

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

Policy Form Policy Directive

Issuance Number: FSPP 2003-01

Issuance Date: May 29, 2003

From: Roy Kindle, DCFS Director

**Expiration Date – Until
Superseded**

Subj.: Arkansas State Vehicle Safety Program (ASVSP) for Foster Parents/Applicants, CFS-593 (Additional Requirements for DCFS Drivers), Form VSP-1 (Authorization to Operate State Vehicles and Private Vehicles on State Business) and Form VSP-2 (Authorization to Obtain Traffic Violation Record)

-
- Arkansas State Vehicle Safety Program (ASVSP) for Foster Parents/Applicants – This Policy Directive was developed to provide guidance on how the ASVSP would be adapted to apply to DCFS foster parents and foster parent applicants. The Directive states how the driving records will be monitored and what actions may be taken when a foster parent's/applicant's record accrues an excess of traffic violation points.
 - CFS-593 (Additional Requirements for DCFS Drivers) – This form identifies additional requirements that must be met by foster parents/applicants in regard to the ASVSP. The form provides a place for the foster parent/applicant to sign and certify that he/she is familiar with the requirements.
 - Form VSP-1 (Authorization to Operate State and Private Vehicles on State Business) – This form provides the foster parent/applicant to sign and certify that he/she is familiar with the key elements within the ASVSP.
 - Form VSP-2 (Authorization to Obtain Traffic Violation Record) – This form authorizes DCFS to access information about each foster parent/applicant's driving record. The form must be certified by the appropriate County Supervisor/Designee.

Form to be Deleted	Dated	Form to be Added	Dated
		CFS-593	5/2003
		Form VSP-1	8/2000
		Form VSP-2	8/2000
		Executive Directive Regarding ASVSP	5/2003

Inquiries to: Policy Unit, 682-8750
Attachment