





Michelle R.B. Saddler, Secretary

1420.3: Ongoing GA Liaison Responsibilities

- a. Within 30 days of the initial receipt of state funds, the GA Liaison is required to:
 1. Assist the Unit in implementing workfare and/or work projects.
 2. Explain the required appeal process and insure the county has a Public Aid (Healthcare and Family Services) Committee established for the purpose of hearing any GA appeals.
 3. Furnish the Unit with HFS rates for all hospitals they may have business with, and explain that all physician, pharmacy, and laboratory bills are to be forwarded to HFS in Springfield for pricing.
 4. Insure that the Unit has signed the SSI Reimbursement Agreement, Cuban Refugee Agreement, etc. (as appropriate).
- b. The GA Liaison is responsible for the following duties on an ongoing basis.
 1. Review General Assistance Monthly Report and Request for State Funds (Form 787) for completeness and accuracy and forward to the DHS Office of Fiscal Services so that it is received by the 15th of the month (see [PO-1420.1](#), [PO-1505.4](#), [PO-1535.9](#)).
 2. Complete and maintain General Assistance Funds Control (Form 2479) on a monthly basis (see [PO-1530.12](#)).
 3. Complete Review Checklist for GA Liaisons (Form 3310) on a monthly basis.
 4.  For administrative expenses needing prior approval, obtain all information needed to evaluate the request (see [PO 1515.2](#)) and forward to the DHS Bureau of Research and Analysis. Requests for new hires and promotions require prior approval from the GA liaison (see [PO-1415](#)).
 5. Monitor client eligibility including case record reviews. Form 182 can be used for this purpose. Ensure compliance with GA Policy.
 6. Provide hospital rates to Units. Assist in GA medical claim pricing process (see [PO-1510](#), [PO-1115.1/PR-1115.1](#)).
 7. Inquiries/public relations. Respond to questions, explain policy changes and assist in implementation, attend meetings and training sessions, assist with appeals. Obtain policy clarifications from the DHS Bureau of Policy Development.
 8. Identify need for training and process requests for training. Notify Units of available training programs. 
 9. Upon request, submit information to the DHS Bureau of Research and Analysis about the current status of work projects. Coordinate/process Food Stamp Employment & Training (FSE&T) records for those Units involved with FSE&T. Review, recommend approval/disapproval, and forward Form 100 for new requests to the Regional Office.
 10. Ensure submittal, to the DHS Office of Fiscal Services, of the following forms for **receiving Units** only:
 - o Report of County Clerk Concerning Municipal Retirement Fund and General Assistance Levies Made in December XXXX for the XXXX Tax Year (Form 93), and
 - o Report on General Assistance Levies Made in December XXXX by Counties Having Commission Form of Government (Form 93A), and
 - o 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
 - o 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),

and

- Intent to Levy (Form 93B).

11. Assist new Units in applying for State funds.
12. Send copies of locally developed accounting/case records forms, including computer forms, to the DHS Bureau of Research and Analysis. DHS forms are to be made available to any **receiving** Unit wishing to use such forms.