DSS SOUTH CAROLINA
DEPARTMENT of SOCIAL SERVICES

HENRY McMASTER, GOVERNOR

TONY CATONE, STATE DIRECTOR

November 10, 2026

Thomas R. Higgs, II
Colleton County Administrator
109 Benson Street
Walterboro, SC 29488

Dear Mr. Higgs,

Your organization was included in the DSS budget in the 2026-2027 State Appropriations Act for a one time, non-recurring appropriation of $300,000 in state general funds sponsored by former Rep. Michael Rivers for the Johnsville Community Center. DSS will execute a Memorandum of Understanding (MOU) with your organization in order to memorialize the requirements/uses and accountability measures associated with these funds.

In order to initiate this process, please provide a written scope of work that details how the state funds will be spent, goals to be accomplished, proposed measures to evaluate success in implementing and meeting the goals, a copy of the adopted budget for the current year for the particular effort/project to be undertaken using these funds, and a copy of your most recently issued audited financial statements. These items must be submitted in their entirety and may be shared with the Executive Budget Office through the Department of Administration or published online on the DSS website pursuant to the Governor's Executive Order 2022-19 and SFY 2026-2027 Proviso 117.21, which states:

> *Each state agency receiving funds that are a direct appropriation to a non-profit organization, prior to disbursing the funds, shall require from each recipient organization a plan of how the state funds will be spent and how the expenditures will provide a public benefit. The Executive Budget Office, Department of Administration shall provide each state agency with a standard form for collecting the information required. After receiving the funds, non-profit organizations shall provide quarterly spending updates to the respective state agency. After all state funds have been expended, each organization shall provide an accounting of how the funds were spent, including an accounting of funds provided to subgrantees and affiliated non-profits. State agencies receiving funds pursuant to this provision shall report the information collected to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee by June 30th. No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.*

Please email the requested documentation to Evan Mitchell at Evan.Mitchell@dss.sc.gov as soon as possible and include the names, direct phone numbers and email addresses of your programmatic and fiscal contacts. Upon receipt and review of the information provided, DSS will reach back out with any questions, and a draft MOU will be finalized between DSS and your organization, prior to any funds being disbursed.

If you have any additional questions, please contact me at 803-898-7427 or by email at Susan.Roben@dss.sc.gov.

Sincerely,

Susan Roben, CGFO
Chief Financial Officer, SCDSS