

Policy Title:	Attorney General Advice and Opinions – Policy		
Policy Number:	III-A.5		Effective Date: 01-02-1996

Approved By: *on file*

Date Approved:

Policy

Procedures

Forms, etc.

Definitions

References

Contact

Reference(s):

- None

Form(s) that apply:

- None referenced.

Policy:

The State Office for Services to Children and Families intends to request and use Attorney General legal services in the most timely, effective and cost efficient manner.

Definitions

(1) "Formal Opinions": Written, numbered, published legal opinions signed by the Attorney General.

(2) "Informal Opinions": Written, numbered legal opinions signed by the Attorney General's Chief Counsel.

(3) "Legal Advice": Written or oral communications, consultations, not related to formal or *informal opinions*.

Procedure

(1) SOSCF shall follow these procedures for requesting formal or *informal opinions* from the Attorney General:

(NOTE: A formal or informal opinion from the Attorney General requires a letter of request from the SOSCF Director.)

(a) Check with the Rules/Policy Coordinator for Program Operations for prior opinions on the subject;

(b) Obtain clearance to seek Attorney General opinion from the appropriate Assistant Administrator or his/her designee;

(c) Prepare letter for the Director's review and signature requesting opinion and provide a copy of the letter to the Rules/Policy Coordinator for tracking in the Attorney General Opinion Notebook;

(d) Upon receipt of the opinion, provide a copy to the Rules/Policy Coordinator for inclusion in the Attorney General Opinion Notebook.

(2) SOSCF staff shall follow these procedures for requesting and recording *legal advice* from the Attorney General:

(NOTE: *Legal advice* may be requested by agency staff after receiving approval from the branch or section manager.)

(a) Check with the Rules/Policy Coordinator for prior opinions/advice on the subject;

(b) When calling or writing for *legal advice*, identify yourself and section/branch to be charged (billing and payment will remain centralized);

(c) Send a copy of the written advice to the Rules/Policy Coordinator for inclusion in the Attorney General Opinion Notebook.

Contact(s):

- **Name:** CAF Reception; **Phone:** 503-945-5600