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| **Requestor’s Name** |  | **Telephone** |  | **Email** |
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| **Office** |  | **Section** |  | **Bureau** |
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| ***Request Approved By:*** *(must be RA/Division Chief or above)* |
|  |  |  |  |  |
| **Name, Title** *(print)* |  | **Signature** |  | **Approval Date** |

 **↓** Check appropriate box below:

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| *See* [*page 2*](#Instructions) *for instructions.* |

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|[ ]  **Review\* of a DRAFT FYI or ITA by the Policy Section** *(SDD approval not required)* |

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|  | \*Submit your request the Policy Section to review your DRAFT FYI or ITA for policy compliance and workload impact prior to seeking Legacy 721/535 or 721/660 (Union) approval. Email the approved “Request to Post an FYI or ITA” form with the DRAFT FYI or ITA attached to: DCFS Policy Revision Requests.  |
|  |
|[ ]  **Posting of an approved\* FYI or ITA** |
|  | \*Approvals from Legacy 721/535 or 721/660 (Union) and the Office of the Senior Deputy Director (SDD) are required before FYIs or ITAs will be posted. Refer to approval process instructions on the reverse side of this form. |
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|  | ***FYI or ITA Approved By:*** |  |  |  |
|  |  | **Senior Deputy Director** |  | **Approval Date** |

**General Instructions:**

1. Write the FYI or ITA using the [FYI template](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1021120_FYItemplate2017.docm) or [ITA template](https://file.my.lacounty.gov/SDSIntra/dcfs/docs/1105613_ITAtemplate2017docx.docx), unless other arrangements have been made with the Policy Development Section.
2. Complete the above “[Request to Post an FYI or ITA](#RequestforFYIITA)” form, including the appropriate Division Chief or Regional Administrator approval of the request.
* Submit a request to the Policy Section to review your DRAFT FYI or ITA for policy compliance, workload impact and formatting consistency prior to seeking Legacy 721/535 or 721/660 (Union) approval.
* Email the approved “[Request to Post an FYI or ITA](#RequestforFYIITA)” form with any attachments to: DCFS Policy Revision Requests (RevisD@dcfs.lacounty.gov). Your request will be reviewed and you will be contacted regarding any follow-up and information as to when your request will be completed.

 **COMPLETE THE FOLLOWING IF INSTRUCTED:** 

1. Present the draft FYI or ITA to Legacy 721/535 or 721/660 (Union) for review and comment.
* Email the draft FYI or ITA to Labor Relations countt@dcfs.lacounty.gov and request to be placed on the agenda.
1. Following the Legacy 721/535 or 721/660 (Union) presentation and any agreed to revisions of the draft FYI or ITA, present the draft FYI or ITA to the Office of the Senior Deputy Director (SDD) for final approval: Jennie Nes & Michelle Forniss.
2. Following the final approval from the Office of the Senior Deputy Director (SDD) and any agreed-to revision of the draft FYI or ITA, forward the finalized and approved FYI or ITA to the Policy Section.
* Email the approved final version of the FYI or ITA, any attachments and the “[Request to Post an FYI or ITA](#RequestforFYIITA)” form with Senior Deputy Director signature to: DCFS Policy Revision Requests. An FYI or ITA number & release date will be assigned upon receipt of all of the above and the FYI or ITA will be posted as quickly as possible.
1. On the Monday following the posting of the FYI or ITA, it will be sent via email blast to all DCFS staff.