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|  | Agency Name | Office of Family Support (OFS) | | | |
| | Chapter No./Name | 06 - Personnel Manual | | | |
| | Part No./Name | B. Administration | | | |
| | Section No./Name | B-200 Delegation of Authority | | | |
| | Document No./Name | B-210 Citation and Distribution | | | |
| | Dates | Issue | May 3, 2006 | Effective | May 1, 2006 |

The [OFS Delegation of Authority](#) lists the authorized employees, those acting in a position, and/or their successors, to sign on behalf of the Assistant Secretary, as appointing authority (provided for in [* La. R.S. 36:476 \(C\) **](#)), all non-disciplinary personnel actions and for the disciplinary actions outlined in the document.

The OFS Delegation of Authority is maintained for use in accordance with and pursuant to [Civil Service Rule 13.19\(t\)](#). The Rule refers to the hearing of appeals conducted by the Civil Service Commission and states:

"Authentic acts delegating appointing authority or certified copies thereof may be offered into evidence without further proof and shall be accepted as prima facie proof of the recitals contained therein."

When updated, copies of the Delegation of Authority are disseminated as follows:

- Four originals, one each to the DSS General Counsel, [***](#) the OFS Human Resources Director, the OFS Section Attorney Supervisor in the DSS Bureau of General Counsel, and [* the OFS Planning Section. **](#)
- One [* certified **](#) copy to the DSS Secretary
- One copy to the DSS Deputy Secretary
- One copy to the OM&F Undersecretary
- [* One copy to the OFS Assistant Secretary **](#)
- One [***](#) copy to DSS Human Resources
- One copy to Chapter 6 for each delegate's reference
- One copy to each Executive/Division Director