



Arkansas Department of Human Services

Division of Children and Family Services

Legislative Analysis, Research and Planning Section
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MEMORANDUM

TO: DCFS Staff
FROM: Cindy Young
DATE: 09/25/2008
RE: Executive Directive 2003-02
Off-site Workers' Safety Plan and CFS-317 (Off-site Workers' Safety Log)

Executive Directive 2003-02, dated September 22, 2003, specifies policies and procedures to be followed and the appropriate CFS form to be used when DCFS staff members are working off-site.

This confirms that the above referenced Executive Directive has been incorporated into Policy and Procedures and CFS forms as follows:

- (1) Procedure II-E2