**POLICY {###} - {Title}**

1. **POLICY**

{Statement of principle based on sound best practices in the field of child welfare and in compliance with state and federal laws and regulations in paragraph form}

1. **PROCEDURES**

{Case work practice standards that implement the policy. Procedural instructions in paragraph form and steps for policy implementation in numbered format (1. , 2. , 3. Etc)}

1. **FOCUS**

{Indicate a FOCUS User Manual for specific policy or the records directly linked to the policy. If no FOCUS activity is required to comply with policy indicate with “No FOCUS functionality”}

1. **FORMS** Use the DFS policy website to access any forms:

[**https://kids.delaware.gov/policies/dfs-policies**](https://kids.delaware.gov/policies/dfs-policies)

{List form names to be used to implement policy. When policy is submitted include the forms listed. If there are no forms, indicate with “None” and remove link}