

Not Amended After Comments CHECK reg # _____ Staff _____ Date recv'd _____	Finalized Doc email Date _____ Time _____
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(Statement of Consideration - Not Amended After Comments) or (SOC - NAm)

STATEMENT OF CONSIDERATION (Not Amended After Comments)

<input type="checkbox"/>	Typed, white paper, 8-1/2 in x 11 in	
<input type="checkbox"/>	2-inch top margin	- Required on 1st page - Recommended remaining margin settings are 1 inch
<input type="checkbox"/>	12 pt font	Double spacing is not required on the Statement of Consideration
<input type="checkbox"/>	STATEMENT OF CONSIDERATION RELATING TO ___ KAR ___: {Name of Administrative Body} Not Amended After Comments	- Example of what the heading will look like. - Center the required information - No bold or italics in an SOC
Statements indicating <input type="checkbox"/> If hearing was held - state date, time, and place of hearing <input type="checkbox"/> A list of persons who attended the hearing or submitted written comments Include the organization or entity that each person represented <input type="checkbox"/> List of agency representatives (include names/titles) who attended hearing or responded to comments		
Summarized Comment: <input type="checkbox"/> (a) Comment: (includes the person or people who made the comment and a summary of the comment) <input type="checkbox"/> (b) Response: (includes agency's response to the comment)		
<input type="checkbox"/> Summary of Action Taken (required even though no action was taken) Summarize the statement and action taken		

BEFORE FILING

<input type="checkbox"/>	NOTE: Signature is not needed or required
<input type="checkbox"/>	Email MS Word version to RegsCompiler@LRC.ky.gov Please include the regulation number or numbers in the email (preferably in the email's subject line)
<input type="checkbox"/>	Once reg is "OK to file", prepare copies. For each regulation, file: - Original – single sided & stapled - 1 copy – single sided & paper-clipped (without staple holes) - 4 copies – single- or double-sided & stapled (One of these is stamped and given back to agency.) If the Not Amended After Comments SOC covers multiple regulation numbers File 2 additional, single-sided, unstapled copies of the SOC for <u>each</u> additional regulation listed in the SOC