

<b>INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES</b>		
Policy Number: EA-2	Effective Date: May 1, 2023	Version: 3.0
<b>POLICY TITLE: COMMUNICATION WITH LEGISLATORS</b>		
<b>OVERVIEW:</b> Legislative inquiries regarding Department of Child Services (DCS) policy, constituent issues, current law/code, proposed legislation, statistics, and organizational information will be handled by the DCS Legislative Director.		

**I. DEFINITIONS**

- A. Legislative Inquiry: A request for information made to DCS by a Legislator or a staff member speaking on behalf of a Legislator.
- B. Legislator: Any member of the Indiana General Assembly, the United States (U.S.) House of Representatives, or the U.S. Senate.

**II. REFERENCES**

- A. [EA-5 DCS Constituent Correspondence Policy](#)
- B. [IC 31-33-18: Disclosure of Reports; Confidentiality Requirements](#)

**III. STATEMENTS OF PURPOSE**

- A. All legislative inquiries concerning DCS policy, Indiana Code (IC), Federal law and/or legislation are to be directed to the Legislative Director.
- B. The Legislative Director will remain in regular contact with Legislators in order to share general organizational information, program overviews, and DCS statistics.
- C. To the extent possible by law, the Legislative Director will liaise with Legislators and DCS staff; however, the Legislative Director shall not manage or intervene in individual cases.

**IV. PROCEDURE**

- A. DCS employees will forward all legislative inquiries to the Legislative Director within one (1) business day or as soon as reasonably practicable.
- B. The Legislative Director will:
  - 1. Acknowledge receipt of legislative inquiries with the legislator’s office within one (1) business day.
  - 2. Email the appropriate DCS staff for response and reply to the legislator’s office as soon as possible. All inquiries to field staff will be sent to the Local Office Director (LOD) and the Regional Manager (RM).
  - 3. Receive acknowledgement of the inquiry from DCS staff (LOD or RM) within two (2) business days.
  - 4. Receive a reply from DCS staff about the inquiry within two (2) business days.

DATE: March 25, 2023

Eric Miller, Chief of Staff  
Department of Child Services