

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)																
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	Contact: Soleil Campbell; campbells6@michigan.gov																
	Originating Office: Bureau of Child Welfare Funding and Juvenile Program																
	Subject/Title: Policy Clarification Procedure - Juvenile Justice																
	Distribution: <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> DHS Child Welfare Staff</td> <td><input checked="" type="checkbox"/> BCAL</td> </tr> <tr> <td><input type="checkbox"/> Private Agency Child Welfare Staff</td> <td><input checked="" type="checkbox"/> CWTI</td> </tr> <tr> <td><input checked="" type="checkbox"/> CSA Central Office Managers/Staff</td> <td><input checked="" type="checkbox"/> SACWIS</td> </tr> <tr> <td><input checked="" type="checkbox"/> Native American Tribes</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Data Management</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DHS County Directors</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Adult Services Staff</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> DHS Child Welfare Staff	<input checked="" type="checkbox"/> BCAL	<input type="checkbox"/> Private Agency Child Welfare Staff	<input checked="" type="checkbox"/> CWTI	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input checked="" type="checkbox"/> SACWIS	<input checked="" type="checkbox"/> Native American Tribes		<input type="checkbox"/> Data Management		<input checked="" type="checkbox"/> DHS County Directors		<input type="checkbox"/> Adult Services Staff		<input type="checkbox"/> Other:
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Effective immediately, new procedures are established for consulting central office on juvenile justice related policy clarifications.

With the exception of problem court orders (see JJ2 220 and FOM 722-1), DHS *supervisors* must send policy interpretation requests to the email mailbox Juvenile-Justice-Policy@michigan.gov, which will be checked daily. When a request is received, it will be assigned for action and response. This will allow policy issues to be tracked in the event policy clarification is needed and to ensure policy interpretations are applied consistently statewide.

Questions or requests for policy consultation must first be addressed by local office management prior to contacting the policy office. The appropriate chain-of-command should be utilized within the local county office before questions are sent by a supervisor to the policy mailbox. Policy clarification requests coming from field caseworkers will no longer be honored and will be directed back to their local supervision. DHS *supervisors* may contact their assigned Business Service Center (BSC) analyst for escalation to the appropriate office for quick resolution for any urgent questions.