



Administrative Policies and Procedures: 3.23

Subject:	Management of Federal Benefits
Authority:	TCA 37-1-151, 37-5-105 (3), 37-5-106
Standards:	COA: FIN 6
Application:	To All Department of Children's Services Finance and Budget Employees
Policy Statement:	
Federal benefits identified as Social Security, Veteran's Benefits, Black Lung Benefits, Railroad and Miners' Benefits shall be managed, maintained and used in accordance with state and federal laws, departmental policy and shall be expended only to provide for the direct care and maintenance and/or personal needs of children and youth. The procedures outlined in the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual shall be the operational procedures used in providing and managing Federal benefits.	
Purpose:	
To ensure procedures are established for managing federal benefits for children and youth.	
Procedures:	
A. Implementation	The operational procedures for providing Federal fund disbursements as outlined in the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual is managed and implemented by the Department of Children's Services Finance and Budget Assistant Commissioner and Directors and/or their designee(s).
B. Availability	The State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual is available to all employees involved with the management of Federal benefits disbursements.
C. Training	All appropriate DCS Finance and Budget employees receive training communication, and interpretation of procedures set forth in the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual as needed.
D. Annual review	The DCS Finance and Budget Assistant Commissioner and Directors and/or their designee(s) reviews and updates the State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual annually or as often as necessary.

Forms:	<i>None</i>
Collateral documents:	<i>State of Tennessee Department of Children's Services – Trust Receivables Unit Accounting Procedures Manual</i> (internal program manual)