

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-18

Effective Date: March 1, 2023

Version: 2.0

POLICY TITLE: CONTRACT MODIFICATIONS

OVERVIEW: The Indiana Department of Child Services (DCS) reserves the right, in its contracts, to make unilateral changes in the services, prices, and/or rates within the scope of the contract for the procurement of social services obtained with Title IV-B or Title IV-E funds for services related to the prevention of child abuse and neglect, child welfare services, foster care, successful adulthood services, or adoption services. Such contract changes will be effected by a modification letter issued by DCS, delivered to the contractor, and made available for public inspection.

I. DEFINITIONS

Modification letter: A letter signed and issued by the Director of DCS (Director) or designee, which details the unilateral changes in the work (services, prices, and/or rates) within the scope of a contract for the procurement of social services and is made available for public inspection.

II. REFERENCES

- A. [IC 5-14-1.5: Public Meetings \(Open Door Law\)](#)
- B. [IC 5-14-3: Access to Public Records](#)
- C. [IC 5-22-1-3: Excluded items; exceptions](#)
- D. [IC 5-22-20-1: Policies or rules for inclusion of clauses or contract provisions](#)
- E. [IC 5-22-20-2: Adjustments in price; computation](#)

III. STATEMENTS OF PURPOSE

- A. Due to the broad scope of social services for which DCS contracts, DCS requires the flexibility to make changes in the work within the scope of its contracts for social services in order to best meet the time sensitive needs of the children and families it serves.
- B. A contract for social services entered into by DCS may include a provision giving DCS the unilateral right to order, in writing, changes in the work within the scope of the contract. This includes adjustments in services, prices, and/or rates.
- C. A modification letter detailing changes in the work within the scope of the contract will be issued by DCS and made available for public inspection in compliance with [IC 5-14-1.5](#).

IV. PROCEDURE

- A. DCS Legal will draft a modification letter that details the changes in the work within the scope of the contract for social services.
- B. The Director or designee will sign the modification letter.
- C. The modification letter will be delivered to the contracting party pursuant to the notice provision set forth in the contract.
- D. A modification letter issued by DCS will be made available for public inspection in compliance with [IC 5-14-1.5](#).

V. FORMS AND OTHER DOCUMENTS
N/A

DATE: January 27, 2023

Terry Stigdon, Director
Department of Child Services