



1505.3: Allocation of State Funds - Initial Request

A Unit is considered newly applying if it did not receive an allocation in its preceding fiscal year. A Unit newly applying for State funds is considered a receiving Unit from the month it applies through the last month of its fiscal year. However, the Unit's records for its entire fiscal year are subject to DHS audit.

To receive State funds, the GA Unit must complete and submit the original and 2 copies of Initial Request for State Funds (Form 787A) to the appropriate DHS local office by the 5th workday of the month prior to the month for which funds are requested. The DHS local office forwards the original to the DHS Office of Fiscal Services (OFS) so that it is received no later than the 15th of the month.

When a Unit applies for state funds and has recurring expenses in excess of DHS standards, the current level of expenses is recognized in determining eligibility and awarding state funds. If the excess expenses are in the form of salaries or staffing level, attrition will be allowed to bring levels into compliance with DHS policy. If the excess expenses are in the form of employee benefits, the benefits are to be adjusted at the next reasonable opportunity, e.g. expiration of a group insurance plan.

If a newly applying Unit has made non-GA expenditures from the GA fund during the current fiscal year, the situation may be remedied by repaying the GA fund from other local funds. If this action is not taken the expenditure will not be recognized in determining the amount of needed state funding.

The initial allocation is based on the actual expenses and revenues of the fiscal year to date. DHS authorizes an extra allocation based on the Unit's estimate of need when the Unit is approved for the initial payment. This extra payment covers needs until the ongoing allocation starts.

After the initial allocation, the Unit submits Form 787 monthly, to apply for further state funds.