

HAWAII ADMINISTRATIVE RULES

TITLE 17

DEPARTMENT OF HUMAN SERVICES

SUBTITLE 6 BENEFIT, EMPLOYMENT AND SUPPORT SERVICES
DIVISION

CHAPTER 603

AVAILABILITY AND COST OF DEPARTMENT
PROGRAM MANUALS

- §17-603-1 Purpose
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§17-603-1 Purpose. The purpose of this chapter shall be to define the conditions under which the department shall make its program manuals available to the public, and to establish the costs of copies. [Eff 7/19/82; am and comp 3/19/93; comp 9/18/06] (Auth: HRS §346-14) (Imp: HRS §91-5; 42 U.S.C. §601-610; 45 C.F.R. §205.70)

§17-603-2 Definitions. As used in this chapter: "Custodian" means any organization or individual, not a public agency or officer, responsible for centrally locating the program manuals and making the manuals publicly accessible to a substantial number of the welfare recipient population served. The agencies and organizations shall accept responsibility for filing all amendments and changes forwarded by the department.

"Program offices" means the state offices of financial assistance program (FAP), food stamp program (FSP) and employment and child care program (ECCP) which administer the public welfare programs for financial assistance, food stamps, and support services.

"Program manuals" means the rules of the department on file with the Lt. Governor's office and procedures which are used by the eligibility or support services worker to determine the eligibility of an applicant or recipient. [Eff 7/19/82; am and comp 3/19/93; am 8/01/94; am and comp 9/18/06] (Auth: HRS §346-14) (Imp: 42 U.S.C. §601-610; 45 C.F.R. §205.70)

§17-603-3 Availability of program manuals. (a) The program manuals shall be made available to interested individuals and organizations for review, study, or reproduction on regular work days during regular office hours.

(b) Custodians shall make the program manuals available for public review.

(c) The program manuals shall be available upon request through the following:

- (1) Program offices;
- (2) Branch administrators' offices and the section administrators' offices for financial assistance, food stamps, and support services programs; and
- (3) Unit offices on each island for their respective programs. [Eff 7/19/82; comp 3/19/93; am and comp 9/18/06] (Auth: HRS §346-14) (Imp: HRS §91-5; 42 U.S.C. §601-610; 45 C.F.R. §205.70)

§17-603-4 Cost of program manuals. (a) The department shall deposit, without charge, seven copies of the program manual of rules of the department with the state publications distribution center and one copy with the University of Hawaii.

(b) Upon request once an appeal has been filed, copies of specific sections of the program manuals relating to the appeal issues shall be provided without charge to the individual filing the appeal or the individual's legal representative to prepare for the hearing.

(c) Upon request, copies of the program manuals shall be provided without charge to state or county agencies and officers.

(1) State or county agencies or officers entitled to a free copy of the department's program manuals shall be placed on the mailing list of the department's, program offices, for the additional issuances of the rules and procedures.

(2) State or county agencies or officers placed on the mailing list shall be responsible to notify the program offices, for any reason, when the issuances are no longer needed.

(d) Custodians, individuals, or organizations not entitled to receive free copies as specified in subsections (a), (b), and (c) shall be assessed a fee related to the current cost of reproduction and current postal rates for copies of department program manuals or specific sections of the manuals.

(e) The fee for reproduction shall be as established in Hawaii Revised Statutes and shall be paid in advance to the department by cash, money order, or certified check.

(f) Copies shall be provided within ten working days from the date of request by the department's program office, branch administrators' offices, the section administrators' offices, or unit offices. Where necessary, the unit offices shall refer the requesting individual to the appropriate unit office. [Eff 7/19/82; am and comp 3/19/93; am 6/16/99; am 05/31/02; am and comp 9/18/06] (Auth: HRS §346-14; 42 U.S.C. §601-610; 45 C.F.R. §205.70) (Imp: HRS §§91-5, 92-21, 93-3; 42 U.S.C. §601-610; 45 C.F.R. §205.70)