

ADMINISTRATIVE PROCEDURE #3
FORMS CONTROL AND DESIGN
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3.1 Definition

A form is a pre-printed document used on a regular or recurring basis which requests or transmits information usually with blank spaces for the entry of additional information.

3.2 Forms and Policy Control System

The need for the development of new forms or the revision of existing forms may arise due to the development of rules and procedures. (Refer to Administrative Procedure #1, Policy Control System).

The unit(s) responsible for the development of a policy document may discover in the process that a new form or the revision of an existing form is necessary in order to implement a particular policy. In these situations, the unit(s) responsible for drafting the rule or procedure shall also produce a draft of the form, as well as instructions for its use.

The form will be considered a part of the policy draft and will undergo the same process of development, review and approval as the policy document, which necessitates the use of the form.

The purpose of this review is twofold:

1. To ensure that the content of the form is consistent with the content of the policy draft, and
2. To offer other executive staff members the opportunity to review what impact, if any, the form may have on their division or office.

3.3 Other Forms

The need for a new or revised form will most often arise due to other considerations not related to rules and procedures and therefore would not be part of the review process of the Policy Control System. For example, the need for a new or revised form may arise due to audit findings, program or systems evaluations, new reporting requirements or staff suggestions for improving Department performance or service.

In these instances, the staff who have identified the need for the form shall produce a draft of the form and instructions for its use, secure the review and approval of their Division head or executive staff member and forward the draft form to Forms Control and Design in accordance with the

procedures below in [Section 3.5](#). While such forms do not require the same extensive review as forms related to the Policy Control System, care shall be taken to obtain Legal Staff review, when appropriate, in order to ensure the legal sufficiency and implications of proposed new or revised forms, especially if those forms impart to or seek information from persons outside the Department.

3.4 State Forms Management Program

The Illinois Department of Administrative Services has published Rules and Regulations, which govern the production of forms by state agencies. Certain forms may not be used outside the agency unless they have been approved by the Department of Administrative Services. Forms which require such approval are those forms, which request information from the public.

If the form is one that requests information from the public, it must contain the following notice:

"NOTICE: Completion of this form required in order for this agency to carry out its obligations under Illinois Revised Statutes: Chapter ____, Section _____. This form approved by Forms Management Center."

Staff who are developing a new or revised form should determine whether the form fits into the above category. If it does, the above notice with the appropriate statutory citation inserted, shall be incorporated onto the front page of the form. Forms Control and Design, Springfield, shall be responsible for obtaining the necessary approval from the Department of Administrative Services.

3.5 Procedures For Production of Forms

When the final draft of a form has been approved, either through the Policy Control System or otherwise, it is to be submitted along with a completed copy of form CFS 108FR, New or Revised Forms Request to Forms Control and Design, Office of Communications/Community Relations, DCFS Central Office, Springfield.

Forms Control and Design will assign a number to the form and take the necessary steps to produce sufficient numbers of the form for distribution.

The initial supply of any new form will be issued to the appropriate offices when either the policy document, which mandates and describes the use of the form, is issued or by the date specified by the Division requesting production of the form.

Additional supplies of forms are ordered from Central Stores, Springfield, by the completion and submittal of form CFS 108, Request for Forms.