

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Legislative Requests	1026

1. Purpose. This policy has been prepared to implement the DHS directive, attached, on handling requests from Legislative Council or other Committees of the Arkansas State Legislature.
2. Scope. This policy affects all employees of Developmental Disabilities Services.
3. Legislative Requests. Upon receipt of any request for information, materials, or an appearance from the Arkansas Legislative Council or any Committee of the State Legislature, the DDS staff person will route the request to the DDS Director's Office. A determination will be made immediately by the DDS Director/designee on how the request is to be handled, including designation of staff to appear and/or documents/materials to be assembled.
4. Routing of Requested Information. Any documents/materials designated by the DDS Director's Office in response to Legislative Council/Committee requests will be forwarded to the DDS Director's Office for routing through the DHS Director's Office. The DDS Director's Office will also notify the DHS Director's Office prior to any appearance by a DDS staff member before a Committee of the Arkansas State Legislature.

Replacement Notation: This Policy replaces Policy 1026 effective April 17, 1981 and May 20, 1986.

Effective Date: March 15, 1993

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References: DHS Directive 4-13-81, "Legislative Council/Committees."

