



Code of Arkansas Rules

DCFS Policy and Procedures Manual (9 CAR § 40)

Code of Arkansas Rules Website Link: <https://codeofarrules.arkansas.gov/Rules/Search>

The screenshot shows the 'Code of Arkansas Rules' website search interface. On the left is a sidebar with a list of titles: Title 1. General Provisions, Title 2. Agriculture, Title 3. Alcoholic Beverages, Title 4. Business and Commercial Law, Title 5. Criminal Offenses, Title 6. Education, Title 7. Elections, Title 8. Environmental Law, Title 9. Family Law, and Title 10. General Assembly. The main area is titled 'Search Rules' and contains several search fields: 'Citation:' with a text input 'X CAR § X-X' and a 'Go' button; 'Title:' with a dropdown menu set to '-Select-'; 'Part:' with a dropdown menu set to '-First Select a Title-'; 'Keywords:' with a text input field and a help icon; 'Entity:' with a text input field; and 'Authority:' with a text input field containing 'Example: 2-37-105, Example: Arkansas Code'. There is also an unchecked checkbox for 'Appendix'. At the bottom of the search area are 'Search' and 'Clear Search' buttons. Above the search fields is a 'QUICK FIND' toolbar with dropdown menus for Title, Chapter, Subchapter, Part, Subpart, Section, and Appendix, followed by a 'Go' button.

Search Options

Trainer Note: It's important to note that although position title and general language shifts are active in DCFS practice, the old language does still appear in policy. At this time, Social Services Specialists will need to include old language at times to search policy even in the new form until the Policy and Procedures Manual is updated to reflect the changes.

1 - Quick Find Toolbar

The screenshot shows the 'QUICK FIND' toolbar from the Code of Arkansas Rules website. It features a series of dropdown menus for Title, Chapter, Subchapter, Part, Subpart, Section, and Appendix, followed by a red 'Go' button. A blue circle with the number '1' is overlaid on the first dropdown menu (Title).

2 – Citation

2

Citation: X CAR § X-X **Go**

Title: -Select- ▼

Part: -First Select a Title- ▼

Keywords: (?)

Entity:

Authority: Example: 2-37-105, Example: Arkansas Code

☐ Appendix

Search **Clear Search**

3 - Policy, Title, Keywords

Citation: X CAR § X-X **Go**

3

Title: -Select- ▼

Part: -First Select a Title- ▼

Keywords: (?)

Entity:

Authority: Example: 2-37-105, Example: Arkansas Code

☐ Appendix

Search **Clear Search**

Searching Policy in Code & Code of Arkansas Rules

Select Title 9. Family Law

Citation: X CAR § X-X **Go**

→ Title: Title 9. Family Law ▼

Part: 9 CAR pt. 40: Policy and Procedure Manual ▼

Keywords: (?)

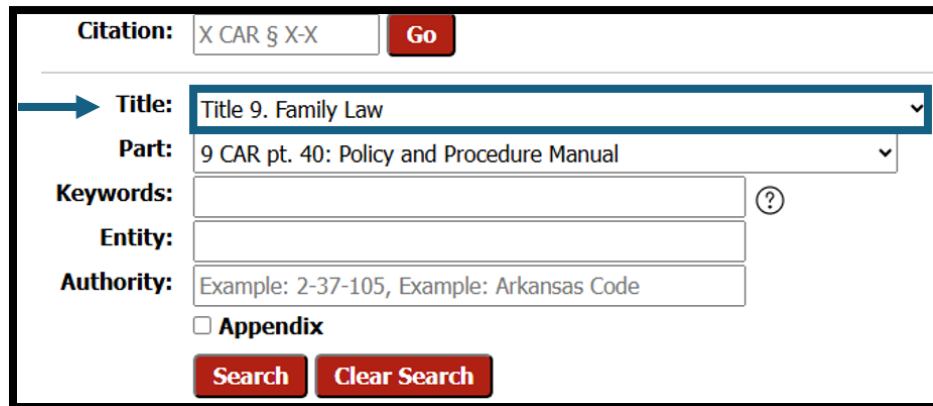
Entity:

Authority: Example: 2-37-105, Example: Arkansas Code

☐ Appendix

Search **Clear Search**

Select 9 CAR pt. 40: Policy and Procedure Manual



The screenshot shows a web-based search form for the Arkansas Code. At the top, there is a 'Citation' field with the text 'X CAR § X-X' and a red 'Go' button. Below this, a blue arrow points to the 'Title' dropdown menu, which is currently set to 'Title 9. Family Law'. The 'Part' dropdown menu is set to '9 CAR pt. 40: Policy and Procedure Manual'. There are input fields for 'Keywords' (with a help icon), 'Entity', and 'Authority' (which contains the text 'Example: 2-37-105, Example: Arkansas Code'). Below these fields is an unchecked checkbox labeled 'Appendix'. At the bottom are two red buttons: 'Search' and 'Clear Search'.

Reading Arkansas Code & Code of Arkansas Rules

Arkansas Code Example: A.C.A. § 9-3-106.

- **A.C.A.:** This is the abbreviation for **Arkansas Code Annotated**.
 - This is the official codification of all general and permanent laws of Arkansas.
 - "Annotated" means it includes notes and references to relevant case law, attorney general opinions, and law review articles that interpret the statute.
- **§:** The section sign is a typographical symbol used as the unique identifier for a specific section of a legal document. It is often pronounced "section."
- **9-3-106:** This is the specific statute number, which is further broken down by a logical hierarchy:
 - **9:** Represents the **Title** of the code.
 - Titles are broad categories within the code.
 - In this case, Title 9 deals with **Family Law**.
 - **3:** Refers to the **Chapter** within that title, in this case, "Guardianship of Minors."
 - **106:** Points to the specific **Section** within that chapter.

Therefore, **A.C.A. § 9-3-106** refers to:

Section 106 within Chapter 3 of Title 9 of the Arkansas Code Annotated.

Source: <https://arkleg.state.ar.us/ArkansasLaw#>

Code of Arkansas Rules Example: 9 CAR § 40-321.

- **9:** Represents the **Title** number. In this case, Title 9 deals with **Family Law**.
- **CAR:** This abbreviation stands for **Code of Arkansas Rules**.
 - It tells you that you are looking at administrative regulations rather than statutory law enacted by the legislature.
 - Administrative agencies, like the Department of Human Services, create these rules to implement and enforce the laws passed by the legislature.
- **§:** This is the section symbol, indicating a specific **section** within the code.
- **40:** Refers to the **Part** within that title, in this case, Part 40.
- **321:** Points to the specific **Section Number** for this rule or regulation.
 - 9 CAR § 40-321. Protective custody of a child in immediate danger

Therefore, **9 CAR § 40-321** refers to:

Section 321 within Part 40 of Title 9 of the Code of Arkansas Rules.

Source: <https://codeofarrules.arkansas.gov/>

DCFS Policy And Procedure Manual

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