

6123

**IMPORTANT:** Read instructions on back of last page (Certification Page) before completing this form. Failure to comply with instructions may cause disapproval of proposed Regulations

State of Connecticut  
**REGULATION**

of 2013 JUN 28 A 11: 05

NAME OF AGENCY Department of Social Services	SECRETARY OF THE STATE LEGISLATIVE REGULATION ADMINISTRATIVE SERVICES
<b>Concerning</b>	
SUBJECT MATTER OF REGULATION Emergency Shelter Services	

**Section 1.** Sections 17-590-1 to 17-590-7, inclusive, of the Regulations of Connecticut State Agencies are transferred to sections 17b-800-1 to 17b-800-7, inclusive, of the Regulations of Connecticut State Agencies as follows:

**Correlation Table**

Former Section Number	New Section Number
17-590-1	17b-800-1
17-590-2	17b-800-2
17-590-3	17b-800-3
17-590-4	17b-800-4
17-590-5	17b-800-5
17-590-6	17b-800-6
17-590-7	17b-800-7

**Section 2.** Sections 17b-800-1 to 17b-800-7, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:

**Sec. 17b-800-1. Definitions**

As used in [Sections 17-590-1 to 17-590-7] sections 17b-800-1 to 17b-800-7, inclusive, [as follows] of the Regulations of Connecticut State Agencies:

[(a)] (1) "Applicant" means a public [,] or private organization or agency that has submitted an emergency shelter grant application to the Department of [Human Resources.] Social Services;

[(b)] (2) "Client" means [any] a homeless individual eighteen [(18)] years of age or over, [or] homeless family [,] or emancipated minor, who is in need of and requests emergency shelter services; [.]

[(c)] (3) "Commissioner" means the Commissioner of [the Department of Human Resources or a designee.] Social Services;

[(d)] (4) "Dangerous weapon" means any instrument, article or substance [which] that is capable of causing death or serious bodily injury; [.]

[(e)] (5) “Department” means the Department of [Human Resources.] Social Services;

[(f)] (6) “Emergency” means a situation in which immediate action must be taken to meet the needs of individuals or families who do not have sufficient resources to secure shelter; [.]

[(g)] (7) “Emergency [Shelter] shelter” means housing in a single, accessible location [, excluding residential treatment centers for drug and/or alcohol abuse, youth shelters, halfway houses and transitional living programs,] that provides, at a minimum, sleeping and bathroom facilities for homeless individuals and families in a facility that meets local building, health, fire, safety and handicapped persons access codes [,] and zoning requirements. “Emergency shelter” does not include residential treatment centers for drug or alcohol abuse, youth shelters, halfway houses or transitional living programs;

[(h)] (8) “Emergency [Shelter Services] shelter services” means [, but is not limited to, purchase of emergency shelter services in other than a central facility, and] the social, health, educational, legal, financial and related services [that may be part of the individual emergency shelter program] that an emergency shelter operator provides to clients. [It] “Emergency shelter services” does not include the operation of residential treatment centers for drug [and/or] or alcohol abuse, youth [services] shelters, halfway houses [and] or transitional living programs; [.]

[(i)] (9) “Grant [Application] application” means a request for funds to develop, [and/or] maintain or renovate an emergency shelter [program and may include one or more of the following eligible expenses: minor facility renovation, administrative and program expenses, and/or purchase of] or provide emergency shelter services; [.]

(10) “Grantee” means an emergency shelter that receives department funding for the provision of emergency shelter services;

(11) “Homeless” means lacking a fixed, regular and adequate nighttime residence;

[(j)] (12) “Operator” means [the] an applicant, or [designee of the applicant] an applicant’s designee, [who is] responsible for the on-site management and operation of [the] an emergency shelter [, and/or] or the administration of emergency shelter services; [.]

[(k)] (13) “Physical assault” means a willful touching of a person by another person with intent to do harm with any instrument, article or substance, or any portion of the body, and shall include the attempted use of a dangerous weapon by one person against another; and [.]

[(l)] “Resident” means a person who receives any type of services from a shelter program which is a recipient of Department funding.]

[(m)] (14) “Threat” means a verbal or physical expression of an intent to harm, or otherwise cause bodily injury to another person or to damage property.

### **Sec. 17b-800-2. Application process**

(a) [The Commissioner shall review and approve the operating policies of shelters receiving grants from the Department. The Department shall require an applicant or recipient to comply with the

following requirements in] In order to receive department funding for emergency shelter services, an applicant shall submit, biannually or more frequently based upon a schedule established by the department, an application that includes:

- (1) [Demonstrate sufficient] Evidence of demand for emergency shelter services at a proposed or existing shelter location; [and/or emergency shelter services in a particular location.]
- (2) [Demonstrate that the applicant has the] Evidence of the applicant's administrative and managerial capability to establish and operate an emergency shelter [facility and/or] or provide emergency shelter services in a sensitive, humane and cost effective manner; [.]
- (3) Evidence of the applicant's ability to collect and submit client data for the department's homeless management information system;

[Submit an application to the Commissioner that includes] (4) the following written information:

- (A) [table of organization] An organizational chart and by-laws of [governing body] the organization;
- (B) [written operating/admission] Written operating and admission policies;
- (C) [written] Written grievance procedures;
- (D) [house] House rules;
- (E) [a] A description of [program] emergency shelter staffing, [(paid/volunteer)] whether paid or volunteer, that indicates a minimum staff to client ratio of one staff member per [25 residents] twenty-five clients;
- [(F) the goals and objectives of program;]
- [(G) a] (F) A description of the emergency shelter services [which will be provided] that the applicant will provide;
- [(H) a] (G) A description of the physical facility [as to:] including location; accessibility to transportation, [and health/social] health, social and related services; type and size of building; [handicapped persons] access for disabled persons; any available parking area; space allocation for shelter activities and [capacity of] shelter capacity;
- [(I) evidence] (H) Evidence of [conformity of the program and building to] compliance with local zoning ordinances, local building codes and state fire and health regulations;
- [(J) schedule] (I) Schedule of the daily operation of the emergency shelter and services offered;
- [(K) completed Department] (J) Completed departmental budget forms; [that contain the fiscal information necessary for the Commissioner to authorize payments based on each shelter's capacity and the level of funding available from other sources;] and

[(L) if] (K) If applicable, a report on the number of grievances filed pursuant to the shelter grievance procedure, the reasons for each grievance, and the disposition of each grievance;[.]

[(4) Submit operating] (5) Operating policies that comply with [Section 17-590-4 and Section 17-590-5] sections 17b-800-4 and 17b-800-5 of the Regulations of Connecticut State Agencies.

[(5) Submit grievance] (6) Grievance procedures that comply with [Section 17-590-6 and Section 17-590-7] sections 17b-800-6 and 17b-800-7 of the Regulations of Connecticut State Agencies.

(b) [All grant requests may be accepted, rejected or modified at the discretion of the Commissioner.] The commissioner may, at the commissioner's discretion, accept, reject or modify any grant request. The commissioner's decision [of the Commissioner] may not be appealed.

(c) [The applicant will be notified in writing of the acceptance or rejection of the application within sixty (60) days. If an application is rejected, the applicant will be notified of the reason(s) for the rejection.] The department shall notify an applicant in writing of the acceptance or rejection of an application not later than sixty days after the department receives the application.

### **Sec. 17b-800-3. Financing and program review**

(a) [The allocation of funds shall be by a] The department shall allocate funds pursuant to a contract that [shall set] sets forth the specific conditions under which the grant is awarded.

(b) Sections [17-590-1 through 17-590-7] 17b-800-1 through 17b-800-7, inclusive, of the Regulations of Connecticut State Agencies comprise the minimum standards of eligibility for [Department] department funding. Meeting the minimum requirements does not guarantee that an applicant or [awardee] grantee will receive [Department] department funding, nor that funding will be [awarded] provided in subsequent fiscal years.

(c) [Grant funds must be utilized consistently with the grant award and grant funds are subject to recovery if not so utilized.] The department may seek recovery of any grant funds not used consistently with the terms of a grant.

(d) The grantee shall submit periodic program and progress reports [on Department forms as required by the Commissioner] to the department and shall maintain records of the use of the grievance procedure. [which are] Such records shall be available to the [Department] department for review upon request.

(e) [The performance of each awardee shall be reviewed and evaluated at least annually by the Department.] The department shall, at least annually, review and evaluate the performance of each grantee. Such reviews and evaluations may [be performed by examining the awardee's] include an examination of the grantee's documents and reports, [by] site visits by [Department] department staff, or [by a combination of both document review and site visits] both. [An awardee's performance shall be evaluated by] Such reviews and evaluations shall also include a review of:

(1) [its] The grantee's compliance with [Sections 17-590-1 through 17-590-7] sections 17b-800-1 through 17b-800-7, inclusive, of the Regulations of Connecticut State Agencies and the terms and conditions of its contract; and

(2) [its] The grantee's financial reports to the [Department] department and the grantee's annual audit.

(f) If the [Department] department determines that the [awardee] grantee has failed to meet its obligations under subdivisions (1) and (2) [above] of subsection (e) of this section, [it] the department may place the [awardee] grantee on probation or, when the failure is serious or repeated, terminate its contract.

#### **Sec. 17b-800-4. Operating policies of shelters**

(a) [Admissions policy] An emergency shelter receiving department funding shall adhere to an admissions policy that includes the following requirements:

[(1) The admissions policy shall reflect the goals and objectives of the program.]

[(2) There shall be no discrimination] (1) The shelter shall not discriminate in the acceptance of clients [,] on the basis of race, creed, color, religion, national origin, ancestry, sex, [or] sexual orientation, gender identity or expression, marital status, age or disability and [no rejections of] shall not reject clients on the basis of past conduct unconnected to the shelter or shelter program, except that a shelter serving homeless families shall not admit a person who is listed on the registry of sex offenders maintained pursuant to chapter 969 of the Connecticut General Statutes; [.]

[(3) It shall describe] (2) The shelter shall maintain a process for screening all persons entering the shelter [or its programs] for obvious signs of illness, [or] injury [including] or intoxication from drugs [and/or] or alcohol, and a process for referring those exhibiting such signs to [the proper] an appropriate facility; [.]

[(4) If it is the policy of the grantee to search an individual prior to admittance, said procedure must be so conducted that it does not unduly infringe upon the privacy rights of the individual.] (3) The shelter shall ensure that any policy concerning a search of a person prior to admission is conducted so that the search does not unduly infringe upon the privacy rights of the individual;

[(5) A] (4) The shelter shall keep a confidential record [shall be kept] of all clients admitted, referrals made, and services offered and the number of individuals who are refused admittance and the reasons for refusal, except in the case of refusal because of insufficient beds, in which case the shelter shall keep a record of the number of people turned away; [will be maintained.]

[(6) A homeless individual or family as defined in accordance with subsection (b) of Section 17-590-1 shall not be denied access to a shelter due to the inability to pay a fee.] (5) The shelter shall not deny access to a client due to the client's inability to pay a fee; and

(6) The shelter shall establish a procedure for the release of information concerning a client who is listed on the registry of sexual offenders maintained pursuant to chapter 969 of the Connecticut General Statutes to a law enforcement officer in accordance with subsection (b) of section 17b-800 of the Connecticut General Statutes.

(b) House rules:

(1) The house rules shall be posted in a conspicuous location in a public area of the facility. Each client seeking admission to a shelter shall sign a form provided by the shelter indicating that [they were] the client was advised of the house rules [;] and the penalties of violating [said] the rules, [;] and [they agree] that the client agrees to abide by the [posted house] rules. This [document] form shall be part of [their] the client's case file. The rules shall be clear, explicit and administered fairly. [They] The house rules shall include the penalty for infringement of house rules. The penalty shall be clearly stated and [evenly] enforced equally among the shelter's clients. The house rules and their penalties shall be periodically reviewed by the shelter, with input from shelter [residents] clients. Copies of the shelter's house rules and any subsequent revision thereof shall be made available to staff and [residents] clients and shall be provided to the [Department] department.

(2) House rules shall be reasonable, and shall address, at a minimum, the following:

- (A) [daily] Daily schedule;
- (B) [permitted] Permitted length of stay and conditions under which extensions [will] shall be granted;
- (C) [resident fees/contributions] Client fees or contributions;
- (D) [bed] Bed reservation or daily reapplication;
- (E) [bathing] Bathing;
- (F) [laundry] Laundry facilities;
- (G) [meals (if served)] Meals, if served;
- (H) [safe] Safe storage of [residents'] client food supplies;
- (I) [social, or other services] Services offered;
- (J) [supervision] Supervision and discipline of children;
- (K) [duties] Duties expected of [residents] clients;
- (L) [a] A description of policies covering violent or disruptive behavior;
- (M) [privacy] Privacy and confidentiality;
- (N) [fire] Fire evacuation and safety procedures;
- (O) [use] Use and handling of prescribed medication;
- (P) [use and/or] Use or possession of alcohol, drugs or weapons;
- (Q) [visits] Visits from people who are not [residents of the] shelter clients;
- (R) [access] Access to telephones;

(S) [arrangements] Arrangements for safekeeping of [residents'] client financial interests and personal belongings;

(T) [policies] Policies for group meetings of [residents] clients;

(U) [provisions] Provisions for mail distribution; and

(V) [access] Access to medical services.

(c) Grantees [must] shall ensure that [residents] clients:

(1) [will] Shall not be suspended or expelled from the shelter [or a shelter services unit] except for good cause;

(2) [will] Shall be afforded hearings on grievances in accordance with [Sections 17-590-6 and 17-590-7] sections 17b-800-6 and 17b-800-7 of the Regulations of Connecticut State Agencies;

(3) [will] Shall be offered decent, safe, and sanitary shelter;

(4) [will] Shall have shelter or shelter [services] service matters pertaining to [them] the client kept confidential;

(5) [will] Shall have access, directly or through [their] the client's designated representatives, to [their] the client's shelter or shelter [services] service records;

(6) [will] Shall be treated by staff with consideration, respect, and dignity and without physical or mental abuse; and

(7) [will] Shall be entitled to equal application of shelter or shelter services rules.

**Sec. 17b-800-5. Expulsion and suspension of shelter [residents] clients**

(a) All rules and policies of the shelter, including the shelter's grievance procedures, shall be posted in a conspicuous place and shelter [residents] clients shall be given a copy upon request. The shelter's grievance procedures shall include information on how to initiate the grievance process [ . If the infraction of a rule or procedure might lead to suspension or expulsion of residents, the notice of the rules and policies shall clearly warn residents of this and state the lengths of time of such possible suspensions or expulsions.] and shall also include a clear notice to clients identifying the house rules that carry a penalty of suspension or expulsion if violated, and, if applicable, the length of any suspension.

(b) All rules and policies shall be written in plain language and, when feasible, translated for [non-English speaking residents] clients who do not speak English. If [there is] the shelter has reason to believe [the resident] a client is illiterate, the shelter shall provide the rules and procedures [shall be provided] orally.

(c) A [resident] client shall not be expelled or suspended, except for good cause. Good cause includes, but is not limited to, the following kinds of events:

- (1) [violations] Violations, after a warning, of posted house rules [which] that seriously or materially impede the operation of a shelter;
  - (2) [behavior] Behavior that poses a threat to the health or safety of other [residents] clients, shelter staff, or other people on the premises of the shelter, or to the physical property of the [residents] clients or the shelter or anyone on the premises of the shelter. This may include the possession or use of illegal drugs or alcohol;
  - (3) [violations] Violations, after a warning, of case plans or contracts, when the [resident] client has committed [him/herself] in writing to follow such plan or contract;
  - (4) [expiration] Expiration of a defined length of stay, unless, according to the shelter's own rules, the [resident] client qualifies for an extension;
  - (5) [theft] Theft or destruction of property in or on the grounds of the shelter; or
  - (6) [sexual] Sexual harassment or sexual activity in violation of shelter rules.
- (d) [If] Except as provided in subsection (e) or (f) of this section, as applicable, if a shelter [resident] client violates a rule or policy that might lead to suspension or expulsion; [, except for cases in subsection (e) of Section 17-590-5 below:]
- (1) The [resident] client shall receive written and oral notice of the infraction prior to suspension or expulsion. This notice shall state the consequences of having violated the rule or regulation; and
  - (2) The [resident] client shall have an opportunity to request the review of this decision through the shelter grievance procedure prior to the suspension or expulsion. The notice in subdivision (1) of this subsection shall inform the [resident] client of his or her rights to a grievance review and how to request a grievance review.
- (e) In cases where the behavior of the [resident] client poses a threat to the health or safety of other [residents] clients, shelter staff, or anyone on the grounds of the shelter, or to the physical property of the [residents] clients of the shelter or anyone on the premises of the shelter, the [resident] client may be suspended or expelled without any prior warning, or the prior opportunity for a hearing under the shelter grievance procedure. A staff person who has decided to expel or suspend a [resident] client shall, whenever possible, consult with an impartial staff person on whether the decision is appropriate.
- (f) A [resident] client may be suspended without prior warning or a prior opportunity for a hearing if he or she poses a threat to the health of other [residents] clients, shelter staff or anyone on the grounds of the shelter because the [resident] client is reasonably believed to be infected with a disease that is easily spread through casual contact [and/or] or by airborne means only if:
- (1) [contamination] Contamination with the disease could cause serious health problems for others;
  - (2) [the] The shelter does not have adequate means to isolate the infected [residents] clients; and

(3) [the] The shelter, if possible, has attempted to place the [resident] client in an alternative facility.

(g) Behavior that constitutes a threat to health and safety shall be defined by the shelter and shall include, but not be limited to, the following:

- (1) [possession] Possession, distribution, or use of illegal drugs or alcohol;
- (2) [possession] Possession of a dangerous weapon;
- (3) [physical violence] Physical assault or the threat of physical violence when there is reason to believe such a threat indicates a genuine possibility of actual physical [violence] assault directed at anyone in or on the grounds of the shelter; [or] and
- (4) [arson] Arson or attempted arson.

(h) The shelter [must] shall clearly identify the infractions that can lead to suspension or expulsion without prior notice or a prior hearing in the notice provided under subsection (a) of [Section 17-590-5] this section. [, the rules' infractions that lead to suspension or expulsion without prior notice or a prior hearing.]

(i) The [resident] client shall have an opportunity to have any decision to expel or suspend him or her reviewed under the shelter grievance procedure. The burden shall be on the shelter to show that the [resident] client was in violation of the shelter rules. In the case of expulsion or suspension under [Section 17-590-5 (e)] subsection (e) or (f) of this section, as applicable, the review may be conducted after expulsion or suspension.

(j) Any [resident] client who is suspended or expelled shall, whenever possible, be given information on any other facilities available to him or her, and the name and phone number of the person to contact at any appropriate public agency.

(k) If the expelled or suspended [resident] client was originally placed at the shelter by a state agency, that agency [must] shall be informed of the expulsion or suspension within one business day.

**Sec. 17b-800-6. Shelter grievance procedures**

(a) Each shelter shall create a shelter grievance procedure. The shelter shall consult with [residents] clients of the shelter when creating the grievance procedure.

(b) The shelter grievance procedure shall be available to any [resident] client who is aggrieved [about] by any adverse action including, but not limited to, suspension or expulsion. The shelter grievance procedure shall also be available to an individual who has been initially refused admittance.

(c) The shelter grievance procedure shall contain the following minimum requirements:

- (1) Unless an extension of time is agreed to by both parties, the grievance review shall take place within three [(3)] business days of the request for a review, except that, in the case of someone who is suspended or expelled without a prior opportunity for a hearing, the grievance review shall

take place by the next business day if the [resident] client is placed in an alternative facility pending the review, or within [24] twenty-four hours of the suspension or expulsion if no other placement is available, or later if an extension of time is requested by the [shelter resident] client;

(2) The grievance review shall be conducted by an impartial person who has the authority to modify, affirm or reverse the decision that is being grieved; [.]

(3) The [resident] client may be represented by any person of his or her choosing; [.]

(4) The [resident] client shall be allowed to review, confront [.] and refute any evidence relied upon in any decision relating to the grievance, [;] by any appropriate means including, but not limited to, the use of witnesses.

(5) [Any] any decision shall be in writing, shall be based on the evidence presented at the review, and shall explain the parties' rights to an appeal, pursuant to section 17b-800-7 of the Regulations of Connecticut State Agencies.

(d) [An] As used in this section and section 17b-800-7 of the Regulations of Connecticut State Agencies, an impartial person shall be any person, including an employee of the shelter, who did not take part in the decision or procedure which is being grieved.

### **Sec. 17b-800-7. Appeal panels**

(a) Any decision of a grievance review may be appealed to:

(1) [a] A panel of three [(3)] people, consisting of a shelter [resident] client or former [resident] client, a shelter staff person or a member of the [Board of Directors] board of directors, and another person not employed by the shelter or receiving shelter services. The panel chairperson shall be the person not employed by the shelter or receiving shelter services; or

(2) [an] An appeal panel consisting of one impartial person who is mutually agreeable to both parties.

(b) The shelter shall maintain a list of people in each of the above categories, to be updated as necessary, and shall select a person from each list for each grievance review. All panel members shall be impartial.

(c) The shelter shall ensure that panel members receive training about the grievance procedure, as appropriate.

(d) An appeal [will] shall take place within five [(5)] business days of the request for a hearing. Other than cases falling under [Section 17-590-5 (e)] subsection (e) or (f) of section 17b-800-5 of the Regulations of Connecticut State Agencies, as applicable, a decision to suspend or expel [will] shall be stayed pending the appeal.

(e) The chairperson shall have overall administrative responsibility for conducting the appeal hearing. The chairperson [will] shall:

- (1) [instruct] Instruct the other panel members on procedures prior to the hearing;
  - (2) [ensure] Ensure that the hearing is conducted in an orderly manner;
  - (3) [afford] Afford all parties the opportunity to present information fully; and
  - (4) [permit] Permit parties to question each other when it is appropriate to do so.
- (f) A simple majority vote of the panel [will] shall be sufficient to render a decision.
- (g) The decision of the panel to reverse, modify or affirm the decision of the shelter shall be sent in writing to all parties involved within ten [(10)] days of the hearing and [will] shall be binding.

### **Statement of Purpose**

*Pursuant to CGS Section 4-170(b)(3), "Each proposed regulation shall have a statement of its purpose following the final section of the regulation." Enter the statement here.*

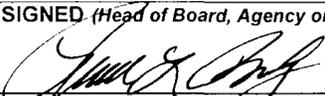
To amend the regulations of the Emergency Shelter Services program to conform with provisions of Public Act 09-7 that require shelter policies and procedures regarding persons on the sexual offender registry, to clarify that emergency shelter service providers must submit applications at least biannually in order to obtain funding, and to make technical changes to reflect current practices and federal regulatory requirements.

R-39 Rev. 02/2012  
(Certification page—see Instructions on back)

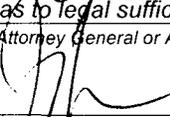
### CERTIFICATION

This certification statement must be completed in full, including items 3 and 4, if they are applicable.

- 1) I hereby certify that the above (check one)  Regulations  Emergency Regulations
- 2) are (check all that apply)  adopted  amended  repealed by this agency pursuant to the following authority(ies): (complete all that apply)
  - a. Connecticut General Statutes section(s) 17b-3 and 17b-800.
  - b. Public Act Number(s) \_\_\_\_\_  
(Provide public act number(s) if the act has not yet been codified in the Connecticut General Statutes.)
- 3) And I further certify that notice of intent to adopt, amend or repeal said regulations was published in the **Connecticut Law Journal** on November 27, 2012;  
(Insert date of notice publication if publication was required by CGS Section 4-168.)
- 4) And that a public hearing regarding the proposed regulations was held on \_\_\_\_\_;  
(Insert date(s) of public hearing(s) held pursuant to CGS Section 4-168(a)(7), if any, or pursuant to other applicable statute.)
- 5) And that said regulations are **EFFECTIVE** (check one, and complete as applicable)
  - When filed with the Secretary of the State
  - OR  on (insert date)

DATE <u>4/4/2013</u>	SIGNED (Head of Board, Agency or Commission) 	OFFICIAL TITLE, DULY AUTHORIZED <u>Commissioner, DSS</u>
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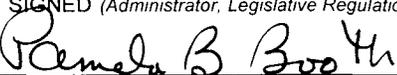
**APPROVED** by the Attorney General as to legal sufficiency in accordance with CGS Section 4-169, as amended

DATE <u>4/26/13</u>	SIGNED (Attorney General or AG's designated representative)  Joseph Rubin	OFFICIAL TITLE, DULY AUTHORIZED
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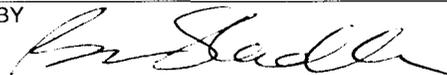
Proposed regulations are **DEEMED APPROVED** by the Attorney General in accordance with CGS Section 4-169, as amended, if the Attorney General fails to give notice to the agency of any legal insufficiency within thirty (30) days of the receipt of the proposed regulation.

(For Regulation Review Committee Use ONLY)

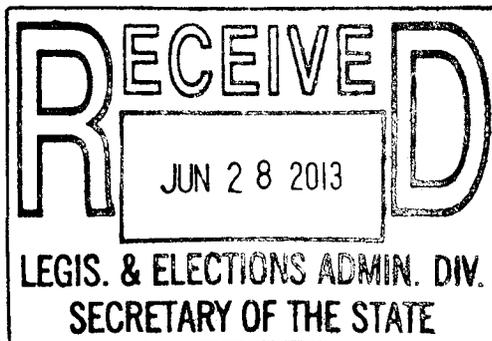
- Approved  Rejected without prejudice
- Approved with technical corrections  Disapproved in part, (Indicate Section Numbers disapproved only)
- Deemed approved pursuant to CGS Section 4-170(c)

By the Legislative Regulation Review Committee in accordance with CGS Section 4-170, as amended	DATE <u>6/25/2013</u>	SIGNED (Administrator, Legislative Regulation Review Committee)  Pamela B Booth
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Two certified copies received and filed and one such copy forwarded to the Commission on Official Legal Publications in accordance with CGS Section 4-172, as amended.

DATE <u>6-28-2013</u>	SIGNED (Secretary of the State)  Dan N. Mitchell	BY 
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(For Secretary of the State Use ONLY)



SECRETARY OF THE STATE  
LEGISLATION & ELECTIONS DIVISION  
JUN 28 11:05 AM 2013

## GENERAL INSTRUCTIONS

1. All regulations proposed for adoption, amendment or repeal, *except* emergency regulations, must be presented to the Attorney General for his/her determination of legal sufficiency. (See CGS Section 4-169.)
2. After approval by the Attorney General, the original and one electronic copy (in Word format) of all regulations proposed for adoption, amendment or repeal must be presented to the Legislative Regulation Review Committee for its action. (See CGS Sections 4-168 and 4-170 as amended by Public Act 11-150, Sections 18 and 19.)
3. Each proposed regulation section must include the appropriate regulation section number and a section heading. (See CGS Section 4-172.)
4. New language added to an existing regulation must be in underlining or CAPITAL LETTERS, as determined by the Regulation Review Committee. (See CGS 4-170(b).)
5. Existing language to be deleted must be enclosed in brackets [ ]. (See CGS 4-170(b).)
6. A completely new regulation or a new section of an existing regulation must be preceded by the word "(NEW)" in capital letters. (See CGS Section 4-170(b).)
7. The proposed regulation must have a statement of its purpose following the final section of the regulation. (See CGS Section 4-170(b).)
8. The Certification Statement portion of the form must be completed, including all applicable information regarding *Connecticut Law Journal* notice publication date(s) and public hearing(s). (See more specific instructions below.)
9. Additional information regarding rules and procedures of the Legislative Regulation Review Committee can be found on the Committee's web site: <http://www.cga.ct.gov/rr/>.
10. A copy of the Legislative Commissioners' Regulations Drafting Manual is located on the LCO website at [http://www.cga.ct.gov/lco/pdfs/Regulations\\_Drafting\\_Manual.pdf](http://www.cga.ct.gov/lco/pdfs/Regulations_Drafting_Manual.pdf).

## CERTIFICATION STATEMENT INSTRUCTIONS

*(Numbers below correspond to the numbered sections of the statement)*

1. Indicate whether the regulation is a regular or an emergency regulation adopted under the provisions of CGS Section 4-168(f).
2.
  - a) Indicate whether the regulations contains newly adopted sections, amendments to existing sections, and/or repeals existing sections. Check all cases that apply.
  - b) Indicate the specific legal authority that authorizes or requires adoption, amendment or repeal of the regulation. If the relevant public act has been codified in the most current biennial edition of the *Connecticut General Statutes*, indicate the relevant statute number(s) instead of the public act number. If the public act has not yet been codified, indicate the relevant public act number.
3. Except for emergency regulations adopted under CGS 4-168(f), and technical amendments to an existing regulation adopted under CGS 4-168(g), an agency must publish notice of its intent to adopt a regulation in the *Connecticut Law Journal*. Enter the date of notice publication.
4. CGS Section 4-168(a)(7) prescribes requirements for the holding of an agency public hearing regarding proposed regulations. Enter the date(s) of the hearing(s) held under that section, if any; also enter the date(s) of any hearing(s) the agency was required to hold under the provisions of any other law.
5. As applicable, enter the effective date of the regulation here, or indicate that it is effective upon filing with the Secretary of the State. Please note the information below.

Regulations are effective upon filing with the Secretary of the State or at a later specified date. See CGS Section 4-172(b) which provides that each regulation is effective upon filing, or, if a later date is required by statute or specified in the regulation, the later date is the effective date. An effective date may not precede the effective date of the public act requiring or permitting the regulation. Emergency regulations are effective immediately upon filing with the Secretary of the State, or at a stated date less than twenty days thereafter.

<p>Regulation of the <b>Department of Social Services</b></p>
<p>CONCERNING <b>Emergency Shelter Services</b></p>
<p>Approved by the Attorney General <b>April 26, 2013</b></p>
<p>Approved by the Legislative Regulation Review Committee on <b>June 25, 2013</b></p>
<p>Received and filed in the Office of the Secretary of the State  June 28, 2013 <b>Effective Date: June 28, 2013</b></p>
<p>Published in the Connecticut Law Journal</p>