



**Department of Health and Human Services
Office of the Commissioner
Policy and Procedure Statement**

Policy # DHHS-22-06

Issue Date: 1/4/06

Revised Date:

I. SUBJECT

Procedure for charging for selected materials provided by the Department of Health and Human Services to the public and private sectors.

II. POLICY STATEMENT

The DHHS Charges Procedure outlines to whom and the number of free copies to be made available. For all other or additional requests, a fee may be charged by each Department Administrative Unit. The price charged for items listed in this policy will cover the costs of printing, postage and handling.

Photocopying Charges: The rate for photocopying is \$1 for the first page and .25¢ for each additional page. There is no charge for employee time.

Each Administrative Unit is responsible for assuring that the fees are collected and promptly sent to the Finance Division. Monies generated in the Regional Client Offices will be submitted to the Division of Regional Operations.

III. RATIONALE

The purpose of this policy is to establish a consistent mechanism by which the Administrative Units of the Department of Health and Human Services will operate in regard to distribution and fees for materials available from the Department.

IV. PROCEDURE STATEMENT

This procedure has been divided into the following sections:

1. Manuals and Regulations
2. Resource Directories
3. Reports
4. Mailing Lists
5. Photocopying
6. Literature Searches

The full procedure is attached to this Policy and Procedure Statement.

V. DEFINITIONS

Administrative Unit refers to the regular structure of the Department, namely the Offices, Divisions, Units, etc. and other distinctly independent units.

VI. DISTRIBUTION

All employees, via e-mail and hard-copy postings on designated bulletin boards.

VII. ATTACHMENT

Procedure for charging for selected materials.

February 22, 2007
Review Date

Brenda M. Harvey
Commissioner

PROCEDURE FOR CHARGING FOR SELECTED MATERIALS

1. MANUALS, RULES & REGULATIONS

The manuals may include legislation, rules and operating procedures. Rules and regulations relate to specific items covered by the Administrative Procedures Act Title 5 Section 800a through 11008.

A. The Department's Administrative Units will provide the following free copies of materials:

1. 18 copies of the Government Documents Librarian at the State Library
2. Numbers as requested by:
 - (a) Governor's Office
 - (b) DHHS staff
 - (c) Federal agencies

B. The Department's Administrative Units will provide 1 free copy upon request to:

1. Other state agencies
2. Providers of the particular Administrative Units
3. Contractors with Administrative Unit
4. Public or private non-profit organizations, agencies or groups representing constituent populations who may be impacted by the printed materials being requested
5. Selected legislative offices
 - (a) Speaker of the House
 - (b) President of the Senate
 - (c) Office of Policy and Legal Analysis
 - (d) Chairpersons (Senate & House) of appropriate legislative committees
 - (e) Clerk of the House

C. The Department of Health and Human Services Administrative Units will charge for any other requests or for requests exceeding the designated copies as above. The only exception is when an appointed official of the Department has determined that it is in the best interest of the Department to provide free copies.

D. The price charged for manuals and regulations covers the costs of printing, postage and handling as determined by the Administrative Unit.

2. RESOURCE DIRECTORIES AND OTHER REFERENCE DOCUMENTS

Resource Directories are reference documents of designated resources and how to access them.

A. The Department's Administrative Units will provide the following free copies of materials produced by the Department of Health and Human Services:

1. 18 copies to the Government Documents Librarian at the State Library
2. Numbers as requested by:
 - (a) Governor's Office
 - (b) DHH staff
 - (c) Federal agencies

- B. The Department's Administrative Units will provide 1 free copy upon request to:
1. Other State Agencies
 2. Selected legislative offices
 - (a) Speaker of the House
 - (b) President of the Senate
 - (c) Office of Policy and Legal Analysis
 - (d) Chairpersons (Senate & House) of appropriate legislative committees
 - (e) Clerk of the House
- C. The Department of Health and Human Services Administrative Units will charge for requests or for requests exceeding the designated copies as above when it is cost effective to do so. The only exception is when an appointed official of the Department has determined that it is in the best interest of the Department to provide free copies.
- D. The price charged for resource directories covers the costs of printing, postage and handling as determined by the Administrative Unit.

3. REPORTS

Reports are the product resulting from Task Force, work groups, legislative requirements, and are limited to those reports intended for general public consumption. This policy does not include reports associated with grant applications

- A. The Department's Administrative Units will provide the following free copies of materials:
1. 18 copies to the Government Documents Librarian at the State Library
 2. Numbers as requested by:
 - (a) Governor's Office
 - (b) DHHS staff
 - (c) Federal agencies
 3. Agencies or organizations which collaborated in the data collection and/or analysis.
- B. The Department's Administrative Units will provide 1 free copy upon request to:
1. Other state agencies
 2. Providers of the particular Administrative Units
 3. Contractors with Administrative Unit
 4. Public or private non-profit organizations, agencies or groups representing constituent populations who may be impacted by the printed materials being requested
 5. Selected legislative offices
 - (a) Speaker of the House
 - (b) President of the Senate
 - (c) Office of Policy and Legal Analysis
 - (d) Chairpersons (Senate & House) of appropriate legislative committees
 - (e) Clerk of the House
 6. The Media
 7. Students, and instructors and libraries in primary, secondary and post-secondary education settings in Maine.

- C. The Department of Health and Human Services Administrative Units will charge for all other requests or requests exceeding the designated copies as above. The only exception is when an appointed official of the Department has determined that it is in the best interest of the Department to provide free copies.
- D. The price charged for reports covers the costs of printing, postage and handling as determined by the Administrative Unit.

If the Department as a whole prepares annual or biannual reports separate and in addition to the Governor's Annual and Biannual report then 55 copies of such a report must be provided the Government Document Librarian.

4. MAILING LISTS AND LABELS

Mailing lists and labels may be furnished only when there is no breach of confidentiality as established by the Administrative Units' policy.

The Department of Health and Human Services' Administrative Units will charge for providing mailing lists unless it is not cost effective to do so. The cost charged will be the cost of the Department for producing the list, labels or related materials based on recommendations by the Division of Data Processing.

5. LITERATURE SEARCHES

Agencies that have the capabilities of providing literature searches may charge for each literature search. The cost of the literature search will not exceed the cost of conducting the search.

6. PHOTOCOPIES AND OTHER DISTRIBUTIONS METHODS

The Department of Health and Human Services Administrative Units may charge for photocopying, postage and handling.

Charges for information provided electronically will include associated costs such as disc or phone transmission.

7. MAINE STATE LIBRARY

The Department of Health and Human Services is responsible for providing free of charge 18 copies of the other materials to the Maine State Library as stipulated by 1 MRSA subsection 501-A.