

## PROCESS FOR DISSEMINATING POLICIES

- 1) **New Draft Posted** - When the Policy draft document has completed an internal review and approved by the Financial Policy Committee, it will be posted to the website as a “New Draft” and an e-mail notification of the posting will be sent to the Agency Financial Leaders, Agency Coordinators, and Agency Advocates.
- 2) **External Review Period** - Agencies and other external entities will have 3 weeks from the posting date to review the policy and if applicable complete an Impact Statement that is also available on the web.
- 3) **Impact Statements Reviewed** - DFS will determine if the Impact Statement submitted by the Agency warrants discussion on the issue. If so, the Agency will be requested to attend a Policy review meeting otherwise DFS will respond directly to the Agency at the end of the posting period.
- 4) **Monthly Policy Review Mtg** - DFS will conduct a monthly Policy Review meeting to review Impact Statements for any policies that have completed the 3 week posting period and require additional discussion on the issue. A determination will be made at the meeting to revise and/or approve the draft.
- 5) **Revised Draft Posted** - Draft policies that require revisions will be posted to the website as a “Revised Draft”. An e-mail notification of the posting will be sent to the Agency Financial Leaders, Agency Coordinator, and Agency Advocate. The Agency that requested the revisions will have 1 week to notify the Policy Team Lead of any concerns. At the end of the week, the policy will be marked as “Approved.”
- 6) **Approved Policy** - When a policy has completed the review period and has been approved by DFS, the policy will be marked as “Approved” on the website. An e-mail notification of the posting will be sent to the Agency Financial Leaders, Agency Coordinator, and Agency Advocate.

### Other Forum for Communications

**Agency Advocate Meeting** – provide monthly status on policies under development and revisions to the Table of Contents

**Executive Committee Meeting** – provide overview of the intent of policies under development for the current month

**Capital Stakeholders** – provide workshops on the policies of interest