|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of Proposed Change:** | | | | **Date Created:** | |
|  | | | |  | |
| **Originator Name:** | | | | **CD Unit:** | |
|  | | | |  | |
| **Business Requirement(s) and Detailed Description of Proposed Change:** | | | | | |
|  | | | | | |
| **Justification: (please check all that apply)** | | | | | |
| **Child Safety Issue**  **Federal Requirement**  **State Requirement**  **Financial Issue** | | **Policy Issue**  **Best Practice Issue**  **Usability Issue** | | | |
| **Other (explain)** |  | | | | |
|  |  | | | | |
| **Authorizations (please print name, sign & date):** | | |  | | |
| **Originator:** |  | | | |  |
| **Direct Supervisor:** |  | | | |  |
| **Circuit Manager:** |  | | | |  |
| **Regional Director:** |  | | | |  |
| **Deputy Director:** |  | | | |  |
|  |  | | | |  |
|  | | | | | |