

COMMENT DUE DATE: January 02, 2025

Date: December 02, 2024

Darla Hill-Myers Programs Administrator	405-202-7449
Holli Kyker, Program Administrator	405-982-2217
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It is important that you provide your comments regarding the **draft copy** of policy by the comment due date. Comments are directed to *STO.LegalServices.Policy@okdhs.org. The proposed policy is **PERMANENT**.

SUBJECT:

Chapter 2. ADMINISTRATIVE COMPONENTS

Subchapter 35. Volunteer services

340:2-35-1. [AMENDED]

340:2-35-2. [AMENDED]

340:2-35-3. [AMENDED]

340:2-35-4. [AMENDED]

340:2-35-5. [AMENDED]

340:2-35-6. [AMENDED]

340:2-35-7. [AMENDED]

340:2-35-8. [REVOKED]

(Reference WF 24-04)

SUMMARY:

The proposed amendments to Chapter 2 Subchapter 35 include: (1) clarifying the definition of volunteer, volunteer roles, and the role of the volunteer engagement staff; (2) providing legal basis for minimum requirements to be an approved volunteer including background checks and approved Oklahoma Human Services (OKDHS) forms; and (3) deleting language regarding defunct roles and processes.

Permanent rulemaking approval is requested.

LEGAL AUTHORITY: Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes (56 O.S. § 162);



Rule Impact Statement

To: Programs administrator
Legal Services - Policy

From: Jami Majors, Director

Date: July 15, 2024

Re: Chapter 2. ADMINISTRATIVE COMPONENTS

Subchapter 35. Volunteer services

340:2-35-1. [AMENDED]

340:2-35-2. [AMENDED]

340:2-35-3. [AMENDED]

340:2-35-4. [AMENDED]

340:2-35-5. [AMENDED]

340:2-35-6. [AMENDED]

340:2-35-7. [AMENDED]

340:2-35-8. [REVOKED]

(Reference WF 24-04)

Contact: Darla Hill-Myers Strategic Engagement Volunteer Program Administrator, 405-215-7879

A. Brief description of the purpose of the proposed rule:

The proposed amendments to Chapter 2 Subchapter 35 include: (1) clarifying the definition of volunteer, volunteer roles, and the role of the volunteer engagement staff; (2) providing legal basis for minimum requirements to be an approved volunteer including background checks and approved Oklahoma Human Services (OKDHS) forms; and (3) deleting language regarding defunct roles and processes.

Purpose.

Current policy is outdated and requires revisions to reflect the latest standards and requirements that align with OKDHS mission and vision.

Strategic Plan Impact.

The proposed amendments to Chapter 2 Subchapter 35 achieve OKDHS goals by ensuring policy clearly reflects current statutory requirements related to volunteers engaging with OKDHS children and families. The revisions establish consistent minimum guidelines across all divisions of OKDHS, thereby enhancing overall processes and improving community collaboration and engagement. Additionally, the clarified legal

processes provide OKDHS staff definitive guidelines to protect the rights of clients and volunteers.

Substantive changes.

Subchapter 35. Volunteer Services

Oklahoma Administrative Code (OAC) 340:2-35 is amended to clarify the volunteer program and provide a definition for volunteer.

OAC 340:2-35-2 is amended to: (1) replace job design language with roles, and define the roles and responsibilities across OKDHS divisions; (2) remove specific role definitions to provide greater flexibility among divisions, allowing them to create volunteer opportunities that directly benefit their client population; and (3) add levels of engagement to define volunteer group engagement and direct engagement with definitions of each.

OAC 340:2-35-3 is amended to allow divisions the discretion to define what specialized training or certifications would be required for their specific programs.

OAC 340:2-35-4 is amended to: (1) include online processes for training and completion of required forms and paperwork; (2) remove defunct processes and forms; and (3) add clarifying language to allow divisions to have additional requirements.

OAC 340:2-35-5 is amended to: (1) clarify the responsibilities of the Office of Strategic Engagement as it relates to the establishment and administration of the statewide volunteer program; (2) identify the internal and external supports given to each division; (3) remove defunct language regarding the Council that does not exist; (4) update the title of administrator to liaison to better define the role; (5) remove specific language around the divisions to streamline policy for all divisions within OKDHS; and (6) define the role of volunteer coordinator as a staff member appointed by the division who is responsible for the completion of background checks, maintenance of files and information, and annual reassessments to protect the rights of the client and volunteer.

OAC 340:2-35-6 is amended to relocate the language that a volunteer may not be a relative of the client to OAC 340-2-4, minimum requirements for an individual volunteer.

OAC 340:2-35-7 is amended to include current language changes.

OAC 340:2-35-8 is revoked to ensure policy is aligned with current practices and the vision of OKDHS volunteer programs.

Reasons.

The proposed policy amendments reflect updated language around roles, responsibilities, processes, and requirements to align OKDHS rule with the vision and mission of the Office of Strategic Engagement Volunteer Program. The amendments provide guidance and support to achieve meaningful impact through collaboration and relationships in the community. This furthers agency capacity and improves the value and connection OKDHS brings to Oklahoma citizens and employees.

Repercussions.

Without these amendments, rules are antiquated, and roles, responsibilities, processes, and minimum requirements place a risk to the rights of Oklahoma citizens and employees using the volunteer program. In addition, without these amendments, meaningful impact in our workforce and our communities cannot be achieved to provide an inclusive inspired program that operates with integrity and exemplifies the mission and vision of OKDHS. Mission: We improve the quality of life of vulnerable Oklahomans by increasing people's ability to lead safer, healthier, more independent and productive lives. Vision: OKDHS provides help and offers hope to vulnerable Oklahomans through stronger practices, involved communities, and a caring and engaged workforce.

Legal authority.

Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes (56 O.S. § 162);

Permanent rulemaking approval is requested.

- B. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the Agency from any private or public entities:** The classes of persons most likely to be affected by the proposed amendments are children and families served by OKDHS, community members, and OKDHS staff. The affected classes bear no costs associated with the implementation of the rule.
- C. A description of the classes of persons who will benefit from the proposed rule:** The classes of persons who will benefit are children and families served by OKDHS, community members, and OKDHS staff.
- D. A description of the probable economic impact of the proposed rule upon the affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change:** The proposed amendments do not have an economic impact on the affected entities.
- E. The probable costs and benefits to the Agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the Agency:** OKDHS includes the cost of printing and distributing the rules, which is estimated to be less than \$20. The proposed amendments will result in enhanced delivery of services to positively impact placement providers, families, and OKDHS staff.
- F. A determination whether implementation of the proposed rule will have an impact on any political subdivisions or require their cooperation in implementing or enforcing the rule:** The proposed amendments do not have an economic impact on any political subdivision, nor will the cooperation of any political subdivisions be required in implementation or enforcement of the rules.
- G. A determination whether implementation of the proposed rule will have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act:** No adverse effects on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act are anticipated.
- H. An explanation of the measures the Agency has taken to minimize compliance costs and a determination whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule:** Less costly, non-regulatory, or less intrusive methods are not available for achieving the purpose of the proposed amendments.

- I. **A determination of the effect of the proposed rule on the public health, safety, and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety, and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk:** Implementation of the proposed amendments clarify and update rules that facilitate guidelines that support the rights of children and families served by OKDHS, community members, and OKDHS staff.

- J. **A determination of any detrimental effect on the public health, safety, and environment if the proposed rule is not implemented:** If the proposed amendments are not implemented, processes may not be followed as intended, thus placing a risk to the rights of Oklahomans and denying supportive core activities that could benefit the health and wellbeing of children and families served by OKDHS, community members and OKDHS staff.

- K. **The date the rule impact statement was prepared and, if modified, the date modified:**
Prepared; modified July 1, 2024.

SUBCHAPTER 35. VOLUNTEER SERVICES

340:2-35-1. Volunteer services

~~Issued 6-11-01 Revised 9-1-24~~

~~(a) The Oklahoma Department of Human Services (DHS)(OKDHS) Volunteer Program utilizes uses volunteers to augment and enrich DHS OKDHS programs in several divisions of the Agency throughout OKDHS. The material in this Subchapter provides basic guidelines for work with the use of volunteers throughout DHS OKDHS. ■ 1~~
~~Volunteers are a very useful resource for meeting a variety of client needs. ■ 2~~

~~(b) For purposes of this section, a volunteer is a person, or group that performs a service with, for, or on behalf of OKDHS and under the direction of OKDHS personnel, but without financial compensation or other remuneration. Reimbursement of travel and out of pocket expenses are not considered payment for services.~~

340:2-35-1 INSTRUCTIONS TO STAFF

~~Issued 6-11-01 Revised 9-1-24~~

- ~~1. Additional program-specific instructions or requirements are may be issued separately by each participating program or division.~~
- ~~2. DHS staff need to be aware of the value of volunteers and be ready to use them in appropriate situations~~

340:2-35-2. Volunteer job design roles

~~ISSUED 6-11-01 Revised 9-1-24~~

~~(a) A number of specific areas in which individual volunteers may provide services are described in (1)-(9) of this subsection. Oklahoma Human Services (OKDHS) Volunteer Program provides a variety of opportunities for volunteers to assist OKDHS and serve clients across several different divisions within the agency. Each OKDHS division is responsible for identifying the types of volunteer opportunities based on needs, appropriateness of utilization, and availability of support staff in local counties.~~

~~(b) Within the volunteer roles there are two levels of engagement as described below. Each level has specific minimum requirements, though the participating division may have additional requirements.~~

~~(1) **Visitor or companion.**— Visitor or companion activities include: Group Engagement; a group of volunteers engaged in an OKDHS service project that is overseen by an approved volunteer supervisor.~~

~~(A) visiting on a regular basis an elderly or homebound person, such as a person with multi-handicapping conditions;~~

~~(B) providing companionship and social stimulation;~~

~~(C) writing letters;~~

~~(D) helping with errands;~~

~~(E) accompanying clients to medical appointments;~~

~~(F) sharing interests and being a friend; and~~

~~(G) spending time at holidays, birthdays, and other important times, such as during illness, surgery or personal crisis.~~

- (2) **Mom-to-mom.**— Mom-to-mom activities include helping, motivating, and befriending a mother in various ways such as: Direct Engagement; volunteer engages with an individual client to provide a service and enrichment for that client.
- (A) modeling parenting skills and encouraging young mothers in home management tasks;
 - (B) budgeting and shopping; or
 - (C) offering friendship, support, and acceptance.
- (3) **Mentor or special friend.**— Volunteer mentor or special friend activities include establishing a one-to-one ongoing friendship with a child, teenager, or an adult with special needs by:
- (A) sharing recreational outings, leisure activities, meals out;
 - (B) serving as a role model;
 - (C) helping a client prepare for independent living, or
 - (D) being a dependable friend.
- (4) **Tutoring.**— Tutoring activities include:
- (A) helping a child to attain his or her education potential;
 - (B) teaching an adult to read; or
 - (C) helping an adult or child build confidence.
- (5) **Transportation.**— Volunteer transportation activities may include driving clients to:
- (A) medical or therapy appointments;
 - (B) court appearances;
 - (C) the grocery store; and
 - (D) the pharmacy.
- (6) **Share a trip.**— Volunteers may provide opportunities for personal or educational enlightenment for children or persons with developmental disabilities or disabling conditions. Volunteers may plan activities such as outings to:
- (A) the zoo;
 - (B) sporting events; or
 - (C) concerts.
- (7) **Share a skill.**— A volunteer may share skills, such as:
- (A) sewing;
 - (B) budgeting;
 - (C) playing a musical instrument;
 - (D) gardening; or
 - (E) basic house cleaning.
- (8) **Resource development.**— An individual or group of volunteers may sponsor a project to raise funds, develop resources, or solicit donations of needed goods. Volunteers may participate in a speakers' bureau to expand public awareness, influence legislation, or recruit other volunteers.
- (9) **Administrative.**— Trained volunteers may perform many tasks of DHS employees. Administrative volunteer activities may include:
- (A) gathering information to help determine eligibility for Agency programs;
 - (B) typing;
 - (C) processing claims; and
 - (D) filing.

340:2-35-2 INSTRUCTIONS TO STAFF

Issued ~~6-11-04~~ Revised 9-1-24

1. ~~These areas~~ A variety of volunteer opportunities are expanded upon in ~~volunteer handbooks issued by participating programs~~ divisions.
2. ~~Program administrators are responsible for oversight.~~

340:2-35-3. Specialized volunteer placement

Issued ~~6-11-04~~ Revised 9-1-24

Certain volunteer placements require specialized training or certification. The amount and type of any specialized training or certification needed is left to the discretion of the responsible OKDHS division.

- ~~(1) **Respite care.** Respite care volunteers assist parents or primary care givers with the care or supervision of a child or a person with developmental disabilities by providing brief periods of respite so that care givers can attend to personal or family business.~~
- ~~(2) **Legal assistant.** Legal assistant volunteers:
 - (A) research legal data;
 - (B) assist in the preparation of legal briefs and arguments and in the filing of court or administrative functions; and
 - (C) check court records to obtain information for legal or administrative action.~~

340:2-35-4. Requirements for volunteers

~~ISSUED 07-13-06~~ Revised 9-1-24

(a) **General.** To protect the rights of clients and volunteers and to properly integrate volunteers into the Oklahoma Department of Human Services (OKDHS) service systems, volunteers are required at a minimum to:

- ~~(1) be at least 18 years of age and demonstrate an interest in and a concern for the needs of others;~~
- ~~(2) attend an orientation and training session in person or online, outlining the various OKDHS programs and services;~~
- ~~(3) agree to follow all applicable OKDHS rules as well as the confidentiality requirement on all cases and agree to follow OKDHS rules included on the VOL-3 volunteer agreement form;~~
- ~~(4) carry Form VOL-1, Volunteer Identification Card, while on duty; and~~
- ~~(5) possess and be prepared to show state issued ID when engaging in volunteer activities; and~~
- ~~(5)(6) have adequate automobile liability insurance and valid driver's license if transporting clients.~~
- ~~(7) Volunteers may not be a relative of the client. ■ 1~~

(b) **Individual volunteers.** ~~An extensive~~ A screening process is required for before prospective volunteers ~~recruited for direct care services~~ are permitted to serve OKDHS clients.

- (1) This process includes entrance and placement interviews and the completion of Forms:
 - (A) VOL-2, Volunteer Group Agreement (,when applicable); ■ 6

- ~~(A)~~(B) VOL-3, Volunteer Agreement; ■ ~~12~~
- ~~(B)~~(C) VOL-5, Application for Volunteer Service;
- ~~(C)~~(D) VOL-7, Volunteer Reference Letter, as required; and
- ~~(D)~~(E) VOL-9, Volunteer Interview Report.

~~(2) Before placement, volunteers in direct care service~~ Volunteers must, at a minimum, have a background check through the Child Abuse and Neglect Information System (CANIS), the Oklahoma State Bureau of Investigation (OSBI), and the Department of Public Safety, and other. Other applicable background checks are at the discretion of the OKDHS division using the volunteer services. ■ ~~3~~

~~(3) Screening requirements are less restrictive for volunteers who will not be placed in one-on-one relationships with OKDHS clients.~~

~~(4) Form VOL-1, Volunteer Identification card is issued to the volunteer at the time of certification by the local office approval.~~

(c) Volunteer groups. In approved situations where a group of individuals volunteer their services for a group project such as Boy Scouts, a high school class, or military group, the minimum age requirement may be waived. ■ ~~24~~

~~(1) The person responsible for supervising the volunteer group, however, must meet the minimum and specific division requirements, including the age qualification, to be an approved volunteer.~~

~~(2) The number of volunteers eligible to be supervised by a supervising volunteer must be approved in advance by the Division.~~

~~(2) It is not necessary for each individual member of a volunteer group to complete Form VOL-5. The person responsible for the group signs Form VOL-2, Volunteer Group Agreement, and attests for all the group members who participate.~~

~~(3) The group must be approved as an OKDHS volunteer group by the volunteer coordinator. division.~~

~~(4) The person responsible for the volunteer group completes and signs Form VOL-2, Volunteer Group Agreement, and attests for all the group members who participate.~~

340:2-35-4 INSTRUCTIONS TO STAFF

ISSUED 07-13-06 Revised 9-1-24

1. Persons considered a relative of the client are spouse, parent, mother-in-law, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, aunt, uncle, nephew, niece, cousin, or any person denoted by the prefixes of grand, great, or step.

42. Forms VOL-3 (22VL003E), Volunteer Agreement and VOL-5, Application for Volunteer Service, must be signed by the every individual volunteer and kept on file in the local office in an online database by the responsible OKDHS division.

3. (a) Volunteer coordinators within the responsible OKDHS division are responsible for ensuring the necessary background checks for each prospective volunteer are completed and contain no information that would disqualify an individual as a volunteer. Any questions about determining what criteria constitutes a disqualification should be directed to DHS Legal Services.

(b) Volunteer coordinators must obtain consent from prospective volunteers to Complete background checks utilizing form ADM-130, 04AD003E Request for Background check, through the Child Abuse and Neglect Information System (CANIS), Oklahoma State Bureau of Investigation (OSBI), Oklahoma State Courts Network (OSCN), including Oklahoma District Court Records (OCDR) Oklahoma Department of Corrections (DOC) offender information to determine if individual has any court action. Department of Public Safety, Oklahoma sex offender registry, Mary Rippy violent crime offenders registry.

(c) When considering CANIS results, volunteer coordinators are to rely only on an approved/disapproved determination provided by Child Welfare Services. Additional inquiry into the details of the CANIS determination is not permitted.

42. These projects may include money raising activities, mowing clients' lawns, repairing clients' homes, or similar projects. It is not necessary for each individual member of a volunteer group to complete Form VOL-5 (22VL005E). The person or persons responsible for the group and each group member signs Form VOL-2 (22VL002E), Volunteer Group Agreement. The approved volunteer attests for all the group members who participate. The division has the discretion to waive the age requirement for a volunteer group.

340:2-35-5. Administrative Statewide Volunteer Program staff roles and responsibilities

ISSUED 6-11-04 Revised 9-1-24

(a) **Overview.** ~~The volunteer program~~ OKDHS Volunteer Program requires cooperation and commitment from paid staff at all levels. Volunteers are a vital part of the service network and are to be provided adequate training and supervision. ~~Their work is evaluated with constructive feedback given on their performance. Volunteers who provide ongoing, direct care service to clients have access to the social worker with time scheduled for planning and goal setting.~~ ■-1

(b) **Volunteer director.** ~~The volunteer director~~ engagement administrator in the ~~Executive Office, State Office of Strategic Engagement,~~ is responsible for assisting the county offices to develop and implement volunteer programs to fit the needs and requirements of each county. ■-2 ~~The volunteer director is responsible for: establishment of statewide policy and overall vision of the OKDHS Volunteer Program. The volunteer engagement staff will provide tools and resources for internal and external use to support each division.~~

~~(1) coordinating Agency wide volunteer concerns;~~

~~(2) overseeing the DHS Volunteer Budget;~~

~~(3) providing technical and administrative support for DHS volunteer recognition activities; and~~

~~(4) chairing the state DHS Volunteer Council (Council).~~

(c) **Council.** ~~The Council is the governing board for volunteer rules and planning. Each participating program is represented on the Council. The Council includes volunteer program administrators and other volunteer management personnel. The Council:~~

~~(1) plans and carries out promotional activities and fund raising projects to support recognition activities;~~

~~(2) oversees the nomination process for area and state volunteer awards events; and~~

~~(3) plans and hosts the annual state DHS Volunteer Award Ceremony.~~

~~(d) **Volunteer program administrators.** Volunteer program activities are directed and supervised on a statewide basis by administrators in Child Welfare, Developmental Disabilities Services Division, Child Support Enforcement Division, Office of Field Operations, and Family Support Services Division. Each OKDHS division with a volunteer program is responsible to for designating a staff member to serve as a volunteer liaison. The volunteer program administrators liaison:~~

~~(1) provide provides technical and administrative assistance to local volunteer managers;~~

~~(2) monitor monitors division-wide program activities;~~

~~(3) make recommendations for service improvements;~~

~~(4) offer ensures division specific training and educational opportunities in volunteer management for local staff and volunteers; and~~

~~(4) coordinates with the Office of Strategic Engagement volunteer program~~

~~(5) develop training packets, posters, and handouts for use in promoting the volunteer program and recruiting volunteers.~~

~~(e)(d) **Volunteer coordinator.** The volunteer coordinator is a staff member appointed by the district supervisor or county director division to coordinate the local volunteer program. Activities of the volunteer coordinator include:~~

~~(1) recruiting and screening of new volunteers; ■ 1~~

~~(2) screening volunteers; ensuring the completion of necessary background checks and that CANIS checks are reviewed by child welfare; ■ 2~~

~~(3) assigning volunteers' specific tasks;~~

~~(4) ensuring that volunteer mileage claims are processed; and~~

~~(5) updating the active volunteer files. maintaining volunteer files and documentation in the division's online volunteer database;~~

~~(6) training volunteers; ■ 3~~

~~(7) providing ongoing support to volunteers including contact at least quarterly; and ■ 4~~

~~(8) completing annual assessment of the individual volunteer's performance and activities. ■ 5~~

340:2-35-5 INSTRUCTIONS TO STAFF

ISSUED 6-11-04 Revised 9-1-24

1. ~~Volunteers are provided work space and meaningful work. The county director or local administrator is of particular importance to the volunteer program in establishing an attitude of acceptance and support throughout the organization. The county director or local administrator is involved in program development and planning and advised of progress, accomplishments, and problems. During the screening and approval process, designated OKDHS staff:~~

(1) reviews application VOL-5 (22VL005E), Application for Volunteer Service;

- (2) reviews with applicant and obtains signature VOL-3 (22VL003E), Volunteer Agreement;
 - (3) obtains signed consent to Complete background checks using Form ADM-130, 04AD003E Request for Background Check, through the Child Abuse and Neglect Information System (CANIS), Oklahoma State Bureau of Investigation (OSBI), Oklahoma State Courts Network (OSCN), including Oklahoma District Court Records (OCDR) Oklahoma Department of Corrections (DOC) offender information to determine if individual has any court action. Department of Public Safety, Oklahoma sex offender registry, and the Mary Rippy Violent Crime Offenders Registry. All background information is documented on Form 04AF007E, Records Check Documentation;
 - (4) obtains three reference letters using VOL-7 (22VL007E), Volunteer Reference Letter; and
 - (5) completes interview with the volunteer applicant using VOL-9 (22VL009E), Volunteer Interview Report.
- 2. Upon request of the county director and in conjunction with the area office, the services of the volunteer director are available for consultation on all phases of the volunteer program. Assessment of background information search results.
 - (1) Felony convictions. OKDHS denies an applicant when they have a criminal conviction record for any felony offense.
 - (2) Sex-related crimes. OKDHS denies the application to become a volunteer when the applicant:
 - (A) has a conviction for any crime, felony, or misdemeanor, per 57 O.S. § 582; or
 - (B) is subject to the Oklahoma Sex Offender Registration Act.
 - (3) Arrests, charges, or other convictions. An applicant with any of the following misdemeanors will be denied:
 - (A) assault and battery;
 - (B) alcohol- or drug-related offenses;
 - (C) domestic violence; or
 - (D) other offenses involving the use of physical force or violence against the person or property of another.
 - (4) Any other misdemeanors or other concerning histories, such as protective orders, traffic offenses, or money judgements, must be reviewed and approved at the Division Deputy Director level and documented in the division's online volunteer database.
 - (5) Child abuse and neglect investigations. OKDHS denies volunteer applicants with any confirmed findings of abuse and neglect as evidenced by a denial issued through the Child Welfare division. Any other abuse and neglect history or involvement must be reviewed and approved at the Division Deputy Director level and documented in the division's online volunteer database.
- 3. Provide volunteer with specific division training curriculum in addition to agency orientation and training sessions.

4. Volunteer coordinator will make at least quarterly contact via email, phone call, or in-person with volunteers to provide support and continue engaging volunteer in ongoing and future volunteer opportunities. Document contact is noted in the division's online volunteer database.
5. The volunteer coordinator conducts annual assessments that include:
 - (1) Renewed volunteer consent and conducting new background checks; Child Abuse and Neglect Information System (CANIS), Oklahoma State Bureau of Investigation (OSBI), Oklahoma State Courts Network (OSCN), including Oklahoma District Court Records (OCDR) Oklahoma Department of Corrections (DOC) offender information to determine if individual has any court action. Department of Public Safety, Oklahoma sex offender registry, Mary Rippy violent crime offenders registry, All background information is documented on Form 04AF007E, Records Check Documentation.
 - (2) Completion of new volunteer application form 22VL005E if there have been any changes; and
 - (3) An interview with the volunteer in-person or virtual and identify any training needs.

340:2-35-6. Reimbursement for mileage and necessary expenses

~~Reimbursement for mileage and necessary expenses may be made to volunteers who provide transportation to clients. Volunteers may not be a relative of the client. The SoonerRide transportation services through the Oklahoma Health Care Authority provides the majority of transportation needs for DHS OKDHS clients. Clients not eligible for SoonerRide services, may be eligible for transportation by DHS OKDHS volunteers. Volunteers providing transportation to clients can be eligible for reimbursement of mileage and necessary expenses. ■ 1 & 2~~

340:2-35-6 INSTRUCTIONS TO STAFF

1. ~~Persons considered a relative of the client are spouse, parent, mother-in-law, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, aunt, uncle, nephew, niece, cousin, or any person denoted by the prefixes of grand, great, or step.~~
2. (a) Reimbursement is made at the current mileage rate in accordance with the DHS OKDHS guidelines.
- (b) All claims for volunteer mileage reimbursement are filed on Form ADM-6, Travel Claim.
- (c) Transportation for social services for income eligible clients and information and referral (I & R) services is funded from Title XX. Form ADM-6 must include the client's name and case number along with the date of travel. It must be designated "Volunteer - Title XX" under "Nature of Official Business."
- (d) I & R services may be provided on a short-term basis, not to exceed 90 days, to clients who are in need of services but who do not have active cases or who may not meet income standards for Title XX. These claims are identified as I & R on Form ADM-6.

(e) Students may be approved as **DHS OKDHS** volunteers and, as such, can be reimbursed for mileage. However, students in practicum placements under **DHS OKDHS** services cannot be considered as volunteers but can be reimbursed for mileage.

340:2-35-7. Documentation of volunteer services

The division's ~~volunteer services~~-coordinator assists ~~volunteers and social workers~~ in recording and documenting volunteer services, service hours, and other voluntary contributions. Volunteer services are documented by completing Form VOL-4, Volunteer Report of Contact. ■ 1

340:2-35-7 INSTRUCTIONS TO STAFF

1. Form VOL-4 is filed in the client's case record in the division's online volunteer data base.

~~340:2-35-8. Recognition of volunteers~~

~~(a) **Certificates of appreciation.** Certificates of appreciation used for special recognition and local award ceremonies are available upon request to the State Office, Executive Office, volunteer director.~~

~~(b) **DHS volunteer awards ceremonies.** Each year DHS hosts area volunteer awards ceremonies to formally thank individuals and organizations whose voluntary efforts have had a positive impact on DHS clients. A statewide ceremony concludes the annual DHS volunteer recognition events.~~