

POLICY PROPOSAL APPROVED AT GOVERNING BOARD MEETING APRIL 19, 2012

TO: Common Manual Governing Board Representatives

Interested Industry Groups and Others

FROM: Stephanie Aylor and Robert Powell, Co-Chairs

Common Manual Policy Committee

RE: Approved Common Manual Policy Update

[Batch 187: Proposal 1275]

DATE: April 20, 2012

In its April 19, 2012, meeting, the *Common Manual* Governing Board approved the policy proposal in Batch 187 (proposal number noted above).

The approved policy may now be implemented based on the effective date. Update of this policy will be published in three separate forums for reference:

- Common bulletin language will be distributed for publication in about 10 days.
- The revised policy text will be incorporated into the next version of the *Integrated Common Manual* (ICM). The ICM is available on many guarantor websites and is also available on the *Common Manual* website at www.commonmanual.org.
- The revised policy language will be included in the 2012 paper and electronic (ECM) versions of the Common Manual.

If you have any questions about the enclosed proposal or any aspect of the *Common Manual* process, please contact Stephanie Aylor by email at Stephanie.aylor@TN.gov or phone at 615-253-7485 or Robert Powell at 573-526-0173 or by email at robert.powell@dhe.mo.gov.

Enclosures: Policy Proposal Transmittal (1) Common Manual Policy Proposal (1275)