

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Social Services Agency Policies and Procedures

Number: A 1

Approved: Signature on file

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POLICY

The Social Services Agency Policies and Procedures (P&Ps) apply across divisional lines. SSA develops and issues Policies and Procedures (P&P) to:

- Define responsibility and accountability
- Comply with existing Federal, State, and County requirements
- Ensure administrative uniformity and consistency in the implementation of the Agency's business processes

The processing of new P&Ps or revising the current P&Ps shall be determined using the following priority levels:

- Mandate change
- Fiscal change
- Case law or court ruling
- Operational structure or procedural change
- Legislative reference change

The policy section of the P&P will be posted to the SSA Internet and shall therefore be clearly distinguished from the procedure section.