



1420.2: The Approval Process

- a. Upon receipt of the memorandum and completed forms from the GA Liaison, the DHS Office of Fiscal Services determines the GA Unit's eligibility to receive state funding and the amount, if any, they are entitled to receive. When this decision is made, and prior to the actual allocation of state funds, the DHS local office, Regional Office, and DHS Bureau of Research and Analysis, are notified by the DHS Office of Fiscal Services. The GA Liaison notifies the GA Unit of approval or denial of funds.
- b. If the GA Unit will receive state funding, the GA Liaison immediately, as necessary:
 1. Furnishes the Unit with a current copy of DHS' Downstate GA Manual; inquires as to the number of additional manuals needed and forwards this request to the Regional Office.
 2. Insures the appropriate GA forms are made available.
 3. Discusses the requirement for training and submits a formal request for such training to the Regional Office (for both the Unit **and** DHS local office staff, as appropriate). Training should be scheduled within 30-45 days of the date the request is made to the Regional Office.
 4. Assists the Unit in converting to required DHS bookkeeping procedures.
 5. Provides minimal policy training to assist the Unit until formalized training is available.
- c. Upon notification that a Unit will receive state funds, the Regional Office and/or DHS Bureau of Research and Analysis requests a preliminary audit by the Illinois Office of Internal Audit, to insure the township's **accounting practices** are in order.