

FINANCIAL MANAGEMENT 2.0

Special Needs -- 2.10

Date Issued: December 31, 1998

Date Last

Revised:

Signature:

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Bureau of Health Services

POLICY

All funds allocated under Special Needs will be used only for those projects recommended by the Director of the Bureau of Health Services and approved by the Commissioner of the Department of Health. The guaranteeing of the accountability of Special Needs funds is the responsibility of each appropriate Regional Director. After the completion of each Special Needs project, any unused funds must be returned to the State of Tennessee, Department of Health. Special Needs funds are considered to be one-time, and are allocated on a fiscal year basis only. Projects extending beyond any fiscal year will have to be recommended by the Director of the Bureau of Health Services and approved by the Commissioner of the Department of Health.

APPLICABILITY

This policy applies to Local Health Department and Regional Office personnel.

PURPOSE

To define and establish guidelines for the administration of funds allocated under Special Needs.

PROCEDURE

After the Special Needs project has been approved by the Commissioner of the Department of Health, a copy of the approval letter will be forwarded to the appropriate County Executive or director of the responsible agency and the Regional Director, as well as other departmental personnel responsible for processing the approval letter.

Requests for advance payment should be made by the county or appropriate agency, reviewed and approved by the Regional Office, and forwarded to the Fiscal Services Section of the Bureau of Health Services (FSS). The FSS will forward this request to the Division of Fiscal Services of the Department of Health outlining the particular method of payment to be applied. After this method of payment has been decided, the Regional Director will be informed as to the type of payment. A periodic progress report of project status may be requested from the Regional Director.

REFERENCE DOCUMENTS

[T.C.A. 68-2-901\(2\)](#)

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305

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