

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Policies and Procedures

POLICY: Delegate agencies must develop their own procedures following State policy for the internal functioning of the agency.

GUIDELINES:

1. Agencies shall base their procedures on the State Family Planning Policy & Procedures manual. However, each agency must modify them to reflect the specific operation of their agency/clinic. See list of State Program policies and procedures that require a delegate policy in appendices.
2. The procedures should be written with the input of staff and must be approved by the delegate Governing Board.
3. The Policy & Procedure manuals must be reviewed annually. Procedures must be revised or developed, as appropriate.
4. As P&P are developed and implemented at the delegate agencies, all appropriate staff shall read, initial and date the master copy.
5. The Policy & Procedure manual must be available to all staff.
6. As delegate develops policies and procedures that are unique to their agency, they shall send copies to the State office for review.