

**Policy Transmittal
Office of Child Welfare Programs**



Shannon Biteng, Field Services Manager

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Number: CW-PT-18-021

Issue date: 10/2/2018

Topic: Other

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Approval Process for Legal Change of a Minor's Name Outside of the Adoption Process or Change of a Minor's Sex Designation		
Policy/rule number(s):	Chapter 8, Section 7	Release number:	
Effective date:	May 1, 2018	Expiration date:	
References:			
Web address:	http://www.dhs.state.or.us/caf/safety_model/procedure_manual/ch08/ch8-section7.pdf		

Discussion/interpretation: There has been an established approval process for legal name changes for minors, for whom DHS Child Welfare is the guardian, outside of the adoption process, but there have not been written procedure or forms available on the forms server. This procedure will guide that process as well as the process for the legal change of a minor's sex designation. A form ([DHS 2706](#)) to request approval for one or both changes is now available on the forms server. Except for legal name changes that occur as part of the adoption process, this process must be used for any

legal change of name or sex designation for a child or youth in the Department's legal custody.

Implementation/transition instructions: Central office and field managers are to ensure that their staff review this transmittal so that they are aware of this process.

Training/communication plan: This information will be shared with central office and field program managers who may have questions that can be answered so they have the information needed to share with supervisors and staff as needed.

Local/branch action required: See above.

Central office action required: See above.

Field/stakeholder review: Yes No

If yes, reviewed by: Field and central office input received through the Policy Council process.

If you have any questions about this policy, contact:

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