

# MANUAL TRANSMITTAL

## Arkansas Department of Human Services Division of Children and Family Services

Policy    Form    Policy Directive   Issuance Number: FSPP 2008-02

Service Programs Policy Manual

Issuance Date: April 25, 2008

From: Pat Page, DCFS Director

Expiration Date – Until Promulgated

**Subj.: Executive Directive:** Process for Requesting a Policy Waiver of a DCFS Standard or Alternative Compliance for a Child Welfare Agency Licensing (CWAL) Regulation When a Prospective Foster or Adoptive Parent Does Not Meet All of the Required Standards

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The Child Welfare Agency Review Board (CWARB) and the Division of Children and Family Services are both authorized to develop standards for foster homes and adoptive homes. Further, when a prospective foster or adoptive parent does **not** meet one of these standards, but meets its general intent or complies with the intent in a different way, the DCFS case worker may request a policy waiver of the DCFS standard or an alternative compliance of the CWAL regulation.

The new or revised documents identified below are attached.

NEW OR REVISED POLICY, PROCEDURE, OR FORM	SUMMARY
Appendix XI - Alternative Compliance and Policy Waiver Protocol (new)	Describes the process for requesting and identifies the crimes which require either an alternative compliance or a policy waiver
Appendix I – Glossary (revised)	Adds the definition of alternative compliance and policy waiver
Procedure VI- A1 Out-of-Home Placement Criteria (revised)	Refers to Appendix XI for direction
Procedure VIII-F1 Staffing and Recommendations (revised)	Refers to Appendix XI for direction
Procedure VIII-G2 Criteria for Adoption (revised)	Refers to Appendix XI for direction
Procedure XII-A1 Response to Children of Actual or Suspected Illegal Aliens	Refers to Appendix XI for direction
Request for Alternative Compliance or Policy Waiver (CFS-509B)	Revises form to accommodate policy waiver or alternative compliance

**THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY**  
Submit inquiries to: DCFS Policy Unit, phone (501) 682-8750