE03 EEX20A FINAN AUTH DIR</u>	1	<u>EXE02</u>
18	<u>N024N ACOM DIR STDNT LOAN A</u>	1	<u>SE01 PPE12C STUDENT LOAN DIR</u>	1	<u>SPC09</u>
19	<u>A146C ACOM ADFA BUS FINAN D</u>	1	<u>GS15 PPF02P PUB FINAN OFF SUPV/EX</u>	1	<u>SPC07</u>
20	<u>G321C ACOM ADFA LEGAL COUNS</u>	1	<u>GS15 LAT06C ATTY IV</u>	1	<u>SPC09</u>
21	<u>N066N ACOM CHIEF COMM & LEG</u>	2	<u>GS14 PPF02P PUB FINAN OFF SUPV/EX</u>	2	<u>SPC07</u>
22	<u>N066N ACOM CHIEF COMM & LEG</u>	1	<u>GS14 PC004P COMM PRGM SUPV/EXP</u>	1	<u>SGS08</u>
23	<u>A017N ACOM ADFA PUB FINAN O</u>	1	<u>GS13 PPF01P PUB FINAN OFF</u>	1	<u>SPC05</u>
24	<u>A007N ACOM ASLA FED PRGMS F</u>	1	<u>GS13 PPF01P PUB FINAN OFF</u>	1	<u>SPC05</u>
25	<u>G027C ACOM ADFA PRGM OFF</u>	1	<u>GS12 FAC06C ASST CONTROLLER</u>	1	<u>SPC05</u>
26	<u>G027C ACOM ADFA PRGM OFF</u>	1	<u>GS12 FAU08P INT AUDITOR</u>	1	<u>SPC05</u>
27	<u>G027C ACOM ADFA PRGM OFF</u>	6	<u>GS12 PPF01P PUB FINAN OFF</u>	6	<u>SPC05</u>
28	<u>G027C ACOM ADFA PRGM OFF</u>	1	<u>GS12 PC001P COMM PRGM COORD</u>	1	<u>SGS07</u>
29	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FIN03P FINAN SUPV/EXP</u>	1	<u>SPC06</u>
30	<u>A031C ASST CONT</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
31	<u>A040C ACOM ADFA FISC PRGM M</u>	1	<u>GS10 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
32	<u>A040C ACOM ADFA FISC PRGM M</u>	3	<u>GS10 PC001P COMM PRGM COORD</u>	3	<u>SGS07</u>
33	<u>A051C ACOM ADFA FINAN PRGM</u>	4	<u>GS09 PC001P COMM PRGM COORD</u>	4	<u>SGS07</u>
34	<u>A051C ACOM ADFA FINAN PRGM</u>	1	<u>GS09 PC003P COMM PRGM SPEC</u>	1	<u>SGS06</u>
35	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 PC001P COMM PRGM COORD</u>	1	<u>SGS07</u>
36	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 PC003P COMM PRGM SPEC</u>	1	<u>SGS06</u>

1	<u>A071C ACOM ADFA FINAN PRGM</u>	4	GS08 PC001P COMM PRGM COORD	4	SGS07
2	<u>A022C STDNT LOAN FINAN SPEC</u>	1	GS08 FFS02P FISC SPPRT COORD	1	SGS06
3	<u>G173C ACOM ADFA PRGM COORD</u>	7	GS07 PC003P COMM PRGM SPEC	7	SGS06
4	<u>C010C EXEC ASST TO THE DIR</u>	3	GS07 PAS08I EXEC ASST	3	SGS07
5	<u>A076C FINAN PRGM ANLST</u>	1	GS07 PC003P COMM PRGM SPEC	1	SGS06
6	<u>A080C ACOM FINAN AUTH SPEC</u>	5	GS06 PC003P COMM PRGM SPEC	5	SGS06
7	<u>A080C ACOM FINAN AUTH SPEC</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
8	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
9	<u>R025C HR ANLST</u>	1	GS06 HDH05P HR COORD	1	SGS07
10	<u>0341 AR WATERWAYS COMMISSION</u>				
11	<u>B009C ACOM DIR WATWAYS COMM</u>	1	GS11 PPE13C WATERWAYS COMM DIR	1	SPC04
12	<u>A116C BUS OP MGR</u>	1	GS08 PAS02P ADMIN COORD	1	SGS04
13	<u>DEPARTMENT OF CORRECTIONS</u>				
14	<u>9903 DEPT OF CORRECTIONS</u>				
15	<u>SC003 SEC OF CORRECTIONS</u>	1	SE05 ESE03A SEC OF CORR	1	EXE04
16	<u>N256N DOC COS</u>	1	SE02 EEX10A CHIEF OF STAFF II	1	EXE02
17	<u>U083U DOC CFO</u>	1	SE01 FAC09C CHIEF FISCAL OFC II	1	SPC10
18	<u>D140C DOC CIO</u>	1	IT11 IIA02C CIO II	1	IST12
19	<u>D012C DB SPEC</u>	1	IT08 PDA01P DATA/RESEARCH ANLST	1	SGS07
20	<u>D094C DCC PROJ & ENTR PRGM</u>	1	IT08 IIP03P IT SR PROJ MNGR	1	IST10
21	<u>D007C INFO SYST MGR</u>	1	IT08 IIS09P IT INFRA SPEC	1	IST04
22	<u>D030C INFO SYST COORD</u>	1	IT07 IDN02P DATA ANLST SUPV/EXP	1	IST09
23	<u>D030C INFO SYST COORD</u>	1	IT07 IDM02P DB ANLST	1	IST07
24	<u>D017C INFO SYST SEC SPEC</u>	1	IT07 IIE05C IT SEC MNGR	1	IST09
25	<u>D038C SEN SFTWR SUPP ANLST</u>	4	IT06 IIS06P IT INFRA COORD	4	IST08
26	<u>D038C SEN SFTWR SUPP ANLST</u>	1	IT06 IUS05P USER SPPRT SUPV/EXP	1	IST06
27	<u>D061C INFO SYST COORD SPEC</u>	1	IT05 IDM02P DB ANLST	1	IST07
28	<u>D052C SFTWR SUPP ANLST</u>	2	IT05 IDM02P DB ANLST	2	IST07
29	<u>D052C SFTWR SUPP ANLST</u>	5	IT05 IIS04P IT INFRA ANLST	5	IST06
30	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IDM03P DB SPEC	1	IST05
31	<u>D052C SFTWR SUPP ANLST</u>	4	IT05 IUS01P USER SPPRT ANLST	4	IST04
32	<u>D071C COMP SUPP ANLST</u>	1	IT03 PDA02P DATA/RESEARCH SPEC	1	SGS05
33	<u>D071C COMP SUPP ANLST</u>	2	IT03 IIS09P IT INFRA SPEC	2	IST04
34	<u>D071C COMP SUPP ANLST</u>	2	IT03 IUS01P USER SPPRT ANLST	2	IST04
35	<u>D079C COMP SUPP TECH</u>	3	IT02 PDA02P DATA/RESEARCH SPEC	3	SGS05
36	<u>D079C COMP SUPP TECH</u>	1	IT02 CME04P MEDIA SPEC	1	SGS05

1	<u>D079C COMP SUPP TECH</u>	13	<u>IT02 IUS04P USER SPPRT SPEC</u>	13	<u>IST02</u>
2	<u>N039N ADC DEP DIR</u>	1	<u>GS15 LAT08C CLC I</u>	1	<u>SPC10</u>
3	<u>N048N ADC ASST DIR</u>	1	<u>GS14 SCP05C CORR ASST DIR II</u>	1	<u>SPC06</u>
4	<u>N261N DOC MENT HEALTH ADMIN</u>	1	<u>GS14 SCP05C CORR ASST DIR II</u>	1	<u>SPC06</u>
5	<u>N130N DOC SHARED SVCS CHIEF</u>	2	<u>GS14 SCP05C CORR ASST DIR II</u>	2	<u>SPC06</u>
6	<u>A108C ADC ASST CFO(CFO)</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
7	<u>G024N ADC GEN COUNSEL</u>	2	<u>GS13 LAT05P ATTY III</u>	2	<u>SPC08</u>
8	<u>N258N DOC APP RSRCHER</u>	1	<u>GS13 SCP11P CORR PRGM SUPV/EXP</u>	1	<u>SGS08</u>
9	<u>V043C DOC CHIEF PROC OFF</u>	1	<u>GS13 PPR03C PROC MNGR</u>	1	<u>SGS10</u>
10	<u>G347C DOC CONT IMPRV ADMIN</u>	1	<u>GS13 SCP05C CORR ASST DIR II</u>	1	<u>SPC06</u>
11	<u>G019C GEN COUNSEL</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
12	<u>P003N ADC PUB INFO OFF</u>	1	<u>GS12 CPR01C CHIEF OF COMMS I</u>	1	<u>SPC06</u>
13	<u>A021C AGENCY CONT I</u>	1	<u>GS12 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
14	<u>G025C ATRNY SUPV</u>	1	<u>GS12 LAT05P ATTY III</u>	1	<u>SPC08</u>
15	<u>G348C DOC CHIEF OF INVESTI</u>	1	<u>GS12 IIV01C INVESTIGATIONS MNGR</u>	1	<u>SGS09</u>
16	<u>T129C DOC CHIEF TRNG OFF</u>	1	<u>GS12 CTR03C TRNG MNGR</u>	1	<u>SGS10</u>
17	<u>G346C DOC PLCY ADMIN</u>	1	<u>GS12 SCP11P CORR PRGM SUPV/EXP</u>	1	<u>SGS08</u>
18	<u>R006C HR ADMIN</u>	1	<u>GS12 HDH03C HR ADMIN II</u>	1	<u>SPC08</u>
19	<u>A027C ACCNTNG OP MGR</u>	2	<u>GS11 FAC05P ACCT SUPV/EXP</u>	2	<u>SPC04</u>
20	<u>R013C AGENCY HR MGR</u>	2	<u>GS11 HDH06C HR MNGR</u>	2	<u>SPC04</u>
21	<u>C112C ADC PLCY & RSRCH COOR</u>	1	<u>GS10 SCP11P CORR PRGM SUPV/EXP</u>	1	<u>SGS08</u>
22	<u>T015C DOC DEP WARDEN</u>	1	<u>GS10 SCO04C CORR MAJOR</u>	1	<u>LES07</u>
23	<u>A050C AGENCY FISCAL MGR</u>	1	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
24	<u>G222C DOC INT AFFRS ADMIN</u>	1	<u>GS09 SIA20C INT AFFRS MNGR</u>	1	<u>LES05</u>
25	<u>T027C DOC TRNG ADMIN</u>	1	<u>GS09 SPS04P LAW ENFORCE TRNG SUPV</u>	1	<u>LES06</u>
26	<u>G342C DOC VIC/WIT COORD</u>	1	<u>GS09 SCP10P CORR PRGM SPEC</u>	1	<u>SGS06</u>
27	<u>E022C ED & INSTRCTN MGR</u>	1	<u>GS09 SCP08P CORR PRGM COORD</u>	1	<u>SGS07</u>
28	<u>A038C FISCAL SUPP MGR</u>	1	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
29	<u>P004C PUB INFO MGR</u>	1	<u>GS09 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
30	<u>R021C BUDGET ANLST</u>	1	<u>GS08 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
31	<u>T065C DOC CORR SERGEANT</u>	1	<u>GS08 SCO06P CORR SERGEANT</u>	1	<u>LES04</u>
32	<u>T065C DOC CORR SERGEANT</u>	1	<u>GS08 SCO02P CORR CORPORAL</u>	1	<u>LES03</u>
33	<u>T104C DOC TRNG ACADEMY SUPV</u>	1	<u>GS08 CTR04P TRNG SUPV/EXP</u>	1	<u>SGS08</u>
34	<u>T104C DOC TRNG ACADEMY SUPV</u>	1	<u>GS08 SCO01C CORR CAPTAIN</u>	1	<u>LES06</u>
35	<u>A066C INT AUD</u>	1	<u>GS08 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
36	<u>R014C PERSONNEL MGR</u>	3	<u>GS08 HDH08P HR SUPV/EXP</u>	3	<u>SGS08</u>

1	<u>V007C PROC COORD</u>	1	<u>GS08 PPR02P PROC COORD</u>	1	<u>SGS07</u>
2	<u>X062C QA COORD</u>	1	<u>GS08 SCP08P CORR PRGM COORD</u>	1	<u>SGS07</u>
3	<u>A089C ACCOUNTANT I</u>	2	<u>GS07 FAC01P ACCOUNTANT I</u>	2	<u>SPC01</u>
4	<u>R024C ASST PERSONNEL MGR</u>	1	<u>GS07 HDH04P HR ANLST</u>	1	<u>SGS06</u>
5	<u>A081C AUD</u>	1	<u>GS07 FAU03P AUDITOR I</u>	1	<u>SPC01</u>
6	<u>T075C DOC CORPORAL</u>	1	<u>GS07 SCO02P CORR CORPORAL</u>	1	<u>LES03</u>
7	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
8	<u>X053C INT AFFRS MGR</u>	1	<u>GS07 SIA21P INT AFFRS SUPV/EXP</u>	1	<u>LES04</u>
9	<u>P013C PUB INFO COORD</u>	1	<u>GS07 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
10	<u>A063C RSRCH & STATS SUPV</u>	1	<u>GS07 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
11	<u>S011C ADC COMDTY & FOOD SVC</u>	1	<u>GS06 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
12	<u>C037C ADMINST ANLST</u>	4	<u>GS06 PAS01P ADMIN ANLST</u>	4	<u>SGS05</u>
13	<u>X133C DOC INT AFFRS INVEST</u>	6	<u>GS06 SIA19P INT AFFRS INVEST</u>	6	<u>LES03</u>
14	<u>R030C EEO/GRIEVANCE OFF</u>	1	<u>GS06 SCP10P CORR PRGM SPEC</u>	1	<u>SGS06</u>
15	<u>A074C FISCAL SUPP SUPV</u>	5	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	5	<u>SGS07</u>
16	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
17	<u>G180C GRANTS ANLST</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
18	<u>R025C HR ANLST</u>	3	<u>GS06 HDH04P HR ANLST</u>	3	<u>SGS06</u>
19	<u>T103C LAW ENFORCE TRNG INST</u>	11	<u>GS06 SPS03P LAW ENFRMNT TRNG OFF</u>	11	<u>LES04</u>
20	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CME05P MEDIA TECH</u>	1	<u>SGS04</u>
21	<u>M048C SUB ABUSE PRGM LEAD</u>	1	<u>GS06 SCP10P CORR PRGM SPEC</u>	1	<u>SGS06</u>
22	<u>R033C BENE ANLST</u>	1	<u>GS05 HDH05P HR COORD</u>	1	<u>SGS07</u>
23	<u>C022C BUS OP SPEC</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
24	<u>V014C BUYER</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
25	<u>V014C BUYER</u>	4	<u>GS05 FFS04P FISC SPPRT SPEC</u>	4	<u>SGS04</u>
26	<u>V013C CENTRAL WRHS OP MGR</u>	1	<u>GS05 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
27	<u>M058C DOC PRGM SPEC</u>	1	<u>GS05 SCP10P CORR PRGM SPEC</u>	1	<u>SGS06</u>
28	<u>A091C FISCAL SUPP ANLST</u>	9	<u>GS05 FFS04P FISC SPPRT SPEC</u>	9	<u>SGS04</u>
29	<u>R032C HR PRGM REP</u>	5	<u>GS05 HDH04P HR ANLST</u>	5	<u>SGS06</u>
30	<u>R031C INSTITUTION HR COORD</u>	2	<u>GS05 HDH05P HR COORD</u>	2	<u>SGS07</u>
31	<u>V015C PURCHASING SPEC</u>	6	<u>GS05 PPR04P PROC SPEC</u>	6	<u>SGS05</u>
32	<u>E051C STAFF DEV SPEC</u>	3	<u>GS05 PAS13C POLICY COORD</u>	3	<u>SGS05</u>
33	<u>C056C ADMINST SPEC III</u>	8	<u>GS04 PAS02P ADMIN COORD</u>	8	<u>SGS04</u>
34	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
35	<u>A098C FISCAL SUPP SPEC</u>	22	<u>GS04 FFS04P FISC SPPRT SPEC</u>	22	<u>SGS04</u>
36	<u>R038C HR ASST</u>	1	<u>GS04 HDH07P HR SPEC</u>	1	<u>SGS04</u>

1	<u>R036C HR SPEC</u>	2	<u>GS04 HDH07P HR SPEC</u>	2	<u>SGS04</u>
2	<u>V020C INVNTY CONT MGR</u>	2	<u>GS04 TIW04P INVENTORY SUPV/EXP</u>	2	<u>SGS05</u>
3	<u>C046C LEGAL SUPP SPEC</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
4	<u>V022C PURCHASING TECH</u>	2	<u>GS04 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
5	<u>C073C ADMINST SPEC II</u>	4	<u>GS03 PAS03P ADMIN SPEC</u>	4	<u>SGS02</u>
6	<u>C087C ADMINST SPEC I</u>	1	<u>GS02 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
7	<u>V030C SHIP & RECEIV CLERK</u>	1	<u>GS02 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
8	<u>0485 DEPT OF COMMUNITY CORRECTION</u>				
9	<u>U084U DCC DIR</u>	1	<u>SE02 SCP07C CORR DIV DIR</u>	1	<u>EXE01</u>
10	<u>N129N DCC DEP DIR COMM SPRV</u>	1	<u>GS14 SCP05C CORR ASST DIR II</u>	1	<u>SPC06</u>
11	<u>N114N DCC DEP DIR RES SVCS</u>	1	<u>GS14 SCP05C CORR ASST DIR II</u>	1	<u>SPC06</u>
12	<u>T005C DOC CORR WARDEN</u>	1	<u>GS12 SCP13C DEP WARDEN II</u>	1	<u>LES09</u>
13	<u>T005C DOC CORR WARDEN</u>	5	<u>GS12 SCP12C DEP WARDEN I</u>	5	<u>LES08</u>
14	<u>T004C DCC PRGM ADMR COMM SP</u>	4	<u>GS11 SCP04C CORR ASST DIR I</u>	4	<u>SPC05</u>
15	<u>T004C DCC PRGM ADMR COMM SP</u>	1	<u>GS11 TCO04P CNSTRCT SUPV/EXP</u>	1	<u>SGS08</u>
16	<u>M001C DCC TREAT ADMIN</u>	1	<u>GS11 SCM10P SUB USE DIS SUPV/EXP</u>	1	<u>SGS08</u>
17	<u>T033C DOC MAJOR</u>	3	<u>GS11 SCO04C CORR MAJOR</u>	3	<u>LES07</u>
18	<u>X025C DCC COMM SPRVS AREA M</u>	1	<u>GS10 SCP11P CORR PRGM SUPV/EXP</u>	1	<u>SGS08</u>
19	<u>X025C DCC COMM SPRVS AREA M</u>	16	<u>GS10 SCL01C COMM SUPV MNGR</u>	16	<u>LES06</u>
20	<u>X025C DCC COMM SPRVS AREA M</u>	1	<u>GS10 SCL05P COMM SUPV SUPV/EXP</u>	1	<u>LES05</u>
21	<u>T048C DOC CAPTAIN</u>	3	<u>GS10 SCO01C CORR CAPTAIN</u>	3	<u>LES06</u>
22	<u>T048C DOC CAPTAIN</u>	1	<u>GS10 SCO06P CORR SERGEANT</u>	1	<u>LES04</u>
23	<u>T015C DOC DEP WARDEN</u>	1	<u>GS10 SCP12C DEP WARDEN I</u>	1	<u>LES08</u>
24	<u>T015C DOC DEP WARDEN</u>	2	<u>GS10 SCO04C CORR MAJOR</u>	2	<u>LES07</u>
25	<u>T015C DOC DEP WARDEN</u>	1	<u>GS10 SCO01C CORR CAPTAIN</u>	1	<u>LES06</u>
26	<u>T054C DOC LIEUTENANT</u>	32	<u>GS09 SCO03C CORR LT</u>	32	<u>LES05</u>
27	<u>T054C DOC LIEUTENANT</u>	1	<u>GS09 SCO02P CORR CORPORAL</u>	1	<u>LES03</u>
28	<u>S094C ADC CNSTRCT/MAINT COO</u>	2	<u>GS08 TCO03P CNSTRCT PROJ MNGR</u>	2	<u>SGS08</u>
29	<u>M007C DCC ASST TREAT PRGM M</u>	7	<u>GS08 SCM08P SUB USE DIS COORD</u>	7	<u>SGS07</u>
30	<u>X042C DCC COMM SPRVS ASST A</u>	47	<u>GS08 SCL05P COMM SUPV SUPV/EXP</u>	47	<u>LES05</u>
31	<u>M021C DCC TREAT SUPV</u>	7	<u>GS08 SCM08P SUB USE DIS COORD</u>	7	<u>SGS07</u>
32	<u>T065C DOC CORR SERGEANT</u>	48	<u>GS08 SCO06P CORR SERGEANT</u>	48	<u>LES04</u>
33	<u>T065C DOC CORR SERGEANT</u>	14	<u>GS08 SCO02P CORR CORPORAL</u>	14	<u>LES03</u>
34	<u>T065C DOC CORR SERGEANT</u>	5	<u>GS08 SCO05P CORR OFF</u>	5	<u>LES02</u>
35	<u>T045C DCC COMM SPRVS OFF</u>	1	<u>GS07 SCO03C CORR LT</u>	1	<u>LES05</u>
36	<u>T045C DCC COMM SPRVS OFF</u>	308	<u>GS07 SCL04P COMM SUPV OFF III</u>	308	<u>LES04</u>

1	<u>T045C DCC COMM SPRVS OFF</u>	1	GS07 SCO06P CORR SERGEANT	1	LES04
2	<u>T045C DCC COMM SPRVS OFF</u>	138	GS07 SCL03P COMM SUPV OFF II	138	LES03
3	<u>T045C DCC COMM SPRVS OFF</u>	101	GS07 SCL02P COMM SUPV OFF I	101	LES02
4	<u>G154C DCC PRGM COORD</u>	5	GS07 SCP08P CORR PRGM COORD	5	SGS07
5	<u>T075C DOC CORPORAL</u>	1	GS07 SCP16P INMATE HEARING OFF	1	SGS06
6	<u>T075C DOC CORPORAL</u>	3	GS07 SCO06P CORR SERGEANT	3	LES04
7	<u>T075C DOC CORPORAL</u>	112	GS07 SCO02P CORR CORPORAL	112	LES03
8	<u>T075C DOC CORPORAL</u>	179	GS07 SCO05P CORR OFF	179	LES02
9	<u>T059C DOC FOOD PREP MGR</u>	7	GS07 SCO03C CORR LT	7	LES05
10	<u>T059C DOC FOOD PREP MGR</u>	4	GS07 SCO06P CORR SERGEANT	4	LES04
11	<u>M046C DOC TREAT COORD</u>	2	GS07 SCP08P CORR PRGM COORD	2	SGS07
12	<u>M046C DOC TREAT COORD</u>	15	GS07 SCM08P SUB USE DIS COORD	15	SGS07
13	<u>M046C DOC TREAT COORD</u>	1	GS07 SCL04P COMM SUPV OFF III	1	LES04
14	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS08I EXEC ASST	1	SGS07
15	<u>A063C RSRCH & STATS SUPV</u>	1	GS07 PAS15P RECORDS SUPV/EXP	1	SGS06
16	<u>C037C ADMINST ANLST</u>	4	GS06 PAS01P ADMIN ANLST	4	SGS05
17	<u>C037C ADMINST ANLST</u>	2	GS06 PAS14P RECORDS COORD	2	SGS05
18	<u>M057C CHAPLAIN</u>	6	GS06 SCM01I CHAPLAIN	6	SGS06
19	<u>T083C DOC CORR OFF I</u>	1	GS06 SCO05P CORR OFF	1	LES02
20	<u>T070C DOC FOOD PREP SUPV</u>	19	GS06 SCO06P CORR SERGEANT	19	LES04
21	<u>G180C GRANTS ANLST</u>	1	GS06 FGM01P GRANTS ANLST	1	SGS04
22	<u>M048C SUB ABUSE PRGM LEAD</u>	47	GS06 SCP08P CORR PRGM COORD	47	SGS07
23	<u>M048C SUB ABUSE PRGM LEAD</u>	11	GS06 SCP10P CORR PRGM SPEC	11	SGS06
24	<u>C022C BUS OP SPEC</u>	1	GS05 PAS06I CREER PLACEMENT SPEC	1	SGS04
25	<u>C022C BUS OP SPEC</u>	6	GS05 FFS04P FISC SPRT SPEC	6	SGS04
26	<u>G215C CREER PLNG & PLCMNT</u>	14	GS05 PAS06I CREER PLACEMENT SPEC	14	SGS04
27	<u>G200C CLSSFCTN & ASSGNMNT O</u>	4	GS05 SCP10P CORR PRGM SPEC	4	SGS06
28	<u>X128C CORR UNIT ACCRED SPEC</u>	1	GS05 SCP01I ACCREDITATION SPEC	1	SGS03
29	<u>T092C DCC COMM SPRVS OFF I</u>	1	GS05 SCL02P COMM SUPV OFF I	1	LES02
30	<u>T076C DOC ADMIN REV OFF</u>	7	GS05 SCP16P INMATE HEARING OFF	7	SGS06
31	<u>M059C DOC ADVSR</u>	134	GS05 SCP10P CORR PRGM SPEC	134	SGS06
32	<u>S026C DOC ASST MAINT SUPV</u>	9	GS05 TMA01P MAINT COORD	9	SGS05
33	<u>M058C DOC PRGM SPEC</u>	10	GS05 SCP10P CORR PRGM SPEC	10	SGS06
34	<u>C024C DOC REC SUPV</u>	8	GS05 PAS14P RECORDS COORD	8	SGS05
35	<u>R031C INSTITUTION HR COORD</u>	5	GS05 HDH05P HR COORD	5	SGS07
36	<u>R031C INSTITUTION HR COORD</u>	1	GS05 HDH04P HR ANLST	1	SGS06

1	<u>C056C ADMINST SPEC III</u>	69	GS04 PAS02P ADMIN COORD	69	SGS04
2	<u>C056C ADMINST SPEC III</u>	22	GS04 PAS03P ADMIN SPEC	22	SGS02
3	<u>A098C FISCAL SUPP SPEC</u>	4	GS04 FFS04P FISC SPRT SPEC	4	SGS04
4	<u>C073C ADMINST SPEC II</u>	64	GS03 PAS03P ADMIN SPEC	64	SGS02
5	<u>0480 DEPARTMENT OF CORRECTION</u>				
6	<u>U035U ADC DIR</u>	1	SE04 SCP07C CORR DIV DIR	1	EXE01
7	<u>U062U ADC CHIEF DEP DIR</u>	1	SE02 EEX14A CORR CHIEF DEP DIR	1	SPC10
8	<u>L001C PSYCHOLOGIST SUPV</u>	3	MP04 MPS04P PSYCHOLOGIST II	3	MED09
9	<u>L097C ADC PSYCHOLOGIST</u>	11	MP03 MPS03P PSYCHOLOGIST I	11	MED08
10	<u>L003C PSYCHOLOGIST</u>	1	MP03 SCP11P CORR PRGM SUPV/EXP	1	SGS08
11	<u>L038C RN</u>	1	MP01 MNU06P RN	1	MED05
12	<u>N039N ADC DEP DIR</u>	2	GS15 SCP06C CORR DEP DIR	2	SPC09
13	<u>N048N ADC ASST DIR</u>	1	GS14 SCP05C CORR ASST DIR II	1	SPC06
14	<u>G014N ADC COMP ATRNY</u>	1	GS13 LAT05P ATTY III	1	SPC08
15	<u>T001N ADC SUPER</u>	1	GS13 SCP04C CORR ASST DIR I	1	SPC05
16	<u>T001N ADC SUPER</u>	6	GS13 SCP22C WARDEN II	6	LES11
17	<u>N120N ADC FRM ADMIN</u>	1	GS12 TAG02C FARM MNGR	1	SGS10
18	<u>N136N ADC HEALTH SVC ADMIN</u>	1	GS12 MNU05C NRSNG ADMIN	1	MED08
19	<u>N119N ADC INDST ADMIN</u>	1	GS12 SCP09C CORR PRGM MNGR	1	SGS10
20	<u>T005C DOC CORR WARDEN</u>	9	GS12 SCP21C WARDEN I	9	LES10
21	<u>T005C DOC CORR WARDEN</u>	1	GS12 SCP13C DEP WARDEN II	1	LES09
22	<u>T109C SEX OFFNDR COMM NOTIF</u>	1	GS12 SCP09C CORR PRGM MNGR	1	SGS10
23	<u>G047C ATRNY SPEC</u>	1	GS11 LAT04P ATTY II	1	SPC05
24	<u>G047C ATRNY SPEC</u>	1	GS11 SCP08P CORR PRGM COORD	1	SGS07
25	<u>S108C DOC CNSTRCT DIV MGR</u>	1	GS11 TCO04P CNSTRCT SUPV/EXP	1	SGS08
26	<u>T033C DOC MAJOR</u>	24	GS11 SCO04C CORR MAJOR	24	LES07
27	<u>T033C DOC MAJOR</u>	1	GS11 SCO01C CORR CAPTAIN	1	LES06
28	<u>T048C DOC CAPTAIN</u>	55	GS10 SCO01C CORR CAPTAIN	55	LES06
29	<u>T015C DOC DEP WARDEN</u>	25	GS10 SCP13C DEP WARDEN II	25	LES09
30	<u>T006C ADC HEAD FRM MGR II</u>	1	GS09 TAG03P FARM SUPV/EXP	1	SGS08
31	<u>T006C ADC HEAD FRM MGR II</u>	2	GS09 TAG01P FARM COORD	2	SGS06
32	<u>T054C DOC LIEUTENANT</u>	159	GS09 SCO03C CORR LT	159	LES05
33	<u>E022C ED & INSTRCTN MGR</u>	2	GS09 SCP11P CORR PRGM SUPV/EXP	2	SGS08
34	<u>B042C ENG</u>	1	GS09 SEN01P ENGINEER	1	SPC03
35	<u>A038C FISCAL SUPP MGR</u>	1	GS09 PDA01P DATA/RESEARCH ANLST	1	SGS07
36	<u>M009C LIC CERT SOCIAL WRKR</u>	11	GS09 SCM03P LIC CLIN SOC WORKER	11	SPC03

1	<u>M009C LIC CERT SOCIAL WRKR</u>	1	GS09	<u>SCM05P LIC PROF COUNSELOR</u>	1	SPC03
2	<u>M009C LIC CERT SOCIAL WRKR</u>	9	GS09	<u>SCM04P LIC MASTER SOC WORKER</u>	9	SPC02
3	<u>M009C LIC CERT SOCIAL WRKR</u>	3	GS09	<u>SCM06P LIC SOC WORKER</u>	3	SPC01
4	<u>M009C LIC CERT SOCIAL WRKR</u>	1	GS09	<u>SCP08P CORR PRGM COORD</u>	1	SGS07
5	<u>L033C PSYCHOLOGICAL EXAM</u>	1	GS09	<u>SCP08P CORR PRGM COORD</u>	1	SGS07
6	<u>L033C PSYCHOLOGICAL EXAM</u>	1	GS09	<u>PHS07P HEALTH PRGM SPEC</u>	1	SGS06
7	<u>L033C PSYCHOLOGICAL EXAM</u>	2	GS09	<u>MPS02P PSYCH EXAM</u>	2	MED03
8	<u>L041C ADC ASST MED PRGM MGR</u>	1	GS08	<u>SCP11P CORR PRGM SUPV/EXP</u>	1	SGS08
9	<u>S094C ADC CNSTRCT/MAINT COO</u>	4	GS08	<u>TCO03P CNSTRCT PROJ MNGR</u>	4	SGS08
10	<u>T021C ADC HEAD FRM MGR I</u>	1	GS08	<u>TAG03P FARM SUPV/EXP</u>	1	SGS08
11	<u>T021C ADC HEAD FRM MGR I</u>	2	GS08	<u>TAG01P FARM COORD</u>	2	SGS06
12	<u>S010C ADC INDST PRGM MGR</u>	6	GS08	<u>SCP11P CORR PRGM SUPV/EXP</u>	6	SGS08
13	<u>S010C ADC INDST PRGM MGR</u>	1	GS08	<u>TCO02P CNSTRCT PROJ COORD</u>	1	SGS06
14	<u>M031C ADMIN OF CHAPLAINCY S</u>	1	GS08	<u>SCP11P CORR PRGM SUPV/EXP</u>	1	SGS08
15	<u>T065C DOC CORR SERGEANT</u>	1	GS08	<u>CTR02P TRAINER</u>	1	SGS07
16	<u>T065C DOC CORR SERGEANT</u>	1	GS08	<u>SIA10P CRIM INTEL ANLST</u>	1	SGS06
17	<u>T065C DOC CORR SERGEANT</u>	721	GS08	<u>SCO06P CORR SERGEANT</u>	721	LES04
18	<u>T065C DOC CORR SERGEANT</u>	151	GS08	<u>SCO02P CORR CORPORAL</u>	151	LES03
19	<u>T065C DOC CORR SERGEANT</u>	11	GS08	<u>SCO05P CORR OFF</u>	11	LES02
20	<u>A066C INT AUD</u>	1	GS08	<u>SCP01I ACCREDITATION SPEC</u>	1	SGS03
21	<u>M088C LIC MSTR SOCIAL WRKR</u>	7	GS08	<u>SCM04P LIC MASTER SOC WORKER</u>	7	SPC02
22	<u>M020C LIC PROF CNSLR</u>	1	GS08	<u>SCM05P LIC PROF COUNSELOR</u>	1	SPC03
23	<u>M020C LIC PROF CNSLR</u>	2	GS08	<u>SCM02P LIC ASSOC COUNSELOR</u>	2	SPC01
24	<u>M020C LIC PROF CNSLR</u>	1	GS08	<u>SCM06P LIC SOC WORKER</u>	1	SPC01
25	<u>M020C LIC PROF CNSLR</u>	1	GS08	<u>SCP11P CORR PRGM SUPV/EXP</u>	1	SGS08
26	<u>M020C LIC PROF CNSLR</u>	2	GS08	<u>SCP08P CORR PRGM COORD</u>	2	SGS07
27	<u>M020C LIC PROF CNSLR</u>	50	GS08	<u>SCP10P CORR PRGM SPEC</u>	50	SGS06
28	<u>M020C LIC PROF CNSLR</u>	9	GS08	<u>SCM09P SUB USE DIS SPEC</u>	9	SGS06
29	<u>V007C PROC COORD</u>	1	GS08	<u>PPR02P PROC COORD</u>	1	SGS07
30	<u>V007C PROC COORD</u>	1	GS08	<u>SCP10P CORR PRGM SPEC</u>	1	SGS06
31	<u>G121C REHAB PRGM MGR</u>	9	GS08	<u>SCP08P CORR PRGM COORD</u>	9	SGS07
32	<u>A060C SEN AUD</u>	1	GS08	<u>FAU04P AUDITOR II</u>	1	SPC02
33	<u>G142C ADC CLSSFCTN ADMIN</u>	1	GS07	<u>SCP08P CORR PRGM COORD</u>	1	SGS07
34	<u>S096C ADC CNSTRCT PROJ SUPV</u>	14	GS07	<u>TCO02P CNSTRCT PROJ COORD</u>	14	SGS06
35	<u>S096C ADC CNSTRCT PROJ SUPV</u>	1	GS07	<u>TMA04P MAINT SUPV/EXP</u>	1	SGS06
36	<u>G159C DEPT BUS COORD</u>	1	GS07	<u>PAS08I EXEC ASST</u>	1	SGS07

1	<u>S019C DIR MAINT</u>	1	<u>GS07 TMA02C MAINT MNGR</u>	1	<u>SGS07</u>
2	<u>S019C DIR MAINT</u>	9	<u>GS07 TMA04P MAINT SUPV/EXP</u>	9	<u>SGS06</u>
3	<u>T075C DOC CORPORAL</u>	2253	<u>GS07 SCO02P CORR CORPORAL</u>	2253	<u>LES03</u>
4	<u>T075C DOC CORPORAL</u>	63	<u>GS07 SCO05P CORR OFF</u>	63	<u>LES02</u>
5	<u>T059C DOC FOOD PREP MGR</u>	1	<u>GS07 SCP08P CORR PRGM COORD</u>	1	<u>SGS07</u>
6	<u>T059C DOC FOOD PREP MGR</u>	1	<u>GS07 CTR02P TRAINER</u>	1	<u>SGS07</u>
7	<u>T059C DOC FOOD PREP MGR</u>	18	<u>GS07 SCO03C CORR LT</u>	18	<u>LES05</u>
8	<u>G322C DOC INM GRIEV COORD</u>	2	<u>GS07 SCP11P CORR PRGM SUPV/EXP</u>	2	<u>SGS08</u>
9	<u>C010C EXEC ASST TO THE DIR</u>	2	<u>GS07 PAS08I EXEC ASST</u>	2	<u>SGS07</u>
10	<u>M026C LIC SOCIAL WRKR</u>	1	<u>GS07 SCP08P CORR PRGM COORD</u>	1	<u>SGS07</u>
11	<u>L052C REHAB FCLTY SUPV</u>	6	<u>GS07 SCP08P CORR PRGM COORD</u>	6	<u>SGS07</u>
12	<u>M049C SEN CHAPLAIN</u>	7	<u>GS07 SCM01I CHAPLAIN</u>	7	<u>SGS06</u>
13	<u>E041C SEN LIBRN</u>	1	<u>GS07 ELI01P LIBRARIAN</u>	1	<u>SGS06</u>
14	<u>M023C SUB ABUSE PRGM COORD</u>	1	<u>GS07 SCM10P SUB USE DIS SUPV/EXP</u>	1	<u>SGS08</u>
15	<u>M023C SUB ABUSE PRGM COORD</u>	3	<u>GS07 SCP08P CORR PRGM COORD</u>	3	<u>SGS07</u>
16	<u>B040C ADC AGRI PROD SUPV</u>	1	<u>GS06 TAG01P FARM COORD</u>	1	<u>SGS06</u>
17	<u>T040C ADC ASST HEAD FRM MGR</u>	3	<u>GS06 TAG01P FARM COORD</u>	3	<u>SGS06</u>
18	<u>T040C ADC ASST HEAD FRM MGR</u>	1	<u>GS06 PAG06P AGRI UNIT COORD</u>	1	<u>SGS04</u>
19	<u>S095C ADC CNSTRCT PROJ SPEC</u>	6	<u>GS06 TST02P LIC TRADES</u>	6	<u>SGS07</u>
20	<u>S095C ADC CNSTRCT PROJ SPEC</u>	2	<u>GS06 TCO02P CNSTRCT PROJ COORD</u>	2	<u>SGS06</u>
21	<u>S095C ADC CNSTRCT PROJ SPEC</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
22	<u>S027C ADC INDST SUPV II</u>	19	<u>GS06 SCP10P CORR PRGM SPEC</u>	19	<u>SGS06</u>
23	<u>S105C ADC INDST PRGM SPEC</u>	1	<u>GS06 SCP10P CORR PRGM SPEC</u>	1	<u>SGS06</u>
24	<u>T039C ADC INMATE TRNSPRTN C</u>	1	<u>GS06 SIA10P CRIM INTEL ANLST</u>	1	<u>SGS06</u>
25	<u>C037C ADMINST ANLST</u>	13	<u>GS06 PAS01P ADMIN ANLST</u>	13	<u>SGS05</u>
26	<u>T053C AGRI UNIT SUPV II</u>	5	<u>GS06 SCP08P CORR PRGM COORD</u>	5	<u>SGS07</u>
27	<u>T053C AGRI UNIT SUPV II</u>	26	<u>GS06 PAG06P AGRI UNIT COORD</u>	26	<u>SGS04</u>
28	<u>M044C ASSOC PROF CNSLR</u>	14	<u>GS06 SCP10P CORR PRGM SPEC</u>	14	<u>SGS06</u>
29	<u>M057C CHAPLAIN</u>	18	<u>GS06 SCM01I CHAPLAIN</u>	18	<u>SGS06</u>
30	<u>L058C DISEASE INTRVNTN SPEC</u>	1	<u>GS06 SCP10P CORR PRGM SPEC</u>	1	<u>SGS06</u>
31	<u>L058C DISEASE INTRVNTN SPEC</u>	1	<u>GS06 MNU02P LPN SUPV/EXP</u>	1	<u>MED03</u>
32	<u>G340C DOC ASST INM GRIEV CO</u>	6	<u>GS06 SCP08P CORR PRGM COORD</u>	6	<u>SGS07</u>
33	<u>T070C DOC FOOD PREP SUPV</u>	86	<u>GS06 SCO06P CORR SERGEANT</u>	86	<u>LES04</u>
34	<u>X133C DOC INT AFFRS INVEST</u>	2	<u>GS06 IIV05P INVEST SUPV/EXP</u>	2	<u>SGS07</u>
35	<u>C026C REC/INTAKE SUPV</u>	2	<u>GS06 PAS15P RECORDS SUPV/EXP</u>	2	<u>SGS06</u>
36	<u>T061C SEN IA</u>	1	<u>GS06 SCO06P CORR SERGEANT</u>	1	<u>LES04</u>

1	<u>S016C SKILLED TRADES FOREMA</u>	1	GS06 TST02P LIC TRADES	1	SGS07
2	<u>S022C SKILLED TRADES SUPV</u>	1	GS06 TST02P LIC TRADES	1	SGS07
3	<u>M048C SUB ABUSE PRGM LEAD</u>	38	GS06 SCP08P CORR PRGM COORD	38	SGS07
4	<u>M048C SUB ABUSE PRGM LEAD</u>	7	GS06 SCP10P CORR PRGM SPEC	7	SGS06
5	<u>T041C WORK REL PRGM SUPV</u>	4	GS06 SCP08P CORR PRGM COORD	4	SGS07
6	<u>G216C ADC INMATE GRIEVANCE</u>	19	GS05 SCP15P INMATE GRIEV COORD	19	SGS05
7	<u>P044C ADC SALES REP</u>	4	GS05 CMA03P MRKTNG SPEC	4	SGS04
8	<u>T071C ADC UNIT TRNG SUPV</u>	17	GS05 CTR02P TRAINER	17	SGS07
9	<u>T058C AGRI UNIT SUPV I</u>	3	GS05 SCP08P CORR PRGM COORD	3	SGS07
10	<u>C022C BUS OP SPEC</u>	17	GS05 PPR01P PROC ANLST	17	SGS06
11	<u>G215C CREER PLNG & PLCMNT</u>	2	GS05 SCP10P CORR PRGM SPEC	2	SGS06
12	<u>G200C CLSSFCTN & ASSGNMNT O</u>	19	GS05 SCP10P CORR PRGM SPEC	19	SGS06
13	<u>G200C CLSSFCTN & ASSGNMNT O</u>	1	GS05 SCP15P INMATE GRIEV COORD	1	SGS05
14	<u>X128C CORR UNIT ACCRED SPEC</u>	12	GS05 SCP01I ACCREDITATION SPEC	12	SGS03
15	<u>X127C DISC HEARING OFF</u>	5	GS05 SCP16P INMATE HEARING OFF	5	SGS06
16	<u>T076C DOC ADMIN REV OFF</u>	6	GS05 SCP16P INMATE HEARING OFF	6	SGS06
17	<u>M059C DOC ADVSR</u>	13	GS05 SCP10P CORR PRGM SPEC	13	SGS06
18	<u>M059C DOC ADVSR</u>	1	GS05 SCM09P SUB USE DIS SPEC	1	SGS06
19	<u>S026C DOC ASST MAINT SUPV</u>	13	GS05 TMA01P MAINT COORD	13	SGS05
20	<u>M058C DOC PRGM SPEC</u>	14	GS05 SCP10P CORR PRGM SPEC	14	SGS06
21	<u>C024C DOC REC SUPV</u>	8	GS05 PAS15P RECORDS SUPV/EXP	8	SGS06
22	<u>C024C DOC REC SUPV</u>	14	GS05 PAS14P RECORDS COORD	14	SGS05
23	<u>C024C DOC REC SUPV</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
24	<u>A091C FISCAL SUPP ANLST</u>	2	GS05 FFS04P FISC SPRT SPEC	2	SGS04
25	<u>R031C INSTITUTION HR COORD</u>	15	GS05 HDH05P HR COORD	15	SGS07
26	<u>V015C PURCHASING SPEC</u>	2	GS05 PPR04P PROC SPEC	2	SGS05
27	<u>M065C REC ACTIVITY SUPV</u>	20	GS05 SCP10P CORR PRGM SPEC	20	SGS06
28	<u>S043C ADC INDST SUPV I</u>	7	GS04 SCP10P CORR PRGM SPEC	7	SGS06
29	<u>T077C ADC MLRM SVCS COORD</u>	15	GS04 PAS03P ADMIN SPEC	15	SGS02
30	<u>C056C ADMINST SPEC III</u>	33	GS04 PAS02P ADMIN COORD	33	SGS04
31	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS03P ADMIN SPEC	2	SGS02
32	<u>A098C FISCAL SUPP SPEC</u>	13	GS04 FFS04P FISC SPRT SPEC	13	SGS04
33	<u>R038C HR ASST</u>	2	GS04 HDH04P HR ANLST	2	SGS06
34	<u>R038C HR ASST</u>	20	GS04 HDH07P HR SPEC	20	SGS04
35	<u>R036C HR SPEC</u>	2	GS04 HDH04P HR ANLST	2	SGS06
36	<u>S051C INSTRUMENTATION TECH</u>	1	GS04 TST07P TRADES SPEC	1	SGS04

1	<u>V020C INVNTY CONT MGR</u>	1	GS04 TIW04P INVENTORY SUPV/EXP	1	SGS05
2	<u>V020C INVNTY CONT MGR</u>	1	GS04 TIW03P INVENTORY SPEC	1	SGS03
3	<u>C046C LEGAL SUPP SPEC</u>	1	GS04 ILS03I LEGAL SPPRT SPEC	1	SGS06
4	<u>C046C LEGAL SUPP SPEC</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
5	<u>S046C MAINT TECH</u>	24	GS04 TMA05P MAINT TECH	24	SGS03
6	<u>V024C ADC PROP OFF</u>	2	GS03 TIW03P INVENTORY SPEC	2	SGS03
7	<u>C073C ADMINST SPEC II</u>	65	GS03 PAS03P ADMIN SPEC	65	SGS02
8	<u>T081C COMMISSARY MGR</u>	29	GS03 SCP03I COMMISSARY COORD	29	SGS04
9	<u>C087C ADMINST SPEC I</u>	102	GS02 PAS03P ADMIN SPEC	102	SGS02
10	<u>0328 AR SENTENCING COMMISSION</u>				
11	<u>U081U AR SNTNCNG COMM DIR</u>	1	GS13 SCP02C AR SENTNG COMM DIR	1	SPC08
12	<u>G073C ATRNY</u>	1	GS10 SCP11P CORR PRGM SUPV/EXP	1	SGS08
13	<u>X038C QA MGR</u>	1	GS09 PQA01P QA COORD	1	SGS07
14	<u>0323 POST-PRISON TRANSFER BOARD</u>				
15	<u>U038U PAROLE BD CHAIRMAN</u>	1	SE01 EEX29A PPT BOARD CHAIR	1	EXE01
16	<u>D056C SYST COORD ANLST</u>	1	IT05 IDM02P DB ANLST	1	IST07
17	<u>G055N EXEC ADMIN</u>	1	GS13 SCP18C PPT BOARD ADMIN	1	SPC05
18	<u>G019N PAROLE BD MEMBER</u>	6	GS13 SCP19C PPT BOARD MEMBER	6	SPC08
19	<u>G023N REVOCATION HEARING JU</u>	3	GS12 SCP20I REV HEARING OFF	3	SPC05
20	<u>A116C BUS OP MGR</u>	1	GS08 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
21	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS08I EXEC ASST	1	SGS07
22	<u>X137C PAROLE BD INVSTIGTR</u>	2	GS07 IIV03P INVEST II	2	SGS05
23	<u>C050C ADMINST SUPP SUPV</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
24	<u>C056C ADMINST SPEC III</u>	4	GS04 PAS02P ADMIN COORD	4	SGS04
25	<u>DEPARTMENT OF EDUCATION</u>				
26	<u>9904 DEPT OF EDUCATION</u>				
27	<u>SC004 SEC OF ED</u>	1	SE05 ESE05A SEC OF ED	1	EXE04
28	<u>E080C ADE COS</u>	1	SE04 EEX10A CHIEF OF STAFF II	1	EXE02
29	<u>U089U DHE DEP DIR</u>	1	SE02 FAC09C CHIEF FISCAL OFC II	1	SPC10
30	<u>G331C ADE CLC</u>	1	SE01 LAT08C CLC I	1	SPC10
31	<u>D011N ADE DIR OF INFO SYST</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
32	<u>N009N ASST COMM FISCAL & AD</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
33	<u>D147C ADE CIO</u>	1	IT12 IIA03C CIO III	1	IST14
34	<u>D146C ADE ENTR ARCHITECT</u>	1	IT11 IDA01C DATA ARCHITECT	1	IST13
35	<u>D006N STATE SYST ARCHITECT</u>	1	IT10 IIS08C IT INFRA MNGR	1	IST11
36	<u>D022N IT SEN PROJ MGR</u>	1	IT09 IIE01C CHIEF INFO SEC OFF	1	IST12

1	<u>D022N IT SEN PROJ MGR</u>	1	<u>IT09 IDM01P DB ADMIN</u>	1	<u>IST09</u>
2	<u>D104C ADE STATE SYST ADMIN</u>	1	<u>IT08 IUS02P USER SPPRT COORD</u>	1	<u>IST05</u>
3	<u>D006C SFTWR ENG LEAD</u>	1	<u>IT08 IIS07C IT INFRA ENGINEER</u>	1	<u>IST10</u>
4	<u>D030C INFO SYST COORD</u>	2	<u>IT07 IIS01P IT COORD</u>	2	<u>IST08</u>
5	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IDN01P DATA ANLST</u>	1	<u>IST07</u>
6	<u>D028C SEN SFTWR SUPP SPEC</u>	1	<u>IT07 IUS02P USER SPPRT COORD</u>	1	<u>IST05</u>
7	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IAS01P APP ANLST I</u>	1	<u>IST07</u>
8	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IDN01P DATA ANLST</u>	1	<u>IST07</u>
9	<u>D047C INFO SYST BUS ANLST</u>	1	<u>IT05 IAS06C APP SUPV/EXP</u>	1	<u>IST10</u>
10	<u>D061C INFO SYST COORD SPEC</u>	1	<u>IT05 IUS02P USER SPPRT COORD</u>	1	<u>IST05</u>
11	<u>G001N ADE LITIGATION ATRNY</u>	1	<u>GS15 LAT05P ATTY III</u>	1	<u>SPC08</u>
12	<u>G281C ADE PLCY & SPCL PROJS</u>	1	<u>GS15 EEA03C HIGHER ED PROG MNGR</u>	1	<u>SPC09</u>
13	<u>N002N DHE SEN ASSOC DIR</u>	1	<u>GS15 EEA03C HIGHER ED PROG MNGR</u>	1	<u>SPC09</u>
14	<u>N002N DHE SEN ASSOC DIR</u>	1	<u>GS15 EEP04C ED PRGM MNGR</u>	1	<u>SPC06</u>
15	<u>N069N ADE SPCL ADVSR</u>	1	<u>GS14 CPR03C GOV AFFRS SPEC</u>	1	<u>SPC05</u>
16	<u>E001N ADE COORD SPCL PRGMS</u>	1	<u>GS13 HDH02C HR ADMIN I</u>	1	<u>SPC05</u>
17	<u>E001N ADE COORD SPCL PRGMS</u>	1	<u>GS13 SSP06I OMBUDSMAN</u>	1	<u>SGS08</u>
18	<u>G012C ADE ASST TO DIR</u>	1	<u>GS12 CPR02C CHIEF OF COMMS II</u>	1	<u>SPC07</u>
19	<u>G012C ADE ASST TO DIR</u>	1	<u>GS12 LAT04P ATTY II</u>	1	<u>SPC05</u>
20	<u>G012C ADE ASST TO DIR</u>	1	<u>GS12 EES02P ED PROF II</u>	1	<u>SPC04</u>
21	<u>G025C ATRNY SUPV</u>	1	<u>GS12 LAT04P ATTY II</u>	1	<u>SPC05</u>
22	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FAU08P INT AUDITOR</u>	1	<u>SPC05</u>
23	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FIN03P FINAN SUPV/EXP</u>	1	<u>SPC06</u>
24	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
25	<u>A031C ASST CONT</u>	1	<u>GS11 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
26	<u>G047C ATRNY SPEC</u>	2	<u>GS11 LAT04P ATTY II</u>	2	<u>SPC05</u>
27	<u>E006C PUB SCHOOL PRGM MGR</u>	1	<u>GS11 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
28	<u>E061C ACE PRGM COORD</u>	1	<u>GS10 HDH07P HR SPEC</u>	1	<u>SGS04</u>
29	<u>G075C ADE PRGM ADMIN</u>	1	<u>GS10 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
30	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS03C FISC SPPRT MNGR</u>	1	<u>SGS09</u>
31	<u>G073C ATRNY</u>	1	<u>GS10 LAT03P ATTY I</u>	1	<u>SPC03</u>
32	<u>E016C PUB SCHOOL PRGM COORD</u>	1	<u>GS10 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
33	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 PPR02P PROC COORD</u>	1	<u>SGS07</u>
34	<u>A032C ADE FINAN PRGM COORD</u>	1	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
35	<u>A038C FISCAL SUPP MGR</u>	2	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
36	<u>G109C GRANTS MGR</u>	1	<u>GS09 HDH07P HR SPEC</u>	1	<u>SGS04</u>

1	<u>P004C PUB INFO MGR</u>	1	<u>GS09 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
2	<u>E019C PUB SCHOOL PRGM ADVSR</u>	1	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
3	<u>A082C ACCOUNTANT II</u>	2	<u>GS08 FAC02P ACCOUNTANT II</u>	2	<u>SPC02</u>
4	<u>E031C ED PRGM COORD</u>	2	<u>GS08 EEP03P ED PRGM COORD</u>	2	<u>SGS07</u>
5	<u>G093C OP MGR</u>	1	<u>GS08 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
6	<u>G093C OP MGR</u>	1	<u>GS08 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
7	<u>G093C OP MGR</u>	1	<u>GS08 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
8	<u>G093C OP MGR</u>	1	<u>GS08 HDH07P HR SPEC</u>	1	<u>SGS04</u>
9	<u>R014C PERSONNEL MGR</u>	3	<u>GS08 HDH05P HR COORD</u>	3	<u>SGS07</u>
10	<u>V007C PROC COORD</u>	1	<u>GS08 EES01P ED PROF I</u>	1	<u>SPC02</u>
11	<u>A041C PRGM FISCAL MGR</u>	1	<u>GS08 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
12	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
13	<u>S008C CAMPUS MAINT SUPV</u>	2	<u>GS07 TMA04P MAINT SUPV/EXP</u>	2	<u>SGS06</u>
14	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
15	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
16	<u>A075C FINAN ANLST I</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
17	<u>G147C GRANTS COORD</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
18	<u>P020C PROD ARTIST</u>	2	<u>GS07 CME03P GRAPHIC ARTIST</u>	2	<u>SGS07</u>
19	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
20	<u>R025C HR ANLST</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
21	<u>S033C MAINT SUPV</u>	2	<u>GS06 TMA04P MAINT SUPV/EXP</u>	2	<u>SGS06</u>
22	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
23	<u>A090C PYRLI SVCS SPEC</u>	2	<u>GS05 HDH07P HR SPEC</u>	2	<u>SGS04</u>
24	<u>C056C ADMINST SPEC III</u>	2	<u>GS04 PAS02P ADMIN COORD</u>	2	<u>SGS04</u>
25	<u>A098C FISCAL SUPP SPEC</u>	2	<u>GS04 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
26	<u>V020C INVNTY CONT MGR</u>	1	<u>GS04 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
27	<u>C046C LEGAL SUPP SPEC</u>	1	<u>GS04 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
28	<u>S046C MAINT TECH</u>	2	<u>GS04 TMA05P MAINT TECH</u>	2	<u>SGS03</u>
29	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
30	<u>0700 DEPARTMENT OF HIGHER EDUCATION</u>				
31	<u>U024U DHE DIR</u>	1	<u>SE05 EEX13A COMMER OF HIGHER ED</u>	1	<u>EXE03</u>
32	<u>D022N IT SEN PROJ MGR</u>	1	<u>IT09 IIP02P IT PROJ MNGR</u>	1	<u>IST08</u>
33	<u>D012C DB SPEC</u>	2	<u>IT08 IIS07C IT INFRA ENGINEER</u>	2	<u>IST10</u>
34	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIS07C IT INFRA ENGINEER</u>	1	<u>IST10</u>
35	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIS01P IT COORD</u>	1	<u>IST08</u>
36	<u>D028C SEN SFTWR SUPP SPEC</u>	1	<u>IT07 IIS07C IT INFRA ENGINEER</u>	1	<u>IST10</u>

1	<u>D016C SEN TECH ANLST</u>	1	<u>IT06 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
2	<u>G281C ADE PLCY & SPCL PROJS</u>	1	<u>GS15 EES03P ED PROF SUPV/EXP</u>	1	<u>SPC06</u>
3	<u>N002N DHE SEN ASSOC DIR</u>	1	<u>GS15 EEP04C ED PRGM MNGR</u>	1	<u>SPC06</u>
4	<u>N069N ADE SPCL ADVSR</u>	1	<u>GS14 EEA03C HIGHER ED PROG MNGR</u>	1	<u>SPC09</u>
5	<u>N055N DHE ASSOC DIR</u>	1	<u>GS14 EEP06P ED PRGM SUPV/EXP</u>	1	<u>SGS10</u>
6	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
7	<u>N054N DHE CREER PATHWAYS DI</u>	1	<u>GS13 EES03P ED PROF SUPV/EXP</u>	1	<u>SPC06</u>
8	<u>N167N DHS PLCY & RSRCH DIR</u>	1	<u>GS12 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
9	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
10	<u>G058C DHE FED PRGM MGR</u>	1	<u>GS11 EES01P ED PROF I</u>	1	<u>SPC02</u>
11	<u>G058C DHE FED PRGM MGR</u>	1	<u>GS11 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
12	<u>E061C ACE PRGM COORD</u>	1	<u>GS10 EES01P ED PROF I</u>	1	<u>SPC02</u>
13	<u>G071C DHE PRGM COORD</u>	6	<u>GS10 EES01P ED PROF I</u>	6	<u>SPC02</u>
14	<u>E062C ACE PRGM ADVSR</u>	2	<u>GS09 EEP03P ED PRGM COORD</u>	2	<u>SGS07</u>
15	<u>G102C DHE PRGM SPEC</u>	7	<u>GS09 EES01P ED PROF I</u>	7	<u>SPC02</u>
16	<u>G102C DHE PRGM SPEC</u>	9	<u>GS09 EEP03P ED PRGM COORD</u>	9	<u>SGS07</u>
17	<u>G102C DHE PRGM SPEC</u>	1	<u>GS09 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
18	<u>G102C DHE PRGM SPEC</u>	1	<u>GS09 IIS09P IT INFRA SPEC</u>	1	<u>IST04</u>
19	<u>G080C NAT & COMM SVCS EXEC</u>	1	<u>GS09 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
20	<u>G295C OSTEOPATHIC RURAL MED</u>	1	<u>GS09 EEP05P ED PRGM SPEC</u>	1	<u>SGS06</u>
21	<u>G147C GRANTS COORD</u>	1	<u>GS07 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
22	<u>G180C GRANTS ANLST</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
23	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	<u>GS06 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
24	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
25	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
26	<u>0590 DEPT OF CAREER EDUCATION</u>				
27	<u>U077U ACE DIR CREER & TECH</u>	1	<u>SE01 EEA01C ED DIV ADMIN</u>	1	<u>SPC08</u>
28	<u>N069N ADE SPCL ADVSR</u>	1	<u>GS14 EES03P ED PROF SUPV/EXP</u>	1	<u>SPC06</u>
29	<u>E076C ADE CREER ED DIV MGR</u>	1	<u>GS12 EES02P ED PROF II</u>	1	<u>SPC04</u>
30	<u>E061C ACE PRGM COORD</u>	9	<u>GS10 EES01P ED PROF I</u>	9	<u>SPC02</u>
31	<u>A044C AUDIT COORD</u>	1	<u>GS10 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
32	<u>E062C ACE PRGM ADVSR</u>	18	<u>GS09 EES01P ED PROF I</u>	18	<u>SPC02</u>
33	<u>A060C SEN AUD</u>	1	<u>GS08 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
34	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
35	<u>C056C ADMINST SPEC III</u>	3	<u>GS04 PAS02P ADMIN COORD</u>	3	<u>SGS04</u>
36	<u>A098C FISCAL SUPP SPEC</u>	1	<u>GS04 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>

1	<u>R036C HR SPEC</u>	1	<u>GS04 HDH07P HR SPEC</u>	1	<u>SGS04</u>
2	<u>V020C INVNTY CONT MGR</u>	1	<u>GS04 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
3	<u>C073C ADMINST SPEC II</u>	5	<u>GS03 PAS03P ADMIN SPEC</u>	5	<u>SGS02</u>
4	<u>0552 NORTHWEST TECHNICAL INSTITUTE</u>				
5	<u>N227N NWTI DIR</u>	1	<u>SE01 ESA02C NTI DIR</u>	1	<u>SPC08</u>
6	<u>L036C NURSE INSTRUCTOR</u>	6	<u>MP02 MNU03P NURSE INSTRUCTOR</u>	6	<u>MED06</u>
7	<u>D054C COMP SUPP COORD</u>	1	<u>IT05 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
8	<u>D068C INFO SYST ANLST</u>	1	<u>IT04 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
9	<u>E077C NWTI AMM REFRIGN TECH</u>	1	<u>GS13 ETF02P AMM & INDST TRNG SUPV</u>	1	<u>SGS10</u>
10	<u>E009C TECH INSTI ASST DIR</u>	2	<u>GS12 ESA01C NTI ASST DIR</u>	2	<u>SPC05</u>
11	<u>E071C AMMONIA & INDST TRAIN</u>	2	<u>GS10 ETF01P AMM & INDST TRAINER</u>	2	<u>SGS08</u>
12	<u>E013C ED PRGM MGR</u>	1	<u>GS10 EEP06P ED PRGM SUPV/EXP</u>	1	<u>SGS10</u>
13	<u>E013C ED PRGM MGR</u>	2	<u>GS10 EEP03P ED PRGM COORD</u>	2	<u>SGS07</u>
14	<u>E013C ED PRGM MGR</u>	1	<u>GS10 HDH05P HR COORD</u>	1	<u>SGS07</u>
15	<u>E078C NWTI BUS & INDST COOR</u>	1	<u>GS10 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
16	<u>E022C ED & INSTRCTN MGR</u>	3	<u>GS09 CTR02P TRAINER</u>	3	<u>SGS07</u>
17	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
18	<u>E018C SPCLIZED TECH FACULTY</u>	7	<u>GS08 ETF04P CREER & TECH FCLTY II</u>	7	<u>SPC02</u>
19	<u>E027C CREER & TECH FACULTY</u>	28	<u>GS07 ETF03P CREER & TECH FCLTY I</u>	28	<u>SPC01</u>
20	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
21	<u>S017C MAINT COORD</u>	1	<u>GS07 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
22	<u>G144C TECH INSTI PRGM COORD</u>	2	<u>GS07 EEP06P ED PRGM SUPV/EXP</u>	2	<u>SGS10</u>
23	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
24	<u>S033C MAINT SUPV</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
25	<u>C035C ASST REGISTRAR</u>	1	<u>GS05 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
26	<u>G218C STDNT RECRUITMENT SPE</u>	1	<u>GS05 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
27	<u>C056C ADMINST SPEC III</u>	4	<u>GS04 PAS02P ADMIN COORD</u>	4	<u>SGS04</u>
28	<u>A098C FISCAL SUPP SPEC</u>	1	<u>GS04 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
29	<u>A100C PYRLLOFF</u>	1	<u>GS04 HDH07P HR SPEC</u>	1	<u>SGS04</u>
30	<u>C073C ADMINST SPEC II</u>	4	<u>GS03 PAS03P ADMIN SPEC</u>	4	<u>SGS02</u>
31	<u>S050C MAINT SPEC</u>	1	<u>GS03 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
32	<u>S065C MAINT ASST</u>	2	<u>GS01 TMA05P MAINT TECH</u>	2	<u>SGS03</u>
33	<u>0519 ARKANSAS STATE LIBRARY</u>				
34	<u>U031U STATE LIBRARY DIR</u>	1	<u>SE01 ELI05C STATE LIBRARIAN</u>	1	<u>SPC08</u>
35	<u>N161N STATE LIBRARY DEP DIR</u>	1	<u>GS12 ELI02C LIBRARY MNGR</u>	1	<u>SGS10</u>
36	<u>E012C STATE LIBRARY DIV MGR</u>	1	<u>GS10 ELI02C LIBRARY MNGR</u>	1	<u>SGS10</u>

1	<u>E021C STATE LIBRARY MGR</u>	7	GS09 ELI04P LIBRARY SUPV/EXP	7	SGS08
2	<u>E021C STATE LIBRARY MGR</u>	1	GS09 ELI01P LIBRARIAN	1	SGS06
3	<u>E030C LIBRARY COORD</u>	5	GS08 ELI01P LIBRARIAN	5	SGS06
4	<u>E041C SEN LIBRN</u>	7	GS07 ELI01P LIBRARIAN	7	SGS06
5	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
6	<u>E052C LIBRN</u>	3	GS06 ELI01P LIBRARIAN	3	SGS06
7	<u>P027C PUB INFO SPEC</u>	1	GS06 CPR07P PUB INFO SPEC	1	SGS06
8	<u>V014C BUYER</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
9	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS02P ADMIN COORD	2	SGS04
10	<u>A098C FISCAL SUPP SPEC</u>	2	GS04 FFS04P FISC SPPRT SPEC	2	SGS04
11	<u>C073C ADMINST SPEC II</u>	1	GS03 ELI03P LIBRARY SPEC	1	SGS02
12	<u>C069C LIBRARY TECH</u>	4	GS03 ELI03P LIBRARY SPEC	4	SGS02
13	<u>C085C LIBRARY SUPP ASST</u>	3	GS02 ELI03P LIBRARY SPEC	3	SGS02
14	<u>C089C LIBRARY TECH ASST</u>	2	GS01 ELI03P LIBRARY SPEC	2	SGS02
15	<u>0513 SCHOOL FOR THE DEAF</u>				
16	<u>U029U DEAF SCHOOL SUPER</u>	1	SE01 ESA04C SCHOOL SUPER	1	SPC08
17	<u>L027C RN SUPV</u>	1	MP02 MNU08P RN SUPV/EXP	1	MED06
18	<u>L045C AUDIOLOGIST</u>	1	MP01 MLM01C AUDIOLOGIST	1	MED07
19	<u>L038C RN</u>	1	MP01 MNU06P RN	1	MED05
20	<u>L042C SCHOOL SPEECH PATH</u>	5	MP01 MLM07C SPEECH PATHOLOGIST	5	MED07
21	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
22	<u>D071C COMP SUPP ANLST</u>	2	IT03 IUS04P USER SPPRT SPEC	2	IST02
23	<u>E004C SCHOOL PRINCIPAL</u>	1	GS11 ESA03C PRINCIPAL	1	SPC05
24	<u>E017C ASST PRINCIPAL</u>	1	GS10 EES01P ED PROF I	1	SPC02
25	<u>E013C ED PRGM MGR</u>	1	GS10 EES01P ED PROF I	1	SPC02
26	<u>E036C CERT MSTRS DEGREE LIB</u>	1	GS09 ELI01P LIBRARIAN	1	SGS06
27	<u>L040C DIETARY SVCS DIR</u>	1	GS09 TFS03C FOOD SVCS MNGR	1	SGS09
28	<u>E022C ED & INSTRCTN MGR</u>	1	GS09 EEP03P ED PRGM COORD	1	SGS07
29	<u>E025C EDAL SPEC</u>	1	GS09 EES01P ED PROF I	1	SPC02
30	<u>E025C EDAL SPEC</u>	1	GS09 EEP03P ED PRGM COORD	1	SGS07
31	<u>E015C SPCL ED SUPV</u>	1	GS09 EES01P ED PROF I	1	SPC02
32	<u>E035C CERT MSTRS TCHR</u>	1	GS08 SIA23P PUB SAFETY SUPV/EXP	1	SGS08
33	<u>E035C CERT MSTRS TCHR</u>	22	GS08 ETF06P TEACHER II	22	SGS07
34	<u>E035C CERT MSTRS TCHR</u>	11	GS08 ETF05P TEACHER I	11	SGS06
35	<u>M088C LIC MSTR SOCIAL WRKR</u>	1	GS08 SCM02P LIC ASSOC COUNSELOR	1	SPC01
36	<u>M020C LIC PROF CNSLR</u>	1	GS08 SCM07P SCHOOL COUNSELOR	1	SPC01

1	<u>E029C SIGN LANGUAGE COORD</u>	1 GS08 EEP03P ED PRGM COORD	1 SGS07
2	<u>E032C ED CNSLR</u>	1 GS07 SCM07P SCHOOL COUNSELOR	1 SPC01
3	<u>E032C ED CNSLR</u>	1 GS07 ETF05P TEACHER I	1 SGS06
4	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PAS08I EXEC ASST	1 SGS07
5	<u>G147C GRANTS COORD</u>	1 GS07 FGM02P GRANTS COORD	1 SGS05
6	<u>M024C RES SVCS MGR</u>	1 GS07 PRC02C RES SVCS MNGR	1 SGS07
7	<u>L069C LPN</u>	2 GS06 MNU01P LPN	2 MED02
8	<u>M064C RES ACTIVITIES SUPV</u>	3 GS05 PRC05P RES CRE SUPV/EXP	3 SGS04
9	<u>S031C SKILLED TRADESMAN</u>	2 GS05 TST04P SKILL TRADES	2 SGS06
10	<u>S038C TRANSIT OP SUPV</u>	1 GS05 EEP05P ED PRGM SPEC	1 SGS06
11	<u>V018C WRHS MGR</u>	1 GS05 TIW04P INVENTORY SUPV/EXP	1 SGS05
12	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS02P ADMIN COORD	1 SGS04
13	<u>L078C FAM SVCS ASST</u>	1 GS04 PAS02P ADMIN COORD	1 SGS04
14	<u>A098C FISCAL SUPP SPEC</u>	1 GS04 PAS03P ADMIN SPEC	1 SGS02
15	<u>S047C LANDSCAPE SUPV</u>	1 GS04 TGR01P LANDSCAPE COORD	1 SGS02
16	<u>S046C MAINT TECH</u>	3 GS04 TMA05P MAINT TECH	3 SGS03
17	<u>C073C ADMINST SPEC II</u>	5 GS03 PAS03P ADMIN SPEC	5 SGS02
18	<u>L082C CERT NRSNG ASST</u>	1 GS03 THT01I CNA	1 SGS03
19	<u>C058C ED PARAPROF</u>	19 GS03 EEP01P ED PARAPROF	19 SGS03
20	<u>S056C FOOD PREP SUPV</u>	1 GS03 TFS05P KITCHEN SUPV/EXP	1 SGS03
21	<u>C053C MED REC TECH</u>	1 GS03 PAS03P ADMIN SPEC	1 SGS02
22	<u>M074C RES ADVSR</u>	21 GS03 PRC04P RES CRE SPEC	21 SGS01
23	<u>S068C FOOD PREP COORD</u>	2 GS02 TFS01P COOK	2 SGS01
24	<u>S084C INST SVCS SUPV</u>	1 GS02 TMA05P MAINT TECH	1 SGS03
25	<u>S086C COOK</u>	6 GS01 TFS01P COOK	6 SGS01
26	<u>S086C COOK</u>	1 GS01 THO01P HOUSEKEEP	1 SGS01
27	<u>S065C MAINT ASST</u>	1 GS01 TMA05P MAINT TECH	1 SGS03
28	<u>S065C MAINT ASST</u>	2 GS01 THO01P HOUSEKEEP	2 SGS01
29	<u>0510 SCHOOL FOR THE BLIND</u>		
30	<u>U030U BLIND SCHOOL SUPER</u>	1 SE01 ESA04C SCHOOL SUPER	1 SPC08
31	<u>L038C RN</u>	1 MP01 MNU06P RN	1 MED05
32	<u>L042C SCHOOL SPEECH PATH</u>	1 MP01 MLM07C SPEECH PATHOLOGIST	1 MED07
33	<u>E004C SCHOOL PRINCIPAL</u>	1 GS11 ESA03C PRINCIPAL	1 SPC05
34	<u>E004C SCHOOL PRINCIPAL</u>	1 GS11 EES02P ED PROF II	1 SPC04
35	<u>L040C DIETARY SVCS DIR</u>	1 GS09 TFS03C FOOD SVCS MNGR	1 SGS09
36	<u>E024C TCHR SUPV</u>	2 GS09 EES01P ED PROF I	2 SPC02

1	<u>E035C CERT MSTRS TCHR</u>	1	GS08 TMA02C MAINT MNGR	1	SGS07
2	<u>E035C CERT MSTRS TCHR</u>	24	GS08 ETF06P TEACHER II	24	SGS07
3	<u>E035C CERT MSTRS TCHR</u>	8	GS08 ETF05P TEACHER I	8	SGS06
4	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS01P ADMIN ANLST	1	SGS05
5	<u>C037C ADMINST ANLST</u>	2	GS06 PAS01P ADMIN ANLST	2	SGS05
6	<u>S009C ASD/ASB TRNSPRTN SVCS</u>	1	GS06 EEP03P ED PRGM COORD	1	SGS07
7	<u>E044C CERT BACHELORS TCHR</u>	2	GS06 ETF05P TEACHER I	2	SGS06
8	<u>L069C LPN</u>	2	GS06 MNU01P LPN	2	MED02
9	<u>M064C RES ACTIVITIES SUPV</u>	1	GS05 PRC05P RES CRE SUPV/EXP	1	SGS04
10	<u>S031C SKILLED TRADESMAN</u>	2	GS05 TST04P SKILL TRADES	2	SGS06
11	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS02P ADMIN COORD	2	SGS04
12	<u>S047C LANDSCAPE SUPV</u>	1	GS04 TMA05P MAINT TECH	1	SGS03
13	<u>S046C MAINT TECH</u>	2	GS04 TMA05P MAINT TECH	2	SGS03
14	<u>C073C ADMINST SPEC II</u>	2	GS03 PAS03P ADMIN SPEC	2	SGS02
15	<u>C058C ED PARAPROF</u>	12	GS03 EEP01P ED PARAPROF	12	SGS03
16	<u>S056C FOOD PREP SUPV</u>	1	GS03 TFS05P KITCHEN SUPV/EXP	1	SGS03
17	<u>V027C INVNTY CONT TECH</u>	1	GS03 TIW03P INVENTORY SPEC	1	SGS03
18	<u>M074C RES ADVSR</u>	9	GS03 PRC04P RES CRE SPEC	9	SGS01
19	<u>S068C FOOD PREP COORD</u>	2	GS02 TFS01P COOK	2	SGS01
20	<u>S086C COOK</u>	6	GS01 TFS01P COOK	6	SGS01
21	<u>S087C INST SVCS ASST</u>	4	GS01 THO01P HOUSEKEEP	4	SGS01
22	<u>S065C MAINT ASST</u>	1	GS01 TMA05P MAINT TECH	1	SGS03
23	<u>0500 DEPARTMENT OF EDUCATION</u>				
24	<u>E083C ADE DEP SEC OF ED</u>	1	SE04 EEX11A CHIEF PRGMS DIR	1	EXE03
25	<u>U027U DEP COMM OF ED</u>	1	SE03 EEX11A CHIEF PRGMS DIR	1	EXE03
26	<u>E081C ADE ASSOC DEP</u>	3	SE02 EEA02C ED DIV DIR	3	SPC09
27	<u>N249N DHS DIV DIR</u>	1	SE02 EEA02C ED DIV DIR	1	SPC09
28	<u>N005N ADE ASST COMM LRNG SV</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
29	<u>N006N ADE ASST COMM PUB SCH</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
30	<u>N015N ADE DIR PUB SCHOOL FA</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
31	<u>N008N ASST COMM RSRCH & TEC</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
32	<u>N010N ASST COMM EDUC EFFEC</u>	1	SE01 EEA01C ED DIV ADMIN	1	SPC08
33	<u>L027C RN SUPV</u>	1	MP02 MNU06P RN	1	MED05
34	<u>D105C ADE STATE NET ENG</u>	1	IT09 IIS07C IT INFRA ENGINEER	1	IST10
35	<u>D022N IT SEN PROJ MGR</u>	1	IT09 IIP02P IT PROJ MNGR	1	IST08
36	<u>D104C ADE STATE SYST ADMIN</u>	2	IT08 IAS01P APP ANLST I	2	IST07

1	<u>D104C ADE STATE SYST ADMIN</u>	3	IT08 IDN01P DATA ANLST	3	IST07
2	<u>D007C INFO SYST MGR</u>	1	IT08 IDN02P DATA ANLST SUPV/EXP	1	IST09
3	<u>D030C INFO SYST COORD</u>	1	IT07 IAS01P APP ANLST I	1	IST07
4	<u>D042C DATA WRHS SPEC</u>	1	IT06 IDN01P DATA ANLST	1	IST07
5	<u>D037C ADE APSCN AP MGR</u>	3	IT05 IAS01P APP ANLST I	3	IST07
6	<u>D054C COMP SUPP COORD</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
7	<u>D063C COMP SUPP SPEC</u>	1	IT05 IDM02P DB ANLST	1	IST07
8	<u>D047C INFO SYST BUS ANLST</u>	2	IT05 IAS01P APP ANLST I	2	IST07
9	<u>D061C INFO SYST COORD SPEC</u>	2	IT05 IUS04P USER SPPRT SPEC	2	IST02
10	<u>D057C INFO TECH MGR</u>	1	IT05 IUS02P USER SPPRT COORD	1	IST05
11	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IAS01P APP ANLST I	1	IST07
12	<u>D044C SYST ANLST</u>	1	IT05 IAS01P APP ANLST I	1	IST07
13	<u>D055C ADE APSCN FLD ANLST</u>	25	IT04 IUS04P USER SPPRT SPEC	25	IST02
14	<u>D062C DB ANLST</u>	1	IT04 IDM02P DB ANLST	1	IST07
15	<u>D064C WEBSITE DEV</u>	1	IT04 IAS08I WEBSITE SPEC	1	IST05
16	<u>D071C COMP SUPP ANLST</u>	1	IT03 IUS04P USER SPPRT SPEC	1	IST02
17	<u>D075C SFTWR SUPP SPEC</u>	1	IT03 IUS04P USER SPPRT SPEC	1	IST02
18	<u>D079C COMP SUPP TECH</u>	2	IT02 IUS04P USER SPPRT SPEC	2	IST02
19	<u>N047N ADE APSCN DIR</u>	1	GS15 IIA06C IT MNGR	1	IST10
20	<u>E082C ADE PRGM DIR</u>	1	GS15 EEP02C ED PRGM ADMIN	1	SPC07
21	<u>N046N ADE ASST DIR ACADEMIC</u>	1	GS14 EES03P ED PROF SUPV/EXP	1	SPC06
22	<u>N069N ADE SPCL ADVSR</u>	1	GS14 EEP02C ED PRGM ADMIN	1	SPC07
23	<u>N069N ADE SPCL ADVSR</u>	6	GS14 EES03P ED PROF SUPV/EXP	6	SPC06
24	<u>N122N DHS/DCC ASST DIR FINA</u>	1	GS14 FFS03C FISC SPPRT MNGR	1	SGS09
25	<u>E003N ADE COORD SCH. IMP/ST</u>	1	GS13 FIN03P FINAN SUPV/EXP	1	SPC06
26	<u>E001N ADE COORD SPCL PRGMS</u>	2	GS13 EES03P ED PROF SUPV/EXP	2	SPC06
27	<u>E001N ADE COORD SPCL PRGMS</u>	5	GS13 EEP03P ED PRGM COORD	5	SGS07
28	<u>A010C AGENCY CONT II</u>	1	GS13 FAC10C CONTROLLER	1	SPC06
29	<u>G056C DHS/DCC ASST DIR OPS</u>	3	GS13 EEP02C ED PRGM ADMIN	3	SPC07
30	<u>G004C MANAGING ATRNY</u>	1	GS13 LAT05P ATTY III	1	SPC08
31	<u>G012C ADE ASST TO DIR</u>	8	GS12 EES02P ED PROF II	8	SPC04
32	<u>G012C ADE ASST TO DIR</u>	2	GS12 EEP06P ED PRGM SUPV/EXP	2	SGS10
33	<u>G012C ADE ASST TO DIR</u>	1	GS12 SIA23P PUB SAFETY SUPV/EXP	1	SGS08
34	<u>G006C ADE SPCL ED DIV MGR</u>	1	GS12 EES02P ED PROF II	1	SPC04
35	<u>N145N DHS ASST DIR CMS</u>	1	GS12 EEP04C ED PRGM MNGR	1	SPC06
36	<u>E006N ADE COORD COMP SCI</u>	1	GS11 EES02P ED PROF II	1	SPC04

1	<u>E069C ADE DIR OF MEDICAID S</u>	1	GS11 EES02P ED PROF II	1	SPC04
2	<u>E006C PUB SCHOOL PRGM MGR</u>	11	GS11 EES02P ED PROF II	11	SPC04
3	<u>G051C ADE ACADEMIC FACILTS S</u>	2	GS10 EES01P ED PROF I	2	SPC02
4	<u>G050C ADE APSCN DIV MGR</u>	3	GS10 IIP02P IT PROJ MNGR	3	IST08
5	<u>E007C ADE OERZ DIR</u>	1	GS10 CPR05P PUB INFO COORD	1	SGS07
6	<u>G075C ADE PRGM ADMIN</u>	6	GS10 EES01P ED PROF I	6	SPC02
7	<u>E013C ED PRGM MGR</u>	2	GS10 EES01P ED PROF I	2	SPC02
8	<u>E016C PUB SCHOOL PRGM COORD</u>	20	GS10 EES01P ED PROF I	20	SPC02
9	<u>A052C ACCNTNG COORD</u>	4	GS09 FAC02P ACCOUNTANT II	4	SPC02
10	<u>A052C ACCNTNG COORD</u>	1	GS09 EEP03P ED PRGM COORD	1	SGS07
11	<u>A052C ACCNTNG COORD</u>	1	GS09 FGM01P GRANTS ANLST	1	SGS04
12	<u>A052C ACCNTNG COORD</u>	2	GS09 IAS01P APP ANLST I	2	IST07
13	<u>G090C ADE AREA PROJ MGR</u>	12	GS09 EEP03P ED PRGM COORD	12	SGS07
14	<u>G074C ADE COORD OF GOV AFFR</u>	1	GS09 ILS03I LEGAL SPRT SPEC	1	SGS06
15	<u>A032C ADE FINAN PRGM COORD</u>	3	GS09 FFS02P FISC SPRT COORD	3	SGS06
16	<u>X012C ADE PLSB CHIEF INVSTI</u>	1	GS09 IIV05P INVEST SUPV/EXP	1	SGS07
17	<u>X012C ADE PLSB CHIEF INVSTI</u>	1	GS09 IIV04P INVEST III	1	SGS06
18	<u>A050C AGENCY FISCAL MGR</u>	1	GS09 FFS02P FISC SPRT COORD	1	SGS06
19	<u>G099C DHS PRGM ADMIN</u>	1	GS09 EEC01C EC PRGM ADMIN	1	SGS10
20	<u>G099C DHS PRGM ADMIN</u>	3	GS09 PQA02C QA MNGR	3	SGS09
21	<u>G099C DHS PRGM ADMIN</u>	2	GS09 EEC05P EC PRGM SUPV/EXP	2	SGS08
22	<u>G099C DHS PRGM ADMIN</u>	1	GS09 EEP03P ED PRGM COORD	1	SGS07
23	<u>A038C FISCAL SUPP MGR</u>	1	GS09 PQA04P QA SUPV/EXP	1	SGS08
24	<u>A038C FISCAL SUPP MGR</u>	4	GS09 FFS02P FISC SPRT COORD	4	SGS06
25	<u>G109C GRANTS MGR</u>	1	GS09 EEP03P ED PRGM COORD	1	SGS07
26	<u>G109C GRANTS MGR</u>	1	GS09 FGM03C GRANTS MNGR	1	SGS07
27	<u>P004C PUB INFO MGR</u>	1	GS09 CPR05P PUB INFO COORD	1	SGS07
28	<u>E019C PUB SCHOOL PRGM ADVSR</u>	87	GS09 EES01P ED PROF I	87	SPC02
29	<u>E019C PUB SCHOOL PRGM ADVSR</u>	5	GS09 EEP03P ED PRGM COORD	5	SGS07
30	<u>E019C PUB SCHOOL PRGM ADVSR</u>	1	GS09 IUS04P USER SPRT SPEC	1	IST02
31	<u>G039C SEN TRNSPRTN MGR</u>	1	GS09 EEP03P ED PRGM COORD	1	SGS07
32	<u>A082C ACCOUNTANT II</u>	1	GS08 FAC01P ACCOUNTANT I	1	SPC01
33	<u>E020C ADE OERZ TECH ASSIST</u>	3	GS08 EEP03P ED PRGM COORD	3	SGS07
34	<u>X202C ADE PLSB SEN INVSTIGT</u>	1	GS08 IIV04P INVEST III	1	SGS06
35	<u>E066C DCCECE ED MGR</u>	1	GS08 EEP03P ED PRGM COORD	1	SGS07
36	<u>G152C DHS PRGM MGR</u>	4	GS08 EEC05P EC PRGM SUPV/EXP	4	SGS08

1	<u>G152C DHS PRGM MGR</u>	5	GS08 EEP03P ED PRGM COORD	5	SGS07
2	<u>G152C DHS PRGM MGR</u>	2	GS08 EEC02P EC PRGM COORD	2	SGS06
3	<u>G152C DHS PRGM MGR</u>	6	GS08 IIV04P INVEST III	6	SGS06
4	<u>E026C ED & INSTRCTN COORD</u>	1	GS08 PAS08I EXEC ASST	1	SGS07
5	<u>X037C ED INVSTIGTR</u>	3	GS08 IIV04P INVEST III	3	SGS06
6	<u>A047C FINAN ANLST II</u>	1	GS08 FGM01P GRANTS ANLST	1	SGS04
7	<u>L043C HEALTH PRGM SPEC III</u>	1	GS08 PAS01P ADMIN ANLST	1	SGS05
8	<u>L035C NUTRITIONIST CONS</u>	9	GS08 PQA01P QA COORD	9	SGS07
9	<u>G093C OP MGR</u>	1	GS08 EEP03P ED PRGM COORD	1	SGS07
10	<u>G093C OP MGR</u>	1	GS08 PAS02P ADMIN COORD	1	SGS04
11	<u>R014C PERSONNEL MGR</u>	2	GS08 HDH05P HR COORD	2	SGS07
12	<u>A041C PRGM FISCAL MGR</u>	6	GS08 FFS02P FISC SPRT COORD	6	SGS06
13	<u>X062C QA COORD</u>	5	GS08 PQA01P QA COORD	5	SGS07
14	<u>E023C TRNG PROJ MGR</u>	1	GS08 CTR02P TRAINER	1	SGS07
15	<u>A089C ACCOUNTANT I</u>	1	GS07 FAC01P ACCOUNTANT I	1	SPC01
16	<u>G183C DHS PRGM COORD</u>	1	GS07 EEC05P EC PRGM SUPV/EXP	1	SGS08
17	<u>G183C DHS PRGM COORD</u>	9	GS07 EEP03P ED PRGM COORD	9	SGS07
18	<u>G183C DHS PRGM COORD</u>	1	GS07 PPE04P PROG ELIG SUPV/EXP	1	SGS07
19	<u>G183C DHS PRGM COORD</u>	16	GS07 EEC02P EC PRGM COORD	16	SGS06
20	<u>G183C DHS PRGM COORD</u>	3	GS07 IIV03P INVEST II	3	SGS05
21	<u>G267C DHS PRGM ELGBLTY ANLS</u>	1	GS07 FGM02P GRANTS COORD	1	SGS05
22	<u>M042C DHS STAFF SUPV</u>	1	GS07 EEP03P ED PRGM COORD	1	SGS07
23	<u>G182C DHS/DDS PRGM COORD</u>	1	GS07 EEP03P ED PRGM COORD	1	SGS07
24	<u>E048C ED & INSTRCTN SPEC</u>	1	GS07 EEP05P ED PRGM SPEC	1	SGS06
25	<u>C010C EXEC ASST TO THE DIR</u>	2	GS07 PAS08I EXEC ASST	2	SGS07
26	<u>X125C FRAUD INVSTIGTR COORD</u>	4	GS07 IIV03P INVEST II	4	SGS05
27	<u>G147C GRANTS COORD</u>	1	GS07 FGM02P GRANTS COORD	1	SGS05
28	<u>M025C PRGM ELGBLTY COORD I</u>	2	GS07 PPE04P PROG ELIG SUPV/EXP	2	SGS07
29	<u>A063C RSRCH & STATS SUPV</u>	1	GS07 PDA01P DATA/RESEARCH ANLST	1	SGS07
30	<u>E040C STAFF DEV COORD</u>	1	GS07 CTR02P TRAINER	1	SGS07
31	<u>C037C ADMINST ANLST</u>	17	GS06 PAS01P ADMIN ANLST	17	SGS05
32	<u>C037C ADMINST ANLST</u>	1	GS06 FGM01P GRANTS ANLST	1	SGS04
33	<u>M053C CHILD CARE SVC SPEC</u>	41	GS06 EEC04P EC PRGM SPEC	41	SGS04
34	<u>G210C DHS PRGM SPEC</u>	2	GS06 PAS01P ADMIN ANLST	2	SGS05
35	<u>G210C DHS PRGM SPEC</u>	1	GS06 EEC04P EC PRGM SPEC	1	SGS04
36	<u>E038C ED & INSTRCTN ANLST</u>	1	GS06 EEC04P EC PRGM SPEC	1	SGS04

1	<u>M051C FAM SVC WRKR</u>	2	<u>GS06 PPE02P PROG ELIG SPEC I</u>	2	<u>SGS05</u>
2	<u>M051C FAM SVC WRKR</u>	1	<u>GS06 EEC04P EC PRGM SPEC</u>	1	<u>SGS04</u>
3	<u>A074C FISCAL SUPP SUPV</u>	4	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	4	<u>SGS07</u>
4	<u>G180C GRANTS ANLST</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
5	<u>G180C GRANTS ANLST</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
6	<u>G214C GRANTS SPEC</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
7	<u>R025C HR ANLST</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
8	<u>G179C LEGAL SVCS SPEC</u>	2	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	2	<u>SGS06</u>
9	<u>G179C LEGAL SVCS SPEC</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
10	<u>G178C PLCY DEV COORD</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
11	<u>G178C PLCY DEV COORD</u>	1	<u>GS06 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
12	<u>M066C PRGM ELGBLTY SPEC</u>	43	<u>GS06 PPE02P PROG ELIG SPEC I</u>	43	<u>SGS05</u>
13	<u>X136C QA REVER</u>	1	<u>GS06 PQA03P QA SPEC</u>	1	<u>SGS06</u>
14	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
15	<u>X094C SVCS & PRGM LIC SPEC</u>	6	<u>GS06 PAS09P LICENSING COORD</u>	6	<u>SGS03</u>
16	<u>C020C STDNT AP SPEC</u>	2	<u>GS06 IDM03P DB SPEC</u>	2	<u>IST05</u>
17	<u>C050C ADMINST SUPP SUPV</u>	1	<u>GS05 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
18	<u>A088C ASSETS COORD</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
19	<u>V014C BUYER</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
20	<u>V012C FED SURP PROP SUPV</u>	1	<u>GS05 TIW01P INVENTORY COORD</u>	1	<u>SGS04</u>
21	<u>A091C FISCAL SUPP ANLST</u>	3	<u>GS05 FFS04P FISC SPPRT SPEC</u>	3	<u>SGS04</u>
22	<u>C054C LO ADMINST SPEC</u>	7	<u>GS05 PAS03P ADMIN SPEC</u>	7	<u>SGS02</u>
23	<u>S028C BUS DRIVER TRAINER</u>	3	<u>GS05 TAT10I SCHOOL BUS TRAINER</u>	3	<u>SGS05</u>
24	<u>X116C BUS TRANS INSPCT</u>	6	<u>GS05 IIN01P INSP I</u>	6	<u>SGS04</u>
25	<u>E051C STAFF DEV SPEC</u>	1	<u>GS05 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
26	<u>C056C ADMINST SPEC III</u>	38	<u>GS04 PAS02P ADMIN COORD</u>	38	<u>SGS04</u>
27	<u>S046C MAINT TECH</u>	1	<u>GS04 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
28	<u>V022C PURCHASING TECH</u>	1	<u>GS04 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
29	<u>C073C ADMINST SPEC II</u>	21	<u>GS03 PAS03P ADMIN SPEC</u>	21	<u>SGS02</u>
30	<u>0318 MARTIN LUTHER KING JR COMM</u>				
31	<u>G077C MLK EXEC DIR</u>	1	<u>GS14 EEA04C MLK COMM DIR</u>	1	<u>SPC06</u>
32	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
33	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
34	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
35	<u>DEPARTMENT OF ENERGY & ENVIRONMENT</u>				
36	<u>9905 DEPT OF ENERGY AND ENVIRONMENT</u>				

1	<u>SC005 SEC OF ENERGY & ENVIRO</u>	1 SE05 ESE06A SEC OF E&E	1
2	<u>EXE04</u>		
3	<u>N218N E&E CHIEF ADMIN</u>	1 SE02 EEX19A E&E DIR	1 EXE01
4	<u>N257N E&E EXEC COS</u>	1 SE01 EEX09A CHIEF OF STAFF I	1 EXE01
5	<u>D129C E&E DIR OF INFO TECH</u>	1 IT10 IIA01C CIO I	1 IST10
6	<u>G298C E&E CHIEF COUNSEL</u>	1 GS15 LAT08C CLC I	1 SPC10
7	<u>N230N E&E COS</u>	1 GS15 PEM02C E&E DEP DIR	1 SPC08
8	<u>N205N E&E DIR OF COMP</u>	1 GS13 FAC08C CHIEF FISCAL OFC I	1 SPC09
9	<u>N204N E&E DIR OF SPCL PROJS</u>	1 GS13 CPR03C GOV AFFRS SPEC	1 SPC05
10	<u>G019C GEN COUNSEL</u>	3 GS13 LAT05P ATTY III	3 SPC08
11	<u>G004C MANAGING ATRNY</u>	1 GS13 LAT05P ATTY III	1 SPC08
12	<u>G035C ADEQ ADMIN DIV MNGR</u>	1 GS12 PEM01C E&E ASSOC DIR	1 SPC05
13	<u>G025C ATRNY SUPV</u>	1 GS12 LAT05P ATTY III	1 SPC08
14	<u>G024C DEPT ALJ</u>	1 GS12 LAT05P ATTY III	1 SPC08
15	<u>P079C E&E CHIEF OF COMMS</u>	1 GS12 CPR01C CHIEF OF COMMS I	1 SPC06
16	<u>G028C E&E TECH OP MGR</u>	1 GS12 PEM03C E&E PRGM MNGR	1 SPC05
17	<u>A014C FISCAL DIV MGR</u>	1 GS12 FFS05P FISC SPRT SUPV/EXP	1 SGS07
18	<u>A031C ASST CONT</u>	1 GS11 FAC06C ASST CONTROLLER	1 SPC05
19	<u>G047C ATRNY SPEC</u>	3 GS11 LAT04P ATTY II	3 SPC05
20	<u>G047C ATRNY SPEC</u>	1 GS11 LAT03P ATTY I	1 SPC03
21	<u>G047C ATRNY SPEC</u>	1 GS11 PEP03P E&E PRGM SUPV/EXP	1 SGS09
22	<u>G076C ADMINST SVCS MGR</u>	1 GS10 HDH08P HR SUPV/EXP	1 SGS08
23	<u>A044C AUDIT COORD</u>	1 GS10 FFS05P FISC SPRT SUPV/EXP	1 SGS07
24	<u>B037C CHEMIST SUPV</u>	1 GS09 SBI01P BIOLOGIST I	1 SPC01
25	<u>A038C FISCAL SUPP MGR</u>	1 GS09 PPR02P PROC COORD	1 SGS07
26	<u>R021C BUDGET ANLST</u>	1 GS08 FBU01P BUDGET ANLST	1 SGS07
27	<u>G139C E&E FCLTY SUPP SVCS M</u>	1 GS08 TFM02C FACILITY MNGR	1 SGS07
28	<u>G093C OP MGR</u>	1 GS08 FFS02P FISC SPRT COORD	1 SGS06
29	<u>A089C ACCOUNTANT I</u>	2 GS07 FAC01P ACCOUNTANT I	2 SPC01
30	<u>X054C ENVIRO PRGM COORD</u>	2 GS07 PEP02P E&E PRGM COORD	2 SGS06
31	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PAS08I EXEC ASST	1 SGS07
32	<u>A075C FINAN ANLST I</u>	1 GS07 FFS02P FISC SPRT COORD	1 SGS06
33	<u>B051C GEO</u>	1 GS07 SGE01P GEOLOGIST	1 SPC01
34	<u>G147C GRANTS COORD</u>	1 GS07 FGM02P GRANTS COORD	1 SGS05
35	<u>P013C PUB INFO COORD</u>	1 GS07 CME03P GRAPHIC ARTIST	1 SGS07
36	<u>P013C PUB INFO COORD</u>	1 GS07 CPR05P PUB INFO COORD	1 SGS07

1	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
2	<u>S024C CNSTRCT/MAINT COORD</u>	1	<u>GS06 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
3	<u>X082C E&E INSPCT II</u>	1	<u>GS06 IIN02P INSP II</u>	1	<u>SGS05</u>
4	<u>P049C GRAPHIC ARTIST</u>	1	<u>GS06 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
5	<u>R025C HR ANLST</u>	2	<u>GS06 HDH05P HR COORD</u>	2	<u>SGS07</u>
6	<u>G179C LEGAL SVCS SPEC</u>	5	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	5	<u>SGS06</u>
7	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
8	<u>C050C ADMINST SUPP SUPV</u>	1	<u>GS05 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
9	<u>S025C BUILDING AND GROUNDS</u>	1	<u>GS05 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
10	<u>A090C PYRLL SVCS SPEC</u>	1	<u>GS05 HDH07P HR SPEC</u>	1	<u>SGS04</u>
11	<u>C056C ADMINST SPEC III</u>	2	<u>GS04 PAS02P ADMIN COORD</u>	2	<u>SGS04</u>
12	<u>R036C HR SPEC</u>	1	<u>GS04 HDH07P HR SPEC</u>	1	<u>SGS04</u>
13	<u>S046C MAINT TECH</u>	4	<u>GS04 TMA05P MAINT TECH</u>	4	<u>SGS03</u>
14	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
15	<u>0930 DIV OF ENVIRONMENTAL QUALITY</u>				
16	<u>U015U DEQ DIR</u>	1	<u>SE03 EEX19A E&E DIR</u>	1	<u>EXE01</u>
17	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIA06C IT MNGR</u>	1	<u>IST10</u>
18	<u>D030C INFO SYST COORD</u>	2	<u>IT07 IIS06P IT INFRA COORD</u>	2	<u>IST08</u>
19	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IGI01P GIS ANLST</u>	1	<u>IST05</u>
20	<u>D039C NET SUPP SPEC</u>	1	<u>IT06 IGI01P GIS ANLST</u>	1	<u>IST05</u>
21	<u>D063C COMP SUPP SPEC</u>	1	<u>IT05 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
22	<u>D052C SFTWR SUPP ANLST</u>	4	<u>IT05 IAS04P APP DEVELOPER I</u>	4	<u>IST06</u>
23	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
24	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IDM03P DB SPEC</u>	1	<u>IST05</u>
25	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
26	<u>D068C INFO SYST ANLST</u>	1	<u>IT04 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
27	<u>D065C NET SUPP ANLST</u>	1	<u>IT04 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
28	<u>D064C WEBSITE DEV</u>	1	<u>IT04 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
29	<u>N195N DEQ ASSOC DIR</u>	3	<u>GS15 PEM02C E&E DEP DIR</u>	3	<u>SPC08</u>
30	<u>N180N E&E ASSOC DIR ENERGY</u>	1	<u>GS14 PEM02C E&E DEP DIR</u>	1	<u>SPC08</u>
31	<u>G032N PC&E HEARING OFF</u>	1	<u>GS14 LAT01C ADMIN LAW JUDGE</u>	1	<u>SPC08</u>
32	<u>B146C E&E PROF ENG SEN MGR</u>	3	<u>GS13 SEN04C MANAGING ENGINEER</u>	3	<u>SPC07</u>
33	<u>B012C E&E SEN MGR</u>	1	<u>GS13 SEN04C MANAGING ENGINEER</u>	1	<u>SPC07</u>
34	<u>B012C E&E SEN MGR</u>	2	<u>GS13 PEM01C E&E ASSOC DIR</u>	2	<u>SPC05</u>
35	<u>B012C E&E SEN MGR</u>	1	<u>GS13 SGE03C MANAGING GEOLOGIST</u>	1	<u>SPC05</u>
36	<u>B151C AIR QUALITY MODELER</u>	1	<u>GS12 PEP03P E&E PRGM SUPV/EXP</u>	1	<u>SGS09</u>

1	<u>G025C ATRNY SUPV</u>	1	<u>GS12 LAT04P ATTY II</u>	1	<u>SPC05</u>
2	<u>G032C E&E ENERGY OP MGR</u>	1	<u>GS12 PEM01C E&E ASSOC DIR</u>	1	<u>SPC05</u>
3	<u>B142C E&E ENVIRO OP MGR</u>	1	<u>GS12 PEM01C E&E ASSOC DIR</u>	1	<u>SPC05</u>
4	<u>B142C E&E ENVIRO OP MGR</u>	1	<u>GS12 SGE03C MANAGING GEOLOGIST</u>	1	<u>SPC05</u>
5	<u>B142C E&E ENVIRO OP MGR</u>	2	<u>GS12 PEP03P E&E PRGM SUPV/EXP</u>	2	<u>SGS09</u>
6	<u>B015C ENG SUPV</u>	9	<u>GS12 SEN02P ENGINEER SUPV/EXP</u>	9	<u>SPC06</u>
7	<u>B015C ENG SUPV</u>	1	<u>GS12 SEP02C EPID MNGR</u>	1	<u>SPC06</u>
8	<u>B015C ENG SUPV</u>	1	<u>GS12 PEM03C E&E PRGM MNGR</u>	1	<u>SPC05</u>
9	<u>G047C ATRNY SPEC</u>	1	<u>GS11 PEP03P E&E PRGM SUPV/EXP</u>	1	<u>SGS09</u>
10	<u>N203N E&E DIR OF ENTR SVCS</u>	1	<u>GS11 PEP03P E&E PRGM SUPV/EXP</u>	1	<u>SGS09</u>
11	<u>A021N E&E ENERGY FISCAL OFF</u>	1	<u>GS11 PEP03P E&E PRGM SUPV/EXP</u>	1	<u>SGS09</u>
12	<u>G013C E&E ENERGY PRGM MGR</u>	1	<u>GS11 PEM03C E&E PRGM MNGR</u>	1	<u>SPC05</u>
13	<u>G013C E&E ENERGY PRGM MGR</u>	1	<u>GS11 PEP03P E&E PRGM SUPV/EXP</u>	1	<u>SGS09</u>
14	<u>B023C ENG, P.E.</u>	8	<u>GS11 SEN05P PROF ENGINEER</u>	8	<u>SPC05</u>
15	<u>B023C ENG, P.E.</u>	7	<u>GS11 SEN01P ENGINEER</u>	7	<u>SPC03</u>
16	<u>G063C E&E BRANCH MGR</u>	1	<u>GS10 SEP03P EPID SUPV/EXP</u>	1	<u>SPC05</u>
17	<u>G063C E&E BRANCH MGR</u>	1	<u>GS10 SGE03C MANAGING GEOLOGIST</u>	1	<u>SPC05</u>
18	<u>G063C E&E BRANCH MGR</u>	15	<u>GS10 PEP03P E&E PRGM SUPV/EXP</u>	15	<u>SGS09</u>
19	<u>L099C EPIDEMIOLOGY SUPV</u>	2	<u>GS10 SEP03P EPID SUPV/EXP</u>	2	<u>SPC05</u>
20	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 PPR02P PROC COORD</u>	1	<u>SGS07</u>
21	<u>B037C CHEMIST SUPV</u>	2	<u>GS09 SCH03P CHEMIST SUPV/EXP</u>	2	<u>SPC04</u>
22	<u>B042C ENG</u>	25	<u>GS09 SEN01P ENGINEER</u>	25	<u>SPC03</u>
23	<u>L028C EPIDEMIOLOGIST</u>	5	<u>GS09 SEP01P EPIDEMIOLOGIST</u>	5	<u>SPC04</u>
24	<u>B035C GEOLOGY SUPV</u>	3	<u>GS09 SGE05P PROF GEOLOGIST</u>	3	<u>SPC03</u>
25	<u>G109C GRANTS MGR</u>	3	<u>GS09 FGM03C GRANTS MNGR</u>	3	<u>SGS07</u>
26	<u>P004C PUB INFO MGR</u>	1	<u>GS09 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
27	<u>B055C ECOLOGIST COORD</u>	3	<u>GS08 SCN03P ECOLOGIST SUPV/EXP</u>	3	<u>SPC02</u>
28	<u>B043C PROF GEO</u>	6	<u>GS08 SGE05P PROF GEOLOGIST</u>	6	<u>SPC03</u>
29	<u>B043C PROF GEO</u>	1	<u>GS08 SCN03P ECOLOGIST SUPV/EXP</u>	1	<u>SPC02</u>
30	<u>B043C PROF GEO</u>	9	<u>GS08 SGE01P GEOLOGIST</u>	9	<u>SPC01</u>
31	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 CTR02P TRAINER</u>	1	<u>SGS07</u>
32	<u>B081C CHEMIST</u>	1	<u>GS07 SBI01P BIOLOGIST I</u>	1	<u>SPC01</u>
33	<u>B081C CHEMIST</u>	7	<u>GS07 SCH01P CHEMIST I</u>	7	<u>SPC01</u>
34	<u>G159C DEPT BUS COORD</u>	1	<u>GS07 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
35	<u>X059C E&E COMP COORD</u>	3	<u>GS07 PEP02P E&E PRGM COORD</u>	3	<u>SGS06</u>
36	<u>X059C E&E COMP COORD</u>	2	<u>GS07 IIV03P INVEST II</u>	2	<u>SGS05</u>

1	<u>X036C E&E INSPCT SUPV I</u>	13	GS07 IIN05P INSP SUPV/EXP	13	SGS07
2	<u>X036C E&E INSPCT SUPV I</u>	1	GS07 PEP02P E&E PRGM COORD	1	SGS06
3	<u>B065C ECOLOGIST</u>	1	GS07 SBI01P BIOLOGIST I	1	SPC01
4	<u>B065C ECOLOGIST</u>	6	GS07 SCN02P ECOLOGIST	6	SPC01
5	<u>G248C ENERGY PRGM COORD</u>	2	GS07 PEP02P E&E PRGM COORD	2	SGS06
6	<u>X054C ENVIRO PRGM COORD</u>	4	GS07 IIN05P INSP SUPV/EXP	4	SGS07
7	<u>X054C ENVIRO PRGM COORD</u>	18	GS07 PEP02P E&E PRGM COORD	18	SGS06
8	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
9	<u>A075C FINAN ANLST I</u>	2	GS07 FFS02P FISC SPPRT COORD	2	SGS06
10	<u>G147C GRANTS COORD</u>	1	GS07 FFS02P FISC SPPRT COORD	1	SGS06
11	<u>G147C GRANTS COORD</u>	2	GS07 FGM02P GRANTS COORD	2	SGS05
12	<u>P020C PROD ARTIST</u>	1	GS07 CME03P GRAPHIC ARTIST	1	SGS07
13	<u>P013C PUB INFO COORD</u>	1	GS07 CPR05P PUB INFO COORD	1	SGS07
14	<u>A072C RSRCH & STATS MGR</u>	1	GS07 PDA01P DATA/RESEARCH ANLST	1	SGS07
15	<u>C037C ADMINST ANLST</u>	19	GS06 PAS01P ADMIN ANLST	19	SGS05
16	<u>R027C BUDGET SPEC</u>	1	GS06 FBU03P BUDGET SPEC	1	SGS05
17	<u>X075C E&E COMP ANLST</u>	5	GS06 PEP02P E&E PRGM COORD	5	SGS06
18	<u>X075C E&E COMP ANLST</u>	9	GS06 IIV03P INVEST II	9	SGS05
19	<u>X093C E&E INSPCT II</u>	74	GS06 IIN02P INSP II	74	SGS05
20	<u>G180C GRANTS ANLST</u>	6	GS06 FGM01P GRANTS ANLST	6	SGS04
21	<u>G179C LEGAL SVCS SPEC</u>	1	GS06 ILS03I LEGAL SPPRT SPEC	1	SGS06
22	<u>G178C PLCY DEV COORD</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
23	<u>P027C PUB INFO SPEC</u>	1	GS06 CPR07P PUB INFO SPEC	1	SGS06
24	<u>C056C ADMINST SPEC III</u>	18	GS04 PAS02P ADMIN COORD	18	SGS04
25	<u>C073C ADMINST SPEC II</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02
26	<u>0440 OIL AND GAS COMMISSION</u>				
27	<u>U045U OIL & GAS DIR</u>	1	SE01 PEM05C PROD AND CONS DIR	1	SPC09
28	<u>U039U STATE GEO</u>	1	SE01 EEX46A STATE GEOLOGIST	1	SPC09
29	<u>D015C STATE NET ENG</u>	1	IT07 IIS11P IT SUPV/EXP	1	IST09
30	<u>D040C GIS ANLST</u>	2	IT06 IGI01P GIS ANLST	2	IST05
31	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
32	<u>D044C SYST ANLST</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
33	<u>D062C DB ANLST</u>	1	IT04 IAS08I WEBSITE SPEC	1	IST05
34	<u>D071C COMP SUPP ANLST</u>	1	IT03 IUS01P USER SPPRT ANLST	1	IST04
35	<u>D078C GIS TECH</u>	2	IT02 TAT03I ENGINEERING SPEC	2	SGS05
36	<u>B013N ASST STATE GEO</u>	1	GS12 SGE03C MANAGING GEOLOGIST	1	SPC05

1	<u>G032C E&E ENERGY OP MGR</u>	2	<u>GS12 PEM01C E&E ASSOC DIR</u>	2	<u>SPC05</u>
2	<u>B014N SEN PETROLEUM GEO</u>	3	<u>GS11 SGE04P PETROLEUM GEOLOGIST</u>	3	<u>SPC05</u>
3	<u>B014N SEN PETROLEUM GEO</u>	1	<u>GS11 SEN05P PROF ENGINEER</u>	1	<u>SPC05</u>
4	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
5	<u>G063C E&E BRANCH MGR</u>	1	<u>GS10 PEP03P E&E PRGM SUPV/EXP</u>	1	<u>SGS09</u>
6	<u>G063C E&E BRANCH MGR</u>	1	<u>GS10 IIN05P INSP SUPV/EXP</u>	1	<u>SGS07</u>
7	<u>B035C GEOLOGY SUPV</u>	4	<u>GS09 SGE05P PROF GEOLOGIST</u>	4	<u>SPC03</u>
8	<u>B035C GEOLOGY SUPV</u>	1	<u>GS09 SGE01P GEOLOGIST</u>	1	<u>SPC01</u>
9	<u>B050C E&E INSPCT SUPV II</u>	1	<u>GS08 IIN05P INSP SUPV/EXP</u>	1	<u>SGS07</u>
10	<u>B043C PROF GEO</u>	1	<u>GS08 SGE05P PROF GEOLOGIST</u>	1	<u>SPC03</u>
11	<u>B043C PROF GEO</u>	4	<u>GS08 SGE01P GEOLOGIST</u>	4	<u>SPC01</u>
12	<u>B051C GEO</u>	2	<u>GS07 SGE01P GEOLOGIST</u>	2	<u>SPC01</u>
13	<u>C037C ADMINST ANLST</u>	3	<u>GS06 PAS01P ADMIN ANLST</u>	3	<u>SGS05</u>
14	<u>X082C E&E INSPCT II</u>	9	<u>GS06 IIN02P INSP II</u>	9	<u>SGS05</u>
15	<u>C022C BUS OP SPEC</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
16	<u>C056C ADMINST SPEC III</u>	4	<u>GS04 PAS02P ADMIN COORD</u>	4	<u>SGS04</u>
17	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
18	<u>X098C OIL & GAS TECH</u>	1	<u>GS04 IIN01P INSP I</u>	1	<u>SGS04</u>
19	<u>C073C ADMINST SPEC II</u>	2	<u>GS03 PAS03P ADMIN SPEC</u>	2	<u>SGS02</u>
20	<u>0430 LIQUEFIED PETROLEUM GAS BOARD</u>				
21	<u>N165N LP GAS BD DIR</u>	1	<u>GS12 PEM04C LP GAS BOARD DIR</u>	1	<u>SPC05</u>
22	<u>A116C BUS OP MGR</u>	1	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
23	<u>X100C E&E INSPCT I</u>	3	<u>GS05 IIN01P INSP I</u>	3	<u>SGS04</u>
24	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
25	<u>DEPARTMENT OF FINANCE & ADMINISTRATION</u>				
26	<u>9906 DEPT OF FINANCE & ADMINISTRATION</u>				
27	<u>SC006 SEC OF FINAN & ADMIN</u>	1	<u>SE05 ESE04A SEC OF DFA</u>	1	<u>EXE04</u>
28	<u>U002U DFA DEP DIR AND COS</u>	1	<u>SE04 EEX10A CHIEF OF STAFF II</u>	1	<u>EXE02</u>
29	<u>N033N DFA ADMINST SVCS ADMI</u>	1	<u>SE02 EEX17A DFA DIV ADMIN</u>	1	<u>EXE01</u>
30	<u>G001C DFA ASST ADMIN SVCS A</u>	1	<u>GS15 HDH03C HR ADMIN II</u>	1	<u>SPC08</u>
31	<u>P006N DFA DIR OF COMMS</u>	1	<u>GS15 CPR02C CHIEF OF COMMS II</u>	1	<u>SPC07</u>
32	<u>G332C STATE INFRA COORD</u>	1	<u>GS15 PRP14P STATE INFRA COORD</u>	1	<u>SPC07</u>
33	<u>A003C DFA REV ASST ADMIN</u>	1	<u>GS14 LAT05P ATTY III</u>	1	<u>SPC08</u>
34	<u>R040C DFA STWD PRGM MGR</u>	1	<u>GS13 FFS03C FISC SPPRT MNGR</u>	1	<u>SGS09</u>
35	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
36	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>

1	<u>R041C DFA STWD PRGM COORD</u>	1	<u>GS11 PRP09P REV PRGM COORD</u>	1	<u>SPC03</u>
2	<u>R041C DFA STWD PRGM COORD</u>	1	<u>GS11 HDH05P HR COORD</u>	1	<u>SGS07</u>
3	<u>R041C DFA STWD PRGM COORD</u>	1	<u>GS11 CTR02P TRAINER</u>	1	<u>SGS07</u>
4	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
5	<u>R021C BUDGET ANLST</u>	1	<u>GS08 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
6	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 HDH05P HR COORD</u>	1	<u>SGS07</u>
7	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
8	<u>V008C BUYER SUPV</u>	1	<u>GS07 PPR02P PROC COORD</u>	1	<u>SGS07</u>
9	<u>G132C DFA PRGM MGR</u>	2	<u>GS07 FFS02P FISC SPPRT COORD</u>	2	<u>SGS06</u>
10	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
11	<u>C037C ADMINST ANLST</u>	5	<u>GS06 FFS02P FISC SPPRT COORD</u>	5	<u>SGS06</u>
12	<u>R022C BENE COORD</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
13	<u>V010C DFA BUYER</u>	4	<u>GS06 PPR04P PROC SPEC</u>	4	<u>SGS05</u>
14	<u>C018C DFA EXEC ASST TO THE</u>	1	<u>GS06 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
15	<u>R025C HR ANLST</u>	2	<u>GS06 HDH05P HR COORD</u>	2	<u>SGS07</u>
16	<u>R025C HR ANLST</u>	7	<u>GS06 HDH04P HR ANLST</u>	7	<u>SGS06</u>
17	<u>G179C LEGAL SVCS SPEC</u>	1	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
18	<u>C022C BUS OP SPEC</u>	1	<u>GS05 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
19	<u>A091C FISCAL SUPP ANLST</u>	2	<u>GS05 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
20	<u>0634 DFA - OFC OF CHILD SUPPORT ENF</u>				
21	<u>N034N DFA OCSE ADMIN</u>	1	<u>SE02 EEX17A DFA DIV ADMIN</u>	1	<u>EXE01</u>
22	<u>D005N DFA IT TECH SPEC</u>	1	<u>IT11 IIA05C IT DIV MNGR</u>	1	<u>IST12</u>
23	<u>D005N DFA IT TECH SPEC</u>	1	<u>IT11 IIS01P IT COORD</u>	1	<u>IST08</u>
24	<u>D002C DFA OIS ASST ADMIN</u>	1	<u>IT10 IIP02P IT PROJ MNGR</u>	1	<u>IST08</u>
25	<u>A003C DFA REV ASST ADMIN</u>	1	<u>GS14 PRP03C DFA ASST DIV ADMIN</u>	1	<u>SPC08</u>
26	<u>A010C AGENCY CONT II</u>	1	<u>GS13 PRP03C DFA ASST DIV ADMIN</u>	1	<u>SPC08</u>
27	<u>G225C DFA OCSE FLD OP MGR</u>	1	<u>GS13 PRP03C DFA ASST DIV ADMIN</u>	1	<u>SPC08</u>
28	<u>G025C ATRNY SUPV</u>	4	<u>GS12 LAT05P ATTY III</u>	4	<u>SPC08</u>
29	<u>G025C ATRNY SUPV</u>	1	<u>GS12 LAT04P ATTY II</u>	1	<u>SPC05</u>
30	<u>G047C ATRNY SPEC</u>	46	<u>GS11 LAT04P ATTY II</u>	46	<u>SPC05</u>
31	<u>G223C DFA OCSE DIV MGR</u>	2	<u>GS10 PRP09P REV PRGM COORD</u>	2	<u>SPC03</u>
32	<u>G226C DFA OCSE PRGM MGR</u>	2	<u>GS10 PRP09P REV PRGM COORD</u>	2	<u>SPC03</u>
33	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
34	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 PRP08C REV MNGR</u>	1	<u>SGS08</u>
35	<u>G224C DFA OCSE FLD MGR</u>	4	<u>GS09 PRP10C REV REGNL MNGR</u>	4	<u>SGS09</u>
36	<u>G224C DFA OCSE FLD MGR</u>	2	<u>GS09 PRP08C REV MNGR</u>	2	<u>SGS08</u>

1	<u>G227C DFA OCSE PRGM SUPV</u>	2	<u>GS08 PRP08C REV MNGR</u>	2	<u>SGS08</u>
2	<u>G227C DFA OCSE PRGM SUPV</u>	12	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	12	<u>SGS07</u>
3	<u>G227C DFA OCSE PRGM SUPV</u>	1	<u>GS08 CTR02P TRAINER</u>	1	<u>SGS07</u>
4	<u>G227C DFA OCSE PRGM SUPV</u>	2	<u>GS08 PRP12P REV SUPV/EXP</u>	2	<u>SGS06</u>
5	<u>E026C ED & INSTRCTN COORD</u>	1	<u>GS08 CTR04P TRNG SUPV/EXP</u>	1	<u>SGS08</u>
6	<u>A060C SEN AUD</u>	1	<u>GS08 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
7	<u>A081C AUD</u>	2	<u>GS07 FAU03P AUDITOR I</u>	2	<u>SPC01</u>
8	<u>M029C CHILD SUPP SUPV II</u>	17	<u>GS07 FFS05P FISC SPPRT SUPV/EXP</u>	17	<u>SGS07</u>
9	<u>M029C CHILD SUPP SUPV II</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
10	<u>E048C ED & INSTRCTN SPEC</u>	1	<u>GS07 CTR02P TRAINER</u>	1	<u>SGS07</u>
11	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
12	<u>M052C CHILD SUPP SUPV I</u>	5	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	5	<u>SGS07</u>
13	<u>M052C CHILD SUPP SUPV I</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
14	<u>M052C CHILD SUPP SUPV I</u>	47	<u>GS06 PCS02P CHILD SPPRT SUPV/EXP</u>	47	<u>SGS05</u>
15	<u>M052C CHILD SUPP SUPV I</u>	1	<u>GS06 PCS01P CHILD SPPRT SPEC</u>	1	<u>SGS04</u>
16	<u>A074C FISCAL SUPP SUPV</u>	3	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	3	<u>SGS07</u>
17	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
18	<u>R025C HR ANLST</u>	1	<u>GS06 HDH04P HR ANLST</u>	1	<u>SGS06</u>
19	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
20	<u>E046C TRNG INSTRUCTOR</u>	3	<u>GS06 CTR02P TRAINER</u>	3	<u>SGS07</u>
21	<u>M067C CHILD SUPP COORD</u>	12	<u>GS05 PCS01P CHILD SPPRT SPEC</u>	12	<u>SGS04</u>
22	<u>M068C CHILD SUPP SPEC</u>	277	<u>GS05 PCS01P CHILD SPPRT SPEC</u>	277	<u>SGS04</u>
23	<u>M068C CHILD SUPP SPEC</u>	2	<u>GS05 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
24	<u>A091C FISCAL SUPP ANLST</u>	11	<u>GS05 FFS04P FISC SPPRT SPEC</u>	11	<u>SGS04</u>
25	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
26	<u>A098C FISCAL SUPP SPEC</u>	2	<u>GS04 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
27	<u>C046C LEGAL SUPP SPEC</u>	63	<u>GS04 ILS03I LEGAL SPPRT SPEC</u>	63	<u>SGS06</u>
28	<u>C073C ADMINST SPEC II</u>	2	<u>GS03 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
29	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PRP02P CUSTOMER SRVC SPEC</u>	1	<u>SGS03</u>
30	<u>C059C DFA SVC REP</u>	3	<u>GS03 CTR02P TRAINER</u>	3	<u>SGS07</u>
31	<u>C059C DFA SVC REP</u>	1	<u>GS03 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
32	<u>C059C DFA SVC REP</u>	226	<u>GS03 PRP02P CUSTOMER SRVC SPEC</u>	226	<u>SGS03</u>
33	<u>0631 DFA - DIVISION OF RACING</u>				
34	<u>B009N DFA DOG RACING VET</u>	1	<u>MP04 MVE02P VETERINARIAN</u>	1	<u>MED08</u>
35	<u>G287C DFA REG ASST ADMIN RA</u>	1	<u>GS15 PRP03C DFA ASST DIV ADMIN</u>	1	<u>SPC08</u>
36	<u>X069C DFA RAC SPRVS</u>	3	<u>GS09 PAS01P ADMIN ANLST</u>	3	<u>SGS05</u>

1	<u>C037C ADMINST ANLST</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
2	<u>X142C DFA RACING COMM JUDGE</u>	2	<u>GS05 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
3	<u>A104C DFA RACING COMM OFF A</u>	1	<u>GS04 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
4	<u>B110C VET ASST</u>	4	<u>GS03 TGT03I VETERINARY AIDE</u>	4	<u>SGS01</u>
5	<u>0630 DFA - REVENUE SERVICES DIV</u>				
6	<u>N003N DFA DEP DIR AND COMM</u>	1	<u>SE03 EEX37A REV DIR</u>	1	<u>EXE02</u>
7	<u>N035N DFA MTR VEH ADMIN</u>	1	<u>SE02 EEX17A DFA DIV ADMIN</u>	1	<u>EXE01</u>
8	<u>N004N DFA REV ASST COMM PLC</u>	1	<u>SE02 EEX08A CLC II</u>	1	<u>SPC11</u>
9	<u>G002N DFA REV CHIEF COUNSEL</u>	1	<u>SE02 LAT06C ATTY IV</u>	1	<u>SPC09</u>
10	<u>N030N DFA STATE REV OFF ADM</u>	1	<u>SE02 EEX17A DFA DIV ADMIN</u>	1	<u>EXE01</u>
11	<u>N029N DFA TAX ADMIN</u>	2	<u>SE02 EEX17A DFA DIV ADMIN</u>	2	<u>EXE01</u>
12	<u>N028N DFA TAX AUDIT ADMIN</u>	1	<u>SE02 EEX17A DFA DIV ADMIN</u>	1	<u>EXE01</u>
13	<u>D054C COMP SUPP COORD</u>	1	<u>IT05 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
14	<u>D056C SYST COORD ANLST</u>	1	<u>IT05 IUS05P USER SPRT SUPV/EXP</u>	1	<u>IST06</u>
15	<u>D084C COMP OP</u>	1	<u>IT02 IUS04P USER SPRT SPEC</u>	1	<u>IST02</u>
16	<u>A003C DFA REV ASST ADMIN</u>	2	<u>GS14 LAT06C ATTY IV</u>	2	<u>SPC09</u>
17	<u>A003C DFA REV ASST ADMIN</u>	6	<u>GS14 PRP03C DFA ASST DIV ADMIN</u>	6	<u>SPC08</u>
18	<u>A003C DFA REV ASST ADMIN</u>	3	<u>GS14 PRP07P REV DIV SUPV/EXP</u>	3	<u>SPC07</u>
19	<u>A006C DFA REV TAX DIV MGR</u>	10	<u>GS13 PRP07P REV DIV SUPV/EXP</u>	10	<u>SPC07</u>
20	<u>R040C DFA STWD PRGM MGR</u>	1	<u>GS13 PRP07P REV DIV SUPV/EXP</u>	1	<u>SPC07</u>
21	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
22	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 LAT04P ATTY II</u>	1	<u>SPC05</u>
23	<u>G310C TAX APP STAFF ATRNY</u>	3	<u>GS13 LAT05P ATTY III</u>	3	<u>SPC08</u>
24	<u>G310C TAX APP STAFF ATRNY</u>	1	<u>GS13 LAT04P ATTY II</u>	1	<u>SPC05</u>
25	<u>G025C ATRNY SUPV</u>	1	<u>GS12 PTA01P TAX AUDIT SUPV/EXP</u>	1	<u>SPC06</u>
26	<u>G025C ATRNY SUPV</u>	3	<u>GS12 LAT04P ATTY II</u>	3	<u>SPC05</u>
27	<u>G024C DEPT ALJ</u>	3	<u>GS12 LAT04P ATTY II</u>	3	<u>SPC05</u>
28	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 PRP07P REV DIV SUPV/EXP</u>	1	<u>SPC07</u>
29	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 PRP09P REV PRGM COORD</u>	1	<u>SPC03</u>
30	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FFS03C FISC SPRT MNGR</u>	1	<u>SGS09</u>
31	<u>G047C ATRNY SPEC</u>	10	<u>GS11 LAT04P ATTY II</u>	10	<u>SPC05</u>
32	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT03P ATTY I</u>	1	<u>SPC03</u>
33	<u>G047C ATRNY SPEC</u>	1	<u>GS11 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
34	<u>G044C DFA REV PROB RES OFF</u>	2	<u>GS11 PRP07P REV DIV SUPV/EXP</u>	2	<u>SPC07</u>
35	<u>R041C DFA STWD PRGM COORD</u>	6	<u>GS11 PRP09P REV PRGM COORD</u>	6	<u>SPC03</u>
36	<u>A033C TAX AUD SUPV</u>	23	<u>GS11 PTA01P TAX AUDIT SUPV/EXP</u>	23	<u>SPC06</u>

1	<u>A033C TAX AUD SUPV</u>	1	<u>GS11 PRP09P REV PRGM COORD</u>	1	<u>SPC03</u>
2	<u>G061C ACD DEP DIR</u>	1	<u>GS10 PRP07P REV DIV SUPV/EXP</u>	1	<u>SPC07</u>
3	<u>A049C DFA REV OFF DIST MGR</u>	5	<u>GS10 PRP10C REV REGNL MNGR</u>	5	<u>SGS09</u>
4	<u>G045C DFA DIV MGR III</u>	8	<u>GS09 PRP08C REV MNGR</u>	8	<u>SGS08</u>
5	<u>G045C DFA DIV MGR III</u>	1	<u>GS09 PRP12P REV SUPV/EXP</u>	1	<u>SGS06</u>
6	<u>G045C DFA DIV MGR III</u>	1	<u>GS09 PRP06P REV COORD</u>	1	<u>SGS05</u>
7	<u>T106C DFA REV SEC SUPV</u>	1	<u>GS09 SLE01C POLICE CHIEF</u>	1	<u>LES03</u>
8	<u>R043C DFA STWD PRGM SPEC</u>	1	<u>GS09 PRP09P REV PRGM COORD</u>	1	<u>SPC03</u>
9	<u>P004C PUB INFO MGR</u>	1	<u>GS09 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
10	<u>A054C TAX AUD II</u>	3	<u>GS09 FAC05P ACCT SUPV/EXP</u>	3	<u>SPC04</u>
11	<u>A054C TAX AUD II</u>	118	<u>GS09 PTA03P TAX AUDITOR II</u>	118	<u>SPC04</u>
12	<u>A054C TAX AUD II</u>	45	<u>GS09 PTA02P TAX AUDITOR I</u>	45	<u>SPC01</u>
13	<u>A054C TAX AUD II</u>	5	<u>GS09 PRP08C REV MNGR</u>	5	<u>SGS08</u>
14	<u>A054C TAX AUD II</u>	3	<u>GS09 PRP12P REV SUPV/EXP</u>	3	<u>SGS06</u>
15	<u>A054C TAX AUD II</u>	4	<u>GS09 PRP06P REV COORD</u>	4	<u>SGS05</u>
16	<u>G084C DFA DIV MGR II</u>	6	<u>GS08 PRP08C REV MNGR</u>	6	<u>SGS08</u>
17	<u>G084C DFA DIV MGR II</u>	1	<u>GS08 PRP12P REV SUPV/EXP</u>	1	<u>SGS06</u>
18	<u>G133C DFA DIV MGR I</u>	1	<u>GS07 PRP08C REV MNGR</u>	1	<u>SGS08</u>
19	<u>G133C DFA DIV MGR I</u>	14	<u>GS07 PRP12P REV SUPV/EXP</u>	14	<u>SGS06</u>
20	<u>G133C DFA DIV MGR I</u>	3	<u>GS07 PRP06P REV COORD</u>	3	<u>SGS05</u>
21	<u>A069C DFA REV OFF ASST DIST</u>	5	<u>GS07 PRP08C REV MNGR</u>	5	<u>SGS08</u>
22	<u>T032C DFA REV SEC COORD</u>	4	<u>GS07 SLE02P POLICE OFF</u>	4	<u>LES01</u>
23	<u>S017C MAINT COORD</u>	2	<u>GS07 TMA04P MAINT SUPV/EXP</u>	2	<u>SGS06</u>
24	<u>E040C STAFF DEV COORD</u>	1	<u>GS07 CTR02P TRAINER</u>	1	<u>SGS07</u>
25	<u>A059C TAX AUD</u>	1	<u>GS07 PRP08C REV MNGR</u>	1	<u>SGS08</u>
26	<u>A059C TAX AUD</u>	1	<u>GS07 PRP06P REV COORD</u>	1	<u>SGS05</u>
27	<u>C037C ADMINST ANLST</u>	2	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	2	<u>SGS06</u>
28	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PRP12P REV SUPV/EXP</u>	1	<u>SGS06</u>
29	<u>C037C ADMINST ANLST</u>	3	<u>GS06 PRP06P REV COORD</u>	3	<u>SGS05</u>
30	<u>A077C DFA LOCAL REV OFF MGR</u>	49	<u>GS06 PRP12P REV SUPV/EXP</u>	49	<u>SGS06</u>
31	<u>A077C DFA LOCAL REV OFF MGR</u>	1	<u>GS06 PRP06P REV COORD</u>	1	<u>SGS05</u>
32	<u>A077C DFA LOCAL REV OFF MGR</u>	3	<u>GS06 PRP11P REV SPEC</u>	3	<u>SGS04</u>
33	<u>E033C DFA ORG DEV SPEC</u>	1	<u>GS06 PRP12P REV SUPV/EXP</u>	1	<u>SGS06</u>
34	<u>A074C FISCAL SUPP SUPV</u>	3	<u>GS06 PRP12P REV SUPV/EXP</u>	3	<u>SGS06</u>
35	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 PRP06P REV COORD</u>	1	<u>SGS05</u>
36	<u>C029C HEARING OFF</u>	21	<u>GS06 ILS02I HEARING OFF</u>	21	<u>SGS06</u>

1	<u>C029C HEARING OFF</u>	5	GS06 PRP06P REV COORD	5	SGS05
2	<u>G179C LEGAL SVCS SPEC</u>	5	GS06 ILS03I LEGAL SPPRT SPEC	5	SGS06
3	<u>B076C RSRCH PROJ ANLST</u>	1	GS06 PRP12P REV SUPV/EXP	1	SGS06
4	<u>B076C RSRCH PROJ ANLST</u>	1	GS06 PRP06P REV COORD	1	SGS05
5	<u>E046C TRNG INSTRUCTOR</u>	1	GS06 PRP06P REV COORD	1	SGS05
6	<u>S041C BOILER OP</u>	6	GS05 TST04P SKILL TRADES	6	SGS06
7	<u>C022C BUS OP SPEC</u>	1	GS05 PRP06P REV COORD	1	SGS05
8	<u>C022C BUS OP SPEC</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
9	<u>A094C DFA LOCAL REV OFF SUP</u>	73	GS05 PRP12P REV SUPV/EXP	73	SGS06
10	<u>A094C DFA LOCAL REV OFF SUP</u>	14	GS05 PRP06P REV COORD	14	SGS05
11	<u>A094C DFA LOCAL REV OFF SUP</u>	1	GS05 PRP11P REV SPEC	1	SGS04
12	<u>C042C DFA REV SUPV</u>	25	GS05 PRP12P REV SUPV/EXP	25	SGS06
13	<u>C042C DFA REV SUPV</u>	6	GS05 PRP06P REV COORD	6	SGS05
14	<u>C042C DFA REV SUPV</u>	2	GS05 FFS04P FISC SPPRT SPEC	2	SGS04
15	<u>A091C FISCAL SUPP ANLST</u>	19	GS05 PRP06P REV COORD	19	SGS05
16	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
17	<u>R032C HR PRGM REP</u>	1	GS05 HDH07P HR SPEC	1	SGS04
18	<u>V015C PURCHASING SPEC</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
19	<u>C056C ADMINST SPEC III</u>	1	GS04 ILS03I LEGAL SPPRT SPEC	1	SGS06
20	<u>C056C ADMINST SPEC III</u>	2	GS04 PRP12P REV SUPV/EXP	2	SGS06
21	<u>C056C ADMINST SPEC III</u>	8	GS04 PRP06P REV COORD	8	SGS05
22	<u>C056C ADMINST SPEC III</u>	1	GS04 FFS04P FISC SPPRT SPEC	1	SGS04
23	<u>C048C DFA SUPV</u>	1	GS04 FFS02P FISC SPPRT COORD	1	SGS06
24	<u>C048C DFA SUPV</u>	36	GS04 PRP12P REV SUPV/EXP	36	SGS06
25	<u>C048C DFA SUPV</u>	4	GS04 PAS14P RECORDS COORD	4	SGS05
26	<u>C048C DFA SUPV</u>	47	GS04 PRP06P REV COORD	47	SGS05
27	<u>C048C DFA SUPV</u>	4	GS04 PRP11P REV SPEC	4	SGS04
28	<u>A098C FISCAL SUPP SPEC</u>	5	GS04 PRP06P REV COORD	5	SGS05
29	<u>A102C FISCAL SUPP TECH</u>	6	GS04 PRP06P REV COORD	6	SGS05
30	<u>C046C LEGAL SUPP SPEC</u>	5	GS04 ILS03I LEGAL SPPRT SPEC	5	SGS06
31	<u>S046C MAINT TECH</u>	1	GS04 TMA05P MAINT TECH	1	SGS03
32	<u>C073C ADMINST SPEC II</u>	1	GS03 FFS04P FISC SPPRT SPEC	1	SGS04
33	<u>C073C ADMINST SPEC II</u>	13	GS03 PRP02P CUSTOMER SRVC SPEC	13	SGS03
34	<u>C073C ADMINST SPEC II</u>	14	GS03 PAS03P ADMIN SPEC	14	SGS02
35	<u>C059C DFA SVC REP</u>	1	GS03 PAS02P ADMIN COORD	1	SGS04
36	<u>C059C DFA SVC REP</u>	1	GS03 FFS04P FISC SPPRT SPEC	1	SGS04

1	<u>C059C DFA SVC REP</u>	806	GS03 PRP02P CUSTOMER SRVC SPEC	806	SGS03
2	<u>C059C DFA SVC REP</u>	4	GS03 PAS03P ADMIN SPEC	4	SGS02
3	<u>C059C DFA SVC REP</u>	1	GS03 TH002P HOUSEKEEP SUPV/EXP	1	SGS02
4	<u>S064C SKILLED TRADES HELPER</u>	2	GS03 TMA05P MAINT TECH	2	SGS03
5	<u>X172C TAX INVSTIGTR</u>	33	GS03 IIV03P INVEST II	33	SGS05
6	<u>S087C INST SVCS ASST</u>	10	GS01 TH001P HOUSEKEEP	10	SGS01
7	<u>0611 DFA - ALCOH BEV CONTROL DIV</u>				
8	<u>G305C DFA REG ADMIN</u>	1	SE02 EEX35A REG ENFRMNT DIR	1	EXE01
9	<u>G279C DFA REG ASST ADMIN-AD</u>	1	GS15 SRL04C REG ENFRMNT ADMIN	1	SPC10
10	<u>G280C DFA REG ASST ADMIN-EN</u>	1	GS15 SRL05C REG ENFRMNT MNGR	1	LES10
11	<u>R040C DFA STWD PRGM MGR</u>	1	GS13 PRP03C DFA ASST DIV ADMIN	1	SPC08
12	<u>G047C ATRNY SPEC</u>	1	GS11 LAT05P ATTY III	1	SPC08
13	<u>G047C ATRNY SPEC</u>	4	GS11 LAT04P ATTY II	4	SPC05
14	<u>A007C AUDIT MGR</u>	1	GS11 FAU01C AUDIT MNGR	1	SPC06
15	<u>G246C DFA REG BRANCH MGR</u>	1	GS10 SRL03P ENFRMNT AGENT III	1	LES05
16	<u>X229C DFA REG ENFORCE AGENT</u>	3	GS10 SRL03P ENFRMNT AGENT III	3	LES05
17	<u>T108C DFA REG BRANCH SUPV</u>	1	GS09 SRL03P ENFRMNT AGENT III	1	LES05
18	<u>X196C DFA SEN REG ENFORCE A</u>	5	GS08 SRL03P ENFRMNT AGENT III	5	LES05
19	<u>X196C DFA SEN REG ENFORCE A</u>	3	GS08 SRL02P ENFRMNT AGENT II	3	LES04
20	<u>A060C SEN AUD</u>	2	GS08 FAU04P AUDITOR II	2	SPC02
21	<u>A081C AUD</u>	1	GS07 SRL01P ENFRMNT AGENT I	1	LES03
22	<u>X131C DFA REG ENFORCE AGENT</u>	1	GS07 SIA10P CRIM INTEL ANLST	1	SGS06
23	<u>X131C DFA REG ENFORCE AGENT</u>	1	GS07 PAS01P ADMIN ANLST	1	SGS05
24	<u>X131C DFA REG ENFORCE AGENT</u>	27	GS07 SRL01P ENFRMNT AGENT I	27	LES03
25	<u>C037C ADMINST ANLST</u>	1	GS06 PAS04C ADMIN SUPV	1	SGS06
26	<u>C037C ADMINST ANLST</u>	2	GS06 FFS02P FISC SPRT COORD	2	SGS06
27	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
28	<u>T061C SEN IA</u>	1	GS06 SIA10P CRIM INTEL ANLST	1	SGS06
29	<u>E046C TRNG INSTRUCTOR</u>	1	GS06 CTR02P TRAINER	1	SGS07
30	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS01P ADMIN ANLST	1	SGS05
31	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
32	<u>C056C ADMINST SPEC III</u>	1	GS04 FFS04P FISC SPRT SPEC	1	SGS04
33	<u>R036C HR SPEC</u>	1	GS04 HDH07P HR SPEC	1	SGS04
34	<u>C046C LEGAL SUPP SPEC</u>	4	GS04 ILS03I LEGAL SPRT SPEC	4	SGS06
35	<u>C073C ADMINST SPEC II</u>	1	GS03 PAS01P ADMIN ANLST	1	SGS05
36	<u>C073C ADMINST SPEC II</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02

1	<u>0610 DEPT OF FINANCE AND ADMIN</u>			
2	<u>N012N DFA DEP DIR AND CONT</u>	1	SE03 EEX40A STATE BUDGET DIR	1 EXE02
3	<u>N012N DFA DEP DIR AND CONT</u>	1	SE03 EEX43A STATE CONTROLLER	1 EXE02
4	<u>N038N DFA BUDGET ADMIN</u>	1	SE02 EEX17A DFA DIV ADMIN	1 EXE01
5	<u>N011N DFA CIO</u>	1	SE02 IIA03C CIO III	1 IST14
6	<u>D004N DFA INTGOV SVCS ADMIN</u>	1	SE02 EEX17A DFA DIV ADMIN	1 EXE01
7	<u>N042N DFA TAX RSRCH ADMIN</u>	1	SE02 PRP13C STATE ECONOMIST	1 SPC07
8	<u>D005N DFA IT TECH SPEC</u>	1	IT11 IIE01C CHIEF INFO SEC OFF	1 IST12
9	<u>D005N DFA IT TECH SPEC</u>	1	IT11 IIA04C IT ADMIN	1 IST12
10	<u>D005N DFA IT TECH SPEC</u>	1	IT11 IIA05C IT DIV MNGR	1 IST12
11	<u>D005N DFA IT TECH SPEC</u>	1	IT11 IAS07C STATE APP ADMIN	1 IST11
12	<u>D005N DFA IT TECH SPEC</u>	3	IT11 ISI03C STATE SYSS EXP	3 IST11
13	<u>D002C DFA OIS ASST ADMIN</u>	1	IT10 IAS07C STATE APP ADMIN	1 IST11
14	<u>D011C DFA ERP SYS MGR</u>	1	IT09 IIA06C IT MNGR	1 IST10
15	<u>D011C DFA ERP SYS MGR</u>	2	IT09 IIP03P IT SR PROJ MNGR	2 IST10
16	<u>D011C DFA ERP SYS MGR</u>	1	IT09 IIP02P IT PROJ MNGR	1 IST08
17	<u>D021C DFA ERP GROUP LEAD</u>	4	IT08 IAS03P APP COORD	4 IST09
18	<u>D021C DFA ERP GROUP LEAD</u>	2	IT08 IIS11P IT SUPV/EXP	2 IST09
19	<u>D007C INFO SYST MGR</u>	2	IT08 IIA06C IT MNGR	2 IST10
20	<u>D030C INFO SYST COORD</u>	1	IT07 IAS02P APP ANLST II	1 IST08
21	<u>D028C SEN SFTWR SUPP SPEC</u>	1	IT07 IIS06P IT INFRA COORD	1 IST08
22	<u>D028C SEN SFTWR SUPP SPEC</u>	1	IT07 IAS01P APP ANLST I	1 IST07
23	<u>D028C SEN SFTWR SUPP SPEC</u>	1	IT07 IDN01P DATA ANLST	1 IST07
24	<u>D033C DFA ERP ANLST</u>	8	IT06 IAS02P APP ANLST II	8 IST08
25	<u>D033C DFA ERP ANLST</u>	1	IT06 IAS05P APP DEVELOPER II	1 IST08
26	<u>D033C DFA ERP ANLST</u>	9	IT06 IAS01P APP ANLST I	9 IST07
27	<u>D033C DFA ERP ANLST</u>	1	IT06 IDN01P DATA ANLST	1 IST07
28	<u>D033C DFA ERP ANLST</u>	1	IT06 IDM02P DB ANLST	1 IST07
29	<u>D033C DFA ERP ANLST</u>	1	IT06 IAS04P APP DEVELOPER I	1 IST06
30	<u>D033C DFA ERP ANLST</u>	4	IT06 IIS04P IT INFRA ANLST	4 IST06
31	<u>D033C DFA ERP ANLST</u>	4	IT06 IIE02P IT SEC ANLST I	4 IST06
32	<u>D033C DFA ERP ANLST</u>	1	IT06 IUS05P USER SPRT SUPV/EXP	1 IST06
33	<u>D033C DFA ERP ANLST</u>	1	IT06 IUS01P USER SPRT ANLST	1 IST04
34	<u>D033C DFA ERP ANLST</u>	1	IT06 IUS04P USER SPRT SPEC	1 IST02
35	<u>D039C NET SUPP SPEC</u>	1	IT06 IIS04P IT INFRA ANLST	1 IST06
36	<u>D038C SEN SFTWR SUPP ANLST</u>	2	IT06 IAS01P APP ANLST I	2 IST07

1	<u>D038C SEN SFTWR SUPP ANLST</u>	3	IT06 IAS04P APP DEVELOPER I	3	IST06
2	<u>D016C SEN TECH ANLST</u>	1	IT06 PAS04C ADMIN SUPV	1	SGS06
3	<u>D016C SEN TECH ANLST</u>	2	IT06 IIP02P IT PROJ MNGR	2	IST08
4	<u>D016C SEN TECH ANLST</u>	1	IT06 IAS04P APP DEVELOPER I	1	IST06
5	<u>D054C COMP SUPP COORD</u>	1	IT05 IUS04P USER SPRT SPEC	1	IST02
6	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS02P USER SPRT COORD	1	IST05
7	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS01P USER SPRT ANLST	1	IST04
8	<u>D061C INFO SYST COORD SPEC</u>	1	IT05 IUS01P USER SPRT ANLST	1	IST04
9	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IIS04P IT INFRA ANLST	1	IST06
10	<u>D052C SFTWR SUPP ANLST</u>	2	IT05 IIE02P IT SEC ANLST I	2	IST06
11	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS05P USER SPRT SUPV/EXP	1	IST06
12	<u>D052C SFTWR SUPP ANLST</u>	2	IT05 IUS01P USER SPRT ANLST	2	IST04
13	<u>D052C SFTWR SUPP ANLST</u>	2	IT05 IUS04P USER SPRT SPEC	2	IST02
14	<u>D056C SYST COORD ANLST</u>	1	IT05 IUS01P USER SPRT ANLST	1	IST04
15	<u>D058C COMP OP COORD</u>	1	IT04 IUS01P USER SPRT ANLST	1	IST04
16	<u>D065C NET SUPP ANLST</u>	1	IT04 IIS04P IT INFRA ANLST	1	IST06
17	<u>D065C NET SUPP ANLST</u>	5	IT04 IUS04P USER SPRT SPEC	5	IST02
18	<u>D064C WEBSITE DEV</u>	2	IT04 IIS04P IT INFRA ANLST	2	IST06
19	<u>D071C COMP SUPP ANLST</u>	5	IT03 IUS04P USER SPRT SPEC	5	IST02
20	<u>D084C COMP OP</u>	2	IT02 IUS04P USER SPRT SPEC	2	IST02
21	<u>D079C COMP SUPP TECH</u>	3	IT02 IUS04P USER SPRT SPEC	3	IST02
22	<u>A002C DFA ASST ACCNTNG ADMI</u>	3	GS15 PRP03C DFA ASST DIV ADMIN	3	SPC08
23	<u>R002C DFA ASST BUDGET ADMIN</u>	2	GS15 FSA04C STATE BUDGET ASST ADM	2	SPC09
24	<u>A001C DFA ASST TAX RSRCH AD</u>	1	GS14 PRP03C DFA ASST DIV ADMIN	1	SPC08
25	<u>A006C DFA REV TAX DIV MGR</u>	1	GS13 IAS02P APP ANLST II	1	IST08
26	<u>R040C DFA STWD PRGM MGR</u>	5	GS13 FAC04C ACCT MNGR	5	SPC06
27	<u>R040C DFA STWD PRGM MGR</u>	2	GS13 FSA07P STATE BUDGET SUPV/EXP	2	SPC06
28	<u>A021C AGENCY CONT I</u>	1	GS12 FSA02C STATE ACCT SUPV/EXP	1	SPC07
29	<u>A021C AGENCY CONT I</u>	1	GS12 FAC03P ACCT COORD	1	SPC03
30	<u>A025C DFA ACCNTNG ACFR COOR</u>	5	GS12 FSA02C STATE ACCT SUPV/EXP	5	SPC07
31	<u>G002C DFA ASST IGS ADMIN</u>	1	GS12 PRP09P REV PRGM COORD	1	SPC03
32	<u>A007C AUDIT MGR</u>	1	GS11 FAC02P ACCOUNTANT II	1	SPC02
33	<u>R041C DFA STWD PRGM COORD</u>	1	GS11 FSA07P STATE BUDGET SUPV/EXP	1	SPC06
34	<u>R041C DFA STWD PRGM COORD</u>	11	GS11 FSA05P STATE BUDGET COORD	11	SPC05
35	<u>R041C DFA STWD PRGM COORD</u>	2	GS11 FAC05P ACCT SUPV/EXP	2	SPC04
36	<u>R041C DFA STWD PRGM COORD</u>	1	GS11 FSA03P STATE BUDGET ANLST	1	SPC04

1	<u>R041C DFA STWD PRGM COORD</u>	12	<u>GS11 FSA01P FINAN ACCOUNTANT</u>	12	<u>SPC03</u>
2	<u>R041C DFA STWD PRGM COORD</u>	1	<u>GS11 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
3	<u>U127U EXC DIR DEV DIS COUNC</u>	1	<u>GS11 SSP02C DEV DIS COUNCIL DIR</u>	1	<u>SPC05</u>
4	<u>R043C DFA STWD PRGM SPEC</u>	4	<u>GS09 FAC02P ACCOUNTANT II</u>	4	<u>SPC02</u>
5	<u>G109C GRANTS MGR</u>	1	<u>GS09 PRP09P REV PRGM COORD</u>	1	<u>SPC03</u>
6	<u>G109C GRANTS MGR</u>	3	<u>GS09 FGM03C GRANTS MNGR</u>	3	<u>SGS07</u>
7	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
8	<u>A047C FINAN ANLST II</u>	1	<u>GS08 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
9	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 LAT04P ATTY II</u>	1	<u>SPC05</u>
10	<u>A089C ACCOUNTANT I</u>	5	<u>GS07 FAC01P ACCOUNTANT I</u>	5	<u>SPC01</u>
11	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
12	<u>G133C DFA DIV MGR I</u>	1	<u>GS07 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
13	<u>G132C DFA PRGM MGR</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
14	<u>G132C DFA PRGM MGR</u>	2	<u>GS07 FFS05P FISC SPRT SUPV/EXP</u>	2	<u>SGS07</u>
15	<u>G147C GRANTS COORD</u>	7	<u>GS07 FGM02P GRANTS COORD</u>	7	<u>SGS05</u>
16	<u>A065C PYRL SVCS COORD</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
17	<u>C037C ADMINST ANLST</u>	5	<u>GS06 PAS01P ADMIN ANLST</u>	5	<u>SGS05</u>
18	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
19	<u>G180C GRANTS ANLST</u>	1	<u>GS06 FGM03C GRANTS MNGR</u>	1	<u>SGS07</u>
20	<u>G180C GRANTS ANLST</u>	8	<u>GS06 FGM02P GRANTS COORD</u>	8	<u>SGS05</u>
21	<u>C022C BUS OP SPEC</u>	1	<u>GS05 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
22	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
23	<u>D077C HELP DESK SPEC</u>	4	<u>GS05 PAS05I CALL CENTER SPEC</u>	4	<u>SGS02</u>
24	<u>E051C STAFF DEV SPEC</u>	1	<u>GS05 CTR02P TRAINER</u>	1	<u>SGS07</u>
25	<u>A098C FISCAL SUPP SPEC</u>	5	<u>GS04 FFS04P FISC SPRT SPEC</u>	5	<u>SGS04</u>
26	<u>0490 ASSESSMENT COORDINATION DEPT</u>				
27	<u>U085U ACD DIR</u>	1	<u>SE01 PRP01C ASSESS COORD DIR</u>	1	<u>SPC09</u>
28	<u>D068C INFO SYST ANLST</u>	1	<u>IT04 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
29	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
30	<u>R041C DFA STWD PRGM COORD</u>	1	<u>GS11 PRP09P REV PRGM COORD</u>	1	<u>SPC03</u>
31	<u>X046C ACD DIV ADMIN</u>	1	<u>GS08 PRP05P PROP ASSESS SUPV/EXP</u>	1	<u>SGS07</u>
32	<u>X046C ACD DIV ADMIN</u>	3	<u>GS08 PRP06P REV COORD</u>	3	<u>SGS05</u>
33	<u>E031C ED PRGM COORD</u>	1	<u>GS08 PRP06P REV COORD</u>	1	<u>SGS05</u>
34	<u>X049C PROP ASSMNT COORD MGR</u>	5	<u>GS07 PRP06P REV COORD</u>	5	<u>SGS05</u>
35	<u>A063C RSRCH & STATS SUPV</u>	1	<u>GS07 PDA01P DATA/RESEARCH ANLST</u>	1	<u>SGS07</u>
36	<u>X079C PROP ASSMNT AUD SUPV</u>	11	<u>GS06 PRP04P PROP ASSESS SPEC</u>	11	<u>SGS06</u>

1	<u>C050C ADMINST SUPP SUPV</u>	1	<u>GS05 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
2	<u>X117C PROP ASSMNT AUD</u>	6	<u>GS05 PRP04P PROP ASSESS SPEC</u>	6	<u>SGS06</u>
3	<u>DEPARTMENT OF HEALTH</u>				
4	<u>9907 DEPT OF HEALTH</u>				
5	<u>SC007 SEC OF HEALTH</u>	1	<u>SE05 ESE07A SEC OF HEALTH</u>	1	<u>EXE04</u>
6	<u>0665 HEALTH SERVICES PERMIT AGENCY</u>				
7	<u>U025U ADH HEALTH PERMIT SVC</u>	1	<u>SE01 PHP06C HEALTH PRGM ADMIN</u>	1	<u>SPC09</u>
8	<u>G272C ADH HSPA DEP ADMIN</u>	1	<u>GS11 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
9	<u>A116C BUS OP MGR</u>	1	<u>GS08 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
10	<u>C017C ADH HEALTH ADMINST CO</u>	1	<u>GS06 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
11	<u>0645 AR DEPARTMENT OF HEALTH</u>				
12	<u>U002U DFA DEP DIR AND COS</u>	1	<u>SE04 EEX10A CHIEF OF STAFF II</u>	1	<u>EXE02</u>
13	<u>U119U ADH DEP DIR-PUB HEALT</u>	2	<u>SE03 EEX21A HEALTH DEP DIR</u>	2	<u>EXE02</u>
14	<u>B017N ADH CHIEF SCIENTIST</u>	1	<u>SE02 MHS03C STATE HEALTH SCI</u>	1	<u>SPC10</u>
15	<u>B017N ADH CHIEF SCIENTIST</u>	1	<u>SE02 EEX21A HEALTH DEP DIR</u>	1	<u>EXE02</u>
16	<u>N033N DFA ADMINST SVCS ADMI</u>	1	<u>SE02 FAC09C CHIEF FISCAL OFC II</u>	1	<u>SPC10</u>
17	<u>U121U ADH HEALTH INFO TECH</u>	1	<u>SE01 PHP06C HEALTH PRGM ADMIN</u>	1	<u>SPC09</u>
18	<u>U026U ADH DIR</u>	1	<u>MP10 MHA04C STATE HEALTH DIR</u>	1	<u>MED16</u>
19	<u>L003N CHIEF PHYS SPEC</u>	3	<u>MP09 MPH04P PHYSC SUPV/EXP</u>	3	<u>MED14</u>
20	<u>L025N SEN PHYS SPEC</u>	1	<u>MP08 PHP06C HEALTH PRGM ADMIN</u>	1	<u>SPC09</u>
21	<u>L025N SEN PHYS SPEC</u>	3	<u>MP08 MPH02P PHYSICAN SPEC</u>	3	<u>MED12</u>
22	<u>L008N PHYS SPEC</u>	1	<u>MP07 MPH02P PHYSICAN SPEC</u>	1	<u>MED12</u>
23	<u>L011N DENTIST</u>	1	<u>MP06 MDE01I DENTIST</u>	1	<u>MED09</u>
24	<u>L014N DIR OF PHARM</u>	1	<u>MP06 MPA04C PHARMACY MNGR</u>	1	<u>MED10</u>
25	<u>B143C ADH PUB HEALTH VET</u>	1	<u>MP05 MVE02P VETERINARIAN</u>	1	<u>MED08</u>
26	<u>L016N REGISTERED PHARMACIST</u>	4	<u>MP05 MPA01P PHARMACIST</u>	4	<u>MED09</u>
27	<u>L016N REGISTERED PHARMACIST</u>	2	<u>MP05 MPA03P PHARMACY INSP</u>	2	<u>MED09</u>
28	<u>L018N NURSE PRACTITIONER</u>	1	<u>MP04 SEP02C EPID MNGR</u>	1	<u>SPC06</u>
29	<u>L018N NURSE PRACTITIONER</u>	1	<u>MP04 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
30	<u>L018N NURSE PRACTITIONER</u>	33	<u>MP04 MNU04P NURSE PRACTITIONER</u>	33	<u>MED08</u>
31	<u>L018N NURSE PRACTITIONER</u>	1	<u>MP04 MNU07C RN MNGR</u>	1	<u>MED07</u>
32	<u>L018N NURSE PRACTITIONER</u>	1	<u>MP04 IIS08C IT INFRA MNGR</u>	1	<u>IST11</u>
33	<u>L002C NRSNG DIR</u>	1	<u>MP04 MNU05C NRSNG ADMIN</u>	1	<u>MED08</u>
34	<u>L009C NURSE MGR</u>	3	<u>MP03 MNU07C RN MNGR</u>	3	<u>MED07</u>
35	<u>L017C ADH AREA NRSNG DIR</u>	5	<u>MP02 MNU07C RN MNGR</u>	5	<u>MED07</u>
36	<u>L017C ADH AREA NRSNG DIR</u>	2	<u>MP02 MNU08P RN SUPV/EXP</u>	2	<u>MED06</u>

1	<u>L026C ADH NRSNG PRGM COORD</u>	1 MP02 PHP03C HEALTH BRANCH MNGR	1 SPC04
2	<u>L026C ADH NRSNG PRGM COORD</u>	1 MP02 PHP09C PUB HEALTH SECT CHIEF	1 SPC03
3	<u>L026C ADH NRSNG PRGM COORD</u>	1 MP02 PHS08P HEALTH PRGM SUPV/EXP	1 SGS08
4	<u>L026C ADH NRSNG PRGM COORD</u>	16 MP02 MNU08P RN SUPV/EXP	16 MED06
5	<u>L026C ADH NRSNG PRGM COORD</u>	1 MP02 MNU06P RN	1 MED05
6	<u>L036C NURSE INSTRUCTOR</u>	1 MP02 MNU03P NURSE INSTRUCTOR	1 MED06
7	<u>L022C NRSNG CLINIC COORD</u>	1 MP02 PHP03C HEALTH BRANCH MNGR	1 SPC04
8	<u>L022C NRSNG CLINIC COORD</u>	1 MP02 PHS08P HEALTH PRGM SUPV/EXP	1 SGS08
9	<u>L022C NRSNG CLINIC COORD</u>	1 MP02 MNU07C RN MNGR	1 MED07
10	<u>L022C NRSNG CLINIC COORD</u>	13 MP02 MNU08P RN SUPV/EXP	13 MED06
11	<u>L022C NRSNG CLINIC COORD</u>	29 MP02 MNU06P RN	29 MED05
12	<u>L022C NRSNG CLINIC COORD</u>	1 MP02 IIS04P IT INFRA ANLST	1 IST06
13	<u>L019C RN COORD</u>	7 MP02 MNU08P RN SUPV/EXP	7 MED06
14	<u>L019C RN COORD</u>	1 MP02 MNU06P RN	1 MED05
15	<u>L038C RN</u>	1 MP01 PHP03C HEALTH BRANCH MNGR	1 SPC04
16	<u>L038C RN</u>	2 MP01 PHP05C HEALTH DISTRICT MNGR	2 SPC03
17	<u>L038C RN</u>	2 MP01 PHS05P HEALTH PRGM COORD	2 SGS07
18	<u>L038C RN</u>	307 MP01 MNU06P RN	307 MED05
19	<u>N017N ADH CIO</u>	1 IT11 IIA02C CIO II	1 IST12
20	<u>D023N ADH HIT TECH DIR</u>	1 IT08 IIS10C IT INFRA SUPV/EXP	1 IST10
21	<u>D023N ADH HIT TECH DIR</u>	1 IT08 IAS03P APP COORD	1 IST09
22	<u>D012C DB SPEC</u>	1 IT08 IIS08C IT INFRA MNGR	1 IST11
23	<u>D012C DB SPEC</u>	1 IT08 IDM02P DB ANLST	1 IST07
24	<u>D007C INFO SYST MGR</u>	1 IT08 IIS08C IT INFRA MNGR	1 IST11
25	<u>D007C INFO SYST MGR</u>	1 IT08 IIS10C IT INFRA SUPV/EXP	1 IST10
26	<u>D024N ADH HIT INTERFACE DEV</u>	2 IT07 IAS04P APP DEVELOPER I	2 IST06
27	<u>D035C COMP SUPP MGR</u>	1 IT07 IIS06P IT INFRA COORD	1 IST08
28	<u>D030C INFO SYST COORD</u>	2 IT07 IIS10C IT INFRA SUPV/EXP	2 IST10
29	<u>D030C INFO SYST COORD</u>	4 IT07 IIS06P IT INFRA COORD	4 IST08
30	<u>D030C INFO SYST COORD</u>	1 IT07 IAS01P APP ANLST I	1 IST07
31	<u>D030C INFO SYST COORD</u>	1 IT07 IDM02P DB ANLST	1 IST07
32	<u>D029C SEN GIS ANLST</u>	1 IT07 IUS02P USER SPRT COORD	1 IST05
33	<u>D028C SEN SFTWR SUPP SPEC</u>	1 IT07 IAS06C APP SUPV/EXP	1 IST10
34	<u>D042C DATA WRHS SPEC</u>	1 IT06 IIS04P IT INFRA ANLST	1 IST06
35	<u>D040C GIS ANLST</u>	1 IT06 IDN01P DATA ANLST	1 IST07
36	<u>D040C GIS ANLST</u>	2 IT06 IGI01P GIS ANLST	2 IST05

1	<u>D039C NET SUPP SPEC</u>	1	IT06 IIS06P IT INFRA COORD	1	IST08
2	<u>D039C NET SUPP SPEC</u>	5	IT06 IIS04P IT INFRA ANLST	5	IST06
3	<u>D016C SEN TECH ANLST</u>	1	IT06 IAS01P APP ANLST I	1	IST07
4	<u>D016C SEN TECH ANLST</u>	1	IT06 IIS04P IT INFRA ANLST	1	IST06
5	<u>D016C SEN TECH ANLST</u>	1	IT06 IGI01P GIS ANLST	1	IST05
6	<u>D022C SYST SPEC</u>	1	IT06 IIE06P IT SEC SUPV	1	IST08
7	<u>D022C SYST SPEC</u>	6	IT06 IIS04P IT INFRA ANLST	6	IST06
8	<u>D054C COMP SUPP COORD</u>	1	IT05 IUS05P USER SPPRT SUPV/EXP	1	IST06
9	<u>D063C COMP SUPP SPEC</u>	2	IT05 IUS05P USER SPPRT SUPV/EXP	2	IST06
10	<u>D063C COMP SUPP SPEC</u>	4	IT05 IUS01P USER SPPRT ANLST	4	IST04
11	<u>D063C COMP SUPP SPEC</u>	2	IT05 IUS04P USER SPPRT SPEC	2	IST02
12	<u>D047C INFO SYST BUS ANLST</u>	1	IT05 IIS04P IT INFRA ANLST	1	IST06
13	<u>D061C INFO SYST COORD SPEC</u>	1	IT05 IIS09P IT INFRA SPEC	1	IST04
14	<u>D052C SFTWR SUPP ANLST</u>	2	IT05 IDN01P DATA ANLST	2	IST07
15	<u>D052C SFTWR SUPP ANLST</u>	3	IT05 IIS04P IT INFRA ANLST	3	IST06
16	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IIE02P IT SEC ANLST I	1	IST06
17	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS02P USER SPPRT COORD	1	IST05
18	<u>D052C SFTWR SUPP ANLST</u>	21	IT05 IUS01P USER SPPRT ANLST	21	IST04
19	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS04P USER SPPRT SPEC	1	IST02
20	<u>D044C SYST ANLST</u>	2	IT05 IIS04P IT INFRA ANLST	2	IST06
21	<u>D056C SYST COORD ANLST</u>	1	IT05 IDN01P DATA ANLST	1	IST07
22	<u>D056C SYST COORD ANLST</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
23	<u>D058C COMP OP COORD</u>	1	IT04 IUS01P USER SPPRT ANLST	1	IST04
24	<u>D065C NET SUPP ANLST</u>	1	IT04 IUS04P USER SPPRT SPEC	1	IST02
25	<u>D064C WEBSITE DEV</u>	1	IT04 IAS08I WEBSITE SPEC	1	IST05
26	<u>D071C COMP SUPP ANLST</u>	5	IT03 IUS01P USER SPPRT ANLST	5	IST04
27	<u>D071C COMP SUPP ANLST</u>	8	IT03 IUS04P USER SPPRT SPEC	8	IST02
28	<u>D079C COMP SUPP TECH</u>	4	IT02 IUS04P USER SPPRT SPEC	4	IST02
29	<u>B001N ADH SEN SCIENTIST</u>	1	GS15 MHS03C STATE HEALTH SCI	1	SPC10
30	<u>N065N ADH CENTER DIR-HEALTH</u>	2	GS14 PHP06C HEALTH PRGM ADMIN	2	SPC09
31	<u>N064N ADH CENTER DIR-LOCAL</u>	2	GS14 PHP06C HEALTH PRGM ADMIN	2	SPC09
32	<u>N097N ADH CFO</u>	1	GS14 PHP06C HEALTH PRGM ADMIN	1	SPC09
33	<u>G009N ADH CLC</u>	1	GS14 LAT08C CLC I	1	SPC10
34	<u>N063N ADH EPIDEMIOLOGY OFF</u>	1	GS14 MHS03C STATE HEALTH SCI	1	SPC10
35	<u>N063N ADH EPIDEMIOLOGY OFF</u>	4	GS14 SEP02C EPID MNGR	4	SPC06
36	<u>R001N ADH CHIEF HR OFF</u>	1	GS13 HDH03C HR ADMIN II	1	SPC08

1	<u>B011N ADH DIR ENG</u>	1	<u>GS13 SEN03C HEALTH ENGINEER DIR</u>	1	<u>SPC08</u>
2	<u>N118N ADH DIR IN-HOME SVCS</u>	1	<u>GS13 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
3	<u>P002N ADH DIR OF COMMS</u>	1	<u>GS13 CPR02C CHIEF OF COMMS II</u>	1	<u>SPC07</u>
4	<u>N104N ADH DIR STATS & VITAL</u>	1	<u>GS13 PHP04C HEALTH CENTER MNGR</u>	1	<u>SPC06</u>
5	<u>B138C ADH ENG CHIEF</u>	2	<u>GS13 SEN04C MANAGING ENGINEER</u>	2	<u>SPC07</u>
6	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
7	<u>N174N HEALTH INFO TECH PLCY</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
8	<u>N174N HEALTH INFO TECH PLCY</u>	1	<u>GS13 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
9	<u>G004C MANAGING ATRNY</u>	2	<u>GS13 LAT05P ATTY III</u>	2	<u>SPC08</u>
10	<u>G026C ADH ASSOC CENTER DIR-</u>	6	<u>GS12 PHP04C HEALTH CENTER MNGR</u>	6	<u>SPC06</u>
11	<u>G026C ADH ASSOC CENTER DIR-</u>	1	<u>GS12 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
12	<u>L109C ADH CERT TUMOR REGIST</u>	1	<u>GS12 PHS02I CERT TUMOR REGISTRAR</u>	1	<u>SPC02</u>
13	<u>L019N ADH CHIEF EPIDEMIOLOG</u>	6	<u>GS12 SEP02C EPID MNGR</u>	6	<u>SPC06</u>
14	<u>N148N ADH GOV AFFRS PLCY DI</u>	1	<u>GS12 CPR03C GOV AFFRS SPEC</u>	1	<u>SPC05</u>
15	<u>N139N ADH MIN HLTH & HLTH D</u>	1	<u>GS12 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
16	<u>G049C ADH REGNL DIR</u>	5	<u>GS12 PHS06C HEALTH PRGM MNGR</u>	5	<u>SPC05</u>
17	<u>G024C DEPT ALJ</u>	2	<u>GS12 LAT01C ADMIN LAW JUDGE</u>	2	<u>SPC08</u>
18	<u>B015C ENG SUPV</u>	8	<u>GS12 SEN02P ENGINEER SUPV/EXP</u>	8	<u>SPC06</u>
19	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
20	<u>R006C HR ADMIN</u>	2	<u>GS12 HDH08P HR SUPV/EXP</u>	2	<u>SGS08</u>
21	<u>L013C ADH BRANCH MGR</u>	14	<u>GS11 PHP03C HEALTH BRANCH MNGR</u>	14	<u>SPC04</u>
22	<u>D106C ADH HEALTH INFO TECH</u>	1	<u>GS11 PQA01P QA COORD</u>	1	<u>SGS07</u>
23	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 PHP03C HEALTH BRANCH MNGR</u>	1	<u>SPC04</u>
24	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 FFS03C FISC SPRT MNGR</u>	1	<u>SGS09</u>
25	<u>A031C ASST CONT</u>	1	<u>GS11 FAU02P AUDIT SUPV/EXP</u>	1	<u>SPC04</u>
26	<u>A031C ASST CONT</u>	1	<u>GS11 FBU02C BUDGET MNGR</u>	1	<u>SGS08</u>
27	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
28	<u>B023C ENG, P.E.</u>	5	<u>GS11 SEN05P PROF ENGINEER</u>	5	<u>SPC05</u>
29	<u>B023C ENG, P.E.</u>	9	<u>GS11 SEN01P ENGINEER</u>	9	<u>SPC03</u>
30	<u>L030C ADH DIST MGR</u>	1	<u>GS10 SEP03P EPID SUPV/EXP</u>	1	<u>SPC05</u>
31	<u>L030C ADH DIST MGR</u>	1	<u>GS10 SEP01P EPIDEMIOLOGIST</u>	1	<u>SPC04</u>
32	<u>L030C ADH DIST MGR</u>	5	<u>GS10 PHP05C HEALTH DISTRICT MNGR</u>	5	<u>SPC03</u>
33	<u>L030C ADH DIST MGR</u>	2	<u>GS10 PHP09C PUB HEALTH SECT CHIEF</u>	2	<u>SPC03</u>
34	<u>L030C ADH DIST MGR</u>	2	<u>GS10 IEH03P ENVIRO HLTH INSP SUPV</u>	2	<u>SGS09</u>
35	<u>L030C ADH DIST MGR</u>	1	<u>GS10 PHS09C HEALTH UNIT ADMIN</u>	1	<u>SGS09</u>
36	<u>L030C ADH DIST MGR</u>	2	<u>GS10 PHS08P HEALTH PRGM SUPV/EXP</u>	2	<u>SGS08</u>

1	<u>L014C ADH HIPAA PRGM CONS</u>	1	<u>GS10 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
2	<u>D115C ADH HIT BUS COORD</u>	2	<u>GS10 IUS01P USER SPPRT ANLST</u>	2	<u>IST04</u>
3	<u>L016C ADH PUB HEALTH ADMIN</u>	1	<u>GS10 SEP03P EPID SUPV/EXP</u>	1	<u>SPC05</u>
4	<u>L016C ADH PUB HEALTH ADMIN</u>	7	<u>GS10 PHS06C HEALTH PRGM MNGR</u>	7	<u>SPC05</u>
5	<u>L016C ADH PUB HEALTH ADMIN</u>	2	<u>GS10 PHP09C PUB HEALTH SECT CHIEF</u>	2	<u>SPC03</u>
6	<u>L016C ADH PUB HEALTH ADMIN</u>	1	<u>GS10 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
7	<u>L025C ADH PUB HEALTH SECT C</u>	13	<u>GS10 PHP09C PUB HEALTH SECT CHIEF</u>	13	<u>SPC03</u>
8	<u>L025C ADH PUB HEALTH SECT C</u>	1	<u>GS10 FFS03C FISC SPPRT MNGR</u>	1	<u>SGS09</u>
9	<u>L025C ADH PUB HEALTH SECT C</u>	1	<u>GS10 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
10	<u>L114C ADH RADIOACTIVE MATRL</u>	1	<u>GS10 MHS02P RADIOLGCL PRGM SUPV/E</u>	1	<u>SPC04</u>
11	<u>G076C ADMINST SVCS MGR</u>	3	<u>GS10 FFS03C FISC SPPRT MNGR</u>	3	<u>SGS09</u>
12	<u>G073C ATRNY</u>	1	<u>GS10 PHP09C PUB HEALTH SECT CHIEF</u>	1	<u>SPC03</u>
13	<u>A044C AUDIT COORD</u>	1	<u>GS10 SEP03P EPID SUPV/EXP</u>	1	<u>SPC05</u>
14	<u>A044C AUDIT COORD</u>	2	<u>GS10 FAU04P AUDITOR II</u>	2	<u>SPC02</u>
15	<u>X013C ENVIRO HEALTH MGR</u>	1	<u>GS10 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
16	<u>L099C EPIDEMIOLOGY SUPV</u>	7	<u>GS10 SEP03P EPID SUPV/EXP</u>	7	<u>SPC05</u>
17	<u>A052C ACCNTNG COORD</u>	2	<u>GS09 FAC05P ACCT SUPV/EXP</u>	2	<u>SPC04</u>
18	<u>A052C ACCNTNG COORD</u>	2	<u>GS09 FAC02P ACCOUNTANT II</u>	2	<u>SPC02</u>
19	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
20	<u>L023C ADH HEALTH FACLTS SUP</u>	2	<u>GS09 PHS08P HEALTH PRGM SUPV/EXP</u>	2	<u>SGS08</u>
21	<u>B044C ADH HEALTH PHYS SUPV</u>	1	<u>GS09 SPH02P PHYSICIST SUPV/EXP</u>	1	<u>SPC02</u>
22	<u>B047C ADH LAB MGR</u>	14	<u>GS09 SLA03P LAB SUPV/EXP</u>	14	<u>SPC03</u>
23	<u>G238C ADH LOCAL HEALTH UNIT</u>	4	<u>GS09 PHS09C HEALTH UNIT ADMIN</u>	4	<u>SGS09</u>
24	<u>L029C ADH PUB HEALTH SECT C</u>	1	<u>GS09 SEP01P EPIDEMIOLOGIST</u>	1	<u>SPC04</u>
25	<u>L029C ADH PUB HEALTH SECT C</u>	4	<u>GS09 IEH03P ENVIRO HLTH INSP SUPV</u>	4	<u>SGS09</u>
26	<u>L029C ADH PUB HEALTH SECT C</u>	15	<u>GS09 PHS08P HEALTH PRGM SUPV/EXP</u>	15	<u>SGS08</u>
27	<u>L115C ADH RADIOACTIVE MATRL</u>	4	<u>GS09 MHS01P RADIOLGCL PRGM SPEC</u>	4	<u>SPC02</u>
28	<u>L112C ADH SUICIDE PREV SUPV</u>	2	<u>GS09 SCM12P SUICIDE PREV SUPV/EXP</u>	2	<u>SGS07</u>
29	<u>R019C BUDGET MGR</u>	10	<u>GS09 FBU02C BUDGET MNGR</u>	10	<u>SGS08</u>
30	<u>B042C ENG</u>	2	<u>GS09 SEN01P ENGINEER</u>	2	<u>SPC03</u>
31	<u>L028C EPIDEMIOLOGIST</u>	42	<u>GS09 SEP01P EPIDEMIOLOGIST</u>	42	<u>SPC04</u>
32	<u>L028C EPIDEMIOLOGIST</u>	1	<u>GS09 SPH01P PHYSICIST</u>	1	<u>SPC01</u>
33	<u>L028C EPIDEMIOLOGIST</u>	3	<u>GS09 PHS08P HEALTH PRGM SUPV/EXP</u>	3	<u>SGS08</u>
34	<u>L028C EPIDEMIOLOGIST</u>	1	<u>GS09 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
35	<u>L028C EPIDEMIOLOGIST</u>	1	<u>GS09 FGM03C GRANTS MNGR</u>	1	<u>SGS07</u>
36	<u>L028C EPIDEMIOLOGIST</u>	1	<u>GS09 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>

1	<u>A038C FISCAL SUPP MGR</u>	1	GS09 FFS05P FISC SPRT SUPV/EXP	1	SGS07
2	<u>B035C GEOLOGY SUPV</u>	1	GS09 SGE02P GEOLOGIST SUPV/EXP	1	SPC04
3	<u>G109C GRANTS MGR</u>	1	GS09 PHS08P HEALTH PRGM SUPV/EXP	1	SGS08
4	<u>G109C GRANTS MGR</u>	6	GS09 FGM03C GRANTS MNGR	6	SGS07
5	<u>G109C GRANTS MGR</u>	1	GS09 PHS05P HEALTH PRGM COORD	1	SGS07
6	<u>P004C PUB INFO MGR</u>	1	GS09 FBU02C BUDGET MNGR	1	SGS08
7	<u>P004C PUB INFO MGR</u>	1	GS09 CPR05P PUB INFO COORD	1	SGS07
8	<u>X038C QA MGR</u>	4	GS09 PQA02C QA MNGR	4	SGS09
9	<u>A082C ACCOUNTANT II</u>	6	GS08 FAC02P ACCOUNTANT II	6	SPC02
10	<u>X039C ADH DIR OF COSM BD</u>	1	GS08 IIN03P INSP III	1	SGS06
11	<u>X043C ADH ENVIRO SUPV</u>	8	GS08 IEH02P ENVIRO HEALTH INSP II	8	SGS08
12	<u>B079C ADH HEALTH FCLTY LAB</u>	3	GS08 IIN03P INSP III	3	SGS06
13	<u>B063C ADH HEALTH PHYS</u>	8	GS08 SPH01P PHYSICIST	8	SPC01
14	<u>G116C ADH LOCAL HEALTH UNIT</u>	9	GS08 PHS09C HEALTH UNIT ADMIN	9	SGS09
15	<u>G116C ADH LOCAL HEALTH UNIT</u>	2	GS08 PHS10P HEALTH UNIT SUPV/EXP	2	SGS08
16	<u>L091C ADH PUB HEALTH SECT C</u>	9	GS08 PHS08P HEALTH PRGM SUPV/EXP	9	SGS08
17	<u>L091C ADH PUB HEALTH SECT C</u>	2	GS08 PHS05P HEALTH PRGM COORD	2	SGS07
18	<u>L091C ADH PUB HEALTH SECT C</u>	1	GS08 MDI02P DIETICIAN SUPV/EXP	1	MED06
19	<u>L113C ADH SUICIDE PREV CALL</u>	8	GS08 SCM11P SUICIDE PREV SPEC	8	SGS06
20	<u>R021C BUDGET ANLST</u>	24	GS08 FBU01P BUDGET ANLST	24	SGS07
21	<u>R021C BUDGET ANLST</u>	1	GS08 HDH05P HR COORD	1	SGS07
22	<u>X067C HEALTH FACLT SURVYR</u>	1	GS08 SCH02P CHEMIST II	1	SPC02
23	<u>X067C HEALTH FACLT SURVYR</u>	1	GS08 IEH02P ENVIRO HEALTH INSP II	1	SGS08
24	<u>L043C HEALTH PRGM SPEC III</u>	6	GS08 PHS08P HEALTH PRGM SUPV/EXP	6	SGS08
25	<u>L043C HEALTH PRGM SPEC III</u>	1	GS08 PPR05P PROC SUPV/EXP	1	SGS08
26	<u>L043C HEALTH PRGM SPEC III</u>	40	GS08 PHS05P HEALTH PRGM COORD	40	SGS07
27	<u>L043C HEALTH PRGM SPEC III</u>	1	GS08 PHS07P HEALTH PRGM SPEC	1	SGS06
28	<u>L035C NUTRITIONIST CONS</u>	1	GS08 PHS05P HEALTH PRGM COORD	1	SGS07
29	<u>L035C NUTRITIONIST CONS</u>	1	GS08 MDI02P DIETICIAN SUPV/EXP	1	MED06
30	<u>L035C NUTRITIONIST CONS</u>	9	GS08 MDI03P REGISTERED DIETICIAN	9	MED05
31	<u>L034C NUTRITIONIST SUPV</u>	1	GS08 PHS08P HEALTH PRGM SUPV/EXP	1	SGS08
32	<u>L034C NUTRITIONIST SUPV</u>	1	GS08 PHS03P CONSUMER SCIENCE SPEC	1	SGS06
33	<u>L034C NUTRITIONIST SUPV</u>	5	GS08 MDI02P DIETICIAN SUPV/EXP	5	MED06
34	<u>R014C PERSONNEL MGR</u>	1	GS08 HDH08P HR SUPV/EXP	1	SGS08
35	<u>R014C PERSONNEL MGR</u>	2	GS08 HDH05P HR COORD	2	SGS07
36	<u>X081C PLUMB/HVACR INSPCT SU</u>	1	GS08 IIN05P INSP SUPV/EXP	1	SGS07

1	<u>B043C PROF GEO</u>	2	<u>GS08 SGE05P PROF GEOLOGIST</u>	2	<u>SPC03</u>
2	<u>A041C PRGM FISCAL MGR</u>	2	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
3	<u>X062C QA COORD</u>	1	<u>GS08 PQA03P QA SPEC</u>	1	<u>SGS06</u>
4	<u>A060C SEN AUD</u>	2	<u>GS08 FAU04P AUDITOR II</u>	2	<u>SPC02</u>
5	<u>B126C SEN CHEMIST</u>	5	<u>GS08 SBI02P BIOLOGIST II</u>	5	<u>SPC02</u>
6	<u>B126C SEN CHEMIST</u>	11	<u>GS08 SCH02P CHEMIST II</u>	11	<u>SPC02</u>
7	<u>B126C SEN CHEMIST</u>	2	<u>GS08 SCH01P CHEMIST I</u>	2	<u>SPC01</u>
8	<u>B127C SEN MICROBIOLOGIST</u>	24	<u>GS08 SBI02P BIOLOGIST II</u>	24	<u>SPC02</u>
9	<u>B127C SEN MICROBIOLOGIST</u>	3	<u>GS08 SCH02P CHEMIST II</u>	3	<u>SPC02</u>
10	<u>A089C ACCOUNTANT I</u>	2	<u>GS07 FAC01P ACCOUNTANT I</u>	2	<u>SPC01</u>
11	<u>E064C ADH CERT PUB HEALTH E</u>	1	<u>GS07 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>
12	<u>E064C ADH CERT PUB HEALTH E</u>	4	<u>GS07 PHS04P HEALTH EDUCATOR</u>	4	<u>SGS05</u>
13	<u>E064C ADH CERT PUB HEALTH E</u>	1	<u>GS07 PHS01P CERT HEALTH EDUCATOR</u>	1	<u>MED02</u>
14	<u>L054C ADH EMER MED SVCS SUP</u>	2	<u>GS07 PHS08P HEALTH PRGM SUPV/EXP</u>	2	<u>SGS08</u>
15	<u>L054C ADH EMER MED SVCS SUP</u>	1	<u>GS07 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>
16	<u>G143C ADH LOCAL HEALTH UNIT</u>	18	<u>GS07 PHS10P HEALTH UNIT SUPV/EXP</u>	18	<u>SGS08</u>
17	<u>X060C ADH SR ENVIRO HEALTH</u>	16	<u>GS07 IEH02P ENVIRO HEALTH INSP II</u>	16	<u>SGS08</u>
18	<u>X060C ADH SR ENVIRO HEALTH</u>	1	<u>GS07 IEH01P ENVIRO HEALTH INSP I</u>	1	<u>SGS07</u>
19	<u>G138C AGENCY ADMINST REV OF</u>	1	<u>GS07 ILS02I HEARING OFF</u>	1	<u>SGS06</u>
20	<u>R024C ASST PERSONNEL MGR</u>	4	<u>GS07 HDH05P HR COORD</u>	4	<u>SGS07</u>
21	<u>A081C AUD</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
22	<u>B081C CHEMIST</u>	3	<u>GS07 SBI01P BIOLOGIST I</u>	3	<u>SPC01</u>
23	<u>B081C CHEMIST</u>	10	<u>GS07 SCH01P CHEMIST I</u>	10	<u>SPC01</u>
24	<u>L049C DISEASE INTRVNTN SPEC</u>	7	<u>GS07 PHS05P HEALTH PRGM COORD</u>	7	<u>SGS07</u>
25	<u>E048C ED & INSTRCTN SPEC</u>	3	<u>GS07 EEP05P ED PRGM SPEC</u>	3	<u>SGS06</u>
26	<u>C010C EXEC ASST TO THE DIR</u>	3	<u>GS07 PAS08I EXEC ASST</u>	3	<u>SGS07</u>
27	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
28	<u>A075C FINAN ANLST I</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
29	<u>G147C GRANTS COORD</u>	9	<u>GS07 FGM02P GRANTS COORD</u>	9	<u>SGS05</u>
30	<u>L048C HEALTH PRGM SPEC II</u>	4	<u>GS07 PHS08P HEALTH PRGM SUPV/EXP</u>	4	<u>SGS08</u>
31	<u>L048C HEALTH PRGM SPEC II</u>	30	<u>GS07 PHS05P HEALTH PRGM COORD</u>	30	<u>SGS07</u>
32	<u>L048C HEALTH PRGM SPEC II</u>	2	<u>GS07 PHS07P HEALTH PRGM SPEC</u>	2	<u>SGS06</u>
33	<u>B077C MICROBIOLOGIST</u>	22	<u>GS07 SBI01P BIOLOGIST I</u>	22	<u>SPC01</u>
34	<u>B077C MICROBIOLOGIST</u>	1	<u>GS07 SCH01P CHEMIST I</u>	1	<u>SPC01</u>
35	<u>B077C MICROBIOLOGIST</u>	1	<u>GS07 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
36	<u>B077C MICROBIOLOGIST</u>	1	<u>GS07 TAT03I ENGINEERING SPEC</u>	1	<u>SGS05</u>

1	<u>L039C NUTRITIONIST</u>	2	<u>GS07 PHS05P HEALTH PRGM COORD</u>	2	<u>SGS07</u>
2	<u>L039C NUTRITIONIST</u>	1	<u>GS07 PHS03P CONSUMER SCIENCE SPEC</u>	1	<u>SGS06</u>
3	<u>L039C NUTRITIONIST</u>	3	<u>GS07 PHS07P HEALTH PRGM SPEC</u>	3	<u>SGS06</u>
4	<u>L039C NUTRITIONIST</u>	21	<u>GS07 MDI01P DIETICIAN</u>	21	<u>MED03</u>
5	<u>A065C PYRLL SVCS COORD</u>	1	<u>GS07 PDA01P DATA/RESEARCH ANLST</u>	1	<u>SGS07</u>
6	<u>X096C PLUMB INSPCT</u>	1	<u>GS07 IEH02P ENVIRO HEALTH INSP II</u>	1	<u>SGS08</u>
7	<u>X096C PLUMB INSPCT</u>	9	<u>GS07 IIN03P INSP III</u>	9	<u>SGS06</u>
8	<u>P020C PROD ARTIST</u>	1	<u>GS07 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
9	<u>P013C PUB INFO COORD</u>	2	<u>GS07 CPR05P PUB INFO COORD</u>	2	<u>SGS07</u>
10	<u>X095C QA ANLST</u>	1	<u>GS07 PQA03P QA SPEC</u>	1	<u>SGS06</u>
11	<u>A072C RSRCH & STATS MGR</u>	3	<u>GS07 PDA01P DATA/RESEARCH ANLST</u>	3	<u>SGS07</u>
12	<u>A063C RSRCH & STATS SUPV</u>	1	<u>GS07 PDA01P DATA/RESEARCH ANLST</u>	1	<u>SGS07</u>
13	<u>E040C STAFF DEV COORD</u>	4	<u>GS07 CTR02P TRAINER</u>	4	<u>SGS07</u>
14	<u>E040C STAFF DEV COORD</u>	1	<u>GS07 PHS01P CERT HEALTH EDUCATOR</u>	1	<u>MED02</u>
15	<u>G176C VOL PRGM MGR</u>	1	<u>GS07 SSP16P SOC SVCS SPEC</u>	1	<u>SGS06</u>
16	<u>L065C ADH EMER MED SVCS SPE</u>	6	<u>GS06 IIN02P INSP II</u>	6	<u>SGS05</u>
17	<u>L063C ADH FAM CONS SCI SPEC</u>	22	<u>GS06 PHS03P CONSUMER SCIENCE SPEC</u>	22	<u>SGS06</u>
18	<u>L063C ADH FAM CONS SCI SPEC</u>	2	<u>GS06 THT03I LACTATION SPEC</u>	2	<u>SGS04</u>
19	<u>C017C ADH HEALTH ADMINST CO</u>	1	<u>GS06 CTR02P TRAINER</u>	1	<u>SGS07</u>
20	<u>C017C ADH HEALTH ADMINST CO</u>	2	<u>GS06 PAS02P ADMIN COORD</u>	2	<u>SGS04</u>
21	<u>C017C ADH HEALTH ADMINST CO</u>	1	<u>GS06 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
22	<u>E047C ADH PUB HEALTH ED</u>	2	<u>GS06 PHS04P HEALTH EDUCATOR</u>	2	<u>SGS05</u>
23	<u>C037C ADMINST ANLST</u>	47	<u>GS06 PAS01P ADMIN ANLST</u>	47	<u>SGS05</u>
24	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
25	<u>R027C BUDGET SPEC</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
26	<u>R027C BUDGET SPEC</u>	9	<u>GS06 FBU03P BUDGET SPEC</u>	9	<u>SGS05</u>
27	<u>D076C COMMS SYST SUPV</u>	1	<u>GS06 SIA13P DISPATCHER SUPV/EXP</u>	1	<u>SGS06</u>
28	<u>L058C DISEASE INTRVNTN SPEC</u>	30	<u>GS06 PHS07P HEALTH PRGM SPEC</u>	30	<u>SGS06</u>
29	<u>X102C ENVIRO HEALTH SPEC</u>	117	<u>GS06 IEH01P ENVIRO HEALTH INSP I</u>	117	<u>SGS07</u>
30	<u>A074C FISCAL SUPP SUPV</u>	2	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
31	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
32	<u>A074C FISCAL SUPP SUPV</u>	2	<u>GS06 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
33	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 HDH07P HR SPEC</u>	1	<u>SGS04</u>
34	<u>G180C GRANTS ANLST</u>	9	<u>GS06 FGM01P GRANTS ANLST</u>	9	<u>SGS04</u>
35	<u>L053C HEALTH PRGM SPEC I</u>	53	<u>GS06 PHS07P HEALTH PRGM SPEC</u>	53	<u>SGS06</u>
36	<u>R025C HR ANLST</u>	6	<u>GS06 HDH05P HR COORD</u>	6	<u>SGS07</u>

1	<u>R025C HR ANLST</u>	1	<u>GS06 FBU03P BUDGET SPEC</u>	1	<u>SGS05</u>
2	<u>R029C HR RECRUITER</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
3	<u>G179C LEGAL SVCS SPEC</u>	1	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
4	<u>L069C LPN</u>	1	<u>GS06 IEH01P ENVIRO HEALTH INSP I</u>	1	<u>SGS07</u>
5	<u>L069C LPN</u>	1	<u>GS06 CTR02P TRAINER</u>	1	<u>SGS07</u>
6	<u>L069C LPN</u>	3	<u>GS06 PHS03P CONSUMER SCIENCE SPEC</u>	3	<u>SGS06</u>
7	<u>L069C LPN</u>	13	<u>GS06 PHS07P HEALTH PRGM SPEC</u>	13	<u>SGS06</u>
8	<u>L069C LPN</u>	57	<u>GS06 MNU01P LPN</u>	57	<u>MED02</u>
9	<u>S033C MAINT SUPV</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
10	<u>S033C MAINT SUPV</u>	1	<u>GS06 TST04P SKILL TRADES</u>	1	<u>SGS06</u>
11	<u>M038C PRGM ELGBLTY ANLST</u>	1	<u>GS06 PPE02P PROG ELIG SPEC I</u>	1	<u>SGS05</u>
12	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	<u>GS06 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
13	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 PHS07P HEALTH PRGM SPEC</u>	1	<u>SGS06</u>
14	<u>P027C PUB INFO SPEC</u>	3	<u>GS06 CPR07P PUB INFO SPEC</u>	3	<u>SGS06</u>
15	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 PHS04P HEALTH EDUCATOR</u>	1	<u>SGS05</u>
16	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
17	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 TAT03I ENGINEERING SPEC</u>	1	<u>SGS05</u>
18	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TST05P SKILL TRADES SUPV/EXP</u>	1	<u>SGS07</u>
19	<u>E046C TRNG INSTRUCTOR</u>	2	<u>GS06 CTR02P TRAINER</u>	2	<u>SGS07</u>
20	<u>X191C ADH MASSAGE THER INSP</u>	1	<u>GS05 IIN01P INSP I</u>	1	<u>SGS04</u>
21	<u>R033C BENE ANLST</u>	1	<u>GS05 HBE01P BENE ANLST</u>	1	<u>SGS04</u>
22	<u>S041C BOILER OP</u>	5	<u>GS05 TST04P SKILL TRADES</u>	5	<u>SGS06</u>
23	<u>S041C BOILER OP</u>	1	<u>GS05 TST07P TRADES SPEC</u>	1	<u>SGS04</u>
24	<u>C022C BUS OP SPEC</u>	1	<u>GS05 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
25	<u>C022C BUS OP SPEC</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
26	<u>V013C CENTRAL WRHS OP MGR</u>	2	<u>GS05 TIW04P INVENTORY SUPV/EXP</u>	2	<u>SGS05</u>
27	<u>B090C ENG TECH</u>	7	<u>GS05 TAT03I ENGINEERING SPEC</u>	7	<u>SGS05</u>
28	<u>A091C FISCAL SUPP ANLST</u>	15	<u>GS05 FFS04P FISC SPPRT SPEC</u>	15	<u>SGS04</u>
29	<u>C030C HEALTH REC SPEC</u>	4	<u>GS05 PAS01P ADMIN ANLST</u>	4	<u>SGS05</u>
30	<u>R032C HR PRGM REP</u>	5	<u>GS05 HDH07P HR SPEC</u>	5	<u>SGS04</u>
31	<u>A090C PYRLI SVCS SPEC</u>	2	<u>GS05 HDH07P HR SPEC</u>	2	<u>SGS04</u>
32	<u>V015C PURCHASING SPEC</u>	5	<u>GS05 PPR04P PROC SPEC</u>	5	<u>SGS05</u>
33	<u>S031C SKILLED TRADESMAN</u>	1	<u>GS05 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
34	<u>S031C SKILLED TRADESMAN</u>	1	<u>GS05 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
35	<u>D081C TELECOMMS SPEC</u>	6	<u>GS05 SIA12P DISPATCHER</u>	6	<u>SGS05</u>
36	<u>X174C ADH COSM INSPCT</u>	5	<u>GS04 IIN01P INSP I</u>	5	<u>SGS04</u>

1	<u>L073C ADH LACTATION CONS</u>	10	GS04 THT03I LACTATION SPEC	10	SGS04
2	<u>C056C ADMINST SPEC III</u>	1	GS04 ILS03I LEGAL SPRT SPEC	1	SGS06
3	<u>C056C ADMINST SPEC III</u>	1	GS04 FFS06P MED BILLING SPEC	1	SGS05
4	<u>C056C ADMINST SPEC III</u>	95	GS04 PAS02P ADMIN COORD	95	SGS04
5	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
6	<u>S040C CALIBRATION TECH</u>	2	GS04 TST07P TRADES SPEC	2	SGS04
7	<u>D088C EMER COMM SPEC</u>	6	GS04 PHS07P HEALTH PRGM SPEC	6	SGS06
8	<u>A098C FISCAL SUPP SPEC</u>	16	GS04 FFS04P FISC SPRT SPEC	16	SGS04
9	<u>L077C HEALTH SVCS SPEC II</u>	312	GS04 PAS01P ADMIN ANLST	312	SGS05
10	<u>L077C HEALTH SVCS SPEC II</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
11	<u>V020C INVNTY CONT MGR</u>	1	GS04 TIW04P INVENTORY SUPV/EXP	1	SGS05
12	<u>V020C INVNTY CONT MGR</u>	6	GS04 TIW03P INVENTORY SPEC	6	SGS03
13	<u>B111C LAB TECH</u>	14	GS04 SLA04P LAB TECH I	14	SGS06
14	<u>C083C MAIL SVCS COORD</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
15	<u>S046C MAINT TECH</u>	2	GS04 TMA05P MAINT TECH	2	SGS03
16	<u>C044C MED BILLING SPEC</u>	9	GS04 FFS06P MED BILLING SPEC	9	SGS05
17	<u>C043C REC MNGMT ANLST</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
18	<u>V025C WRHS SPEC</u>	5	GS04 TIW03P INVENTORY SPEC	5	SGS03
19	<u>C073C ADMINST SPEC II</u>	38	GS03 PAS03P ADMIN SPEC	38	SGS02
20	<u>C070C DUPLICATION ASST</u>	3	GS03 PAS03P ADMIN SPEC	3	SGS02
21	<u>L083C HEALTH SVCS SPEC I</u>	6	GS03 PAS01P ADMIN ANLST	6	SGS05
22	<u>L083C HEALTH SVCS SPEC I</u>	2	GS03 PRC01P HEALTH AIDE	2	SGS01
23	<u>V027C INVNTY CONT TECH</u>	5	GS03 TIW03P INVENTORY SPEC	5	SGS03
24	<u>C087C ADMINST SPEC I</u>	1	GS02 PAS03P ADMIN SPEC	1	SGS02
25	<u>L088C NRSNG AIDE/NRSNG ASST</u>	3	GS02 PRC01P HEALTH AIDE	3	SGS01
26	<u>V028C WRHS WRKR</u>	5	GS02 TIW03P INVENTORY SPEC	5	SGS03
27	<u>0334 AR TOBACCO SETTLEMENT COMM</u>				
28	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
29	<u>0319 ARKANSAS MINORITY HEALTH COMM</u>				
30	<u>L038C RN</u>	1	MP01 MNU06P RN	1	MED05
31	<u>N133N ADH DIR MH COMM</u>	1	GS14 PHP08C MH COMM DIR	1	SPC07
32	<u>A082C ACCOUNTANT II</u>	1	GS08 FAC02P ACCOUNTANT II	1	SPC02
33	<u>G147C GRANTS COORD</u>	1	GS07 PHS05P HEALTH PRGM COORD	1	SGS07
34	<u>L053C HEALTH PRGM SPEC I</u>	2	GS06 PHS05P HEALTH PRGM COORD	2	SGS07
35	<u>R025C HR ANLST</u>	1	GS06 HDH05P HR COORD	1	SGS07
36	<u>P031C MEDIA SPEC</u>	1	GS06 CME04P MEDIA SPEC	1	SGS05

1	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
2	<u>0295 AR SPINAL CORD COMMISSION</u>				
3	<u>D057C INFO TECH MGR</u>	1	IT05 IIS04P IT INFRA ANLST	1	IST06
4	<u>U006U ADH EXEC DIR SC COMM</u>	1	GS12 PHP02C HEALTH BOARD DIR II	1	SPC04
5	<u>M013C ADH SC COMN CLIENT SV</u>	1	GS09 PHS05P HEALTH PRGM COORD	1	SGS07
6	<u>A050C AGENCY FISCAL MGR</u>	1	GS09 FFS02P FISC SPPRT COORD	1	SGS06
7	<u>L098C CERT VOC REHAB CNSLR</u>	2	GS08 MRE06P VOC REHAB COUNSELOR	2	MED04
8	<u>L098C CERT VOC REHAB CNSLR</u>	5	GS08 MRE02P REHAB COORD	5	MED02
9	<u>M026C LIC SOCIAL WRKR</u>	1	GS07 SCM06P LIC SOC WORKER	1	SPC01
10	<u>L051C REHAB CNSLR</u>	9	GS06 MRE02P REHAB COORD	9	MED02
11	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
12	<u>C073C ADMINST SPEC II</u>	3	GS03 PAS03P ADMIN SPEC	3	SGS02
13	<u>0292 EXAM SPEECH-LANG PATH & AUD BD</u>				
14	<u>L059C ADH ABSLPA DIR</u>	1	GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
15	<u>C072C ADMINST SUPP SPEC</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
16	<u>0289 ST BD OF EXAMINERS PSYCHOLOGY</u>				
17	<u>L091C ADH PUB HEALTH SECT C</u>	1	GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
18	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
19	<u>0283 STATE BOARD OF PHARMACY</u>				
20	<u>N001N ADH DIR OF PHARM BD</u>	1	MP08 EEX28A PHARMACY BOARD DIR	1	MED12
21	<u>L015N ADH ASST PHARM DIR</u>	1	MP07 MPA02C PHARMACY BOARD ADMIN	1	MED11
22	<u>L107C ADH ASBP PHARMACIST I</u>	3	MP06 MPA03P PHARMACY INSP	3	MED09
23	<u>G041N ADH ASPB GEN COUNSEL</u>	1	GS13 LAT05P ATTY III	1	SPC08
24	<u>A023C ADH PHARM BD CFO</u>	1	GS10 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
25	<u>C037C ADMINST ANLST</u>	2	GS06 PAS01P ADMIN ANLST	2	SGS05
26	<u>D087C DB COORD/BUS LICENSE</u>	1	GS05 PAS03P ADMIN SPEC	1	SGS02
27	<u>0280 STATE BOARD OF OPTOMETRY</u>				
28	<u>L091C ADH PUB HEALTH SECT C</u>	1	GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
29	<u>A098C FISCAL SUPP SPEC</u>	1	GS04 FFS04P FISC SPPRT SPEC	1	SGS04
30	<u>0279 ST BD OF DISPENSING OPTICIANS</u>				
31	<u>L091C ADH PUB HEALTH SECT C</u>	1	GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
32	<u>0277 AR STATE BOARD OF NURSING</u>				
33	<u>U096U ADH ASBN EXEC DIR</u>	1	SE01 EEX25A NRSNG BOARD DIR	1	MED10
34	<u>L018N NURSE PRACTITIONER</u>	1	MP04 MNU04P NURSE PRACTITIONER	1	MED08
35	<u>L009C NURSE MGR</u>	2	MP03 MNU07C RN MNGR	2	MED07
36	<u>L009C NURSE MGR</u>	1	MP03 MNU06P RN	1	MED05

1	<u>L026C ADH NRSNG PRGM COORD</u>	2 MP02 MNU06P RN	2 MED05
2	<u>D030C INFO SYST COORD</u>	1 IT07 IIS06P IT INFRA COORD	1 IST08
3	<u>D084C COMP OP</u>	1 IT02 IUS04P USER SPPRT SPEC	1 IST02
4	<u>G013N ADH ASBN GEN COUNSEL</u>	1 GS12 LAT05P ATTY III	1 SPC08
5	<u>G047C ATRNY SPEC</u>	1 GS11 LAT04P ATTY II	1 SPC05
6	<u>G076C ADMINST SVCS MGR</u>	1 GS10 FFS03C FISC SPPRT MNGR	1 SGS09
7	<u>X030C REG BD CHIEF INVSTIGT</u>	1 GS08 IIV04P INVEST III	1 SGS06
8	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PAS08I EXEC ASST	1 SGS07
9	<u>P013C PUB INFO COORD</u>	1 GS07 CPR05P PUB INFO COORD	1 SGS07
10	<u>C037C ADMINST ANLST</u>	1 GS06 PAS01P ADMIN ANLST	1 SGS05
11	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS02P ADMIN COORD	1 SGS04
12	<u>A098C FISCAL SUPP SPEC</u>	1 GS04 FFS04P FISC SPPRT SPEC	1 SGS04
13	<u>C046C LEGAL SUPP SPEC</u>	4 GS04 ILS03I LEGAL SPPRT SPEC	4 SGS06
14	<u>C045C LIC COORD</u>	6 GS04 PAS03P ADMIN SPEC	6 SGS02
15	<u>C073C ADMINST SPEC II</u>	2 GS03 PAS03P ADMIN SPEC	2 SGS02
16	<u>0274 STATE MEDICAL BOARD</u>		
17	<u>U134U ADH EXEC DIR AR STATE</u>	1 SE01 PHP07C MED BOARD DIR	1 SPC07
18	<u>D030C INFO SYST COORD</u>	1 IT07 IIS06P IT INFRA COORD	1 IST08
19	<u>D065C NET SUPP ANLST</u>	1 IT04 IIS04P IT INFRA ANLST	1 IST06
20	<u>D064C WEBSITE DEV</u>	1 IT04 IAS08I WEBSITE SPEC	1 IST05
21	<u>D064C WEBSITE DEV</u>	1 IT04 IUS04P USER SPPRT SPEC	1 IST02
22	<u>G076C ADMINST SVCS MGR</u>	1 GS10 FFS03C FISC SPPRT MNGR	1 SGS09
23	<u>R019C BUDGET MGR</u>	1 GS09 HDH07P HR SPEC	1 SGS04
24	<u>X030C REG BD CHIEF INVSTIGT</u>	1 GS08 IIV04P INVEST III	1 SGS06
25	<u>C037C ADMINST ANLST</u>	4 GS06 PAS01P ADMIN ANLST	4 SGS05
26	<u>E046C TRNG INSTRUCTOR</u>	1 GS06 CTR02P TRAINER	1 SGS07
27	<u>G187C CRED COORD SUPV</u>	1 GS05 PAS01P ADMIN ANLST	1 SGS05
28	<u>G187C CRED COORD SUPV</u>	1 GS05 PAS02P ADMIN COORD	1 SGS04
29	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS02P ADMIN COORD	1 SGS04
30	<u>A098C FISCAL SUPP SPEC</u>	2 GS04 FFS04P FISC SPPRT SPEC	2 SGS04
31	<u>C045C LIC COORD</u>	16 GS04 PAS03P ADMIN SPEC	16 SGS02
32	<u>0270 AR DIETETICS LICENSING BD</u>		
33	<u>L091C ADH PUB HEALTH SECT C</u>	1 GS08 PHP01C HEALTH BOARD DIR I	1 SGS06
34	<u>0268 STATE BD OF DENTAL EXAMINERS</u>		
35	<u>X027C ADH DENTAL EXAMS BD E</u>	1 GS10 PHP01C HEALTH BOARD DIR I	1 SGS06
36	<u>C037C ADMINST ANLST</u>	1 GS06 PAS01P ADMIN ANLST	1 SGS05

1	<u>0265 STATE BD OF CHIROPRACTIC EXAM</u>			
2	<u>L091C ADH PUB HEALTH SECT C</u>	1 GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
3	<u>C037C ADMINST ANLST</u>	1 GS06 PAS01P ADMIN ANLST	1	SGS05
4	<u>0254 SOCIAL WORK LICENSING BOARD</u>			
5	<u>X135C ADH SOCIAL WORK LIC B</u>	1 GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
6	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS02P ADMIN COORD	1	SGS04
7	<u>0246 AR ST BD OF PHYSICAL THERAPY</u>			
8	<u>X050C ADH PT BD EXEC DIR</u>	1 GS08 PHP01C HEALTH BOARD DIR I	1	SGS06
9	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS02P ADMIN COORD	1	SGS04
10	<u>0228 ST BD OF EXAMINERS COUNSELING</u>			
11	<u>N176N ADH EXEC DIR COUNSING</u>	1 GS11 PHP02C HEALTH BOARD DIR II	1	SPC04
12	<u>C056C ADMINST SPEC III</u>	2 GS04 PAS02P ADMIN COORD	2	SGS04
13	<u>A098C FISCAL SUPP SPEC</u>	1 GS04 FFS04P FISC SPRT SPEC	1	SGS04
14	<u>DEPARTMENT OF HUMAN SERVICES</u>			
15	<u>9908 DEPT OF HUMAN SERVICES</u>			
16	<u>SC008 SEC OF HUMAN SVCS</u>	1 SE05 ESE08A SEC OF HUMAN SVCS	1	EXE04
17	<u>0710 AR DEPT OF HUMAN SERVICES</u>			
18	<u>N255N DHS CHIEF DEP DIR</u>	2 SE04 EEX11A CHIEF PRGMS DIR	2	EXE03
19	<u>N221N AR STATE HOSP COO</u>	1 SE03 MLM08C STATE HOSPITAL ADMIN	1	MED12
20	<u>L023N DHS DEP DIR</u>	1 SE03 EEX10A CHIEF OF STAFF II	1	EXE02
21	<u>L023N DHS DEP DIR</u>	1 SE03 EEX22A HUMAN SVCS DIV DIR	1	EXE02
22	<u>N220N DHS CHIEF ATRNY</u>	1 SE02 EEX22A HUMAN SVCS DIV DIR	1	EXE02
23	<u>N040N DHS CIO</u>	1 SE02 EEX08A CLC II	1	SPC11
24	<u>N040N DHS CIO</u>	1 SE02 IIA03C CIO III	1	IST14
25	<u>N233N DHS CHIEF OF BUS OP</u>	1 SE02 FAC09C CHIEF FISCAL OFC II	1	SPC10
26	<u>N232N DHS DEP CIO</u>	1 SE02 IIA04C IT ADMIN	1	IST12
27	<u>N249N DHS DIV DIR</u>	7 SE02 EEX22A HUMAN SVCS DIV DIR	7	EXE02
28	<u>A136C DHS MEDICAID CFO</u>	1 SE02 FAC12C MEDICAID FISC OFF	1	SPC08
29	<u>N027N DHS DEP DIR ADULT SVC</u>	1 SE01 SSP07C SOC SVCS ADMIN	1	SPC08
30	<u>N027N DHS DEP DIR ADULT SVC</u>	1 SE01 FAC11C DIV FISC ADMIN	1	SPC07
31	<u>G029N DHS DIR OF PLCY AND L</u>	1 SE01 LAT06C ATTY IV	1	SPC09
32	<u>G029N DHS DIR OF PLCY AND L</u>	1 SE01 LAT07C CHIEF ADMIN LAW JUDGE	1	SPC09
33	<u>L005N PSYCHIATRIC SPEC</u>	1 MP08 MNU08P RN SUPV/EXP	1	MED06
34	<u>L008N PHYS SPEC</u>	4 MP07 MPH02P PHYSICAN SPEC	4	MED12
35	<u>L008N PHYS SPEC</u>	1 MP07 MPS04P PSYCHOLOGIST II	1	MED09
36	<u>L008N PHYS SPEC</u>	1 MP07 MNU04P NURSE PRACTITIONER	1	MED08

1	<u>L011N DENTIST</u>	2	<u>MP06 MDE01I DENTIST</u>	2	<u>MED09</u>
2	<u>L009N DHS BEHAV HLTH GEN PH</u>	3	<u>MP06 MPH03P PHYSC</u>	3	<u>MED10</u>
3	<u>L014N DIR OF PHARM</u>	1	<u>MP06 MPA04C PHARMACY MNGR</u>	1	<u>MED10</u>
4	<u>L013N GEN PHYS</u>	1	<u>MP06 MPH03P PHYSC</u>	1	<u>MED10</u>
5	<u>L013N GEN PHYS</u>	1	<u>MP06 MNU04P NURSE PRACTITIONER</u>	1	<u>MED08</u>
6	<u>L013N GEN PHYS</u>	1	<u>MP06 MNU05C NRSNG ADMIN</u>	1	<u>MED08</u>
7	<u>L017N DHS ALEXANDER CHIEF P</u>	1	<u>MP05 MPS04P PSYCHOLOGIST II</u>	1	<u>MED09</u>
8	<u>L016N REGISTERED PHARMACIST</u>	1	<u>MP05 SSP03C DHS DIV ADMIN</u>	1	<u>SPC09</u>
9	<u>L016N REGISTERED PHARMACIST</u>	6	<u>MP05 MPA01P PHARMACIST</u>	6	<u>MED09</u>
10	<u>L016N REGISTERED PHARMACIST</u>	1	<u>MP05 MNU04P NURSE PRACTITIONER</u>	1	<u>MED08</u>
11	<u>L105C AHC NRSNG DIR</u>	1	<u>MP04 MNU05C NRSNG ADMIN</u>	1	<u>MED08</u>
12	<u>L018N NURSE PRACTITIONER</u>	7	<u>MP04 MNU04P NURSE PRACTITIONER</u>	7	<u>MED08</u>
13	<u>L001C PSYCHOLOGIST SUPV</u>	1	<u>MP04 MPS04P PSYCHOLOGIST II</u>	1	<u>MED09</u>
14	<u>L001C PSYCHOLOGIST SUPV</u>	1	<u>MP04 MNU07C RN MNGR</u>	1	<u>MED07</u>
15	<u>L006C ASSOC DIR OF NRSNG</u>	3	<u>MP03 MNU07C RN MNGR</u>	3	<u>MED07</u>
16	<u>L009C NURSE MGR</u>	1	<u>MP03 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
17	<u>L009C NURSE MGR</u>	17	<u>MP03 MNU07C RN MNGR</u>	17	<u>MED07</u>
18	<u>L009C NURSE MGR</u>	2	<u>MP03 MNU08P RN SUPV/EXP</u>	2	<u>MED06</u>
19	<u>L021N PHYSICAL THERAPIST</u>	1	<u>MP03 MNU07C RN MNGR</u>	1	<u>MED07</u>
20	<u>L003C PSYCHOLOGIST</u>	1	<u>MP03 MLM05C PHYSICAL THER</u>	1	<u>MED07</u>
21	<u>L003C PSYCHOLOGIST</u>	3	<u>MP03 MNU07C RN MNGR</u>	3	<u>MED07</u>
22	<u>L003C PSYCHOLOGIST</u>	1	<u>MP03 MNU08P RN SUPV/EXP</u>	1	<u>MED06</u>
23	<u>L015C CLIN SPEECH PATH</u>	9	<u>MP02 MLM07C SPEECH PATHOLOGIST</u>	9	<u>MED07</u>
24	<u>L015C CLIN SPEECH PATH</u>	2	<u>MP02 MNU08P RN SUPV/EXP</u>	2	<u>MED06</u>
25	<u>L036C NURSE INSTRUCTOR</u>	4	<u>MP02 MNU03P NURSE INSTRUCTOR</u>	4	<u>MED06</u>
26	<u>L036C NURSE INSTRUCTOR</u>	1	<u>MP02 MNU08P RN SUPV/EXP</u>	1	<u>MED06</u>
27	<u>L020C NRSNG SVCS UNIT MGR</u>	1	<u>MP02 MNU08P RN SUPV/EXP</u>	1	<u>MED06</u>
28	<u>L019C RN COORD</u>	9	<u>MP02 MNU08P RN SUPV/EXP</u>	9	<u>MED06</u>
29	<u>L027C RN SUPV</u>	1	<u>MP02 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
30	<u>L027C RN SUPV</u>	56	<u>MP02 MNU08P RN SUPV/EXP</u>	56	<u>MED06</u>
31	<u>L038C RN</u>	1	<u>MP01 IIV01C INVESTIGATIONS MNGR</u>	1	<u>SGS09</u>
32	<u>L038C RN</u>	1	<u>MP01 IIN04C INSP MNGR</u>	1	<u>SGS08</u>
33	<u>L038C RN</u>	260	<u>MP01 MNU06P RN</u>	260	<u>MED05</u>
34	<u>L032C RN - HOSP</u>	28	<u>MP01 MNU06P RN</u>	28	<u>MED05</u>
35	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IIE01C CHIEF INFO SEC OFF</u>	1	<u>IST12</u>
36	<u>D006N STATE SYST ARCHITECT</u>	2	<u>IT10 IIA04C IT ADMIN</u>	2	<u>IST12</u>

1	<u>D006N STATE SYST ARCHITECT</u>	1	IT10 IIS05C IT INFRA ARCHITECT	1	IST11
2	<u>D025N DHS IT SEN ENG</u>	1	IT09 IDA01C DATA ARCHITECT	1	IST13
3	<u>D025N DHS IT SEN ENG</u>	3	IT09 IIS05C IT INFRA ARCHITECT	3	IST11
4	<u>D022N IT SEN PROJ MGR</u>	1	IT09 IIS05C IT INFRA ARCHITECT	1	IST11
5	<u>D022N IT SEN PROJ MGR</u>	2	IT09 IIP03P IT SR PROJ MNGR	2	IST10
6	<u>D123C DB ADMIN</u>	1	IT08 IIS08C IT INFRA MNGR	1	IST11
7	<u>D007C INFO SYST MGR</u>	2	IT08 IIS10C IT INFRA SUPV/EXP	2	IST10
8	<u>D007C INFO SYST MGR</u>	1	IT08 IIP03P IT SR PROJ MNGR	1	IST10
9	<u>D007C INFO SYST MGR</u>	6	IT08 IIS06P IT INFRA COORD	6	IST08
10	<u>D007C INFO SYST MGR</u>	1	IT08 IIP02P IT PROJ MNGR	1	IST08
11	<u>D030C INFO SYST COORD</u>	1	IT07 IAS03P APP COORD	1	IST09
12	<u>D030C INFO SYST COORD</u>	2	IT07 IIS06P IT INFRA COORD	2	IST08
13	<u>D030C INFO SYST COORD</u>	1	IT07 IDN01P DATA ANLST	1	IST07
14	<u>D025C STATE IT SEC SPEC</u>	1	IT06 IAS01P APP ANLST I	1	IST07
15	<u>D025C STATE IT SEC SPEC</u>	2	IT06 IIE02P IT SEC ANLST I	2	IST06
16	<u>D054C COMP SUPP COORD</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
17	<u>D063C COMP SUPP SPEC</u>	1	IT05 IDM03P DB SPEC	1	IST05
18	<u>D063C COMP SUPP SPEC</u>	12	IT05 IUS02P USER SPPRT COORD	12	IST05
19	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
20	<u>D063C COMP SUPP SPEC</u>	2	IT05 IUS04P USER SPPRT SPEC	2	IST02
21	<u>D061C INFO SYST COORD SPEC</u>	3	IT05 IDN01P DATA ANLST	3	IST07
22	<u>D061C INFO SYST COORD SPEC</u>	5	IT05 IUS01P USER SPPRT ANLST	5	IST04
23	<u>D057C INFO TECH MGR</u>	1	IT05 IUS05P USER SPPRT SUPV/EXP	1	IST06
24	<u>D052C SFTWR SUPP ANLST</u>	3	IT05 IUS02P USER SPPRT COORD	3	IST05
25	<u>D052C SFTWR SUPP ANLST</u>	4	IT05 IUS01P USER SPPRT ANLST	4	IST04
26	<u>D044C SYST ANLST</u>	1	IT05 IIS04P IT INFRA ANLST	1	IST06
27	<u>D058C COMP OP COORD</u>	1	IT04 IUS02P USER SPPRT COORD	1	IST05
28	<u>D062C DB ANLST</u>	4	IT04 IDM02P DB ANLST	4	IST07
29	<u>D068C INFO SYST ANLST</u>	1	IT04 IDM02P DB ANLST	1	IST07
30	<u>D068C INFO SYST ANLST</u>	1	IT04 IIS04P IT INFRA ANLST	1	IST06
31	<u>D065C NET SUPP ANLST</u>	1	IT04 IIS06P IT INFRA COORD	1	IST08
32	<u>D064C WEBSITE DEV</u>	1	IT04 IAS08I WEBSITE SPEC	1	IST05
33	<u>D071C COMP SUPP ANLST</u>	3	IT03 IUS04P USER SPPRT SPEC	3	IST02
34	<u>D075C SFTWR SUPP SPEC</u>	3	IT03 IUS04P USER SPPRT SPEC	3	IST02
35	<u>D079C COMP SUPP TECH</u>	1	IT02 IDN01P DATA ANLST	1	IST07
36	<u>D079C COMP SUPP TECH</u>	4	IT02 IIS09P IT INFRA SPEC	4	IST04

1	<u>D079C COMP SUPP TECH</u>	11	<u>IT02 IUS04P USER SPRT SPEC</u>	11	<u>IST02</u>
2	<u>R048C DHS CHIEF HR OFF</u>	1	<u>GS15 HDH03C HR ADMIN II</u>	1	<u>SPC08</u>
3	<u>N244N DHS CHIEF OF COMM</u>	1	<u>GS15 CPR02C CHIEF OF COMMS II</u>	1	<u>SPC07</u>
4	<u>A131C DHS CHIEF PROC OFF</u>	1	<u>GS15 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
5	<u>G283C DHS CHIEF SEC & COMP</u>	1	<u>GS15 SSP03C DHS DIV ADMIN</u>	1	<u>SPC09</u>
6	<u>N175N DHS DDS ASST DIR FOR</u>	1	<u>GS15 SSP03C DHS DIV ADMIN</u>	1	<u>SPC09</u>
7	<u>A019N DHS DEP CHIEF FIN OFF</u>	1	<u>GS15 FAC04C ACCT MNGR</u>	1	<u>SPC06</u>
8	<u>N016N DHS DEP DIR ADMINST S</u>	2	<u>GS15 SSP03C DHS DIV ADMIN</u>	2	<u>SPC09</u>
9	<u>N016N DHS DEP DIR ADMINST S</u>	1	<u>GS15 IIA04C IT ADMIN</u>	1	<u>IST12</u>
10	<u>N231N DHS DEP CHIEF COUNSEL</u>	1	<u>GS15 LAT06C ATTY IV</u>	1	<u>SPC09</u>
11	<u>G286C DMS DEP DIR</u>	3	<u>GS15 SSP03C DHS DIV ADMIN</u>	3	<u>SPC09</u>
12	<u>N144N DHS DDS DIR CLIENT SV</u>	1	<u>GS14 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
13	<u>N086N DHS DDS DIR EVAL PLAN</u>	1	<u>GS14 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
14	<u>N081N DHS DDS SUPT HDC/CONW</u>	1	<u>GS14 MHA01C NRSNG HOME ADMIN</u>	1	<u>SPC08</u>
15	<u>N103N DHS MENT HEALTH CENTE</u>	1	<u>GS14 MHA01C NRSNG HOME ADMIN</u>	1	<u>SPC08</u>
16	<u>N142N DHS/DAAS DEP DIR</u>	1	<u>GS14 LAT06C ATTY IV</u>	1	<u>SPC09</u>
17	<u>N134N DHS/DCFS ASST DIR</u>	4	<u>GS14 SSP04C DHS DIV MNGR</u>	4	<u>SPC07</u>
18	<u>N121N DHS/DCFS DEP DIR</u>	2	<u>GS14 SSP04C DHS DIV MNGR</u>	2	<u>SPC07</u>
19	<u>N102N DHS/DCO ASST DIR</u>	1	<u>GS14 SSP07C SOC SVCS ADMIN</u>	1	<u>SPC08</u>
20	<u>N102N DHS/DCO ASST DIR</u>	1	<u>GS14 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
21	<u>N101N DHS/DCO ASST DEP DIR</u>	1	<u>GS14 LAT01C ADMIN LAW JUDGE</u>	1	<u>SPC08</u>
22	<u>N101N DHS/DCO ASST DEP DIR</u>	1	<u>GS14 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
23	<u>N099N DHS/DMS ADD - LONG TE</u>	1	<u>GS14 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
24	<u>N100N DHS/DMS ADD - MED SVC</u>	5	<u>GS14 SSP07C SOC SVCS ADMIN</u>	5	<u>SPC08</u>
25	<u>N100N DHS/DMS ADD - MED SVC</u>	1	<u>GS14 FAU01C AUDIT MNGR</u>	1	<u>SPC06</u>
26	<u>N080N DHS/DMS ASST DIR - FI</u>	1	<u>GS14 SSP03C DHS DIV ADMIN</u>	1	<u>SPC09</u>
27	<u>N080N DHS/DMS ASST DIR - FI</u>	1	<u>GS14 SSP07C SOC SVCS ADMIN</u>	1	<u>SPC08</u>
28	<u>N080N DHS/DMS ASST DIR - FI</u>	1	<u>GS14 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
29	<u>N124N DHS/DYS ASST DIV DIR</u>	2	<u>GS14 SSP04C DHS DIV MNGR</u>	2	<u>SPC07</u>
30	<u>N124N DHS/DYS ASST DIV DIR</u>	1	<u>GS14 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
31	<u>G017N ACOM DWS ASST DIR - T</u>	1	<u>GS13 SSP07C SOC SVCS ADMIN</u>	1	<u>SPC08</u>
32	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
33	<u>G290C ASST DEP DIR OF LEG A</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
34	<u>N112N DHS ASST DEP DIR FIN</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
35	<u>N111N DHS ASST DEP DIR FOR</u>	1	<u>GS13 SSP07C SOC SVCS ADMIN</u>	1	<u>SPC08</u>
36	<u>N110N DHS ASST DIR CONT MON</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>

1	<u>N128N DHS ASST DIR QA</u>	1	<u>GS13 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
2	<u>N128N DHS ASST DIR QA</u>	1	<u>GS13 FAU07P INT AUDIT SUPV/EXP</u>	1	<u>SPC06</u>
3	<u>M002C DHS BEHAV HLTH ASSOC</u>	1	<u>GS13 MHA02C NRSNG HOME ASST ADMIN</u>	1	<u>SPC06</u>
4	<u>M003C DHS BEHAV HLTH CHILD</u>	1	<u>GS13 SSP07C SOC SVCS ADMIN</u>	1	<u>SPC08</u>
5	<u>M003C DHS BEHAV HLTH CHILD</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
6	<u>N126N DHS DDS SUPT HDC</u>	4	<u>GS13 MHA01C NRSNG HOME ADMIN</u>	4	<u>SPC08</u>
7	<u>D026N DHS ELGBLTY SYS PRGM</u>	1	<u>GS13 HDH06C HR MNGR</u>	1	<u>SPC04</u>
8	<u>D026N DHS ELGBLTY SYS PRGM</u>	2	<u>GS13 SSP17P SOC SVCS SUPV/EXP</u>	2	<u>SGS08</u>
9	<u>G054N DHS GEN COUNSEL</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
10	<u>G277C DHS PROCESS IMPRV DIR</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
11	<u>G277C DHS PROCESS IMPRV DIR</u>	1	<u>GS13 PQA02C QA MNGR</u>	1	<u>SGS09</u>
12	<u>N127N DHS/DBHS DIR ALCH & D</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
13	<u>G056C DHS/DCC ASST DIR OPS</u>	1	<u>GS13 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
14	<u>N108N DHS/DCO ASST DEP DIR</u>	2	<u>GS13 SSP07C SOC SVCS ADMIN</u>	2	<u>SPC08</u>
15	<u>N108N DHS/DCO ASST DEP DIR</u>	1	<u>GS13 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
16	<u>N107N DHS/OFA ASST DIR - AC</u>	2	<u>GS13 FAC11C DIV FISC ADMIN</u>	2	<u>SPC07</u>
17	<u>N109N DHS/OFA ASST DIR</u>	1	<u>GS13 FAC11C DIV FISC ADMIN</u>	1	<u>SPC07</u>
18	<u>G019C GEN COUNSEL</u>	1	<u>GS13 LAT01C ADMIN LAW JUDGE</u>	1	<u>SPC08</u>
19	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 LAT01C ADMIN LAW JUDGE</u>	1	<u>SPC08</u>
20	<u>G004C MANAGING ATRNY</u>	2	<u>GS13 LAT05P ATTY III</u>	2	<u>SPC08</u>
21	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 SSP07C SOC SVCS ADMIN</u>	1	<u>SPC08</u>
22	<u>A021C AGENCY CONT I</u>	1	<u>GS12 FAC06C ASST CONTROLLER</u>	1	<u>SPC05</u>
23	<u>A021C AGENCY CONT I</u>	1	<u>GS12 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
24	<u>G025C ATRNY SUPV</u>	9	<u>GS12 LAT05P ATTY III</u>	9	<u>SPC08</u>
25	<u>N156N BEHAV HLTH ASST DIR C</u>	1	<u>GS12 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
26	<u>G024C DEPT ALJ</u>	2	<u>GS12 LAT04P ATTY II</u>	2	<u>SPC05</u>
27	<u>G042C DHS ALJ</u>	6	<u>GS12 LAT04P ATTY II</u>	6	<u>SPC05</u>
28	<u>G101C DHS AREA MGR</u>	1	<u>GS12 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
29	<u>G101C DHS AREA MGR</u>	1	<u>GS12 SSP01C ADULT PUB GUARD ADMIN</u>	1	<u>SGS12</u>
30	<u>G101C DHS AREA MGR</u>	10	<u>GS12 SSP09C SOC SVCS AREA MNGR</u>	10	<u>SGS11</u>
31	<u>N168N DHS DIR HOME & COMM B</u>	1	<u>GS12 SSP09C SOC SVCS AREA MNGR</u>	1	<u>SGS11</u>
32	<u>N168N DHS DIR HOME & COMM B</u>	1	<u>GS12 SSP15C SOC SVCS MNGR</u>	1	<u>SGS09</u>
33	<u>P004N DHS DIR OF PUB REL</u>	1	<u>GS12 CPR06C PUB INFO MNGR</u>	1	<u>SGS09</u>
34	<u>P004N DHS DIR OF PUB REL</u>	1	<u>GS12 CPR08P PUB INFO SUPV/EXP</u>	1	<u>SGS08</u>
35	<u>P004N DHS DIR OF PUB REL</u>	1	<u>GS12 CMA04P MRKTNG SUPV/EXP</u>	1	<u>SGS06</u>
36	<u>A016C DHS DMS BUS OP MGR</u>	1	<u>GS12 LAT04P ATTY II</u>	1	<u>SPC05</u>

1	<u>A016C DHS DMS BUS OP MGR</u>	1	<u>GS12 FFS01C FISC SPPRT ADMIN</u>	1	<u>SGS10</u>
2	<u>A016C DHS DMS BUS OP MGR</u>	1	<u>GS12 PPR03C PROC MNGR</u>	1	<u>SGS10</u>
3	<u>A016C DHS DMS BUS OP MGR</u>	3	<u>GS12 FFS03C FISC SPPRT MNGR</u>	3	<u>SGS09</u>
4	<u>A016C DHS DMS BUS OP MGR</u>	1	<u>GS12 SSP15C SOC SVCS MNGR</u>	1	<u>SGS09</u>
5	<u>A016C DHS DMS BUS OP MGR</u>	1	<u>GS12 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
6	<u>A016C DHS DMS BUS OP MGR</u>	1	<u>GS12 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
7	<u>A016C DHS DMS BUS OP MGR</u>	2	<u>GS12 PQA04P QA SUPV/EXP</u>	2	<u>SGS08</u>
8	<u>A016C DHS DMS BUS OP MGR</u>	3	<u>GS12 SSP17P SOC SVCS SUPV/EXP</u>	3	<u>SGS08</u>
9	<u>N167N DHS PLCY & RSRCH DIR</u>	1	<u>GS12 MHA02C NRSNG HOME ASST ADMIN</u>	1	<u>SPC06</u>
10	<u>N167N DHS PLCY & RSRCH DIR</u>	2	<u>GS12 SSP15C SOC SVCS MNGR</u>	2	<u>SGS09</u>
11	<u>N152N DHS/DBHS ASST DIR ADM</u>	1	<u>GS12 SSP04C DHS DIV MNGR</u>	1	<u>SPC07</u>
12	<u>N141N DHS/DCO AREA DIR</u>	7	<u>GS12 SSP09C SOC SVCS AREA MNGR</u>	7	<u>SGS11</u>
13	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FFS03C FISC SPPRT MNGR</u>	1	<u>SGS09</u>
14	<u>A014C FISCAL DIV MGR</u>	2	<u>GS12 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
15	<u>A014C FISCAL DIV MGR</u>	2	<u>GS12 FFS02P FISC SPPRT COORD</u>	2	<u>SGS06</u>
16	<u>R006C HR ADMIN</u>	2	<u>GS12 HDH08P HR SUPV/EXP</u>	2	<u>SGS08</u>
17	<u>R006C HR ADMIN</u>	1	<u>GS12 HDH05P HR COORD</u>	1	<u>SGS07</u>
18	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
19	<u>A031C ASST CONT</u>	7	<u>GS11 FAC05P ACCT SUPV/EXP</u>	7	<u>SPC04</u>
20	<u>G047C ATRNY SPEC</u>	56	<u>GS11 LAT04P ATTY II</u>	56	<u>SPC05</u>
21	<u>G047C ATRNY SPEC</u>	4	<u>GS11 LAT03P ATTY I</u>	4	<u>SPC03</u>
22	<u>G047C ATRNY SPEC</u>	1	<u>GS11 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>
23	<u>L011C DHS ALCH/DRUG ABUSE P</u>	1	<u>GS11 PHS06C HEALTH PRGM MNGR</u>	1	<u>SPC05</u>
24	<u>L011C DHS ALCH/DRUG ABUSE P</u>	1	<u>GS11 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
25	<u>L011C DHS ALCH/DRUG ABUSE P</u>	1	<u>GS11 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>
26	<u>M005C DHS ASST SUPER - CONW</u>	1	<u>GS11 MHA02C NRSNG HOME ASST ADMIN</u>	1	<u>SPC06</u>
27	<u>G022C DHS DIR OF EMER OP</u>	1	<u>GS11 SEM04P EMER MNGMNT SUPV/EXP</u>	1	<u>SGS08</u>
28	<u>A024C DHS DIV CFO</u>	1	<u>GS11 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
29	<u>G027N DHS RSRCH ANALYSIS MG</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
30	<u>G027N DHS RSRCH ANALYSIS MG</u>	3	<u>GS11 PQA02C QA MNGR</u>	3	<u>SGS09</u>
31	<u>G027N DHS RSRCH ANALYSIS MG</u>	1	<u>GS11 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
32	<u>G027N DHS RSRCH ANALYSIS MG</u>	1	<u>GS11 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
33	<u>N153N DHS/DBHS CLIN DIR</u>	1	<u>GS11 SSP15C SOC SVCS MNGR</u>	1	<u>SGS09</u>
34	<u>G255C DYS ACADEMIC ADMIN</u>	1	<u>GS11 CTR03C TRNG MNGR</u>	1	<u>SGS10</u>
35	<u>G008C RISK MNGMT ASST DIR</u>	1	<u>GS11 SSP11P SOC SVCS COORD</u>	1	<u>SGS07</u>
36	<u>G076C ADMINST SVCS MGR</u>	2	<u>GS10 HDH08P HR SUPV/EXP</u>	2	<u>SGS08</u>

1	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
2	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
3	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
4	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
5	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
6	<u>V036C AGENCY PROC ADMIN</u>	1	<u>GS10 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
7	<u>G073C ATRNY</u>	1	<u>GS10 LAT03P ATTY I</u>	1	<u>SPC03</u>
8	<u>A044C AUDIT COORD</u>	2	<u>GS10 FAU02P AUDIT SUPV/EXP</u>	2	<u>SPC04</u>
9	<u>A044C AUDIT COORD</u>	1	<u>GS10 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
10	<u>A044C AUDIT COORD</u>	1	<u>GS10 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
11	<u>A044C AUDIT COORD</u>	3	<u>GS10 FFS05P FISC SPPRT SUPV/EXP</u>	3	<u>SGS07</u>
12	<u>G100C DHS CO ADMIN III</u>	13	<u>GS10 SSP14C SOC SVCS CO MNGR III</u>	13	<u>SGS10</u>
13	<u>L010C DHS DMS MED ASSTNCE M</u>	2	<u>GS10 FAC03P ACCT COORD</u>	2	<u>SPC03</u>
14	<u>L010C DHS DMS MED ASSTNCE M</u>	1	<u>GS10 IIV01C INVESTIGATIONS MNGR</u>	1	<u>SGS09</u>
15	<u>L010C DHS DMS MED ASSTNCE M</u>	1	<u>GS10 PQA02C QA MNGR</u>	1	<u>SGS09</u>
16	<u>L010C DHS DMS MED ASSTNCE M</u>	1	<u>GS10 ILS04I RULES & REGS COORD</u>	1	<u>SGS08</u>
17	<u>L010C DHS DMS MED ASSTNCE M</u>	2	<u>GS10 SSP17P SOC SVCS SUPV/EXP</u>	2	<u>SGS08</u>
18	<u>L010C DHS DMS MED ASSTNCE M</u>	1	<u>GS10 SSP11P SOC SVCS COORD</u>	1	<u>SGS07</u>
19	<u>E013C ED PRGM MGR</u>	1	<u>GS10 EES02P ED PROF II</u>	1	<u>SPC04</u>
20	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
21	<u>A052C ACCNTNG COORD</u>	2	<u>GS09 FAC01P ACCOUNTANT I</u>	2	<u>SPC01</u>
22	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FGM03C GRANTS MNGR</u>	1	<u>SGS07</u>
23	<u>G288C ACOM DWS DIV MGR</u>	1	<u>GS09 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
24	<u>G110C ACOM DWS PRGM MGR</u>	1	<u>GS09 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
25	<u>A050C AGENCY FISCAL MGR</u>	2	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
26	<u>G111C DHS CO ADMIN II</u>	31	<u>GS09 SSP13C SOC SVCS CO MNGR II</u>	31	<u>SGS09</u>
27	<u>G099C DHS PRGM ADMIN</u>	9	<u>GS09 PHS06C HEALTH PRGM MNGR</u>	9	<u>SPC05</u>
28	<u>G099C DHS PRGM ADMIN</u>	1	<u>GS09 SLA03P LAB SUPV/EXP</u>	1	<u>SPC03</u>
29	<u>G099C DHS PRGM ADMIN</u>	1	<u>GS09 FFS01C FISC SPPRT ADMIN</u>	1	<u>SGS10</u>
30	<u>G099C DHS PRGM ADMIN</u>	1	<u>GS09 SSP13C SOC SVCS CO MNGR II</u>	1	<u>SGS09</u>
31	<u>G099C DHS PRGM ADMIN</u>	22	<u>GS09 SSP15C SOC SVCS MNGR</u>	22	<u>SGS09</u>
32	<u>G099C DHS PRGM ADMIN</u>	1	<u>GS09 TCO04P CNSTRCT SUPV/EXP</u>	1	<u>SGS08</u>
33	<u>G099C DHS PRGM ADMIN</u>	8	<u>GS09 PHS08P HEALTH PRGM SUPV/EXP</u>	8	<u>SGS08</u>
34	<u>G099C DHS PRGM ADMIN</u>	1	<u>GS09 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
35	<u>G099C DHS PRGM ADMIN</u>	1	<u>GS09 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
36	<u>G099C DHS PRGM ADMIN</u>	5	<u>GS09 ILS04I RULES & REGS COORD</u>	5	<u>SGS08</u>

1	<u>G099C DHS PRGM ADMIN</u>	23	GS09 SSP17P SOC SVCS SUPV/EXP	23	SGS08
2	<u>G099C DHS PRGM ADMIN</u>	1	GS09 PAS08I EXEC ASST	1	SGS07
3	<u>G099C DHS PRGM ADMIN</u>	1	GS09 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
4	<u>G099C DHS PRGM ADMIN</u>	10	GS09 PHS05P HEALTH PRGM COORD	10	SGS07
5	<u>G099C DHS PRGM ADMIN</u>	1	GS09 HDH05P HR COORD	1	SGS07
6	<u>G099C DHS PRGM ADMIN</u>	1	GS09 TIS01P INDST SAFETY COORD	1	SGS07
7	<u>G099C DHS PRGM ADMIN</u>	1	GS09 TMA02C MAINT MNGR	1	SGS07
8	<u>G099C DHS PRGM ADMIN</u>	4	GS09 SSP11P SOC SVCS COORD	4	SGS07
9	<u>G099C DHS PRGM ADMIN</u>	1	GS09 TMA04P MAINT SUPV/EXP	1	SGS06
10	<u>G099C DHS PRGM ADMIN</u>	1	GS09 PAS02P ADMIN COORD	1	SGS04
11	<u>L040C DIETARY SVCS DIR</u>	1	GS09 TFS03C FOOD SVCS MNGR	1	SGS09
12	<u>L040C DIETARY SVCS DIR</u>	2	GS09 MDI02P DIETICIAN SUPV/EXP	2	MED06
13	<u>L040C DIETARY SVCS DIR</u>	1	GS09 MDI03P REGISTERED DIETICIAN	1	MED05
14	<u>M011C FAM SVC WRKR CO SUPV</u>	28	GS09 SSP12C SOC SVCS CO MNGR I	28	SGS08
15	<u>M011C FAM SVC WRKR CO SUPV</u>	1	GS09 SSP17P SOC SVCS SUPV/EXP	1	SGS08
16	<u>A038C FISCAL SUPP MGR</u>	1	GS09 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
17	<u>G109C GRANTS MGR</u>	1	GS09 HDH08P HR SUPV/EXP	1	SGS08
18	<u>G109C GRANTS MGR</u>	1	GS09 PPR05P PROC SUPV/EXP	1	SGS08
19	<u>G109C GRANTS MGR</u>	1	GS09 SSP17P SOC SVCS SUPV/EXP	1	SGS08
20	<u>G109C GRANTS MGR</u>	2	GS09 PPR02P PROC COORD	2	SGS07
21	<u>G109C GRANTS MGR</u>	1	GS09 PDA02P DATA/RESEARCH SPEC	1	SGS05
22	<u>G109C GRANTS MGR</u>	1	GS09 FGM02P GRANTS COORD	1	SGS05
23	<u>G109C GRANTS MGR</u>	1	GS09 PAS02P ADMIN COORD	1	SGS04
24	<u>M009C LIC CERT SOCIAL WRKR</u>	14	GS09 SCM03P LIC CLIN SOC WORKER	14	SPC03
25	<u>M009C LIC CERT SOCIAL WRKR</u>	13	GS09 SCM04P LIC MASTER SOC WORKER	13	SPC02
26	<u>M009C LIC CERT SOCIAL WRKR</u>	1	GS09 SCM06P LIC SOC WORKER	1	SPC01
27	<u>L021C NRSNG HOME ASST ADMIN</u>	4	GS09 MHA02C NRSNG HOME ASST ADMIN	4	SPC06
28	<u>M014C PRGM ELIG COORD III</u>	9	GS09 PPE04P PROG ELIG SUPV/EXP	9	SGS07
29	<u>M014C PRGM ELIG COORD III</u>	3	GS09 PPE02P PROG ELIG SPEC I	3	SGS05
30	<u>L033C PSYCHOLOGICAL EXAM</u>	11	GS09 MPS02P PSYCH EXAM	11	MED03
31	<u>P004C PUB INFO MGR</u>	1	GS09 CPR05P PUB INFO COORD	1	SGS07
32	<u>X038C QA MGR</u>	2	GS09 PQA02C QA MNGR	2	SGS09
33	<u>X038C QA MGR</u>	1	GS09 IIN05P INSP SUPV/EXP	1	SGS07
34	<u>E015C SPCL ED SUPV</u>	1	GS09 CTR02P TRAINER	1	SGS07
35	<u>E024C TCHR SUPV</u>	1	GS09 EES01P ED PROF I	1	SPC02
36	<u>M008C YOUTH PRGM DIR</u>	1	GS09 SSP15C SOC SVCS MNGR	1	SGS09

1	<u>A082C ACCOUNTANT II</u>	3	<u>GS08 FAC01P ACCOUNTANT I</u>	3	<u>SPC01</u>
2	<u>G081C ACOM DWS DIV CHIEF</u>	1	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
3	<u>G128C ACOM DWS FLD MGR II</u>	3	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	3	<u>SGS08</u>
4	<u>G127C ACOM DWS PRGM OP MGR</u>	5	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	5	<u>SGS08</u>
5	<u>R021C BUDGET ANLST</u>	1	<u>GS08 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
6	<u>R021C BUDGET ANLST</u>	1	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
7	<u>R021C BUDGET ANLST</u>	1	<u>GS08 PCR03P CLAIMS REV SUPV/EXP</u>	1	<u>SGS06</u>
8	<u>R021C BUDGET ANLST</u>	1	<u>GS08 FGM04P GRANTS SUPV/EXP</u>	1	<u>SGS06</u>
9	<u>A116C BUS OP MGR</u>	1	<u>GS08 FFS01C FISC SPPRT ADMIN</u>	1	<u>SGS10</u>
10	<u>E035C CERT MSTRS TCHR</u>	6	<u>GS08 ETF06P TEACHER II</u>	6	<u>SGS07</u>
11	<u>L050C CERT RESP THER TECH</u>	4	<u>GS08 MLM06C RESPIRATORY THER</u>	4	<u>MED04</u>
12	<u>T031C DHS BEHAV HLTH PUB SA</u>	1	<u>GS08 SSE02C SEC MNGR</u>	1	<u>SGS07</u>
13	<u>G130C DHS CO ADMIN I</u>	39	<u>GS08 SSP12C SOC SVCS CO MNGR I</u>	39	<u>SGS08</u>
14	<u>M016C DHS FLD MGR</u>	5	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	5	<u>SGS08</u>
15	<u>A056C DHS FINAN SECT MGR</u>	4	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	4	<u>SGS07</u>
16	<u>A056C DHS FINAN SECT MGR</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
17	<u>A056C DHS FINAN SECT MGR</u>	2	<u>GS08 FGM04P GRANTS SUPV/EXP</u>	2	<u>SGS06</u>
18	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 PHS06C HEALTH PRGM MNGR</u>	2	<u>SPC05</u>
19	<u>G152C DHS PRGM MGR</u>	11	<u>GS08 PHS08P HEALTH PRGM SUPV/EXP</u>	11	<u>SGS08</u>
20	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 HDH08P HR SUPV/EXP</u>	2	<u>SGS08</u>
21	<u>G152C DHS PRGM MGR</u>	26	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	26	<u>SGS08</u>
22	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 TCO01P CNSTRCT COORD</u>	1	<u>SGS07</u>
23	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
24	<u>G152C DHS PRGM MGR</u>	8	<u>GS08 PHS05P HEALTH PRGM COORD</u>	8	<u>SGS07</u>
25	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 IIV05P INVEST SUPV/EXP</u>	1	<u>SGS07</u>
26	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
27	<u>G152C DHS PRGM MGR</u>	8	<u>GS08 PQA01P QA COORD</u>	8	<u>SGS07</u>
28	<u>G152C DHS PRGM MGR</u>	12	<u>GS08 SSP11P SOC SVCS COORD</u>	12	<u>SGS07</u>
29	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 PHS07P HEALTH PRGM SPEC</u>	2	<u>SGS06</u>
30	<u>G152C DHS PRGM MGR</u>	3	<u>GS08 ILS02I HEARING OFF</u>	3	<u>SGS06</u>
31	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 IIV04P INVEST III</u>	2	<u>SGS06</u>
32	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 ILS03I LEGAL SPPRT SPEC</u>	2	<u>SGS06</u>
33	<u>G152C DHS PRGM MGR</u>	2	<u>GS08 PPR01P PROC ANLST</u>	2	<u>SGS06</u>
34	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
35	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
36	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 PPR04P PROC SPEC</u>	1	<u>SGS05</u>

1	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
2	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 TFM01P FACILITY COORD</u>	1	<u>SGS04</u>
3	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 SIA21P INT AFFRS SUPV/EXP</u>	1	<u>LES04</u>
4	<u>G152C DHS PRGM MGR</u>	1	<u>GS08 IUS01P USER SPPRT ANLST</u>	1	<u>IST04</u>
5	<u>G083C DHS/DAAS DIV MGR</u>	1	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
6	<u>G129C DHS/DCO PRGM MGR</u>	1	<u>GS08 PQA02C QA MNGR</u>	1	<u>SGS09</u>
7	<u>G129C DHS/DCO PRGM MGR</u>	5	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	5	<u>SGS08</u>
8	<u>E026C ED & INSTRCTN COORD</u>	1	<u>GS08 PQA02C QA MNGR</u>	1	<u>SGS09</u>
9	<u>E026C ED & INSTRCTN COORD</u>	2	<u>GS08 CTR04P TRNG SUPV/EXP</u>	2	<u>SGS08</u>
10	<u>E026C ED & INSTRCTN COORD</u>	2	<u>GS08 CTR02P TRAINER</u>	2	<u>SGS07</u>
11	<u>E031C ED PRGM COORD</u>	1	<u>GS08 CMA01P MRKTNG COORD</u>	1	<u>SGS05</u>
12	<u>M010C FAM SVC WRKR CLIN SPE</u>	1	<u>GS08 SCM04P LIC MASTER SOC WORKER</u>	1	<u>SPC02</u>
13	<u>M010C FAM SVC WRKR CLIN SPE</u>	15	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	15	<u>SGS08</u>
14	<u>M010C FAM SVC WRKR CLIN SPE</u>	4	<u>GS08 SSP11P SOC SVCS COORD</u>	4	<u>SGS07</u>
15	<u>M010C FAM SVC WRKR CLIN SPE</u>	7	<u>GS08 SSP16P SOC SVCS SPEC</u>	7	<u>SGS06</u>
16	<u>M015C FAM SVC WRKR SUPV</u>	144	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	144	<u>SGS08</u>
17	<u>M015C FAM SVC WRKR SUPV</u>	18	<u>GS08 SSP11P SOC SVCS COORD</u>	18	<u>SGS07</u>
18	<u>A047C FINAN ANLST II</u>	2	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
19	<u>A047C FINAN ANLST II</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
20	<u>X067C HEALTH FACLTs SURVYR</u>	3	<u>GS08 PQA01P QA COORD</u>	3	<u>SGS07</u>
21	<u>X067C HEALTH FACLTs SURVYR</u>	19	<u>GS08 IIN03P INSP III</u>	19	<u>SGS06</u>
22	<u>A066C INT AUD</u>	1	<u>GS08 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
23	<u>A066C INT AUD</u>	1	<u>GS08 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
24	<u>M100C LTSS - PRGM ELGBLTY S</u>	15	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	15	<u>SGS08</u>
25	<u>M100C LTSS - PRGM ELGBLTY S</u>	3	<u>GS08 PPE04P PROG ELIG SUPV/EXP</u>	3	<u>SGS07</u>
26	<u>S004C MAINT MGR</u>	1	<u>GS08 TFM02C FACILITY MNGR</u>	1	<u>SGS07</u>
27	<u>R014C PERSONNEL MGR</u>	3	<u>GS08 HDH08P HR SUPV/EXP</u>	3	<u>SGS08</u>
28	<u>R014C PERSONNEL MGR</u>	5	<u>GS08 HDH04P HR ANLST</u>	5	<u>SGS06</u>
29	<u>V007C PROC COORD</u>	4	<u>GS08 PPR02P PROC COORD</u>	4	<u>SGS07</u>
30	<u>V007C PROC COORD</u>	1	<u>GS08 PPR01P PROC ANLST</u>	1	<u>SGS06</u>
31	<u>V004C PROC MGR</u>	1	<u>GS08 TCO01P CNSTRCT COORD</u>	1	<u>SGS07</u>
32	<u>V004C PROC MGR</u>	3	<u>GS08 PPR02P PROC COORD</u>	3	<u>SGS07</u>
33	<u>M018C PRGM ELGBLTY COORD II</u>	22	<u>GS08 PPE04P PROG ELIG SUPV/EXP</u>	22	<u>SGS07</u>
34	<u>M018C PRGM ELGBLTY COORD II</u>	12	<u>GS08 PPE02P PROG ELIG SPEC I</u>	12	<u>SGS05</u>
35	<u>A041C PRGM FISCAL MGR</u>	2	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
36	<u>A041C PRGM FISCAL MGR</u>	1	<u>GS08 FGM04P GRANTS SUPV/EXP</u>	1	<u>SGS06</u>

1	<u>X062C QA COORD</u>	2	<u>GS08 PQA04P QA SUPV/EXP</u>	2	<u>SGS08</u>
2	<u>X062C QA COORD</u>	1	<u>GS08 SSP17P SOC SVCS SUPV/EXP</u>	1	<u>SGS08</u>
3	<u>X062C QA COORD</u>	2	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
4	<u>X062C QA COORD</u>	3	<u>GS08 PQA01P QA COORD</u>	3	<u>SGS07</u>
5	<u>X062C QA COORD</u>	2	<u>GS08 SSP11P SOC SVCS COORD</u>	2	<u>SGS07</u>
6	<u>X062C QA COORD</u>	1	<u>GS08 IIV04P INVEST III</u>	1	<u>SGS06</u>
7	<u>A060C SEN AUD</u>	1	<u>GS08 FAU02P AUDIT SUPV/EXP</u>	1	<u>SPC04</u>
8	<u>A060C SEN AUD</u>	13	<u>GS08 FAU04P AUDITOR II</u>	13	<u>SPC02</u>
9	<u>A060C SEN AUD</u>	2	<u>GS08 FAC01P ACCOUNTANT I</u>	2	<u>SPC01</u>
10	<u>A060C SEN AUD</u>	1	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
11	<u>A060C SEN AUD</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
12	<u>A060C SEN AUD</u>	1	<u>GS08 PPE02P PROG ELIG SPEC I</u>	1	<u>SGS05</u>
13	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 CTR03C TRNG MNGR</u>	1	<u>SGS10</u>
14	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 PHS08P HEALTH PRGM SUPV/EXP</u>	1	<u>SGS08</u>
15	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
16	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 CTR04P TRNG SUPV/EXP</u>	1	<u>SGS08</u>
17	<u>E023C TRNG PROJ MGR</u>	1	<u>GS08 PQA01P QA COORD</u>	1	<u>SGS07</u>
18	<u>E023C TRNG PROJ MGR</u>	2	<u>GS08 CTR02P TRAINER</u>	2	<u>SGS07</u>
19	<u>M012C YOUTH PRGM MGR</u>	1	<u>GS08 IMP02C MILITARY PRGM MNGR</u>	1	<u>SGS09</u>
20	<u>A089C ACCOUNTANT I</u>	7	<u>GS07 FFS02P FISC SPPRT COORD</u>	7	<u>SGS06</u>
21	<u>G149C ACOM DWS FLD MGR I</u>	3	<u>GS07 PPE04P PROG ELIG SUPV/EXP</u>	3	<u>SGS07</u>
22	<u>G149C ACOM DWS FLD MGR I</u>	1	<u>GS07 SSP11P SOC SVCS COORD</u>	1	<u>SGS07</u>
23	<u>G149C ACOM DWS FLD MGR I</u>	1	<u>GS07 PPE02P PROG ELIG SPEC I</u>	1	<u>SGS05</u>
24	<u>G181C ACOM DWS PRGM MONITOR</u>	2	<u>GS07 PPE04P PROG ELIG SUPV/EXP</u>	2	<u>SGS07</u>
25	<u>G181C ACOM DWS PRGM MONITOR</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
26	<u>G181C ACOM DWS PRGM MONITOR</u>	1	<u>GS07 PPE03P PROG ELIG SPEC II</u>	1	<u>SGS06</u>
27	<u>G181C ACOM DWS PRGM MONITOR</u>	1	<u>GS07 PPE02P PROG ELIG SPEC I</u>	1	<u>SGS05</u>
28	<u>G181C ACOM DWS PRGM MONITOR</u>	1	<u>GS07 IUS01P USER SPPRT ANLST</u>	1	<u>IST04</u>
29	<u>G209C ACOM DWS PRGM SUPV</u>	2	<u>GS07 PPE04P PROG ELIG SUPV/EXP</u>	2	<u>SGS07</u>
30	<u>G196C ACOM DWS SAT OFF SUPV</u>	1	<u>GS07 SSP16P SOC SVCS SPEC</u>	1	<u>SGS06</u>
31	<u>G138C AGENCY ADMINST REV OF</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
32	<u>G138C AGENCY ADMINST REV OF</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
33	<u>G138C AGENCY ADMINST REV OF</u>	3	<u>GS07 ILS02I HEARING OFF</u>	3	<u>SGS06</u>
34	<u>R024C ASST PERSONNEL MGR</u>	4	<u>GS07 HDH08P HR SUPV/EXP</u>	4	<u>SGS08</u>
35	<u>R024C ASST PERSONNEL MGR</u>	8	<u>GS07 HDH04P HR ANLST</u>	8	<u>SGS06</u>
36	<u>R024C ASST PERSONNEL MGR</u>	5	<u>GS07 HDH07P HR SPEC</u>	5	<u>SGS04</u>

1	<u>A081C AUD</u>	1	<u>GS07 FAU03P AUDITOR I</u>	1	<u>SPC01</u>
2	<u>A081C AUD</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
3	<u>A081C AUD</u>	1	<u>GS07 SSP16P SOC SVCS SPEC</u>	1	<u>SGS06</u>
4	<u>V008C BUYER SUPV</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
5	<u>S008C CAMPUS MAINT SUPV</u>	1	<u>GS07 TST03P LIC TRADES SUPV/EXP</u>	1	<u>SGS08</u>
6	<u>S008C CAMPUS MAINT SUPV</u>	1	<u>GS07 TST05P SKILL TRADES SUPV/EXP</u>	1	<u>SGS07</u>
7	<u>S008C CAMPUS MAINT SUPV</u>	1	<u>GS07 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
8	<u>M043C DDS PRGM COORD</u>	3	<u>GS07 PHS05P HEALTH PRGM COORD</u>	3	<u>SGS07</u>
9	<u>P065C DEV SPEC</u>	1	<u>GS07 HDH07P HR SPEC</u>	1	<u>SGS04</u>
10	<u>G131C DHS BEHAV HLTH MED BU</u>	1	<u>GS07 PAS04C ADMIN SUPV</u>	1	<u>SGS06</u>
11	<u>A055C DHS INSTITUTION BUS M</u>	4	<u>GS07 FFS03C FISC SPPRT MNGR</u>	4	<u>SGS09</u>
12	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 SCM06P LIC SOC WORKER</u>	2	<u>SPC01</u>
13	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 CME02P EDITOR</u>	1	<u>SGS07</u>
14	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 PAS08I EXEC ASST</u>	2	<u>SGS07</u>
15	<u>G183C DHS PRGM COORD</u>	60	<u>GS07 PHS05P HEALTH PRGM COORD</u>	60	<u>SGS07</u>
16	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 PPR02P PROC COORD</u>	2	<u>SGS07</u>
17	<u>G183C DHS PRGM COORD</u>	4	<u>GS07 PQA01P QA COORD</u>	4	<u>SGS07</u>
18	<u>G183C DHS PRGM COORD</u>	7	<u>GS07 SSP11P SOC SVCS COORD</u>	7	<u>SGS07</u>
19	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 CTR02P TRAINER</u>	2	<u>SGS07</u>
20	<u>G183C DHS PRGM COORD</u>	3	<u>GS07 PCR03P CLAIMS REV SUPV/EXP</u>	3	<u>SGS06</u>
21	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 FFS02P FISC SPPRT COORD</u>	2	<u>SGS06</u>
22	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 PHS07P HEALTH PRGM SPEC</u>	2	<u>SGS06</u>
23	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 HDH04P HR ANLST</u>	1	<u>SGS06</u>
24	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
25	<u>G183C DHS PRGM COORD</u>	2	<u>GS07 PPE03P PROG ELIG SPEC II</u>	2	<u>SGS06</u>
26	<u>G183C DHS PRGM COORD</u>	5	<u>GS07 PQA03P QA SPEC</u>	5	<u>SGS06</u>
27	<u>G183C DHS PRGM COORD</u>	13	<u>GS07 SSP16P SOC SVCS SPEC</u>	13	<u>SGS06</u>
28	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
29	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 PAS13C POLICY COORD</u>	1	<u>SGS05</u>
30	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
31	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 PAS09P LICENSING COORD</u>	1	<u>SGS03</u>
32	<u>G183C DHS PRGM COORD</u>	1	<u>GS07 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
33	<u>G267C DHS PRGM ELGBLTY ANLS</u>	18	<u>GS07 PPE03P PROG ELIG SPEC II</u>	18	<u>SGS06</u>
34	<u>G267C DHS PRGM ELGBLTY ANLS</u>	2	<u>GS07 PPE02P PROG ELIG SPEC I</u>	2	<u>SGS05</u>
35	<u>M042C DHS STAFF SUPV</u>	2	<u>GS07 IIV05P INVEST SUPV/EXP</u>	2	<u>SGS07</u>
36	<u>M042C DHS STAFF SUPV</u>	1	<u>GS07 SSP11P SOC SVCS COORD</u>	1	<u>SGS07</u>

1	<u>G153C DHS/DAAS PRGM SUPV</u>	2	<u>GS07 SSP11P SOC SVCS COORD</u>	2	<u>SGS07</u>
2	<u>G153C DHS/DAAS PRGM SUPV</u>	1	<u>GS07 PQA03P QA SPEC</u>	1	<u>SGS06</u>
3	<u>G182C DHS/DDS PRGM COORD</u>	32	<u>GS07 PHS05P HEALTH PRGM COORD</u>	32	<u>SGS07</u>
4	<u>G182C DHS/DDS PRGM COORD</u>	1	<u>GS07 PQA01P QA COORD</u>	1	<u>SGS07</u>
5	<u>G082C DHS/DYS ADMISNS EVAL</u>	1	<u>GS07 SSP11P SOC SVCS COORD</u>	1	<u>SGS07</u>
6	<u>L055C DIETICIAN</u>	2	<u>GS07 MDI01P DIETICIAN</u>	2	<u>MED03</u>
7	<u>S019C DIR MAINT</u>	1	<u>GS07 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
8	<u>E048C ED & INSTRCTN SPEC</u>	1	<u>GS07 ETF06P TEACHER II</u>	1	<u>SGS07</u>
9	<u>E048C ED & INSTRCTN SPEC</u>	1	<u>GS07 CTR02P TRAINER</u>	1	<u>SGS07</u>
10	<u>E048C ED & INSTRCTN SPEC</u>	10	<u>GS07 EEP05P ED PRGM SPEC</u>	10	<u>SGS06</u>
11	<u>E048C ED & INSTRCTN SPEC</u>	3	<u>GS07 ETF05P TEACHER I</u>	3	<u>SGS06</u>
12	<u>E032C ED CNSLR</u>	1	<u>GS07 SCM07P SCHOOL COUNSELOR</u>	1	<u>SPC01</u>
13	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
14	<u>M027C FAM SVC WRKR SPEC</u>	670	<u>GS07 SSP16P SOC SVCS SPEC</u>	670	<u>SGS06</u>
15	<u>M040C FAM SVCS PRGM COORD</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
16	<u>M040C FAM SVCS PRGM COORD</u>	1	<u>GS07 SSP16P SOC SVCS SPEC</u>	1	<u>SGS06</u>
17	<u>A076C FINAN PRGM ANLST</u>	2	<u>GS07 FFS02P FISC SPPRT COORD</u>	2	<u>SGS06</u>
18	<u>A075C FINAN ANLST I</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
19	<u>A075C FINAN ANLST I</u>	1	<u>GS07 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
20	<u>X125C FRAUD INVSTIGTR COORD</u>	2	<u>GS07 IIV05P INVEST SUPV/EXP</u>	2	<u>SGS07</u>
21	<u>G147C GRANTS COORD</u>	1	<u>GS07 FBU01P BUDGET ANLST</u>	1	<u>SGS07</u>
22	<u>G147C GRANTS COORD</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
23	<u>G147C GRANTS COORD</u>	2	<u>GS07 FGM02P GRANTS COORD</u>	2	<u>SGS05</u>
24	<u>L048C HEALTH PRGM SPEC II</u>	1	<u>GS07 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>
25	<u>L062C LPN SUPV</u>	9	<u>GS07 MNU02P LPN SUPV/EXP</u>	9	<u>MED03</u>
26	<u>L062C LPN SUPV</u>	3	<u>GS07 MNU01P LPN</u>	3	<u>MED02</u>
27	<u>M026C LIC SOCIAL WRKR</u>	7	<u>GS07 SCM06P LIC SOC WORKER</u>	7	<u>SPC01</u>
28	<u>M026C LIC SOCIAL WRKR</u>	1	<u>GS07 SCM01I CHAPLAIN</u>	1	<u>SGS06</u>
29	<u>M099C LTSS - PRGM ELGBLTY S</u>	131	<u>GS07 PPE03P PROG ELIG SPEC II</u>	131	<u>SGS06</u>
30	<u>M099C LTSS - PRGM ELGBLTY S</u>	79	<u>GS07 PPE02P PROG ELIG SPEC I</u>	79	<u>SGS05</u>
31	<u>S017C MAINT COORD</u>	1	<u>GS07 TIW02P INVENTORY MNGR</u>	1	<u>SGS06</u>
32	<u>S017C MAINT COORD</u>	3	<u>GS07 TMA04P MAINT SUPV/EXP</u>	3	<u>SGS06</u>
33	<u>S017C MAINT COORD</u>	1	<u>GS07 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
34	<u>M039C MEDICAID SVCS SUPV</u>	1	<u>GS07 PQA03P QA SPEC</u>	1	<u>SGS06</u>
35	<u>L061C MED TECHNOLOGIST</u>	2	<u>GS07 MLM02C MED TECHNOLOGIST</u>	2	<u>MED04</u>
36	<u>A065C PYRLI SVCS COORD</u>	1	<u>GS07 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>

1	<u>P020C PROD ARTIST</u>	2	<u>GS07 CME03P GRAPHIC ARTIST</u>	2	<u>SGS07</u>
2	<u>M025C PRGM ELGBLTY COORD I</u>	27	<u>GS07 PPE04P PROG ELIG SUPV/EXP</u>	27	<u>SGS07</u>
3	<u>M025C PRGM ELGBLTY COORD I</u>	1	<u>GS07 IIV03P INVEST II</u>	1	<u>SGS05</u>
4	<u>M025C PRGM ELGBLTY COORD I</u>	5	<u>GS07 PPE02P PROG ELIG SPEC I</u>	5	<u>SGS05</u>
5	<u>M037C PRGM ELGBLTY SUPV</u>	86	<u>GS07 PPE04P PROG ELIG SUPV/EXP</u>	86	<u>SGS07</u>
6	<u>M037C PRGM ELGBLTY SUPV</u>	1	<u>GS07 PPE03P PROG ELIG SPEC II</u>	1	<u>SGS06</u>
7	<u>M037C PRGM ELGBLTY SUPV</u>	23	<u>GS07 PPE02P PROG ELIG SPEC I</u>	23	<u>SGS05</u>
8	<u>P013C PUB INFO COORD</u>	3	<u>GS07 CPR07P PUB INFO SPEC</u>	3	<u>SGS06</u>
9	<u>X095C QA ANLST</u>	5	<u>GS07 PQA04P QA SUPV/EXP</u>	5	<u>SGS08</u>
10	<u>X095C QA ANLST</u>	7	<u>GS07 PQA03P QA SPEC</u>	7	<u>SGS06</u>
11	<u>X095C QA ANLST</u>	3	<u>GS07 PPE02P PROG ELIG SPEC I</u>	3	<u>SGS05</u>
12	<u>L052C REHAB FCLTY SUPV</u>	2	<u>GS07 MRE02P REHAB COORD</u>	2	<u>MED02</u>
13	<u>A072C RSRCH & STATS MGR</u>	1	<u>GS07 PDA01P DATA/RESEARCH ANLST</u>	1	<u>SGS07</u>
14	<u>A063C RSRCH & STATS SUPV</u>	1	<u>GS07 PDA01P DATA/RESEARCH ANLST</u>	1	<u>SGS07</u>
15	<u>M024C RES SVCS MGR</u>	1	<u>GS07 PHS05P HEALTH PRGM COORD</u>	1	<u>SGS07</u>
16	<u>M024C RES SVCS MGR</u>	12	<u>GS07 PRC07C RES CRE MNGR</u>	12	<u>SGS07</u>
17	<u>M024C RES SVCS MGR</u>	1	<u>GS07 PRC02C RES SVCS MNGR</u>	1	<u>SGS07</u>
18	<u>E040C STAFF DEV COORD</u>	6	<u>GS07 CTR04P TRNG SUPV/EXP</u>	6	<u>SGS08</u>
19	<u>E040C STAFF DEV COORD</u>	1	<u>GS07 PPE04P PROG ELIG SUPV/EXP</u>	1	<u>SGS07</u>
20	<u>E040C STAFF DEV COORD</u>	1	<u>GS07 PQA01P QA COORD</u>	1	<u>SGS07</u>
21	<u>E040C STAFF DEV COORD</u>	7	<u>GS07 CTR02P TRAINER</u>	7	<u>SGS07</u>
22	<u>E040C STAFF DEV COORD</u>	1	<u>GS07 EEP05P ED PRGM SPEC</u>	1	<u>SGS06</u>
23	<u>E040C STAFF DEV COORD</u>	1	<u>GS07 IIV03P INVEST II</u>	1	<u>SGS05</u>
24	<u>M023C SUB ABUSE PRGM COORD</u>	1	<u>GS07 SCM09P SUB USE DIS SPEC</u>	1	<u>SGS06</u>
25	<u>A092C ACOM DWS FLD TAX REP</u>	1	<u>GS06 PPE02P PROG ELIG SPEC I</u>	1	<u>SGS05</u>
26	<u>G217C ACOM DWS WRKFRCE SPEC</u>	29	<u>GS06 PPE02P PROG ELIG SPEC I</u>	29	<u>SGS05</u>
27	<u>C037C ADMINST ANLST</u>	1	<u>GS06 HDH04P HR ANLST</u>	1	<u>SGS06</u>
28	<u>C037C ADMINST ANLST</u>	4	<u>GS06 PPR01P PROC ANLST</u>	4	<u>SGS06</u>
29	<u>C037C ADMINST ANLST</u>	57	<u>GS06 PAS01P ADMIN ANLST</u>	57	<u>SGS05</u>
30	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
31	<u>C037C ADMINST ANLST</u>	2	<u>GS06 PPE02P PROG ELIG SPEC I</u>	2	<u>SGS05</u>
32	<u>C037C ADMINST ANLST</u>	1	<u>GS06 SSP08P SOC SVCS ADVISOR</u>	1	<u>SGS05</u>
33	<u>C037C ADMINST ANLST</u>	2	<u>GS06 PAS02P ADMIN COORD</u>	2	<u>SGS04</u>
34	<u>C037C ADMINST ANLST</u>	4	<u>GS06 FFS04P FISC SPRT SPEC</u>	4	<u>SGS04</u>
35	<u>C037C ADMINST ANLST</u>	1	<u>GS06 HDH07P HR SPEC</u>	1	<u>SGS04</u>
36	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS12P MAILROOM SUPV/EXP</u>	1	<u>SGS02</u>

1	<u>M045C ADULT PROT SVCS WRKR</u>	43	GS06 SSP16P SOC SVCS SPEC	43	SGS06
2	<u>R027C BUDGET SPEC</u>	2	GS06 PAS01P ADMIN ANLST	2	SGS05
3	<u>R027C BUDGET SPEC</u>	3	GS06 FBU03P BUDGET SPEC	3	SGS05
4	<u>R027C BUDGET SPEC</u>	15	GS06 FFS04P FISC SPPRT SPEC	15	SGS04
5	<u>E044C CERT BACHELORS TCHR</u>	1	GS06 EEP05P ED PRGM SPEC	1	SGS06
6	<u>E044C CERT BACHELORS TCHR</u>	14	GS06 ETF05P TEACHER I	14	SGS06
7	<u>M057C CHAPLAIN</u>	1	GS06 SCM01I CHAPLAIN	1	SGS06
8	<u>M053C CHILD CARE SVC SPEC</u>	9	GS06 IIN02P INSP II	9	SGS05
9	<u>M053C CHILD CARE SVC SPEC</u>	2	GS06 PAS09P LICENSING COORD	2	SGS03
10	<u>R026C CR/EMP REL COORD</u>	1	GS06 HDH04P HR ANLST	1	SGS06
11	<u>G170C DHS ADMINST REV OFF</u>	6	GS06 ILS02I HEARING OFF	6	SGS06
12	<u>L044C DHS BEHAV HLTH CASE R</u>	1	GS06 SSP16P SOC SVCS SPEC	1	SGS06
13	<u>G184C DHS PRGM CONS</u>	2	GS06 ILS03I LEGAL SPPRT SPEC	2	SGS06
14	<u>G210C DHS PRGM SPEC</u>	2	GS06 PHS05P HEALTH PRGM COORD	2	SGS07
15	<u>G210C DHS PRGM SPEC</u>	23	GS06 SSP11P SOC SVCS COORD	23	SGS07
16	<u>G210C DHS PRGM SPEC</u>	1	GS06 CTR02P TRAINER	1	SGS07
17	<u>G210C DHS PRGM SPEC</u>	3	GS06 FFS02P FISC SPPRT COORD	3	SGS06
18	<u>G210C DHS PRGM SPEC</u>	2	GS06 ILS03I LEGAL SPPRT SPEC	2	SGS06
19	<u>G210C DHS PRGM SPEC</u>	1	GS06 SSP16P SOC SVCS SPEC	1	SGS06
20	<u>G210C DHS PRGM SPEC</u>	5	GS06 PAS01P ADMIN ANLST	5	SGS05
21	<u>G210C DHS PRGM SPEC</u>	2	GS06 IIN02P INSP II	2	SGS05
22	<u>G210C DHS PRGM SPEC</u>	1	GS06 IIV03P INVEST II	1	SGS05
23	<u>G210C DHS PRGM SPEC</u>	1	GS06 PPR04P PROC SPEC	1	SGS05
24	<u>G210C DHS PRGM SPEC</u>	6	GS06 PAS02P ADMIN COORD	6	SGS04
25	<u>G198C DHS/DAAS PRGM SPEC</u>	2	GS06 PHS05P HEALTH PRGM COORD	2	SGS07
26	<u>G198C DHS/DAAS PRGM SPEC</u>	5	GS06 SSP11P SOC SVCS COORD	5	SGS07
27	<u>G198C DHS/DAAS PRGM SPEC</u>	2	GS06 PAS09P LICENSING COORD	2	SGS03
28	<u>T052C DHS/DBHS PUB SAFE SUP</u>	4	GS06 SLE02P POLICE OFF	4	LES01
29	<u>P021C EDITOR</u>	1	GS06 CME02P EDITOR	1	SGS07
30	<u>M051C FAM SVC WRKR</u>	40	GS06 SSP16P SOC SVCS SPEC	40	SGS06
31	<u>M051C FAM SVC WRKR</u>	5	GS06 IIN02P INSP II	5	SGS05
32	<u>A074C FISCAL SUPP SUPV</u>	6	GS06 FFS05P FISC SPPRT SUPV/EXP	6	SGS07
33	<u>A074C FISCAL SUPP SUPV</u>	3	GS06 FFS02P FISC SPPRT COORD	3	SGS06
34	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
35	<u>A074C FISCAL SUPP SUPV</u>	4	GS06 FFS04P FISC SPPRT SPEC	4	SGS04
36	<u>X156C FRAUD INVSTIGTR</u>	3	GS06 IIV03P INVEST II	3	SGS05

1	<u>G180C GRANTS ANLST</u>	2	<u>GS06 SSP11P SOC SVCS COORD</u>	2	<u>SGS07</u>
2	<u>G180C GRANTS ANLST</u>	1	<u>GS06 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
3	<u>G180C GRANTS ANLST</u>	1	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
4	<u>G180C GRANTS ANLST</u>	6	<u>GS06 PPR01P PROC ANLST</u>	6	<u>SGS06</u>
5	<u>G180C GRANTS ANLST</u>	1	<u>GS06 IIV03P INVEST II</u>	1	<u>SGS05</u>
6	<u>G180C GRANTS ANLST</u>	12	<u>GS06 FGM01P GRANTS ANLST</u>	12	<u>SGS04</u>
7	<u>G214C GRANTS SPEC</u>	1	<u>GS06 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
8	<u>G214C GRANTS SPEC</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
9	<u>G214C GRANTS SPEC</u>	1	<u>GS06 IIN01P INSP I</u>	1	<u>SGS04</u>
10	<u>P049C GRAPHIC ARTIST</u>	1	<u>GS06 CMA01P MRKTNG COORD</u>	1	<u>SGS05</u>
11	<u>L053C HEALTH PRGM SPEC I</u>	1	<u>GS06 HDH04P HR ANLST</u>	1	<u>SGS06</u>
12	<u>R025C HR ANLST</u>	17	<u>GS06 HDH04P HR ANLST</u>	17	<u>SGS06</u>
13	<u>R025C HR ANLST</u>	3	<u>GS06 HDH07P HR SPEC</u>	3	<u>SGS04</u>
14	<u>R029C HR RECRUITER</u>	1	<u>GS06 HBE02P BENE COORD</u>	1	<u>SGS06</u>
15	<u>R029C HR RECRUITER</u>	4	<u>GS06 HDH04P HR ANLST</u>	4	<u>SGS06</u>
16	<u>X101C INT AFFRS INVSTIGTR</u>	5	<u>GS06 IIV03P INVEST II</u>	5	<u>SGS05</u>
17	<u>X101C INT AFFRS INVSTIGTR</u>	1	<u>GS06 SIA19P INT AFFRS INVEST</u>	1	<u>LES03</u>
18	<u>G179C LEGAL SVCS SPEC</u>	2	<u>GS06 FFS02P FISC SPPRT COORD</u>	2	<u>SGS06</u>
19	<u>G179C LEGAL SVCS SPEC</u>	8	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	8	<u>SGS06</u>
20	<u>L069C LPN</u>	2	<u>GS06 SSP16P SOC SVCS SPEC</u>	2	<u>SGS06</u>
21	<u>L069C LPN</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
22	<u>L069C LPN</u>	2	<u>GS06 THT01I CNA</u>	2	<u>SGS03</u>
23	<u>L069C LPN</u>	188	<u>GS06 MNU01P LPN</u>	188	<u>MED02</u>
24	<u>L069C LPN</u>	4	<u>GS06 MRE03P REHAB INSTRUCTOR</u>	4	<u>MED02</u>
25	<u>S033C MAINT SUPV</u>	1	<u>GS06 TST02P LIC TRADES</u>	1	<u>SGS07</u>
26	<u>S033C MAINT SUPV</u>	1	<u>GS06 PRC02C RES SVCS MNGR</u>	1	<u>SGS07</u>
27	<u>S033C MAINT SUPV</u>	3	<u>GS06 TMA04P MAINT SUPV/EXP</u>	3	<u>SGS06</u>
28	<u>S033C MAINT SUPV</u>	1	<u>GS06 TAT09P PRINTER SUPV/EXP</u>	1	<u>SGS05</u>
29	<u>S033C MAINT SUPV</u>	3	<u>GS06 TMA03P MAINT SPEC</u>	3	<u>SGS04</u>
30	<u>P031C MEDIA SPEC</u>	1	<u>GS06 CME04P MEDIA SPEC</u>	1	<u>SGS05</u>
31	<u>P031C MEDIA SPEC</u>	1	<u>GS06 CMA03P MRKTNG SPEC</u>	1	<u>SGS04</u>
32	<u>C013C MED SVCS REP</u>	1	<u>GS06 PCR03P CLAIMS REV SUPV/EXP</u>	1	<u>SGS06</u>
33	<u>G166C MIL PRGM COORD</u>	3	<u>GS06 SSP11P SOC SVCS COORD</u>	3	<u>SGS07</u>
34	<u>G124C OMBUDSMAN</u>	1	<u>GS06 SSP11P SOC SVCS COORD</u>	1	<u>SGS07</u>
35	<u>G178C PLCY DEV COORD</u>	1	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
36	<u>G178C PLCY DEV COORD</u>	4	<u>GS06 PAS01P ADMIN ANLST</u>	4	<u>SGS05</u>

1	<u>M066C PRGM ELGBLTY SPEC</u>	1	GS06 SSP16P SOC SVCS SPEC	1	SGS06
2	<u>M066C PRGM ELGBLTY SPEC</u>	846	GS06 PPE02P PROG ELIG SPEC I	846	SGS05
3	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	GS06 FFS02P FISC SPPRT COORD	1	SGS06
4	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	GS06 TIW04P INVENTORY SUPV/EXP	1	SGS05
5	<u>A084C PRGM/FLD AUDIT SPEC</u>	1	GS06 PRC06C RES CRE TM SUPV/EXP	1	SGS05
6	<u>L103C PSYCHOLOGICAL EVAL</u>	3	GS06 MPS01P PSYCH EVALUATOR	3	SGS03
7	<u>X154C PUB ASSTNCE INVSTIGTR</u>	20	GS06 IIV03P INVEST II	20	SGS05
8	<u>X136C QA REVER</u>	30	GS06 PQA03P QA SPEC	30	SGS06
9	<u>C026C REC/INTAKE SUPV</u>	1	GS06 PAS15P RECORDS SUPV/EXP	1	SGS06
10	<u>C026C REC/INTAKE SUPV</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
11	<u>L060C REHAB INSTRUCTOR SUPV</u>	16	GS06 PRC06C RES CRE TM SUPV/EXP	16	SGS05
12	<u>L060C REHAB INSTRUCTOR SUPV</u>	10	GS06 PRC05P RES CRE SUPV/EXP	10	SGS04
13	<u>L051C REHAB CNSLR</u>	1	GS06 MRE02P REHAB COORD	1	MED02
14	<u>B076C RSRCH PROJ ANLST</u>	3	GS06 PAS01P ADMIN ANLST	3	SGS05
15	<u>B076C RSRCH PROJ ANLST</u>	2	GS06 PPE02P PROG ELIG SPEC I	2	SGS05
16	<u>B076C RSRCH PROJ ANLST</u>	4	GS06 FFS04P FISC SPPRT SPEC	4	SGS04
17	<u>M098C RES CARE SHIFT MGR</u>	54	GS06 PRC06C RES CRE TM SUPV/EXP	54	SGS05
18	<u>M098C RES CARE SHIFT MGR</u>	1	GS06 PRC05P RES CRE SUPV/EXP	1	SGS04
19	<u>X094C SVCS & PRGM LIC SPEC</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
20	<u>X094C SVCS & PRGM LIC SPEC</u>	5	GS06 IIN02P INSP II	5	SGS05
21	<u>X094C SVCS & PRGM LIC SPEC</u>	1	GS06 IIV03P INVEST II	1	SGS05
22	<u>X094C SVCS & PRGM LIC SPEC</u>	1	GS06 PAS09P LICENSING COORD	1	SGS03
23	<u>S022C SKILLED TRADES SUPV</u>	5	GS06 TST05P SKILL TRADES SUPV/EXP	5	SGS07
24	<u>S022C SKILLED TRADES SUPV</u>	3	GS06 TMA04P MAINT SUPV/EXP	3	SGS06
25	<u>S022C SKILLED TRADES SUPV</u>	1	GS06 TST04P SKILL TRADES	1	SGS06
26	<u>M054C SOCIAL SVC WRKR</u>	10	GS06 PHS05P HEALTH PRGM COORD	10	SGS07
27	<u>M054C SOCIAL SVC WRKR</u>	1	GS06 PQA03P QA SPEC	1	SGS06
28	<u>E046C TRNG INSTRUCTOR</u>	21	GS06 CTR02P TRAINER	21	SGS07
29	<u>G202C VOL PRGM COORD</u>	2	GS06 PHS05P HEALTH PRGM COORD	2	SGS07
30	<u>G202C VOL PRGM COORD</u>	1	GS06 PAS02P ADMIN COORD	1	SGS04
31	<u>S021C WAT FILT/WASTE DIS PL</u>	1	GS06 TST03P LIC TRADES SUPV/EXP	1	SGS08
32	<u>S021C WAT FILT/WASTE DIS PL</u>	1	GS06 TMA03P MAINT SPEC	1	SGS04
33	<u>M047C YOUTH SVCS ADVSR</u>	11	GS06 SSP08P SOC SVCS ADVISOR	11	SGS05
34	<u>C036C ADMINST REV ANLST</u>	2	GS05 PAS01P ADMIN ANLST	2	SGS05
35	<u>C050C ADMINST SUPP SUPV</u>	4	GS05 TFS04C FOOD SVCS SUPV/EXP	4	SGS05
36	<u>C050C ADMINST SUPP SUPV</u>	6	GS05 PAS02P ADMIN COORD	6	SGS04

1	<u>C050C ADMINST SUPP SUPV</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
2	<u>C050C ADMINST SUPP SUPV</u>	1	GS05 TAT08P PRINTER	1	SGS04
3	<u>A088C ASSETS COORD</u>	2	GS05 PPR04P PROC SPEC	2	SGS05
4	<u>A088C ASSETS COORD</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
5	<u>A088C ASSETS COORD</u>	1	GS05 TMA03P MAINT SPEC	1	SGS04
6	<u>R033C BENE ANLST</u>	1	GS05 HBE01P BENE ANLST	1	SGS04
7	<u>S041C BOILER OP</u>	4	GS05 TST04P SKILL TRADES	4	SGS06
8	<u>S041C BOILER OP</u>	2	GS05 TMA03P MAINT SPEC	2	SGS04
9	<u>S025C BUILDING AND GROUNDS</u>	1	GS05 TMA05P MAINT TECH	1	SGS03
10	<u>C022C BUS OP SPEC</u>	1	GS05 ILS03I LEGAL SPPRT SPEC	1	SGS06
11	<u>V014C BUYER</u>	2	GS05 PPR04P PROC SPEC	2	SGS05
12	<u>V014C BUYER</u>	1	GS05 PAS14P RECORDS COORD	1	SGS05
13	<u>B090C ENG TECH</u>	7	GS05 TMA03P MAINT SPEC	7	SGS04
14	<u>A091C FISCAL SUPP ANLST</u>	2	GS05 PAS01P ADMIN ANLST	2	SGS05
15	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 PAS07I CO ADMIN SUPV	1	SGS04
16	<u>A091C FISCAL SUPP ANLST</u>	16	GS05 FFS04P FISC SPPRT SPEC	16	SGS04
17	<u>A091C FISCAL SUPP ANLST</u>	2	GS05 HDH07P HR SPEC	2	SGS04
18	<u>A091C FISCAL SUPP ANLST</u>	11	GS05 PAS03P ADMIN SPEC	11	SGS02
19	<u>L070C HEALTH CARE ANLST</u>	1	GS05 PAS01P ADMIN ANLST	1	SGS05
20	<u>L070C HEALTH CARE ANLST</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
21	<u>L070C HEALTH CARE ANLST</u>	3	GS05 FFS04P FISC SPPRT SPEC	3	SGS04
22	<u>L070C HEALTH CARE ANLST</u>	3	GS05 PCR02P CLAIMS REV SPEC	3	SGS03
23	<u>L070C HEALTH CARE ANLST</u>	3	GS05 PAS03P ADMIN SPEC	3	SGS02
24	<u>X124C HEALTH FCLTY REVER</u>	1	GS05 IIN01P INSP I	1	SGS04
25	<u>C030C HEALTH REC SPEC</u>	1	GS05 PAS04C ADMIN SUPV	1	SGS06
26	<u>C030C HEALTH REC SPEC</u>	2	GS05 PAS03P ADMIN SPEC	2	SGS02
27	<u>D077C HELP DESK SPEC</u>	1	GS05 PAS03P ADMIN SPEC	1	SGS02
28	<u>D077C HELP DESK SPEC</u>	4	GS05 PAS05I CALL CENTER SPEC	4	SGS02
29	<u>R032C HR PRGM REP</u>	9	GS05 HDH07P HR SPEC	9	SGS04
30	<u>C040C LEASING SPEC</u>	1	GS05 TAT08P PRINTER	1	SGS04
31	<u>C054C LO ADMINST SPEC</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
32	<u>C054C LO ADMINST SPEC</u>	34	GS05 PAS07I CO ADMIN SUPV	34	SGS04
33	<u>C054C LO ADMINST SPEC</u>	2	GS05 FFS04P FISC SPPRT SPEC	2	SGS04
34	<u>C054C LO ADMINST SPEC</u>	1	GS05 PRC05P RES CRE SUPV/EXP	1	SGS04
35	<u>C054C LO ADMINST SPEC</u>	5	GS05 PAS03P ADMIN SPEC	5	SGS02
36	<u>A090C PYRLS SVCS SPEC</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04

1	<u>A090C PYRLL SVCS SPEC</u>	2	<u>GS05 HDH07P HR SPEC</u>	2	<u>SGS04</u>
2	<u>A090C PYRLL SVCS SPEC</u>	1	<u>GS05 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
3	<u>T055C PUB SAFE OFF</u>	20	<u>GS05 SLE02P POLICE OFF</u>	20	<u>LES01</u>
4	<u>V015C PURCHASING SPEC</u>	4	<u>GS05 PPR04P PROC SPEC</u>	4	<u>SGS05</u>
5	<u>V015C PURCHASING SPEC</u>	2	<u>GS05 PAS14P RECORDS COORD</u>	2	<u>SGS05</u>
6	<u>V015C PURCHASING SPEC</u>	4	<u>GS05 FFS04P FISC SPPRT SPEC</u>	4	<u>SGS04</u>
7	<u>V015C PURCHASING SPEC</u>	1	<u>GS05 HDH07P HR SPEC</u>	1	<u>SGS04</u>
8	<u>M065C REC ACTIVITY SUPV</u>	3	<u>GS05 PRC06C RES CRE TM SUPV/EXP</u>	3	<u>SGS05</u>
9	<u>M065C REC ACTIVITY SUPV</u>	1	<u>GS05 THT01I CNA</u>	1	<u>SGS03</u>
10	<u>L066C REHAB INSTRUCTOR</u>	14	<u>GS05 PRC06C RES CRE TM SUPV/EXP</u>	14	<u>SGS05</u>
11	<u>L066C REHAB INSTRUCTOR</u>	110	<u>GS05 PRC05P RES CRE SUPV/EXP</u>	110	<u>SGS04</u>
12	<u>L066C REHAB INSTRUCTOR</u>	11	<u>GS05 THT01I CNA</u>	11	<u>SGS03</u>
13	<u>L066C REHAB INSTRUCTOR</u>	24	<u>GS05 MRE03P REHAB INSTRUCTOR</u>	24	<u>MED02</u>
14	<u>M004C RES OP MGR</u>	301	<u>GS05 PRC05P RES CRE SUPV/EXP</u>	301	<u>SGS04</u>
15	<u>S031C SKILLED TRADESMAN</u>	25	<u>GS05 TST04P SKILL TRADES</u>	25	<u>SGS06</u>
16	<u>S031C SKILLED TRADESMAN</u>	21	<u>GS05 TMA03P MAINT SPEC</u>	21	<u>SGS04</u>
17	<u>S031C SKILLED TRADESMAN</u>	4	<u>GS05 TMA05P MAINT TECH</u>	4	<u>SGS03</u>
18	<u>E051C STAFF DEV SPEC</u>	1	<u>GS05 CTR02P TRAINER</u>	1	<u>SGS07</u>
19	<u>E051C STAFF DEV SPEC</u>	1	<u>GS05 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
20	<u>V018C WRHS MGR</u>	1	<u>GS05 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
21	<u>V018C WRHS MGR</u>	2	<u>GS05 TIW01P INVENTORY COORD</u>	2	<u>SGS04</u>
22	<u>V018C WRHS MGR</u>	1	<u>GS05 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
23	<u>S030C WAT FILT/WASTE DIS PL</u>	2	<u>GS05 TST02P LIC TRADES</u>	2	<u>SGS07</u>
24	<u>S030C WAT FILT/WASTE DIS PL</u>	1	<u>GS05 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
25	<u>S030C WAT FILT/WASTE DIS PL</u>	1	<u>GS05 TST07P TRADES SPEC</u>	1	<u>SGS04</u>
26	<u>M060C YOUTH PRGM COORD</u>	10	<u>GS05 SSP16P SOC SVCS SPEC</u>	10	<u>SGS06</u>
27	<u>A101C ACCNTNG TECH</u>	1	<u>GS04 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
28	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 ILS03I LEGAL SPPRT SPEC</u>	1	<u>SGS06</u>
29	<u>C056C ADMINST SPEC III</u>	108	<u>GS04 PAS02P ADMIN COORD</u>	108	<u>SGS04</u>
30	<u>C056C ADMINST SPEC III</u>	3	<u>GS04 FFS04P FISC SPPRT SPEC</u>	3	<u>SGS04</u>
31	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 TAT08P PRINTER</u>	1	<u>SGS04</u>
32	<u>C056C ADMINST SPEC III</u>	45	<u>GS04 PAS03P ADMIN SPEC</u>	45	<u>SGS02</u>
33	<u>C072C ADMINST SUPP SPEC</u>	1	<u>GS04 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
34	<u>S053C AUTO/DIESEL MECH</u>	1	<u>GS04 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
35	<u>S061C CHDC LAUNDRY OP MGR</u>	1	<u>GS04 THO01P HOUSEKEEP</u>	1	<u>SGS01</u>
36	<u>X167C COMPLAINTS INVSTIGTR</u>	1	<u>GS04 IIV02P INVEST I</u>	1	<u>SGS04</u>

1	<u>L081C DENTAL ASST</u>	2	GS04 THT02I DENTAL ASST	2	SGS04
2	<u>L102C DIETETIC SPEC</u>	2	GS04 TFS04C FOOD SVCS SUPV/EXP	2	SGS05
3	<u>L078C FAM SVCS ASST</u>	6	GS04 SSP10P SOC SVCS ASST	6	SGS02
4	<u>A098C FISCAL SUPP SPEC</u>	2	GS04 PAS01P ADMIN ANLST	2	SGS05
5	<u>A098C FISCAL SUPP SPEC</u>	16	GS04 FFS04P FISC SPPRT SPEC	16	SGS04
6	<u>A098C FISCAL SUPP SPEC</u>	2	GS04 HDH07P HR SPEC	2	SGS04
7	<u>A098C FISCAL SUPP SPEC</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
8	<u>A102C FISCAL SUPP TECH</u>	3	GS04 FFS04P FISC SPPRT SPEC	3	SGS04
9	<u>S044C FOOD PREP MGR</u>	6	GS04 TFS04C FOOD SVCS SUPV/EXP	6	SGS05
10	<u>R038C HR ASST</u>	2	GS04 HDH07P HR SPEC	2	SGS04
11	<u>R036C HR SPEC</u>	3	GS04 HDH07P HR SPEC	3	SGS04
12	<u>V020C INVNTY CONT MGR</u>	2	GS04 TIW04P INVENTORY SUPV/EXP	2	SGS05
13	<u>V020C INVNTY CONT MGR</u>	2	GS04 TIW01P INVENTORY COORD	2	SGS04
14	<u>V020C INVNTY CONT MGR</u>	1	GS04 TIW03P INVENTORY SPEC	1	SGS03
15	<u>B111C LAB TECH</u>	1	GS04 SLA04P LAB TECH I	1	SGS06
16	<u>B111C LAB TECH</u>	2	GS04 MLM04P PHLEBOTOMIST	2	SGS04
17	<u>S047C LANDSCAPE SUPV</u>	2	GS04 TGR01P LANDSCAPE COORD	2	SGS02
18	<u>C046C LEGAL SUPP SPEC</u>	7	GS04 ILS03I LEGAL SPPRT SPEC	7	SGS06
19	<u>C046C LEGAL SUPP SPEC</u>	27	GS04 PAS02P ADMIN COORD	27	SGS04
20	<u>C046C LEGAL SUPP SPEC</u>	2	GS04 PAS03P ADMIN SPEC	2	SGS02
21	<u>S046C MAINT TECH</u>	5	GS04 TMA05P MAINT TECH	5	SGS03
22	<u>C044C MED BILLING SPEC</u>	2	GS04 FFS04P FISC SPPRT SPEC	2	SGS04
23	<u>C044C MED BILLING SPEC</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
24	<u>A097C PYRLT TECH</u>	1	GS04 FFS04P FISC SPPRT SPEC	1	SGS04
25	<u>A097C PYRLT TECH</u>	1	GS04 HDH07P HR SPEC	1	SGS04
26	<u>C043C REC MNGMT ANLST</u>	1	GS04 ILS03I LEGAL SPPRT SPEC	1	SGS06
27	<u>C043C REC MNGMT ANLST</u>	6	GS04 PAS01P ADMIN ANLST	6	SGS05
28	<u>C043C REC MNGMT ANLST</u>	1	GS04 TAT08P PRINTER	1	SGS04
29	<u>M063C RES CARE PRGM COORD</u>	1	GS04 THT01I CNA	1	SGS03
30	<u>T072C SEC OFF SUPV</u>	1	GS04 SSE01P SEC GUARD	1	SGS03
31	<u>T072C SEC OFF SUPV</u>	1	GS04 SSP10P SOC SVCS ASST	1	SGS02
32	<u>V023C STOREROOM SUPV</u>	5	GS04 TIW01P INVENTORY COORD	5	SGS04
33	<u>V021C SURP PROP AGENT</u>	1	GS04 TIW06P SURPLUS PROP AGENT	1	SGS05
34	<u>L074C THER ASST</u>	3	GS04 PRC01P HEALTH AIDE	3	SGS01
35	<u>V025C WRHS SPEC</u>	6	GS04 TIW03P INVENTORY SPEC	6	SGS03
36	<u>C073C ADMINST SPEC II</u>	91	GS03 PAS03P ADMIN SPEC	91	SGS02

1	<u>C073C ADMINST SPEC II</u>	3	GS03 PAS11P MAILROOM SPEC	3	SGS01
2	<u>S081C APPRENTICE TRADESMAN</u>	1	GS03 TST06P TRADES APPRENTICE	1	SGS05
3	<u>S081C APPRENTICE TRADESMAN</u>	7	GS03 TMA05P MAINT TECH	7	SGS03
4	<u>M084C BEHAV HLTH AIDE</u>	106	GS03 THT01I CNA	106	SGS03
5	<u>M084C BEHAV HLTH AIDE</u>	59	GS03 PRC03P RES CRE COORD	59	SGS02
6	<u>M084C BEHAV HLTH AIDE</u>	16	GS03 PRC04P RES CRE SPEC	16	SGS01
7	<u>L082C CERT NRSNG ASST</u>	935	GS03 THT01I CNA	935	SGS03
8	<u>M090C DHS PRGM ASST</u>	2	GS03 THT01I CNA	2	SGS03
9	<u>M090C DHS PRGM ASST</u>	2	GS03 PAS03P ADMIN SPEC	2	SGS02
10	<u>M090C DHS PRGM ASST</u>	338	GS03 SSP10P SOC SVCS ASST	338	SGS02
11	<u>S056C FOOD PREP SUPV</u>	14	GS03 TFS05P KITCHEN SUPV/EXP	14	SGS03
12	<u>S067C HOUSEKEEPER SUPV</u>	2	GS03 TH002P HOUSEKEEP SUPV/EXP	2	SGS02
13	<u>S076C INST BEAUTICIAN</u>	4	GS03 TAT01I BEAUTICIAN	4	SGS01
14	<u>V027C INVNTY CONT TECH</u>	1	GS03 FFS04P FISC SPRT SPEC	1	SGS04
15	<u>V027C INVNTY CONT TECH</u>	9	GS03 TIW03P INVENTORY SPEC	9	SGS03
16	<u>V027C INVNTY CONT TECH</u>	1	GS03 TFS05P KITCHEN SUPV/EXP	1	SGS03
17	<u>C062C LO ADMINST ASST</u>	418	GS03 PAS03P ADMIN SPEC	418	SGS02
18	<u>S050C MAINT SPEC</u>	7	GS03 TMA05P MAINT TECH	7	SGS03
19	<u>C074C MED REC ASST</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02
20	<u>C066C PATIENT ACCOUNT SPEC</u>	1	GS03 FFS04P FISC SPRT SPEC	1	SGS04
21	<u>C066C PATIENT ACCOUNT SPEC</u>	1	GS03 THT01I CNA	1	SGS03
22	<u>S054C PRINTER</u>	1	GS03 TAT08P PRINTER	1	SGS04
23	<u>T084C PUB SAFE SEC OFF</u>	60	GS03 SSE01P SEC GUARD	60	SGS03
24	<u>T084C PUB SAFE SEC OFF</u>	14	GS03 SSP10P SOC SVCS ASST	14	SGS02
25	<u>T087C SEC OFF</u>	1	GS03 SSE01P SEC GUARD	1	SGS03
26	<u>M070C YOUTH PRGM SPEC</u>	9	GS03 SSP10P SOC SVCS ASST	9	SGS02
27	<u>C087C ADMINST SPEC I</u>	37	GS02 PAS03P ADMIN SPEC	37	SGS02
28	<u>S083C BAKER</u>	4	GS02 TFS01P COOK	4	SGS01
29	<u>S082C CANTEEN SUPV</u>	2	GS02 TFS01P COOK	2	SGS01
30	<u>S070C EQUIP TECH</u>	4	GS02 TST07P TRADES SPEC	4	SGS04
31	<u>S070C EQUIP TECH</u>	8	GS02 TMA05P MAINT TECH	8	SGS03
32	<u>S070C EQUIP TECH</u>	10	GS02 TGR01P LANDSCAPE COORD	10	SGS02
33	<u>S085C FOOD PREP SPEC</u>	22	GS02 TFS01P COOK	22	SGS01
34	<u>S084C INST SVCS SUPV</u>	5	GS02 TH002P HOUSEKEEP SUPV/EXP	5	SGS02
35	<u>S084C INST SVCS SUPV</u>	2	GS02 TFS01P COOK	2	SGS01
36	<u>S084C INST SVCS SUPV</u>	33	GS02 TH001P HOUSEKEEP	33	SGS01

1	<u>S088C KITCHEN ASST</u>	1	<u>GS02 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
2	<u>S088C KITCHEN ASST</u>	71	<u>GS02 TFS01P COOK</u>	71	<u>SGS01</u>
3	<u>S066C LANDSCAPE TECH</u>	2	<u>GS02 TGR01P LANDSCAPE COORD</u>	2	<u>SGS02</u>
4	<u>L075C ORTHOTIST AIDE</u>	4	<u>GS02 THT01I CNA</u>	4	<u>SGS03</u>
5	<u>L085C PT AIDE</u>	1	<u>GS02 THT01I CNA</u>	1	<u>SGS03</u>
6	<u>M076C REC ACTIVITY LEAD II</u>	20	<u>GS02 PRC04P RES CRE SPEC</u>	20	<u>SGS01</u>
7	<u>V030C SHIP & RECEIV CLERK</u>	1	<u>GS02 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
8	<u>E056C TCHR ASST</u>	5	<u>GS02 EEP01P ED PARAPROF</u>	5	<u>SGS03</u>
9	<u>L084C THER AIDE</u>	1	<u>GS02 THT01I CNA</u>	1	<u>SGS03</u>
10	<u>V028C WRHS WRKR</u>	5	<u>GS02 TIW03P INVENTORY SPEC</u>	5	<u>SGS03</u>
11	<u>S086C COOK</u>	6	<u>GS01 TFS01P COOK</u>	6	<u>SGS01</u>
12	<u>S080C EQUIP OP</u>	1	<u>GS01 TST07P TRADES SPEC</u>	1	<u>SGS04</u>
13	<u>S089C FOOD PREP TECH</u>	58	<u>GS01 TFS01P COOK</u>	58	<u>SGS01</u>
14	<u>S087C INST SVCS ASST</u>	1	<u>GS01 TFS01P COOK</u>	1	<u>SGS01</u>
15	<u>S087C INST SVCS ASST</u>	134	<u>GS01 THO01P HOUSEKEEP</u>	134	<u>SGS01</u>
16	<u>S065C MAINT ASST</u>	5	<u>GS01 TMA05P MAINT TECH</u>	5	<u>SGS03</u>
17	<u>S065C MAINT ASST</u>	1	<u>GS01 TGR01P LANDSCAPE COORD</u>	1	<u>SGS02</u>
18	<u>L086C PHARM ASST</u>	2	<u>GS01 THT04I PHARMACY TECH</u>	2	<u>SGS02</u>
19	<u>M082C REC ACTIVITY LEAD I</u>	2	<u>GS01 PRC04P RES CRE SPEC</u>	2	<u>SGS01</u>
20	<u>DEPARTMENT OF THE INSPECTOR GENERAL</u>				
21	<u>9909 DEPT OF THE INSPECTOR GENERAL</u>				
22	<u>SC009 SEC OF INSPCT GEN</u>	1	<u>SE05 ESE09A SEC OF INSP GENERAL</u>	1	<u>EXE04</u>
23	<u>N247N TAX APP COMM</u>	3	<u>SE04 EEX50A TAX APPEALS COMMER</u>	3	<u>EXE02</u>
24	<u>U124U MEDICAID INSPCT GEN</u>	1	<u>SE03 EEX24A MEDICAID INSP GENERAL</u>	1	<u>SPC10</u>
25	<u>N219N DFA ADMIN INT AUDIT</u>	1	<u>SE02 EEX47A STATE INT AUDIT DIR</u>	1	<u>EXE02</u>
26	<u>U125U IG CHIEF COUNS</u>	1	<u>SE01 LAT08C CLC I</u>	1	<u>SPC10</u>
27	<u>L027C RN SUPV</u>	2	<u>MP02 MNU08P RN SUPV/EXP</u>	2	<u>MED06</u>
28	<u>L027C RN SUPV</u>	1	<u>MP02 MNU06P RN</u>	1	<u>MED05</u>
29	<u>L038C RN</u>	1	<u>MP01 MNU06P RN</u>	1	<u>MED05</u>
30	<u>N226N AR FAIR HOUS EXEC DIR</u>	1	<u>GS15 SSP05C FAIR HOUSING DIR</u>	1	<u>SPC06</u>
31	<u>A144C INT AUDIT DEP DIR</u>	1	<u>GS15 FAU06C INT AUDIT DEP DIR</u>	1	<u>SPC08</u>
32	<u>N199N DIG DEP ADMIN</u>	1	<u>GS14 EEX09A CHIEF OF STAFF I</u>	1	<u>EXE01</u>
33	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAU07P INT AUDIT SUPV/EXP</u>	1	<u>SPC06</u>
34	<u>G055N EXEC ADMIN</u>	1	<u>GS13 PCA03P CLAIMS SUPV/EXP</u>	1	<u>SGS08</u>
35	<u>A143C TAX APP ACCOUNTANT</u>	1	<u>GS13 FAC08C CHIEF FISCAL OFC I</u>	1	<u>SPC09</u>
36	<u>G310C TAX APP STAFF ATRNY</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>

1	<u>A021C AGENCY CONT I</u>	1 GS12 FAU08P INT AUDITOR	1 SPC05
2	<u>A115C DIG CFO</u>	1 GS12 FFS05P FISC SPPRT SUPV/EXP	1 SGS07
3	<u>G249C DIG PRGM ADMIN</u>	1 GS12 LAT04P ATTY II	1 SPC05
4	<u>G249C DIG PRGM ADMIN</u>	1 GS12 FAC03P ACCT COORD	1 SPC03
5	<u>G250C DIG OP MGR</u>	1 GS11 LAT04P ATTY II	1 SPC05
6	<u>G250C DIG OP MGR</u>	1 GS11 PCA03P CLAIMS SUPV/EXP	1 SGS08
7	<u>G250C DIG OP MGR</u>	1 GS11 PCA01P CLAIMS COORD	1 SGS07
8	<u>G076C ADMINST SVCS MGR</u>	1 GS10 FFS02P FISC SPPRT COORD	1 SGS06
9	<u>G076C ADMINST SVCS MGR</u>	1 GS10 PAS01P ADMIN ANLST	1 SGS05
10	<u>G073C ATRNY</u>	1 GS10 LAT04P ATTY II	1 SPC05
11	<u>G073C ATRNY</u>	1 GS10 PCA03P CLAIMS SUPV/EXP	1 SGS08
12	<u>A044C AUDIT COORD</u>	5 GS10 FAU08P INT AUDITOR	5 SPC05
13	<u>A044C AUDIT COORD</u>	1 GS10 PCA03P CLAIMS SUPV/EXP	1 SGS08
14	<u>C118C COMM ASST</u>	1 GS10 PAS08I EXEC ASST	1 SGS07
15	<u>M009C LIC CERT SOCIAL WRKR</u>	1 GS09 PCA01P CLAIMS COORD	1 SGS07
16	<u>A116C BUS OP MGR</u>	1 GS08 PCA01P CLAIMS COORD	1 SGS07
17	<u>A113C DIG SR. AUD</u>	1 GS08 PCA03P CLAIMS SUPV/EXP	1 SGS08
18	<u>A113C DIG SR. AUD</u>	3 GS08 PCA01P CLAIMS COORD	3 SGS07
19	<u>A113C DIG SR. AUD</u>	1 GS08 PAS08I EXEC ASST	1 SGS07
20	<u>A113C DIG SR. AUD</u>	1 GS08 IIV04P INVEST III	1 SGS06
21	<u>C107C OMIG MED REV OFF</u>	3 GS08 PCA01P CLAIMS COORD	3 SGS07
22	<u>X112C AFHC CHIEF INVSTIGTR</u>	1 GS07 IIV04P INVEST III	1 SGS06
23	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PAS08I EXEC ASST	1 SGS07
24	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 IIV04P INVEST III	1 SGS06
25	<u>X200C MEDICAID FRAUD INVSTI</u>	1 GS07 PCA01P CLAIMS COORD	1 SGS07
26	<u>G311C TAX APP COMM LAW CLER</u>	1 GS07 ILS03I LEGAL SPPRT SPEC	1 SGS06
27	<u>C037C ADMINST ANLST</u>	3 GS06 PAS01P ADMIN ANLST	3 SGS05
28	<u>X150C AFHC INVSTIGTR</u>	5 GS06 IIV03P INVEST II	5 SGS05
29	<u>G180C GRANTS ANLST</u>	1 GS06 FGM01P GRANTS ANLST	1 SGS04
30	<u>G179C LEGAL SVCS SPEC</u>	1 GS06 PAS01P ADMIN ANLST	1 SGS05
31	<u>B076C RSRCH PROJ ANLST</u>	2 GS06 PAS01P ADMIN ANLST	2 SGS05
32	<u>C046C LEGAL SUPP SPEC</u>	1 GS04 PAS03P ADMIN SPEC	1 SGS02
33	<u>DEPARTMENT OF LABOR & LICENSING</u>		
34	<u>9910 DEPT OF LABOR AND LICENSING</u>		
35	<u>SC010 SEC OF LABOR & LIC</u>	1 SE05 ESE10A SEC OF L&L	1 EXE04
36	<u>D030C INFO SYST COORD</u>	1 IT07 IIA01C CIO I	1 IST10

1	<u>D063C COMP SUPP SPEC</u>	3	IT05 IUS01P USER SPPRT ANLST	3	IST04
2	<u>D057C INFO TECH MGR</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
3	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
4	<u>N245N DLL COS</u>	1	GS15 EEX09A CHIEF OF STAFF I	1	EXE01
5	<u>U135U DLL DIV OF LABOR DIR</u>	1	GS15 ILP02C L&L DIV DIR II	1	SPC05
6	<u>G019C GEN COUNSEL</u>	1	GS13 LAT08C CLC I	1	SPC10
7	<u>G004C MANAGING ATRNY</u>	1	GS13 LAT05P ATTY III	1	SPC08
8	<u>A021C AGENCY CONT I</u>	1	GS12 FAC08C CHIEF FISCAL OFC I	1	SPC09
9	<u>R013C AGENCY HR MGR</u>	1	GS11 HDH02C HR ADMIN I	1	SPC05
10	<u>G076C ADMINST SVCS MGR</u>	1	GS10 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
11	<u>G308C DLL ENFRCMNT MGR</u>	1	GS10 ILP02C L&L DIV DIR II	1	SPC05
12	<u>R021C BUDGET ANLST</u>	1	GS08 FBU01P BUDGET ANLST	1	SGS07
13	<u>A116C BUS OP MGR</u>	1	GS08 PAS08I EXEC ASST	1	SGS07
14	<u>X081C PLUMB/HVACR INSPCT SU</u>	1	GS08 IIN05P INSP SUPV/EXP	1	SGS07
15	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS08I EXEC ASST	1	SGS07
16	<u>S018C HVACR MECHAL INSPCT</u>	6	GS07 IIN03P INSP III	6	SGS06
17	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
18	<u>C094C ATHL COMM PRGM MGR</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
19	<u>A074C FISCAL SUPP SUPV</u>	2	GS06 FFS04P FISC SPPRT SPEC	2	SGS04
20	<u>R025C HR ANLST</u>	1	GS06 HDH07P HR SPEC	1	SGS04
21	<u>G179C LEGAL SVCS SPEC</u>	1	GS06 ILS03I LEGAL SPPRT SPEC	1	SGS06
22	<u>P031C MEDIA SPEC</u>	1	GS06 CME04P MEDIA SPEC	1	SGS05
23	<u>C022C BUS OP SPEC</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
24	<u>C056C ADMINST SPEC III</u>	1	GS04 FFS04P FISC SPPRT SPEC	1	SGS04
25	<u>A098C FISCAL SUPP SPEC</u>	1	GS04 IIN01P INSP I	1	SGS04
26	<u>0800 DIVISION OF LABOR</u>				
27	<u>D068C INFO SYST ANLST</u>	1	IT04 IUS01P USER SPPRT ANLST	1	IST04
28	<u>G096C DLL LABOR DIV MGR</u>	2	GS09 TIS02P INDST SAFETY SUPV/EXP	2	SGS09
29	<u>G096C DLL LABOR DIV MGR</u>	1	GS09 TCO04P CNSTRCT SUPV/EXP	1	SGS08
30	<u>G096C DLL LABOR DIV MGR</u>	1	GS09 ILS03I LEGAL SPPRT SPEC	1	SGS06
31	<u>X052C DLL LABOR INSPCT SUPV</u>	6	GS08 IIN05P INSP SUPV/EXP	6	SGS07
32	<u>X052C DLL LABOR INSPCT SUPV</u>	1	GS08 IIV05P INVEST SUPV/EXP	1	SGS07
33	<u>X051C DLL LABOR MEDIATOR</u>	1	GS08 ILP03P LABOR MEDIATOR	1	SGS07
34	<u>E026C ED & INSTRCTN COORD</u>	1	GS08 CTR04P TRNG SUPV/EXP	1	SGS08
35	<u>G159C DEPT BUS COORD</u>	1	GS07 FFS02P FISC SPPRT COORD	1	SGS06
36	<u>X065C DLL LABOR INSPCT</u>	8	GS07 IIN03P INSP III	8	SGS06

1	<u>X065C DLL LABOR INSPCT</u>	18	GS07 IIN02P INSP II	18	SGS05
2	<u>X052C DLL LABOR INSPCT SUPV</u>	1	GS07 IIN05P INSP SUPV/EXP	1	SGS07
3	<u>E048C ED & INSTRCTN SPEC</u>	2	GS07 CTR02P TRAINER	2	SGS07
4	<u>G147C GRANTS COORD</u>	1	GS07 FGM01P GRANTS ANLST	1	SGS04
5	<u>A072C RSRCH & STATS MGR</u>	1	GS07 PDA01P DATA/RESEARCH ANLST	1	SGS07
6	<u>C037C ADMINST ANLST</u>	3	GS06 PAS01P ADMIN ANLST	3	SGS05
7	<u>C037C ADMINST ANLST</u>	1	GS06 PAS03P ADMIN SPEC	1	SGS02
8	<u>X122C DLL LABOR STAND INVST</u>	8	GS06 IIN02P INSP II	8	SGS05
9	<u>A093C STATISTICIAN</u>	2	GS06 PQA03P QA SPEC	2	SGS06
10	<u>V014C BUYER</u>	1	GS05 FFS04P FISC SPRT SPEC	1	SGS04
11	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
12	<u>C056C ADMINST SPEC III</u>	5	GS04 FFS04P FISC SPRT SPEC	5	SGS04
13	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS03P ADMIN SPEC	2	SGS02
14	<u>0390 WORKERS' COMPENSATION COMM</u>				
15	<u>U100U DLL WCC CHAIRMAN</u>	1	SE03 EEX53A WC CHAIR	1	EXE02
16	<u>U007U DLL WCC COMM</u>	2	SE02 EEX54A WC COMM	2	EXE01
17	<u>U046U DLL WCC CEO</u>	1	SE01 ILP06C WORKERS COMP CEO	1	SPC10
18	<u>L038C RN</u>	1	MP01 MNU06P RN	1	MED05
19	<u>D007C INFO SYST MGR</u>	1	IT08 IIS11P IT SUPV/EXP	1	IST09
20	<u>D030C INFO SYST COORD</u>	1	IT07 IIS04P IT INFRA ANLST	1	IST06
21	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS01P USER SPRT ANLST	1	IST04
22	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS01P USER SPRT ANLST	1	IST04
23	<u>D062C DB ANLST</u>	1	IT04 IDM02P DB ANLST	1	IST07
24	<u>D071C COMP SUPP ANLST</u>	1	IT03 IUS04P USER SPRT SPEC	1	IST02
25	<u>N070N DLL WCC ASST CEO</u>	1	GS15 ILP05C WORKERS COMP ASST CEO	1	SPC09
26	<u>G005N DLL WCC CHIEF ALJ</u>	1	GS15 LAT07C CHIEF ADMIN LAW JUDGE	1	SPC09
27	<u>G010N DLL WCC ALJ</u>	12	GS14 LAT01C ADMIN LAW JUDGE	12	SPC08
28	<u>G010N DLL WCC ALJ</u>	1	GS14 LAT04P ATTY II	1	SPC05
29	<u>G004C MANAGING ATRNY</u>	1	GS13 LAT05P ATTY III	1	SPC08
30	<u>G047C ATRNY SPEC</u>	6	GS11 LAT04P ATTY II	6	SPC05
31	<u>G007C DLL WCC DIV MGR</u>	7	GS11 ILP07C WORKERS COMP DIV MNGR	7	SPC05
32	<u>G073C ATRNY</u>	5	GS10 LAT04P ATTY II	5	SPC05
33	<u>A052C ACCNTNG COORD</u>	1	GS09 FAC02P ACCOUNTANT II	1	SPC02
34	<u>A042C INS SEN EXAM</u>	1	GS09 PCA01P CLAIMS COORD	1	SGS07
35	<u>A042C INS SEN EXAM</u>	1	GS09 FFS05P FISC SPRT SUPV/EXP	1	SGS07
36	<u>G107C DLL WCC PROG MNGR</u>	4	GS08 PCA04P WORKERS COMP COORD	4	SGS05

1	<u>G093C OP MGR</u>	1	GS08 PAS02P ADMIN COORD	1	SGS04
2	<u>R024C ASST PERSONNEL MGR</u>	1	GS07 HDH05P HR COORD	1	SGS07
3	<u>C010C EXEC ASST TO THE DIR</u>	2	GS07 PAS08I EXEC ASST	2	SGS07
4	<u>C009C HEARING REPORTER</u>	1	GS07 ILS01I COURT REPORTER	1	SGS08
5	<u>C009C HEARING REPORTER</u>	2	GS07 PAS08I EXEC ASST	2	SGS07
6	<u>G168C INDST CONS</u>	4	GS07 TIS01P INDST SAFETY COORD	4	SGS07
7	<u>R027C BUDGET SPEC</u>	1	GS06 FBU03P BUDGET SPEC	1	SGS05
8	<u>G160C DLL WCC PRGM COORD</u>	2	GS06 PCA04P WORKERS COMP COORD	2	SGS05
9	<u>G193C DLL WCC PRGM SPEC</u>	1	GS06 ILS03I LEGAL SPRT SPEC	1	SGS06
10	<u>G193C DLL WCC PRGM SPEC</u>	12	GS06 PCA04P WORKERS COMP COORD	12	SGS05
11	<u>A074C FISCAL SUPP SUPV</u>	4	GS06 FFS05P FISC SPRT SUPV/EXP	4	SGS07
12	<u>G179C LEGAL SVCS SPEC</u>	1	GS06 ILS03I LEGAL SPRT SPEC	1	SGS06
13	<u>G179C LEGAL SVCS SPEC</u>	1	GS06 PCA04P WORKERS COMP COORD	1	SGS05
14	<u>C036C ADMINST REV ANLST</u>	1	GS05 PAS01P ADMIN ANLST	1	SGS05
15	<u>C050C ADMINST SUPP SUPV</u>	2	GS05 PAS02P ADMIN COORD	2	SGS04
16	<u>X123C INS INVSTIGTR</u>	3	GS05 IIV02P INVEST I	3	SGS04
17	<u>C056C ADMINST SPEC III</u>	10	GS04 PAS02P ADMIN COORD	10	SGS04
18	<u>C046C LEGAL SUPP SPEC</u>	3	GS04 ILS03I LEGAL SPRT SPEC	3	SGS06
19	<u>C073C ADMINST SPEC II</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02
20	<u>0320 ARKANSAS MOTOR VEHICLE COMM</u>				
21	<u>N169N MTR VEH COMM DIR</u>	1	GS10 ILP01C L&L DIV DIR I	1	SGS07
22	<u>A074C FISCAL SUPP SUPV</u>	1	GS06 FFS04P FISC SPRT SPEC	1	SGS04
23	<u>X120C MTR VEH INVSTIGTR</u>	2	GS06 IIV04P INVEST III	2	SGS06
24	<u>X099C MTR VEH LICENSE SUPV</u>	1	GS06 PAS09P LICENSING COORD	1	SGS03
25	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
26	<u>0305 AR MANUFACTURED HOME COMM</u>				
27	<u>X016C DLL MANU HOMES COMM D</u>	1	GS08 ILP01C L&L DIV DIR I	1	SGS07
28	<u>X121C DLL MANU HOUS SPEC SU</u>	1	GS05 IIN02P INSP II	1	SGS05
29	<u>X155C DLL MANU HOUS SPEC</u>	1	GS04 IIN02P INSP II	1	SGS05
30	<u>0263 FIRE PROTECTION LICENSING BD</u>				
31	<u>X138C FIRE PROTECTION LIC B</u>	1	GS06 ILP01C L&L DIV DIR I	1	SGS07
32	<u>C073C ADMINST SPEC II</u>	1	GS03 PAS09P LICENSING COORD	1	SGS03
33	<u>X166C FIRE PROT LIC BRD INS</u>	1	GS03 IIV03P INVEST II	1	SGS05
34	<u>0258 AR TOWING AND RECOVERY BOARD</u>				
35	<u>X147C AR TOW & RECOV BD DIR</u>	1	GS07 ILP01C L&L DIV DIR I	1	SGS07
36	<u>X101C INT AFFRS INVSTIGTR</u>	1	GS06 IIV04P INVEST III	1	SGS06

1	<u>X170C AR TOWING & RECOVERY</u>	1	GS03 IIV03P INVEST II	1	SGS05
2	<u>C087C ADMINST SPEC I</u>	1	GS02 PAS09P LICENSING COORD	1	SGS03
3	<u>0248 AR REAL ESTATE COMMISSION</u>				
4	<u>D079C COMP SUPP TECH</u>	1	IT02 IUS04P USER SPRT SPEC	1	IST02
5	<u>U097U DLL AREC EXEC DIR</u>	1	GS15 ILP02C L&L DIV DIR II	1	SPC05
6	<u>G054C DLL AREC DEP EXEC DIR</u>	1	GS11 ILP04I REAL ESTATE ANLST	1	SGS06
7	<u>A082C ACCOUNTANT II</u>	1	GS08 FAC02P ACCOUNTANT II	1	SPC02
8	<u>C004C DLL AREC SPRVS</u>	1	GS08 IIV05P INVEST SUPV/EXP	1	SGS07
9	<u>X091C DLL AREC SR REAL ESTA</u>	1	GS07 IIV04P INVEST III	1	SGS06
10	<u>E048C ED & INSTRCTN SPEC</u>	1	GS07 CTR02P TRAINER	1	SGS07
11	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
12	<u>X110C DLL AREC INVSTIGTR</u>	2	GS06 IIV03P INVEST II	2	SGS05
13	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS02P ADMIN COORD	2	SGS04
14	<u>X169C DLL AREC EXAM</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
15	<u>C073C ADMINST SPEC II</u>	2	GS03 PAS03P ADMIN SPEC	2	SGS02
16	<u>0240 ST BD REG FOR PROF GEOLOGIST</u>				
17	<u>C022C BUS OP SPEC</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
18	<u>0236 STATE BD PROF ENG & PROF SURV</u>				
19	<u>N132N ENG & LAND SURVYRS EX</u>	1	GS12 ILP02C L&L DIV DIR II	1	SPC05
20	<u>X030C REG BD CHIEF INVSTIGT</u>	1	GS08 IIV04P INVEST III	1	SGS06
21	<u>C031C ENG & LAND SURVYRS AS</u>	1	GS07 PAS04C ADMIN SUPV	1	SGS06
22	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 FFS04P FISC SPRT SPEC	1	SGS04
23	<u>C045C LIC COORD</u>	2	GS04 PAS09P LICENSING COORD	2	SGS03
24	<u>0224 CONTRACTOR'S LICENSING BD</u>				
25	<u>N090N DLL CONTS LICENSE ADM</u>	1	GS13 ILP02C L&L DIV DIR II	1	SPC05
26	<u>G047C ATRNY SPEC</u>	1	GS11 LAT04P ATTY II	1	SPC05
27	<u>X073C DLL CONTS BD INVEST</u>	6	GS08 IIV04P INVEST III	6	SGS06
28	<u>E031C ED PRGM COORD</u>	1	GS08 CTR02P TRAINER	1	SGS07
29	<u>X105C DLL CONTS LIC COORD</u>	5	GS06 PAS09P LICENSING COORD	5	SGS03
30	<u>X105C DLL CONTS LIC COORD</u>	1	GS06 IUS04P USER SPRT SPEC	1	IST02
31	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
32	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS03P ADMIN SPEC	1	SGS02
33	<u>0221 STATE BD - COLLECTION AGENCIES</u>				
34	<u>X001N BD OF COLLECTION EXEC</u>	1	GS12 ILP01C L&L DIV DIR I	1	SGS07
35	<u>X130C BD OF COLLECTION FLD</u>	1	GS05 PAS09P LICENSING COORD	1	SGS03
36	<u>C022C BUS OP SPEC</u>	1	GS05 FFS04P FISC SPRT SPEC	1	SGS04

1	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
2	<u>0212 STATE BD OF BARBER EXAMINERS</u>				
3	<u>X028C DLL BD OF BARBER EXAM</u>	1	GS07 ILP01C L&L DIV DIR I	1	SGS07
4	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
5	<u>X159C DLL BD OF BARBER EXAM</u>	1	GS03 IIN01P INSP I	1	SGS04
6	<u>C087C ADMINST SPEC I</u>	1	GS02 PAS03P ADMIN SPEC	1	SGS02
7	<u>0211 PROF BAIL BONDSMAN LICENSING</u>				
8	<u>X022C DLL BAIL BOND BD EXEC</u>	1	GS09 ILP01C L&L DIV DIR I	1	SGS07
9	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
10	<u>X168C DLL BAIL BOND BD INVS</u>	1	GS04 IIV03P INVEST II	1	SGS05
11	<u>A098C FISCAL SUPP SPEC</u>	1	GS04 FFS04P FISC SPRT SPEC	1	SGS04
12	<u>0210 AUCTIONEER'S LICENSING BOARD</u>				
13	<u>G159C DEPT BUS COORD</u>	1	GS07 ILP01C L&L DIV DIR I	1	SGS07
14	<u>0209 STATE ATHLETIC COMMISSION</u>				
15	<u>C037C ADMINST ANLST</u>	1	GS06 PAS02P ADMIN COORD	1	SGS04
16	<u>0206 AR BD ARCHITECT LAND INT DSN</u>				
17	<u>N116N DLL BD OF ARCHITECTS</u>	1	GS12 ILP02C L&L DIV DIR II	1	SPC05
18	<u>C011C DLL BD OF ARCH ADMIN</u>	1	GS07 FFS04P FISC SPRT SPEC	1	SGS04
19	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
20	<u>0205 AR ST BD OF APR, ABSTR, HM INS</u>				
21	<u>N146N DLL BD OF APPRAISER E</u>	1	GS12 ILP02C L&L DIV DIR II	1	SPC05
22	<u>A116C BUS OP MGR</u>	1	GS08 PAS08I EXEC ASST	1	SGS07
23	<u>C010C EXEC ASST TO THE DIR</u>	1	GS07 PAS08I EXEC ASST	1	SGS07
24	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
25	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS09P LICENSING COORD	1	SGS03
26	<u>X185C DLL ABS BD SEC GEN</u>	1	GS02 ILP01C L&L DIV DIR I	1	SGS07
27	<u>0203 STATE BOARD OF ACCOUNTANCY</u>				
28	<u>N117N DLL BD OF ACCT EXEC D</u>	1	GS12 ILP02C L&L DIV DIR II	1	SPC05
29	<u>X021C DLL BD OF ACCT INVSTI</u>	2	GS10 FAC07P CERT PUB ACCOUNTANT	2	SPC05
30	<u>A086C BD OF ACCT FISCAL OFF</u>	1	GS06 PAS09P LICENSING COORD	1	SGS03
31	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
32	<u>X176C DLL BD OF ACCT ADMIN</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02
33	<u>DEPARTMENT OF THE MILITARY</u>				
34	<u>9911 DEPT OF THE MILITARY</u>				
35	<u>SC011 SEC OF THE MIL</u>	1	SE05 ESE13A SEC OF THE MILITARY	1	EXE04
36	<u>U132U ARK DEP ADJUTANT GEN</u>	1	SE03 EEX05A ASST ADJUTANT GENERAL	1	EXE03

1	<u>N253N DOM COS</u>	1 SE02 EEX09A CHIEF OF STAFF I	1 EXE01
2	<u>L038C RN</u>	1 MP01 MNU06P RN	1 MED05
3	<u>D022N IT SEN PROJ MGR</u>	1 IT09 IIS08C IT INFRA MNGR	1 IST11
4	<u>D022N IT SEN PROJ MGR</u>	1 IT09 IIA01C CIO I	1 IST10
5	<u>D040C GIS ANLST</u>	4 IT06 IGI01P GIS ANLST	4 IST05
6	<u>D039C NET SUPP SPEC</u>	2 IT06 IIS04P IT INFRA ANLST	2 IST06
7	<u>D022C SYST SPEC</u>	1 IT06 IIS04P IT INFRA ANLST	1 IST06
8	<u>D052C SFTWR SUPP ANLST</u>	1 IT05 IIS04P IT INFRA ANLST	1 IST06
9	<u>D058C COMP OP COORD</u>	1 IT04 IUS02P USER SPRT COORD	1 IST05
10	<u>D082C NET ANLST</u>	2 IT04 IIS04P IT INFRA ANLST	2 IST06
11	<u>D064C WEBSITE DEV</u>	1 IT04 IAS08I WEBSITE SPEC	1 IST05
12	<u>D071C COMP SUPP ANLST</u>	2 IT03 IUS04P USER SPRT SPEC	2 IST02
13	<u>G319C DOM CLC</u>	1 GS14 LAT08C CLC I	1 SPC10
14	<u>R055C DOM CHIEF OF HR</u>	1 GS13 HDH02C HR ADMIN I	1 SPC05
15	<u>A023N MIL CFO</u>	1 GS13 FAC08C CHIEF FISCAL OFC I	1 SPC09
16	<u>R006C HR ADMIN</u>	1 GS12 HDH06C HR MNGR	1 SPC04
17	<u>G047C ATRNY SPEC</u>	1 GS11 LAT04P ATTY II	1 SPC05
18	<u>A141C MIL FED BUDGET MGR</u>	1 GS11 FAC05P ACCT SUPV/EXP	1 SPC04
19	<u>V036C AGENCY PROC ADMIN</u>	1 GS10 PPR05P PROC SUPV/EXP	1 SGS08
20	<u>S111C ASSET MAINT MGR</u>	1 GS10 TFM03P FACILITY SUPV/EXP	1 SGS05
21	<u>T125C DOM CHIEF OF POLICE</u>	2 GS10 SLE01C POLICE CHIEF	2 LES03
22	<u>R056C DOM SEN BUDGET ANLST</u>	1 GS10 FBU01P BUDGET ANLST	1 SGS07
23	<u>X013C ENVIRO HEALTH MGR</u>	1 GS10 SCN03P ECOLOGIST SUPV/EXP	1 SPC02
24	<u>M097C MIL YOUTH CHALL PRGM</u>	1 GS10 IMP03P MILITARY PRGM SPEC	1 SGS05
25	<u>A052C ACCNTNG COORD</u>	1 GS09 FFS02P FISC SPRT COORD	1 SGS06
26	<u>A050C AGENCY FISCAL MGR</u>	1 GS09 FFS02P FISC SPRT COORD	1 SGS06
27	<u>S112C ITAM COORD</u>	1 GS09 IMS01P ITAM COORD	1 SGS08
28	<u>M009C LIC CERT SOCIAL WRKR</u>	1 GS09 SCM03P LIC CLIN SOC WORKER	1 SPC03
29	<u>S113C LRAM COORD</u>	1 GS09 IMS02P LRAM COORD	1 SGS06
30	<u>R050C MIL ASST HR ADMIN</u>	1 GS09 HDH08P HR SUPV/EXP	1 SGS08
31	<u>M096C MIL YOUTH CHALL PRGM</u>	1 GS09 IMP03P MILITARY PRGM SPEC	1 SGS05
32	<u>X038C QA MGR</u>	1 GS09 PQA02C QA MNGR	1 SGS09
33	<u>X225C SEC SYST COORD</u>	1 GS09 IIE02P IT SEC ANLST I	1 IST06
34	<u>A082C ACCOUNTANT II</u>	2 GS08 FAC02P ACCOUNTANT II	2 SPC02
35	<u>B067C ARCHAEOLOGIST</u>	1 GS08 SCN01I ARCHAEOLOGIST	1 SPC01
36	<u>R021C BUDGET ANLST</u>	1 GS08 FBU01P BUDGET ANLST	1 SGS07

1	<u>B024C CONSERV PRGM MGR</u>	1 GS08 FAC02P ACCOUNTANT II	1 SPC02
2	<u>B055C ECOLOGIST COORD</u>	1 GS08 SCN03P ECOLOGIST SUPV/EXP	1 SPC02
3	<u>B055C ECOLOGIST COORD</u>	1 GS08 SCN02P ECOLOGIST	1 SPC01
4	<u>E026C ED & INSTRCTN COORD</u>	1 GS08 IMP03P MILITARY PRGM SPEC	1 SGS05
5	<u>S004C MAINT MGR</u>	2 GS08 TFM02C FACILITY MNGR	2 SGS07
6	<u>P014C MUSE MGR</u>	1 GS08 RMA10I MUSEUM COORD	1 SPC02
7	<u>A089C ACCOUNTANT I</u>	3 GS07 FAC01P ACCOUNTANT I	3 SPC01
8	<u>B082C BIOLOGIST</u>	2 GS07 SBI01P BIOLOGIST I	2 SPC01
9	<u>B054C CAMPUS CNSTRCT COORD</u>	1 GS07 TMA01P MAINT COORD	1 SGS05
10	<u>B065C ECOLOGIST</u>	5 GS07 SCN02P ECOLOGIST	5 SPC01
11	<u>E048C ED & INSTRCTN SPEC</u>	5 GS07 IMP03P MILITARY PRGM SPEC	5 SGS05
12	<u>G148C ENERGY PRGM MGR</u>	1 GS07 IMP01P MILITARY PRGM COORD	1 SGS06
13	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PAS08I EXEC ASST	1 SGS07
14	<u>B080C FORESTER</u>	1 GS07 PAG09P FORESTER	1 SPC01
15	<u>S017C MAINT COORD</u>	4 GS07 TMA01P MAINT COORD	4 SGS05
16	<u>T043C MIL DEP FIRE CHIEF</u>	2 GS07 SFI01C DEP FIRE CHIEF	2 SGS07
17	<u>T036C MIL FACLTS SUPV</u>	1 GS07 TCO01P CNSTRCT COORD	1 SGS07
18	<u>T036C MIL FACLTS SUPV</u>	2 GS07 TMA02C MAINT MNGR	2 SGS07
19	<u>T036C MIL FACLTS SUPV</u>	3 GS07 TMA04P MAINT SUPV/EXP	3 SGS06
20	<u>T036C MIL FACLTS SUPV</u>	1 GS07 IFR02P FIRING RANGE SUPV/EXP	1 SGS05
21	<u>T036C MIL FACLTS SUPV</u>	1 GS07 TMA01P MAINT COORD	1 SGS05
22	<u>P013C PUB INFO COORD</u>	1 GS07 CPR05P PUB INFO COORD	1 SGS07
23	<u>T124C PUB SAFE POLICE OFF S</u>	2 GS07 SLE03P POLICE OFF SUPV/EXP	2 LES02
24	<u>T124C PUB SAFE POLICE OFF S</u>	2 GS07 SLE02P POLICE OFF	2 LES01
25	<u>E040C STAFF DEV COORD</u>	2 GS07 CTR02P TRAINER	2 SGS07
26	<u>T111C TRNG SUPP CENTER MGR</u>	1 GS07 TFM02C FACILITY MNGR	1 SGS07
27	<u>C037C ADMINST ANLST</u>	9 GS06 PAS01P ADMIN ANLST	9 SGS05
28	<u>R027C BUDGET SPEC</u>	3 GS06 FBU03P BUDGET SPEC	3 SGS05
29	<u>G172C CREER PLNNG & PLAC CO</u>	1 GS06 IMP03P MILITARY PRGM SPEC	1 SGS05
30	<u>E044C CERT BACHELORS TCHR</u>	4 GS06 ETF05P TEACHER I	4 SGS06
31	<u>S024C CNSTRCT/MAINT COORD</u>	2 GS06 TMA04P MAINT SUPV/EXP	2 SGS06
32	<u>S024C CNSTRCT/MAINT COORD</u>	3 GS06 TMA03P MAINT SPEC	3 SGS04
33	<u>E037C ED PRGM SPEC</u>	1 GS06 CTR02P TRAINER	1 SGS07
34	<u>R030C EEO/GRIEVANCE OFF</u>	1 GS06 HDH05P HR COORD	1 SGS07
35	<u>T068C FIRE DESK OP</u>	2 GS06 PAS02P ADMIN COORD	2 SGS04
36	<u>T068C FIRE DESK OP</u>	4 GS06 IFR01P FIRING RANGE SPEC	4 SGS03

1	<u>R025C HR ANLST</u>	2	<u>GS06 HDH07P HR SPEC</u>	2	<u>SGS04</u>
2	<u>B086C LAND MNGMT SPEC</u>	1	<u>GS06 PEP01P CONS SPEC</u>	1	<u>SGS04</u>
3	<u>L069C LPN</u>	1	<u>GS06 MNU01P LPN</u>	1	<u>MED02</u>
4	<u>S033C MAINT SUPV</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
5	<u>S033C MAINT SUPV</u>	1	<u>GS06 SSE03P SEC SUPV/EXP</u>	1	<u>SGS06</u>
6	<u>S033C MAINT SUPV</u>	1	<u>GS06 TMA01P MAINT COORD</u>	1	<u>SGS05</u>
7	<u>T049C MIL FF SHIFT LEAD</u>	11	<u>GS06 SFI04P FIREFIGHTER SUPV/EXP</u>	11	<u>SGS07</u>
8	<u>B148C MIL NAT RES PROG COOR</u>	1	<u>GS06 SSE03P SEC SUPV/EXP</u>	1	<u>SGS06</u>
9	<u>G166C MIL PRGM COORD</u>	1	<u>GS06 IMP02C MILITARY PRGM MNGR</u>	1	<u>SGS09</u>
10	<u>G166C MIL PRGM COORD</u>	1	<u>GS06 IMP04P MIL PRGM SUPV/EXP</u>	1	<u>SGS07</u>
11	<u>G166C MIL PRGM COORD</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
12	<u>G166C MIL PRGM COORD</u>	7	<u>GS06 IMP01P MILITARY PRGM COORD</u>	7	<u>SGS06</u>
13	<u>G166C MIL PRGM COORD</u>	2	<u>GS06 SSE03P SEC SUPV/EXP</u>	2	<u>SGS06</u>
14	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
15	<u>T123C PUB SAFE POLICE OFF</u>	1	<u>GS06 SSE03P SEC SUPV/EXP</u>	1	<u>SGS06</u>
16	<u>T123C PUB SAFE POLICE OFF</u>	12	<u>GS06 SLE02P POLICE OFF</u>	12	<u>LES01</u>
17	<u>S114C RTLA COORD</u>	1	<u>GS06 IMS03P RTLA COORD</u>	1	<u>SGS03</u>
18	<u>X226C SEC SYST ANLST</u>	1	<u>GS06 IUS04P USER SPRT SPEC</u>	1	<u>IST02</u>
19	<u>S022C SKILLED TRADES SUPV</u>	3	<u>GS06 TST03P LIC TRADES SUPV/EXP</u>	3	<u>SGS08</u>
20	<u>S022C SKILLED TRADES SUPV</u>	4	<u>GS06 TST02P LIC TRADES</u>	4	<u>SGS07</u>
21	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TST05P SKILL TRADES SUPV/EXP</u>	1	<u>SGS07</u>
22	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TST04P SKILL TRADES</u>	1	<u>SGS06</u>
23	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
24	<u>D074C TELECOMMS SUPV</u>	2	<u>GS06 SIA13P DISPATCHER SUPV/EXP</u>	2	<u>SGS06</u>
25	<u>S021C WAT FILT/WASTE DIS PL</u>	1	<u>GS06 TST04P SKILL TRADES</u>	1	<u>SGS06</u>
26	<u>M101C YTH PRGM TRNG OFF II</u>	5	<u>GS06 IMP03P MILITARY PRGM SPEC</u>	5	<u>SGS05</u>
27	<u>A088C ASSETS COORD</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
28	<u>S025C BUILDING AND GROUNDS</u>	1	<u>GS05 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
29	<u>V014C BUYER</u>	3	<u>GS05 PPR04P PROC SPEC</u>	3	<u>SGS05</u>
30	<u>G215C CREER PLNNG & PLCMNT</u>	4	<u>GS05 PAS06I CREER PLACEMENT SPEC</u>	4	<u>SGS04</u>
31	<u>T064C CIVIL AIR PAT SVCS CO</u>	1	<u>GS05 IMP03P MILITARY PRGM SPEC</u>	1	<u>SGS05</u>
32	<u>T122C DOM SEC OFF</u>	40	<u>GS05 SSE01P SEC GUARD</u>	40	<u>SGS03</u>
33	<u>B090C ENG TECH</u>	1	<u>GS05 TAT03I ENGINEERING SPEC</u>	1	<u>SGS05</u>
34	<u>A091C FISCAL SUPP ANLST</u>	3	<u>GS05 FFS04P FISC SPRT SPEC</u>	3	<u>SGS04</u>
35	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 TIW01P INVENTORY COORD</u>	1	<u>SGS04</u>
36	<u>R032C HR PRGM REP</u>	1	<u>GS05 HDH05P HR COORD</u>	1	<u>SGS07</u>

1	<u>R032C HR PRGM REP</u>	1	<u>GS05 HDH07P HR SPEC</u>	1	<u>SGS04</u>
2	<u>C054C LO ADMINST SPEC</u>	1	<u>GS05 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
3	<u>M056C MIL HOUS MGR</u>	1	<u>GS05 TH002P HOUSEKEEP SUPV/EXP</u>	1	<u>SGS02</u>
4	<u>A090C PYRLL SVCS SPEC</u>	1	<u>GS05 HDH07P HR SPEC</u>	1	<u>SGS04</u>
5	<u>S069C RADIO DISPATCH OP</u>	12	<u>GS05 SIA12P DISPATCHER</u>	12	<u>SGS05</u>
6	<u>T060C SEN MIL FF</u>	16	<u>GS05 SFI03P FIREFIGHTER II</u>	16	<u>SGS06</u>
7	<u>T060C SEN MIL FF</u>	9	<u>GS05 SFI02P FIREFIGHTER I</u>	9	<u>SGS05</u>
8	<u>S031C SKILLED TRADESMAN</u>	17	<u>GS05 TST02P LIC TRADES</u>	17	<u>SGS07</u>
9	<u>S031C SKILLED TRADESMAN</u>	14	<u>GS05 TST04P SKILL TRADES</u>	14	<u>SGS06</u>
10	<u>S031C SKILLED TRADESMAN</u>	2	<u>GS05 TST07P TRADES SPEC</u>	2	<u>SGS04</u>
11	<u>S038C TRANSIT OP SUPV</u>	1	<u>GS05 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
12	<u>V018C WRHS MGR</u>	2	<u>GS05 TIW04P INVENTORY SUPV/EXP</u>	2	<u>SGS05</u>
13	<u>V018C WRHS MGR</u>	1	<u>GS05 TIW01P INVENTORY COORD</u>	1	<u>SGS04</u>
14	<u>S030C WAT FILT/WASTE DIS PL</u>	1	<u>GS05 TST02P LIC TRADES</u>	1	<u>SGS07</u>
15	<u>M060C YOUTH PRGM COORD</u>	1	<u>GS05 SSP16P SOC SVCS SPEC</u>	1	<u>SGS06</u>
16	<u>M102C YOUTH PRGM TRNG OFF I</u>	28	<u>GS05 IMP03P MILITARY PRGM SPEC</u>	28	<u>SGS05</u>
17	<u>C056C ADMINST SPEC III</u>	8	<u>GS04 PAS02P ADMIN COORD</u>	8	<u>SGS04</u>
18	<u>C056C ADMINST SPEC III</u>	2	<u>GS04 TIW03P INVENTORY SPEC</u>	2	<u>SGS03</u>
19	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
20	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 SSE01P SEC GUARD</u>	1	<u>SGS03</u>
21	<u>S040C CALIBRATION TECH</u>	2	<u>GS04 TAT02I CALIBRATION TECH</u>	2	<u>SGS04</u>
22	<u>S110C CUSTODIAN PROF SUPV</u>	2	<u>GS04 TH002P HOUSEKEEP SUPV/EXP</u>	2	<u>SGS02</u>
23	<u>V020C INVNTY CONT MGR</u>	1	<u>GS04 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
24	<u>V020C INVNTY CONT MGR</u>	1	<u>GS04 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
25	<u>S047C LANDSCAPE SUPV</u>	1	<u>GS04 TGR01P LANDSCAPE COORD</u>	1	<u>SGS02</u>
26	<u>S046C MAINT TECH</u>	1	<u>GS04 TAT06P MECHANIC</u>	1	<u>SGS06</u>
27	<u>S046C MAINT TECH</u>	2	<u>GS04 TAT05I HEAVY EQUIP OPERATOR</u>	2	<u>SGS04</u>
28	<u>S046C MAINT TECH</u>	29	<u>GS04 TMA05P MAINT TECH</u>	29	<u>SGS03</u>
29	<u>S046C MAINT TECH</u>	2	<u>GS04 TGR01P LANDSCAPE COORD</u>	2	<u>SGS02</u>
30	<u>S046C MAINT TECH</u>	1	<u>GS04 TH001P HOUSEKEEP</u>	1	<u>SGS01</u>
31	<u>T066C MIL FF</u>	31	<u>GS04 SFI02P FIREFIGHTER I</u>	31	<u>SGS05</u>
32	<u>P048C MULTI-MEDIA SPEC</u>	4	<u>GS04 CME05P MEDIA TECH</u>	4	<u>SGS04</u>
33	<u>X152C REAL PROP MNGMT SPEC</u>	3	<u>GS04 TIW03P INVENTORY SPEC</u>	3	<u>SGS03</u>
34	<u>C073C ADMINST SPEC II</u>	4	<u>GS03 PAS03P ADMIN SPEC</u>	4	<u>SGS02</u>
35	<u>S109C CUSTODIAN PROF</u>	27	<u>GS03 TH001P HOUSEKEEP</u>	27	<u>SGS01</u>
36	<u>C070C DUPLICATION ASST</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>

1	<u>V027C INVNTY CONT TECH</u>	1	<u>GS03 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
2	<u>S050C MAINT SPEC</u>	4	<u>GS03 TMA05P MAINT TECH</u>	4	<u>SGS03</u>
3	<u>S050C MAINT SPEC</u>	1	<u>GS03 TGR01P LANDSCAPE COORD</u>	1	<u>SGS02</u>
4	<u>C087C ADMINST SPEC I</u>	1	<u>GS02 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
5	<u>S060C HEAVY EQUIP OP</u>	7	<u>GS02 TAT05I HEAVY EQUIP OPERATOR</u>	7	<u>SGS04</u>
6	<u>S060C HEAVY EQUIP OP</u>	1	<u>GS02 TH001P HOUSEKEEP</u>	1	<u>SGS01</u>
7	<u>S084C INST SVCS SUPV</u>	1	<u>GS02 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
8	<u>S087C INST SVCS ASST</u>	2	<u>GS01 TH001P HOUSEKEEP</u>	2	<u>SGS01</u>
9	<u>S065C MAINT ASST</u>	4	<u>GS01 TMA05P MAINT TECH</u>	4	<u>SGS03</u>
10	<u>DEPARTMENT OF PARKS, HERITAGE, & TOURISM</u>				
11	<u>9912 DEPT OF PARKS HERITAGE & TOUR</u>				
12	<u>SC012 SEC OF PARKS, HERI &</u>	1	<u>SE05 ESE11A SEC OF PH&T</u>	1	<u>EXE04</u>
13	<u>U016U ADPHT DIR PARKS REC &</u>	1	<u>SE03 EEX10A CHIEF OF STAFF II</u>	1	<u>EXE02</u>
14	<u>U018U ADPHT HERI DIV DIR</u>	1	<u>SE02 EEX26A PARKS DEP DIR</u>	1	<u>SPC10</u>
15	<u>N213N ADPHT CFO</u>	1	<u>SE01 FAC09C CHIEF FISCAL OFC II</u>	1	<u>SPC10</u>
16	<u>U020U ADPHT HERI DIV ASST D</u>	1	<u>SE01 LAT08C CLC I</u>	1	<u>SPC10</u>
17	<u>N250N ADPHT CIO</u>	1	<u>IT10 IIA02C CIO II</u>	1	<u>IST12</u>
18	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIS11P IT SUPV/EXP</u>	1	<u>IST09</u>
19	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
20	<u>D017C INFO SYST SEC SPEC</u>	1	<u>IT07 IIE06P IT SEC SUPV</u>	1	<u>IST08</u>
21	<u>D029C SEN GIS ANLST</u>	1	<u>IT07 IGI01P GIS ANLST</u>	1	<u>IST05</u>
22	<u>D040C GIS ANLST</u>	1	<u>IT06 IGI01P GIS ANLST</u>	1	<u>IST05</u>
23	<u>D063C COMP SUPP SPEC</u>	1	<u>IT05 IGI01P GIS ANLST</u>	1	<u>IST05</u>
24	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IDM03P DB SPEC</u>	1	<u>IST05</u>
25	<u>D052C SFTWR SUPP ANLST</u>	2	<u>IT05 IUS01P USER SPRT ANLST</u>	2	<u>IST04</u>
26	<u>D062C DB ANLST</u>	1	<u>IT04 IDM02P DB ANLST</u>	1	<u>IST07</u>
27	<u>D068C INFO SYST ANLST</u>	2	<u>IT04 RPA24P PH&T PRGM COORD</u>	2	<u>SGS06</u>
28	<u>D065C NET SUPP ANLST</u>	1	<u>IT04 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
29	<u>D064C WEBSITE DEV</u>	1	<u>IT04 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
30	<u>D071C COMP SUPP ANLST</u>	2	<u>IT03 IUS04P USER SPRT SPEC</u>	2	<u>IST02</u>
31	<u>G275C ADPHT ADMIN MGR</u>	1	<u>GS13 RPA02C ASST PARK DIR</u>	1	<u>SPC07</u>
32	<u>G275C ADPHT ADMIN MGR</u>	1	<u>GS13 RPA07C OUTDOOR REC DIR</u>	1	<u>SGS12</u>
33	<u>G018C ADPHT PARKS ADMIN MGR</u>	1	<u>GS13 CPR02C CHIEF OF COMMS II</u>	1	<u>SPC07</u>
34	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
35	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 EEX51A TOUR DIV ADMIN</u>	1	<u>SPC08</u>
36	<u>R006C HR ADMIN</u>	1	<u>GS12 HDH02C HR ADMIN I</u>	1	<u>SPC05</u>

1	<u>R006C HR ADMIN</u>	1	<u>GS12 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
2	<u>A031C ASST CONT</u>	1	<u>GS11 FAC06C ASST CONTROLLER</u>	1	<u>SPC05</u>
3	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 CPR06C PUB INFO MNGR</u>	1	<u>SGS09</u>
4	<u>V036C AGENCY PROC ADMIN</u>	1	<u>GS10 PPR03C PROC MNGR</u>	1	<u>SGS10</u>
5	<u>A052C ACCNTNG COORD</u>	3	<u>GS09 FAC05P ACCT SUPV/EXP</u>	3	<u>SPC04</u>
6	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
7	<u>A050C AGENCY FISCAL MGR</u>	1	<u>GS09 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
8	<u>G109C GRANTS MGR</u>	1	<u>GS09 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
9	<u>P004C PUB INFO MGR</u>	1	<u>GS09 CPR06C PUB INFO MNGR</u>	1	<u>SGS09</u>
10	<u>P004C PUB INFO MGR</u>	2	<u>GS09 CPR08P PUB INFO SUPV/EXP</u>	2	<u>SGS08</u>
11	<u>R021C BUDGET ANLST</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
12	<u>E026C ED & INSTRCTN COORD</u>	1	<u>GS08 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
13	<u>S004C MAINT MGR</u>	1	<u>GS08 TFM02C FACILITY MNGR</u>	1	<u>SGS07</u>
14	<u>V004C PROC MGR</u>	1	<u>GS08 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
15	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
16	<u>P015C ADPHT MGR OF HIST PRO</u>	1	<u>GS07 CME04P MEDIA SPEC</u>	1	<u>SGS05</u>
17	<u>G155C ADPHT PRGM MGR</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
18	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
19	<u>P020C PROD ARTIST</u>	1	<u>GS07 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
20	<u>P020C PROD ARTIST</u>	1	<u>GS07 CME04P MEDIA SPEC</u>	1	<u>SGS05</u>
21	<u>P013C PUB INFO COORD</u>	1	<u>GS07 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
22	<u>R025C HR ANLST</u>	6	<u>GS06 HDH04P HR ANLST</u>	6	<u>SGS06</u>
23	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
24	<u>P027C PUB INFO SPEC</u>	4	<u>GS06 CPR07P PUB INFO SPEC</u>	4	<u>SGS06</u>
25	<u>P019C TRAVEL INFO WRITER</u>	4	<u>GS06 CPR07P PUB INFO SPEC</u>	4	<u>SGS06</u>
26	<u>C036C ADMINST REV ANLST</u>	1	<u>GS05 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
27	<u>C022C BUS OP SPEC</u>	3	<u>GS05 FFS04P FISC SPPRT SPEC</u>	3	<u>SGS04</u>
28	<u>V014C BUYER</u>	3	<u>GS05 PPR02P PROC COORD</u>	3	<u>SGS07</u>
29	<u>V013C CENTRAL WRHS OP MGR</u>	1	<u>GS05 TIW04P INVENTORY SUPV/EXP</u>	1	<u>SGS05</u>
30	<u>A091C FISCAL SUPP ANLST</u>	7	<u>GS05 FFS04P FISC SPPRT SPEC</u>	7	<u>SGS04</u>
31	<u>A090C PYRLI SVCS SPEC</u>	1	<u>GS05 HDH07P HR SPEC</u>	1	<u>SGS04</u>
32	<u>V015C PURCHASING SPEC</u>	1	<u>GS05 PPR02P PROC COORD</u>	1	<u>SGS07</u>
33	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
34	<u>A098C FISCAL SUPP SPEC</u>	12	<u>GS04 FFS04P FISC SPPRT SPEC</u>	12	<u>SGS04</u>
35	<u>R036C HR SPEC</u>	1	<u>GS04 HDH07P HR SPEC</u>	1	<u>SGS04</u>
36	<u>C083C MAIL SVCS COORD</u>	2	<u>GS04 PAS03P ADMIN SPEC</u>	2	<u>SGS02</u>

1	<u>P048C MULTI-MEDIA SPEC</u>	1	<u>GS04 CME05P MEDIA TECH</u>	1	<u>SGS04</u>
2	<u>V022C PURCHASING TECH</u>	1	<u>GS04 PPR02P PROC COORD</u>	1	<u>SGS07</u>
3	<u>P045C PUB INFO TECH</u>	1	<u>GS03 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
4	<u>V028C WRHS WRKR</u>	1	<u>GS02 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
5	<u>S065C MAINT ASST</u>	1	<u>GS01 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
6	<u>0900 DEPT OF PARKS AND TOURISM</u>				
7	<u>U068U ADPHT PARKS DIV DIR</u>	1	<u>SE01 EEX27A PH&T DIV DIR</u>	1	<u>EXE01</u>
8	<u>U067U ADPHT TOUR DIV DIR</u>	1	<u>SE01 EEX27A PH&T DIV DIR</u>	1	<u>EXE01</u>
9	<u>N223N ADPHT PARKS DIV DEP D</u>	1	<u>GS14 EEX26A PARKS DEP DIR</u>	1	<u>SPC10</u>
10	<u>S001C ADPHT PARKS OP MGR</u>	1	<u>GS12 RPA08C PARK ADMIN</u>	1	<u>SGS12</u>
11	<u>G037C ADPHT PARKS PLNNG & D</u>	1	<u>GS12 RPA08C PARK ADMIN</u>	1	<u>SGS12</u>
12	<u>B015C ENG SUPV</u>	1	<u>GS12 SEN02P ENGINEER SUPV/EXP</u>	1	<u>SPC06</u>
13	<u>B020C ADPHT REGNL PARK SUPV</u>	5	<u>GS11 RPA09C PARK AREA MNGR</u>	5	<u>SGS11</u>
14	<u>B023C ENG, P.E.</u>	1	<u>GS11 RPA13C PARK MNGR</u>	1	<u>SGS11</u>
15	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS03C FISC SPPRT MNGR</u>	1	<u>SGS09</u>
16	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 RPA25P PH&T PRGM SUPV/EXP</u>	1	<u>SGS08</u>
17	<u>A036C ADPHT REV OP MGR</u>	1	<u>GS10 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
18	<u>T116C EMER SVCS MGR</u>	1	<u>GS10 SPL01C PARK LT COLONEL</u>	1	<u>LES07</u>
19	<u>B027C PARK SUPER V</u>	5	<u>GS10 RPA20C PARK SUPER IV</u>	5	<u>SGS10</u>
20	<u>G078C ADPHT PRGM SVCS ADMIN</u>	1	<u>GS09 EEP06P ED PRGM SUPV/EXP</u>	1	<u>SGS10</u>
21	<u>C100C ADPHT RES PROJ COORD</u>	1	<u>GS09 RPA25P PH&T PRGM SUPV/EXP</u>	1	<u>SGS08</u>
22	<u>B042C ENG</u>	1	<u>GS09 SEN01P ENGINEER</u>	1	<u>SPC03</u>
23	<u>G167C KEEP AR BEAUTIFUL DIR</u>	1	<u>GS09 RPA25P PH&T PRGM SUPV/EXP</u>	1	<u>SGS08</u>
24	<u>B021C LIC ARCHITECT</u>	1	<u>GS09 SAS01I ARCHITECT</u>	1	<u>SPC03</u>
25	<u>G095C LODGE MGR</u>	3	<u>GS09 RPA04C LODGE MNGR</u>	3	<u>SGS09</u>
26	<u>B031C PARK SUPER IV</u>	1	<u>GS09 RPA20C PARK SUPER IV</u>	1	<u>SGS10</u>
27	<u>B031C PARK SUPER IV</u>	13	<u>GS09 RPA19C PARK SUPER III</u>	13	<u>SGS09</u>
28	<u>T042C ADPHT CHIEF RANGER</u>	1	<u>GS08 SPL02C PARK MAJOR</u>	1	<u>LES06</u>
29	<u>G105C ADPHT DEV MGR</u>	2	<u>GS08 RPA24P PH&T PRGM COORD</u>	2	<u>SGS06</u>
30	<u>C101C ADPHT WELC CENTER ADM</u>	1	<u>GS08 RTO02C WELC CENTER MNGR</u>	1	<u>SGS06</u>
31	<u>B032C CHIEF PARK PLANNER</u>	1	<u>GS08 RPA15P PARK PLANNER SUPV/EXP</u>	1	<u>SGS07</u>
32	<u>P010C EXHIBITS COORD</u>	1	<u>GS08 RPA25P PH&T PRGM SUPV/EXP</u>	1	<u>SGS08</u>
33	<u>S003C FOOD & BEVERAGE DIR</u>	2	<u>GS08 RRE01C FOOD & BEVERAGE MNGR</u>	2	<u>SGS06</u>
34	<u>S004C MAINT MGR</u>	1	<u>GS08 TCO04P CNSTRCT SUPV/EXP</u>	1	<u>SGS08</u>
35	<u>S004C MAINT MGR</u>	2	<u>GS08 TFM02C FACILITY MNGR</u>	2	<u>SGS07</u>
36	<u>G079C OUTDOOR REC GRANTS PR</u>	1	<u>GS08 FGM04P GRANTS SUPV/EXP</u>	1	<u>SGS06</u>

1	<u>B048C PARK SUPER III</u>	7	<u>GS08 RPA19C PARK SUPER III</u>	7	<u>SGS09</u>
2	<u>B048C PARK SUPER III</u>	17	<u>GS08 RPA18C PARK SUPER II</u>	17	<u>SGS08</u>
3	<u>G165C ADPHT SPCLITY OP MGR</u>	1	<u>GS07 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
4	<u>G165C ADPHT SPCLITY OP MGR</u>	2	<u>GS07 RPA10P PARK COORD</u>	2	<u>SGS05</u>
5	<u>S015C ASST LODGE MGR</u>	3	<u>GS07 RPA01C ASST LODGE MNGR</u>	3	<u>SGS07</u>
6	<u>P016C CURATOR</u>	4	<u>GS07 RMA03I CURATOR</u>	4	<u>SPC01</u>
7	<u>S017C MAINT COORD</u>	1	<u>GS07 PAS04C ADMIN SUPV</u>	1	<u>SGS06</u>
8	<u>S017C MAINT COORD</u>	3	<u>GS07 TMA04P MAINT SUPV/EXP</u>	3	<u>SGS06</u>
9	<u>P030C MUSE EXHB PRGM SPEC</u>	2	<u>GS07 RMA04P EXHIBIT COORD</u>	2	<u>SGS05</u>
10	<u>B075C PARK PLANNER</u>	1	<u>GS07 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
11	<u>B075C PARK PLANNER</u>	6	<u>GS07 RPA14P PARK PLANNER</u>	6	<u>SGS06</u>
12	<u>B071C PARK SUPER II</u>	2	<u>GS07 RPA19C PARK SUPER III</u>	2	<u>SGS09</u>
13	<u>B071C PARK SUPER II</u>	19	<u>GS07 RPA18C PARK SUPER II</u>	19	<u>SGS08</u>
14	<u>B071C PARK SUPER II</u>	6	<u>GS07 RPA17C PARK SUPER I</u>	6	<u>SGS06</u>
15	<u>B071C PARK SUPER II</u>	3	<u>GS07 SPL04C PARK SERGEANT</u>	3	<u>LES04</u>
16	<u>P020C PROD ARTIST</u>	2	<u>GS07 CME03P GRAPHIC ARTIST</u>	2	<u>SGS07</u>
17	<u>P068C RADIO PRODUCER</u>	1	<u>GS07 CME06P PRODUCER</u>	1	<u>SGS07</u>
18	<u>X077C REAL ESTATE OFF</u>	1	<u>GS07 ILP04I REAL ESTATE ANLST</u>	1	<u>SGS06</u>
19	<u>C003C STAD COMM MRKTNG/EVEN</u>	1	<u>GS07 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
20	<u>P025C SUPV OF INTERP PRGMS</u>	1	<u>GS07 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
21	<u>G176C VOL PRGM MGR</u>	1	<u>GS07 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
22	<u>C037C ADMINST ANLST</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
23	<u>P034C ADPHT CONS</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
24	<u>P034C ADPHT CONS</u>	1	<u>GS06 CMA01P MRKTNG COORD</u>	1	<u>SGS05</u>
25	<u>P041C COMM GRAPHIC ARTIST</u>	1	<u>GS06 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
26	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
27	<u>P049C GRAPHIC ARTIST</u>	1	<u>GS06 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
28	<u>P040C HISTAL RSRCHER</u>	1	<u>GS06 RMA02P ARCHIVIST</u>	1	<u>SGS06</u>
29	<u>G206C LODGE SALES DIR</u>	1	<u>GS06 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
30	<u>G206C LODGE SALES DIR</u>	5	<u>GS06 RPA05P LODGE SALES COORD</u>	5	<u>SGS05</u>
31	<u>S033C MAINT SUPV</u>	9	<u>GS06 TMA04P MAINT SUPV/EXP</u>	9	<u>SGS06</u>
32	<u>P028C PARK INTERP II</u>	13	<u>GS06 RPA23P PH&T INTERPRETER II</u>	13	<u>SGS05</u>
33	<u>G205C PARK PRGM SPEC</u>	4	<u>GS06 RPA10P PARK COORD</u>	4	<u>SGS05</u>
34	<u>T056C PARK RANGER II</u>	20	<u>GS06 SPL03P PARK RNGR</u>	20	<u>LES03</u>
35	<u>B085C PARK SUPER I</u>	2	<u>GS06 RPA18C PARK SUPER II</u>	2	<u>SGS08</u>
36	<u>B085C PARK SUPER I</u>	7	<u>GS06 RPA17C PARK SUPER I</u>	7	<u>SGS06</u>

1	<u>B085C PARK SUPER I</u>	3	<u>GS06 RPA21P PARK SUPER TRAINEE</u>	3	<u>SGS05</u>
2	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
3	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 CMA01P MRKTNG COORD</u>	1	<u>SGS05</u>
4	<u>S014C RESTAURANT MGR</u>	4	<u>GS06 TFS04C FOOD SVCS SUPV/EXP</u>	4	<u>SGS05</u>
5	<u>S014C RESTAURANT MGR</u>	1	<u>GS06 RRE02P RESTAURANT SUPV/EXP</u>	1	<u>SGS04</u>
6	<u>S022C SKILLED TRADES SUPV</u>	3	<u>GS06 TST02P LIC TRADES</u>	3	<u>SGS07</u>
7	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
8	<u>S022C SKILLED TRADES SUPV</u>	3	<u>GS06 TST04P SKILL TRADES</u>	3	<u>SGS06</u>
9	<u>C036C ADMINST REV ANLST</u>	1	<u>GS05 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
10	<u>C096C ADPHT OFF MGR III</u>	4	<u>GS05 PAS01P ADMIN ANLST</u>	4	<u>SGS05</u>
11	<u>C096C ADPHT OFF MGR III</u>	3	<u>GS05 PAS02P ADMIN COORD</u>	3	<u>SGS04</u>
12	<u>C027C ADPHT WELC CENTER MGR</u>	7	<u>GS05 RTO03P WELC CENTER SUPV/EXP</u>	7	<u>SGS04</u>
13	<u>S048C ASST RESTAURANT MGR</u>	5	<u>GS05 RRE02P RESTAURANT SUPV/EXP</u>	5	<u>SGS04</u>
14	<u>X129C CNSTRCT INSPCT</u>	3	<u>GS05 IIN01P INSP I</u>	3	<u>SGS04</u>
15	<u>B090C ENG TECH</u>	1	<u>GS05 TAT03I ENGINEERING SPEC</u>	1	<u>SGS05</u>
16	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
17	<u>C047C FRONT DESK SUPV</u>	1	<u>GS05 RPA10P PARK COORD</u>	1	<u>SGS05</u>
18	<u>C047C FRONT DESK SUPV</u>	2	<u>GS05 RPA06P LODGE SUPV/EXP</u>	2	<u>SGS03</u>
19	<u>S049C LODGE HOUSEKEEPING SU</u>	4	<u>GS05 RPA12P PARK HOUSEKEEP SUPV/E</u>	4	<u>SGS03</u>
20	<u>P035C PARK INTERP</u>	29	<u>GS05 RPA23P PH&T INTERPRETER II</u>	29	<u>SGS05</u>
21	<u>T063C PARK RANGER</u>	5	<u>GS05 SPL03P PARK RNGR</u>	5	<u>LES03</u>
22	<u>S031C SKILLED TRADESMAN</u>	15	<u>GS05 TST04P SKILL TRADES</u>	15	<u>SGS06</u>
23	<u>S031C SKILLED TRADESMAN</u>	1	<u>GS05 TMA01P MAINT COORD</u>	1	<u>SGS05</u>
24	<u>S031C SKILLED TRADESMAN</u>	3	<u>GS05 TMA03P MAINT SPEC</u>	3	<u>SGS04</u>
25	<u>C008C STAD COMM OFF MGR</u>	1	<u>GS05 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
26	<u>C056C ADMINST SPEC III</u>	8	<u>GS04 PAS02P ADMIN COORD</u>	8	<u>SGS04</u>
27	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 TST07P TRADES SPEC</u>	1	<u>SGS04</u>
28	<u>S104C ADPHT HOUSEKEEP SUPV</u>	8	<u>GS04 RPA12P PARK HOUSEKEEP SUPV/E</u>	8	<u>SGS03</u>
29	<u>S104C ADPHT HOUSEKEEP SUPV</u>	3	<u>GS04 RPA11P PARK HOUSEKEEP</u>	3	<u>SGS02</u>
30	<u>C039C ADPHT OFF MGR II</u>	2	<u>GS04 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
31	<u>C039C ADPHT OFF MGR II</u>	39	<u>GS04 PAS02P ADMIN COORD</u>	39	<u>SGS04</u>
32	<u>C091C ADPHT WELC CENTER MGR</u>	7	<u>GS04 RTO03P WELC CENTER SUPV/EXP</u>	7	<u>SGS04</u>
33	<u>T079C FCLTY MGR II</u>	14	<u>GS04 TFM03P FACILITY SUPV/EXP</u>	14	<u>SGS05</u>
34	<u>T079C FCLTY MGR II</u>	3	<u>GS04 TFM01P FACILITY COORD</u>	3	<u>SGS04</u>
35	<u>A098C FISCAL SUPP SPEC</u>	1	<u>GS04 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
36	<u>A102C FISCAL SUPP TECH</u>	7	<u>GS04 FFS04P FISC SPRT SPEC</u>	7	<u>SGS04</u>

1	<u>A102C FISCAL SUPP TECH</u>	1	GS04 RPA16P PARK SPEC	1	SGS02
2	<u>S044C FOOD PREP MGR</u>	1	GS04 TFS05P KITCHEN SUPV/EXP	1	SGS03
3	<u>S052C HEAVY EQUIP SPEC</u>	3	GS04 TAT05I HEAVY EQUIP OPERATOR	3	SGS04
4	<u>R036C HR SPEC</u>	3	GS04 HDH07P HR SPEC	3	SGS04
5	<u>S047C LANDSCAPE SUPV</u>	2	GS04 TMA01P MAINT COORD	2	SGS05
6	<u>S046C MAINT TECH</u>	8	GS04 TMA01P MAINT COORD	8	SGS05
7	<u>S046C MAINT TECH</u>	2	GS04 TMA03P MAINT SPEC	2	SGS04
8	<u>S046C MAINT TECH</u>	30	GS04 TST07P TRADES SPEC	30	SGS04
9	<u>S046C MAINT TECH</u>	14	GS04 TMA05P MAINT TECH	14	SGS03
10	<u>S046C MAINT TECH</u>	3	GS04 TGR01P LANDSCAPE COORD	3	SGS02
11	<u>C043C REC MNGMT ANLST</u>	1	GS04 PAS01P ADMIN ANLST	1	SGS05
12	<u>C073C ADMINST SPEC II</u>	2	GS03 PAS02P ADMIN COORD	2	SGS04
13	<u>C073C ADMINST SPEC II</u>	10	GS03 PAS03P ADMIN SPEC	10	SGS02
14	<u>C073C ADMINST SPEC II</u>	1	GS03 RPA16P PARK SPEC	1	SGS02
15	<u>S103C ADPHT HOUSEKEEPER</u>	1	GS03 RPA12P PARK HOUSEKEEP SUPV/E	1	SGS03
16	<u>S103C ADPHT HOUSEKEEPER</u>	14	GS03 RPA11P PARK HOUSEKEEP	14	SGS02
17	<u>C067C ADPHT WELC CENTER ASS</u>	13	GS03 RTO01P TRAVEL CONS	13	SGS02
18	<u>P054C ASST LODGE SALES DIR</u>	3	GS03 RPA05P LODGE SALES COORD	3	SGS05
19	<u>S058C EQUIP MECH</u>	1	GS03 TAT06P MECHANIC	1	SGS06
20	<u>T085C FCLTY MGR I</u>	1	GS03 TFM03P FACILITY SUPV/EXP	1	SGS05
21	<u>T085C FCLTY MGR I</u>	25	GS03 TFM01P FACILITY COORD	25	SGS04
22	<u>T085C FCLTY MGR I</u>	1	GS03 TMA05P MAINT TECH	1	SGS03
23	<u>S056C FOOD PREP SUPV</u>	1	GS03 RPA11P PARK HOUSEKEEP	1	SGS02
24	<u>S057C LANDSCAPE SPEC</u>	5	GS03 TGR01P LANDSCAPE COORD	5	SGS02
25	<u>S059C LODGE COOK</u>	18	GS03 TFS01P COOK	18	SGS01
26	<u>S050C MAINT SPEC</u>	1	GS03 TMA03P MAINT SPEC	1	SGS04
27	<u>S050C MAINT SPEC</u>	6	GS03 TST07P TRADES SPEC	6	SGS04
28	<u>S050C MAINT SPEC</u>	46	GS03 TMA05P MAINT TECH	46	SGS03
29	<u>P056C MUSE PRGM ASST II</u>	2	GS03 RMA11P MUSEUM SPEC	2	SGS02
30	<u>S054C PRINTER</u>	1	GS03 TAT08P PRINTER	1	SGS04
31	<u>C068C RETL SPEC</u>	5	GS03 RPA16P PARK SPEC	5	SGS02
32	<u>T087C SEC OFF</u>	1	GS03 SSE01P SEC GUARD	1	SGS03
33	<u>C086C DESK CLERK</u>	25	GS02 RPA16P PARK SPEC	25	SGS02
34	<u>S068C FOOD PREP COORD</u>	2	GS02 TFS01P COOK	2	SGS01
35	<u>S085C FOOD PREP SPEC</u>	1	GS02 TFS01P COOK	1	SGS01
36	<u>S066C LANDSCAPE TECH</u>	1	GS02 TMA03P MAINT SPEC	1	SGS04

1	<u>S066C LANDSCAPE TECH</u>	4	<u>GS02 TGR01P LANDSCAPE COORD</u>	4	<u>SGS02</u>
2	<u>P064C MUSE PRGM ASST I</u>	4	<u>GS02 RMA11P MUSEUM SPEC</u>	4	<u>SGS02</u>
3	<u>P055C SPCL EVENTS SUPV</u>	1	<u>GS02 RPA16P PARK SPEC</u>	1	<u>SGS02</u>
4	<u>P061C TRAVEL CONS</u>	19	<u>GS02 RTO01P TRAVEL CONS</u>	19	<u>SGS02</u>
5	<u>S089C FOOD PREP TECH</u>	1	<u>GS01 TFS01P COOK</u>	1	<u>SGS01</u>
6	<u>S065C MAINT ASST</u>	29	<u>GS01 TMA05P MAINT TECH</u>	29	<u>SGS03</u>
7	<u>S090C WAITRESS/WAITER</u>	12	<u>GS01 RRE03P SERVER</u>	12	<u>SGS01</u>
8	<u>0870 DAH - ARKANSAS ARTS COUNCIL</u>				
9	<u>G214C GRANTS SPEC</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
10	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
11	<u>0865 DAH - CENTRAL ADMINISTRATION</u>				
12	<u>U020U ADPHT HERI DIV ASST D</u>	1	<u>SE01 EEX27A PH&T DIV DIR</u>	1	<u>EXE01</u>
13	<u>P081C ADPHT MUSE & HERI SRV</u>	1	<u>GS13 RMA05C HERI DEP DIR</u>	1	<u>SPC05</u>
14	<u>P003C ADPHT AGENCY DIR</u>	2	<u>GS11 RMA07C HERI MNGR II</u>	2	<u>SPC04</u>
15	<u>P003C ADPHT AGENCY DIR</u>	6	<u>GS11 RMA06C HERI MNGR I</u>	6	<u>SPC03</u>
16	<u>P006C ADPHT AGENCY ASST DIR</u>	4	<u>GS09 RPA25P PH&T PRGM SUPV/EXP</u>	4	<u>SGS08</u>
17	<u>B045C BIOLOGIST SUPV</u>	2	<u>GS09 SBI02P BIOLOGIST II</u>	2	<u>SPC02</u>
18	<u>B067C ARCHAEOLOGIST</u>	1	<u>GS08 SCN01I ARCHAEOLOGIST</u>	1	<u>SPC01</u>
19	<u>B067C ARCHAEOLOGIST</u>	1	<u>GS08 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
20	<u>P014C MUSE MGR</u>	1	<u>GS08 RMA10I MUSEUM COORD</u>	1	<u>SPC02</u>
21	<u>P015C ADPHT MGR OF HIST PRO</u>	4	<u>GS07 RMA09P HISTORIC PROP COORD</u>	4	<u>SGS05</u>
22	<u>G155C ADPHT PRGM MGR</u>	5	<u>GS07 RPA25P PH&T PRGM SUPV/EXP</u>	5	<u>SGS08</u>
23	<u>G155C ADPHT PRGM MGR</u>	2	<u>GS07 RMA12P MUSEUM SUPV/EXP</u>	2	<u>SGS06</u>
24	<u>G155C ADPHT PRGM MGR</u>	6	<u>GS07 RPA24P PH&T PRGM COORD</u>	6	<u>SGS06</u>
25	<u>G155C ADPHT PRGM MGR</u>	1	<u>GS07 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
26	<u>P018C ARCHIVAL MGR</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
27	<u>P018C ARCHIVAL MGR</u>	4	<u>GS07 RMA02P ARCHIVIST</u>	4	<u>SGS06</u>
28	<u>P018C ARCHIVAL MGR</u>	1	<u>GS07 RMA12P MUSEUM SUPV/EXP</u>	1	<u>SGS06</u>
29	<u>P018C ARCHIVAL MGR</u>	1	<u>GS07 RPA14P PARK PLANNER</u>	1	<u>SGS06</u>
30	<u>B066C BIOLOGIST SPEC</u>	4	<u>GS07 SBI01P BIOLOGIST I</u>	4	<u>SPC01</u>
31	<u>P016C CURATOR</u>	4	<u>GS07 RMA12P MUSEUM SUPV/EXP</u>	4	<u>SGS06</u>
32	<u>P038C HISTORIAN</u>	4	<u>GS07 RMA08P HISTORIAN</u>	4	<u>SGS05</u>
33	<u>G186C ADPHT PRGM COORD</u>	16	<u>GS06 RPA24P PH&T PRGM COORD</u>	16	<u>SGS06</u>
34	<u>P024C ARCHIVIST</u>	3	<u>GS06 RMA01P ARCHIVAL ASST</u>	3	<u>SGS03</u>
35	<u>G171C COORD OF AFRICAN AMER</u>	1	<u>GS06 RPA24P PH&T PRGM COORD</u>	1	<u>SGS06</u>
36	<u>B086C LAND MNGMT SPEC</u>	3	<u>GS06 PEP01P CONS SPEC</u>	3	<u>SGS04</u>

1	<u>E052C LIBRN</u>	1	GS06 ELI01P LIBRARIAN	1	SGS06
2	<u>P037C MUSE INTERP SPEC</u>	1	GS06 RPA24P PH&T PRGM COORD	1	SGS06
3	<u>P037C MUSE INTERP SPEC</u>	1	GS06 RMA04P EXHIBIT COORD	1	SGS05
4	<u>P037C MUSE INTERP SPEC</u>	2	GS06 RPA23P PH&T INTERPRETER II	2	SGS05
5	<u>P029C MUSE PRGMS SPEC</u>	1	GS06 RPA23P PH&T INTERPRETER II	1	SGS05
6	<u>P047C MUSE REGISTRAR</u>	2	GS06 RMA04P EXHIBIT COORD	2	SGS05
7	<u>P036C MUSE STORE MGR</u>	3	GS06 RPA03P GIFT SHOP SUPV/EXP	3	SGS05
8	<u>P036C MUSE STORE MGR</u>	1	GS06 RMA08P HISTORIAN	1	SGS05
9	<u>G204C PLNNG SPEC</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
10	<u>G202C VOL PRGM COORD</u>	1	GS06 RPA24P PH&T PRGM COORD	1	SGS06
11	<u>C036C ADMINST REV ANLST</u>	1	GS05 PAS01P ADMIN ANLST	1	SGS05
12	<u>C022C BUS OP SPEC</u>	1	GS05 FFS04P FISC SPRT SPEC	1	SGS04
13	<u>C056C ADMINST SPEC III</u>	8	GS04 PAS02P ADMIN COORD	8	SGS04
14	<u>P043C ARCHIVAL ASST</u>	12	GS04 RMA01P ARCHIVAL ASST	12	SGS03
15	<u>S046C MAINT TECH</u>	3	GS04 TMA05P MAINT TECH	3	SGS03
16	<u>T072C SEC OFF SUPV</u>	1	GS04 SSE01P SEC GUARD	1	SGS03
17	<u>S050C MAINT SPEC</u>	1	GS03 TMA05P MAINT TECH	1	SGS03
18	<u>P056C MUSE PRGM ASST II</u>	5	GS03 RMA11P MUSEUM SPEC	5	SGS02
19	<u>S065C MAINT ASST</u>	4	GS01 TMA05P MAINT TECH	4	SGS03
20	<u>T091C WATCHMAN</u>	2	GS01 SSE01P SEC GUARD	2	SGS03
21	<u>0315 CAPITOL ZONING COMMISSION</u>				
22	<u>G155C ADPHT PRGM MGR</u>	1	GS07 RPA24P PH&T PRGM COORD	1	SGS06
23	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
24	<u>X106C ADPHT CZDC PLNNG/PRES</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
25	<u>DEPARTMENT OF PUBLIC SAFETY</u>				
26	<u>9913 DEPT OF PUBLIC SAFETY</u>				
27	<u>SC013 SEC OF PUB SAFE</u>	1	SE05 ESE12A SEC OF PUB SAFETY	1	EXE04
28	<u>D145C DPS COS</u>	1	SE02 EEX10A CHIEF OF STAFF II	1	EXE02
29	<u>D103C DPS CIO</u>	1	IT11 IIA02C CIO II	1	IST12
30	<u>D003C STATE SYST ADMIN LEAD</u>	1	IT09 IIS01P IT COORD	1	IST08
31	<u>D012C DB SPEC</u>	1	IT08 IIS11P IT SUPV/EXP	1	IST09
32	<u>D123C DB ADMIN</u>	1	IT08 IIA06C IT MNGR	1	IST10
33	<u>D007C INFO SYST MGR</u>	1	IT08 IIS11P IT SUPV/EXP	1	IST09
34	<u>D035C COMP SUPP MGR</u>	1	IT07 IDM02P DB ANLST	1	IST07
35	<u>D034C DB ADMIN</u>	1	IT07 IIS06P IT INFRA COORD	1	IST08
36	<u>D030C INFO SYST COORD</u>	1	IT07 IIS11P IT SUPV/EXP	1	IST09

1	<u>D030C INFO SYST COORD</u>	2	<u>IT07 IIS04P IT INFRA ANLST</u>	2	<u>IST06</u>
2	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IUS02P USER SPRT COORD</u>	1	<u>IST05</u>
3	<u>D017C INFO SYST SEC SPEC</u>	1	<u>IT07 IIS01P IT COORD</u>	1	<u>IST08</u>
4	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IIE03P IT SEC ANLST II</u>	1	<u>IST07</u>
5	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
6	<u>D025C STATE IT SEC SPEC</u>	1	<u>IT06 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
7	<u>D063C COMP SUPP SPEC</u>	1	<u>IT05 IUS02P USER SPRT COORD</u>	1	<u>IST05</u>
8	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS05P USER SPRT SUPV/EXP</u>	1	<u>IST06</u>
9	<u>D052C SFTWR SUPP ANLST</u>	3	<u>IT05 IUS01P USER SPRT ANLST</u>	3	<u>IST04</u>
10	<u>D056C SYST COORD ANLST</u>	1	<u>IT05 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
11	<u>D065C NET SUPP ANLST</u>	1	<u>IT04 TIW01P INVENTORY COORD</u>	1	<u>SGS04</u>
12	<u>D071C COMP SUPP ANLST</u>	7	<u>IT03 IUS04P USER SPRT SPEC</u>	7	<u>IST02</u>
13	<u>D079C COMP SUPP TECH</u>	2	<u>IT02 IUS04P USER SPRT SPEC</u>	2	<u>IST02</u>
14	<u>D089C INFO TECH ASST</u>	5	<u>IT01 IUS04P USER SPRT SPEC</u>	5	<u>IST02</u>
15	<u>A139C CFO</u>	1	<u>GS15 FAC09C CHIEF FISCAL OFC II</u>	1	<u>SPC10</u>
16	<u>G316C DPS GEN COUNSEL</u>	1	<u>GS15 LAT08C CLC I</u>	1	<u>SPC10</u>
17	<u>G031N ASP GEN COUNSEL</u>	1	<u>GS14 LAT05P ATTY III</u>	1	<u>SPC08</u>
18	<u>B150C DPS RSRCH AND PLNG D</u>	1	<u>GS14 PRQ01C RESEARCH AND PLAN DIR</u>	1	<u>SPC06</u>
19	<u>P002N ADH DIR OF COMMS</u>	1	<u>GS13 CPR02C CHIEF OF COMMS II</u>	1	<u>SPC07</u>
20	<u>A140C DPS CFO</u>	1	<u>GS13 HDH03C HR ADMIN II</u>	1	<u>SPC08</u>
21	<u>A011N DPS FISCAL OFF</u>	1	<u>GS13 FFS01C FISC SPRT ADMIN</u>	1	<u>SGS10</u>
22	<u>A021C AGENCY CONT I</u>	1	<u>GS12 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
23	<u>A031C ASST CONT</u>	2	<u>GS11 FFS05P FISC SPRT SUPV/EXP</u>	2	<u>SGS07</u>
24	<u>G047C ATRNY SPEC</u>	3	<u>GS11 LAT04P ATTY II</u>	3	<u>SPC05</u>
25	<u>N229N DPS CRIME VIC ADMIN</u>	1	<u>GS11 SIA23P PUB SAFETY SUPV/EXP</u>	1	<u>SGS08</u>
26	<u>E079C DPS SPCL PROJS COORD</u>	1	<u>GS11 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
27	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS02P FISC SPRT COORD</u>	1	<u>SGS06</u>
28	<u>G156C DPS PRGM MGR</u>	1	<u>GS10 FFS03C FISC SPRT MNGR</u>	1	<u>SGS09</u>
29	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
30	<u>A050C AGENCY FISCAL MGR</u>	1	<u>GS09 PPR02P PROC COORD</u>	1	<u>SGS07</u>
31	<u>A038C FISCAL SUPP MGR</u>	1	<u>GS09 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
32	<u>G109C GRANTS MGR</u>	1	<u>GS09 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
33	<u>C113C DPS EXEC ASST</u>	1	<u>GS08 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
34	<u>B053C FORENSIC SCIENTIST</u>	1	<u>GS08 SFO03P FORENSIC SCI</u>	1	<u>SPC03</u>
35	<u>R014C PERSONNEL MGR</u>	2	<u>GS08 HDH08P HR SUPV/EXP</u>	2	<u>SGS08</u>
36	<u>R014C PERSONNEL MGR</u>	1	<u>GS08 HDH05P HR COORD</u>	1	<u>SGS07</u>

1	<u>V004C PROC MGR</u>	3	<u>GS08 PPR02P PROC COORD</u>	3	<u>SGS07</u>
2	<u>A041C PRGM FISCAL MGR</u>	1	<u>GS08 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
3	<u>X220C CVRB SEN ELGBLTY SPEC</u>	5	<u>GS07 PPE02P PROG ELIG SPEC I</u>	5	<u>SGS05</u>
4	<u>B052C FORENSIC SPEC</u>	1	<u>GS07 SFO03P FORENSIC SCI</u>	1	<u>SPC03</u>
5	<u>G147C GRANTS COORD</u>	1	<u>GS07 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
6	<u>R022C BENE COORD</u>	1	<u>GS06 HDH07P HR SPEC</u>	1	<u>SGS04</u>
7	<u>A074C FISCAL SUPP SUPV</u>	2	<u>GS06 FFS05P FISC SPPRT SUPV/EXP</u>	2	<u>SGS07</u>
8	<u>R025C HR ANLST</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
9	<u>G179C LEGAL SVCS SPEC</u>	3	<u>GS06 ILS03I LEGAL SPPRT SPEC</u>	3	<u>SGS06</u>
10	<u>A091C FISCAL SUPP ANLST</u>	5	<u>GS05 FFS04P FISC SPPRT SPEC</u>	5	<u>SGS04</u>
11	<u>A091C FISCAL SUPP ANLST</u>	2	<u>GS05 TIW01P INVENTORY COORD</u>	2	<u>SGS04</u>
12	<u>R032C HR PRGM REP</u>	3	<u>GS05 HDH07P HR SPEC</u>	3	<u>SGS04</u>
13	<u>A090C PYRLI SVCS SPEC</u>	1	<u>GS05 HDH07P HR SPEC</u>	1	<u>SGS04</u>
14	<u>A101C ACCNTNG TECH</u>	1	<u>GS04 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
15	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PPE02P PROG ELIG SPEC I</u>	1	<u>SGS05</u>
16	<u>C056C ADMINST SPEC III</u>	2	<u>GS04 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
17	<u>A098C FISCAL SUPP SPEC</u>	6	<u>GS04 FFS04P FISC SPPRT SPEC</u>	6	<u>SGS04</u>
18	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
19	<u>0995 DEPT OF EMERGENCY MANAGEMENT</u>				
20	<u>U013U ADEM DIR</u>	1	<u>SE01 EEX18A EMER MNGMNT DIR</u>	1	<u>EXE01</u>
21	<u>D043C ADEM INFO TECH DIV DI</u>	1	<u>IT08 IIA06C IT MNGR</u>	1	<u>IST10</u>
22	<u>D014C STATE SYST ADMIN</u>	1	<u>IT08 IIS11P IT SUPV/EXP</u>	1	<u>IST09</u>
23	<u>D122C IT PROJ MGR</u>	1	<u>IT07 IIS01P IT COORD</u>	1	<u>IST08</u>
24	<u>D016C SEN TECH ANLST</u>	1	<u>IT06 IUS05P USER SPPRT SUPV/EXP</u>	1	<u>IST06</u>
25	<u>D068C INFO SYST ANLST</u>	2	<u>IT04 IUS04P USER SPPRT SPEC</u>	2	<u>IST02</u>
26	<u>D065C NET SUPP ANLST</u>	2	<u>IT04 IIS04P IT INFRA ANLST</u>	2	<u>IST06</u>
27	<u>D065C NET SUPP ANLST</u>	1	<u>IT04 IUS01P USER SPPRT ANLST</u>	1	<u>IST04</u>
28	<u>D065C NET SUPP ANLST</u>	1	<u>IT04 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
29	<u>D084C COMP OP</u>	1	<u>IT02 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
30	<u>G350C ADEM SEN DEP DIR</u>	1	<u>GS13 SPS05C PUB SAFETY DEP DIR</u>	1	<u>SPC06</u>
31	<u>G055C ADEM DEP DIR</u>	2	<u>GS12 SPS05C PUB SAFETY DEP DIR</u>	2	<u>SPC06</u>
32	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FFS03C FISC SPPRT MNGR</u>	1	<u>SGS09</u>
33	<u>X224C STATE FIRE MARSHALL</u>	1	<u>GS12 SFI05C STATE FIRE MARSHALL</u>	1	<u>SGS09</u>
34	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
35	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
36	<u>G109C GRANTS MGR</u>	2	<u>GS09 FGM03C GRANTS MNGR</u>	2	<u>SGS07</u>

1	<u>G109C GRANTS MGR</u>	1	<u>GS09 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
2	<u>B021C LIC ARCHITECT</u>	1	<u>GS09 SAS01I ARCHITECT</u>	1	<u>SPC03</u>
3	<u>P004C PUB INFO MGR</u>	1	<u>GS09 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
4	<u>G140C ADEM PRGM MGR</u>	6	<u>GS08 SEM04P EMER MNGMNT SUPV/EXP</u>	6	<u>SGS08</u>
5	<u>G140C ADEM PRGM MGR</u>	1	<u>GS08 SEM01P EMER MNGMNT COORD</u>	1	<u>SGS06</u>
6	<u>G140C ADEM PRGM MGR</u>	1	<u>GS08 FGM02P GRANTS COORD</u>	1	<u>SGS05</u>
7	<u>E026C ED & INSTRCTN COORD</u>	2	<u>GS08 SEM01P EMER MNGMNT COORD</u>	2	<u>SGS06</u>
8	<u>V002C FED SURP PROP MGR</u>	1	<u>GS08 FFS03C FISC SPRT MNGR</u>	1	<u>SGS09</u>
9	<u>V002C FED SURP PROP MGR</u>	1	<u>GS08 TIW07P SURPLUS PROP SUPV/EXP</u>	1	<u>SGS06</u>
10	<u>R014C PERSONNEL MGR</u>	1	<u>GS08 HDH05P HR COORD</u>	1	<u>SGS07</u>
11	<u>V004C PROC MGR</u>	1	<u>GS08 PPR02P PROC COORD</u>	1	<u>SGS07</u>
12	<u>G157C ADEM AREA COORD</u>	7	<u>GS07 SEM01P EMER MNGMNT COORD</u>	7	<u>SGS06</u>
13	<u>X227C ADEM FIRE MARSHALL IN</u>	2	<u>GS07 IIN02P INSP II</u>	2	<u>SGS05</u>
14	<u>R024C ASST PERSONNEL MGR</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
15	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
16	<u>A075C FINAN ANLST I</u>	1	<u>GS07 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
17	<u>G147C GRANTS COORD</u>	6	<u>GS07 FGM02P GRANTS COORD</u>	6	<u>SGS05</u>
18	<u>A063C RSRCH & STATS SUPV</u>	1	<u>GS07 TIW07P SURPLUS PROP SUPV/EXP</u>	1	<u>SGS06</u>
19	<u>G175C ADEM PRGM COORD</u>	1	<u>GS06 SEM01P EMER MNGMNT COORD</u>	1	<u>SGS06</u>
20	<u>G175C ADEM PRGM COORD</u>	7	<u>GS06 SEM03P EMER MNGMNT SPEC</u>	7	<u>SGS05</u>
21	<u>C120C ADEM SEN EMER MGMT DU</u>	8	<u>GS06 SEM05P EMER MNGMNT WATCH OFF</u>	8	<u>SGS03</u>
22	<u>R027C BUDGET SPEC</u>	1	<u>GS06 FBU03P BUDGET SPEC</u>	1	<u>SGS05</u>
23	<u>S024C CNSTRCT/MAINT COORD</u>	1	<u>GS06 TCO01P CNSTRCT COORD</u>	1	<u>SGS07</u>
24	<u>G208C EMER PLANNER</u>	5	<u>GS06 SEM03P EMER MNGMNT SPEC</u>	5	<u>SGS05</u>
25	<u>G180C GRANTS ANLST</u>	1	<u>GS06 SEM01P EMER MNGMNT COORD</u>	1	<u>SGS06</u>
26	<u>G180C GRANTS ANLST</u>	1	<u>GS06 SEM03P EMER MNGMNT SPEC</u>	1	<u>SGS05</u>
27	<u>G180C GRANTS ANLST</u>	2	<u>GS06 FGM01P GRANTS ANLST</u>	2	<u>SGS04</u>
28	<u>G214C GRANTS SPEC</u>	1	<u>GS06 FGM04P GRANTS SUPV/EXP</u>	1	<u>SGS06</u>
29	<u>G204C PLNNG SPEC</u>	1	<u>GS06 SEM01P EMER MNGMNT COORD</u>	1	<u>SGS06</u>
30	<u>G204C PLNNG SPEC</u>	1	<u>GS06 FGM01P GRANTS ANLST</u>	1	<u>SGS04</u>
31	<u>T061C SEN IA</u>	1	<u>GS06 SIA10P CRIM INTEL ANLST</u>	1	<u>SGS06</u>
32	<u>D074C TELECOMMS SUPV</u>	1	<u>GS06 SEM04P EMER MNGMNT SUPV/EXP</u>	1	<u>SGS08</u>
33	<u>E046C TRNG INSTRUCTOR</u>	1	<u>GS06 CTR02P TRAINER</u>	1	<u>SGS07</u>
34	<u>C038C ADEM EMER MNGMT DUTY</u>	1	<u>GS05 SEM05P EMER MNGMNT WATCH OFF</u>	1	<u>SGS03</u>
35	<u>S025C BUILDING AND GROUNDS</u>	2	<u>GS05 TMA03P MAINT SPEC</u>	2	<u>SGS04</u>
36	<u>V014C BUYER</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>

1	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 TIW06P SURPLUS PROP AGENT	1	SGS05
2	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
3	<u>A091C FISCAL SUPP ANLST</u>	2	GS05 FFS04P FISC SPPRT SPEC	2	SGS04
4	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 TIW01P INVENTORY COORD	1	SGS04
5	<u>S034C INTERSTATE TRUCK DRIV</u>	3	GS05 TAT11I TRUCK DRIVER	3	SGS06
6	<u>C056C ADMINST SPEC III</u>	5	GS04 PAS02P ADMIN COORD	5	SGS04
7	<u>T079C FCLTY MGR II</u>	1	GS04 TFM02C FACILITY MNGR	1	SGS07
8	<u>A098C FISCAL SUPP SPEC</u>	3	GS04 FFS04P FISC SPPRT SPEC	3	SGS04
9	<u>V021C SURP PROP AGENT</u>	3	GS04 TIW06P SURPLUS PROP AGENT	3	SGS05
10	<u>V019C SURP PROP SPEC</u>	1	GS04 TIW06P SURPLUS PROP AGENT	1	SGS05
11	<u>C073C ADMINST SPEC II</u>	1	GS03 PAS03P ADMIN SPEC	1	SGS02
12	<u>S050C MAINT SPEC</u>	1	GS03 TMA05P MAINT TECH	1	SGS03
13	<u>0990 AR CRIME INFORMATION CENTER</u>				
14	<u>U069U ACIC DIR</u>	1	SE01 EEX15A CRIME INFO DIR	1	EXE01
15	<u>G052C DPS DIV MGR</u>	2	GS11 SPS05C PUB SAFETY DEP DIR	2	SPC06
16	<u>G158C ACIC PRGM MGR</u>	2	GS07 SIA23P PUB SAFETY SUPV/EXP	2	SGS08
17	<u>G158C ACIC PRGM MGR</u>	3	GS07 SIA22P PUB SAFETY COORD	3	SGS06
18	<u>G158C ACIC PRGM MGR</u>	1	GS07 IUS05P USER SPPRT SUPV/EXP	1	IST06
19	<u>X095C QA ANLST</u>	1	GS07 SIA18P INFO SEC OFF	1	SGS04
20	<u>D073C ACIC FLD AGENT</u>	8	GS06 IUS04P USER SPPRT SPEC	8	IST02
21	<u>G192C ACIC PRGM ANLST</u>	5	GS06 SIA22P PUB SAFETY COORD	5	SGS06
22	<u>G192C ACIC PRGM ANLST</u>	3	GS06 PAS03P ADMIN SPEC	3	SGS02
23	<u>C037C ADMINST ANLST</u>	1	GS06 PAS08I EXEC ASST	1	SGS07
24	<u>C037C ADMINST ANLST</u>	1	GS06 PQA01P QA COORD	1	SGS07
25	<u>C056C ADMINST SPEC III</u>	2	GS04 PAS02P ADMIN COORD	2	SGS04
26	<u>X189C AFIS TECH</u>	4	GS04 PAS03P ADMIN SPEC	4	SGS02
27	<u>C073C ADMINST SPEC II</u>	21	GS03 PAS03P ADMIN SPEC	21	SGS02
28	<u>0960 DEPT OF ARKANSAS STATE POLICE</u>				
29	<u>U064U DIR STATE POLICE</u>	1	SE04 EEX04A ASP COLONEL	1	EXE01
30	<u>N057N ASP DEP DIR/LT. COLON</u>	2	SE02 SPO04C ASP LT COLONEL	2	LES12
31	<u>D052C SFTWR SUPP ANLST</u>	1	IT05 IUS04P USER SPPRT SPEC	1	IST02
32	<u>D071C COMP SUPP ANLST</u>	3	IT03 IUS04P USER SPPRT SPEC	3	IST02
33	<u>T001C ASP MAJOR</u>	5	GS14 SPO05C ASP MAJOR	5	LES11
34	<u>T001C ASP MAJOR</u>	1	GS14 SPO01C ASP CAPTAIN	1	LES10
35	<u>T003C ASP CAPTAIN</u>	17	GS13 SPO01C ASP CAPTAIN	17	LES10
36	<u>T003C ASP CAPTAIN</u>	3	GS13 SPO03C ASP LT	3	LES09

1	<u>T003C ASP CAPTAIN</u>	1	<u>GS13 SPO06C ASP SERGEANT</u>	1	<u>LES08</u>
2	<u>T007C ASP LIEUTENANT</u>	27	<u>GS12 SPO03C ASP LT</u>	27	<u>LES09</u>
3	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
4	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 SPO03C ASP LT</u>	1	<u>LES09</u>
5	<u>T011C ASP SERGEANT</u>	73	<u>GS11 SPO06C ASP SERGEANT</u>	73	<u>LES08</u>
6	<u>T009C ASP SPCL OP ADMIN</u>	1	<u>GS11 SFO05P FORENSIC SUPV/EXP</u>	1	<u>SPC05</u>
7	<u>T009C ASP SPCL OP ADMIN</u>	1	<u>GS11 SPS06C PUB SAFETY PRGM MNGR</u>	1	<u>SPC05</u>
8	<u>X011C ASP/CACD INVSTIGTR AD</u>	1	<u>GS11 SIA07C CA PRGM ADMIN</u>	1	<u>SGS09</u>
9	<u>E079C DPS SPCL PROJS COORD</u>	1	<u>GS11 SCM05P LIC PROF COUNSELOR</u>	1	<u>SPC03</u>
10	<u>C002C HIGHWAY SAFE OFF ADMI</u>	1	<u>GS11 SPS06C PUB SAFETY PRGM MNGR</u>	1	<u>SPC05</u>
11	<u>P067C ASP PUB INFO OFF</u>	1	<u>GS10 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
12	<u>T024C ASP/CACD HOTLINE ADMI</u>	1	<u>GS10 SIA07C CA PRGM ADMIN</u>	1	<u>SGS09</u>
13	<u>G156C DPS PRGM MGR</u>	1	<u>GS10 SIA23P PUB SAFETY SUPV/EXP</u>	1	<u>SGS08</u>
14	<u>C109C ASP CACD AREA MGR</u>	11	<u>GS09 SIA05P CA INVEST SUPV/EXP</u>	11	<u>SGS07</u>
15	<u>T022C ASP CORPORAL</u>	279	<u>GS09 SPO02P ASP CORPORAL</u>	279	<u>LES07</u>
16	<u>T022C ASP CORPORAL</u>	86	<u>GS09 SPO08P ASP TROOPER 1ST CLASS</u>	86	<u>LES06</u>
17	<u>T022C ASP CORPORAL</u>	166	<u>GS09 SPO07P ASP TROOPER</u>	166	<u>LES05</u>
18	<u>S005C AVIATION MGR</u>	1	<u>GS09 PAV01P AVIATION MNGR</u>	1	<u>SPC07</u>
19	<u>R019C BUDGET MGR</u>	1	<u>GS09 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
20	<u>C110C DPS FLEET ADMIN</u>	3	<u>GS09 TAT04P FLEET COORD</u>	3	<u>SGS09</u>
21	<u>G109C GRANTS MGR</u>	1	<u>GS09 FGM03C GRANTS MNGR</u>	1	<u>SGS07</u>
22	<u>G086C DPS PRGM COORD</u>	2	<u>GS08 SIA22P PUB SAFETY COORD</u>	2	<u>SGS06</u>
23	<u>S004C MAINT MGR</u>	1	<u>GS08 TFM02C FACILITY MNGR</u>	1	<u>SGS07</u>
24	<u>S004C MAINT MGR</u>	1	<u>GS08 TAT07P MECHANIC SUPV/EXP</u>	1	<u>SGS07</u>
25	<u>M018C PRGM ELGBLTY COORD II</u>	1	<u>GS08 PPE04P PROG ELIG SUPV/EXP</u>	1	<u>SGS07</u>
26	<u>A041C PRGM FISCAL MGR</u>	1	<u>GS08 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
27	<u>X108C ASP DL/CDL COORD</u>	1	<u>GS07 SIA14P DL COORD</u>	1	<u>SGS06</u>
28	<u>X108C ASP DL/CDL COORD</u>	1	<u>GS07 PQA03P QA SPEC</u>	1	<u>SGS06</u>
29	<u>X108C ASP DL/CDL COORD</u>	3	<u>GS07 SIA16P DL SUPV/EXP</u>	3	<u>SGS05</u>
30	<u>X090C ASP/CACD SEN INVEST</u>	73	<u>GS07 SIA06P CHILD ABUSE INVEST</u>	73	<u>SGS06</u>
31	<u>S115C AUTO BODY REPAIR TECH</u>	1	<u>GS07 TAT06P MECHANIC</u>	1	<u>SGS06</u>
32	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
33	<u>G147C GRANTS COORD</u>	3	<u>GS07 FGM02P GRANTS COORD</u>	3	<u>SGS05</u>
34	<u>T044C IA SUPV</u>	1	<u>GS07 SIA11P CRIM INTEL SUPV/EXP</u>	1	<u>SGS07</u>
35	<u>S017C MAINT COORD</u>	1	<u>GS07 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
36	<u>P013C PUB INFO COORD</u>	1	<u>GS07 CPR08P PUB INFO SUPV/EXP</u>	1	<u>SGS08</u>

1	<u>X095C QA ANLST</u>	1 GS07 SIA22P PUB SAFETY COORD	1 SGS06
2	<u>X095C QA ANLST</u>	1 GS07 PQA03P QA SPEC	1 SGS06
3	<u>C037C ADMINST ANLST</u>	1 GS06 HDH05P HR COORD	1 SGS07
4	<u>C037C ADMINST ANLST</u>	1 GS06 PPE04P PROG ELIG SUPV/EXP	1 SGS07
5	<u>C037C ADMINST ANLST</u>	6 GS06 PAS01P ADMIN ANLST	6 SGS05
6	<u>C037C ADMINST ANLST</u>	1 GS06 PAS02P ADMIN COORD	1 SGS04
7	<u>C037C ADMINST ANLST</u>	3 GS06 PAS10P LICENSING SPEC	3 SGS02
8	<u>X219C ASP DL EXAM SUPV</u>	2 GS06 SIA16P DL SUPV/EXP	2 SGS05
9	<u>T046C ASP/CACD HOTLINE SUPV</u>	5 GS06 SIA08P CA PRGM SUPV/EXP	5 SGS05
10	<u>S020C AVIATION TECH</u>	1 GS06 SIA13P DISPATCHER SUPV/EXP	1 SGS06
11	<u>S024C CNSTRCT/MAINT COORD</u>	3 GS06 TMA04P MAINT SUPV/EXP	3 SGS06
12	<u>G191C HWY SAFE PRGM SPEC</u>	3 GS06 SIA22P PUB SAFETY COORD	3 SGS06
13	<u>R025C HR ANLST</u>	1 GS06 HDH05P HR COORD	1 SGS07
14	<u>P027C PUB INFO SPEC</u>	1 GS06 CPR07P PUB INFO SPEC	1 SGS06
15	<u>T061C SEN IA</u>	4 GS06 SIA10P CRIM INTEL ANLST	4 SGS06
16	<u>D074C TELECOMMS SUPV</u>	12 GS06 SIA13P DISPATCHER SUPV/EXP	12 SGS06
17	<u>D074C TELECOMMS SUPV</u>	1 GS06 SIA12P DISPATCHER	1 SGS05
18	<u>A091C FISCAL SUPP ANLST</u>	1 GS05 PAS10P LICENSING SPEC	1 SGS02
19	<u>C054C LO ADMINST SPEC</u>	1 GS05 PAS01P ADMIN ANLST	1 SGS05
20	<u>C054C LO ADMINST SPEC</u>	1 GS05 SIA12P DISPATCHER	1 SGS05
21	<u>C054C LO ADMINST SPEC</u>	1 GS05 PPE02P PROG ELIG SPEC I	1 SGS05
22	<u>C054C LO ADMINST SPEC</u>	20 GS05 PAS02P ADMIN COORD	20 SGS04
23	<u>D081C TELECOMMS SPEC</u>	71 GS05 SIA12P DISPATCHER	71 SGS05
24	<u>C056C ADMINST SPEC III</u>	7 GS04 PAS02P ADMIN COORD	7 SGS04
25	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS10P LICENSING SPEC	1 SGS02
26	<u>X189C AFIS TECH</u>	1 GS04 IIV03P INVEST II	1 SGS05
27	<u>X189C AFIS TECH</u>	7 GS04 SIA17P FINGERPRINT TECH	7 SGS04
28	<u>T102C ASP CACD SR. HOTLINE</u>	35 GS04 SIA04P CA HOTLINE REP	35 SGS04
29	<u>X179C ASP COMM DL EXAM</u>	13 GS04 SIA01P CDL EXAM	13 SGS06
30	<u>X179C ASP COMM DL EXAM</u>	6 GS04 SIA15P DL EXAM	6 SGS04
31	<u>X182C ASP DRIVERS LICENSE E</u>	39 GS04 SIA15P DL EXAM	39 SGS04
32	<u>X160C ASP USED MTR VEH INSP</u>	1 GS04 SIA01P CDL EXAM	1 SGS06
33	<u>X160C ASP USED MTR VEH INSP</u>	1 GS04 IIN02P INSP II	1 SGS05
34	<u>X160C ASP USED MTR VEH INSP</u>	6 GS04 IIV03P INVEST II	6 SGS05
35	<u>S053C AUTO/DIESEL MECH</u>	1 GS04 TAT06P MECHANIC	1 SGS06
36	<u>S044C FOOD PREP MGR</u>	1 GS04 TFS04C FOOD SVCS SUPV/EXP	1 SGS05

1	<u>R036C HR SPEC</u>	1	<u>GS04 HDH07P HR SPEC</u>	1	<u>SGS04</u>
2	<u>C043C REC MNGMT ANLST</u>	3	<u>GS04 PAS01P ADMIN ANLST</u>	3	<u>SGS05</u>
3	<u>C073C ADMINST SPEC II</u>	3	<u>GS03 PAS02P ADMIN COORD</u>	3	<u>SGS04</u>
4	<u>C073C ADMINST SPEC II</u>	4	<u>GS03 PAS03P ADMIN SPEC</u>	4	<u>SGS02</u>
5	<u>C073C ADMINST SPEC II</u>	14	<u>GS03 PAS10P LICENSING SPEC</u>	14	<u>SGS02</u>
6	<u>X161C ASP INVSTIGTR SPEC</u>	1	<u>GS03 IIV02P INVEST I</u>	1	<u>SGS04</u>
7	<u>C087C ADMINST SPEC I</u>	3	<u>GS02 PAS03P ADMIN SPEC</u>	3	<u>SGS02</u>
8	<u>C087C ADMINST SPEC I</u>	7	<u>GS02 PAS10P LICENSING SPEC</u>	7	<u>SGS02</u>
9	<u>C080C CRED ASST</u>	1	<u>GS02 PAS10P LICENSING SPEC</u>	1	<u>SGS02</u>
10	<u>X178C FINGERPRINT TECH</u>	2	<u>GS02 SIA17P FINGERPRINT TECH</u>	2	<u>SGS04</u>
11	<u>0955 STATE CRIME LABORATORY</u>				
12	<u>U094U CRIME LAB EXEC DIR</u>	1	<u>SE02 SPS05C PUB SAFETY DEP DIR</u>	1	<u>SPC06</u>
13	<u>L001N CRIME LAB DIR MED EXA</u>	1	<u>MP10 SFO01C CHIEF MED EXAM</u>	1	<u>MED16</u>
14	<u>L004N CRIME LAB ASSOC MED E</u>	1	<u>MP09 MPH01C DEP MED EXAM</u>	1	<u>MED15</u>
15	<u>L004N CRIME LAB ASSOC MED E</u>	7	<u>MP09 SFO02C CRIME LAB MED EXAM</u>	7	<u>MED14</u>
16	<u>U093U CRIME LAB ASST DIR</u>	1	<u>GS13 SPS05C PUB SAFETY DEP DIR</u>	1	<u>SPC06</u>
17	<u>B019C FORENSIC ADMIN</u>	15	<u>GS11 SFO05P FORENSIC SUPV/EXP</u>	15	<u>SPC05</u>
18	<u>B053C FORENSIC SCIENTIST</u>	87	<u>GS08 SFO03P FORENSIC SCI</u>	87	<u>SPC03</u>
19	<u>B053C FORENSIC SCIENTIST</u>	2	<u>GS08 SFO06P FORENSIC TECH</u>	2	<u>SGS05</u>
20	<u>B137C CRIME LAB PRGM COORD</u>	2	<u>GS07 SFO04P FORENSIC SPEC</u>	2	<u>SPC01</u>
21	<u>B073C FORENSIC TECH SUPV</u>	2	<u>GS06 SLA03P LAB SUPV/EXP</u>	2	<u>SPC03</u>
22	<u>B073C FORENSIC TECH SUPV</u>	1	<u>GS06 SLA06P LAB TECH III</u>	1	<u>SGS08</u>
23	<u>B073C FORENSIC TECH SUPV</u>	1	<u>GS06 SFO06P FORENSIC TECH</u>	1	<u>SGS05</u>
24	<u>B094C FORENSIC TECH</u>	33	<u>GS05 SFO06P FORENSIC TECH</u>	33	<u>SGS05</u>
25	<u>C056C ADMINST SPEC III</u>	3	<u>GS04 SFO06P FORENSIC TECH</u>	3	<u>SGS05</u>
26	<u>B111C LAB TECH</u>	3	<u>GS04 SFO06P FORENSIC TECH</u>	3	<u>SGS05</u>
27	<u>S046C MAINT TECH</u>	1	<u>GS04 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
28	<u>C073C ADMINST SPEC II</u>	2	<u>GS03 SFO06P FORENSIC TECH</u>	2	<u>SGS05</u>
29	<u>C073C ADMINST SPEC II</u>	2	<u>GS03 PAS03P ADMIN SPEC</u>	2	<u>SGS02</u>
30	<u>0950 LAW ENFORCEMENT STANDARDS/TRNG</u>				
31	<u>N252N CLEST DIR</u>	1	<u>SE01 SPS01C CLEST DIR</u>	1	<u>LES11</u>
32	<u>T128C CLEST DEP DIR</u>	2	<u>GS13 SPS05C PUB SAFETY DEP DIR</u>	2	<u>SPC06</u>
33	<u>T025C CLEST SUPV</u>	4	<u>GS10 SPS04P LAW ENFORCE TRNG SUPV</u>	4	<u>LES06</u>
34	<u>T029C CLEST SEN AGENT</u>	11	<u>GS09 SPS07P SR LAW ENFRMNT TRNG</u>	11	<u>LES05</u>
35	<u>T029C CLEST SEN AGENT</u>	4	<u>GS09 SPS03P LAW ENFRMNT TRNG OFF</u>	4	<u>LES04</u>
36	<u>G301C DPS LESO PRGM COORD</u>	1	<u>GS09 SIA22P PUB SAFETY COORD</u>	1	<u>SGS06</u>

1	<u>X026C CRIM DET FACLTS COORD</u>	1	<u>GS08 SIA09P CRIM DET FACLTS COORD</u>	1	<u>SGS09</u>
2	<u>E026C ED & INSTRCTN COORD</u>	2	<u>GS08 CTR02P TRAINER</u>	2	<u>SGS07</u>
3	<u>T100C ASP TROOPER</u>	1	<u>GS07 ILS03I LEGAL SPRT SPEC</u>	1	<u>SGS06</u>
4	<u>E048C ED & INSTRCTN SPEC</u>	1	<u>GS07 EEP05P ED PRGM SPEC</u>	1	<u>SGS06</u>
5	<u>S033C MAINT SUPV</u>	1	<u>GS06 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
6	<u>C056C ADMINST SPEC III</u>	6	<u>GS04 PAS02P ADMIN COORD</u>	6	<u>SGS04</u>
7	<u>S053C AUTO/DIESEL MECH</u>	1	<u>GS04 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
8	<u>S044C FOOD PREP MGR</u>	1	<u>GS04 TFS04C FOOD SVCS SUPV/EXP</u>	1	<u>SGS05</u>
9	<u>C073C ADMINST SPEC II</u>	6	<u>GS03 PAS03P ADMIN SPEC</u>	6	<u>SGS02</u>
10	<u>S056C FOOD PREP SUPV</u>	2	<u>GS03 TFS05P KITCHEN SUPV/EXP</u>	2	<u>SGS03</u>
11	<u>T084C PUB SAFE SEC OFF</u>	5	<u>GS03 SSE01P SEC GUARD</u>	5	<u>SGS03</u>
12	<u>DEPARTMENT OF TRANSFORMATION & SHARED SERVICES</u>				
13	<u>9914 DEPT OF TRANSFORM & SHARED SVC</u>				
14	<u>SC014 SEC OF TSS</u>	1	<u>SE05 ESE14A SEC OF TSS</u>	1	<u>EXE04</u>
15	<u>U061U TSS COS</u>	1	<u>SE03 EEX10A CHIEF OF STAFF II</u>	1	<u>EXE02</u>
16	<u>N036N TSS EBD DIR</u>	1	<u>SE02 EEX45A STATE EMP BENE DIR</u>	1	<u>EXE02</u>
17	<u>N032N TSS OPM DIR</u>	1	<u>SE02 EEX48A STATE PRSNL DIR</u>	1	<u>EXE02</u>
18	<u>N031N TSS OSP DIR</u>	1	<u>SE02 EEX49A STATE PROC DIR</u>	1	<u>EXE02</u>
19	<u>G293C TSS CHIEF GEN COUNSEL</u>	1	<u>SE01 LAT08C CLC I</u>	1	<u>SPC10</u>
20	<u>D012N TSS DEP ADMIN</u>	1	<u>SE01 HSP02C STATE PRSNL ASST ADM</u>	1	<u>SPC09</u>
21	<u>L038C RN</u>	1	<u>MP01 PSS06P TSS PRGM SUPV/EXP</u>	1	<u>SGS10</u>
22	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IIA05C IT DIV MNGR</u>	1	<u>IST12</u>
23	<u>D136C TSS IT PROJ MGR DIR</u>	1	<u>IT10 PSS06P TSS PRGM SUPV/EXP</u>	1	<u>SGS10</u>
24	<u>D141C TSS ERP SYS MGR</u>	1	<u>IT09 LAT04P ATTY II</u>	1	<u>SPC05</u>
25	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>
26	<u>R052C TSS STWD PRGM COORD</u>	1	<u>IT07 IAS06C APP SUPV/EXP</u>	1	<u>IST10</u>
27	<u>D033C DFA ERP ANLST</u>	5	<u>IT06 IAS03P APP COORD</u>	5	<u>IST09</u>
28	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IUS02P USER SPRT COORD</u>	1	<u>IST05</u>
29	<u>D027C SFTWR ENG</u>	2	<u>IT06 IIS04P IT INFRA ANLST</u>	2	<u>IST06</u>
30	<u>D142C TSS ERP ANLST</u>	1	<u>IT06 IAS03P APP COORD</u>	1	<u>IST09</u>
31	<u>R052C TSS STWD PRGM COORD</u>	1	<u>IT06 IAS02P APP ANLST II</u>	1	<u>IST08</u>
32	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS04P USER SPRT SPEC</u>	1	<u>IST02</u>
33	<u>R003C TSS ASST EBD ADMIN</u>	1	<u>GS15 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>
34	<u>R001C TSS ASST PERSONNEL AD</u>	2	<u>GS15 HSP02C STATE PRSNL ASST ADM</u>	2	<u>SPC09</u>
35	<u>V001C TSS ASST PROC ADMIN</u>	1	<u>GS15 LAT06C ATTY IV</u>	1	<u>SPC09</u>
36	<u>V001C TSS ASST PROC ADMIN</u>	1	<u>GS15 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>

1	<u>A132C TSS BUS SVCS ADMIN</u>	1	<u>GS15 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>
2	<u>G306C TSS CHIEF ADMINST OFF</u>	1	<u>GS15 LAT06C ATTY IV</u>	1	<u>SPC09</u>
3	<u>N207N TSS CHIEF PRIVACY OFF</u>	1	<u>GS15 LAT05P ATTY III</u>	1	<u>SPC08</u>
4	<u>G307C TSS LEGAL COUNSEL</u>	1	<u>GS15 FAC09C CHIEF FISCAL OFC II</u>	1	<u>SPC10</u>
5	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
6	<u>R051C TSS STWD PRGM MGR</u>	1	<u>GS13 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>
7	<u>R051C TSS STWD PRGM MGR</u>	1	<u>GS13 PSS05C TSS PRGM MNGR</u>	1	<u>SPC07</u>
8	<u>R051C TSS STWD PRGM MGR</u>	1	<u>GS13 FAC06C ASST CONTROLLER</u>	1	<u>SPC05</u>
9	<u>R051C TSS STWD PRGM MGR</u>	1	<u>GS13 HDH02C HR ADMIN I</u>	1	<u>SPC05</u>
10	<u>R051C TSS STWD PRGM MGR</u>	1	<u>GS13 HSP03P STATE PRSNL COORD</u>	1	<u>SPC05</u>
11	<u>V038C TSS IT PROC ADMIN</u>	1	<u>GS12 PPR03C PROC MNGR</u>	1	<u>SGS10</u>
12	<u>V003C TSS PROC DIV MGR</u>	1	<u>GS12 TIW05C MRKTNG & REDISTR MNGR</u>	1	<u>SGS09</u>
13	<u>V003C TSS PROC DIV MGR</u>	1	<u>GS12 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
14	<u>A031C ASST CONT</u>	1	<u>GS11 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
15	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
16	<u>R052C TSS STWD PRGM COORD</u>	3	<u>GS11 HSP05P STATE PRSNL SUPV/EXP</u>	3	<u>SPC06</u>
17	<u>R052C TSS STWD PRGM COORD</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
18	<u>R052C TSS STWD PRGM COORD</u>	9	<u>GS11 HSP03P STATE PRSNL COORD</u>	9	<u>SPC05</u>
19	<u>R052C TSS STWD PRGM COORD</u>	1	<u>GS11 PSP02C STATE PROC MNGR</u>	1	<u>SPC04</u>
20	<u>R052C TSS STWD PRGM COORD</u>	1	<u>GS11 HSB04P STATE BENE SUPV/EXP</u>	1	<u>SGS10</u>
21	<u>R052C TSS STWD PRGM COORD</u>	1	<u>GS11 PSS06P TSS PRGM SUPV/EXP</u>	1	<u>SGS10</u>
22	<u>R052C TSS STWD PRGM COORD</u>	1	<u>GS11 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
23	<u>R052C TSS STWD PRGM COORD</u>	1	<u>GS11 IDN02P DATA ANLST SUPV/EXP</u>	1	<u>IST09</u>
24	<u>G036C TSS DIV MGR</u>	1	<u>GS10 PSS04P TSS PRGM COORD</u>	1	<u>SGS07</u>
25	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS09 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
26	<u>P004C PUB INFO MGR</u>	1	<u>GS09 HSP03P STATE PRSNL COORD</u>	1	<u>SPC05</u>
27	<u>X038C QA MGR</u>	1	<u>GS09 PQA02C QA MNGR</u>	1	<u>SGS09</u>
28	<u>V034C TSS STWD PROC COORD</u>	6	<u>GS09 PSP01P STATE PROC COORD</u>	6	<u>SPC03</u>
29	<u>V034C TSS STWD PROC COORD</u>	1	<u>GS09 PSP03P STATE PROC SPEC</u>	1	<u>SPC01</u>
30	<u>R053C TSS STWD PRGM SPEC</u>	1	<u>GS09 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>
31	<u>R053C TSS STWD PRGM SPEC</u>	1	<u>GS09 HSP05P STATE PRSNL SUPV/EXP</u>	1	<u>SPC06</u>
32	<u>R053C TSS STWD PRGM SPEC</u>	5	<u>GS09 HSP03P STATE PRSNL COORD</u>	5	<u>SPC05</u>
33	<u>R053C TSS STWD PRGM SPEC</u>	1	<u>GS09 HSP04P STATE PRSNL SPEC</u>	1	<u>SPC01</u>
34	<u>R053C TSS STWD PRGM SPEC</u>	1	<u>GS09 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
35	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
36	<u>X062C QA COORD</u>	1	<u>GS08 PQA01P QA COORD</u>	1	<u>SGS07</u>

1	<u>R028C TSS STWD PYRLI SYS SP</u>	2	<u>GS08 HSP03P STATE PRSNNL COORD</u>	2	<u>SPC05</u>
2	<u>R028C TSS STWD PYRLI SYS SP</u>	1	<u>GS08 IDN01P DATA ANLST</u>	1	<u>IST07</u>
3	<u>V035C TSS STWD PROC SPEC</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
4	<u>V035C TSS STWD PROC SPEC</u>	14	<u>GS08 PSP03P STATE PROC SPEC</u>	14	<u>SPC01</u>
5	<u>V035C TSS STWD PROC SPEC</u>	1	<u>GS08 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
6	<u>V042C TSS SURP PROP SUPV</u>	1	<u>GS08 TIW07P SURPLUS PROP SUPV/EXP</u>	1	<u>SGS06</u>
7	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
8	<u>P013C PUB INFO COORD</u>	2	<u>GS07 CPR05P PUB INFO COORD</u>	2	<u>SGS07</u>
9	<u>R018C TSS EBD PRGM SUPV</u>	3	<u>GS07 HSB01P STATE BENE ANLST</u>	3	<u>SGS06</u>
10	<u>V035C TSS STWD PROC SPEC</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
11	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
12	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
13	<u>R022C BENE COORD</u>	1	<u>GS06 HSB01P STATE BENE ANLST</u>	1	<u>SGS06</u>
14	<u>A074C FISCAL SUPP SUPV</u>	1	<u>GS06 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
15	<u>R025C HR ANLST</u>	1	<u>GS06 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
16	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 HSB01P STATE BENE ANLST</u>	1	<u>SGS06</u>
17	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
18	<u>B076C RSRCH PROJ ANLST</u>	5	<u>GS06 FFS04P FISC SPRT SPEC</u>	5	<u>SGS04</u>
19	<u>D070C TSS ACCOUNTS SPEC</u>	1	<u>GS06 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
20	<u>V040C TSS BUYER</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
21	<u>V040C TSS BUYER</u>	1	<u>GS06 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
22	<u>R034C TSS EBD BENE SPEC</u>	8	<u>GS06 HSB01P STATE BENE ANLST</u>	8	<u>SGS06</u>
23	<u>R034C TSS EBD BENE SPEC</u>	1	<u>GS06 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
24	<u>V035C TSS STWD PROC SPEC</u>	1	<u>GS06 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
25	<u>V041C TSS SURP PROP AGENT</u>	8	<u>GS06 TIW06P SURPLUS PROP AGENT</u>	8	<u>SGS05</u>
26	<u>R033C BENE ANLST</u>	14	<u>GS05 HSB01P STATE BENE ANLST</u>	14	<u>SGS06</u>
27	<u>A091C FISCAL SUPP ANLST</u>	1	<u>GS05 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
28	<u>C057C ADMIN SUPP SPEC</u>	1	<u>GS04 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
29	<u>C056C ADMINST SPEC III</u>	4	<u>GS04 PAS02P ADMIN COORD</u>	4	<u>SGS04</u>
30	<u>V021C SURP PROP AGENT</u>	2	<u>GS04 TIW06P SURPLUS PROP AGENT</u>	2	<u>SGS05</u>
31	<u>V021C SURP PROP AGENT</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
32	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
33	<u>0615 TSS - DIV BUILDING AUTHORITY</u>				
34	<u>U052U TSS ABA DIR</u>	1	<u>SE02 EEX41A STATE BLDG AUTH DIR</u>	1	<u>EXE02</u>
35	<u>B003N TSS STATE ARCHITECT</u>	1	<u>GS14 SAS02C MANAGING ARCHITECT</u>	1	<u>SPC09</u>
36	<u>B002N TSS STATE ENG</u>	1	<u>GS14 SEN02P ENGINEER SUPV/EXP</u>	1	<u>SPC06</u>

1	<u>U080U TSS ABA DEP DIR</u>	1	<u>GS13 PSS05C TSS PRGM MNGR</u>	1	<u>SPC07</u>
2	<u>B023C ENG, P.E.</u>	1	<u>GS11 SEN05P PROF ENGINEER</u>	1	<u>SPC05</u>
3	<u>G036C TSS DIV MGR</u>	2	<u>GS10 PSS04P TSS PRGM COORD</u>	2	<u>SGS07</u>
4	<u>R019C BUDGET MGR</u>	1	<u>GS09 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
5	<u>B042C ENG</u>	2	<u>GS09 SEN01P ENGINEER</u>	2	<u>SPC03</u>
6	<u>B021C LIC ARCHITECT</u>	2	<u>GS09 SAS01I ARCHITECT</u>	2	<u>SPC03</u>
7	<u>S107C TSS BUILDING OP ASST</u>	1	<u>GS09 TFM02C FACILITY MNGR</u>	1	<u>SGS07</u>
8	<u>S094C ADC CNSTRCT/MAINT COO</u>	1	<u>GS08 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
9	<u>S004C MAINT MGR</u>	4	<u>GS08 TFM02C FACILITY MNGR</u>	4	<u>SGS07</u>
10	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
11	<u>S106C LIC TRADESMAN</u>	1	<u>GS07 TST02P LIC TRADES</u>	1	<u>SGS07</u>
12	<u>S106C LIC TRADESMAN</u>	1	<u>GS07 TMA04P MAINT SUPV/EXP</u>	1	<u>SGS06</u>
13	<u>S106C LIC TRADESMAN</u>	1	<u>GS07 TST04P SKILL TRADES</u>	1	<u>SGS06</u>
14	<u>S017C MAINT COORD</u>	7	<u>GS07 TMA04P MAINT SUPV/EXP</u>	7	<u>SGS06</u>
15	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
16	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
17	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TST05P SKILL TRADES SUPV/EXP</u>	1	<u>SGS07</u>
18	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 TST04P SKILL TRADES</u>	1	<u>SGS06</u>
19	<u>S022C SKILLED TRADES SUPV</u>	1	<u>GS06 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
20	<u>S013C TSS BLDNG/PRGM SUPV</u>	1	<u>GS06 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
21	<u>S013C TSS BLDNG/PRGM SUPV</u>	1	<u>GS06 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
22	<u>A088C ASSETS COORD</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
23	<u>V014C BUYER</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
24	<u>X129C CNSTRCT INSPCT</u>	3	<u>GS05 IIN01P INSP I</u>	3	<u>SGS04</u>
25	<u>B090C ENG TECH</u>	1	<u>GS05 SEN01P ENGINEER</u>	1	<u>SPC03</u>
26	<u>S031C SKILLED TRADESMAN</u>	3	<u>GS05 TST02P LIC TRADES</u>	3	<u>SGS07</u>
27	<u>S031C SKILLED TRADESMAN</u>	1	<u>GS05 TMA03P MAINT SPEC</u>	1	<u>SGS04</u>
28	<u>S037C TSS BUILDING MAINT SP</u>	9	<u>GS05 TMA03P MAINT SPEC</u>	9	<u>SGS04</u>
29	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
30	<u>S046C MAINT TECH</u>	1	<u>GS04 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
31	<u>X153C REAL ESTATE ANLST</u>	2	<u>GS04 ILP04I REAL ESTATE ANLST</u>	2	<u>SGS06</u>
32	<u>X153C REAL ESTATE ANLST</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
33	<u>S065C MAINT ASST</u>	1	<u>GS01 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
34	<u>0472 AR GEOGRAPHIC INFO SYST OFC</u>				
35	<u>D149C STATE GEO INFO SYM OF</u>	1	<u>IT12 EEX52A TSS GEO INFO OFF</u>	1	<u>EXE02</u>
36	<u>D007N TSS STATE GEO INFO OF</u>	1	<u>IT10 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>

1	<u>D008C TSS GIS LEAD</u>	1	<u>IT08 IGI03P STATE GIS ANLST</u>	1	<u>IST07</u>
2	<u>D029C SEN GIS ANLST</u>	4	<u>IT07 IGI03P STATE GIS ANLST</u>	4	<u>IST07</u>
3	<u>D040C GIS ANLST</u>	1	<u>IT06 IGI03P STATE GIS ANLST</u>	1	<u>IST07</u>
4	<u>D023C TSS STATE SYST SPEC</u>	1	<u>IT06 IGI03P STATE GIS ANLST</u>	1	<u>IST07</u>
5	<u>B016N TSS LAND SURVEY STATE</u>	1	<u>GS12 SAS03C STATE SURVEYOR</u>	1	<u>SPC05</u>
6	<u>B074C SURVYR</u>	1	<u>GS09 SAS04I SURVEYOR</u>	1	<u>SPC03</u>
7	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
8	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
9	<u>0470 DEPT OF INFORMATION SYSTEMS</u>				
10	<u>U060U TSS DIS DIR</u>	1	<u>SE04 EEX42A STATE CIO</u>	1	<u>EXE03</u>
11	<u>U073U TSS DIS DEP DIR</u>	1	<u>SE03 EEX44A STATE DEP CIO</u>	1	<u>EXE01</u>
12	<u>N013N TSS COO</u>	1	<u>SE02 PSS05C TSS PRGM MNGR</u>	1	<u>SPC07</u>
13	<u>D003N TSS STATE CHIEF SEC O</u>	1	<u>SE02 ISI02C STATE IT SEC OFF</u>	1	<u>IST15</u>
14	<u>N206N TSS CHIEF DATA OFF</u>	1	<u>IT12 ISI01C STATE CHIEF DATA OFF</u>	1	<u>IST15</u>
15	<u>D002N STATE DB ADMIN LEAD</u>	1	<u>IT11 IIA04C IT ADMIN</u>	1	<u>IST12</u>
16	<u>D127C TSS CHIEF OF TECH</u>	1	<u>IT11 IIE05C IT SEC MNGR</u>	1	<u>IST09</u>
17	<u>D135C TSS DATA SCIENTIST</u>	1	<u>IT11 IDN03P DATA SCI</u>	1	<u>IST08</u>
18	<u>D128C TSS DIV ADMIN</u>	1	<u>IT11 PSS02C TSS DIV ADMIN</u>	1	<u>SPC08</u>
19	<u>D128C TSS DIV ADMIN</u>	4	<u>IT11 IIA04C IT ADMIN</u>	4	<u>IST12</u>
20	<u>D134C TSS ENTR ARCHITECT</u>	1	<u>IT11 IIP03P IT SR PROJ MNGR</u>	1	<u>IST10</u>
21	<u>D132C TSS ENTR CLOUD ARCHIT</u>	1	<u>IT11 IIS05C IT INFRA ARCHITECT</u>	1	<u>IST11</u>
22	<u>D133C TSS ENTR CLOUD ENG</u>	1	<u>IT11 IIS05C IT INFRA ARCHITECT</u>	1	<u>IST11</u>
23	<u>D131C TSS ENTR CLOUD STRATE</u>	1	<u>IT11 IIA04C IT ADMIN</u>	1	<u>IST12</u>
24	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IDA01C DATA ARCHITECT</u>	1	<u>IST13</u>
25	<u>D006N STATE SYST ARCHITECT</u>	2	<u>IT10 IIS07C IT INFRA ENGINEER</u>	2	<u>IST10</u>
26	<u>D138C TSS DATA CENTER MGR</u>	1	<u>IT10 IIS06P IT INFRA COORD</u>	1	<u>IST08</u>
27	<u>D010C TSS DATA WRHS LEAD</u>	1	<u>IT10 IIE06P IT SEC SUPV</u>	1	<u>IST08</u>
28	<u>D137C TSS NET ARCHITECT</u>	1	<u>IT10 IIS05C IT INFRA ARCHITECT</u>	1	<u>IST11</u>
29	<u>D009C TSS OP CENTER MGR</u>	1	<u>IT10 IIE06P IT SEC SUPV</u>	1	<u>IST08</u>
30	<u>D001C STATE DB ADMIN</u>	1	<u>IT09 PSS06P TSS PRGM SUPV/EXP</u>	1	<u>SGS10</u>
31	<u>D001C STATE DB ADMIN</u>	1	<u>IT09 IIA04C IT ADMIN</u>	1	<u>IST12</u>
32	<u>D001C STATE DB ADMIN</u>	1	<u>IT09 IIS11P IT SUPV/EXP</u>	1	<u>IST09</u>
33	<u>D003C STATE SYST ADMIN LEAD</u>	1	<u>IT09 IIS07C IT INFRA ENGINEER</u>	1	<u>IST10</u>
34	<u>D003C STATE SYST ADMIN LEAD</u>	1	<u>IT09 IIS10C IT INFRA SUPV/EXP</u>	1	<u>IST10</u>
35	<u>D139C TSS DATA ENG</u>	1	<u>IT09 IDN03P DATA SCI</u>	1	<u>IST08</u>
36	<u>D130C TSS DIS RECOVERY MGR</u>	1	<u>IT09 IIS10C IT INFRA SUPV/EXP</u>	1	<u>IST10</u>

1	<u>D125C TSS SR. STATE SERVER</u>	1	IT09	IIS07C	IT INFRA ENGINEER	1	IST10
2	<u>D005C TSS STATE IT SEC ANLS</u>	1	IT09	IIS07C	IT INFRA ENGINEER	1	IST10
3	<u>D005C TSS STATE IT SEC ANLS</u>	1	IT09	IIE04C	IT SEC EXP	1	IST10
4	<u>D005C TSS STATE IT SEC ANLS</u>	1	IT09	IIE03P	IT SEC ANLST II	1	IST07
5	<u>D123C DB ADMIN</u>	1	IT08	IIS07C	IT INFRA ENGINEER	1	IST10
6	<u>D123C DB ADMIN</u>	1	IT08	IDM01P	DB ADMIN	1	IST09
7	<u>D123C DB ADMIN</u>	2	IT08	IIS11P	IT SUPV/EXP	2	IST09
8	<u>D123C DB ADMIN</u>	1	IT08	IIP02P	IT PROJ MNGR	1	IST08
9	<u>D123C DB ADMIN</u>	1	IT08	IDM02P	DB ANLST	1	IST07
10	<u>D007C INFO SYST MGR</u>	1	IT08	IDN02P	DATA ANLST SUPV/EXP	1	IST09
11	<u>D007C INFO SYST MGR</u>	1	IT08	IIP02P	IT PROJ MNGR	1	IST08
12	<u>D006C SFTWR ENG LEAD</u>	1	IT08	IIS07C	IT INFRA ENGINEER	1	IST10
13	<u>D006C SFTWR ENG LEAD</u>	1	IT08	IIE04C	IT SEC EXP	1	IST10
14	<u>D006C SFTWR ENG LEAD</u>	1	IT08	IUS05P	USER SPRT SUPV/EXP	1	IST06
15	<u>D014C STATE SYST ADMIN</u>	1	IT08	IIE04C	IT SEC EXP	1	IST10
16	<u>D014C STATE SYST ADMIN</u>	1	IT08	IIS06P	IT INFRA COORD	1	IST08
17	<u>D014C STATE SYST ADMIN</u>	1	IT08	IIP02P	IT PROJ MNGR	1	IST08
18	<u>V039C TSS IT SOURCING PROJ</u>	1	IT08	PSS06P	TSS PRGM SUPV/EXP	1	SGS10
19	<u>V039C TSS IT SOURCING PROJ</u>	1	IT08	IIS07C	IT INFRA ENGINEER	1	IST10
20	<u>D004C TSS STATE NET SUPP LE</u>	1	IT08	IIS07C	IT INFRA ENGINEER	1	IST10
21	<u>D004C TSS STATE NET SUPP LE</u>	1	IT08	IIS10C	IT INFRA SUPV/EXP	1	IST10
22	<u>D004C TSS STATE NET SUPP LE</u>	1	IT08	IIE03P	IT SEC ANLST II	1	IST07
23	<u>D122C IT PROJ MGR</u>	1	IT07	IIS06P	IT INFRA COORD	1	IST08
24	<u>D029C SEN GIS ANLST</u>	1	IT07	IIS06P	IT INFRA COORD	1	IST08
25	<u>D028C SEN SFTWR SUPP SPEC</u>	1	IT07	IIE04C	IT SEC EXP	1	IST10
26	<u>D015C STATE NET ENG</u>	1	IT07	IAS03P	APP COORD	1	IST09
27	<u>D015C STATE NET ENG</u>	1	IT07	IIS11P	IT SUPV/EXP	1	IST09
28	<u>D015C STATE NET ENG</u>	1	IT07	IIP02P	IT PROJ MNGR	1	IST08
29	<u>D015C STATE NET ENG</u>	1	IT07	IIP01P	IT PROJ COORD	1	IST06
30	<u>D042C DATA WRHS SPEC</u>	1	IT06	IDN03P	DATA SCI	1	IST08
31	<u>D042C DATA WRHS SPEC</u>	3	IT06	IIS04P	IT INFRA ANLST	3	IST06
32	<u>D042C DATA WRHS SPEC</u>	1	IT06	IUS01P	USER SPRT ANLST	1	IST04
33	<u>D038C SEN SFTWR SUPP ANLST</u>	1	IT06	IAS02P	APP ANLST II	1	IST08
34	<u>D038C SEN SFTWR SUPP ANLST</u>	1	IT06	IIS04P	IT INFRA ANLST	1	IST06
35	<u>D027C SFTWR ENG</u>	1	IT06	IAS02P	APP ANLST II	1	IST08
36	<u>D027C SFTWR ENG</u>	3	IT06	IAS04P	APP DEVELOPER I	3	IST06

1	<u>D027C SFTWR ENG</u>	2	IT06 IIS04P IT INFRA ANLST	2	IST06
2	<u>D025C STATE IT SEC SPEC</u>	2	IT06 IIE03P IT SEC ANLST II	2	IST07
3	<u>D025C STATE IT SEC SPEC</u>	2	IT06 IIS04P IT INFRA ANLST	2	IST06
4	<u>D025C STATE IT SEC SPEC</u>	4	IT06 IIE02P IT SEC ANLST I	4	IST06
5	<u>D022C SYST SPEC</u>	1	IT06 IDN03P DATA SCI	1	IST08
6	<u>D049C TSS PROJ MGR</u>	1	IT06 PAS08I EXEC ASST	1	SGS07
7	<u>D049C TSS PROJ MGR</u>	1	IT06 IIS04P IT INFRA ANLST	1	IST06
8	<u>D049C TSS PROJ MGR</u>	1	IT06 IIP01P IT PROJ COORD	1	IST06
9	<u>D026C TSS STATE HELP DESK L</u>	1	IT06 IIS07C IT INFRA ENGINEER	1	IST10
10	<u>D024C TSS STATE NET SPEC</u>	2	IT06 CTR01P CHANGE MNGMNT ANLST	2	SGS08
11	<u>D024C TSS STATE NET SPEC</u>	15	IT06 IIS04P IT INFRA ANLST	15	IST06
12	<u>D024C TSS STATE NET SPEC</u>	1	IT06 IIS03P IT DIS RECV SPEC	1	IST05
13	<u>D024C TSS STATE NET SPEC</u>	1	IT06 IUS02P USER SPPRT COORD	1	IST05
14	<u>D023C TSS STATE SYST SPEC</u>	2	IT06 IAS02P APP ANLST II	2	IST08
15	<u>D023C TSS STATE SYST SPEC</u>	2	IT06 IDN03P DATA SCI	2	IST08
16	<u>D023C TSS STATE SYST SPEC</u>	2	IT06 IDN01P DATA ANLST	2	IST07
17	<u>D023C TSS STATE SYST SPEC</u>	1	IT06 IIS04P IT INFRA ANLST	1	IST06
18	<u>D023C TSS STATE SYST SPEC</u>	1	IT06 IIP01P IT PROJ COORD	1	IST06
19	<u>D023C TSS STATE SYST SPEC</u>	2	IT06 IIS03P IT DIS RECV SPEC	2	IST05
20	<u>D023C TSS STATE SYST SPEC</u>	2	IT06 IUS01P USER SPPRT ANLST	2	IST04
21	<u>D063C COMP SUPP SPEC</u>	1	IT05 PAS05I CALL CENTER SPEC	1	SGS02
22	<u>D063C COMP SUPP SPEC</u>	1	IT05 IIE03P IT SEC ANLST II	1	IST07
23	<u>D063C COMP SUPP SPEC</u>	10	IT05 IIS04P IT INFRA ANLST	10	IST06
24	<u>D063C COMP SUPP SPEC</u>	1	IT05 IDM03P DB SPEC	1	IST05
25	<u>D063C COMP SUPP SPEC</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
26	<u>D045C TSS STATE SYST ANLST</u>	1	IT05 IIS06P IT INFRA COORD	1	IST08
27	<u>D045C TSS STATE SYST ANLST</u>	2	IT05 IIS04P IT INFRA ANLST	2	IST06
28	<u>D045C TSS STATE SYST ANLST</u>	1	IT05 IUS05P USER SPPRT SUPV/EXP	1	IST06
29	<u>D045C TSS STATE SYST ANLST</u>	7	IT05 IUS01P USER SPPRT ANLST	7	IST04
30	<u>D058C COMP OP COORD</u>	1	IT04 IUS01P USER SPPRT ANLST	1	IST04
31	<u>D032C TSS IT ASSET MGR</u>	1	IT04 TIW02P INVENTORY MNGR	1	SGS06
32	<u>D071C COMP SUPP ANLST</u>	1	IT03 IUS02P USER SPPRT COORD	1	IST05
33	<u>D071C COMP SUPP ANLST</u>	4	IT03 IUS04P USER SPPRT SPEC	4	IST02
34	<u>D069C TSS SCHEDULER</u>	1	IT03 IUS04P USER SPPRT SPEC	1	IST02
35	<u>D046C TSS STATE PROD CONT S</u>	1	IT03 IUS02P USER SPPRT COORD	1	IST05
36	<u>D046C TSS STATE PROD CONT S</u>	1	IT03 IUS04P USER SPPRT SPEC	1	IST02

1	<u>D084C COMP OP</u>	6	<u>IT02 IUS04P USER SPPRT SPEC</u>	6	<u>IST02</u>
2	<u>A132C TSS BUS SVCS ADMIN</u>	1	<u>GS15 PSS06P TSS PRGM SUPV/EXP</u>	1	<u>SGS10</u>
3	<u>A010C AGENCY CONT II</u>	1	<u>GS13 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
4	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
5	<u>D096C TSS EEF SR SYS ADMIN</u>	1	<u>GS12 IIP01P IT PROJ COORD</u>	1	<u>IST06</u>
6	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 PPR05P PROC SUPV/EXP</u>	1	<u>SGS08</u>
7	<u>D031C TSS DIS RECOVERY ANLS</u>	1	<u>GS10 IIS02P IT DIS RECV ANLST</u>	1	<u>IST08</u>
8	<u>G069C TSS QA LEAD</u>	1	<u>GS10 PQA01P QA COORD</u>	1	<u>SGS07</u>
9	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
10	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
11	<u>P004C PUB INFO MGR</u>	1	<u>GS09 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
12	<u>A029C TSS FISCAL MGR</u>	1	<u>GS09 FFS05P FISC SPPRT SUPV/EXP</u>	1	<u>SGS07</u>
13	<u>G098C TSS QA COORD</u>	1	<u>GS09 PQA01P QA COORD</u>	1	<u>SGS07</u>
14	<u>A068C TSS BILLING SVCS MGR</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
15	<u>D041C TSS TECH ACCOUNTS SPE</u>	1	<u>GS08 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
16	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
17	<u>D053C TSS ACCOUNT ANLST</u>	1	<u>GS07 IUS01P USER SPPRT ANLST</u>	1	<u>IST04</u>
18	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
19	<u>C037C ADMINST ANLST</u>	1	<u>GS06 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
20	<u>D070C TSS ACCOUNTS SPEC</u>	1	<u>GS06 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
21	<u>A048C TSS RATE ANLST</u>	1	<u>GS06 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
22	<u>A091C FISCAL SUPP ANLST</u>	6	<u>GS05 FFS04P FISC SPPRT SPEC</u>	6	<u>SGS04</u>
23	<u>D077C HELP DESK SPEC</u>	4	<u>GS05 PAS05I CALL CENTER SPEC</u>	4	<u>SGS02</u>
24	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
25	<u>V025C WRHS SPEC</u>	1	<u>GS04 TIW03P INVENTORY SPEC</u>	1	<u>SGS03</u>
26	<u>C073C ADMINST SPEC II</u>	1	<u>GS03 PAS03P ADMIN SPEC</u>	1	<u>SGS02</u>
27	<u>C073C ADMINST SPEC II</u>	2	<u>GS03 IUS04P USER SPPRT SPEC</u>	2	<u>IST02</u>
28	<u>DEPARTMENT OF VETERANS AFFAIRS</u>				
29	<u>9915 DEPT OF VETERANS AFFAIRS</u>				
30	<u>SC015 SEC OF VETS AFFRS</u>	1	<u>SE05 ESE15A SEC OF VETS AFFRS</u>	1	<u>EXE04</u>
31	<u>U008U ADVA DIR</u>	1	<u>SE02 EEX09A CHIEF OF STAFF I</u>	1	<u>EXE01</u>
32	<u>L018N NURSE PRACTITIONER</u>	1	<u>MP04 MNU04P NURSE PRACTITIONER</u>	1	<u>MED08</u>
33	<u>L002C NRSNG DIR</u>	2	<u>MP04 MNU05C NRSNG ADMIN</u>	2	<u>MED08</u>
34	<u>L009C NURSE MGR</u>	1	<u>MP03 MNU07C RN MNGR</u>	1	<u>MED07</u>
35	<u>L019C RN COORD</u>	1	<u>MP02 MNU08P RN SUPV/EXP</u>	1	<u>MED06</u>
36	<u>L027C RN SUPV</u>	1	<u>MP02 MNU08P RN SUPV/EXP</u>	1	<u>MED06</u>

1	<u>L032C RN - HOSP</u>	18 MP01 MNU06P RN	18 MED05
2	<u>D022N IT SEN PROJ MGR</u>	1 IT09 IIA01C CIO I	1 IST10
3	<u>D079C COMP SUPP TECH</u>	1 IT02 IUS04P USER SPPRT SPEC	1 IST02
4	<u>N197N NRSNG HOME DIV DIR</u>	1 GS15 MHA03C NRSNG HOME DIR	1 SPC09
5	<u>G039N ADVA ASST DIR</u>	1 GS14 MHA01C NRSNG HOME ADMIN	1 SPC08
6	<u>L026N ADVA STATE VETS HOME</u>	1 GS14 MHA01C NRSNG HOME ADMIN	1 SPC08
7	<u>L026N ADVA STATE VETS HOME</u>	1 GS14 HDH02C HR ADMIN I	1 SPC05
8	<u>A133C ADVA CFO</u>	1 GS13 FAC08C CHIEF FISCAL OFC I	1 SPC09
9	<u>G318C ADVA DIV DIR</u>	1 GS13 PVC02C CEMETERY SRVC ADMIN	1 SGS12
10	<u>G318C ADVA DIV DIR</u>	1 GS13 PVS01C VETS SRVC ADMIN	1 SGS12
11	<u>L111C ADVA NRSNG HOME ASST</u>	2 GS12 MHA02C NRSNG HOME ASST ADMIN	2 SPC06
12	<u>A027C ACCNTNG OP MGR</u>	1 GS11 FAC05P ACCT SUPV/EXP	1 SPC04
13	<u>X223C ADVA QA ADMIN</u>	1 GS11 CPR03C GOV AFFRS SPEC	1 SPC05
14	<u>V036C AGENCY PROC ADMIN</u>	1 GS10 FAC03P ACCT COORD	1 SPC03
15	<u>M009C LIC CERT SOCIAL WRKR</u>	1 GS09 SCM04P LIC MASTER SOC WORKER	1 SPC02
16	<u>M009C LIC CERT SOCIAL WRKR</u>	1 GS09 SCM06P LIC SOC WORKER	1 SPC01
17	<u>M009C LIC CERT SOCIAL WRKR</u>	1 GS09 PQA01P QA COORD	1 SGS07
18	<u>P004C PUB INFO MGR</u>	1 GS09 CPR06C PUB INFO MNGR	1 SGS09
19	<u>X038C QA MGR</u>	1 GS09 PQA01P QA COORD	1 SGS07
20	<u>A082C ACCOUNTANT II</u>	1 GS08 FFS02P FISC SPPRT COORD	1 SGS06
21	<u>S003C FOOD & BEVERAGE DIR</u>	2 GS08 RRE01C FOOD & BEVERAGE MNGR	2 SGS06
22	<u>S004C MAINT MGR</u>	1 GS08 FFS02P FISC SPPRT COORD	1 SGS06
23	<u>R014C PERSONNEL MGR</u>	1 GS08 HDH08P HR SUPV/EXP	1 SGS08
24	<u>V004C PROC MGR</u>	1 GS08 PPR05P PROC SUPV/EXP	1 SGS08
25	<u>A041C PRGM FISCAL MGR</u>	1 GS08 FFS02P FISC SPPRT COORD	1 SGS06
26	<u>X062C QA COORD</u>	1 GS08 PVS03P VETS SRVC OFF SUPV/EX	1 SGS08
27	<u>G237C ADVA CEMETERY MGR</u>	2 GS07 PVC01C CEMETERY MNGR	2 SGS07
28	<u>G253C ADVA SERV OFF</u>	11 GS07 PVS02P VETS SRVC OFF	11 SGS07
29	<u>U009U ADVA VETS CHILD WELFA</u>	1 GS07 PVS02P VETS SRVC OFF	1 SGS07
30	<u>R024C ASST PERSONNEL MGR</u>	1 GS07 HDH05P HR COORD	1 SGS07
31	<u>G159C DEPT BUS COORD</u>	1 GS07 FFS02P FISC SPPRT COORD	1 SGS06
32	<u>G159C DEPT BUS COORD</u>	1 GS07 PRC05P RES CRE SUPV/EXP	1 SGS04
33	<u>P065C DEV SPEC</u>	1 GS07 CPR07P PUB INFO SPEC	1 SGS06
34	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PAS08I EXEC ASST	1 SGS07
35	<u>S017C MAINT COORD</u>	2 GS07 TMA04P MAINT SUPV/EXP	2 SGS06
36	<u>C037C ADMINST ANLST</u>	1 GS06 PAS01P ADMIN ANLST	1 SGS05

1	<u>L069C LPN</u>	1	GS06 MNU02P LPN SUPV/EXP	1	MED03
2	<u>L069C LPN</u>	39	GS06 MNU01P LPN	39	MED02
3	<u>S033C MAINT SUPV</u>	2	GS06 TMA04P MAINT SUPV/EXP	2	SGS06
4	<u>C022C BUS OP SPEC</u>	1	GS05 PAS02P ADMIN COORD	1	SGS04
5	<u>V014C BUYER</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
6	<u>A091C FISCAL SUPP ANLST</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
7	<u>R032C HR PRGM REP</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
8	<u>R032C HR PRGM REP</u>	3	GS05 HDH07P HR SPEC	3	SGS04
9	<u>M065C REC ACTIVITY SUPV</u>	2	GS05 PRC05P RES CRE SUPV/EXP	2	SGS04
10	<u>V018C WRHS MGR</u>	1	GS05 PPR04P PROC SPEC	1	SGS05
11	<u>C056C ADMINST SPEC III</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
12	<u>S044C FOOD PREP MGR</u>	1	GS04 TFS05P KITCHEN SUPV/EXP	1	SGS03
13	<u>R036C HR SPEC</u>	1	GS04 PAS02P ADMIN COORD	1	SGS04
14	<u>S046C MAINT TECH</u>	9	GS04 TMA05P MAINT TECH	9	SGS03
15	<u>C073C ADMINST SPEC II</u>	1	GS03 TMA05P MAINT TECH	1	SGS03
16	<u>C073C ADMINST SPEC II</u>	3	GS03 PAS03P ADMIN SPEC	3	SGS02
17	<u>L082C CERT NRSNG ASST</u>	146	GS03 THT01I CNA	146	SGS03
18	<u>S056C FOOD PREP SUPV</u>	3	GS03 TFS05P KITCHEN SUPV/EXP	3	SGS03
19	<u>S050C MAINT SPEC</u>	2	GS03 TMA05P MAINT TECH	2	SGS03
20	<u>C087C ADMINST SPEC I</u>	1	GS02 PAS03P ADMIN SPEC	1	SGS02
21	<u>S085C FOOD PREP SPEC</u>	7	GS02 TFS01P COOK	7	SGS01
22	<u>S084C INST SVCS SUPV</u>	1	GS02 TMA05P MAINT TECH	1	SGS03
23	<u>S089C FOOD PREP TECH</u>	2	GS01 TFS01P COOK	2	SGS01
24	<u>NON-CABINET AGENCIES</u>				
25	<u>0516 EDUCATIONAL TELEVISION DIV</u>				
26	<u>U032U AR PBS DIR</u>	1	SE02 EEX03A AR PBS DIR	1	EXE02
27	<u>U087U AR PBS ASSOC DIR</u>	1	SE01 PPB01C AR PBS DEP DIR	1	SPC09
28	<u>D007C INFO SYST MGR</u>	1	IT08 IIA06C IT MNGR	1	IST10
29	<u>D054C COMP SUPP COORD</u>	1	IT05 IIS09P IT INFRA SPEC	1	IST04
30	<u>D061C INFO SYST COORD SPEC</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
31	<u>D056C SYST COORD ANLST</u>	2	IT05 IIS09P IT INFRA SPEC	2	IST04
32	<u>D056C SYST COORD ANLST</u>	1	IT05 IUS01P USER SPPRT ANLST	1	IST04
33	<u>D036C AR PBS WEBSITE COORD</u>	1	IT04 IAS08I WEBSITE SPEC	1	IST05
34	<u>D068C INFO SYST ANLST</u>	1	IT04 CME05P MEDIA TECH	1	SGS04
35	<u>D066C DIG BROADCAST SPEC</u>	8	IT03 CME05P MEDIA TECH	8	SGS04
36	<u>D083C DIG BROADCAST TECH</u>	2	IT02 CME05P MEDIA TECH	2	SGS04

1	<u>A013N AR PBS ADMIN. & FINAN</u>	1	<u>GS13 FAC08C CHIEF FISCAL OFC I</u>	1	<u>SPC09</u>
2	<u>B007N AR PBS ENG DIR</u>	1	<u>GS13 PPB02C AR PBS DIV DIR</u>	1	<u>SPC05</u>
3	<u>E070C AR PBS HEAD OF AUDIEN</u>	1	<u>GS13 PPB02C AR PBS DIV DIR</u>	1	<u>SPC05</u>
4	<u>A021C AGENCY CONT I</u>	1	<u>GS12 FAC10C CONTROLLER</u>	1	<u>SPC06</u>
5	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
6	<u>E003C AR PBS ED DIR</u>	1	<u>GS11 EEP02C ED PRGM ADMIN</u>	1	<u>SPC07</u>
7	<u>E002C AR PBS MKT & ENGAGE D</u>	1	<u>GS11 CMA02C MRKTNG DIR</u>	1	<u>SPC05</u>
8	<u>S002C AR PBS OP DIR</u>	1	<u>GS11 PPB02C AR PBS DIV DIR</u>	1	<u>SPC05</u>
9	<u>P001C AR PBS PROD DIR</u>	1	<u>GS11 PPB02C AR PBS DIV DIR</u>	1	<u>SPC05</u>
10	<u>E001C AR PBS PROG DIR</u>	1	<u>GS11 PPB02C AR PBS DIV DIR</u>	1	<u>SPC05</u>
11	<u>G076C ADMINST SVCS MGR</u>	1	<u>GS10 HDH06C HR MNGR</u>	1	<u>SPC04</u>
12	<u>E063C AR PBS EXTERNAL REL D</u>	1	<u>GS10 PPB02C AR PBS DIV DIR</u>	1	<u>SPC05</u>
13	<u>E013C ED PRGM MGR</u>	1	<u>GS10 EEP06P ED PRGM SUPV/EXP</u>	1	<u>SGS10</u>
14	<u>B018C SEN BROADCAST ENG</u>	2	<u>GS10 PPB02C AR PBS DIV DIR</u>	2	<u>SPC05</u>
15	<u>B018C SEN BROADCAST ENG</u>	1	<u>GS10 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
16	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
17	<u>P007C AR PBS CHIEF POST PRO</u>	1	<u>GS09 CME01P BROADCAST EDITOR</u>	1	<u>SGS07</u>
18	<u>E022C ED & INSTRCTN MGR</u>	1	<u>GS09 EEP06P ED PRGM SUPV/EXP</u>	1	<u>SGS10</u>
19	<u>E022C ED & INSTRCTN MGR</u>	1	<u>GS09 CME06P PRODUCER</u>	1	<u>SGS07</u>
20	<u>P004C PUB INFO MGR</u>	1	<u>GS09 EEP06P ED PRGM SUPV/EXP</u>	1	<u>SGS10</u>
21	<u>E026C ED & INSTRCTN COORD</u>	4	<u>GS08 EEP05P ED PRGM SPEC</u>	4	<u>SGS06</u>
22	<u>E031C ED PRGM COORD</u>	1	<u>GS08 EEP03P ED PRGM COORD</u>	1	<u>SGS07</u>
23	<u>R014C PERSONNEL MGR</u>	1	<u>GS08 HDH05P HR COORD</u>	1	<u>SGS07</u>
24	<u>V007C PROC COORD</u>	1	<u>GS08 PPR02P PROC COORD</u>	1	<u>SGS07</u>
25	<u>P009C TELEVISION PROD MGR</u>	1	<u>GS08 CME01P BROADCAST EDITOR</u>	1	<u>SGS07</u>
26	<u>P009C TELEVISION PROD MGR</u>	3	<u>GS08 CME06P PRODUCER</u>	3	<u>SGS07</u>
27	<u>A089C ACCOUNTANT I</u>	1	<u>GS07 FAC01P ACCOUNTANT I</u>	1	<u>SPC01</u>
28	<u>E048C ED & INSTRCTN SPEC</u>	2	<u>GS07 EEP05P ED PRGM SPEC</u>	2	<u>SGS06</u>
29	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
30	<u>P013C PUB INFO COORD</u>	1	<u>GS07 CMA03P MRKTNG SPEC</u>	1	<u>SGS04</u>
31	<u>P012C TELEVISION PRODUCER</u>	12	<u>GS07 CME06P PRODUCER</u>	12	<u>SGS07</u>
32	<u>P012C TELEVISION PRODUCER</u>	1	<u>GS07 CMA03P MRKTNG SPEC</u>	1	<u>SGS04</u>
33	<u>P008C TELEVISION PRGM MGR</u>	1	<u>GS07 CME06P PRODUCER</u>	1	<u>SGS07</u>
34	<u>C037C ADMINST ANLST</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
35	<u>P023C BROADCAST PROM SPEC</u>	1	<u>GS06 CME03P GRAPHIC ARTIST</u>	1	<u>SGS07</u>
36	<u>P023C BROADCAST PROM SPEC</u>	1	<u>GS06 CME04P MEDIA SPEC</u>	1	<u>SGS05</u>

1	<u>R025C HR ANLST</u>	1	<u>GS06 HDH05P HR COORD</u>	1	<u>SGS07</u>
2	<u>P027C PUB INFO SPEC</u>	2	<u>GS06 CMA03P MRKTNG SPEC</u>	2	<u>SGS04</u>
3	<u>P017C TELEVISION PROD COORD</u>	2	<u>GS06 CME04P MEDIA SPEC</u>	2	<u>SGS05</u>
4	<u>S039C TELEVISION PRGM SPEC</u>	2	<u>GS06 CME04P MEDIA SPEC</u>	2	<u>SGS05</u>
5	<u>P042C BROADCAST PROD SPEC</u>	6	<u>GS05 CME04P MEDIA SPEC</u>	6	<u>SGS05</u>
6	<u>C022C BUS OP SPEC</u>	2	<u>GS05 FFS04P FISC SPPRT SPEC</u>	2	<u>SGS04</u>
7	<u>C056C ADMINST SPEC III</u>	2	<u>GS04 PAS02P ADMIN COORD</u>	2	<u>SGS04</u>
8	<u>S046C MAINT TECH</u>	1	<u>GS04 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
9	<u>0450 AR PUBLIC SERVICE COMMISSION</u>				
10	<u>U005U PSC CHAIRMAN</u>	1	<u>SE03 EEX31A PSC CHAIR</u>	1	<u>EXE02</u>
11	<u>U004U PSC COMM</u>	2	<u>SE01 EEX32A PSC COMMER</u>	2	<u>EXE02</u>
12	<u>U050U PSC DIR</u>	1	<u>SE01 EEX33A PSC DIR</u>	1	<u>EXE01</u>
13	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIS11P IT SUPV/EXP</u>	1	<u>IST09</u>
14	<u>D030C INFO SYST COORD</u>	2	<u>IT07 IIS04P IT INFRA ANLST</u>	2	<u>IST06</u>
15	<u>D054C COMP SUPP COORD</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
16	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
17	<u>G003N PSC CHIEF ALJ</u>	1	<u>GS15 LAT07C CHIEF ADMIN LAW JUDGE</u>	1	<u>SPC09</u>
18	<u>B145C DIR OF ENG</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
19	<u>G011N PSC ALJ</u>	1	<u>GS14 LAT06C ATTY IV</u>	1	<u>SPC09</u>
20	<u>G011N PSC ALJ</u>	3	<u>GS14 LAT01C ADMIN LAW JUDGE</u>	3	<u>SPC08</u>
21	<u>G006N PSC CHIEF COUNSEL</u>	1	<u>GS14 LAT06C ATTY IV</u>	1	<u>SPC09</u>
22	<u>G343C PSC COS</u>	1	<u>GS14 EEX09A CHIEF OF STAFF I</u>	1	<u>EXE01</u>
23	<u>X001C PSC DIR OF ELECTRIC U</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
24	<u>N043N PSC DIR OF FINAN ANAL</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
25	<u>N248N PSC DIR OF PIPELINE S</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
26	<u>P080C PSC DIR OF TELECOMM &</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
27	<u>A129C PSC QUALITY SVCS DIR</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
28	<u>A130C PSC RATES & DEMAND RE</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
29	<u>G278C PSC RSRCH & PLCY DIR</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
30	<u>N071N PSC TAX DIV DIR</u>	1	<u>GS14 PPU04C PUB SERV DIV DIR</u>	1	<u>SPC08</u>
31	<u>G004C MANAGING ATRNY</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
32	<u>G025C ATRNY SUPV</u>	1	<u>GS12 LAT05P ATTY III</u>	1	<u>SPC08</u>
33	<u>A014C FISCAL DIV MGR</u>	1	<u>GS12 HDH06C HR MNGR</u>	1	<u>SPC04</u>
34	<u>G341C PIPE SAFE PROG MNGR</u>	1	<u>GS12 PPU02P PIPELINE SAFE SUPV/EX</u>	1	<u>SGS10</u>
35	<u>A013C PSC DIR OF REV REQ</u>	1	<u>GS12 PPU03I PUB SERV COMM SUPV/EX</u>	1	<u>SPC04</u>
36	<u>G299C PSC ELECTRIC COOPERAT</u>	1	<u>GS12 PPU03I PUB SERV COMM SUPV/EX</u>	1	<u>SPC04</u>

1	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
2	<u>G047C ATRNY SPEC</u>	5	<u>GS11 LAT04P ATTY II</u>	5	<u>SPC05</u>
3	<u>G047C ATRNY SPEC</u>	1	<u>GS11 PPU03I PUB SERV COMM SUPV/EX</u>	1	<u>SPC04</u>
4	<u>B023C ENG, P.E.</u>	2	<u>GS11 SEN05P PROF ENGINEER</u>	2	<u>SPC05</u>
5	<u>X033C PSC SEN PUB UTILITY A</u>	4	<u>GS11 FAU04P AUDITOR II</u>	4	<u>SPC02</u>
6	<u>A028C PSC SEN RATE CASE ANL</u>	8	<u>GS11 FRC02P PS RATE CASE ANLST II</u>	8	<u>SPC04</u>
7	<u>A019C PSC TAX DIV ASST DIR</u>	1	<u>GS11 PPU03I PUB SERV COMM SUPV/EX</u>	1	<u>SPC04</u>
8	<u>G073C ATRNY</u>	1	<u>GS10 LAT03P ATTY I</u>	1	<u>SPC03</u>
9	<u>G268C PSC MOTOR CARRIER ASS</u>	1	<u>GS10 PPU03I PUB SERV COMM SUPV/EX</u>	1	<u>SPC04</u>
10	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FRC01P PS RATE CASE ANLST I</u>	1	<u>SPC03</u>
11	<u>A038C FISCAL SUPP MGR</u>	1	<u>GS09 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
12	<u>X216C PSC PIPELINE SAFE COO</u>	7	<u>GS09 PPU01P PIPELINE SAFE COORD</u>	7	<u>SGS08</u>
13	<u>A046C PSC RATE CASE ANLST</u>	13	<u>GS09 FRC01P PS RATE CASE ANLST I</u>	13	<u>SPC03</u>
14	<u>A047C FINAN ANLST II</u>	1	<u>GS08 FIN01P FINAN ANLST</u>	1	<u>SPC01</u>
15	<u>X064C PSC PUB UTILITY AUD</u>	5	<u>GS08 FAU04P AUDITOR II</u>	5	<u>SPC02</u>
16	<u>G164C EXEC ASST TO COMM</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
17	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
18	<u>A076C FINAN PRGM ANLST</u>	1	<u>GS07 FAU03P AUDITOR I</u>	1	<u>SPC01</u>
19	<u>A065C PYRLI SVCS COORD</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
20	<u>X218C PSC COMPLAINTS INVSTI</u>	1	<u>GS07 IIN05P INSP SUPV/EXP</u>	1	<u>SGS07</u>
21	<u>A064C PSC TAX VAL SUPV</u>	1	<u>GS07 PPU05I PUB SERV VAL SPEC</u>	1	<u>SGS04</u>
22	<u>C037C ADMINST ANLST</u>	7	<u>GS06 PAS01P ADMIN ANLST</u>	7	<u>SGS05</u>
23	<u>G123C PSC CLERK</u>	1	<u>GS06 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
24	<u>B076C RSRCH PROJ ANLST</u>	1	<u>GS06 FIN01P FINAN ANLST</u>	1	<u>SPC01</u>
25	<u>B076C RSRCH PROJ ANLST</u>	2	<u>GS06 PAS01P ADMIN ANLST</u>	2	<u>SGS05</u>
26	<u>C022C BUS OP SPEC</u>	1	<u>GS05 FFS04P FISC SPRT SPEC</u>	1	<u>SGS04</u>
27	<u>C056C ADMINST SPEC III</u>	2	<u>GS04 PAS02P ADMIN COORD</u>	2	<u>SGS04</u>
28	<u>X167C COMPLAINTS INVSTIGTR</u>	7	<u>GS04 IIV02P INVEST I</u>	7	<u>SGS04</u>
29	<u>A095C PSC TAX DIV VALUATION</u>	6	<u>GS03 PPU05I PUB SERV VAL SPEC</u>	6	<u>SGS04</u>
30	<u>0375 AR TEACHER RETIREMENT SYSTEM</u>				
31	<u>U010U ATRS DIR</u>	1	<u>SE04 EEX36A RETIRE SYS DIR</u>	1	<u>EXE03</u>
32	<u>U079U ATRS DEP DIR</u>	1	<u>SE01 PRE06C RETIRE SYS INVEST DIR</u>	1	<u>SPC10</u>
33	<u>U079U ATRS DEP DIR</u>	1	<u>SE01 PRE05C RETIRE SYS DEP DIR</u>	1	<u>SPC08</u>
34	<u>D013N ATRS ASSOC DIR OF INF</u>	1	<u>IT11 IIA01C CIO I</u>	1	<u>IST10</u>
35	<u>D007C INFO SYST MGR</u>	1	<u>IT08 IIS01P IT COORD</u>	1	<u>IST08</u>
36	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IIS04P IT INFRA ANLST</u>	1	<u>IST06</u>

1	<u>D038C SEN SFTWR SUPP ANLST</u>	1	<u>IT06 IAS01P APP ANLST I</u>	1	<u>IST07</u>
2	<u>D022C SYST SPEC</u>	2	<u>IT06 IUS01P USER SPRT ANLST</u>	2	<u>IST04</u>
3	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS04P USER SPRT SPEC</u>	1	<u>IST02</u>
4	<u>N093N ATRS ASSOC DIR FISCAL</u>	1	<u>GS14 FAC08C CHIEF FISCAL OFC I</u>	1	<u>SPC09</u>
5	<u>N092N ATRS ASSOC DIR OF OP</u>	2	<u>GS14 PRE03C RETIRE SYS ADMIN</u>	2	<u>SPC08</u>
6	<u>A006N ATRS INT AUD</u>	1	<u>GS14 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
7	<u>G019C GEN COUNSEL</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
8	<u>A021C AGENCY CONT I</u>	1	<u>GS12 CPR05P PUB INFO COORD</u>	1	<u>SGS07</u>
9	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
10	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
11	<u>A110C SEN INVEST MGR</u>	1	<u>GS11 FIN05P INVEST SUPV/EXP</u>	1	<u>SPC03</u>
12	<u>G041C ATRS MEM SVCS ADMIN</u>	1	<u>GS10 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
13	<u>A038C FISCAL SUPP MGR</u>	1	<u>GS09 FFS05P FISC SPRT SUPV/EXP</u>	1	<u>SGS07</u>
14	<u>A037C INVEST MGR</u>	2	<u>GS09 FIN06P RETIRE SYS INVEST COO</u>	2	<u>SGS09</u>
15	<u>A037C INVEST MGR</u>	1	<u>GS09 PRE07P RETIRE SYS SUPV/EXP</u>	1	<u>SGS08</u>
16	<u>A034C RETIRE SECT MGR</u>	5	<u>GS09 PRE07P RETIRE SYS SUPV/EXP</u>	5	<u>SGS08</u>
17	<u>A034C RETIRE SECT MGR</u>	1	<u>GS09 PRE04P RETIRE SYS COORD</u>	1	<u>SGS07</u>
18	<u>A082C ACCOUNTANT II</u>	3	<u>GS08 FAC02P ACCOUNTANT II</u>	3	<u>SPC02</u>
19	<u>A062C RETIRE COORD</u>	2	<u>GS08 FIN04P INVEST ANLST</u>	2	<u>SPC01</u>
20	<u>A062C RETIRE COORD</u>	3	<u>GS08 PRE04P RETIRE SYS COORD</u>	3	<u>SGS07</u>
21	<u>A061C RETIRE INVEST SPEC</u>	1	<u>GS08 FIN04P INVEST ANLST</u>	1	<u>SPC01</u>
22	<u>A089C ACCOUNTANT I</u>	4	<u>GS07 FAC01P ACCOUNTANT I</u>	4	<u>SPC01</u>
23	<u>A089C ACCOUNTANT I</u>	2	<u>GS07 PRE01P RETIRE COUNS I</u>	2	<u>SGS05</u>
24	<u>R024C ASST PERSONNEL MGR</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
25	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
26	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PRE02P RETIRE COUNS II</u>	1	<u>SGS06</u>
27	<u>A078C RETIRE CNSLR</u>	3	<u>GS07 PRE04P RETIRE SYS COORD</u>	3	<u>SGS07</u>
28	<u>A078C RETIRE CNSLR</u>	18	<u>GS07 PRE02P RETIRE COUNS II</u>	18	<u>SGS06</u>
29	<u>C037C ADMINST ANLST</u>	4	<u>GS06 PAS01P ADMIN ANLST</u>	4	<u>SGS05</u>
30	<u>R027C BUDGET SPEC</u>	1	<u>GS06 FBU03P BUDGET SPEC</u>	1	<u>SGS05</u>
31	<u>A083C RETIRE ANLST</u>	2	<u>GS06 PRE01P RETIRE COUNS I</u>	2	<u>SGS05</u>
32	<u>R033C BENE ANLST</u>	2	<u>GS05 HBE01P BENE ANLST</u>	2	<u>SGS04</u>
33	<u>V014C BUYER</u>	1	<u>GS05 PPR04P PROC SPEC</u>	1	<u>SGS05</u>
34	<u>C056C ADMINST SPEC III</u>	3	<u>GS04 PAS02P ADMIN COORD</u>	3	<u>SGS04</u>
35	<u>R037C BENE TECH</u>	2	<u>GS04 HBE01P BENE ANLST</u>	2	<u>SGS04</u>
36	<u>A098C FISCAL SUPP SPEC</u>	2	<u>GS04 FFS04P FISC SPRT SPEC</u>	2	<u>SGS04</u>

1	<u>S050C MAINT SPEC</u>	1	<u>GS03 TMA05P MAINT TECH</u>	1	<u>SGS03</u>
2	<u>0370 AR PUBLIC EMPLOYEES RETIREMENT</u>				
3	<u>U014U APERS DIR</u>	1	<u>SE04 EEX36A RETIRE SYS DIR</u>	1	<u>EXE03</u>
4	<u>A147C APERS DEP DIR OF INVE</u>	1	<u>SE01 PRE06C RETIRE SYS INVEST DIR</u>	1	<u>SPC10</u>
5	<u>N254N APERS DEP DIR OF OP</u>	1	<u>SE01 PRE05C RETIRE SYS DEP DIR</u>	1	<u>SPC08</u>
6	<u>U078U APERS DEP DIR</u>	1	<u>SE01 PRE05C RETIRE SYS DEP DIR</u>	1	<u>SPC08</u>
7	<u>D148C APERS ASSOC DIR OF IN</u>	1	<u>IT11 IIA01C CIO I</u>	1	<u>IST10</u>
8	<u>D015N APERS DIR OF INFO TEC</u>	1	<u>IT10 IIS05C IT INFRA ARCHITECT</u>	1	<u>IST11</u>
9	<u>D006N STATE SYST ARCHITECT</u>	1	<u>IT10 IDA01C DATA ARCHITECT</u>	1	<u>IST13</u>
10	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IIS06P IT INFRA COORD</u>	1	<u>IST08</u>
11	<u>D044C SYST ANLST</u>	1	<u>IT05 IUS01P USER SPRT ANLST</u>	1	<u>IST04</u>
12	<u>G042N APERS CLC</u>	1	<u>GS14 LAT06C ATTY IV</u>	1	<u>SPC09</u>
13	<u>A003N SEN INVEST ANLST</u>	1	<u>GS14 FAC08C CHIEF FISCAL OFC I</u>	1	<u>SPC09</u>
14	<u>R003N APERS DIR OF BENE ADM</u>	1	<u>GS13 PRE03C RETIRE SYS ADMIN</u>	1	<u>SPC08</u>
15	<u>R003N APERS DIR OF BENE ADM</u>	1	<u>GS13 CTR03C TRNG MNGR</u>	1	<u>SGS10</u>
16	<u>G037N APERS DIR OF OP</u>	1	<u>GS13 PRE03C RETIRE SYS ADMIN</u>	1	<u>SPC08</u>
17	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
18	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC03P ACCT COORD</u>	1	<u>SPC03</u>
19	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH08P HR SUPV/EXP</u>	1	<u>SGS08</u>
20	<u>R054C APERS BENE OP MGR</u>	1	<u>GS11 HBE03P BENE SUPV/EXP</u>	1	<u>SGS08</u>
21	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
22	<u>A052C ACCNTNG COORD</u>	1	<u>GS09 FAC02P ACCOUNTANT II</u>	1	<u>SPC02</u>
23	<u>A034C RETIRE SECT MGR</u>	1	<u>GS09 CMA02C MRKTNG DIR</u>	1	<u>SPC05</u>
24	<u>A034C RETIRE SECT MGR</u>	1	<u>GS09 HBE03P BENE SUPV/EXP</u>	1	<u>SGS08</u>
25	<u>A034C RETIRE SECT MGR</u>	1	<u>GS09 PRE07P RETIRE SYS SUPV/EXP</u>	1	<u>SGS08</u>
26	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 FAC07P CERT PUB ACCOUNTANT</u>	1	<u>SPC05</u>
27	<u>A082C ACCOUNTANT II</u>	8	<u>GS08 FAC02P ACCOUNTANT II</u>	8	<u>SPC02</u>
28	<u>A082C ACCOUNTANT II</u>	1	<u>GS08 PRE04P RETIRE SYS COORD</u>	1	<u>SGS07</u>
29	<u>A066C INT AUD</u>	1	<u>GS08 FAU04P AUDITOR II</u>	1	<u>SPC02</u>
30	<u>A062C RETIRE COORD</u>	5	<u>GS08 PRE04P RETIRE SYS COORD</u>	5	<u>SGS07</u>
31	<u>R024C ASST PERSONNEL MGR</u>	1	<u>GS07 HDH05P HR COORD</u>	1	<u>SGS07</u>
32	<u>A079C INVEST ANLST</u>	1	<u>GS07 FIN04P INVEST ANLST</u>	1	<u>SPC01</u>
33	<u>A079C INVEST ANLST</u>	2	<u>GS07 PRE02P RETIRE COUNS II</u>	2	<u>SGS06</u>
34	<u>A078C RETIRE CNSLR</u>	15	<u>GS07 PRE02P RETIRE COUNS II</u>	15	<u>SGS06</u>
35	<u>P031C MEDIA SPEC</u>	1	<u>GS06 CPR07P PUB INFO SPEC</u>	1	<u>SGS06</u>
36	<u>P027C PUB INFO SPEC</u>	1	<u>GS06 PRE01P RETIRE COUNS I</u>	1	<u>SGS05</u>

1	<u>A083C RETIRE ANLST</u>	9	GS06 PRE01P RETIRE COUNS I	9	SGS05
2	<u>X115C SOCIAL SEC ANLST</u>	1	GS06 HBE01P BENE ANLST	1	SGS04
3	<u>C022C BUS OP SPEC</u>	1	GS05 FFS04P FISC SPPRT SPEC	1	SGS04
4	<u>A091C FISCAL SUPP ANLST</u>	2	GS05 FFS04P FISC SPPRT SPEC	2	SGS04
5	<u>C056C ADMINST SPEC III</u>	3	GS04 PAS02P ADMIN COORD	3	SGS04
6	<u>A098C FISCAL SUPP SPEC</u>	2	GS04 FFS04P FISC SPPRT SPEC	2	SGS04
7	<u>0360 AR STATE CLAIMS COMMISSION</u>				
8	<u>N154N CLAIMS COMM DIR</u>	1	GS13 PBC01C CLAIMS COMM DIR	1	SPC08
9	<u>G047C ATRNY SPEC</u>	1	GS11 LAT04P ATTY II	1	SPC05
10	<u>C037C ADMINST ANLST</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
11	<u>C073C ADMINST SPEC II</u>	2	GS03 PAS03P ADMIN SPEC	2	SGS02
12	<u>U051U CLAIMS COMM</u>	5	GS02 PBC02A CLAIMS COMMISH	5	SGS09
13	<u>0324 AR PUBLIC DEFENDER COMMISSION</u>				
14	<u>U082U PUB DEF COMM EXEC DIR</u>	1	SE03 EEX34A PUB DEF DIR	1	EXE02
15	<u>G317C APDC MNGMT ASSOC</u>	1	SE01 LPD01C CHIEF PUB DEF I	1	SPC09
16	<u>G061N SEN PUB DEFENDER</u>	2	SE01 LPD02C CHIEF PUB DEF II	2	SPC10
17	<u>G061N SEN PUB DEFENDER</u>	6	SE01 LPD01C CHIEF PUB DEF I	6	SPC09
18	<u>D007C INFO SYST MGR</u>	1	IT08 IIS10C IT INFRA SUPV/EXP	1	IST10
19	<u>D039C NET SUPP SPEC</u>	1	IT06 IIE02P IT SEC ANLST I	1	IST06
20	<u>D079C COMP SUPP TECH</u>	1	IT02 IUS04P USER SPPRT SPEC	1	IST02
21	<u>D089C INFO TECH ASST</u>	1	IT01 IUS04P USER SPPRT SPEC	1	IST02
22	<u>G334C CHIEF PUB DEFENDER II</u>	5	GS15 LPD02C CHIEF PUB DEF II	5	SPC10
23	<u>G334C CHIEF PUB DEFENDER II</u>	21	GS15 LPD01C CHIEF PUB DEF I	21	SPC09
24	<u>G334C CHIEF PUB DEFENDER II</u>	5	GS15 LPD05P PUB DEF III	5	SPC08
25	<u>G334C CHIEF PUB DEFENDER II</u>	7	GS15 LPD04P PUB DEF II	7	SPC05
26	<u>G334C CHIEF PUB DEFENDER II</u>	6	GS15 LPD03P PUB DEF I	6	SPC03
27	<u>G296C EXEC DIR PARENT COUNS</u>	1	GS15 LPD01C CHIEF PUB DEF I	1	SPC09
28	<u>G008N CHIEF PUB DEFENDER</u>	1	GS14 LPD01C CHIEF PUB DEF I	1	SPC09
29	<u>G012N PUB DEFENDER III</u>	50	GS13 LPD05P PUB DEF III	50	SPC08
30	<u>G012N PUB DEFENDER III</u>	53	GS13 LPD04P PUB DEF II	53	SPC05
31	<u>G012N PUB DEFENDER III</u>	28	GS13 LPD03P PUB DEF I	28	SPC03
32	<u>G025C ATRNY SUPV</u>	2	GS12 LAT05P ATTY III	2	SPC08
33	<u>A014C FISCAL DIV MGR</u>	1	GS12 FFS05P FISC SPPRT SUPV/EXP	1	SGS07
34	<u>R013C AGENCY HR MGR</u>	1	GS11 HDH06C HR MNGR	1	SPC04
35	<u>G047C ATRNY SPEC</u>	1	GS11 LAT04P ATTY II	1	SPC05
36	<u>X222C APDC CHIEF CAPITAL IN</u>	1	GS10 IIV05P INVEST SUPV/EXP	1	SGS07

1	<u>G338C DRUG COURT CASE COORD</u>	1	GS08 IIV06P MITIGATION INVEST	1	SGS07
2	<u>G336C MITIGATION SPEC II</u>	11	GS08 IIV06P MITIGATION INVEST	11	SGS07
3	<u>G336C MITIGATION SPEC II</u>	1	GS08 ILS03I LEGAL SPPRT SPEC	1	SGS06
4	<u>G335C PD INVSTIGTR SPEC</u>	4	GS08 IIV05P INVEST SUPV/EXP	4	SGS07
5	<u>G335C PD INVSTIGTR SPEC</u>	1	GS08 PAS01P ADMIN ANLST	1	SGS05
6	<u>G337C PD LEGAL SVCS SPEC</u>	1	GS08 PAS04C ADMIN SUPV	1	SGS06
7	<u>G337C PD LEGAL SVCS SPEC</u>	2	GS08 FFS02P FISC SPPRT COORD	2	SGS06
8	<u>G337C PD LEGAL SVCS SPEC</u>	4	GS08 ILS03I LEGAL SPPRT SPEC	4	SGS06
9	<u>G108C PUB DEF OMBUDSMAN COO</u>	1	GS08 SSP06I OMBUDSMAN	1	SGS08
10	<u>G194C PUB DEF INTERP II</u>	1	GS08 CPR04I INTERPRETER	1	SGS07
11	<u>G194C PUB DEF INTERP II</u>	1	GS08 PAS01P ADMIN ANLST	1	SGS05
12	<u>G092C PUB DEFENDER PRGM MGR</u>	1	GS08 PAS04C ADMIN SUPV	1	SGS06
13	<u>R024C ASST PERSONNEL MGR</u>	1	GS07 HDH05P HR COORD	1	SGS07
14	<u>X056C CAP CONF INVEST</u>	2	GS07 IIV05P INVEST SUPV/EXP	2	SGS07
15	<u>X056C CAP CONF INVEST</u>	1	GS07 IIV03P INVEST II	1	SGS05
16	<u>G297C EXEC ASST PARNT COUNS</u>	1	GS06 PAS01P ADMIN ANLST	1	SGS05
17	<u>G179C LEGAL SVCS SPEC</u>	6	GS06 ILS03I LEGAL SPPRT SPEC	6	SGS06
18	<u>X063C PUB DEF INVEST</u>	3	GS06 IIV05P INVEST SUPV/EXP	3	SGS07
19	<u>G122C PUB DEF PRGM COORD</u>	1	GS06 ILS03I LEGAL SPPRT SPEC	1	SGS06
20	<u>G122C PUB DEF PRGM COORD</u>	2	GS06 PAS02P ADMIN COORD	2	SGS04
21	<u>C012C PUB DEF SUPP SVCS SPE</u>	3	GS05 PAS01P ADMIN ANLST	3	SGS05
22	<u>C056C ADMINST SPEC III</u>	1	GS04 ILS03I LEGAL SPPRT SPEC	1	SGS06
23	<u>C046C LEGAL SUPP SPEC</u>	48	GS04 ILS03I LEGAL SPPRT SPEC	48	SGS06
24	<u>0311 DISABILITY DETERMINATION</u>				
25	<u>U034U DDSSA DIR</u>	1	SE03 EEX16A DDSSA DIR	1	EXE01
26	<u>L003N CHIEF PHYS SPEC</u>	1	MP09 MDM01C DIS CHIEF PHYSC SPEC	1	MED14
27	<u>L025N SEN PHYS SPEC</u>	2	MP08 MDM05P DIS SR PHYSC SPEC	2	MED12
28	<u>L024N DDSSA MED SPEC</u>	19	MP07 MDM03P DIS PHYSC SPEC	19	MED11
29	<u>L024N DDSSA MED SPEC</u>	4	MP07 MDM02P DIS PHYSC CONS	4	MED10
30	<u>L024N DDSSA MED SPEC</u>	3	MP07 MDM04P DIS PSYCHOLOGIST	3	MED09
31	<u>L012N DDSSA MED CONS</u>	10	MP06 MDM02P DIS PHYSC CONS	10	MED10
32	<u>L012N DDSSA MED CONS</u>	1	MP06 MDM04P DIS PSYCHOLOGIST	1	MED09
33	<u>L027N DDSSA PSYCHOLOGY SPEC</u>	7	MP05 MDM04P DIS PSYCHOLOGIST	7	MED09
34	<u>D030C INFO SYST COORD</u>	1	IT07 IIA06C IT MNGR	1	IST10
35	<u>D121C BUS INTEL SPEC</u>	1	IT06 IDN01P DATA ANLST	1	IST07
36	<u>D042C DATA WRHS SPEC</u>	1	IT06 IDM02P DB ANLST	1	IST07

1	<u>D052C SFTWR SUPP ANLST</u>	5	<u>IT05 IIS04P IT INFRA ANLST</u>	5	<u>IST06</u>
2	<u>D052C SFTWR SUPP ANLST</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
3	<u>D056C SYST COORD ANLST</u>	1	<u>IT05 IUS01P USER SPPRT ANLST</u>	1	<u>IST04</u>
4	<u>A145C DDSSA CFO</u>	1	<u>GS14 FAC08C CHIEF FISCAL OFC I</u>	1	<u>SPC09</u>
5	<u>G234C DDSSA PRGM DIR</u>	3	<u>GS13 PDI09C DIS DIV DIR</u>	3	<u>SPC08</u>
6	<u>G234C DDSSA PRGM DIR</u>	1	<u>GS13 PDI13C DIS UNIT MNGR</u>	1	<u>SGS11</u>
7	<u>G059C DDSSA ASST DIR</u>	2	<u>GS12 PDI08C DIS DIV DEP DIR</u>	2	<u>SPC07</u>
8	<u>G059C DDSSA ASST DIR</u>	3	<u>GS12 PDI13C DIS UNIT MNGR</u>	3	<u>SGS11</u>
9	<u>G292C DDSSA PROF REL MGR</u>	1	<u>GS12 PDI11C DIS PROF REL MNGR</u>	1	<u>SGS11</u>
10	<u>A027C ACCNTNG OP MGR</u>	1	<u>GS11 FAC05P ACCT SUPV/EXP</u>	1	<u>SPC04</u>
11	<u>R013C AGENCY HR MGR</u>	1	<u>GS11 HDH06C HR MNGR</u>	1	<u>SPC04</u>
12	<u>E067C DDSSA PRGM ED COORD</u>	1	<u>GS11 PDI14C DIS UNIT SUPV/EXP</u>	1	<u>SGS10</u>
13	<u>G233C DDSSA SECT MGR</u>	9	<u>GS11 PDI13C DIS UNIT MNGR</u>	9	<u>SGS11</u>
14	<u>X207C DDSSA ADJ V</u>	71	<u>GS10 PDI05C DIS ADJUDICATOR V</u>	71	<u>SGS10</u>
15	<u>X207C DDSSA ADJ V</u>	4	<u>GS10 PDI12C DIS QA COORD</u>	4	<u>SGS10</u>
16	<u>X207C DDSSA ADJ V</u>	3	<u>GS10 PDI14C DIS UNIT SUPV/EXP</u>	3	<u>SGS10</u>
17	<u>X207C DDSSA ADJ V</u>	17	<u>GS10 PDI04P DIS ADJUDICATOR IV</u>	17	<u>SGS08</u>
18	<u>X207C DDSSA ADJ V</u>	49	<u>GS10 PDI03P DIS ADJUDICATOR III</u>	49	<u>SGS07</u>
19	<u>X207C DDSSA ADJ V</u>	35	<u>GS10 PDI02P DIS ADJUDICATOR II</u>	35	<u>SGS06</u>
20	<u>X207C DDSSA ADJ V</u>	6	<u>GS10 PDI01P DIS ADJUDICATOR I</u>	6	<u>SGS05</u>
21	<u>G258C DDSSA HEARING OFF</u>	1	<u>GS10 PDI05C DIS ADJUDICATOR V</u>	1	<u>SGS10</u>
22	<u>G258C DDSSA HEARING OFF</u>	3	<u>GS10 PDI10C DIS HEARING OFF</u>	3	<u>SGS10</u>
23	<u>G258C DDSSA HEARING OFF</u>	1	<u>GS10 PDI14C DIS UNIT SUPV/EXP</u>	1	<u>SGS10</u>
24	<u>X203C DDSSA QA SPEC</u>	6	<u>GS10 PDI12C DIS QA COORD</u>	6	<u>SGS10</u>
25	<u>G112C DDSSA UNIT SUPV</u>	2	<u>GS10 PDI10C DIS HEARING OFF</u>	2	<u>SGS10</u>
26	<u>G112C DDSSA UNIT SUPV</u>	26	<u>GS10 PDI14C DIS UNIT SUPV/EXP</u>	26	<u>SGS10</u>
27	<u>X190C DDSSA ADJ IV</u>	39	<u>GS09 PDI04P DIS ADJUDICATOR IV</u>	39	<u>SGS08</u>
28	<u>X190C DDSSA ADJ IV</u>	10	<u>GS09 PDI03P DIS ADJUDICATOR III</u>	10	<u>SGS07</u>
29	<u>X190C DDSSA ADJ IV</u>	9	<u>GS09 PDI02P DIS ADJUDICATOR II</u>	9	<u>SGS06</u>
30	<u>X190C DDSSA ADJ IV</u>	21	<u>GS09 PDI01P DIS ADJUDICATOR I</u>	21	<u>SGS05</u>
31	<u>A116C BUS OP MGR</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
32	<u>X071C DDSSA CLAIMS ADJ III</u>	55	<u>GS08 PDI03P DIS ADJUDICATOR III</u>	55	<u>SGS07</u>
33	<u>X071C DDSSA CLAIMS ADJ III</u>	8	<u>GS08 PDI02P DIS ADJUDICATOR II</u>	8	<u>SGS06</u>
34	<u>X071C DDSSA CLAIMS ADJ III</u>	40	<u>GS08 PDI01P DIS ADJUDICATOR I</u>	40	<u>SGS05</u>
35	<u>X071C DDSSA CLAIMS ADJ III</u>	13	<u>GS08 PDI07P DIS CLAIMS SPEC</u>	13	<u>SGS04</u>
36	<u>X071C DDSSA CLAIMS ADJ III</u>	2	<u>GS08 PDI06P DIS CLAIMS ASST</u>	2	<u>SGS03</u>

1	<u>X070C DDSSA FRAUD INVSTIGTR</u>	1 GS08 PDI02P DIS ADJUDICATOR II	1 SGS06
2	<u>R014C PERSONNEL MGR</u>	1 GS08 HDH07P HR SPEC	1 SGS04
3	<u>V007C PROC COORD</u>	1 GS08 PPR02P PROC COORD	1 SGS07
4	<u>X062C QA COORD</u>	1 GS08 PDI03P DIS ADJUDICATOR III	1 SGS07
5	<u>X062C QA COORD</u>	1 GS08 PDI07P DIS CLAIMS SPEC	1 SGS04
6	<u>X104C DDSSA CLAIMS ADJ II</u>	1 GS07 PDI10C DIS HEARING OFF	1 SGS10
7	<u>X104C DDSSA CLAIMS ADJ II</u>	1 GS07 PDI03P DIS ADJUDICATOR III	1 SGS07
8	<u>C010C EXEC ASST TO THE DIR</u>	1 GS07 PDI06P DIS CLAIMS ASST	1 SGS03
9	<u>C037C ADMINST ANLST</u>	3 GS06 PAS01P ADMIN ANLST	3 SGS05
10	<u>X143C DDSSA CLAIMS ADJ I</u>	3 GS06 PDI07P DIS CLAIMS SPEC	3 SGS04
11	<u>G199C DDSSA PROF REL OFF</u>	1 GS06 CPR05P PUB INFO COORD	1 SGS07
12	<u>X201C DDSSA ADJ SPEC</u>	1 GS05 PPR04P PROC SPEC	1 SGS05
13	<u>X201C DDSSA ADJ SPEC</u>	5 GS05 PDI07P DIS CLAIMS SPEC	5 SGS04
14	<u>X201C DDSSA ADJ SPEC</u>	2 GS05 PDI06P DIS CLAIMS ASST	2 SGS03
15	<u>A091C FISCAL SUPP ANLST</u>	3 GS05 FFS04P FISC SPRT SPEC	3 SGS04
16	<u>R032C HR PRGM REP</u>	1 GS05 HDH07P HR SPEC	1 SGS04
17	<u>C056C ADMINST SPEC III</u>	1 GS04 PDI06P DIS CLAIMS ASST	1 SGS03
18	<u>C056C ADMINST SPEC III</u>	1 GS04 PAS11P MAILROOM SPEC	1 SGS01
19	<u>C049C DDSSA ADJ ASST</u>	1 GS04 PDI02P DIS ADJUDICATOR II	1 SGS06
20	<u>C049C DDSSA ADJ ASST</u>	1 GS04 FFS02P FISC SPRT COORD	1 SGS06
21	<u>C049C DDSSA ADJ ASST</u>	1 GS04 PDI01P DIS ADJUDICATOR I	1 SGS05
22	<u>C049C DDSSA ADJ ASST</u>	1 GS04 PDI07P DIS CLAIMS SPEC	1 SGS04
23	<u>C049C DDSSA ADJ ASST</u>	2 GS04 TAT08P PRINTER	2 SGS04
24	<u>C049C DDSSA ADJ ASST</u>	52 GS04 PDI06P DIS CLAIMS ASST	52 SGS03
25	<u>A098C FISCAL SUPP SPEC</u>	1 GS04 FFS02P FISC SPRT COORD	1 SGS06
26	<u>A098C FISCAL SUPP SPEC</u>	2 GS04 FFS04P FISC SPRT SPEC	2 SGS04
27	<u>R038C HR ASST</u>	1 GS04 HDH07P HR SPEC	1 SGS04
28	<u>0241 JUD DISC & DISABILITY COMM</u>		
29	<u>U101U EXEC DIR</u>	1 SE01 PBC06C JDDC DIR	1 SPC08
30	<u>G028N JDDC DEP EXEC DIR</u>	1 GS12 FFS02P FISC SPRT COORD	1 SGS06
31	<u>A105C JDDC FISCAL MGR</u>	1 GS08 FFS05P FISC SPRT SUPV/EXP	1 SGS07
32	<u>X187C INVSTIGTR</u>	1 GS07 IIV03P INVEST II	1 SGS05
33	<u>G230C JDDC PARALEGAL</u>	1 GS06 ILS03I LEGAL SPRT SPEC	1 SGS06
34	<u>C092C JDDC LEGAL/ADMIN SEC</u>	1 GS05 PAS02P ADMIN COORD	1 SGS04
35	<u>0238 ARKANSAS ETHICS COMMISSION</u>		
36	<u>U092U ETHICS COMM DIR</u>	1 SE01 PBC05C ETHICS COMM DIR	1 SPC08

1	<u>D057C INFO TECH MGR</u>	1	<u>IT05 IUS04P USER SPPRT SPEC</u>	1	<u>IST02</u>
2	<u>G047C ATRNY SPEC</u>	4	<u>GS11 LAT04P ATTY II</u>	4	<u>SPC05</u>
3	<u>X068C ETHICS COMM COMP SPEC</u>	3	<u>GS07 IIV03P INVEST II</u>	3	<u>SGS05</u>
4	<u>C022C BUS OP SPEC</u>	1	<u>GS05 FFS04P FISC SPPRT SPEC</u>	1	<u>SGS04</u>
5	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
6	<u>0232 ST BD ELECTION COMMISSIONERS</u>				
7	<u>N131N SBEC DIR</u>	1	<u>GS12 PBC03C ELEC COMM DIR</u>	1	<u>SPC08</u>
8	<u>G047C ATRNY SPEC</u>	1	<u>GS11 LAT04P ATTY II</u>	1	<u>SPC05</u>
9	<u>G314C ELECTION ADMIN SUPV</u>	1	<u>GS11 PBC04A ELEC COORD</u>	1	<u>SGS08</u>
10	<u>G073C ATRNY</u>	1	<u>GS10 LAT04P ATTY II</u>	1	<u>SPC05</u>
11	<u>A116C BUS OP MGR</u>	1	<u>GS08 FFS02P FISC SPPRT COORD</u>	1	<u>SGS06</u>
12	<u>G119C SBEC EDAL SVCS MGR</u>	1	<u>GS08 PBC04A ELEC COORD</u>	1	<u>SGS08</u>
13	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>
14	<u>G162C SBEC ELECTION COORD</u>	2	<u>GS06 PBC04A ELEC COORD</u>	2	<u>SGS08</u>
15	<u>0028 OFC OF PROSECUTOR COORDINATOR</u>				
16	<u>U091U PROSECUTOR COORD</u>	1	<u>SE02 EEX30A PROSECUTOR COORD</u>	1	<u>EXE02</u>
17	<u>D030C INFO SYST COORD</u>	1	<u>IT07 IIS10C IT INFRA SUPV/EXP</u>	1	<u>IST10</u>
18	<u>D052C SFTWR SUPP ANLST</u>	2	<u>IT05 IUS04P USER SPPRT SPEC</u>	2	<u>IST02</u>
19	<u>G023C DEP PROSECUTOR COORD</u>	1	<u>GS13 LAT05P ATTY III</u>	1	<u>SPC08</u>
20	<u>G047C ATRNY SPEC</u>	3	<u>GS11 LAT04P ATTY II</u>	3	<u>SPC05</u>
21	<u>T118C CERT FCLTY DOG HANDLE</u>	1	<u>GS11 SIA03P CERT DOG HANDLER COOR</u>	1	<u>SGS07</u>
22	<u>T120C CERT FCLTY DOG HANDLE</u>	2	<u>GS08 SIA02P CERT DOG HANDLER</u>	2	<u>SGS06</u>
23	<u>C010C EXEC ASST TO THE DIR</u>	1	<u>GS07 PAS08I EXEC ASST</u>	1	<u>SGS07</u>
24	<u>C037C ADMINST ANLST</u>	1	<u>GS06 PAS01P ADMIN ANLST</u>	1	<u>SGS05</u>
25	<u>T119C CERT FCLTY DOG HANDLE</u>	3	<u>GS06 SIA02P CERT DOG HANDLER</u>	3	<u>SGS06</u>
26	<u>G161C VIC/WIT COORD</u>	1	<u>GS06 CTR02P TRAINER</u>	1	<u>SGS07</u>
27	<u>C056C ADMINST SPEC III</u>	1	<u>GS04 PAS02P ADMIN COORD</u>	1	<u>SGS04</u>

28

29 (d) For fiscal year 2026, the Office of Personnel Management may make
30 changes to authorized positions and classifications under subsection (c) of
31 this section as needed to reflect amendments, additions, and deletions to
32 regular salary sections enacted by the Ninety-Fifth General Assembly in the
33 2025 regular session.

34 (e) The Office of Personnel Management shall provide guidance to state
35 agencies to implement this section.

36 (f) This section shall supersede any law in conflict with its

1 provisions, including without limitation § 21-5-205(b).

2
3 SECTION 18. EMERGENCY CLAUSE. It is found and determined by the
4 General Assembly of the State of Arkansas that state employees play a
5 critical role in providing important services to citizens of this state that
6 preserve the public peace, health, and safety; that the provisions of this
7 act are necessary to ensure the continued services and operations of the
8 state and to ensure that necessary services and operations are provided to
9 the citizens of this state; that the next fiscal year of the State of
10 Arkansas will begin on July 1, 2025, and operative appropriations will become
11 effective on that date; and that it is necessary for the continued operation
12 of essential state services and operations that this act become effective at
13 the beginning of the forthcoming fiscal year. Therefore, an emergency is
14 declared to exist, and this act being necessary for the preservation of the
15 public peace, health, and safety shall become effective on July 1, 2025.

16
17 */s/B. Davis*

18
19
20 **APPROVED: 4/8/25**

State of Arkansas

As Engrossed: S4/7/25

95th General Assembly

A Bill

Regular Session, 2025

SENATE BILL 599

By: Senators C. Tucker, C. Penzo

By: Representatives Hudson, McCullough

For An Act To Be Entitled

AN ACT TO ELIMINATE INTERLOCUTORY DECREES OF
ADOPTION; TO AMEND THE REVISED UNIFORM ADOPTION ACT;
AND FOR OTHER PURPOSES.

Subtitle

TO ELIMINATE INTERLOCUTORY DECREES OF
ADOPTION; AND TO AMEND THE REVISED
UNIFORM ADOPTION ACT.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 9-9-104(c), concerning the collection of
adoption information, is amended to read as follows:

(c) Before the entry of ~~an interlocutory or a~~ final decree of
adoption, the petitioner shall complete the adoption information sheet and
return it to the clerk.

SECTION 2. Arkansas Code § 9-9-205(a)(1)-(3), concerning jurisdiction
over a petition for the adoption of a minor under the Revised Uniform
Adoption Act, is amended to read as follows:

(a) Jurisdiction of adoption of minors:

(1) The state shall possess jurisdiction over the adoption of a
minor if the person seeking to adopt the child, or the child, is a resident
of this state.

(2) For purposes of this subchapter:

(A) A child under the age of six (6) months shall be
considered a resident of this state if the:

1 (i) Child's birth mother resided in Arkansas for
2 more than four (4) months immediately preceding the birth of the child;

3 (ii) Child was born in this state or in any border
4 city that adjoins the Arkansas state line or is separated only by a navigable
5 river from an Arkansas city that adjoins the Arkansas state line; and

6 (iii) Child remains in this state until the
7 ~~interlocutory~~ decree has been entered, or in the case of a nonresident
8 adoptive family, upon the receipt of approval pursuant to the Interstate
9 Compact on the Placement of Children, § 9-29-201 et seq., the child and the
10 prospective adoptive parents may go back to their state of residence and
11 subsequently may return to Arkansas for a hearing on the petition for
12 adoption;

13 (B) A child over the age of six (6) months shall be
14 considered a resident of this state if the child:

15 (i) Has resided in this state for a period of six
16 (6) months;

17 (ii) Currently resides in Arkansas; and

18 (iii) Is present in this state at the time the
19 petition for adoption is filed and heard by a court having appropriate
20 jurisdiction; and

21 (C) A person seeking to adopt is a resident of this state
22 if the person:

23 (i) Occupies a dwelling within the state;

24 (ii) Has a present intent to remain within the state
25 for a period of time; and

26 (iii) Manifests the genuineness of that intent by
27 establishing an ongoing physical presence within the state together with
28 indications that the person's presence within the state is something other
29 than merely transitory in nature.

30 (3)(A) If the juvenile is the subject matter of an open case
31 filed under the Arkansas Juvenile Code of 1989, § 9-27-301 et seq., the
32 adoption petition shall be filed in that case.

33 (B) The circuit court shall retain jurisdiction to issue
34 orders of adoption, ~~interlocutory or final~~, when a juvenile is placed outside
35 the State of Arkansas.

36

1 SECTION 3. Arkansas Code § 9-9-212(a)(2), concerning the entry of an
2 order for an adoption after the period for withdrawal of consent has elapsed
3 under the Revised Uniform Adoption Act, is amended to read as follows:

4 (2) No orders of adoption, ~~interlocutory or final~~, may be
5 entered prior to the period for withdrawal.

6
7 SECTION 4. Arkansas Code § 9-9-213, as amended by 2025 Acts No. 139,
8 concerning the required residence of a minor who is the subject of a petition
9 for adoption under the Revised Uniform Adoption Act, is amended to read as
10 follows:

11 9-9-213. Required residence of minor.

12 (a)(1) In an adoption where the child is not in the custody of the
13 Department of Human Services, a final decree of adoption shall not be issued
14 ~~and an interlocutory decree of adoption does not become final~~ until the minor
15 to be adopted has lived in the home for at least six (6) months after
16 placement by an agency or for at least six (6) months after:

17 (A) Placement by a child placement agency licensed under
18 the Child Welfare Agency Licensing Act, § 9-28-401 et seq.; or

19 (B) The petition for adoption is filed.

20 (2) This subsection does not apply if the minor to be adopted
21 is:

22 (A) The stepchild of the petitioner; or

23 (B) Less than six (6) months of age at the time the
24 petition was filed.

25 (b) In an adoption where the child is in the custody of the
26 department, a final decree of adoption shall not be issued ~~and an~~
27 ~~interlocutory decree of adoption does not become final~~ until the minor to be
28 adopted has lived in the home for at least six (6) months unless:

29 (1) The minor to be adopted must reside outside of the home to
30 receive medically necessary health care;

31 (2) The minor to be adopted is less than six (6) months of age;
32 or

33 (3) The Director of the Division of Children and Family Services
34 waives the residency requirement for a minor to be adopted when the minor is
35 sixteen (16) years of age or older and is participating in a life skills,
36 technical, or vocational program.

1
2 SECTION 5. Arkansas Code § 9-9-214(c), concerning the issuance of a
3 decree for adoption after the period of time for the withdrawal of consent
4 and relinquishment have passed and the adoption is in the best interest of
5 the individual to be adopted under the Revised Uniform Adoption Act, is
6 amended to read as follows:

7 (c) If at the conclusion of the hearing the court determines that the
8 required consents have been obtained or excused and the required period for
9 the withdrawal of consent and withdrawal of relinquishment ~~have~~ has passed
10 and that the adoption is in the best interest of the individual to be
11 adopted, it may ~~(1) issue a final decree of adoption, or (2) issue an~~
12 ~~interlocutory decree of adoption which by its own terms automatically becomes~~
13 ~~a final decree of adoption on a day therein specified, which day shall not be~~
14 ~~less than six (6) months nor more than one (1) year from the date of issuance~~
15 ~~of the decree, unless sooner vacated by the court for good cause shown.~~

16
17 SECTION 6. Arkansas Code § 9-9-215 is amended to read as follows:

18 9-9-215. Effect of decree of adoption.

19 (a) A final decree of adoption ~~and an interlocutory decree of adoption~~
20 ~~which has become final~~, whether issued by a court of this state or of any
21 other place, ~~have~~ has the following effect as to matters within the
22 jurisdiction or before a court of this state:

23 (1) Except with respect to a spouse of the petitioner and
24 relatives of the spouse, to relieve the biological parents of the adopted
25 individual of all parental rights and responsibilities, and to terminate all
26 legal relationships between the adopted individual and his or her biological
27 relatives, including his or her biological parents, so that the adopted
28 individual thereafter is a stranger to his or her former relatives for all
29 purposes. This includes inheritance and the interpretation or construction of
30 documents, statutes, and instruments, whether executed before or after the
31 adoption is decreed, which do not expressly include the individual by name or
32 by some designation not based on a parent and child or blood relationship.
33 However, in cases where a biological or adoptive parent dies before a
34 petition for adoption has been filed by a step-parent of the minor to be
35 adopted, the court may grant visitation rights to the parents of the deceased
36 biological or adoptive parent of the child if such parents of the deceased

1 biological or adoptive parent had a close relationship with the child prior
2 to the filing of a petition for step-parent adoption, and if such visitation
3 rights are in the best interests of the child. The foregoing provision shall
4 not apply to the parents of a deceased putative father who has not legally
5 established his paternity prior to the filing of a petition for adoption by a
6 step-parent. For the purposes of this section, "step-parent" means an
7 individual who is the spouse or surviving spouse of the biological or
8 adoptive parent of a child but who is not a biological or adoptive parent of
9 the child.

10 (2) To create the relationship of parent and child between
11 petitioner and the adopted individual, as if the adopted individual were a
12 legitimate blood descendant of the petitioner, for all purposes including
13 inheritance and applicability of statutes, documents, and instruments,
14 whether executed before or after the adoption is decreed, which do not
15 expressly exclude an adopted individual from their operation or effect.

16 ~~(b) An interlocutory decree of adoption, while it is in force, has the~~
17 ~~same legal effect as a final decree of adoption. If an interlocutory decree~~
18 ~~of adoption is vacated, it shall be as though void from its issuance, and the~~
19 ~~rights, liabilities, and status of all affected persons which have not become~~
20 ~~vested shall be governed accordingly.~~

21 ~~(c)~~ Sibling visitation shall not terminate if the adopted child was in
22 the custody of the Department of Human Services and had a sibling who was not
23 adopted by the same family and before adoption the circuit court in the
24 juvenile dependency-neglect or families-in-need-of-services case has
25 determined that it is in the best interests of the siblings to visit and has
26 ordered visitation between the siblings to occur after the adoption.

27
28 SECTION 7. Arkansas Code § 9-9-219 is amended to read as follows:

29 9-9-219. Application for new birth record.

30 Upon entry of a final decree of adoption ~~or an interlocutory decree of~~
31 ~~adoption that does not require a subsequent hearing~~, the clerk of the court
32 shall prepare an application for a birth record in the new name of the
33 adopted individual and forward the application to the appropriate vital
34 statistics office of the place, if known, where the adopted individual was
35 born and forward a copy of the decree to the Division of Vital Records for
36 statistical purposes. The division may issue a birth certificate for any

1 child born in a place whose law does not provide for the issuance of a
2 substituted certificate.

3
4 SECTION 8. Arkansas Code § 9-9-220(a), concerning the termination of
5 parental rights by virtue of the entry of a decree of adoption under the
6 Revised Uniform Adoption Act, is amended to read as follows:

7 (a) With the exception of the duty to pay child support, the rights of
8 a parent with reference to a child, including parental right to control the
9 child or to withhold consent to an adoption, may be relinquished and the
10 relationship of parent and child terminated in or prior to an adoption
11 proceeding as provided in this section. The duty of a parent to pay child
12 support shall continue until ~~an interlocutory~~ a decree of adoption is
13 entered.

14
15 SECTION 9. Arkansas Code § 9-14-237(a)(1), concerning the duty of a
16 payor parent to pay child support automatically terminating by operation of
17 law, is amended to read as follows:

18 (a)(1) Unless a court order for child support specifically extends
19 child support after these circumstances, a payor parent's duty to pay child
20 support for a child shall automatically terminate by operation of law:

21 (A) When the child reaches eighteen (18) years of age
22 unless the child is still attending high school;

23 (B) If the child is still attending high school, upon the
24 child's high school graduation or the end of the school year after the child
25 reaches nineteen (19) years of age, whichever is earlier;

26 (C) When the child:

27 (i) Is emancipated by a court of competent
28 jurisdiction;

29 (ii) Marries; or

30 (iii) Dies;

31 (D) Upon the marriage of the parents of the child to each
32 other; or

33 (E) Upon the entry of a final decree of adoption ~~or an~~
34 ~~interlocutory decree of adoption that has become final under the Revised~~
35 ~~Uniform Adoption Act, § 9-9-201 et seq., and, thereby relieves~~ relieving the
36 payor parent of all parental rights and responsibilities.

1
2 SECTION 10. Arkansas Code § 9-27-306(a)(4), concerning jurisdiction to
3 issue an order of adoption for a juvenile placed outside of the State of
4 Arkansas under the Arkansas Juvenile Code of 1989, is amended to read as
5 follows:

6 (4) The court shall retain jurisdiction to issue orders of
7 adoption, ~~interlocutory or final~~, if a juvenile is placed outside the State
8 of Arkansas.

9
10 SECTION 11. Arkansas Code § 23-98-106(a)(8)(A), concerning medical
11 insurance coverage for adopted minors, is amended to read as follows:

12 (8)(A) Every policy issued pursuant to this chapter which covers
13 the insured and members of the insured's family shall include coverage for
14 newborn infant children of the insured from the moment of birth, and for
15 adopted minors from the date of the ~~interlocutory~~ decree of adoption.

16
17 SECTION 12. DO NOT CODIFY. Effect on interlocutory decrees of
18 adoption issued before act.

19 (a) This act shall only affect a decree entered after the effective
20 date of this act.

21 (b) An interlocutory decree entered by a court of competent
22 jurisdiction before the effective date of this act shall remain valid
23 according to the terms set forth by the court.

24
25 /s/C. Tucker

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28 **APPROVED: 4/17/25**
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State of Arkansas

As Engrossed: H4/3/25

95th General Assembly

A Bill

Regular Session, 2025

HOUSE BILL 1921

By: Representative Torres

By: Senator Dees

For An Act To Be Entitled

AN ACT TO AMEND THE CHILD WELFARE AGENCY LICENSING
ACT; TO AMEND THE TRAINING AND CERTIFICATION PROCESS
FOR FOSTER PARENTS; TO STREAMLINE THE PROCESS OF
TRAINING AND CERTIFYING RELATIVES AS FOSTER PARENTS;
AND FOR OTHER PURPOSES.

Subtitle

TO AMEND THE CHILD WELFARE AGENCY
LICENSING ACT; TO AMEND THE TRAINING AND
CERTIFICATION PROCESS FOR FOSTER
PARENTS; AND TO STREAMLINE THE PROCESS
OF TRAINING AND CERTIFYING RELATIVES AS
FOSTER PARENTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code Title 9, Chapter 28, Subchapter 4, is amended
to add additional sections to read as follows:

9-28-417. Foster home training – Limitation on hours required.

(a) The Division of Children and Family Services shall not require a
foster home to obtain more than:

(1) Fifteen (15) hours of initial training to become an approved
foster home; or

(2) Six (6) hours of annual training to maintain the foster
home's status as an approved foster home.

(b) The division may reduce the hourly requirements under subsection
(a) of this section by rule.

1
2 9-28-418. Provisional foster home – Streamlined process.

3 (a) The Division of Children and Family Services shall not require a
4 provisional foster home to undergo the same amount of hourly training under §
5 9-28-417.

6 (b) The division shall promulgate rules under this section to
7 streamline the training process for a provisional foster home.

8
9 /s/Torres

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12 **APPROVED: 4/17/25**
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