**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Designee Status in CLASS

The items below are revised to accurately reflect security process for designee assigned more than 90 days.

Display of Revisions with Changes Highlighted (Word Document)

See:

1222 Time Limitations for Designees in CLASS and IMPACT

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#### 1222 Time Limitations for Designees in CLASS and IMPACT

LPPH ~~December 2011~~ DRAFT 7617-CCL

Policy

In both the CLASS and IMPACT systems, a designee is assigned for only a limited time.

Procedure

Licensing periodically receives a list of staff who have been assigned as a designee in CLASS for more than 90 days. A designated program specialist for Licensing in the DFPS state office:

 • reviews the list; and

 • coordinates with regional managers to determine whether to continue each employee’s designee assignments.