

Topic: New Government Initiatives Related to Corporate Compliance	Department: All departments
Original effective date: 5/17/02	Last revision date: 8/20/26
Owner: VP for Quality and Compliance (VPQC)	Frequency of reviews: Annual
Internal/Regulatory Reference(s) (all that apply): U.S.S.G. § 8B2.1; 18 NYCRR § 521-1.4(a); NYS Social Services Law § 363-d	
Related documents/Links: NA	

Policy: It is the policy of The Arc of Monroe (“The Arc”) that business, administrative and support functions promote personal and organizational outcomes.

Additional Information: Periodically, state and federal governments revise laws, rules, regulations, and other requirements or establish new ones (“legal and regulatory requirements”). The Arc has an ongoing responsibility to comply with all applicable requirements and to update its policies, procedures, and practices as necessary to maintain compliance. The VPQC is responsible for ensuring that information regarding new or revised legal and regulatory requirements is communicated to appropriate parties.

Procedure	
Task:	Responsible party:
1. When The Arc is informed of revisions to existing legal and regulatory requirements, the changes will be reviewed to determine their impact. Policies, procedures, and practices will be updated as necessary to maintain compliance.	Management; VPQC; Quality/Operations Coordinators or other designees, as appropriate
2. When new legal and regulatory requirements are issued, they will be reviewed to determine their impact. Policies, procedures, and practices will be developed or updated as necessary to maintain compliance.	Management; VPQC; Quality/Operations Coordinators or other designees, as appropriate
3. New or revised policies, procedures, practices, or other processes resulting from legal or regulatory changes will be communicated to affected staff. Communication may range from general notification to formal training, depending on the nature and extent of the new or revised requirements.	Management; VPQC; Quality/Operations Coordinators or other designees, as appropriate

Document revision record:

Revision Date	Release Date	Reason for change	Approver
	5/17/02	New policy	Corp Comp Committee and Executive Mgmt Team
10/27/05	10/27/05	Reasons for changes not documented	P Dancer
5/20/08	5/20/08	Reasons for changes not documented	P Dancer
10/17/12	10/17/12	Reasons for changes not documented	P Dancer

5/31/13	5/31/13	Reasons for changes not documented	P Dancer
10/24/14	10/24/14	Reasons for changes not documented	P Dancer
7/29/15	7/29/15	Reasons for changes not documented	P Dancer
6/5/17	6/5/17	Reasons for changes not documented	P Dancer
11/25/19	11/25/19	Transition to new procedural format	P Dancer
9/29/21	10/8/21	Fleshed out details; added discrete sections for managers and the VPQC	ICC
9/27/22	9/27/22	Added “or updated” to procedure step 2, last sentence	ICC
10/30/23	10/30/23	Added clarifying statement to #3 of general procedure (end of last sentence); Corrected typo	ICC
9/22/25	10/23/25	Added a statement that QCs and OCs may be included in the review and update of policies and procedures	ICC
8/20/26	8/20/26	Streamlined language; updated regulatory references; removed discrete management and VPQC sections	ICC