

# Policy Transmittal

## Office of Child Welfare Programs



Laurie Price, Deputy Director, Office of Child Welfare Programs

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**Number:** CW-PT-18-013

**Issue date:** 4/26/2018

**Topic:** Updated Parentage Testing Request and Instructions (5600)

**Due date:**

**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 ( <i>please specify</i> ):                     |
| <input checked="" type="checkbox"/> Child Welfare Programs     |   |

<b>Policy/rule title:</b>	Updated Parentage Testing Request and Instructions (5600)		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	May 1, 2018	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** The Parentage Testing Request Form (5600) has been updated to be more user friendly. The Parentage Testing Instructions (5600ci) have also been updated to provide more clarity on the proper way to complete the 5600 form. The Office of Child Welfare Child Support Team worked with field and central office staff to develop the updated 5600 and 5600ci forms.

**Implementation/transition instructions:** Effective May 1, 2018, Child Welfare staff who are responsible for submission of parentage genetic testing requests need to

retrieve the updated Parentage Testing Request Form (5600) and Instructions (5600ci) through the [DHS|OHA Publications and Forms web search page](#).

**Training/communication plan:** Managers, please ensure staff use the updated 5600 form and instructions from the DHS|OHA Forms and Publications page. Additional information on Parentage Testing and more is also available on the [Staff Paternity and Parentage Tools Page](#).

**Local/branch action required:**

**Central office action required:**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

*If you have any questions about this policy, contact:*

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