
EFFECTIVE June 1, 2012.

Subject(s)

1. Electronic Document Management (EDM).
2. Local Accounting System Replacement (LASR).
3. Direct Support Service (DSS).

1) EDM ACM 404, 412, 413

Because of Electronic Document Management (EDM), when the 849 is completed, approved, and then scanned in the electronic case files, that scanned document will become the accepted official document of record.

Upon implementation of EDM statewide, all case level documents are scanned upon receipt, regardless of mail, walk-in or faxed. The originals are stored for 90 days to assist in rescanning if first scan was illegible. Upon 90 days, originals are destroyed.

Reason: System update.

2) LASR ACM 203, 302

Obsolete inactivity codes removed from policy.

Reason: Policy update.

3) DSS ACM 419

Decreased the limit for clothing payment from \$500 to \$250.

Reason: Policy change.