



**Department of Human Services  
Online Directives Information System**

**Index:  
Revised:  
Next Review:**

**POL 1213  
09/15/2023  
09/15/2025**

**SUBJECT: Receipt of Grant Awards**

The policy of the Georgia Department of Human Services (DHS) for all grant awards and related information must be sent directly to the Office of Financial Services by the grantor agencies, organizations, and entities.

**A. Authority:**

Official Code of Georgia Annotated ([O.G.C.A\) § 49-2-1](#) DHS created effective July 1, 2009.

**B. References:**

The Georgia Department of Human Services SFY 2004 and 2005 audit findings as reported by the Georgia Department of Audits and Accounts (DOAA).

**C. Applicability:**

All Divisions and Offices of the Georgia Department of Human Services (DHS).

**D. Definitions:**

- Grant Awards  
Include all documents and information referred to by the Federal government and other awarding entities as grants, contracts, cooperative agreements and terms and conditions.
- Hard Copy of Grant Award  
The paper version of the grant award sent directly from the federal government or other awarding entity.
- Electronic Copy of Grant Award  
The electronic version of the grant award sent via a computer system directly from the federal government of other awarding entity.

**E. Responsibilities:**

- DHS Divisions and Offices
  - To include in the grant applications or the annual state plans a letter to the awarding entity the address referenced in the procedure associated with this policy.
  - If an award is received directly by a DHS division or office, it must be submitted to the Grants Management team within the DHS Office of Financial Services (OFS) immediately.

- DHS Office of Financial Services
  - To record the grant award in the state's accounting system, TeamWorks, within five days of the receipt of the award.
  - Review the DHS accounting records on a periodic basis to identify missing grant awards. If a grant award is identified as missing, the Grants Management team is to locate it and ensure it is recorded and documented as required per this policy.

**F. History:**

None

**G. Evaluation:**

The effectiveness of this policy is evaluated by the Georgia Department of Audits annually.