



1420: Processing Requests for State Funds

All requests for state funds are made to the DHS local office. If an initial request for state funds is received at a different office, give the requestor the address of the DHS local office and advise the requestor to begin the process there.

Each Downstate DHS local office, including Cook County DHS local offices serving areas outside the City of Chicago, must have a GA Liaison who is knowledgeable in downstate GA policy and procedures. The GA Liaison is responsible for processing the request for state funds at the DHS local office level.

At any time during the process described below, the DHS Bureaus of Operations Support, Fiscal Operations, and Internal Audits are available to offer advice and/or assistance to local GA Unit staff.