




## 1420.1: The Request Process

When the DHS local office receives an initial request for state funds, promptly notify the Regional Office and the Bureau of Research and Analysis, in writing, that the request has been made.

The GA Liaison takes the following action:

- Schedule a meeting with appropriate Local Governmental Staff, i.e., Township Supervisor/County Commissioner, and the GA Administrator/Caseworker. The Regional Office must be, and DHS Central Office may be, represented at this meeting.

During this meeting, explain the tax levy requirements to receive state funds for GA as specified in [PO-1505.1](#) or [PO-1505.2](#). Once this is done, a Unit may apply for state funds.

- Explain that a receiving Unit is required to comply with all DHS rules and regulations. This includes:
  - following all DHS GA policy and procedures, i.e., eligibility standards, payment levels, medical coverage, redetermination process, etc.;
  - implementing workfare and/or work projects; and
  - using the appropriate DHS GA forms. If the Unit wishes to use locally developed forms, the forms must have approval of the DHS Bureau of Operations Support.
- Explain the DHS surety bond requirements.
- Explain the required bookkeeping procedures, including the necessary accounting forms, as defined in GA Manual Chapter 1500 and the administrative guidelines, including salary scale and staffing structure, as specified in GA Manual [Chapter 1400](#).
-  Advise the Unit of the administrative expenses that require DHS approval. See PO 1515.2 for the list of administrative expenses that require DHS approval.
- Advise the GA Unit that all GA funds, including any state funding which they may receive, are to be in a separate GA account and this account plus all bookkeeping records will be audited by DHS.

If the Unit wishes to proceed with the request, the liaison assists the Unit in preparing Initial Request for State Funds (Form 787A). Form 787A is prepared and submitted to the DHS local office by the 5th workday of the month prior to the month for which funding is requested. The DHS local office forwards Form 787A to the DHS Office of Fiscal Services, so that it is received no later than the 15th of the month.

Form 787A reflects the actual expenses and revenues of the GA Unit's fiscal year to date.

The GA Liaison prepares the following forms and sends them to the DHS Office of Fiscal Services if they were not prepared during the annual distribution in accordance with that set forth in applicable Official Department Action Memoranda issued by the Agency.

- Report of County Clerk Concerning Municipal Retirement Fund and General Assistance Levies Made in December XXXX For the Tax Year XXXX (Form 93), or
- Report on General Assistance Levies Made in December XXXX by Counties Having Commission Form of Government (Form 93A), and
- Report of Town, Illinois Municipal Retirement and General Assistance Tax Rates and Extensions for the XXXX Tax Year in Counties Having Township Form of Government (Form 421), or
- Report of Amounts of XXXX Levies and Tax Rates and Amount of Extensions for the XXXX Tax Year in Counties Having Commission Form of Government (Form 421A).

(The GA Liaison obtains the information to complete these forms from the courthouse and forwards it to the DHS Office of Fiscal Services.)

- Intent to Levy (Form 93B).

The GA Liaison provides Form 93B to the local Unit. When completed, the GA Liaison submits the form to the DHS Office of Fiscal Services.

The GA Liaison advises the Unit that subsequent requests for State funds are to be submitted on General Assistance Monthly Report and Request for State Funds (Form 787).

The GA Liaison submits the above forms via a cover memorandum to the DHS Office of Fiscal Services with a copy to the Regional Office and a copy to the DHS Bureau of Research and Analysis.