

## LCCS POLICY 110 Signature Authorization

<b>Original Issue Date:</b>	2/15/1990
<b>Revision Dates:</b>	11/25/1990, 7/30/1993, 12/15/1993, 2/10/1999, 1/09/2003, 3/08/2013, 8/14/2013, 10/11/2017, 7/19/2019
<b>Revision Number:</b>	9
<b>Current Effective Date:</b>	7/19/2019
<b>Board Approval Date:</b>	10/11/2017
<b>Obsolete/Combined</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All LCCS staff who need an agency representative to sign
<b>Responsibility:</b>	Executive Director, Designated Directors and Managers
<b>Purpose:</b>	To facilitate efficient agency operations, the Executive Director may delegate authority to approve and sign specified documents on behalf of the agency.
<b>Legal Cite:</b>	O.R.C. §§ 5153.06, 5153.11, and 5153.16

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### POLICY STATEMENT

The Executive Director has designated persons/positions with the authority to review and approve identified documents per Board Resolutions 07-98 approved 9/9/1998, 15-89 approved 11/8/1989, 08-93 approved 3/10/1993, 02-13 approved 8/14/2013 and 04-17 approved 10/11/2017.

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PROCEDURE – including required timeframes and documentation.

The Executive Director will sign:

- Authorization consent for medical and dental care, both routine and emergency
- Hospital admission
- Authorization for surgery
- Release of confidential information [form #5706 (e.g. third party investigations, adoption information, etc.)]
- Authorization for psychotropic drugs
- Out-of-town adoptions placements (to authorize medical treatment)
- Consent for Adoption - **Cannot be designated per Probate Court**
- Permanent Surrenders
- DNR Orders - cannot be designated***

In the absence of the Executive Director, he or she shall appoint a designee (as outlined in Policy 100) who shall have full management and signatory authority of the Executive Director except that he/she shall not sign requests for DNR Orders as outlined in LCCS Policy 152A.

**The Director of the Social Services Division** is authorized to approve and sign all Agreements for Temporary Custody of a Child (see policy #620 – the ATC checklist and Family Case Conference Form #5611 must be attached.)

**The Director of the Administrative Services Division is authorized:**

1. To approve and sign all financial reports submitted to the Ohio Department of Job and Family Services for reimbursement and all other fiscal documents.
2. Approves all Purchase orders and Invoices for payment on the daily payment schedule.
3. Cosign checks for payment on any agency bank accounts.

The Fiscal Manager as a designee of the Administrative Director can authorize total invoices for payment on the daily payment schedule of up to \$7,500.

The Fiscal Clerks, Accounting Supervisor and the Fiscal Manager as designees of the Administrative Services Director can authorize under \$500, under \$1,000 and up to \$3,000 respectively on Purchase Orders.

The Accounting Supervisor and Fiscal Manager as a designee of the Administrative Services Director can cosign checks of under \$1,000 and up to \$3,000 on any of the agency bank accounts respectively. The Fiscal Clerks can be one of the dual signatories on the agency bank accounts.

**The Managers of Caseworkers of Record** are authorized to approve and sign the following:

- Individual Habilitation Plans (IHP's) for children in DD facilities.
- College grant forms.
- Camp Authorization forms
- Justification for not completing investigation activity as set forth in OAC 5101:2-34-32.
- Placement into special education programs [Note: The surrogate parent for a foster child signs the IEP.]
- ODJFS 1661 Interstate Compact Placement Request (ICPC 100A)

**The Manager of the Placement Department** is authorized to approve and sign the following:

- All placement packets and placement agreements with network homes and institutions.

**The Manager of Community Development** is authorized to approve and sign the following:

- Signature cards to approve release of funds from savings accounts for children who are placed in the Independent Living program.

**The Inter-system Resource Team (IRT) Representative** is authorized to approve and sign all agreements for co- payments with Mental Health, Juvenile Court, DD, or other agencies.

### **Signature Requests**

When an agency representative needs a signature, the document will be forwarded to the above- designated person. The employee seeking a signature will:

- Attach a completed signature request form (#1420-I) and direct to the designated person.
- Verify that all necessary information on the document is completed prior to requesting signature. This may include insurance/medical information, child custody status, etc.

The signed document will be sent back to the person requesting the signature unless otherwise indicated in writing.

In the absence of the authorized signer, the designated back up will be responsible for signature.

Some forms require a witness to signature. Other forms must be notarized. These events need to occur as required.

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## **CASE PRACTICE GUIDES**

As forms will always be revised, deleted, or newly implemented by other agencies/institutions for various reasons, this policy will not be comprehensive as to all potential forms. When there is a question as to the proper designee for signature, the issue needs to be forwarded through the chain of command for clarification.

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## **RELATED POLICIES and FORMS**

LCCS Policy 100 (Delegation of Executive Authority)  
LCCS Policy 620 (Agreement for Temporary Custody)  
ODJFS 1661 Interstate Compact Placement Request (ICPC 100A)  
LCCS Policy 152A (DNR)