

WEST VIRGINIA  
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

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FILED  
FEB 20 11 05 AM '88

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: Department of Human Services TITLE NUMBER: 78

CITE AUTHORITY: WVC §9-2

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE \_\_\_\_\_

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

WVC §29A-1-3(c); 285 SE 2d 367

AMENDMENT TO AN EXISTING RULE: YES X, NO \_\_\_\_\_

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 6

TITLE OF RULE BEING AMENDED: Incorporation By Reference as a Legislative Rule of the Office of Child Support Enforcement Policy and Procedural Manual

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: \_\_\_\_\_

TITLE OF RULE BEING ADOPTED: \_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE EFFECTIVE DATE OF THIS RULE IS Feb 26, 1988

*Rich O. Hartman*

Rich O. Hartman for

REGINIA S. LIPSCOMB  
Commissioner

WEST VIRGINIA LEGISLATIVE RULE  
DEPARTMENT OF HUMAN SERVICES  
CHAPTER 9-2  
SERIES 6

Title: Incorporation by Reference as a Legislative Rule of  
the Child Advocate Office Policy and Procedural  
Manual

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WEST VIRGINIA LEGISLATIVE RULE  
DEPARTMENT OF HUMAN SERVICES  
CHAPTER 9-2  
SERIES 6

Title: Incorporation by Reference as a Legislative Rule of the  
Child Advocate Office Policy and Procedural Manual

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Section 1. General

1.1 Scope--This legislative rule amends the "Incorporation by Reference as a Legislative Rule of the Office of Child Support Enforcement Policy and Procedural Manual" to the "Incorporation by Reference as a Legislative Rule of the Child Advocate Office Policy and Procedural Manual." The Child Advocate Office succeeded the Office of Child Support Enforcement on July 1, 1986, by legislative enactment (WVC §48A-2-5). This manual details the methods and procedures by which child advocate attorneys and paralegals process support cases, establish and enforce support obligations, locate absent parents, conduct investigations for family law masters and circuit court judges, mediate disputes, compute support arrearages, and collect and distribute support payments.

1.2 Authority and Related Code Citations--West Virginia Code §9-2-6

1.3 Filing Date-- *Feb 26, 1988*

1.4 Effective Date-- *Feb. 26, 1988*

Section 2. Incorporation by Reference as a Legislative Rule of the Child Advocate Office Policy and Procedural Manual

The Child Advocate Office Policy and Procedural Manual is hereby incorporated by reference as a legislative rule. This document is available from the Office of the Secretary of State or the West Virginia Department of Human Services.

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(Plus all the volunteer  
help we can get)

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MAY 20 1988

DEPT. OF HUMAN SERVICES  
ADMINISTRATIVE OFFICE

TO: Regina Lipscomb - Human Services  
FROM: RICH O. HARTMAN, DIR. ADMIN. LAW DIV.  
DATE: May 19, 1988

THE ATTACHED RULE(S) RECENTLY FILED BY YOUR AGENCY HAVE BEEN ENTERED INTO THE COMPUTER. PLEASE REVIEW AND PROOF AND RETURN WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS PLEASE SIGN THIS MEMO AND RETURN TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF YOUR RULE(S) FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

*Series 6*

THE ATTACHED RULE(S) HAVE BEEN REVIEWED AND ARE CORRECT.

SIGNED: \_\_\_\_\_

TITLE OF PERSON SIGNING: \_\_\_\_\_

DATE: \_\_\_\_\_

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THE ATTACHED RULE(S) HAVE BEEN REVIEWED AND NEEDS CORRECTED. THESE CORRECTIONS HAVE BEEN MARKED.

SIGNED: *[Signature]*

TITLE OF PERSON SIGNING: John T. YEARDY, Staff Attorney

DATE: May 23, 1988